



ESTABLISHED 1961

**CATALOG  
2021-2022**

Revision Date: 6/2021

COURT REPORTING  
COURT REPORTING PRODUCTION SPECIALIST  
PARALEGAL  
MEDICAL ASSISTANT

**South Coast College**  
2011 West Chapman Avenue  
Orange, California 92868  
714-867-5009 P  
[www.southcoastcollege.edu](http://www.southcoastcollege.edu)

This catalog covers the time period from July 1, 2021 to June 30, 2022.

Pursuant to Section 94909 of the California Education Code, South Coast College annually updates its catalog. Changes in educational programs, educational services, procedures, or policies required to be in the catalog by state or regulation are implemented before the issuance of the annually updated catalog. Those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

This catalog is located on the southcoastcollege.edu website under Student Services/Catalog. It is available to prospective students and to the general public.

The institution is not subject to provisional approval and does not offer an unaccredited degree program.

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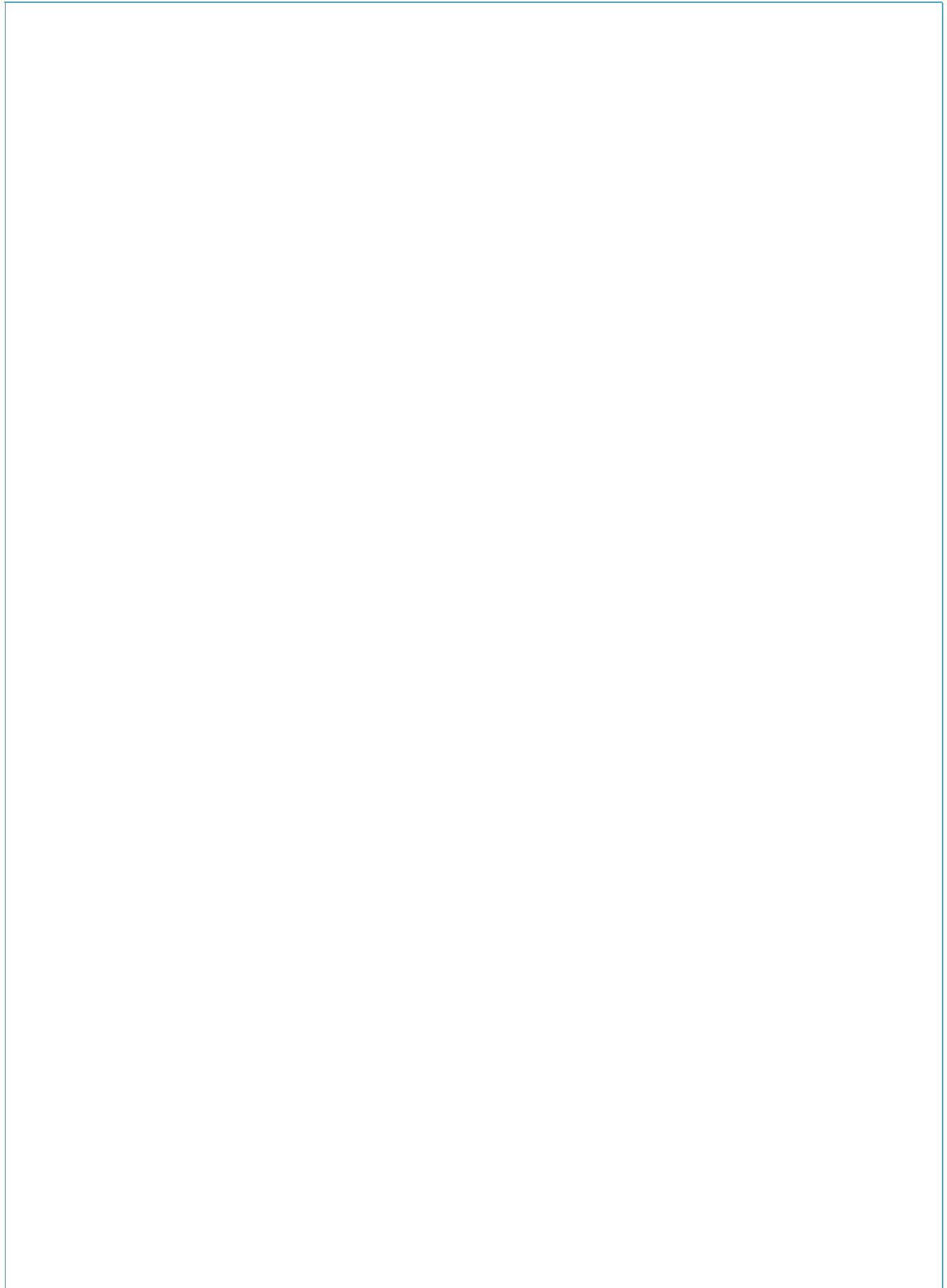
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# Overview

## *History*

South Coast College was founded in Long Beach, California, in 1961 as the Stenotype School of Long Beach. In 1974, the College moved to Garden Grove, California, and the corporate name was changed to Whitley College. In 1980, Orange County College of Court Reporting was merged into Whitley College, and the name was changed to South Coast College of Court Reporting. In 1996, the College was granted degree-granting status and expanded its offerings beyond court/deposition reporting and related fields to include medical assistant and paralegal careers. In August 1999, the name was changed to South Coast College to reflect the addition of other programs.

## *Mission Statement*

The mission of South Coast College is to provide quality education and training in a caring, student-oriented environment to individuals who are highly motivated and who wish to improve their lives.

South Coast College believes that, in this highly competitive business world, post-secondary education that trains people both in the skills and the language of specific careers is a valuable asset. South Coast College was founded on the philosophy that concentrated training in a chosen career can offer an alternative or a complement to other types of post-secondary education.

## *Philosophy*

South Coast College has a steadfast philosophy of dedicating its faculty, administration, programs, and facilities to superior training in an atmosphere that is friendly, efficient, personal, professional, and student oriented. South Coast College is quite proud that the successful application of its philosophy has earned the College a widespread reputation for excellence; that its graduates can expect to develop skills that will help them not only in obtaining a job but in developing critical learning abilities and life skills.

## *Student Population*

The training at South Coast College is intended for the following audiences:

- students upon completion of high school,
- individuals who have no prior post-secondary education who are looking for a career change,
- individuals who possess degrees and who wish to apply their knowledge and expertise to a legal- or medical-related field,
- professionals who wish to update their skills and knowledge.



## *College Objectives*

Our objectives are to provide our students with cognitive, performance-based, quality education and to assist them with career placement. The means of attaining these objectives are as follows:

- provide students with an exposure to academically oriented subjects that will enhance the quality of their lives, expand their cognitive reasoning skills, and make them aware of the ethical way to handle themselves.
- train students for a given field of study.
- prepare students for a successful career by helping them to develop proper work habits, a professional attitude, and an increased level of self-esteem.
- help students to obtain entry-level positions in their chosen fields of study.

These objectives are accomplished by offering courses of study and teaching methods that are appropriate to an entry-level position in the individual's field of study. All functions of the College revolve around these objectives.

To accomplish the mission, the College monitors the needs of the relevant business and professional communities and modifies the institution's curriculum, personnel, facilities, and equipment as necessary.

South Coast College regularly upgrades its programs to do the following:

- merit the confidence of the community we serve (students, working reporters, attorneys, courts, deposition agencies, transcription agencies, colleges/universities, broadcast, and healthcare facilities).
- keep our educational programs dynamic and current with the changing times to enable our graduates to be confident of meeting the challenges of the fast-changing social, economic, and technological climate.

Specifically, South Coast College strives to do as follows:

- continuously measure the effectiveness of our institution through feedback from our graduates and the community we serve,
- provide a curriculum that stresses skills and the attainment of critical thinking and sound reasoning,
- provide quality English and career-language training,
- train students in the mechanics of court reporting and related fields, paralegal, and medical assistant and related healthcare careers to be able to secure entry-level positions in these areas,
- encourage assessment by students, graduates, advisory board members, employers, and faculty to ensure continual improvement of the institution and its educational programs,
- maintain the professional development of staff and faculty by encouraging membership in professional organizations and participation in pertinent educational workshops, conferences, seminars, and in-service training,
- provide students with personal and professional guidance to assist them in satisfying their future goals and foster the development of lifetime educational growth,
- uphold admissions standards that aim toward enrolling qualified students who can pursue a post-secondary career,
- train students in the ethical and professional obligations and considerations of their chosen careers.

### *Expected Outcomes*

#### **A Word about South Coast College**

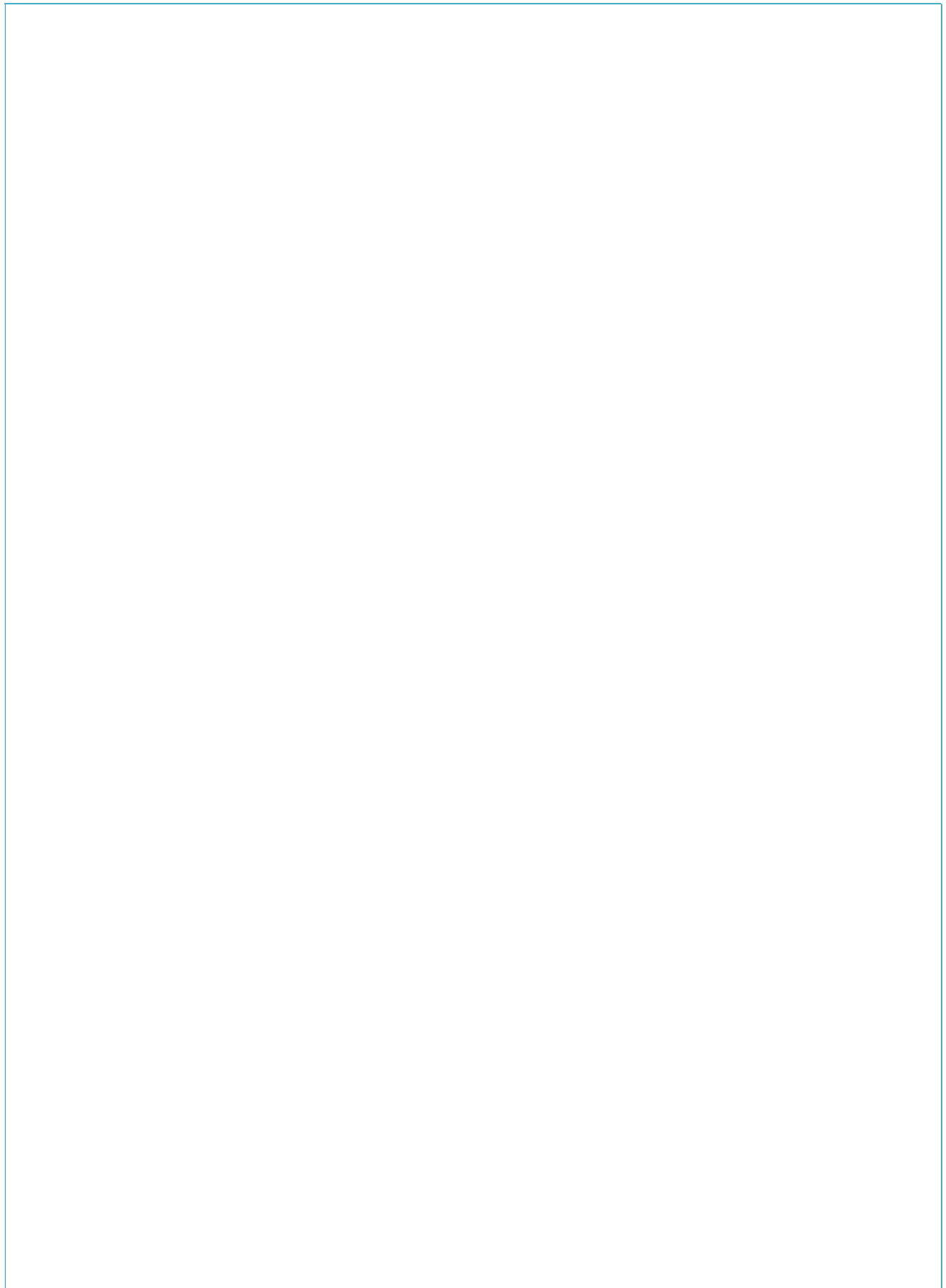
At South Coast College, the faculty and staff take a personal interest in you as a student. The administrative offices are open for counseling on either College or personal problems. Faculty members are available upon request before and after class to offer guidance and assistance with classroom work and assignments.

The classes are designed to encourage the development of self-reliance, while laboratory instruction emphasizes a hands-on approach. Study groups and camaraderie are encouraged through class projects and practice groups. Individual differences in learning are recognized, and personal assistance is always available for those who need it. The College promotes collegiality by seeking student, faculty, and staff input for governance and decision-making.

The College promotes a synergistic approach to learning by exposing students to integrated learning situations through mock trials and integrated lab experiences.

The South Coast College staff maintains continuous, active participation in national, state, and local professional organizations, such as: the National Court Reporters Association, the Association of Reporter Training, the Deposition Reporters Association, the Orange County General Shorthand Reporters Association, the Chamber of Commerce, the State Bar of California, the Orange County Paralegal Association, the National Federation of Paralegal Associations, Inc., and the National Healthcare Association. The staff of South Coast College is encouraged to participate in occasional advisory boards and in various forms of professional development where they can interact with professionals in the fields of court reporting/captioning, law, business, computer technology, and medicine.





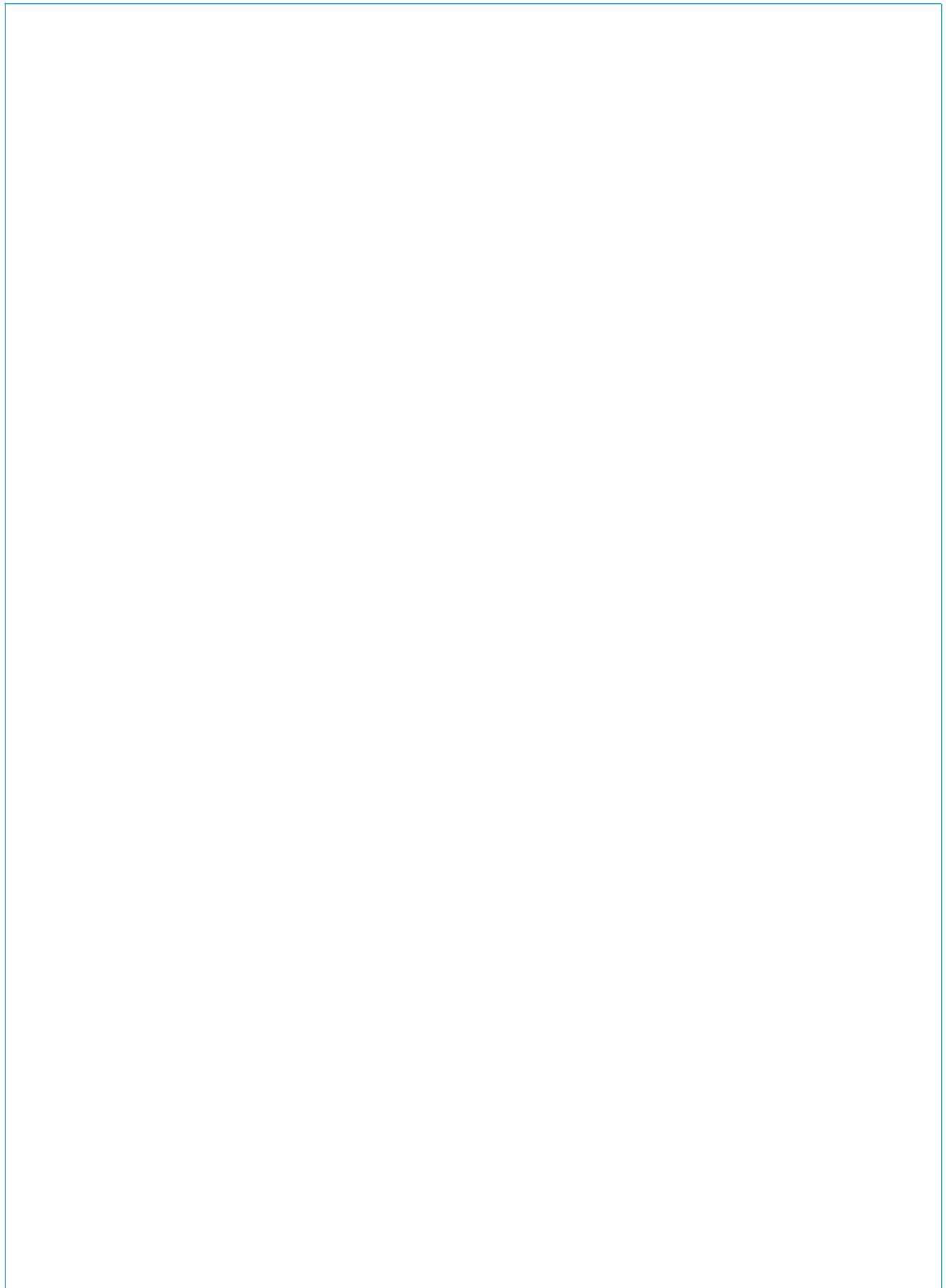


# Calendar

## Academic Calendar: July 1, 2021, to June 30, 2022

Independence Day Holiday	July 5, 2021
Mid Summer Quarter Start	July 6, 2021
Summer Graduation	July 24, 2021
Fall Quarter Registration	July 27 & 29, 2021
Student Break Week	August 16 – 20, 2021
Fall Quarter Begins	August 23, 2021
Labor Day	September 6, 2021
Mid-Fall Quarter Begins	October 4, 2021
Winter Quarter Registration	October 26 & 28, 2021
Winter Quarter Begins	November 15, 2021
Thanksgiving Holiday	November 25 & 26, 2021
Christmas Holiday	December 24 & 25, 2021
Student Break Week	December 24 – 31, 2021
New Year's Day	January 1, 2022
Mid-Winter Quarter Begins	January 3, 2022
Spring Quarter Registration	January 25 & 27, 2022
Student Break Week	February 14 – 18, 2022
Spring Quarter Begins	February 21, 2022
Mid-Spring Quarter Begins	April 4, 2022
Summer Quarter Registration	April 26 & 28, 2022
Student Break Week	May 16 – 20, 2022
Summer Quarter Begins	May 23, 2022
Memorial Day	May 30, 2022

**Note:** South Coast College class sessions are conducted in residence on our campus located at 2011 West Chapman Avenue, Orange, California 92868 and is currently approved for online hybrid distance education.



# Admissions

## Admission and Tuition

### Selection of Your College

Your choice of a profession should be carefully made. The choice of a college should be made with even more care. The reputation and standard of quality of the college you attend will be of extreme importance to you, both before and after graduation, and you should certainly visit the campus, ask questions, and get the feel of the college atmosphere beforehand. We invite the comparison of our college with any other that you may visit. Our 60 years of experience in creating professionals for the medical and legal fields will serve you well.

### Admissions Requirements for All Programs

The minimum requirements for admissions are an interview, campus tour, admissions tests, proof of ability to do college-level work, completion of paperwork and required fee. The **admissions procedures** for admissions are to do the following:

1. Meet with an admissions representative for an informational interview. Parents and spouses are encouraged to be present.
2. Tour the campus at the time of their informational interview or at any time prior to enrolling in classes.
3. Submit a high school diploma (or proof of equivalency such as a high school transcript (official or unofficial), a recognized high school equivalency test (GED certificate), college transcript, or college diploma as proof of ability to do college-level work before signing an enrollment agreement. A Home Study certificate or transcript from a Home Study program must reflect equivalent high school level work and be recognized by the student's home state. Home Study education and graduation must be verified. South Coast College does not admit ability-to-benefit students.
4. Take the required admissions tests and attain a score of 65 out of 100 points on an admissions-standardized inventory test that consists of an admissions-standardized general knowledge test and an English proficiency test. The test has the following sections:
  - (1) General knowledge 1-20 (20 points)
  - (2) Choosing the correct word 21-29 (9 points)
  - (3) Choosing the correct sound-alikes 30-46 (17 points)
  - (4) Attaching prefixes 47-56 (10 points)
  - (5) Choosing the correct spelling 57-80 (24 points)
  - (6) Choosing the correct word based upon the meaning 81-90 (10 points)
  - (7) Choosing the correct synonym 91-100 (10 points)

If the student does not satisfactorily pass the English proficiency tests, then he or she will be given one chance to retest in the following six weeks.

Complete the required admissions documents and submit the necessary fee stated on the Tuition and Fee Schedule (Addendum A) and in the Enrollment Agreement.

5. Complete an enrollment interview and execute enrollment documents, including the application form, the enrollment agreement, and sign other required disclosure documentation. Documentation must be signed by a parent or guardian if the applicant is under 18 years of age.

Note that recruitment is in English and all courses are taught in English. Students must be able to speak, read, write, and understand fluently in English. English abilities will be determined through the South Coast College admissions test (as noted in No. 4), an interview, and completion of necessary documents. South Coast College does not currently instruct English as a second language. South Coast College does not instruct in a foreign language. Please note that for the enrollment agreement, disclosures, and statements to students if English is not the student's primary language and if the student is unable to understand the terms and conditions of the enrollment agreement, then the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language. Students have the right to have the information translated to them at their own expense, through a family member, or through other means.

All applicants must complete financial arrangements prior to starting class. If applicable, financial aid applications must be completed.

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. If there is any portion of the agreement that you do not understand, please ask to have it explained to you.

The school catalog is online at [www.southcoastcollege.edu](http://www.southcoastcollege.edu); however, the institution shall provide the school catalog to any person upon request. South Coast College does not have any program-specific student brochures.

Although not required for admission, the applicant must be aware of the following:

- Some externships, primarily hospital externships, require that medical assistant students have any required health examinations, pathology tests, and immunizations completed prior to beginning clinical courses, field work training, or externship experience.
- The Court Reporters Board requires fingerprinting before a student can take the Certified Shorthand Reporter (CSR) examination, and the State, many employers, and various other agencies may require criminal background checks before a student can be placed in an externship.

For detailed admissions and procedures requirements for foreign students, see Appendix A.

### **Nondiscrimination**

South Coast College admits students of any race, religion, color, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at South Coast College.

South Coast College does not discriminate with regard to age, sex, sexual orientation, race, religion, color, or national or ethnic origin in hiring or in administration of its educational policies, admissions policies, loan programs, or other College-administered programs.

### **Students with Special Needs**

South Coast College makes every effort in the admissions process to accommodate potential students with special needs. South Coast College is Americans with Disabilities Act (ADA) compliant. The admissions representative will ask potential students what assistance they need to complete the admissions process. Additional assistance will be provided by administrative staff, instructors, and/or management staff should the student enroll at South Coast College.

### **Tuition**

- Please refer to the Addendum A - Tuition and Fee Schedule for specific charges and for an estimate of total College costs.
- Books and supply costs may vary with the class schedule.
- The tuition structure is based on these class schedules:  
Day Program - four or five days per week, depending upon the credits attempted.  
Evening Program - three or four evenings per week, depending upon the credits attempted.

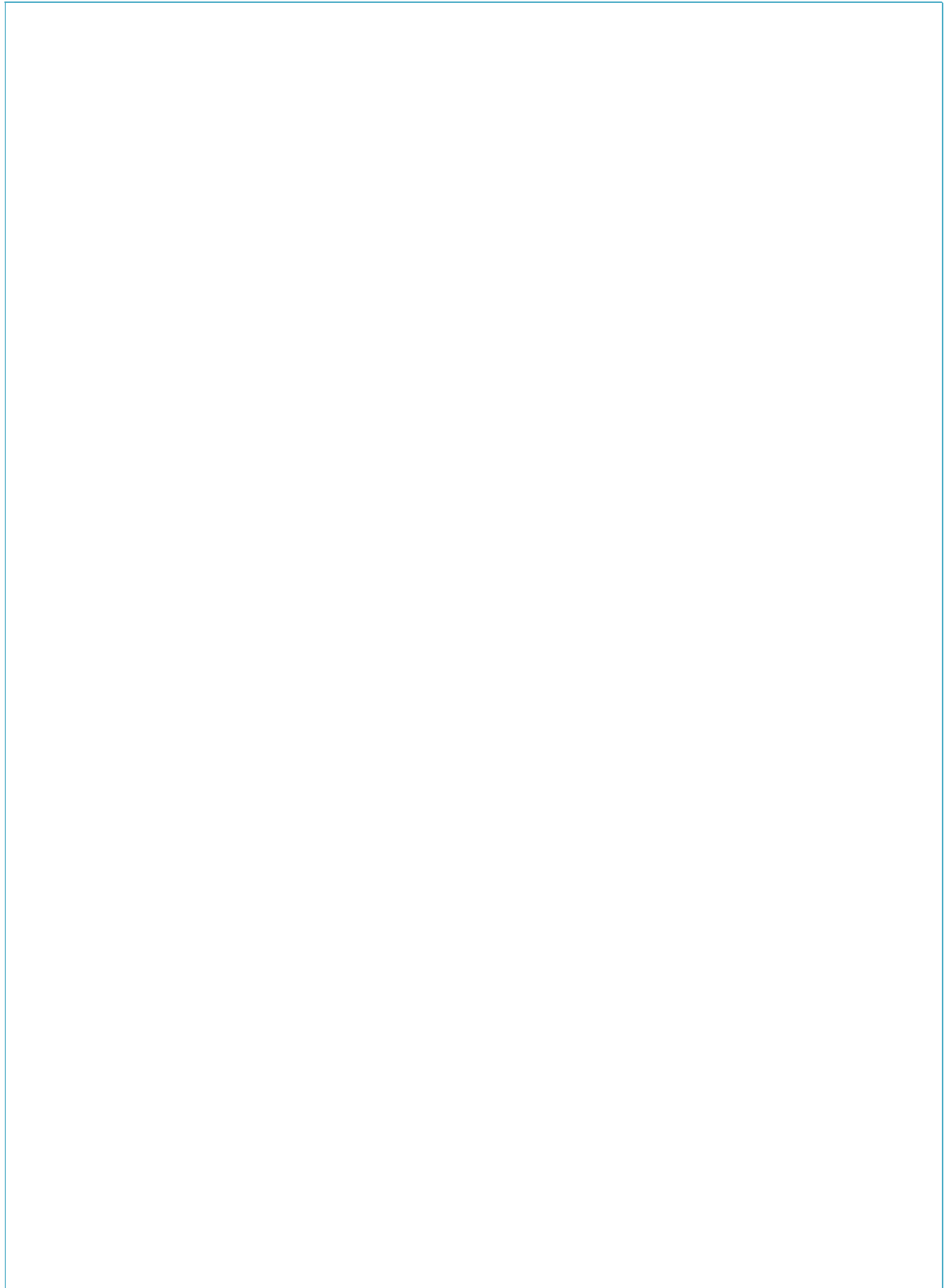
Tuition for all South Coast College programs is standardized over the year. No tuition reduction is made for excused absences.

### **Academic Year**

An academic year at South Coast College is approximately 9 months in length for day students and 12 months in length for night students. Each academic year defines full time as 36 quarter credits. For day students, full time is 12 credits a quarter for 3 quarters; and for evening students, full time is 9 credits a quarter for 4 quarters. A student must be at least half-time (6 credits for day students or 5 credits for night students) to qualify for financial aid. Pell grants are prorated for less than full-time enrollment.

Academically, one credit hour is equal to 12 hours of instruction for lecture classes, 24 hours of laboratory, and 36 hours of externship. For financial aid award purposes on certificate programs, one credit hour is equal to 25 clock hours of instruction, including a minimum of 20 clock hours of classroom or direct faculty instruction. The remaining 5 clock hours may include acceptable and documented student work outside of class and/or instructional hours.

Even though students are packaged for financial aid in academic years, students are expected to attend college year-round.



# Accreditation and Approvals

## Accreditation

### Accrediting Commission of Career Colleges and Schools (ACCSC)

South Coast College is accredited by the Accrediting Commission of Career Colleges (ACCSC). ACCSC is a recognized agency by the U.S. Department of Education.

Location: Accrediting Commission of Career Colleges and Schools (ACCSC)

Physical Address: 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201

Phone Number: (703) 247-4212

### Why Accreditation is Important

Accreditation is important when choosing a college. When considering any type of educational program, always ask whether the institution offering services is accreditation by an accrediting agency recognized by the Department of Education. When you attend an accredited institution, you are attending a school that undergone a rigorous process that evaluates educational quality. It is not easy to become or remain an accredited institution. The rules and regulations are strict, precise, and designed to protect students.

## Approvals

### Bureau for Private Postsecondary Education (BPPE)

South Coast College is *approved to operate*\* as a private postsecondary institution in the **State of California**. Approval to operate means that the college is in compliance with state standards as set forth in the Education Code. An approval to operate does not imply an endorsement or recommendation by the indicated agency.

\* "Approval" or "approval to operate" means that the Bureau has determined and certified that an institution meets minimum standards established by the Bureau for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of students' achievement prior to, during, and at the end of its program.

Note: The approval of South Coast College to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2021."

South Coast College **complies** with the requirement that a prospective student should not be required to provide personal contact information in order to obtain, from the institution's Internet Web site, educational program information that is required to be contained in the school catalog or any information required pursuant to the consumer information requirements of Title IV of the Federal Higher Education Act of 1965, and any amendments thereto.

"The catalog with all its addenda and all disclosure information required by the State, Department of Education, and various other governing agencies is available at [www.southcoastcollege.edu](http://www.southcoastcollege.edu). The catalog section is located under the Student-Resources/Program-Catalog. 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 is provided to you prior to signing an enrollment agreement.”

Location: Bureau for Private Postsecondary Education (BPPE)

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Physical Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834  
P.O. Box 980818, West Sacramento, CA 95798-0818

Website Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Local Phone: (916) 574-8900  
Toll-free: (888) 370-7589  
Main Fax: (916) 263-1897  
Licensing Fax: (916) 263-1894  
Enforcement/STRF/Closed Schools Fax: (916) 263-1896

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by completing a complaint form which can be obtained on the Bureau’s website: [www.bppe.ca.gov/students/](http://www.bppe.ca.gov/students/)

### California Court Reporters Board (CCRB)

The South Coast College Court Reporting program is approved by the California Court Reporters Board (CCRB) under the Department of Consumer Affairs (DCA).

South Coast College complies with and meets the **Criteria for Recognition of Court Reporting Schools** set forth in the Professional and Vocational Regulations of the California Court Reporters Board. (CCR, Title 16, Division 24, Article 2, Section 2411)

The *minimum* requirements of the CRB that a school must offer to be approved by the Certified Shorthand Reporter (CSR) examination are as follows:

Subject/Skill Areas	Hours of Instruction
English	240
Legal	150
Medical	120
Transcript Preparation	25
Court Observation	10
Apprenticeship Training	50
Technology	60
Resource Materials	5
Keyboarding Skills	45 wpm
<b>Total Academic Hours</b>	<b>660</b>
<b>Approximate Machine Hours</b>	<b>2300</b>

### California Court Reporter Law



The California Court Reporters Board (State of California Department of Consumer Affairs) administers three examinations yearly and issues State licenses to the successful applicants. The State Board requires applicants from a reporting school to furnish proof of successful completion of the entire school reporting program, including the **ability to write stenographically at 200 wpm 4-voice testimony for 10 minutes with an accuracy of at least 97.5 percent**. The decision to participate in the licensing examination administered by the State of California is entirely up to the student.

#### Eligibility Requirements to Take the Certified Shorthand Reporter (CSR) Test

The eligibility requirements are as follows (Section 8020, Business & Professions Code):

- (1) Over 18 years of age;
- (2) high school education or its equivalent;
- (3) has not committed any acts or crimes constituting grounds for denial of licensure and
- (4) the applicant must submit satisfactory evidence that he or she has originally obtained one of the following:
  - (b) A verified certificate of satisfactory completion of a prescribed course of study from a **California Recognized Court Reporting School** or certification from such school evidencing equivalent proficiency.

Court Reporting is a State-Licensed Profession. In order for a person to qualify from a school to take the State licensing examination to be able to work as a court or deposition reporter, the person shall complete a program at a **recognized school**. A graduate of the degree program or certificate program who has passed a school qualifying examination will be able to sit for the licensure examination in California. However, other states may have different licensure requirements. For information concerning the minimum requirements that a court reporting program must meet in order to be recognized, contact:

Location: California Court Reporters Board (CRB), Department of Consumer Affairs (DCA)

Physical Address: 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833

Website: [www.courtreportersboard.ca.gov](http://www.courtreportersboard.ca.gov)

Phone Number: (877) 3-ASK-CRB (1-877-327-5272)

Phone Number: (916) 263-3660

Fax Number: (916) 263-3664

#### California Student Aid Commission (CSAC)

At the time of this publication, South Coast College is not approved to offer new Cal Grants.

Address: P.O. Box 419026, Rancho Cordova, CA 95741-9026

Phone Number: (888) 224-7268

Website Address: [www.csac.ca.gov](http://www.csac.ca.gov)

### **National Court Reporters Association (NCRA)**

South Coast College undergoes a voluntary review of its court reporting program by the National Court Reporting Association and is certified as meeting certain General Requirements and Minimum Standards as set forth by the National Court Reporting Association (NCRA).

The court reporter program offered at South Coast College is committed to excellence in realtime reporter education and have met the General Requirements and Minimum Standards (GRMS) established by the Council on Approved Student Education (CASE) of the National Court Reporters Association, earning the right to describe themselves as NCRA-approved.

Location: National Court Reporters Association (NCRA)

Mailing Address: 12030 Sunrise Valley Drive, Suite 400, Reston, VA 20191

Website: [www.ncra.org](http://www.ncra.org)

Phone Number: (703) 556-6272

South Coast College is certified as meeting certain general requirements and minimum standards set forth by the National Court Reporters Association (NCRA).

### **Student and Exchange Visitor Program (SEVIS)**

South Coast College is approved to admit international students for training in the Paralegal program.

Location: Student and Exchange Visitor Program (SEVIS)

Mailing Address: DHS/ICE, 500 12<sup>th</sup> SW, Stop 5600, Washington, DC 20536-5600

Website: [www.ice.gov/sevis](http://www.ice.gov/sevis)

Phone Number: (703) 603-3400

### **U.S. Department of Education (DOE)**

South Coast College is approved to offer financial assistance through the Department of Education.

Location: U.S. Department of Education

Mailing Address: 50 Beale Street, San Francisco, CA 94105

Website: [www.ed.gov](http://www.ed.gov)

Phone Number: (800) 872-5327

### **U.S. Department of Veterans Affairs (VA)**

The programs at South Coast College are approved for the training of veterans pursuant to Title 38, United States Code §3672 (b)(1)(2)(A)(iv). This institution will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the VA and student accordingly.

Location: U.S. Department of Veterans Affairs

Mailing Address: 810 Vermont Avenue NW, Washington, DC 20420

Website: [www.va.gov](http://www.va.gov)

Phone Number: (800) 827-1000

### *Memberships*

South Coast College additionally has memberships in the following organizations to support the Medical Assistant and Paralegal programs.

#### **Medical**

##### **American Medical Technologist (AMT)**

South Coast College is approved to administer voluntary examinations to certify a student as a Registered Medical Assistant (RMA).

Location: American Medical Technologist (AMT)

Mailing Address: 10700 West Higgins Rd., Suite150  
Rosemont, IL 60018

Phone: (847) 823-6169

Website: [www.americanmedtech.org](http://www.americanmedtech.org)

Email: [mail@americanmedtech.org](mailto:mail@americanmedtech.org)

##### **National Healthcare Association (NHA)**

South Coast College is approved to administer voluntary examinations in the following:

- Billing and Coding Specialist
- Medical Administrative Assistant
- Clinical Medical Assistant
- Electronic Health Records Specialist

Location: National Healthcare Association (NHA)

Mailing Address: 11161 Overbrook Road, Leawood, Kansas 66211

Website: [www.nhanow.com](http://www.nhanow.com)

Phone Number: (800) 499-9092

#### **Paralegal**

##### **National Federation of Paralegal Associations, Inc. (NFPA)**

### *Programs Offered by South Coast College*

South Coast College offers the Associate of Arts degree and certificate programs:

#### **Degree Programs**

AA      Paralegal

#### **Certificate Programs**

Certificate	Court Reporting
Certificate	Court Reporting Production Specialist, Emphasis Transcript/Document Production
Certificate	Medical Assistant

*Fiscal Responsibility*

South Coast College has no pending petitions in bankruptcy, is not operating as a debtor in possession, nor has filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

# Court Reporting Programs

## Overview of Court Reporting Programs

South Coast College offers a (1) Certificate in Court Reporting (**CCR**) and (2) Certificate in Court Reporting Production Specialist, Emphasis Transcript/Document Production (**CCRPS**) programs. The programs have been designed to cover two important elements of court and deposition reporting: stenography—the skill needed to record the record stenographically and transcript production—the skill needed to produce the record and its exhibits in its entirety. To some extent, some reporters prefer to engage in both aspects while producing the record. Some reporters prefer to spend more time using their highly developed stenographic skills and leave the document production to others.

### *Program Objective: Certificate in Court Reporting*

The objectives of the CCR program are to prepare graduates for both (1) careers requiring certification as an official court reporter or deposition reporter and (2) careers that do not require certification.

## Careers Requiring Certification

The South Coast College CCR program is designed to produce certified court and deposition reporters. As such, it requires the attainment of both the skill of stenography and the ability to produce the record in its entirety. The California Court Reporters Board (CCRB) sets forth the program requirements necessary to achieve these skills.

“In order for a person to qualify from a school to take the state licensing examination, the person shall complete a program at a recognized school.”

Further, as the only school in California approved by the National Court Reporting Association (NCRA), South Coast College students who wish to achieve the Registered Professional Reporter (RPR) designation necessary for promotion in some courts and required to work as an official court or deposition reporter in other states meet the requirements set forth by NCRA and are prepared to take and pass the proficiency tests required for RPR designation.

## Not Requiring Certification

Although the careers of court and deposition reporter require certification, there are numerous career opportunities for individuals who acquire various levels of skill in both the stenography and document production areas. Careers not requiring certification that involve stenography training include the following:

1. Careers in rapid-data entry – using stenography and translation software for producing transcription of digital recordings to produce transcripts or reports, such as police reports.
2. Careers in CART (Communication Access Realtime Translation) or captioning for the deaf and hard of hearing.
3. Careers as a hearing reporter. The Department of Industrial Relations offers a Hearing Reporter Examination to work as a hearing reporter for the Department of Industrial Relations. An

applicant does not need to possess a CSR license. In addition, there other hearing reporter position that do not require any licensure.

### Description of the Certificate in Court Reporting (CCR)

The **CCR** program is designed to meet the requirements of the California Court Reporters Board (CRB) to qualify to take the Certified Shorthand Reporter (CSR) Examination. The Certificate in Court Reporting consists of the following types of courses:

The (CCR) program consists of the following types of courses:

1. Theory courses that introduce the student to the language of stenography. In these classes, learn to write the language called theory on a machine called a stenotype machine.
2. Courses that focus on the skill development of writing on the machine from 40 wpm up to 200 wpm to satisfy the CRB requirements of the State (and 225 wpm proficiency requirements of the NCRA) and transcription of tests at those speeds.
3. Four-voice courses that provide a wide variety of different scenarios that include practice in both court and deposition-type settings.
4. Courses that include the computer and software applications for court and deposition reporting.
5. Courses that cover the ethics and procedures of court and deposition reporting.
6. Academic courses required to fulfill the requirements of the CRB with an extensive CSR Review course on the academics prior to the CSR Examination.
7. Apprenticeship in both court and deposition settings.

Curriculum for Certificate in Court Reporting (CCR)			
Credit hours and Credit Hours			
Discipline	Courses	Cumulative Instructional Hours	Cumulative Credit Hours
Shorthand Theory Courses (6 courses total)	CR201A, CR201B, CR202AA, CR202AB, CR202BA, CR202BB	280.0	15.0
Skill Building Courses (26 courses total)	PR118A, PR118B, PR106STA, PR106STB, CR203, CR204, CR205, CR206, CR207, CR208, CR209, CR210, CR211, CR212, CR213, CR214A, CR214B, CR215, CR216, CR217, CR218, CR219, CR220A, CR220B, CR221A, CR221B	3176.0	100.0
Academic Courses (9 courses total)	CR101, CR102A, CR102B, CR103, CR104, CR105, CR106, CR108, CR109	420.0	35.0
Professional Development Courses (11 courses total)	PR103A, PR103B, PR104, PR105, PR106, PR106ST, PR108, PR110STA, PR110STB PR115A, PR115B	296.0	24.0
Apprenticeship Course (1 course total)	PR107	100.0	3.0
51 courses total		4272.0	177.0

### *Expected Outcomes Certificate in Court Reporting*

The measurable student learning outcomes that demonstrate the achievement of goals include the following:

#### **Shorthand Reporters/Stenographers**

Shorthand reporters who graduate from the certificate program (Court Reporting) meet the minimum standard set forth by the California Court Reporters Board (CCRB) (including a shorthand skill of 200 wpm and required academic courses) to take the Certified Shorthand Reporter Examination to work in the State of California as a court or deposition reporter. The Certified Shorthand Reporter Examination qualifies reporters for entry-level reporter positions. The program requires an apprenticeship of the minimum hours mandated by the Court Reporters Board.

Shorthand reporters who graduate from the certificate program (Court Reporting) can take the proficiency tests set forth by the National Court Reporters Association (including a shorthand skill of 225 wpm) to prepare them with the proficiencies required to take and pass a Registered Professional Reporter examination, allowing them to work in states that require only that designation for employment.

Shorthand reporters who graduate from the Court Reporting Certificate program are qualified with skills to work in various entry-level positions that include rapid-data entry, captioner for deaf and hard-of-hearing clients.

### *Program Objective: Certificate in Court Reporting Specialist, Emphasis in Transcript/ Document Production (CCRPS)*

The objectives of the CCRPS program are to prepare graduates for careers that support the official court or deposition reporter by knowing the language of stenography and the software used by reporters and by developing the skills necessary to efficiently produce documents.

Careers not requiring certification that involve the document production areas include the following:

1. Scoping is a career that involves knowing how to read stenography and utilizing the software that court and deposition reporters use for translation of their steno notes. Scopists support court and deposition reporters by allowing them the freedom to concentrate on using their stenography skills while the production portion of the document is handled by the scopists. Their skills include proofreading the document and making edits to the document that occur from either mistranslates or un-translates of steno notes and addressing punctuation errors.
2. Doing all other aspects of document production, including the entire document cycle from intake of the document to the final production of the document. This career involves working as a document production specialist in a deposition agency.

Students who complete the court reporting program are not all required to work in careers that require certification. Those who complete 120 wpm and take the required 94 credits from the CCR program and the apprenticeship in document preparation can obtain a Certificate in Court Reporting Production Specialist, Emphasis Transcript/Document Production.

The objective of the CCRPS program is to obtain the skills and knowledge to work in a document support capacity for court or deposition reporters.

**Description of the Certificate in Court Reporting Production Specialist, Emphasis in Transcript/Document Production (CCRPS)**

The CCRPS program is designed to be an entry-level career in the court reporting area. A Court Reporting Production Specialist may be employed in a variety of document production areas. The Court Reporting Production Specialist may specialize in the production of documents for a court reporting agency or may be involved in the various of aspects of the document cycle, including the transcription of documents, proofreading of documents, scoping of documents either as an employee or as an independent contractor. The Production Specialist will be able to do the following:

Schedule and track transcripts through the production cycle and do all aspects of transcript assembly including minor editing, scanning exhibits, copying and making CDs, binding, printing, preparing and shipping of transcripts;

Transcribing audio files with a high degree of accuracy;

Proofreading transcripts produced transcripts produced by court/deposition reporters;

Scope transcripts using computer-aided translation scoping software to ensure an error-free final product.

The program consists of the following types of courses:

1. Theory courses that introduce the student to the language of stenography. In these classes, students learn to write the language called theory on a machine called a stenotype machine.
2. Courses that focus on the skill development of writing on the machine from 40 wpm up to 120 wpm.
3. Courses that include the computer and software applications for court and deposition reporting.
4. Academic courses required to produce salable documents.
5. Apprenticeship in transcript/document production.

Curriculum for Certificate in Court Reporting Production Specialist, Emphasis Transcript/Document Production (CCRPS)			
Credit hours and Credit Hours			
Discipline	Courses	Cumulative Instructional Hours	Cumulative Credit Hours
Shorthand Theory Courses (6 courses total)	CR201A, CR201B, CR202AA, CR202AB, CR202BA, CR202BB	280.0	15.0
Skill Building Courses (9 courses total)	PR118A, PR118B, CR203, CR204, CR205, CR206, CR207, CR208, CR209	1,336.0	45.0
Academic Courses (3 courses total)	CR101, CR102A, CR103	180.0	15.0
Professional Development Courses (9 courses total)	PR104, PR105, PR106, PR106STA, PR106STB, PR110STA, PR110STB, PR115A, PR115B	256.0	16.0



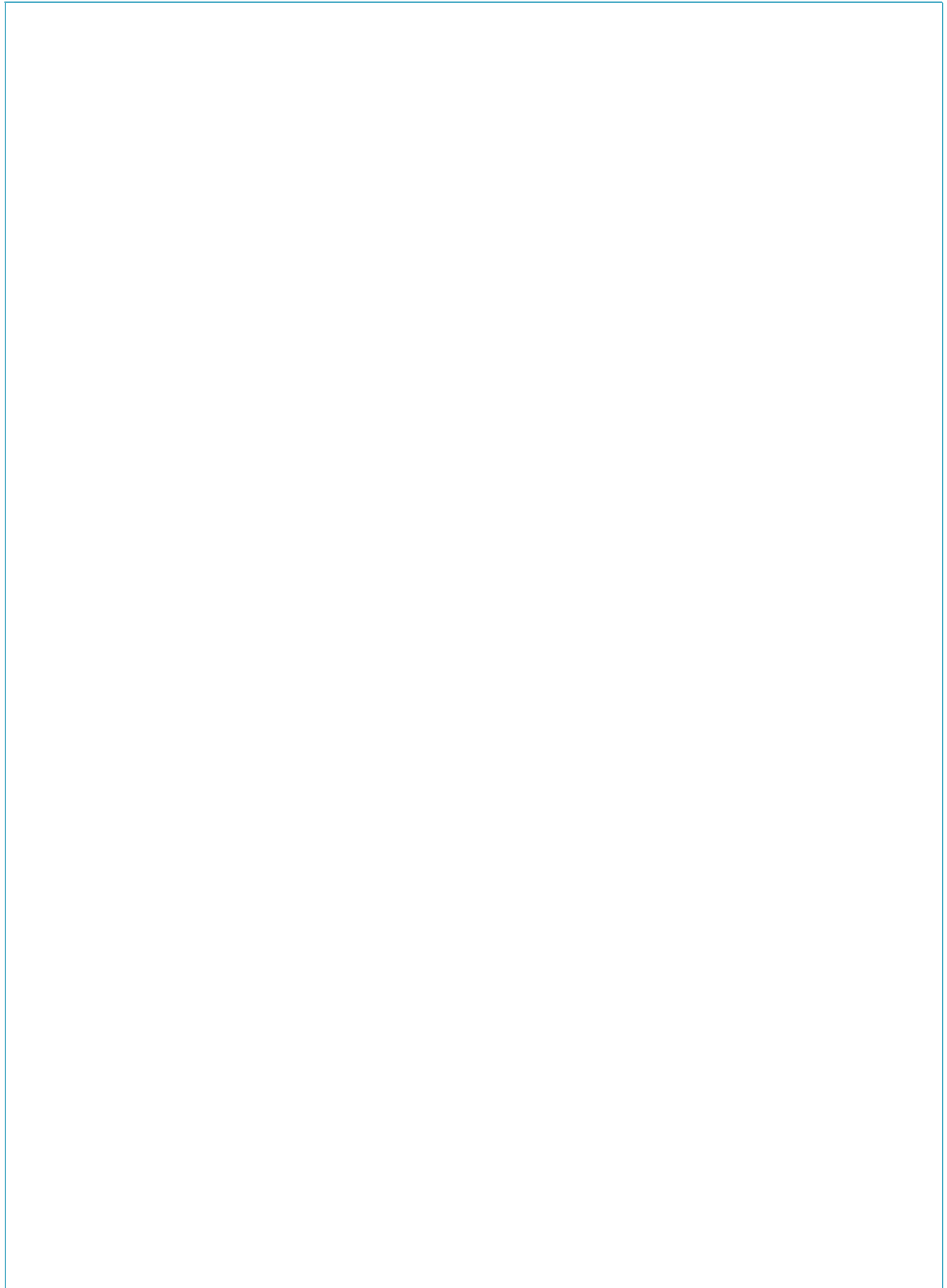
<b>Curriculum for Certificate in Court Reporting Production Specialist, Emphasis Transcript/Document Production (CCRPS)</b>			
Apprenticeship Course (1 course total)	PR107TR	100.0	3.0
<b>28 courses total</b>		<b>2,152.0</b>	<b>94.0</b>

*Expected Outcomes for Certificate in Court Reporting Production Specialist*

### **Production Specialists**

The measurable student learning outcomes that demonstrate the achievement of goals include the following:

The Court Reporting Production Specialist Emphasis on Transcript/Document Production Certificate prepares graduates in careers in scoping as a freelance scopist or proofreader/scopist for deposition agencies or as production specialists in deposition agencies in any of the aspects of the document production cycle from calendaring to the handling of exhibits to the final filing, storage, and distribution of the document.



# List of Courses

## CCR/CCRPS Programs

### CCR/CCRPS Programs

The Combined Program Chart that follows contains both the (1) Certificate in Court Reporting (**CCR**) and the (2) Certificate in the Court Reporting Production Specialist, Emphasis Transcript/Document Production (**CCRPS**).

The **total number of quarter credit hours** for the Certificate in Court Reporting Program is 177 quarter credit hours. Note: The CCR program is the **entire list** of courses consisting of 177 quarter credits.

The **total number of quarter credit hours** for the Certificate in Court Reporting Production Specialist, Emphasis Transcript/Document Production is 94 quarter credits. Note: The **shaded portion** is the CCRPS program. It consists of 94 of the 177 credits.

### CCR and CCRPS Day Programs

Course	Title	Academic Credits
<b>Year 1, Quarter 1</b>		
CR201A	<i>Shorthand Theory Part I</i>	2.50 Cr
CR201B	<i>Shorthand Theory Part II</i>	2.50 Cr
CR202AA	<i>Court Reporting Theory Part I</i>	2.50 Cr
CR202AB	<i>Court Reporting Theory Part II</i>	2.50 Cr
CR202BA	<i>Computer Tutorial Part I</i>	2.50 Cr
CR202BB	<i>Computer Tutorial Part II</i>	2.50 Cr
<b>Year 1, Quarter 2</b>		
CR101	<i>English I: Sentence Structure</i>	5.00 Cr
PR118A	<i>Skill Building 40 wpm</i>	2.50 Cr
PR118B	<i>Skill Building 50 wpm</i>	2.50 Cr
CR203	<i>Skill Building 60 wpm</i>	5.00 Cr
CR204	<i>Skill Building 70 wpm</i>	5.00 Cr
PR115A	<i>Document Preparation: Formatting</i>	2.00 Cr
PR115B	<i>Document Preparation: Speaker Identification</i>	1.50 Cr
<b>Year 1, Quarter 3</b>		
CR102A	<i>English IIA: Grammar and Usage: Noun Emphasis</i>	5.00 Cr
CR205	<i>Skill Building 80 wpm</i>	5.00 Cr
CR206	<i>Skill Building 90 wpm</i>	5.00 Cr
<b>Year 1, Quarter 4</b>		
PR106STA	<i>Steno Legal Part I</i>	2.50 Cr
PR106STB	<i>Steno Legal Part II</i>	2.50 Cr
CR207	<i>Skill Building 100 wpm</i>	5.00 Cr
CR208	<i>Skill Building 110 wpm</i>	5.00 Cr

Course	Title	Academic Credits
<b>Year 2, Quarter 1</b>		
CR103	<i>English III: Analysis of the Rhetoric of Oral Communications</i>	5.00 Cr
CR209	<i>Skill Building 120 wpm</i>	5.00 Cr
CR210	Skill Building 130 wpm	5.00 Cr
<b>Year 2, Quarter 2</b>		
PR110STA	<i>Medical Terminology with Steno Emphasis Part I</i>	2.50 Cr
PR110STB	<i>Medical Terminology with Steno Emphasis Part II</i>	2.50 Cr
CR211	Skill Building 140 wpm	5.00 Cr
CR220A	Live Multi-Voice 150-160-170 wpm Part I	2.50 Cr
<b>Year 2, Quarter 3</b>		
CR104	Critical Reading of Local and National Current Events	5.00 Cr
CR212	Skill Building 150 wpm	5.00 Cr
CR220B	Live Multi-Voice 150-160-170 wpm Part II	2.50 Cr
<b>Year 2, Quarter 4</b>		
CR213	Skill Building 160 wpm	5.00 Cr
PR104	<i>Introduction to Computers and Management Information Systems</i>	2.50 Cr
PR105	<i>Court Reporting CAT and Realtime Software</i>	2.50 Cr
PR106	<i>Introduction to CAT Concepts (Dictionary Build)</i>	2.50 Cr
<b>Year 3, Quarter 1</b>		
CR106	Law I: Legal Terminology	5.00 Cr
CR214A	Skill Building 170 wpm Part I	5.00 Cr
PR103A	Ethics and Procedures of Deposition Reporting	2.50 Cr
PR103B	Ethics and Procedures of Court Reporting	2.50 Cr
<b>Year 3, Quarter 2</b>		
CR214B	Skill Building 170 wpm Part II	5.00 Cr
CR215	Skill Building 180 wpm	5.00 Cr
PR107/PR107TR	<i>Apprenticeship—Training for CCR (PR107) or CCRPS (PR107TR)</i>	3.00 Cr
CR221A	Live Multi-Voice 180-190-200 wpm Part I	2.50 Cr
<b>Year 3, Quarter 3</b>		
CR108	Law II: Legal Research and California Codes	5.00 Cr
CR216	Skill Building 190 wpm	5.00 Cr
CR221B	Live Multi-Voice 180-190-200 wpm Part II	2.50 Cr
<b>Year 3, Quarter 4</b>		
CR217	Skill Building 200 wpm (Qualifier after passing 200 wpm)	5.00 Cr
CR109	Integrated Medical Science	5.00 Cr
PR108	CSR/RPR Examination Preparation	3.00 Cr
<b>TOTAL CREDITS FOR CERTIFICATE IN COURT REPORTING (DAY PROGRAM)</b>		<b>177.0 Cr</b>

<b>CCR and CCRPS Night Programs</b>		
<b>Course</b>	<b>Title</b>	<b>Academic Credits</b>
<b>Year 1, Quarter 1</b>		
CR201A1	<i>Shorthand Theory Part I</i>	1.50 Cr.
CR201A2	<i>Shorthand Theory Part II</i>	1.50 Cr.
CR202A1	<i>Court Reporting Theory Part I</i>	1.50 Cr.
CR202A2	<i>Court Reporting Theory Part II</i>	1.50 Cr.
CR202B1	<i>Computer Tutorial Part I</i>	1.50 Cr.
CR202B2	<i>Computer Tutorial Part II</i>	1.50 Cr.
<b>Year 1, Quarter 2</b>		
CR201A3	Shorthand Theory Part III	2.00 Cr.
CR202A3	Court Reporting Theory Part III	2.00 Cr.
CR202B3	Computer Tutorial Part III	2.00 Cr.
PR118A	<i>Skill Building 40 wpm (Elective)</i>	2.50 Cr.
PR118B	<i>Skill Building 50 wpm (Elective)</i>	2.50 Cr.
PR115A	<i>Document Preparation: Formatting</i>	2.00 Cr.
PR115B	<i>Document Preparation: Speaker Identification</i>	1.50 Cr.
<b>Year 1, Quarter 3</b>		
CR101	<i>Composition and Sentence Structure</i>	5.00 Cr.
CR203	<i>Skill Building 60 wpm</i>	5.00 Cr.
CR204	<i>Skill Building 70 wpm</i>	5.00 Cr.
<b>Year 1, Quarter 4</b>		
CR102A	<i>Grammar and Usage - Noun Emphasis</i>	5.00 Cr.
CR205	<i>Skill Building 80 wpm</i>	5.00 Cr.
CR206	<i>Skill Building 90 wpm</i>	5.00 Cr.
<b>Year 2, Quarter 1</b>		
CR102B	<i>Grammar and Usage - Verb Emphasis</i>	5.00 Cr.
CR207	<i>Skill Building 100 wpm</i>	5.00 Cr.
CR208	<i>Skill Building 110 wpm</i>	5.00 Cr.
<b>Year 2, Quarter 2</b>		
CR103	<i>Analysis of the Rhetoric of Oral Communications</i>	5.00 Cr.
CR209	<i>Skill Building 120 wpm</i>	5.00 Cr.
<b>Year 2, Quarter 3</b>		
CR104	Critical Reading of Local and National Current Events	5.00 Cr.
CR210	Skill Building 130 wpm	5.00 Cr.
PR105	<i>Court Reporting CAT and Realtime Software</i>	2.50 Cr.
<b>Year 2, Quarter 4</b>		
CR105	Critical Reading of International Current Events	5.00 Cr.
CR211	Skill Building 140 wpm	5.00 Cr.
PR106	<i>Introduction to CAT Concepts (Dictionary Build)</i>	2.50 Cr.

Course	Title	Academic Credits
<b>Year 3, Quarter 1</b>		
CR109	Integrated Medical Science	5.00 Cr.
CR212	Skill Building 150 wpm	5.00 Cr.
<b>Year 3, Quarter 2</b>		
PR110STA	<i>Medical Terminology with Steno Emphasis Part I</i>	2.50 Cr
PR110STB	<i>Medical Terminology with Steno Emphasis Part II</i>	2.50 Cr
CR213	Skill Building 160 wpm	5.00 Cr.
CR220A	Live Multi-Voice 150-160-170 wpm Part I	2.50 Cr.
<b>Year 3, Quarter 3</b>		
CR106	Legal Terminology	5.00 Cr.
CR214A	Skill Building 170 wpm Part I	5.00 Cr.
CR220B	Live Multi-Voice 150-160-170 wpm Part II	2.50 Cr.
<b>Year 3, Quarter 4</b>		
CR214B	Skill Building 170 wpm Part II	5.00 Cr.
CR215	Skill Building 180 wpm	5.00 Cr.
PR107/PR107TR	<i>Apprenticeship - Training for CCR (PR107) or CCRPS (PR107TR)</i>	3.00 Cr.
CR221A	Live Multi-Voice 180-190-200 wpm Part I	2.50 Cr.
<b>Year 4, Quarter 1</b>		
CR108	Legal Research and California Codes	5.00 Cr.
CR216	Skill Building 190 wpm	5.00 Cr.
<b>Year 4, Quarter 2</b>		
PR106STA	<i>Steno Legal Part I</i>	2.50 Cr.
PR106STB	<i>Steno Legal Part II</i>	2.50 Cr
CR221B	Live Multi-Voice 180-190-200 wpm Part II	2.50 Cr.
CR217	Skill Building 200 wpm (Qualifier-after passing 200 wpm)	5.00 Cr.
<b>Year 4, Quarter 3</b>		
PR103A	Ethics and Procedures of Court Reporting	2.50 Cr.
PR103B	Ethics and Procedures of Deposition Reporting	2.50 Cr.
PR108	CSR/RPR Exam Preparation	3.00 Cr.
<b>Year 4, Quarter 4</b>		
CR218	Skill Building Proficiencies Part I	5.00 Cr.
CR219	Skill Building Proficiencies Part II	5.00 Cr.
<b>TOTAL CREDITS FOR CERTIFICATE IN COURT REPORTING (NIGHT PROGRAM)</b>		<b>177.00 Cr</b>

### **Graduation Requirements** for Certificate in Court Reporting (CCR)

To receive the credential, South Coast College **Certificate in Court Reporting**, students must do the following:

1. Complete 177 credit hours required for graduation, as described in this catalog.
2. Pass one 45 net wpm typing test.
3. Pass machine shorthand skill 200 wpm.
4. Complete 60 hours of apprenticeship reporting with a licensed reporter. A minimum of 10 hours must be deposition hours, 10 hours must be court proceedings hours, and 10 hours must be observation hours. Of the 60 hours, 50 hours must be actual writing time.
5. Transcribe a minimum of 20 pages from notes taken at court and 20 pages from notes taken at a deposition.
6. Pass "Qualifier" exam.
7. Return all College materials.
8. Complete a financial aid exit interview.
9. Be free of indebtedness to the College.
10. Maintain a minimum CGPA of 2.0.
11. Cease enrollment at South Coast College.

The **credential** the students receive upon completion of all program requirements is the following:

#### **Certificate in Court Reporting**

**Total: 4272 Credit Hours, 177 Quarter Credits**

### **Graduation Requirements for Certificate in Court Reporting Production Specialist, Emphasis Transcript/Document Production (CCRPS)**

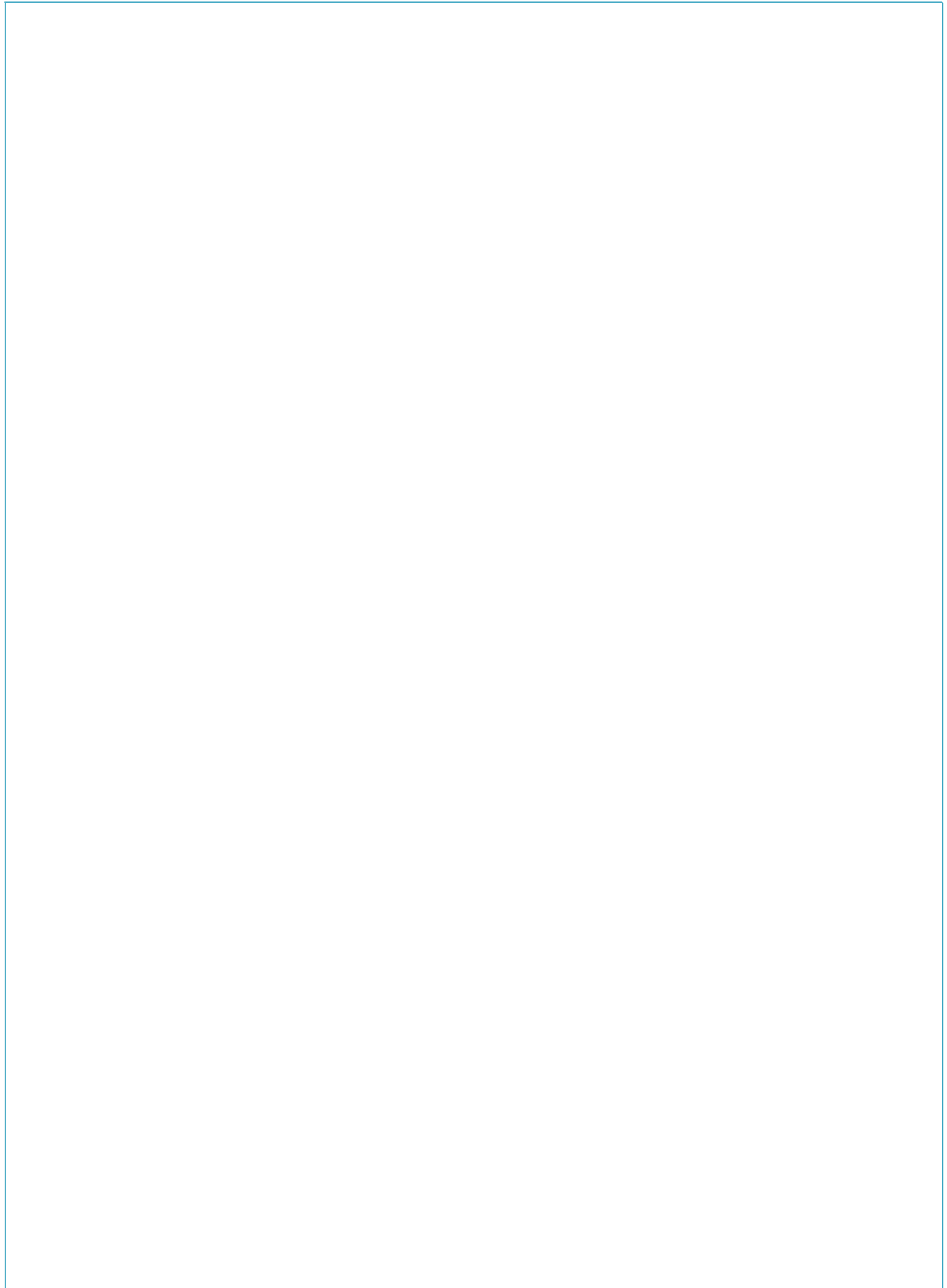
To receive the South Coast College Certificate in Court Reporting, Emphasis Transcript/Document Production, students must do the following:

1. Complete 94 credit hours required for graduation, as described in this catalog.
2. Pass machine shorthand skill 120 wpm.
3. Complete 70 hours of apprenticeship reporting under the direction of a scopist or in a deposition agency setting.
4. Return all College materials.
5. Complete a financial aid exit interview.
6. Be free of indebtedness to the College.
7. Maintain a minimum CGPA of 2.0.
8. Cease enrollment at South Coast College.

The **credential** the students receive upon completion of all program requirements is the following:

#### **Certificate in Court Reporting Production Specialist, Emphasis in Transcript/Document Production**

**Total: 2,152 Credit Hours, 94 Quarter Credits**





# Course Descriptions

## CCR/CCRPS Programs

### *Shorthand Theory Courses*

<b>CR201A</b>	<b>Machine Shorthand Theory Part I</b>	<b>(CCR, CCRPS)</b>
<b>CR201B</b>	<b>Machine Shorthand Theory Part II</b>	<b>(CCR, CCRPS)</b>

Part I: 2.5 Credits

Part II: 2.5 Credits

Machine Shorthand Theory is an introductory study of machine shorthand that includes learning the steno keyboard and a phonetic-based system for representing words, phrases, punctuation, and other symbols. It is the basis for the machine shorthand skill required for the Certified Shorthand Reporter examination for court and other verbatim reporter positions.

<b>CR202AA</b>	<b>Court Reporting Theory Part I</b>	<b>(CCR, CCRPS)</b>
<b>CR202AB</b>	<b>Court Reporting Theory Part II</b>	<b>(CCR, CCRPS)</b>

Part I: 2.5 Credits

Part II: 2.5 Credits

Court Reporting Theory is a reinforcement class in machine shorthand that provides practice in writing challenging material. The course includes an introduction to two-voice testimony. Students receive hands-on realtime practice. Concurrent Enrollment in Machine Shorthand Theory is required. **Note:** Students attend mandatory laboratory to practice transcription from steno notes and laboratory media.

<b>CR202BA</b>	<b>Computer Tutorial Part I</b>	<b>(CCR, CCRPS)</b>
<b>CR202BB</b>	<b>Computer Tutorial Part II</b>	<b>(CCR, CCRPS)</b>

Part I: 2.5 Credits

Part II: 2.5 Credits

Computer Tutorial is a machine shorthand class that uses a computer to measure a student's speed and accuracy in writing shorthand and transcribing steno notes. Students write shorthand using the steno keyboard from English material viewed on the screen and transcribe using the QWERTY keyboard on the computer from steno notes provided in each lesson. Emphasis is placed on developing typing and shorthand accuracy.

### *Skill Building Courses*

#### **Skill Building Courses**

(CR203-CR221B)

The skill building program at South Coast College is a well-designed program that consists of coordinated materials for homework, in-class dictation/practice, laboratory practice, and testing.

Day students are required to sign up for a block of a minimum of 16-20 hours a week in machine-related courses, depending upon the student's current speed. This time is divided up among various activities: testing at current speed (goal), practicing accuracy for realtime purposes (trail), evaluating ability to write a higher speed (push), reinforcing theory for skill development, taking dictation on medical or legal

dictation, practicing two- to four-voice live dictation. One hour a week is dedicated to the application of the academic subject that corresponds to the academic course in which the student is enrolled.

At 150 wpm, students are required to take a multi-voice course to meet the requirements of a minimum of 16 hours a week on the machine. At 180 wpm, students are required to take an additional multi-voice course, which increases the required time on the machine to a minimum of 20 hours a week.

Students up to 170 wpm are required to attend theory reinforcement/realtime writing laboratory at 12 p.m., depending upon their goal speed.

At each skill level, students are required to do one hour of daily homework practice material from hard copy and to type a minimum of two tests per week from dictation material dictated in the goal class for which the student receives attendance credit. Students are encouraged to transcribe every test. Test requirements are five-minutes in duration at 97.5 percent accuracy. (Tests at speeds of 170 wpm, 180 wpm, 190 wpm, 200 wpm are longer tests).

**Note:** Tests are not repeated within a six-month period.

**PR118A Skill building 40 wpm** (CCR, CCRPS)  
**PR118B Skill building 50 wpm** (CCR, CCRPS)

40 wpm: 2.5 Credits  
 50 wpm: 2.5 Credits

Prerequisite: CR201 and CR202; completion of PR118A is required for PR118B.  
 Skill Building 40/50 wpm consists of dictation and transcription of two-voice court proceedings and literary material. It introduces students to the skill building process. The course provides a reinforcement in most frequently used words, phrase review, word families, punctuation, number drills, legal terms, and speaker identification. Transcription from new material is emphasized. This course is a sequential course in the court reporting program. The skill goal is 50 wpm. Open enrollment is possible upon completion of CR202. Open exit is possible upon completion of skill requirements.

**CR203 Skill building 60 wpm** (CCR, CCRPS)

5 Credits/180 Credit hours  
 Prerequisite: CR201 and CR202

Skill Building 60 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material at 40, 50, and 60 wpm. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 60 wpm. Open exit is possible upon completion of skill requirements.

**CR204 Skill building 70 wpm** (CCR, CCRPS)

5 Credits/180 Credit hours  
 Prerequisite: CR203

Skill Building 70 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical,

and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 70 wpm. Open enrollment is possible upon completion of 50 wpm. Open exit is possible upon completion of skill requirements.

#### **CR205 Skill building 80 wpm**

**(CCR, CCRPS)**

5 Credits/180 Credit hours

Prerequisite: CR204

Skill Building 80 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 80 wpm. Open enrollment is possible upon completion of 60 wpm. Open exit is possible upon completion of skill requirements.

#### **CR206 Skill building 90 wpm**

**(CCR, CCRPS)**

5 Credits/180 Credit hours

Prerequisite: CR205

Skill Building 90 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 90 wpm. Open enrollment is possible upon completion of 70 wpm. Open exit is possible upon completion of skill requirements.

#### **CR207 Skill building 100 wpm**

**(CCR, CCRPS)**

5 Credits/180 Credit hours

Prerequisite: CR206

Skill Building 100 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 100 wpm. Open enrollment is possible upon completion of 80 wpm. Open exit is possible upon completion of skill requirements.

#### **CR208 Skill building 110 wpm**

**(CCR, CCRPS)**

5 Credits/180 Credit hours

Prerequisite: CR207

Skill Building 110 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical,

and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 110 wpm. Open enrollment is possible upon completion of 90 wpm. Open exit is possible upon completion of skill requirements.

**CR209 Skill building 120 wpm**

**(CCR, CCRPS)**

5 Credits/180 Credit hours/5 hours of out-of-class observation

Prerequisite: CR208

Skill Building 120 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 120 wpm. Open enrollment is possible upon completion of 100 wpm. Open exit is possible upon completion of skill requirements.

**CR210 Skill building 130 wpm**

**(CCR)**

5 Credits/180 Credit hours

Prerequisite: CR209

Skill Building 130 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 130 wpm. Open enrollment is possible upon completion of 110 wpm. Open exit is possible upon completion of skill requirements.

**CR211 Skill building 140 wpm**

**(CCR)**

5 Credits/180 Credit hours

Prerequisite: CR210

Skill Building 140 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 140 wpm. Open enrollment is possible upon completion of 120 wpm. Open exit is possible upon completion of skill requirements.

**CR212 Skill building 150 wpm**

**(CCR)**

5 Credits/180 Credit hours

Prerequisite: CR211

Concurrent enrollment in CR220 Live Multi-Voice Testimony 150-160-170 wpm is required.

Skill Building 150 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical,

and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 150 wpm. Open enrollment is possible upon completion of 130 wpm. Open exit is possible upon completion of skill requirements.

#### **CR213 Skill building 160 wpm**

**(CCR)**

5 Credits/180 Credit hours

Prerequisite: CR212

Concurrent enrollment in CR220 Live Multi-Voice Testimony 150-160-170 wpm is required.

Skill Building 160 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 160 wpm. Open enrollment is possible upon completion of 140 wpm. Open exit is possible upon completion of skill requirements.

#### **CR214A Skill building 170 wpm Part I**

**(CCR)**

5 Credits/180 Credit hours/5 hours of out-of-class observation

Prerequisite: CR213; Concurrent enrollment in CR220 Live Multi-Voice Testimony 150-160-170 wpm is required.

Skill Building 170 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 170 wpm for 5 minutes. Open enrollment is possible upon completion of 150 wpm. Open exit is possible upon completion of skill requirements.

#### **CR214B Skill building 170 wpm Part II**

**(CCR)**

5 Credits/180 Credit hours

Prerequisite: CR213; Concurrent enrollment in CR220 Live Multi-Voice Testimony 150-160-170 wpm is required.

Skill Building 170 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 170 wpm for 7 minutes. Open enrollment is possible upon completion of 150 wpm. Open exit is possible upon completion of skill requirements.

#### **CR215 Skill building 180 wpm**

**(CCR)**

5 Credits/180 Credit hours

Prerequisite: CR214; Concurrent enrollment in CR220 and CR221 Live Multi-Voice Testimony is required.

Skill Building 180 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 180 wpm for 8 minutes. Open enrollment is possible upon completion of 160 wpm. Open exit is possible upon completion of skill requirements.

**CR216 Skill building 190 wpm (CCR)**

5 Credits/180 Credit hours

Prerequisite: CR215; Concurrent enrollment in CR220 and CR221 Live Multi-Voice Testimony is required.

Skill Building 190 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 190 wpm for 9 minutes. Open enrollment is possible upon completion of 170 wpm. Open exit is possible upon completion of skill requirements.

**CR217 Skill building 200 wpm (CCR)**

5 Credits/180 Credit hours

Prerequisite: CR216; Concurrent enrollment in CR220 and CR221 Live Multi-Voice Testimony is required.

Skill Building 200 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. The skill goal is 200 wpm for 10 minutes. To meet NCRA requirements, the student must transcribe dictated materials that consist of a minimum of 10 pages of transcript in two hours or less. Open enrollment is possible upon completion of 180 wpm. Open exit is possible upon completion of skill requirements.

**CR220A Live Multi-Voice Testimony 150-160-170 wpm Part I (CCR)**

**CR220B Live Multi-Voice Testimony 150-160-170 wpm Part II (CCR)**

Part I: 2.5 Credits

Part II: 2.5 Credits

Prerequisite: Concurrent enrollment in other skill building courses is required.

Live Multi-Voice Testimony 150-160-170 wpm consists of dictation and transcription of live multiple-voice court or deposition proceedings. The skill goal ranges from 150-170 wpm with emphasis on building sustained dictation for 10 minutes. Open enrollment is possible upon completion of 140 wpm. Open exit is possible upon completion of skill requirements.

**CR221A Live Multi-Voice Testimony 180-190-200 wpm Part I** (CCR)  
**CR221B Live Multi-Voice Testimony 180-190-200 wpm Part II** (CCR)

Part I: 2.5 Credits  
 Part II: 2.5 Credits

Prerequisite: Concurrent enrollment in other skill building courses is required.

Live Multi-Voice Testimony 180-190-200 wpm consists of dictation of live multiple-voice court/deposition proceedings. Transcription is encouraged. The skill goal ranges from 180-200 wpm with emphasis on building sustained dictation for periods of up to 30 minutes. This class begins to prepare students for the California Certified Shorthand Reporter (CSR) Examination. Open enrollment is possible upon completion of 170 wpm. (However, to fulfill NCRA requirements, students must transcribe dictated material at 180, 190, or 200 wpm consisting of a minimum of 10 pages in three hours or less with 95 percent accuracy.)

**CR525 Advanced Theory** (CR)

0 Credits (For hours only)

Prerequisite: CR201 and CR202

Advanced Theory is designed to provide practice in writing a select number of multisyllabic words that follow certain theory patterns. Students will practice writing the words alone and in testimony. The course is to be taken in conjunction with the skill building courses. The student may receive hours to meet skill building hour requirements or credits for taking the course

**CR240 Skill building 240 wpm** (CR)

0 Credits /Hours Only

Prerequisite: CR219

Skill Building 240 wpm consists of dictation and transcription of multiple-voice court proceedings, jury charge, congressional and other literary material, colloquy, expert testimony, depositions, and legal opinions. The skill goal is 240 wpm. Open enrollment is possible upon completion of CR219. Open exit is possible upon completion of skill requirements.

**CR202RE Theory Reinforcement** (CR)

0 Credits/Hours Only

Prerequisite: CR201 and CR202

Theory Reinforcement is designed to provide hands-on reinforcement of a concentrated number of theory outlines for the purpose of automating those outlines. The focus is on selected theory concepts with an emphasis on the weekly vocabulary presented in the homework packets. The course is to be taken in conjunction with the skill building courses until the student reaches 170 wpm. The student may receive hours to meet skill building hour requirements or credits for taking the course.

*Academic Courses*

**CR101 English I: Sentence Structure** (CCR, CCRPS)

5 Credits

Prerequisite: None

English I is a thorough, fundamental study of English sentence structure. Parts of speech; sentence parts including phrases, clauses, appositives; and simple, compound, and complex sentence structures are emphasized; and composition skills are studied and practiced in depth. Various methods of paragraph development are covered along with the techniques to enhance paragraph effectiveness (arrangement of sentences for paragraph coherence, transitions between sentences, paragraph length). One hour a week is spent in the application in a machine shorthand setting. See *Skill Building Classes* description.

**CR102A English IIA: Grammar and Usage - Noun Emphasis** (CCR, CCRPS)

5 Credits

Prerequisite: CR101 or equivalent

Grammar and Usage - Noun Emphasis is a thorough study of grammar and usage acceptable in business and academic communications, in preparation for CSR and other professional exams, as well as in transcript and transcription editing. This is a systematic study of compound and collective nouns, pluralization, possessives, foreign nouns, pronouns in phrases and subordinate clauses, antecedents, personal and possessive and relative and interrogative and demonstrative and reflexive and indefinite pronouns, subject/predicate/pronoun agreement, adjective and adverb forms and usage, articles, and all related usage problems. Students are required to demonstrate knowledge of principles learned through written assignments, and one hour a week is spent in the application in a machine shorthand setting. See *Skill Building Classes* description.

**CR103 English III: Analysis of the Rhetoric of Oral Communications** (CCR, CCRPS)

5 Credits

Prerequisite: CR101 or equivalent

Analysis of the Rhetoric of Oral Communications represents an analysis of oral communication with an emphasis on punctuating properly for a variety of oral communications. Students are required to demonstrate a knowledge of syntax and structure on various types of oral presentations, and one hour a week is spent in a machine shorthand setting. See *Skill Building Classes* description.

**CR104 Critical Reading of Local and National Current Events** (CCR)

5 Credits

Prerequisite: None

Critical Reading of Local and National Current Events is a course designed to meet the current event requirements of the National Court Reporters Association while emphasizing the reporter specialist's vocabulary in the language of current events. Current events will be studied and discussed through articles written in a weekly news magazine. The language of the articles will be analyzed in terms of a core list of high-frequency words on standardized examinations; synonym definitions; Latin, Greek, and French root words; common homonym and homograph use; usage and subject matter application in all areas of news context. Research techniques are introduced. Aspects of vocabulary are also presented one hour a week



in a machine shorthand setting. See *Skill Building Classes* description. **Note:** CR105 may be used in place of CR104.

#### CR105 Critical Reading of International Current Events (CCR)

5 Credits

Prerequisite: None

Critical Reading of International Current Events is a further course designed to meet the current event requirements of the National Court Reporters Association while emphasizing the reporter's vocabulary in the language of international current events. Aspects of vocabulary are also presented one hour a week in a machine shorthand setting. See *Skill Building Classes* description. **Note:** CR104 may be used in place of CR105.

#### CR106 Law I: Legal Terminology (CCR)

5 Credits

Prerequisite: None

Legal Terminology is a comprehensive study of legal terminology and definitions and of Latin phrases as they are encountered in court and deposition proceedings. The course includes an overview of the court systems of the State of California and the United States; the legislative process and administrative agencies; substantive criminal law, including definitions of crimes; substantive civil law, including intentional torts and negligence; substantive law of contractual relationships; substantive law of real and personal property; bailments; and secured land transactions. One hour a week is spent in demonstrating the knowledge of the definition and spelling of legal terms in a machine shorthand setting. See *Skill Building Classes* description.

#### CR108 Law II: Legal Research and California Codes (CCR)

5 Credits

Prerequisite: CR106

Legal Research and California Codes is a substantive law course covering civil procedure, evidence, domestic relations, legal research, and California Shorthand Reporter Law. One hour a week is spent in applying the knowledge of the material in a machine shorthand setting. See *Skill Building Classes* description.

#### CR109 Integrated Medical Science (CCR)

5 Credits

Prerequisite: None

Integrated Medical Science is a comprehensive course of study of medical terminology, anatomy/physiology, surgical procedures, pathology, and pharmacology. Students will learn to build and dissect medical terms from Greek/Latin word roots, prefixes, and suffixes. A detailed study of appropriate areas of human anatomy that includes organization of the body, integumentary, skeletal, muscular, nervous, cardiovascular and blood, respiratory, digestive, urinary, and reproductive systems. One hour a week is spent in applying the knowledge of the material in a machine shorthand setting. See *Skill Building Classes* description.

*Professional Development Courses*

**PR106STA Legal Steno Part I (CCR, CCRPS)**  
**PR106STB Legal Steno Part II (CCR, CCRPS)**

5 Credits

Prerequisite: 60 wpm or permission of instructor

Legal Steno is a legal course that, in addition to providing legal terminology, provides instruction in writing legal terminology in machine shorthand. This course may be repeated to obtain the number of hours required for laboratory hours purposes or for makeup hours without additional credit.

**PR110STA/B Medical Terminology with Steno Emphasis (CCR, CCRPS)**

5 Credits

Prerequisite: 80 wpm or permission of instructor

The Medical Terminology with Steno Emphasis course provides material that concentrates on the fundamentals of medical terminology shorthand machine writing corresponding to the body systems and subject matter of Integrated Medical Science. Students learn to write a selected group of medical terminology steno outlines using a medical theory designed especially for this purpose. Medical terminology steno development includes steno outlines for word roots, prefixes and suffixes with a strong emphasis on correct steno outlines, repetition, definitions, and correct spelling. One hour a week is spent in applying the knowledge of the material in a machine shorthand setting.

**PR103A Ethics and Procedures of Court Reporting (CCR)**

2.5 Credits

Prerequisite: 180 wpm or above

The course, Ethics and Procedures of Court Reporting, encompasses the practices of court reporting in light of actual/mock courtroom trial enactments.

**PR103B Ethics and Procedures of Deposition Reporting (CCR)**

2.5 Credits

Prerequisite: 180 wpm or above

The course, Ethics and Procedures of Deposition Reporting, encompasses the ethical practices of deposition reporting examined in light of actual deposition procedures. Mock depositions will be enacted. A mock Certified Realtime Reporter (CRR) test will be administered.

**PR104 Introduction to Computers and Management Information Systems (CCR, CCRPS)**

2.5 Credits

Prerequisite: None

Introduction to Computers and Management Information Systems provides an introduction to computers and computer-aided transcription (CAT). This course includes a study of hardware, Windows file management, and an overview of the computer-aided transcription cycle. It is designed to help students gain basic computer literacy and be able to make informed decisions about software and equipment.

**PR105 Court Reporting CAT and Realtime Software (CCR, CCRPS)**

**2.5 Credits**

**Prerequisite:** 120 wpm skill speed or above and completed dictionary or consent of the instructor  
 Court Reporting CAT and Realtime Software is a course that provides hands-on experience with the following parts of the computer-aided transcription (CAT) cycle: building a dictionary, reading in notes, using Note Scope, translating notes, editing notes, using the editor as a word processor, spell checking a document, and printing a document. It also provides introduction to Microsoft Windows commands used in reporting.

**PR106 Introduction to CAT Concepts (Dictionary Build)****(CCR, CCRPS)****2.5 Credits**

**Prerequisite:** 120 wpm skill speed or consent of the instructor  
 Introduction to CAT Concepts is a class that enables students to develop a familiarity with the CAT system and build a starter dictionary suitable for a working reporter.

**PR108 CSR/RPR Exam Preparation****(CCR)****3 Credits**

**Prerequisite:** CSR Qualification at South Coast College

The CSR/RPR Exam Preparation course is a thorough course in test-taking techniques and extensive review of grammar, spelling, vocabulary, medical and legal terminology, and CSR law in preparation for both the California CSR exam and National Court Reporters Association RPR exam. The classes are based on the content of the South Coast College degree program.

**PR115A Document Preparation: Formatting****(CCR, CCRPS)****PR115B Document Preparation: Speaker Identification****(CCR, CCRPS)**

Part A: Formatting	2.0 Credits
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Part B: Speaker Identification	1.5 Credits
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Total	3.5 Credits
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<b>Duration:</b>	6 weeks (A and B)
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<b>Prerequisite:</b>	CR201, CR202, or equivalent
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These courses provide a basic foundation in multiple-speaker identification and in preparation of transcripts for test-taking at South Coast College, according to the Minimum Transcript Requirements mandated in the Code of Regulations. The course includes multi-voice practice using software; introduction to the light board and speaker identification; transcription techniques, including spelling, basic punctuation, hyphenation, and proofreading. The production of professional-quality work is emphasized. Skill building techniques are also presented. Students must have a typing skill of 30 wpm to complete this class.

*Apprenticeship Courses*

**PR107 Apprenticeship - Training for Court/Deposition Reporting (CCR)**

3 Credits / 144 hours

Prerequisite: Shorthand skill of 180 wpm

The student is required to have **60 hours** of apprenticeship at a location. Of the 60 hours, a minimum of 50 hours must be actual writing time; 10 hours must be observation hours. The actual writing time must be under the direct supervision of a licensed CSR, who will sign the student's apprenticeship hour form. The student must write a minimum of 10 hours in a courtroom setting and 10 hours in a deposition setting. The remaining 40 hours may be from either discipline.

*The Court Reporters Board (CRB) states a student should begin apprenticeship hours at 180 wpm or above. The Board suggests 5 hours of observation between the skills of 80 wpm and 120 wpm and a second 5 hours of observation between the skills of 120 wpm and 180 wpm.*

In addition to the actual 60 hours at a location, a minimum of **10 hours** must be spent in production of the documents. The Court Reporters Board (CRB) requires that students produce a 20-page courtroom transcript and a 20-page deposition transcript from these apprenticeship hours to be eligible to take the California CSR examination. The class also consists of 9 weeks of laboratory under the supervision of the Director of Court Reporting in which the students will revise and produce their transcripts.

To meet the NCRA requirements, the student is required to produce a 40-page, salable quality transcript (for classroom use only) that will be evaluated by an instructor. These 40 pages must be in addition to the Court Reporters Board (CRB) requirement.

**Note:** The student is not permitted to serve in the capacity of an actual reporter during apprenticeship.

**PR107TR Apprenticeship - Training for Court Reporting Production Specialist, Emphasis Transcript/Document Production (CCRPS)**

2 Credits

Prerequisite: Shorthand skill of 120 wpm

The student is required to have 70 total hours of sitting out during the apprenticeship. The student will perform various stages of document preparation and production while under supervision. The apprenticeship may be under the direct supervision of a scopist or in a deposition agency.

# Paralegal Program

## Paralegal Program (AA Degree)

### Program Objective

The overall objective of the Paralegal Program is to prepare students to be entry-level paralegals who can work in any paralegal setting and complete any paralegal assignment in a competent and professional manner.

Some possible job titles for which students will be prepared are the following: Litigation Paralegal, Business or Corporate Paralegal, Family Law Paralegal, Intellectual Property Paralegal, Immigration Paralegal, Real Estate Paralegal, Bankruptcy Paralegal, Collections Paralegal, Environmental Law Nonlawyer Staff, Labor and Employment Paralegal, Probate and Estates Paralegal, Criminal Law Paralegal.

Other related titles are the following: Legal Investigator, Legal Nurse Consultant, Legal Technology Specialist / IT Staff, Document Examiner, Work-Life Balance Administrator, Patent Agent, Trial Graphics and Animation Support Specialist, Forensics Specialist, Title Examiner, Agent, and Abstractor, Litigation or Trial Consultant, Freelance, Contract, or Independent Paralegal, Legal Recruiter, Process Server, Legal Researcher/Writer. These titles are only a portion of the titles to which a paralegal may apply.

### Program Description

The Paralegal Program is designed to provide students with a basic understanding of the core areas of law and the court systems. Students shall be able to draft basic routine pleadings and other legal documents, interview clients, conduct independent research of nonlegal matters, conduct legal research of simple legal questions, and draft legal memoranda. Students will also develop writing skills and shall gain an understanding of computer applications related to the legal environment.

The general education requirements are designed to increase the student's breadth of knowledge and understanding and to encourage the appreciation of life-long learning, while at the same time, increasing the student's competence in the field of legal assisting.

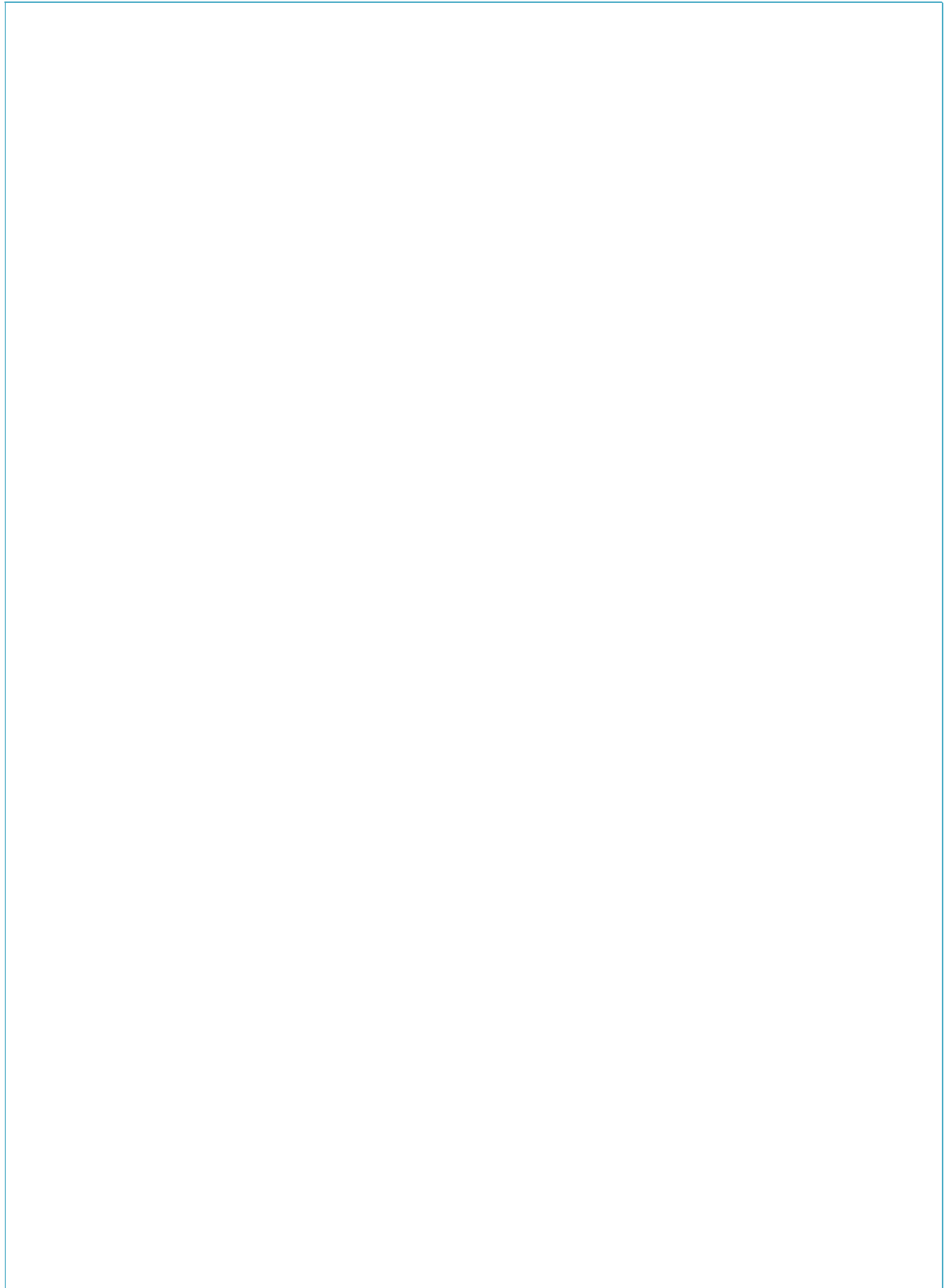
### Associate of Arts Degree – Paralegal Program

The Associate of Arts Degree Paralegal Program consists of a total of 1344 credit hours, 96 quarter credit hours of study.

### *Expected Outcomes for Degree in Paralegal*

#### Paralegals

Paralegals who complete the degree program (Paralegal Studies) are able to work in entry-level paralegal positions in attorneys' offices and other legal-related offices. Students shall be competent to draft basic, routine pleadings (and other legal documents), interview clients, conduct independent research of nonlegal matters, conduct legal research of simple legal questions, and draft legal memoranda. Students shall be able to write accurately and precisely, with good grammar, and shall gain an understanding of computer applications related to the legal environment. The general education requirements are designed to increase the student's breadth of knowledge and understanding and to encourage the appreciation of life-long learning, while, at the same time, increasing the student's competence in the field of legal assisting.



# List of Courses

## Paralegal Program

The total number of quarter credit hours for the AA Degree in Paralegal Program is 96 quarter credit hours.

### Day Program

Number	Title	Credits	Credit hours
<b>Year 1, Quarter 1</b>			
LA100	Professional Development	2.0 Cr.	24 Hrs.
LA110	Introduction to Paralegal Studies	4.0 Cr.	48 Hrs.
LA120	Legal Ethics and Professional Responsibility	2.0 Cr.	24 Hrs.
EN100*	English Composition	4.0 Cr.	48 Hrs.
LA200	Contract Law	4.0 Cr.	48 Hrs.
<b>Year 1, Quarter 2</b>			
LA210	Torts	3.5 Cr.	48 Hrs.
LA220	Family Law	4.0 Cr.	48 Hrs.
LA230	Legal Analysis and Writing	4.0 Cr.	48 Hrs.
LA240	Legal Research	4.0 Cr.	48 Hrs.
SS101*	Critical Reading of Current Events	4.0 Cr.	48 Hrs.
<b>Year 1, Quarter 3</b>			
LA250	Criminal Law and Procedure	3.5 Cr.	48 Hrs.
LA260	Law Office Procedures	2.0 Cr.	24 Hrs.
LA270	Real Property	2.0 Cr.	24 Hrs.
LA280	Estates, Wills, and Trusts	4.0 Cr.	48 Hrs.
NS102*	Anatomy and Physiology	4.0 Cr.	48 Hrs.
<b>Year 1, Quarter 4</b>			
LA290	Evidence or LA 291 Business Organizations	4.0 Cr.	48 Hrs.
LA300	Bankruptcy*	3.5 Cr.*	48 Hrs.
LA320	Legal Software Applications	2.5 Cr.	48 Hrs.
LA370	Immigration Law*	3.5 Cr.*	48 Hrs.
<b>Year 2, Quarter 1</b>			
LA330	Civil Litigation I	3.5 Cr.	48 Hrs.
NS101	College Algebra	4.0 Cr.	48 Hrs.
HU101	Survey of Literature**	4.0 Cr.*	48 Hrs.
SS102	Computers in Society***	3.5 Cr.	48 Hrs.
<b>Year 2, Quarter 2</b>			
HU103	Oral Communication	4.0 Cr.	48 Hrs.
LA340	Civil Litigation II	3.5 Cr.	48 Hrs.
LA350	Advanced Legal Procedures	2.5 Cr.	48 Hrs.
LA360	Legal Transcription	2.5 Cr.	48 Hrs.
LA400	Externship	4.0 Cr.	144 Hrs.
		<b>TOTAL</b>	<b>96.0 Cr</b>
			<b>1344 Hrs.</b>
<b>Note:</b>	<i>Students must take 2 out of 6 electives that have one asterisk (*)</i>	<i>Students must take 1 of the 3 electives that have two asterisks (**)</i>	<i>Students must take 1 of the 2 electives that have three asterisks (***)</i>
	*LA170 Immigration Law *LA180 Intellectual Property *LA291 Business Organizations *LA300 Bankruptcy *LA310 Workers' Compensation *LA390 Interviewing and Investigating	**HU101 Survey of Literature <i>or</i> **HU102 Introduction to Philosophy <i>or</i> **HU104 Introduction to Psychology	***SS102 Computers in Society <i>or</i> ***SS104 Introduction to American Government

<b>Night Program</b>			
<b>Number</b>	<b>Title</b>	<b>Credits</b>	<b>Contact Hrs.</b>
<b>Year 1, Quarter 1</b>			
LA100	Professional Development	2.0 Cr.	24 Hrs.
LA110	Introduction to Paralegal Studies	4.0 Cr.	48 Hrs.
LA120	Legal Ethics and Professional Responsibility	2.0 Cr.	24 Hrs.
LA200	Contract Law	4.0 Cr.	48 Hrs.
LA210	Torts	3.5 Cr.	48 Hrs.
<b>Year 1, Quarter 2</b>			
EN100*	English Composition	4.0 Cr.	48 Hrs.
LA220	Family Law	4.0 Cr.	48 Hrs.
LA250	Criminal Law and Procedure	3.5 Cr.	48 Hrs.
<b>Year 1, Quarter 3</b>			
LA230	Legal Analysis and Writing	4.0 Cr.	48 Hrs.
LA240	Legal Research	4.0 Cr.	48 Hrs.
SS101*	Critical Reading of Current Events	4.0 Cr.	48 Hrs.
<b>Year 1, Quarter 4</b>			
LA260	Law Office Procedures	2.0 Cr.	24 Hrs.
LA300	Bankruptcy*	*3.5 Cr.	48 Hrs.
LA370	Immigration Law*	*3.5 Cr.	48 Hrs.
HU103	Oral Communications	4.0 Cr.	48 Hrs.
<b>Year 2, Quarter 1</b>			
LA270	Real Property	2.0 Cr.	24 Hrs.
LA330	Civil Litigation I	3.5 Cr.	48 Hrs.
LA340	Civil Litigation II	3.5 Cr.	48 Hrs.
NS101	College Algebra	4.0 Cr.	48 Hrs.
<b>Year 2, Quarter 2</b>			
LA280	Estates, Wills, and Trusts	4.0 Cr.	48 Hrs.
LA320	Legal Software Applications	2.5 Cr.	48 Hrs.
NS102*	Anatomy and Physiology	4.0 Cr.	48 Hrs.
<b>Year 2, Quarter 3</b>			
LA290	Evidence or LA291 Business Organizations	4.0 Cr.	48 Hrs.
LA350	Advanced Legal Procedures	2.5 Cr.	48 Hrs.
SS102	Computers in Society (or SS104)***	3.5 Cr.	48 Hrs.
<b>Year 2, Quarter 4</b>			
LA360	Legal Transcription	2.5 Cr.	48 Hrs.
LA400	Externship	4.0 Cr.	144 Hrs.
HU101	Survey of Literature**	4.0 Cr.	48 Hrs.
<b>TOTAL</b>		<b>96.0 Cr</b>	<b>1344 Hrs</b>
<b>One asterisk (*):</b>			
*LA170	Immigration Law		
*LA180	Intellectual Property		
*LA291	Business Organizations		
*LA300	Bankruptcy		
*LA310	Workers' Compensation		
*LA390	Interviewing and Investigating		
<b>Two asterisks (**):</b>			
**HU101	Survey of Literature <b>or</b>		
**HU102	Introduction to Philosophy <b>or</b>		



- \*\*HU104 Introduction to Psychology  
**Three asterisks (\*\*\*):**  
 \*\*\*SS102 Computers in Society or  
 \*\*\*SS104 Introduction to American Government

### Explanation of Course Numbering System

- LA100s Core Courses Upon Entering  
 LA200s Legal Specialty Courses taken after the LA100s  
 LA300s Courses that require LA100s and/or some LA200s as prerequisites  
 LA400 Externship

### General Education

27.5 Required General Education Credits

SKILLS OF WRITING AND SPEAKING		
EN100	English Composition	4.0 Credits
SOCIAL SCIENCE		
SS101	Critical Reading of Current Events	4.0 Credits
SS102	Computers in Society <u>or</u>	3.5 Credits
SS104	Introduction to American Government	
NATURAL SCIENCE/MATHEMATICS		
NS101	College Algebra	4.0 Credits
NS102	Anatomy and Physiology	4.0 Credits
HUMANITIES		
HU101	Survey of Literature <u>or</u>	4.0 Credits
HU102	Introduction to Philosophy <u>or</u>	
HU104	Introduction to Psychology	4.0 Credits
HU103	Oral Communications	
<b>TOTAL CREDITS</b>		<b>27.5 Credits</b>

### Graduation Requirements for AA Degree in Paralegal

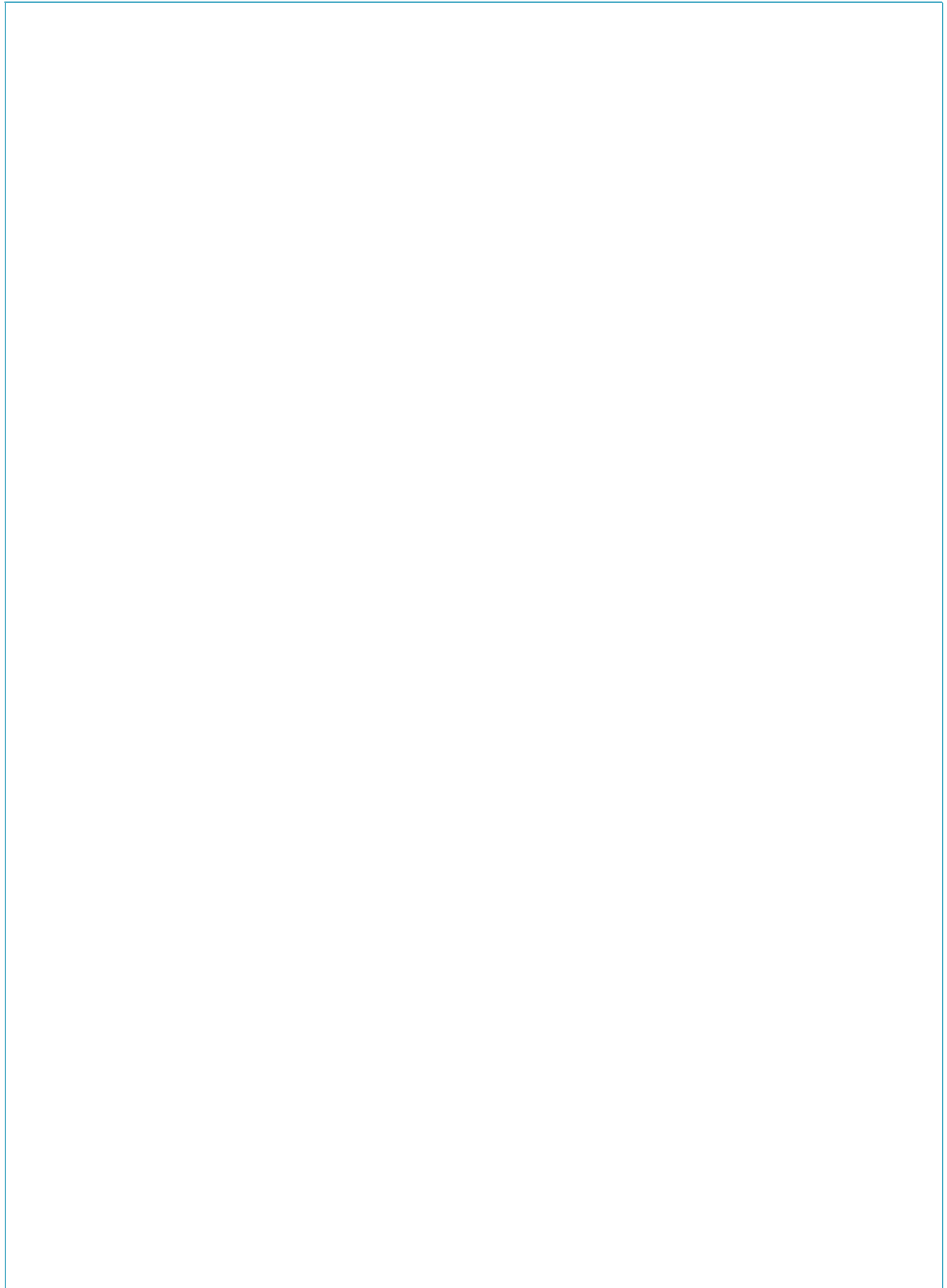
To receive the South Coast College AA Degree in Paralegal, students must do the following:

1. Complete 94 credit hours required for graduation, as described in this catalog.
2. Complete 144 hours of apprenticeship reporting in a legal environment.
3. Return all College materials.
4. Complete a financial aid exit interview.
5. Be free of indebtedness to the College.
6. Maintain a minimum CGPA of 2.0.
7. Cease enrollment at South Coast College.

The credential the students receive upon completion of all program requirements is the following:

#### AA Degree in Paralegal

**Total: 1344 Credit Hours, 96 Quarter Credits**



# Course Descriptions

## Paralegal Program

### LA100 Professional Development

2 Credits

Class: 24 lecture

Prerequisite: None

This course is designed to help students discover their emotional, intellectual, physical, and social potential. While gaining practical knowledge and skills, students will discover their natural resources and gain the knowledge that they can improve their lives by changing the way they think about themselves and act accordingly. Out-of-class preparation time (homework) consists of reading and workbook assignments.

### LA110 Introduction to Paralegal Studies

4 Credits

Class: 48 lecture

Prerequisite: None

This course is an introduction to the paralegal / legal secretary professions and how paralegals / legal secretaries are utilized in the delivery of legal services. This course provides the students with an overview of the major areas of law and includes a discussion of the skills necessary for paralegals / legal secretaries: legal analysis, legal writing, interviewing, and investigation. Out-of-class preparation time (homework) consists of reading and workbook assignments.

### LA120 Legal Ethics and Professional Responsibility

2 Credits

Class: 24 lecture

Prerequisite: None

This course examines the working relationship of the paralegal / legal assistant / legal secretary and the attorney through a detailed description of rules of ethics for attorneys and how those rules apply to nonlawyers. The course covers the areas of unauthorized practice of law, diligence and competence, conflicts of interest, financial concerns, advertising, misconduct, and confidentiality. Out-of-class preparation time (homework) consists of reading and workbook assignments.

### LA200 Contract Law

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120

This course covers concepts of contract law essential to drafting agreements in business and private life. The elements of valid contracts, including formation, defects in formation, and enforcement of contracts, are covered. This course provides an overview of the theory of contracts and the legal consequences of enforcing or remedying breaches of contract. Out-of-class preparation time (homework) consists of reading and workbook assignments.

### LA210 Torts

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120

This course is an in-depth study of substantive tort law with emphasis on learning the elements of intentional torts, negligence, defamation, nuisances, strict liability, and nuisance and tort defenses. It combines theoretical and practical applications through a study of actual cases and projects.

### LA220 Family Law

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120

This course is a detailed study of the legal aspects of the family relationship. Subject matter includes marriage, dissolution, community property, child custody and support. Students learn to brief cases and to prepare the common documents encountered in this area of law.

### LA230 Legal Analysis and Writing

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120, LA240

This course covers proper written communication skills that can be utilized in the successful preparation of legal documents. The training includes attention to grammar, sentence structure, and language mechanics as used in legal settings. The emphasis is on training in legal writing style and purpose, components, format, organization, and techniques involved in drafting legal documents. Students gain practical experience in preparing briefs, correspondence, and interoffice memoranda.

### LA240 Legal Research

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120

This course offers a comprehensive overview of research skills and techniques for the paralegal. The focus is on the legal research process of both federal and state law, constitutional provisions, digests, services, and treatises. The course emphasizes practical skill development through a series of simple to complex problems. In addition, the course covers online research through the use of commercial databases, Internet research, and CD-ROM resources.

### LA250 Criminal Law and Procedure

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120

This course explains the purpose of criminal law, the development of the common elements of the more widely recognized offenses and defenses, and changes brought about by major statutes and cases. An analysis of search and seizure laws and warrants will be made along with an examination of criminal procedure.

**LA260 Law Office Procedures**

2 Credits

Class: 24 lecture

Prerequisite: LA100, LA110, LA120

This course provides an overview of the structure and functions of a law office. In addition, legal and ethical concepts affecting law office management in day-to-day activities and procedures are emphasized. Office-client relationships, billing systems and procedures, marketing and strategic planning, and document preparation are addressed. Out-of-class preparation time (homework) consists of reading and workbook assignments.

**LA270 Real Property**

2 Credits

Class: 24 lecture

Prerequisite: LA100, LA110, LA120

This course covers the basic property concepts and terminology. The student is introduced to the basics of real property law and then proceeds step-by-step to the essential areas for a modern real estate practice.

**LA280 Estates, Wills, and Trusts**

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120

This course covers the law pertaining to the study of estates, wills, and trusts, and the preparation of a last will and testament. A study of probate law and procedure will enable the student to effectively assist an attorney in the handling of a probate proceeding. The student will be introduced to guardianships and conservatorships.

**LA290 Evidence**

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120

This course introduces students to evidence law. While it focuses on the Federal Rules of Evidence, the differences between federal rules of evidence and state rules are discussed. Examples and descriptions of cases are used to demonstrate how evidence rules apply.

**LA291 Business Organizations**

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120

This course introduces students to laws applicable to business institutions and corporations. Topics include fiduciary duties of an agent and various business entities including sole proprietorships, general and limited liability partnerships, (S) corporations, privately and publicly held corporations, and limited liability companies. Students will learn the characteristics of each type of business entity and the forms and procedures necessary for formation and dissolution of a corporation.

**LA300 Bankruptcy (one of five electives)**

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120

This course covers the concepts of Bankruptcy Law, preparation of standard bankruptcy petitions, schedules, statement of financial affairs, and motions for relief from the automatic stay.

### LA310 Workers' Compensation (one of five electives)

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120

The principles of Workers' Compensation are presented to prepare applications for adjudication of claims, answers, liens, declarations of readiness to proceed, stipulated findings and awards, and compromise and release forms. This course presents an analysis of the law and detailed description of the day-to-day duties of a Workers' Compensation paralegal. The student will be exposed to the claim process, hearings, and appeals, in addition to substantive law surrounding this area.

### LA320 Legal Software Applications

2.5 Credits

Class: 12 lecture / 36 laboratory

Prerequisite: LA100, LA110, LA120

This course is designed to provide students with a strong knowledge of calendaring and accounting technology. The course offers an overview of a software program and application. The students will experience the practical aspects of the software by learning to track appointments, set reminders, and use a to-do list on a calendar. Student will also track billable hours and organize a law office's accounts receivable. The student becomes experienced in data entry and is able to calculate and schedule deadlines, as well as learn how to access a client's information.

### LA330 Civil Litigation I

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120, LA200 (may be taken concurrently with LA200)

This course provides the concepts of civil litigation, covering both federal and state systems. This course guides the student through the litigation process by covering the basic phases of a lawsuit, including client interviewing, interoffice memorandums, initial pleadings, calendaring, discovery, motions, pre-trial and post-trial motions and appeals. Out-of-class preparation time (homework) consists of reading and workbook assignments.

### LA340 Civil Litigation II

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120, LA200, LA330

This course continues to develop the procedural skills and substantive knowledge of Civil Litigation I with emphasis on the specific rules and skills relative to preparing documents such as: motions to compel, motions to suppress, motions for summary adjudication, demurrers, and orders to show cause. In addition, the course covers the areas of pretrial practice, trial setting procedures, judgments, post-trial motions, appeals, and writs. Emphasis is placed on rules and strategies of quality construction of moving and responding papers. Out-of-class preparation time (homework) consists of reading and workbook assignments.

**LA350 Advanced Legal Procedures**

2.5 Credits

Class: 12 lecture / 36 laboratory

Prerequisite: LA100, LA110, LA120, LA230, LA240

This course provides students with an in-depth, practical, hands-on experience with advanced legal research, legal analysis, and legal writing. In response to a hypothetical fact pattern, the students will prepare the initial client interview questions and interoffice memorandum of law with proper citations and Shepardizing.

**LA360 Legal Transcription**

2.5 Credits

Class: 12 lecture / 36 laboratory

Prerequisite: LA100, LA110, LA120

This course is designed to develop legal document and correspondence machine transcription skills. Accuracy and speed development are emphasized. Students apply procedures and formats for the legal environment. Students will perform a series of transcriptions and demonstrate their word processing skills in the production of legal memoranda, legal correspondence, pleadings, motions, and law office documents. Out-of-class preparation time (homework) consists of reading and workbook assignments.

**LA370 Immigration Law (one of five electives)**

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120

This course explores the history and policies behind immigration law as well as the impact of current events on that body of law. Students will learn the basics of United States immigration law as found in Title 8 of the United States Code. Students will learn preparation of appropriate forms for various categories of nonimmigrant and immigrant aliens seeking entry into the United States or adjustment of status, including the obtaining of citizenship, after arrival and/or residence in the United States.

**LA380 Intellectual Property (one of five electives)**

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120

This course examines various ways to protect intellectual creations through state and federal laws. State policies such as trade secrets, unfair competition, contract law, and related state doctrines will be briefly viewed. The main focus will be on federal copyright, trademark, and patent laws, including their extent and limitations of protection within and without the United States. New and practical aspects of this ever growing field of law will also be explored.

**LA390 Interviewing and Investigating (one of five electives)**

3.5 Credits

Class: 36 lecture / 12 Laboratory

Prerequisite: LA100, LA110, LA120

This course will introduce students to the principles of interviewing and investigating in preparation for criminal and civil cases, including formal discovery and relevant rules of evidence for an investigator. Communications skills will be studied. Emphasis is placed on ethical and professional responsibilities of an interviewer and investigator. Students will examine how to formulate a plan of investigation; how to prepare for and conduct a client interview

and a witness interview; how to identify and locate witnesses; and available public and private sources of information.

#### LA400 Externship

4 Credits

Class: 144 Externship

Prerequisite: LA100, LA110, LA120, LA200, LA210, LA220, LA230, LA240, LA250, LA260, LA270, LA280, LA290, LA300, LA320, LA330, LA340, LA350, LA360, EN100

This course provides the paralegal student with an opportunity to further his/her legal skills in a legal environment. The student receives hands-on training and learns the duties and expectations which may be required of legal support personnel in the legal field. Students submit a weekly log of their hours. A paralegal is required to complete 144 hours of outside experience. Externship may be taken concurrently with regular classes during the final 6-week term, provided the student has completed the following courses prior to starting the externship or by approval of the Director: LA100, LA110, LA120, LA330, and LA340.

#### General Education (Paralegal Studies)

**Note:** Other courses may be substituted at the College's discretion to fulfill the General Education Requirements.

#### EN100 English Composition

4 Credits

Class: 48 lecture

Prerequisite: None

Part of this course provides a fundamental yet thorough review of English sentence structure and parts of speech, which facilitates the application of these principles to composition. Simple, compound, and complex structures are examined with regard to their use in paragraph construction. Various methods of paragraph development are covered along with the techniques to enhance paragraph effectiveness (arrangement of sentences for paragraph coherence, transitions between sentences, paragraph length). Another part of the course is the application of the skills of effective sentence and paragraph construction to the development of narrative, expository, and descriptive compositions. The student will produce samples of these types of writing, culminating in a research paper that demonstrates the application of the skills learned. Out-of-class preparation time (homework) consists of reading and workbook assignments.

#### HU101 Survey of Literature (or HU102)

4 Credits

Class: 48 lecture

Prerequisite: None

This course is an introduction to literary structure, sound, and sense obtained through the examination of a number of illustrative literary texts (short stories, poems, plays). In addition to reading and discussing various works, students will be expected to write short-answer responses and in-depth essays.



**HU102 Introduction to Philosophy (or HU101)**

4 Credits

Class: 48 lecture

Prerequisite: None

This course is a study of philosophy and the traditional concerns of ethics, epistemology, and metaphysics. The course also provides the student with a study of human nature, God, and the fundamental arguments, approaches, and types of issues in philosophy.

**HU103 Oral Communication**

4 Credits

Class: 48 lecture

Prerequisite: None

This course provides an introduction to oral communication with an emphasis on fundamental principles of public speaking and practice of public speaking skills. This course focuses on understanding oral communication and the differences in delivery methods between linear, interaction, and transactional models of communication.

Students will learn techniques for managing speaker anxiety and building speaker confidence. This course will examine how to plan, research, and construct an effective speech with attention paid to strategies for adapting the presentation to the audience.

An important segment of the course examines the necessity of using language that fosters inclusion and avoids alienation of the audience.

Nonverbal communication will be examined. Informative speech, persuasive speech, and communication in an interviewing context will be explored. Students will be expected to research topics, prepare, and deliver several speeches throughout the course.

**HU104 Introduction to Psychology**

4 Credits

Class: 48 lecture

Prerequisite: None

This course is a survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems, and therapy. A computer with internet access is required.

**NS101 College Algebra**

4 Credits

Class: 48 lecture

Prerequisite: None

This course provides an introduction to algebra with operations in real numbers, linear equations and inequalities, formulas and applications from geometry, polynomials and exponents, factoring trinomials, solving quadratic equations, solving equations with radical expressions.

**NS102 Anatomy and Physiology**

4 Credits

Class: 48 lecture

Prerequisite: None

This is a comprehensive course covering the study of anatomy and physiology. Students will build and dissect medical terms from Greek and Latin word roots, prefixes, and suffixes. We will place a strong emphasis on spelling and defining medical terms, including surgical procedures, pathology, and pharmacology. To increase the student's knowledge of the human body, a detailed study of anatomy will be presented to cover the following systems: organization of the body, integumentary, skeletal, muscular, nervous, cardiovascular and blood, lymphatic and immunities, respiratory, digestive, urinary, and reproductive.

#### **SS101 Critical Reading of Current Events**

4 Credits

Class: 48 lecture

Prerequisite: None

This course is designed to develop critical reading and understanding of current issues. Controversies will be studied and discussed through articles published in periodicals. This course provides the student with information and skills to assist them in reconstructing logical arguments, communicating in conceptual patterns, and detecting fallacies. Study includes models and strategies of critical thinking and application to specific areas.

#### **SS102 Computers in Society**

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: None

Computers have become a part of our daily lives. This course describes the impact that computers have had on business, medical and legal areas, education, and home. Students will obtain hands-on training with a few of the more popular software applications and obtain an introduction to online services and the Internet. Out-of-class preparation time (homework) consists of reading and workbook assignments.

### *Electives*

#### **SS103 Introduction to Psychology**

4 Credits

Class: 48 lecture

Prerequisite: None

Introduction to Psychology provides an introduction to the major areas of study within the field of psychology. Human behavior and its determinants will be examined from various viewpoints. Topics covered include research methods, development, neuroscience, perception, learning, memory, states of consciousness, motivation, emotion, intelligence, personality theories, psychopathology, therapy, and social behavior.

#### **SS104 Introduction to American Government**

3.5 Credits

Class: 48 lecture

Prerequisite: None

Introduction to American Government is an introductory survey of American political institutions, politics, policy; and in this course, there is a unique component covering government and politics in California. This course satisfies general education requirements.

# Medical Assistant Program

## Medical Assistant Program (Certificate)

### Program Objective

The objective of the Medical Assistant Program is to prepare students for successful careers working in the medical field as entry-level medical assistants. South Coast College offers a Certificate in Medical Assistant.

### Description of the Certificate in Medical Assistant Program

The Medical Assistant Program prepares students for careers working in the medical field as medical assistants. The South Coast College Certificate in Medical Assistant offers the student an introduction to both the administrative skills of a medical front office and clinical skills (back office). After award of the certificate, students will have developed sufficient skills and be eligible for placement in entry-level positions in hospitals, medical clinics, or doctors' offices.

The Certificate in Medical Assistant consists of six categories of courses: Introductory, Lecture, Clinical, Administrative, Office Procedural, and Medical Records. After taking these courses, students acquire the Certificate Program in Medical Assistant by completing a 150-hour supervised externship in a medical facility. The entire program is 720 clock hours plus 180 outside-of-class preparation hours, and 36 quarter credits. Upon completing all program requirements, graduates receive a Certificate in Medical Assistant.

The courses in this program offer the student an introduction to both the clinical (back office) and the administrative skills of a medical front office.

Clinical skills that the student will learn include, but are not limited to, giving injections; administering medications; obtaining vital signs such as blood pressure; and recording patient histories.

Students will also learn to draw blood, collect and process lab specimens, and perform glucose and hemoglobin testing. Additionally, the student will develop skills such as assisting in surgery, instrument sterilization, tray preparation, and removal of sutures.

Administrative skills that the student will learn include appointment scheduling, billing and insurance procedures, and telephone techniques.

After award of the certificate, students will have developed sufficient skills and be eligible for placement in entry-level positions in hospitals, medical clinics, or doctors' offices.

A graduate of the Medical Assistant program can expect to qualify for entry-level positions and may obtain employment in the following:

- medical/doctors' offices in a number of different medical specialties, assisting the following: podiatrists, registered nurses, chiropractors, family practitioners, neuropaths, physician assistants, osteopaths, optometrists, pediatricians, dermatologists, gynecologists, obstetricians, pulmonologists, and other physicians in the many medical specialties that exist

- hospitals, including: primary care facilities, tertiary care hospitals, teaching hospitals, skilled nursing facilities, urgent care / emergency rooms, research hospitals, veterans' hospitals, community hospitals, and county hospitals
- educational institutes as instructors or instructor assistants, placement coordinators, laboratory assistants
- pharmaceutical companies
- local, state, and federal governmental offices in county health departments, jails, National Guard, federal agencies requiring knowledge of medical terminology, public health departments
- other health organizations (nongovernmental agencies) as the American Red Cross, American Health Association, county health departments

A graduate of the Medical Assistant program can also climb the medical career ladder by seeking continuing education and becoming a licensed vocational nurse, registered nurse, surgical technologist, respiratory therapist, phlebotomist, ultra-sonographer, X-ray technologist, and EMT technician.

South Coast College provides a student-oriented environment that fosters confidence, knowledge, and skills necessary to work in the growing medical field.

#### *Expected Outcomes Certificate in Medical Assistant*

The measurable student learning outcomes that demonstrate the achievement of goals including the following:

#### **Medical Assistants**

Medical Assistants who complete the Certificate program in Medical Assistant will be able to perform the basic functions of a medical assistant, including both front office (billing) and back-office skills. Clinical skills that the student will learn include but are not limited to giving injections; administering medications; obtaining vital signs, such as blood pressure; and recording patient history. The students will also learn to draw blood, collect and process lab specimens, and perform glucose and hemoglobin testing. Additionally, the student will develop skills such as assisting in surgery, instrument sterilization, tray preparation, and removal of sutures.

Administrative skills that the student will learn include appointment scheduling, billing and insurance procedures, and telephone techniques. After award of the certificate, the student will have developed sufficient skills and be eligible for placement in entry-level positions in hospitals, medical clinics, or doctors' offices as medical assistants or medical assistant billing specialists.

Upon completion of the program, students are prepared to take the examinations offered by the National Healthcare Association. They may receive certificates in the following areas: Billing and Coding Specialist, Medical Administrative Assistant, Clinical Medical Assistant, or Electronic Health Records Specialist.

# List of Courses

## Medical Assistant Program

### Certificate – Medical Assistant

The **total number of quarter credit hours** for the Certificate in Medical Assistant Program is 36 **quarter** credit hours. Note: The Medical Assistant program consists of a total of 720 credit hours, 180 class preparation hours, and 36 Quarter Credit hours of study.

### Day Program

Number	Title	Credits	Credit hours
<b>Year 1, Quarter 1</b>			
MA103A00	Introduction to Body Systems Part I	2.0 Cr.	30 Hrs.
MA103B00	Introduction to Body Systems Part II	2.0 Cr.	30 Hrs.
MA104A00	Human Diseases Part I	2.0 Cr.	30 Hrs.
MA104B00	Human Diseases Part II	2.0 Cr.	30 Hrs.
MA105A00	Clinical Procedures Part I	2.5 Cr.	60 Hrs.
MA105B00	Clinical Procedures Part II	2.5 Cr.	60 Hrs.
<b>Year 1, Quarter 2</b>			
MA101A00	Medical Terminology Part I	2.0 Cr.	30 Hrs.
MA101B00	Medical Terminology Part II	2.0 Cr.	30 Hrs.
MA102A00	Introduction to Business Procedures Part I	5.0 Cr.	90 Hrs.
MA102B00	Introduction to Business Procedures Part II	5.0 Cr.	90 Hrs.
<b>Year 1, Quarter 3</b>			
MA106A00	Microbiology	2.5 Cr.	45 Hrs.
MA106B00	Surgical Assisting	2.5 Cr.	45 Hrs.
MA107-00	Externship	4.0 Cr.	150 Hrs.
<b>TOTAL</b>		<b>36.0 Cr</b>	<b>720 Hrs.</b>

### Graduation Requirements for Certificate in Medical Assistant

The student must complete the following graduation requirements to attain the credential for a South Coast College **Certificate in Medical Assistant**:

To receive the South Coast College **Certificate in Medical Assistant**, students must do the following:

1. Complete 36 credit hours required for graduation, as described in this catalog.
2. Complete 150 hours of externship in a medical environment under the supervision of medical personnel.
3. Return all College materials.
4. Complete a financial aid exit interview.
5. Be free of indebtedness to the College.
6. Maintain a minimum CGPA of 2.0.
7. Cease enrollment at South Coast College.

The credential the students receive upon completion of all program requirements is the following:

**Certificate in Medical Assistant**

**Total: 720 Credit Hours, 36 Quarter Credits**

**Explanation of Course Numbering System**

The numbering system for Medical Assistant is sequential with the first two courses being the core course prerequisites for the rest.

# Course Descriptions

## Medical Assistant Program

**MA101A00**    **Medical Terminology Part I**

**MA101B00**    **Medical Terminology Part II**

Part A: 2.0 Credits

Part B: 2.0 Credits

Class: 30 lecture each

Class Prep: 7.5 hours each

Prerequisite: None

This course is an introduction to medical terminology, including the techniques of medical word building using basic word elements; major suffixes in the surgical, diagnostic, symptomatic groups and related suffixes; suffixes denoting adjective, noun, singular, and plural forms of medical words; major prefixes denoting position, number and measurement, negation, direction, and anatomical, physiological, and pathological terms. The course is supplemented by audio files that provide autonyms as memory aids. Out-of-class preparation time (homework) consists of workbook assignments that the student completes outside of class.

**MA102A00**    **Introduction to Business Procedures Part I**

**MA102B00**    **Introduction to Business Procedures Part II**

Part A: 5 Credits

Part B: 5 Credits

Class: 30 lecture / 60 laboratory each

Class Prep: 22.5 hours each

Prerequisite: MA101A/B

This course covers the role of the medical assistant regarding communications and ethics, health insurance and pharmacology, bookkeeping, records management, office and personal organization, and ergonomics and safety factors.

Specifically, the course covers interpersonal / human relations (patient care, medical assistant / patient / doctor relationships, ethical considerations); oral communications (telephone and reception techniques/management); written communications (letters, memos, facsimiles); health insurance (HMO, PPO, IPA, Medicare/Medicaid, Workers' Compensation, Disability Income Protection, CPT/ICD 9-CM codes); and pharmacology (prescription writing, using the Physicians' Desk Reference (PDR), and drug dosage calculations); bookkeeping (write-it-once systems, payroll, check writing, fee collection); records management (retrieving and filing documents); office and personal organization (supplies, equipment use and maintenance, mail/postage); and ergonomics (health and safety factors).

The laboratory portion of the course will provide hands-on practice related to these areas.

Out-of-class preparation time (homework) consists of workbook assignments that the student completes outside of class.

**MA103A00 Introduction to Body Systems Part I**  
**MA103B00 Introduction to Body Systems Part II**

Part A: 2.0 Credits

Part B: 2.0 Credits

Class: 30 lecture each

Class Prep: 7.5 hours each

Prerequisite: MA102A/B

This course is an overview of anatomy and physiology. It covers the cell structure and special senses, and the following systems: endocrine, skeletal, muscular, integumentary, circulatory, respiratory, nervous, digestive, urinary, and reproductive systems. Out-of-class preparation time (homework) consists of workbook assignments that the student completes outside of class.

**MA104A00 Human Diseases Part I**  
**MA104B00 Human Diseases Part II**

Part A: 2.0 Credits

Part B: 2.0 Credits

Class: 30 lecture each

Class Prep: 7.5 hours each

Prerequisite: Concurrent with MA103A/B

This course is an overview of human diseases. It covers pathology and oncology, diseases of the eyes/ears, skeletal system diseases and disorders, muscular system diseases and disorders, endocrine diseases and disorders, skin diseases, diseases of the blood and immune systems, respiratory diseases and disorders, neurological disorders, gastrointestinal disorders, diseases of the urinary systems, and disorders of the reproductive systems. Out-of-class preparation time (homework) consists of workbook assignments that the student completes outside of class.

**MA105A00 Clinical Procedures Part I**  
**MA105B00 Clinical Procedures Part II**

Part A: 2.5 Credits

Part B: 2.5 Credits

Class: 60 laboratory each

Class Prep: 15 hours each

Prerequisite: MA104A/B

This course consists of performing eye and ear lavages, performing a complete physical examination(CPX), bandaging and wound care, handling emergencies using mobility assisting devices, using clinical charting abbreviations, using universal precautions and sterile techniques, performing electrocardiography and mounting the results record, performing cardiopulmonary resuscitation (CPR), performing pulmonary function tests, performing hemoglobin and glucose testing, performing throat cultures, assisting with pap and pelvic examinations, performing pregnancy tests, setting up rectal trays, performing pediatric assisting, and preparing special diets. Out-of-class preparation time (homework) consists of workbook assignments that the student completes outside of class.



**MA106A00    Microbiology**  
**MA106B00    Surgical Assisting**

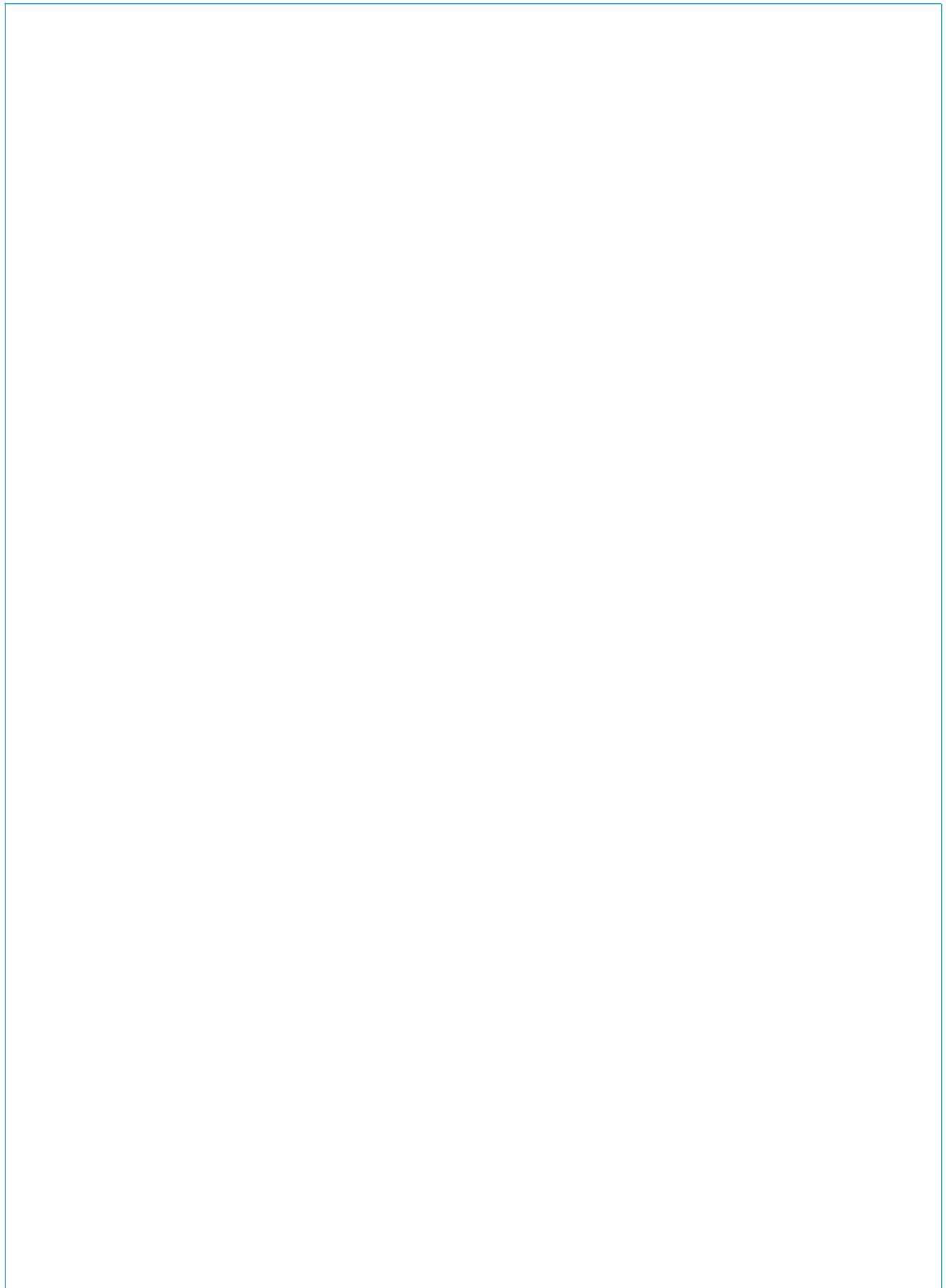
Microbiology: 2.5 Credits  
 Surgical: 2.5 Credits  
 Class: 15 lecture / 30 laboratory each  
 Class Prep: 11.25 hours each  
 Duration: 6 weeks (taken concurrently)  
 Prerequisite: MA105A/B

This course is a hands-on course covering the following: using various methods to achieve asepsis to control growth of microbes, performing strep tests and throat cultures, including instructions for culture and sensitivity, obtaining specimens, using a microscope and other medical office instruments, identifying surgical instruments and their uses, sanitizing and disinfecting surgical instruments with special emphasis on autoclaving, setting up sterile trays for minor office surgeries, surgical assisting, scrubbing and gloving, preparing the skin, preparing the patient. Out-of-class preparation time (homework) consists of workbook assignments that the student completes outside of class.

**MA107-00    Externship**

4 Credits  
 Class: 150 hours externship  
 Class Prep: 37.5 hours  
 Prerequisite: Completion of all classwork (MA101, MA102, MA103, MA104, MA105, MA106)

Externship provides experience in a selected physician's office or healthcare facility. Students are supervised and evaluated by qualified medical personnel. Medical Assistant students must have an opportunity for an equal exposure to administrative and clinical experience. A list of skills to be evaluated will be presented to the supervisor of the healthcare facility. Students are required to meet and discuss what they have learned with the instructor on a regular basis. The externship coordinator will engage with the site periodically. Out-of-class preparation hours will be devoted to having students prepare for and then take a comprehensive exit examination to validate the knowledge and skills students obtained from the Medical Assistant program.



# Student Services Information

## Campus Facilities and Equipment

South Coast College is located at 2011 West Chapman Avenue in Orange, California. The land encompasses approximately three acres and includes a two-story Mediterranean architecture building consisting of approximately 30,000 square feet. The structure is located in a landscaped setting. A comfortably furnished patio and balcony with park benches provide a place for students and staff to enjoy the outdoors while on break.

## Classrooms and Other Designate Rooms

The building is composed of 18 classrooms that are used for lecture purposes only. The classrooms vary in size to accommodate the various programs. The maximum number of students ranges from 10-15 for typical smaller academic-oriented courses and beginning court reporting theory courses to 40-60 for a typical skill building dictation course. The school has several resource centers equipped with computers, a bookstore, a library with computers, a library reading room, a courtroom, a skill test transcription / grading resource center, a conference room, a media resource center, a student lounge with vending machines, refrigerator, sink, and staff lounge.

The facility has a large reception area, staff offices for administrative, admissions, and teaching staff, and a hub for student services / financial aid.

## Summary of Student Services/Activities

South Coast College has facilities for an abundance of student services including:

- **Library and Resource Centers**  
South Coast College has a library with online research capabilities, a library reading room, and several resource centers with online research capabilities, a staffed grading resource center, dedicated staffed computer learning centers equipped with software tutorials; research assistance via computers and wireless Internet. It also has an online Learning Resource Center (LRC) with dedicated sections for each of its programs.
- **Campus bookstore** for easy access to educational materials and supplies and delivery services for online students.
- **Financial Aid Student Services Hub**  
South Coast College has a designated area consisting of a reception area and two offices staffed with financial aid personnel with day and evening hours.
- **Student/Staff Lounges:** South Coast College has a student lounge equipped with vending machines, sink, microwave oven, and refrigerator and numerous designated rooms throughout the building for relaxation and study and a staff lounge for South Coast College personnel.
- **Special Facilities:**  
A courtroom for mock trials.  
A deposition room for mock depositions.  
A medical assistant laboratory.  
Facilities accessible for disabled.  
Free parking.

## Staff Involved in Student Services

For information on how to access the staff for the various student services, see the Faculty/Staff Directory at the end of the catalog. The Orientation and Updates Team online also identifies the various faculty and staff members.

- **Program Directors**

Each program has a director to assist in advisement on academic/skill classes.

Students have access to all managers, including the school director, for consultation and advisement on educational matters and documentation regarding child-care services. Each Program Director oversees the externship and job placement activities. Job-related Services Assistance includes finding externship programs. Job search assistance and resume preparation. Access to alumni who mentor and help transition graduates to the work environment. See the Job Placement Assistance below.

- **Financial Aid Staff**

Two financial aid staff engage in specific student service activities to assist students with financial assistance and documentation needed for other services.

- **Bookstore Staff**

Students may visit the bookstore or have their books and supplies sent to them.

- **Events Planner**

An events planner coordinates student events and provides internal communication to students on numerous student activities including speakers, career days, technology days, weekly networking forum, CSR celebrations/luncheon, and graduation exercises.

## Bookstore

The college bookstore has textbooks and supplies for all courses. Students are encouraged to suggest items that the bookstore can carry to help them in their classes.

## Car Pooling

If you are interested in driving or participating in a carpool, you may post your information on the carpool bulletin board for help in making contact with other students living in your area. The Student Orientation is another venue where you can meet others living in your area to exchange information for carpooling purposes.

## Campus Safety

South Coast College is entirely enclosed. Nonstudents are not allowed to use the facilities. When classes are in session, you can request an escort to take you to your car at night. The student population is predominately female. No assaults have ever occurred on campus. South Coast College has a safety policy and a government-required procedure for victims of on-campus assault. Information regarding safety and security and procedures for victims of on-campus assault are located on the Campus Safety and Security Information Center located across from the Student Lounge.

Campus Crime Report: A requirement of the federal government is that we provide for you our campus crime statistics. The front office has been designated to compile records for the facility of all reported incidents or arrests for crimes involving violence, theft, or destruction of property, or illegal drugs or alcoholic intoxication. The Campus Safety and Security Information Center is located upstairs in front of the student lounge and contains current reports and security information.

### **Computer Learning Centers**

South Coast College provides Internet Access for students who have their own computers to access online resources throughout the college.

In addition, the computer learning resource centers are the hub of numerous activities involving the computer. The downstairs Court Reporting Resource Center contains computers and writers for student use in learning and practicing machine shorthand theory, building realtime skills, developing speed using speed tutorials, using a variety of tutorials for building speed/accuracy, learning professional software used by court reporters, and completing computer assignments. Another mini-resource center is located in the library where there is access to LexisNexis, online research, practice 4-voice videos, and dictionary build software.

The Online Computer Resource Center contains medical research software and spell checks, medically related English and formatting tutorials, anatomy and physiology learning tutorials, a medical billing and insurance program, typing tutorials, and word processing programs. The Online Computer Resource has full access to online resources.

The Legal Programs computer resource centers contain various programs used for research and document preparation by the paralegal community. Both are located upstairs.

### **Counseling**

South Coast College provides supportive counseling based upon the individual needs of the student. Students who are encountering difficulties that interfere with their education are encouraged to seek help from their instructor, the designated counselor, or the College director.

### **Disabled Students**

Reserved parking spaces and all administrative, educational, and restroom facilities are accessible to the disabled.

### **Library / Learning Resource Centers**

The Library contains a collection of supplementary course materials, current periodicals, and reference books. An online cataloging system is used to locate reference works. When classes are held on campus, students have access to the library and other resources from 8 a.m. until 10 p.m. Monday through Friday and to the Computer Resource Center 8 a.m. to 2 p.m. on Saturdays when announced.

The procedures students use to log their use of these facilities is to sign in, select the activity in which they are going to be engaged, and then sign out when finished.

The **Instructors' Learning Resource Center** complements the main library. It contains a library of test materials for instructors to use, instructor lesson plans, and dictation materials.

### **Lifetime Brush-up Program (*Court Reporting Only*)**

South Coast College instructional service to students does not end at graduation. Brush-up privileges for all speed levels are offered without charge or fees to all licensed graduates.

### **Media Library**

A media library is available for student use, containing theory reinforcement practice and medical steno practice. Medical review for the CSR examination is also available in the media library room. All these media resources are currently accessible for students who are online.

### **Parking**

The College provides free parking for all students and staff, an added service that we are pleased to provide you.

### **Placement Assistance Services**

The South Coast College career placement assistance services are a vital part of your total education program.

Through continued association and contact over the last 20 years with reporting agencies and law firms, South Coast College serves our graduates with strong placement assistance. The reputation of South Coast College is of unquestioned value in the area of placement. At South Coast College, a Court Reporting Placement Coordinator provides assistance for court reporting graduates. A Medical Internship/Placement Coordinator assists in obtaining a medical assistant position and a Paralegal Placement Coordinator provides a career development program to assist paralegal students in finding employment.

Student assistance may include any of the following:

#### Referrals and References

- Direct referral to reporting agencies or employers
- List of prospective employers in others.

#### Job Preparation Assistance

- Assistance with resume preparation, cover letters, and thank you letters.
- Advice and resource materials regarding applications and interview techniques,

- Reference sources for use in locating firms in specific geographic locations.
- Information regarding current job market and employment trends.
- Employment placement data and starting salaries available on request,
- Comprehensive list of career titles and job descriptions to help identify areas of employment interest.
- Seminars on job-seeking and interviewing technique.

#### Career Networking Opportunities

- Scheduled career days for on-site visits from agency and court representatives, vendors, alumni
- Scheduled speakers
- Networking events online

Please keep in mind that State law forbids any school from guaranteeing job placement.

### **Prior Education Transcripts**

South Coast College is required to have transcripts or equivalency documentation in your student file for your prior education. To receive college credit evaluation, you are requested to submit official college transcripts. You may sign a waiver of evaluation for miscellaneous college credits that do not apply to your subject area. Note: This waiver procedure does not apply to Veteran students.

### **Transcript Request**

Transcript request forms are available on the South Coast College website. These requests should be made prior to your enrollment in South Coast College. Please use Certified Mail when sending for transcripts.

### **Stenotype Machines**

Students furnish their own stenotype machine and tripod. Students can make arrangements with a machine vendor to obtain the student version of a machine that is used in the program. South Coast College will provide you with the information to contact the vendor.

### **Student Housing**

South Coast College does not provide dormitories or student housing. There are numerous rooms for rent and apartments in a wide price range near the College. Rents can range from as low as \$500 for one room up to \$3,000 for luxury apartments. The College staff is available to assist out-of-town students in obtaining suitable accommodations.

### **Student Lounge**

A full complement of vending machines is located in the student lounge. The student lounge is equipped with tables and comfortable chairs to encourage study groups and student interaction.

### **Student Records**

An official record is maintained for you from your first day of class. Your record contains a detailed summary of all tuition and other charges paid, grades, speed levels, attendance, and counseling interviews. It is retained in the Registrar's Office and is available for your review with your program director at any time.

A reasonable number of unofficial grade reports of your South Coast College grades will be supplied to you at no charge. To receive an official transcript of your grades, you must be withdrawn from the college. A student may not be enrolled in other court reporting schools simultaneously. The College maintains records relating to students for various academic purposes. The right to inspect these records is in accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380 as amended.

Student transcripts are maintained indefinitely. Other documents may be purged after 5 years or after the required date for compliance by the various governing agencies. Students will be given a copy of any documents from their files that they request after reviewing their files at that time, free of charge. Any future requests for copies will be provided at 20¢ a copy\* plus postage and handling fees. After the required date for compliance by the various governing agencies for maintaining records, no further copies will be provided.

\*Copy fee may be subject to change.

### **Retention of Student Records**

South Coast College is required to maintain the following records:

1. The name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in the institution.
2. The degree or certificate granted and the date on which that degree or certificate was granted.
3. The courses and credits on which the certificate or degree was based.
4. The grades earned by the student in each of these courses.  
In addition, South Coast College shall maintain for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all the following information.
5. The educational programs offered by the institution and the curriculum for each.
6. The names and addresses of the members of the institution's faculty and records of the educational qualification of each member of the faculty.

### **Additional Retention Requirements**

In addition, South Coast College shall maintain a file for each student who enrolls in South Coast College whether or not the student completes the educational service.

- (1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to South Coast College or South Coast College's award of credit or acceptance of transfer credits including the following:
  - a. Verification of high school completion;
  - b. Records documenting units of credit earned at other institutions that have been accepted and applied by South Coast College as transfer credits toward the student's completion of an educational program;
  - c. Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
  - d. South Coast College does not offer credit for All the documents evidencing a student's prior experiential learning upon which South Coast College and the faculty base the award of any credit.  
**South Coast College does not offer credit for prior experiential learning.**
- (2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
- (3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- (4) Records of the dates of enrollment and, if applicable, withdrawal from South Coast College, and graduation; and
- (5) A transcript showing all of the following:
  - a. The courses of other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
  - b. Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit (**South Coast College does not offer credit for prior experiential learning**);
  - c. Credit for courses earned at other institutions;
  - d. Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
  - e. The name, address, website address, and telephone number of South Coast College.
- (6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course, if applicable;
- (7) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;



- (8) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- (9) A document specifying the amount of a refund, including the amount refund for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
- (10) Copies of any official advisory notices or warnings regarding the student's progress; and
- (11) Complaints received from the student.

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

FERPA is a federal law that protects the privacy of students' educational records and gives them certain rights concerning those educational records. These include, but are not limited to:

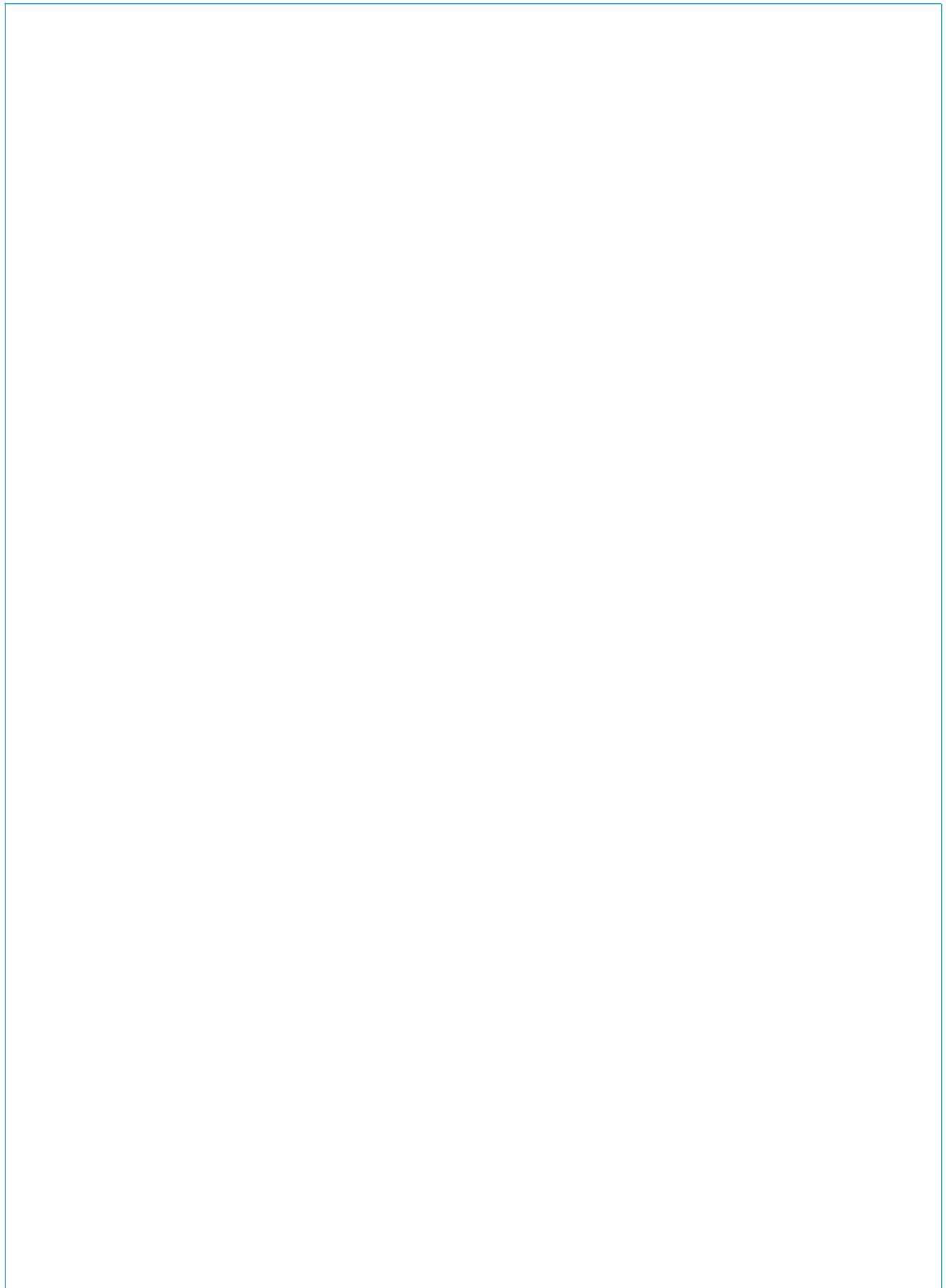
1. The right to review and/or request a copy of your own educational records. At South Coast College this requires a 30-day written request to the Records Office.
2. The right to request amendment to inaccurate or misleading information in your educational record. If, after review of the request, the school decides not to amend the record, it will inform the student of the process to request a hearing on the matter.
3. The right to provide written consent before South Coast College releases any information in your record except as allowed in the law. Allowable third parties include, but are not limited to, accrediting agencies, auditors, transfer institutions, Department of Education, judicial order or subpoena, and agencies handling health or public safety emergencies.
4. The right to file a complaint with the U.S. Department of Education if you feel South Coast College is not meeting FERPA guidelines. A complaint form is located on the United States Department of Education website at [www2.ed.gov](http://www2.ed.gov).

South Coast College students are notified annually regarding educational records: right to review, right to request amendment; right to consent to disclosures of personally identifiable information: right to file complaint with ED; school's policy regarding disclosures to school officials with legitimate educational interest (if applicable).

South Coast College has implemented all available safeguards to ensure FERPA guidelines are met in both paper and electronic format. For more information about FERPA log onto:  
[www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

### **Tutorial Services**

Tutors are available for students who are having difficulty learning certain subjects. Please contact your Program Director for assistance.



# College Policies and Procedures

## Procedures for All Programs

### *Campus Decorum*

#### **College Liability**

South Coast College is not responsible for loss or damage to your personal property while it is on the College campus.

#### **Dress Code**

The College encourages professional attire to prepare students for their chosen career but permits a liberal dress code for the comfort and convenience of its students. Casual attire is acceptable, within the parameters of propriety and good taste. Students may be required to dress professionally for career days, mock court or deposition procedures classes, externships, and so on.

Medical Assistant students are required to wear uniforms and the appropriate medical attire.

#### **Classroom Etiquette**

In the classroom, students are expected to be respectful toward faculty and fellow students. Students are encouraged to practice the behaviors that they need to follow in the workplace. They are encouraged to be punctual, prepared with their homework assignments, and to attend class for the duration of the period.

#### **Cell Phone Usage**

Please respect our policy of no cell phone use or texting in the classrooms, libraries, or learning resource centers.

#### **Food and Drink**

Food and drink are not permitted in any of the classrooms, offices, resource centers, or library, in order to maintain clean and sanitary rooms. A student lounge is provided for eating and drinking, and tables are provided in the outside patio area. Please help us keep our campus inviting.

#### **Tardiness**

As in employment situations, you are expected to be ready for the class at the scheduled starting time; and once you have checked into College for the day, you are expected to continue in all classes. Continued tardiness may result in disciplinary action.

#### **Smoking**

Smoking is not permitted in any of the classrooms, library, offices, restrooms, resource centers, or auditorium. The designated smoking area is the only area where smoking is permitted. If you are a smoker, ask where the designated smoking areas are located.

#### **Drug and Alcohol Abuse Policy**

South Coast College prohibits the use, possession, and sale of all alcoholic or illegal drug substances by any person on campus property. Incidents violating this policy should be reported immediately to the director or administrator in charge.

Abuse of the drug or alcohol abuse policy will result in any or all of the following:

1. Anyone involved in using, selling, or possessing alcohol or an illegal substance will be asked to leave campus property immediately.
2. Students will be placed on immediate probationary status and will have to show active participation in an outpatient treatment program.
3. The police may be brought in for any serious infraction.

### **Nonharassment Policy**

South Coast College has a policy against harassment. Harassment of one individual by another on any basis including but not limited to the following: age, race, color, disability, ethnicity, national origin, religion, sex, and/or sexual orientation is strictly prohibited.

The purpose of this policy is not to regulate personal morality. Rather, it is to assure that, on the college campus, no individual harasses another on any of these bases.

While it is not easy to define precisely what any of these bases are, they certainly include slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, sexual advances, requests for sexual favors, socially unacceptable language, and other similar verbal or physical contact.

Any individual who feels that he/she is a victim of such harassment should immediately report the matter in writing to the Director or any other member of management. Violations of this policy will not be permitted and may result in discipline up to and including discharge of an employee and suspension of a student.

### **Parking**

South Coast College shares its parking with tenants from the adjoining building. Parking for South Coast College students is on the left side of the lot. Overflow parking is available.

## *Class Schedules*

### **Day Program Hours**

Class periods are normally held between 8 a.m. and 2 p.m. They may be 50 minutes or 1 hour + 15 minutes in length, allowing either a 10-minute or 15-minute break respectively. Laboratory hours may be scheduled flexibly for your convenience before 8 a.m. or after 2 p.m. Occasionally, a class will be scheduled from 7-8:00 a.m. or from 1-3:00 p.m.

### **Evening Program Hours**

The evening hours are arranged primarily for the benefit of the many students who hold full-time jobs during the daytime.

The evening program requires that you maintain 5 credits to qualify as a half-time student and 9 credits to qualify as a full-time student.

To qualify for Financial Aid, you must be attending at least half-time. The evening program has the same content as the day program.

The College reserves the right to alter class offerings at any time.

Evening lab hours begin at 5 p.m. with class periods normally between 6 p.m. and 10 p.m. They may be 50 minutes or 1 hour + 15 minutes in length, allowing either a 10-minute or 15-minute break respectively.

**Note:** Special classes such as Court and Deposition Procedures and CSR Review may be offered on Saturdays to accommodate evening students.

### Registration Required Quarterly

Your first quarter schedule will be prepared for you. Thereafter, you need to register for each quarter by selecting the courses you wish to take and filling out a schedule at registration. Keep in mind that you must register for your classes during the registration period to avoid a late fee.

All students must register on the two registration dates publicized on campus. A \$25 late registration fee will be in effect at 8 a.m. on the morning following the last date of registration.

You must sign up for the appropriate number of credits each quarter if you are receiving financial aid. If you want to change a class, you should arrange to do so with your program director.

The College reserves the right to alter class offerings at any time.

### Transferring: Day-to-Evening / Evening-to-Day

Students who transfer between Day and Evening programs or vice versa will be evaluated at the next appropriate evaluation increment schedule for the time frame of the program into which they have transferred. Such revision of schedule may result in an untimely evaluation for that student and such revision may be deemed by the Director to be an extenuating circumstance for that first evaluation period only. Transfers between days and nights are permitted only at the quarter start date.

## *Awarding of Credit*

### Class Hours and Credit Awarded

A South Coast College class hour is an instructional period of 50 consecutive minutes.

South Coast College courses are assigned quarter-hour credits. Each credit corresponds to the number of hours of lecture per week for the quarter. For example, five hours per week spent in a lecture class earns five credits for the quarter.

### For Awarding Academic Credit

12 hours of lecture	=	1 quarter credit
24 hours of laboratory	=	1 quarter credit
36 hours of externship	=	1 quarter credit

The Department of Education definition for financial aid purposes is one quarter credit hour is equal to at least 20 in-class clock hours of instruction.

### Credit for Prior Work Experience

South Coast College **does not** offer credit for prior work experience.

### Exemption from Courses

If you have, through prior education, completed one or more relevant courses, you may be exempted from certain course(s) at the discretion of the director, or in some cases challenge examinations may be

required. For these courses, you will receive credit or, in the case of challenge examinations, a grade upon successful performance on the examination.

No adjustment in tuition will be made for successful challenge exams or exemptions. A fee of \$100 is charged for challenge examinations. Procedures for challenging a course can be obtained from the appropriate educational department director.

**Note:** You must pass the examination with the same standards as the class, or you must take the course you did not pass. Transfer credits are not counted in the calculation of the cumulative grade point average.

### Noncredit Remedial Courses

South Coast College does not offer noncredit remedial courses but remedial instruction can be obtained through on-campus tutors.

## *Grading Assessment System*

### Grading Standards

Grading is based on pre-established course standards. No "class curve" exists that requires some students to pass and some to fail each quarter.

In all classes, the letter grade conversion is as follows:

<b>A</b>	<b>90-100</b>	<b>Superior</b>
<b>B</b>	<b>80-89</b>	<b>Above Average</b>
<b>C</b>	<b>70-79</b>	<b>Average</b>
<b>D</b>	<b>60-69</b>	<b>Below Average</b>
<b>F</b>	<b>0-59</b>	<b>Fail</b>

For a grade of "C" or better, you receive full credit for the class. If a grade of "D" is received, the class must be repeated. An instructor may mandate that all make-up tests must be taken within 10 school days or an automatic zero will be assigned for that test. A "TC" indicates transfer credit.

A student's grade point average is calculated using:

<b>A</b>	<b>=</b>	<b>4</b>
<b>B</b>	<b>=</b>	<b>3</b>
<b>C</b>	<b>=</b>	<b>2</b>
<b>D</b>	<b>=</b>	<b>1</b>
<b>F</b>	<b>=</b>	<b>0</b>

**Incomplete Grades**

South Coast College does not permit Incomplete as a grade in any class. If the student has not completed the course work required for a passing grade according to the instructor's grading policy, the student will be assigned a 55 (fail).

**Repeated Courses**

Under special circumstances, as determined by a committee that includes the program director and college director, a student may retake a course(s) and have the grade(s) replace the original grade in order to bring the student's GPA into compliance for graduation.

Also, see Court Reporting Procedures / Repeated Courses.

*Veterans' Notice***Veteran Requirements for Maintaining a 2.0 GPA and Probation**

If a veteran student's GPA falls below 2.0 within the first two quarters, the student will be placed on probation until the GPA is 2.0 or higher. While on probation, the student is still eligible for VA benefits.

If the GPA is not 2.0 by the end of the second quarter, South Coast College will no longer certify to the Department of Veterans Affairs that the student is enrolled.

**Veteran Requirements for Short-Term Leaves of Absence**

Students are to notify their instructors of their required service-related duties and to obtain the assignments for missed work.

Since South Coast College does not have a Leave of Absence policy, Veteran students must notify the school of the reason for their absence and withdraw from school. If the student has met the Satisfactory Progress Requirements in the catalog, the student will be re-admitted immediately upon return.

*Class Policies***Out-of-Class Learning Activities**

To receive credit for a course, students are required to complete learning assignments outside of class that will be evaluated to validate learning.

**Evaluation of Out-of-Class Learning Activities**

Out-of-class learning activities will adhere to the same grading standards as in-class learning activities and will be incorporated into the determination of the overall course grade.

**Make-up Work**

Individual days of absence will require make-up work in order for the student to stay current with the class. This make-up work is the responsibility of the student. Each instructor will determine how the student will be required to make up the portions of their classes that are missed and how the time away from class will affect the student's grades.

*Leave of Absence and Withdrawal Policies*

**Leave of Absence Policy**

Effective November 2012 Quarter, South Coast College will no longer be granting leaves of absence. If students need to be gone more than 10 consecutive days, they will need to apply for a withdrawal and pay the appropriate withdrawal fee. If students wish to resume study later, they will need to reapply for Admissions, be accepted, and pay the appropriate restart fee. Students who are readmitted will restart at the then current tuition rate. See Veterans' Notice regarding Leave of Absence.

**Withdrawing from Courses**

Students are permitted to withdraw from courses within the first week of the class without penalty. Effective at 8 a.m. on Monday of the second week of classes, a \$25 add/drop fee will be charged for adding or dropping classes.

Adding/dropping classes must be done with a change-of-status form obtained in the Financial Aid Office and must be done only with the permission of the respective program director.

Dropping classes may change your status and may have an adverse effect on your financial aid.

Note that withdrawal from courses (or from College entirely) after the first week of the class will result in the penalty grade of W which represents 0 (zero) credits earned and 0 (zero) grade points.

**Withdrawing from College**

While written notification of withdrawal is not required for withdrawal, the procedure to withdraw from South Coast College is to obtain a withdrawal form from the Financial Aid Office, complete the form, have the appropriate people sign the form, and complete an Exit Interview for your student loans. Official Withdraw fee (\$50) will be assessed. A fee of \$100 is assessed for unofficial withdrawals where the student does not properly notify the College of departure and attend an Exit Interview. A withdrawal may be effectuated by the student's written notice or by the student's conduct including but not necessarily limited to a student's lack of attendance for 10 consecutive days.

Students who are absent ten (10) consecutive days from the College (including externship) without notifying the College may be dropped from the College, and a \$100 withdrawal fee will be assessed. If allowed to be reinstated, the student returns at an increased tuition rate.

Students on **externships** in either the Medical Assistant or Paralegal programs should avoid any potential problems by submitting (via fax) their time sheets to the Director of Medical Assistant or Paralegal Program or Externship/Placement Coordinator every Friday.

*Refund Policies*

**Refunds**

South Coast College adheres to both the State and Federal Refund Policies. According to the Refund Policy in the South Coast College Enrollment Agreement, the student has a right to a full refund of all charges less the amount of the registration fee/ nonrefundable fees if he/she cancels this agreement prior to or on the fifth day of instruction or the seventh day after enrollment, whichever is later. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition. The refund will be calculated based on the last day of attendance of the current quarter. Any future quarters that are prepaid will be refunded. For example, if the student



completes 140 hours of a 280-hour quarter and was charged \$1,875 tuition for the quarter, the student would receive a pro rata refund of \$937.50 for the current quarter:

$$\begin{array}{rcccl}
 \mathbf{\$1,875.00} & & 140 \text{ hours of instruction} & & \\
 \text{amount charged} & & \text{paid for but not received} & & \\
 \text{for current} & \times & \hline & = & \mathbf{\$937.50} \\
 \text{quarter} & & 280 \text{ hours of instruction} & & \text{Initial refund} \\
 & & \text{for which the student has paid} & & \text{amount}
 \end{array}$$

The Institution has met all requirements for the administration of any program under Title IV of the Federal Higher Education Act of 1965 (P.L. 89-329), extensions of that act, amendments to that act, and rules and regulations adopted under the act. If a student receives a student loan(s) to cover the cost of the program, any refund is to be returned to the lender or agency that guaranteed a loan to reduce the student's loan debt.

For the purpose of determining a refund, the student is deemed to have withdrawn from a course of instruction when any of the following occur:

- a) The student notifies the School of his/her withdrawal or the actual date of his/her withdrawal, whichever is later;
- b) The School withdraws the student as provided in the Catalog. (See Attendance and Grading Procedures.) (10-day rule)

The student is entitled to a refund of moneys not paid from federal student financial aid program funds.

For more specific information about refunds, refer to the Federal Refund Policy and Return of Aid section that can be found online in the Consumer Information Handbook, Addendum B Part 1: <https://southcoastcollege.edu/pdfs/ADDENDUM-B-Consumer-Handbook.pdf>

### *Graduation*

#### **Minimum Graduation Requirements for All Programs**

A minimum CGPA of 2.0 or greater is required for graduation in all programs at South Coast College.

For program-specific graduation requirements, see the graduate requirements for the individual programs under the specific program categories..

### *Transfer-of-Credit Policy*

#### **Transferring Credits from South Coast College**

#### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at South Coast College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, certificate, or credits you earn in an educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your

educational goals. This may include contacting an institution to which you may seek to transfer after attending South Coast College to determine if your credits, degree, or certificate will transfer.

Students who transfer out of South Coast College need to contact their new school to see if any of their credits will transfer as South Coast College does not have any current articulation agreements with other schools concerning transfer of credits earned at South Coast College.

### **Transferring Credits to South Coast College**

Advanced students transferring from another reporting school may enroll at any time. Credit will usually be given for comparable courses completed in other institutions upon receipt of the official transcript. The College reserves the right to administer equivalency examinations to determine proficiency and placement in both academic and speed classes. As of January 2, 2000, the school requires, in the Paralegal and Medical Assistant programs, that the student complete 50 percent of credits at this school for graduation unless special circumstances prevail. At the discretion of the College, an exception may be considered.

#### **Procedure**

Upon admission of a transfer of a student to South Coast College and receipt of official transcripts from the school or college from which transfer credit is sought, the Program Director or his/her designate will review the relevant transcript to determine whether and to what extent transfer credit will be awarded. Determination by the Program Director is final.

The Program Director or his/her designate will complete an evaluation form indicating:

- Name of school from which transfer credit is to be accepted.
- Name of the course for which transfer credit is to be allowed.
- Number of credits completed at the original school (indicating whether they were quarter or semester credits).
- Grade received at the school where course was taken.
- Equivalent South Coast College course for which the credit has been allowed; and
- Number of South Coast College quarter credits allowed.

The Program Director will then indicate the allowed transfer credit and sign and date the form.

Factors to be considered in the evaluation of transfer credit include the following general criteria:

- Transfer credit is generally awarded for academic course credit earned from court reporting schools, regionally accredited institutions, or from institutions that are candidates for regional accreditation if the course credit was earned during the candidacy period. In rare circumstances, course credit earned at other institutions, other than those listed above, may also be accepted in transfer.
- Only college level courses are transferable. Remedial and high school equivalent academic courses are not transferable, even though taken at a college or community college.
- Courses at other institutions often have no direct South Coast College equivalents but may be accepted in transfer in appropriate cases where they meet South Coast College curricula criteria.
- Transfer credit is allowed only for courses in which a grade of "C" or its numerical equivalent or a grade of "pass" was earned at the school where subject course was taken.

- Not more than 50 percent of the credits required for graduation from South Coast College will be accepted as transfer credit in the case students enrolled in the Paralegal and Medical Assistant programs unless special circumstances prevail.
- Students may be asked to provide official catalog course descriptions from the school where the course was taken, to clarify course content.
- Court Reporting program course requirements are directed to qualification for the California Court Reporters Board and the National Court Reporters Association. The requirements of these agencies are specific and particular and are not necessarily the equivalent of similar college courses. Regarding English, for example, emphasis is placed on grammar, punctuation, and the particular usage choices determined by these agencies. It is generally advisable that students take the English courses at South Coast College or at an equivalent court reporting college.
- Transfer credits will be listed as a "TC" on the student's transcript.

### *Standards of Student Conduct*

#### **Standards of Student Conduct**

Students are expected to exercise respect and self-discipline at South Coast College. The following behaviors may result in dismissal from South Coast College:

1. defacing, removing, or mutilating any College property (library, resource centers, classrooms, restrooms, student lounge, administrative areas, and so on).
2. providing false information or misrepresenting information in any records, financial aid documents, or attendance sign-in sheets, whether inadvertently or deliberately.
3. engaging in any activity that causes a safety hazard at College, including but not limited to weapons possession.
4. disrespect toward another student, faculty/staff member or administrator, guest, or vendor.
5. engaging in a single serious incident or repeated less-serious incidents of intoxication from any substance, as well as possession of drugs or alcohol on college premises.
6. engaging in other types of unethical conduct.
7. engaging in the use of profanity on the College premises.

#### **Procedures and Appeal Process for Unethical Student Conduct**

A charge of unethical conduct must be made in writing, specifically stating the allegations against a student. Each instructor / staff member / administrator who has a charge must formally state the allegations in a letter to the Director. A copy of the letter will be directed to the appropriate Day/Night Instructional Administrator.

Should a student be charged by an instructor / staff member / administrator with unethical conduct, the student may make an appeal of this determination within 30 days in the following manner:

1. The student should meet with the instructor who made the allegation to discuss and attempt to resolve the problem.
2. If a satisfactory resolution is not reached, the instructor or student can petition for a meeting with the Day or Night Instructional Administrator. The petition request must be made in writing by either the student or the instructor to the Day or Night Instructional Administrator.
3. If after review by the Day or Night Instructional Administrator a satisfactory resolution has still not been reached, the matter may be appealed to the Arbitration Review Committee. This committee consists of members from the faculty and staff representing various departments. The Committee reviews all materials and prior decisions and comes to a resolution on the matter. The decision of the Arbitration Review Committee is final.

### Consequences and Recourse

Should it be determined that a student has behaved in an unethical manner, the student may be subject to the following disciplinary actions, dependent upon the nature and scope of the offense as determined by the Committee:

1. The student may not receive credit for the work completed in the class.
2. The student may not receive credit for the class.
3. The student may be placed on **probation** for one quarter.
3. The student may be administratively withdrawn from the program.

## *Grievance Procedures*

### Grievance Procedures

South Coast College, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is a student, staff, faculty member, or administrator. In the pursuit of its policy of openness, accountability, and responsiveness to students, the College provides the following grievance procedures.

A file on each grievance reported, including the procedures followed and the final disposition of the case, is maintained.

### Definition of a Grievance

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights, or privileges of a member of the student body. The burden of proof shall rest with the complainant.

If students have a grievance and wish it to be recognized as such, a written complaint must be submitted to South Coast College on the College's petition form or in letter format.

The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence and be addressed to the director of the College.

### Steps Toward Redress

Based upon the information presented in the grievance, steps toward redress shall take place as follows:

1. The student will be asked to take the matter up with the individual in question. It is hoped that the matter can be resolved at this level. If it cannot be resolved, the following step shall occur.
2. Informal discussions will take place between the complainant and the person against whom the complaint is being made and the Day/Night Instructional Administrator. Resolution shall be attempted at this level. If it cannot be reached, the following steps shall occur.
3. The grievance shall be scheduled for presentation to the Grievance Committee for hearing and appropriate action. The committee shall be comprised of two faculty members, representatives from the various departments on campus, and two students. The members on the committee will rotate.
4. A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought.
5. The committee shall review and consider documentary records which relate to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Both parties shall be present during the meeting.

6. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such qualified members may make recommendations as appropriate for disciplinary actions or for changes in policy to the appropriate administrative officials.
7. The findings of the committee are final. A written summary of the response shall be provided within 10 days of receiving the complaint.

### **Recourse after Hearing**

If students have exhausted these procedures and the problems have not been resolved, they have the right to contact any of these entities.

In approaching an entity with a grievance, students are encouraged to take the following steps:

- Be sure to have exhausted all means of settling your issue with the school.
- Ensure that your complaint is in writing using the appropriate forms.
- Be sure to sign your complaint.

## *Complaint Procedures*

### **ACCSC Student Complaint**

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](http://www.accsc.org)  
[complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting your program director or online at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

### **BPPE Complaint Procedure**

1. 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](http://www.bppe.ca.gov).
2. Send the complaint to:

**Bureau for Private Postsecondary Education (BPPE)**  
**P.O. Box 980818**  
**West Sacramento, CA 95798-0818**  
**1 (888) 370-7589 (toll free)**  
**[www.bppe.ca.gov](http://www.bppe.ca.gov)**

**OR**

**Department of Consumer Affairs  
California Court Reporters Board  
2535 Capitol Oaks Drive  
Suite 230  
Sacramento, CA 95833  
(916) 263-3660  
[www.courtreportersboard.ca.gov](http://www.courtreportersboard.ca.gov)**

### **NCRA Complaint Procedure**

1. Contact the NCRA office by mail (addresses given below). Complaints received by phone must be accompanied by a written follow-up letter.
2. Include the following required information in the letter of complaint:
  - a. the nature of the problem;
  - b. the approximate date(s) that the problem(s) occurred;
  - c. the name(s) of the individual(s) involved in the problem(s) within the institution or other students who were involved;
  - d. copies of important information regarding the problem(s) -- facts, not rumors, lead to solutions;
  - e. evidence demonstrating that the institution's complaint procedure was followed prior to contacting NCRA. The complaint must be signed;

National Court Reporters Association (NCRA)  
Court Reporting Program Only  
8224 Old Courthouse Road  
Vienna, VA 22182-3808  
(703) 556-6272  
[www.ncra.org](http://www.ncra.org)

Note: See the *Accreditation and Approvals* section in this catalog for further information regarding governing agencies.

# Program-Specific Procedures

## *Court Reporting Programs*

### **Individual Progress**

After the initial theory courses, individuals can progress at their own pace, completing as many skill levels as they can within a quarter.

Completion of a skill course level in the Court Reporting Program is obtained upon completion of skill proficiency testing and is not based upon a quarter-to-quarter schedule.

Individual progress in a high-speed machine shorthand program can vary widely. Even so, you are expected to meet minimum standards of progress.

### **Practice**

Approximately 72 hours of practice outside of class is required to progress out of every 10 wpm skill level. Keep in mind that practice is different from evaluation.

### **Achievement Awards**

Machine shorthand achievement certificates are awarded for theory and 40 wpm and for each 10-word increment above 40 wpm.

## *Attendance: Court Reporting*

Attendance in all court reporting classes each day is essential for the successful completion of the court reporting program. As a result, students are required to have 100-percent attendance in all registered skill courses at the end of each quarter.

All class absences must be made up using equivalent and documented make-up time activities in order for students to achieve 100-percent attendance in all registered skill courses at the end of each quarter. Several options are available to students to make up the time related to a class absence. If the student does not make up the absences in skill classes, they are allowed to take tests, but tests will not be graded until the absences are made up.

In academic courses, the instructor's policy determines the number of absences the student may have before the student is dropped from the course. If they miss more than the instructor's policy allows, students are counseled and advised that if they do not make up the work, they will not pass the course in which they are enrolled.

Only a maximum of 20 percent of physical absences can be made up in a college quarter. In other words, students must have at least an 80 percent physical attendance in each of their registered classes for the college quarter.

*Testing in Skill Courses*

**Required Number of Tests**

Three official speed tests of a 5-minute duration and 97.5 percent accuracy are required to complete a speed level successfully up to and including the speed of 160 wpm.

From 170 to 200 wpm, the requirement is three skill tests one of which must be at a length of 7, 8, 9, or 10 minutes, depending on the goal speed. All tests must be at 97.5-percent accuracy.

Skill Test Type	Duration	Accuracy
<b>40 to 160 Words Per Minute</b>		
1-Literary	5 minutes	97.5%
2-Testimonial	5 minutes	97.5%
3-Testimonial	5 minutes	97.5%
<b>170 Words Per Minute</b>		
1-Literary	5 minutes	97.5%
2-Testimonial	5 minutes	97.5%
3-Testimonial	7 minutes	97.5%
<b>180 Words Per Minute</b>		
1-Literary	5 minutes	97.5%
2-Testimonial	5 minutes	97.5%
3-Testimonial	8 minutes	97.5%
<b>190 Words Per Minute</b>		
1-Literary	5 minutes	97.5%
2-Testimonial	5 minutes	97.5%
3-Testimonial	9 minutes	97.5%
<b>200 Words Per Minute</b>		
1-Literary	5 minutes	97.5%
2-Testimonial	5 minutes	97.5%
3-Testimonial	10 minutes	97.5%

**Transcription Time**

Each of these 10-minute tests (170-200 wpm) must be transcribed within two hours and thirty minutes.

Official skill tests are normally five minutes of dictation on unfamiliar material transcribed within 1 hour and 15 minutes.

The completed transcript together with the machine notes is turned in to the Grading Resource Center to be graded. An accuracy rate of 97.5 percent is always required for a passing grade.

**Transcription Credits**

Two transcription credits a week results in attendance credit for the time spent in transcribing the notes and is reflected in the AT700 Attendance on Friday.



Skill Test Requirements for Degree at South Coast College versus Qualifying for Certified Shorthand Reporter (CSR) Examination							qualify for CSR EXAMINATION	Certificate of Achievement
Speed*** WPM	Test Type*	Test Quantity	Test Duration	Accuracy	Maximum Error Count	Transcription/ Typing Time**		
40	Testimony	2	5 min	97.50%	6	1 hr 15 min	■	■
	Literary	1	5 min	97.50%	6	1 hr 15 min	■	■
50	Testimony	2	5 min	97.50%	7	1 hr 15 min	■	■
	Literary	1	5 min	97.50%	7	1 hr 15 min	■	■
60	Testimony	2	5 min	97.50%	8	1 hr 15 min	■	■
	Literary	1	5 min	97.50%	8	1 hr 15 min	■	■
70	Testimony	2	5 min	97.50%	9	1 hr 15 min	■	■
	Literary	1	5 min	97.50%	9	1 hr 15 min	■	■
80	Testimony	2	5 min	97.50%	10	1 hr 15 min	■	■
	Literary	1	5 min	97.50%	10	1 hr 15 min	■	■
90	Testimony	2	5 min	97.50%	11	1 hr 15 min	■	■
	Literary	1	5 min	97.50%	11	1 hr 15 min	■	■
100	Testimony	2	5 min	97.50%	12	1 hr 15 min	■	■
	Literary	1	5 min	97.50%	12	1 hr 15 min	■	■
110	Testimony	2	5 min	97.50%	13	1 hr 15 min	■	■
	Literary	1	5 min	97.50%	13	1 hr 15 min	■	■
120	Testimony	2	5 min	97.50%	15	1 hr 15 min	■	■
	Literary	1	5 min	97.50%	15	1 hr 15 min	■	■
130	Testimony	2	5 min	97.50%	16	1 hr 15 min	■	■
	Literary	1	5 min	97.50%	16	1 hr 15 min	■	■
140	Testimony	2	5 min	97.50%	18	1 hr 15 min	■	■
	Literary	1	5 min	97.50%	18	1 hr 15 min	■	■
150	Testimony	2	5 min	97.50%	19	1 hr 15 min	■	■
	Literary	1	5 min	97.50%	19	1 hr 15 min	■	■
160	Testimony	2	5 min	97.50%	20	1 hr 15 min	■	■
	Literary	1	5 min	97.50%	20	1 hr 15 min	■	■
170	Testimony	1	5 min	97.50%	21	1 hr 15 min	■	■
	Literary	1	5 min	97.50%	21	1 hr 15 min	■	■
	Testimony	1	<b>7-min</b>	97.50%	29	<b>1hr 53 min</b>	■	■
180	Testimony	1	5 min	97.50%	23	1 hr 15 min	■	■
	Literary	1	5 min	97.50%	23	1 hr 15 min	■	■
	Testimony	1	<b>8-min</b>	97.50%	35	<b>2 hrs 5 min</b>	■	■
190	Testimony	1	5 min	97.50%	24	1 hr 15 min	■	■
	Literary	1	5 min	97.50%	24	1 hr 15 min	■	■
	Testimony	1	<b>9-min</b>	97.50%	42	<b>2 hrs 18 min</b>	■	■
200	Testimony	1	5 min	97.50%	25	1 hr 15 min	■	■
	Literary	1	5 min	97.50%	25	1 hr 15 min	■	■
	Testimony	1	10-min	97.50%	50	<b>2 hrs 30 min</b>	■	■
200	Live 4-Voice	1	10 min	97.50%	50	<b>2 hrs 30 min</b>	■	
180	Literary	3	5 min	95.00%	45	1 hr 15 min		■
200	Jury Charge	3	5 min	95.00%	50	1 hr 15 min		■
225	Testimony	3	5 min	95.00%	57	1 hr 15 min		■
240	Testimony	3	5 min	95.00%	60	1 hr 30 min		■

\*All tests are unfamiliar material (to meet NCRA requirements).

\*\*All tests are typed under site supervision (to meet NCRA requirements).

\*\*\*It is important to realize that approximately 72 hours of practice outside of class is required to progress out of each successive 10 wpm skill level.

### *Grading of Skill Courses*

A skill goal class may be attempted until credit is earned.

**Note:** For skill classes, a numerical grade of 95 for pass or 55 for fail appears on the student's in-house transcript.

### **Repeated Courses**

South Coast College does permit the repetition of goal speed classes, which can be taken up to three times for credit as push and trail (laboratory) classes on a pass (95) / fail (55) basis.

Steno Medical and Steno Legal classes can be repeated to obtain the required number of hours per week on the steno machine. Skill and accuracy, multi-voice, advanced theory, and theory reinforcement classes may be repeated to enable students to meet hourly machine requirements.

### **Audit Courses**

Court Reporting students are allowed to audit the speed classes if they have sufficient credits to maintain the minimum number of required credit hours per quarter. Students may also audit academic classes they have passed.

### *Apprenticeships*

When the reporting student reaches speed proficiency of 180 words per minute, the student is required to attend an advisement session with the Director of Court Reporting. During that meeting, the Director of Court Reporting will provide all the information that the student must do to complete the court reporting program. At that time, the student will be advised on how to make arrangements to sit in and report proceedings with a Certified Shorthand Reporter.

The student is to have 50 hours of court proceedings and depositions, of which a minimum of 10 hours shall be in either one.

A maximum of 10 hours of this training may be the reporting of mock proceedings sponsored by a law firm or by a law school accredited by the American Bar Association.

**Note:** These hours may be increased by the California Court Reporters Board (CCRB).

### *Qualifiers*

To qualify to go to the State CSR Examination at South Coast College, you must have met the following minimum requirements outlined in the booklet *180 to the CSR*, which can be obtained from the Director of Court Reporting.

All students at 180 wpm are required to meet with the Director of Court Reporting to review and to acknowledge the requirements to complete the program. These requirements include the following:

1. All academic classes must be completed.
2. All speed requirements up to and including 200 wpm must be fulfilled.
3. All apprenticeship hours (50) and a 45 wpm typing test must be completed.
4. All tuition must be current.
5. Students must be cleared through the Registrar's Office **before** they sit in qualifying examinations.

If a student fulfills the above requirements at any time after the qualifying exams have started, he or she may attempt any exams that remain.

These minimum requirements will more realistically prepare the student to pass the CSR exam at 200 wpm.

The College reserves the right to review the student's notes to determine whether the Qualifier will be accepted.

### **Nonmatriculating Students**

A nonmatriculating student is one who has completed a court reporting program and has qualified through either South Coast College or another court reporting school and is taking **only** speed classes.

### **Length of Course: Court Reporting**

**The certificate program in court reporting is a 43-month course for day students and a 56-month course for night students.**

For students to complete the court reporting program in a timely manner, it is imperative that they attend all machine classes to which they have been assigned every day. The development of a skill depends upon consistency in building the skill. The College requires that you attend **all** machine classes that you have available each day. In doing so it is possible to complete the program before the time allotted for completion.

The court reporting program is a skill-based program that can be completed before the time allotted for completion.

Because this program is a skill-based program, there are no guarantees that the student will finish the program in the previously stated length of time. Completion of the program in a timely manner is totally contingent upon the individual's effort expended and adherence to the program in its entirety.

Adherence to the program includes attending the required number of theory and related classes, completing the required number of practice hours on the skill tutorial, and completing the homework assignments.

After theory classes, the student is expected to attend the required skill classes to which they have been assigned each day, practice on the skill tutorial, complete the required homework assignments each week, and complete a minimum of two typing credits. In addition, the student is expected to follow the methodology of the College with regard to building speed.

Note that the California Court Reporters Board (CCRB) requires that students practice a minimum of one hour each day after school hours. The National Court Reporters Association (NCRA) requires that students type a minimum of one paper each week. South Coast College requires a minimum of two papers a week for attainment of the weekly hourly requirement and attendance purposes.

Students who follow the prescribed College program are allowed to progress in the skill building classes as fast as their abilities permit. Consideration will be given to students who have moved through the speed levels rapidly to help them in completing the academic portion of the program.

Students entering the program must be aware that work schedules, family demands, personal problems, and other distractions will affect their progress in College. The program demands a consistent allotment of daily time to ensure success.

### *Legal Programs*

#### **Attendance Requirements for Legal Programs**

Students enrolled in the legal programs must maintain 80 percent of attendance at all times. Students who miss courses more than 20 percent will have to make up the work and/or do extra credit work. Instructors reserve the right to require greater than 80 percent attendance. Students are counseled and advised that if they do not make up the work, they will not pass the course in which they are enrolled.

#### **Externships**

Legal externships provide the legal student with an opportunity to further his/her legal skills in a legal environment. The student receives hands-on training and learns the duties and expectations that may be required of legal support personnel. Students are required to submit a weekly log of their hours.

The paralegal externship is a course for which a grade will be entered on the academic transcript. Regular attendance is required as with any course. Therefore, students must submit their supervisor-initialed externship time sheets each and every week. Students will submit their time sheets to the Director of Legal Programs.

#### **Length of Course: Paralegal**

The **Paralegal Program** is an 18-month course for day students and a 24-month course for night students.

### *Medical Programs*

#### **Attendance Required for Medical Programs**

Medical students must maintain 80 percent of attendance at all times. In the Medical Assistant Program, the 80 percent factor allows for **4 absences** a month. Students who miss more than that will have to make up the required work and/or do extra credit work. Students are counseled and advised that if they do not make up the work, they will not pass the course in which they are enrolled.

#### **Externships**

Medical externships provide the medical student with experience in a selected physician's office or healthcare facility. The student is supervised and evaluated by qualified medical personnel.

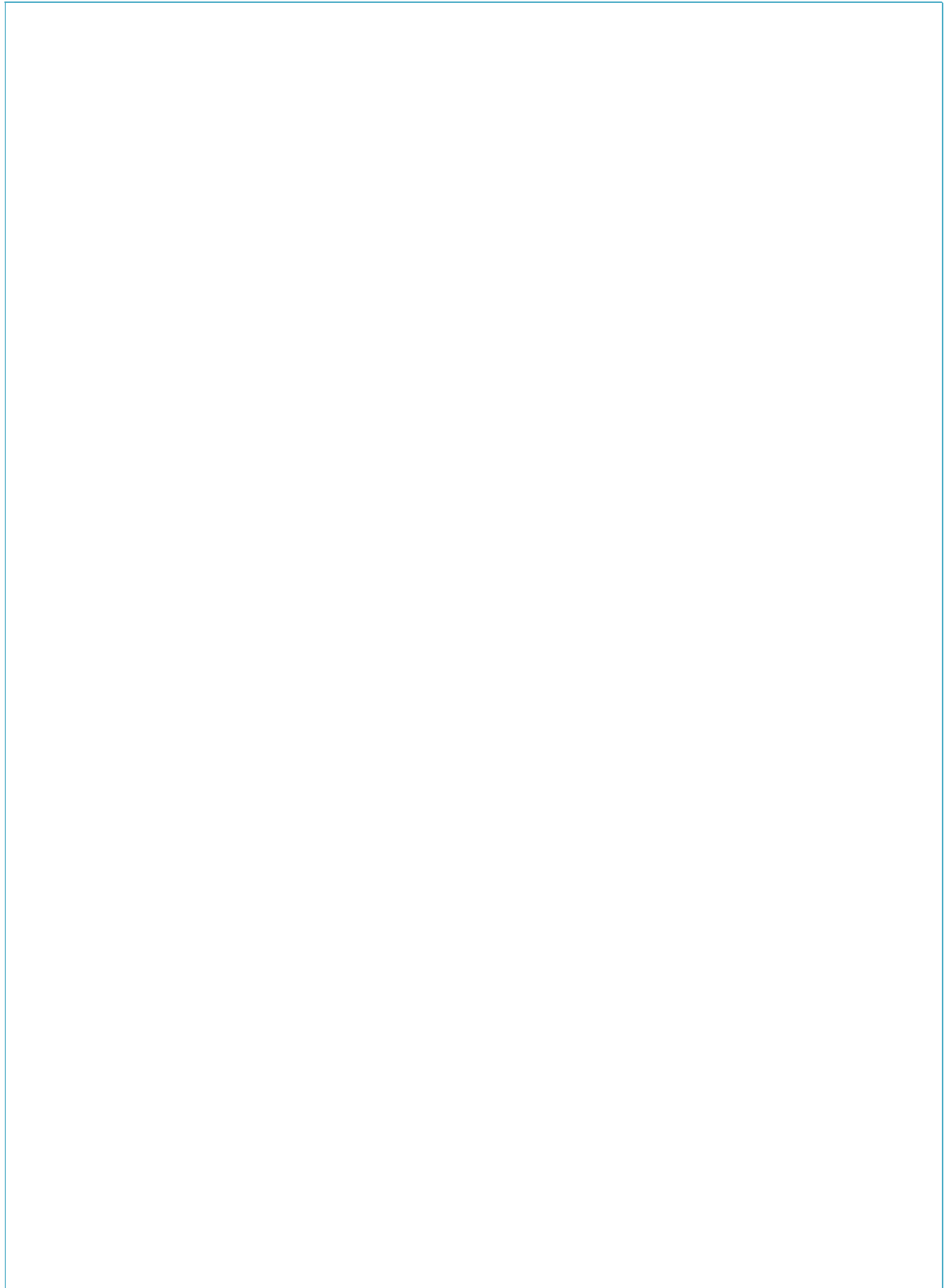
The Medical Assistant student must have an opportunity for an equal exposure to administrative and clinical experience. A list of skills to be evaluated will be presented to the supervisor of the healthcare facility. The student is required to meet and discuss learning with the instructor on a regular basis. The externship coordinator will visit the site periodically.

The medical assistant externship is a course for which a grade will be entered on the academic transcript. Regular attendance is required, as with any course. Therefore, students must submit their supervisor-initialed externship time sheets each and every week. Students will submit their time sheets to the Director of Medical Programs or Externship/Placement Coordinator. Students should avoid any potential

problems by submitting their time sheets to the Director of Medical Programs or Externship/Placement Coordinator every Friday.

**Length of Course: Medical Assistant**

The medical assistant program is a 9-month course for day students and 12-month course for night students.



# Consumer Information

## Consumer Information: Student Rights

In addition to the Catalog, South Coast College has prepared a Consumer Information Handbook Addendum B and an Annual Campus Safety and Security Report Handbook (with safety statistics) Addendum B that provides you with information regarding your student rights, consumer information, and safety and security that are all available online.

Before attending South Coast College, you will receive an enrollment packet containing the following:

- 01 an enrollment agreement, student's right to cancel, right to withdraw, refund calculation policy, transferability of credits, graduation requirement, tuition rate agreement, charges, renewal clause, certification of receipt of catalog and performance statistics, student tuition recovery fund
- 02 a link to the BPPE (SPFS) School Performance Fact Sheet and a hard copy
- 03 a link to the ACCSC Annual Report
- 03 DOE Federal Track Record Disclosure Form
- 04 CRB Disclosures required by Business and Professions Code (CRB) and brochure (Court Reporting Only)
- 05 Attendance policy
- 06 Right to cancel policy
- 07 Acknowledgment of the following:
  - a. Admissions requirements
  - b. Transfer of credits
  - c. Entrance test requirements
  - d. Campus Tour
  - e. Disclosure statements
  - f. Tuition payments
  - g. Satisfactory Progress Requirement
  - h. Class Add/Drop Policy
  - i. Permission to use image
- 08 Students are made aware of the availability of the Catalog with Addendum B Consumer Information Handbook and the Addendum B Annual Campus Safety and Security Handbook where they will find information on a number of items of importance.

The Consumer Information Handbook contains financial aid information and includes the following:

- a. Family Educational Rights and Privacy Act (FERPA)
- b. Information Security Policy
- c. Facilities and Services for Students with Disabilities
- d. Student Body Diversity
- e. Copyright Infringement
- f. Constitution and Citizenship Day
- g. Emergency Response and Evacuation
- h. Voter Registration
- i. Code of Conduct for Financial Aid Officers
- j. Students Right to Know.

The Annual Campus Safety and Security Handbook includes the following:

- a. Campus Crime Prevention Policy
- b. Campus Drug Policy
- c. Campus Crime Statistics Report
- d. Violence Against Women Policy
- e. Title IX Harassment Policy
- f. Cybersecurity Policy

You will also receive information packets from the Financial Aid Director and obtain default management counseling. For more information regarding Consumer Information and Student Rights and the safety policies. See Addendum B of the catalog.

You will also receive a New Student Survey that requires you to verify that you understand the information that was presented to you.

Court Reporting Only:

In addition to what is provided to students in other programs, court reporting students receive a program length acknowledgment for court reporting and the Court Reporters Board Pamphlet on selecting the career of court reporting and selecting a court reporting school.

### **Cancellation of Enrollment Agreement**

A newly enrolled student has the right to cancel his/her Enrollment Agreement without penalty and obtain a refund of charges paid through attendance at the first class session, or at the 7<sup>th</sup> calendar day after enrollment, whichever is later, exclusive of the nonrefundable deposit or application fee. If the enrollment agreement is cancelled for any reason – (1) rejection of enrolled applicant by the college; (2) the program is cancelled by the college; (3) the student does not start training – the school will refund the student 100 percent of any money paid, less a deposition or application fee, if applicable, not to exceed the amount of \$250.

**Cancellation shall occur when you submit written notice of cancellation to the address of the school:**

South Coast College  
Attn: Admissions  
2011 West Chapman Avenue  
Orange, CA 92868

You can do this by mail, hand delivery, or by emailing admissions:

Email: [admissions@southcoastcollege.edu](mailto:admissions@southcoastcollege.edu)

The written notice, if sent by mail, is effective when deposited in the mail properly addressed and with correct prepaid postage. Any written expression that you wish not to be bound by this agreement will serve as notice of cancellation of this agreement if provided to the school by the end of the first class day or on the seventh calendar day after enrollment, whichever is later.



## Student's Right to Cancel

Students are advised that they have the following rights:

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session, or the seventh calendar day after enrollment, whichever is later.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance for ten (10) consecutive days. Not attending classes for ten consecutive days (excluding holidays) without excused absence is considered an **unofficial withdrawal**.

Cancellation shall occur when you give notice of cancellation to the school. The notice of cancellation need not take any particular form and however expressed, is effective if it indicates that you no longer desire to be bound by this agreement. If you cancel this agreement within the prescribed time period, the school will refund any money that you paid within ten (10) days after your notice of cancellation.

After the end of the cancellation period, you also have the right to stop attending school at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

2. If the Enrollment Agreement is cancelled, the school will refund the student 100 percent of any money he/she paid, less a deposit or application fee, if applicable, not to exceed two hundred fifty dollars (\$250), within ten (10) days after the notice of cancellation is received by the end of the first class session or the seventh calendar day after enrollment, whichever is later.
- If the College closes before you graduate, you may be entitled to a refund. Contact the following for information.

Department of Consumer Affairs, Consumer Information Division  
1625 N. Market Blvd.  
Suite N-112  
Sacramento, CA 95834-1924  
(800) 952-5210  
[www.dca.ca.gov](http://www.dca.ca.gov)

**-OR-**

Bureau for Private Postsecondary Education (BPPE)  
PO Box 980818  
West Sacramento, CA 95798-0818  
1 (888) 370-7589 (toll free)  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

### **Withdrawing from College**

After the cancellation period, you also have the right to stop attending school at any time, and you have the right to receive a pro rata refund for the part of the course not taken. Your refund rights are described in the Enrollment Agreement. If you have lost your Enrollment Agreement, you may ask the school for a copy of the Enrollment Agreement and for a description of the refund policy.

**Official Withdrawal.** An official withdrawal from college occurs when the student withdraws from college using the following procedure:

The student obtains a withdrawal form from the Financial Aid Office, completes the form, has the appropriate people sign the form, and completes an Exit Interview with the Financial Aid Department regarding the student's loans. An Official Withdraw fee (\$50) will be assessed.

**Unofficial Withdrawal.** An unofficial withdrawal from college occurs when the student does not notify the college that he/she is withdrawing. A fee of \$100 is assessed for unofficial withdrawals where the student does not properly notify the College of departure and attend an Exit Interview. A withdrawal may be effectuated by the student's written notice or by the student's conduct including but not necessarily limited to a student's lack of attendance for 10 consecutive days.

Students who are absent ten (10) consecutive days from the College (including externship) without notifying the College will be dropped from the College, and a \$100 withdrawal fee will be assessed. If allowed to be reinstated, the student returns at an increased tuition rate. Students in externship should avoid any potential problems by submitting their time sheets to their Program Directors or Externship/Placement Coordinator every Friday.

### **Disclosures**

The Consumer Information Handbook also provides disclosures on the Student Right to Know Act, Institutional Security Policies, and Crime Statistics, Privacy of Student Records (FERPA), and so on. The catalog and all the various disclosures are located on the Student Resources Tab under the Federal Compliance of the South Coast College Website.

# Payment of Tuition

## *School Costs*

The South Coast College enrollment agreement lists the cost of tuition fees, books, supplies, and other specific fees when applicable that you are responsible for paying upon entering South Coast College. Other fees that may apply include the following: late fees for late tuition, returned-check fees, official withdrawal fee, unofficial withdrawal fee, restart fee, challenge examinations, and late registration fee. See Addendum A for the program-specific associated tuition and fees.

For a breakdown of the Cost of Attendance (COA), see the Consumer Information Handbook, Addendum B Part 1. The COA includes both direct and indirect costs associated with attending South Coast College. Direct costs include tuition, fees, books, and supplies. Indirect costs include room and board (based on living situation), transportation costs, and personal expenses.

### **Cash-Paying Students**

Students who pay cash for tuition are not required to pay the entire amount in advance. Tuition is charged quarterly and billed monthly.

For students who wish to pay the entire tuition and institutional charges in advance, South Coast College accepts payment in full for tuition and fees after the student has been accepted and enrolled as of the date of the first class session disclosed on the Enrollment Agreement.

Paying in full creates a credit balance on the student's account until the student graduates. Every quarter, tuition is deducted from the credit balance. If the student withdraws, tuition charges are prorated and the remaining credit balance is refunded to the student upon graduation or departure.

### **Student Financial Assistance**

Financial aid is available to students who qualify. South Coast College offers the following types of federal and state financial aid:

#### **Grants**

Grants are financial aid you do not have to pay back.

- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)
- 

#### **Work Study**

Work Study gives financial aid students an opportunity to work and earn money to help pay for school.

- Federal Work Study (FWS)
- 

#### **Loans**

Loans are borrowed money that you must repay with interest.

- Direct Loan
- Direct PLUS Loan

If the student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan, plus interest, less the amount of any refund; and if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from the federal financial aid funds.

### **Disclosures for State and Federal Financial Aid Programs**

For student eligibility requirements and information on the application process, please read Addendum B of the Catalog (**South Coast College Consumer Information Handbook**). This publication along with the online disclosures contains all the consumer information that is required to be disclosed to the student pursuant to the applicable federal and state financial aid programs, including the following: Federal Refund Policy and Return of Title IV Funds; Net Price Calculator; Disclosures and Gainful Employment Programs; Drug and Alcohol Policies; Satisfactory Academic Progress; Clery/Campus Crime and Safety Information; Violence Against Women Act Policy and the Title IX Harassment Policy; Student Right-to-Know Act; Notice of FERPA rights; Emergency response and Evacuation; Financial assistance available to students; Information about the school's academic programs, costs, facilities, and policies; textbook information; loan counseling (Entrance and Exit Counseling); Misrepresentation; Voter registration; completion, graduation, transfer, retention, and placement rates.

The Financial Aid Office retains a staff of professionals who are available to assist students from the time they enter South Coast College until they are through the loan repayment process.

The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program can be found in Addendum A of the South Coast College Catalog.

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

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Boulevard, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

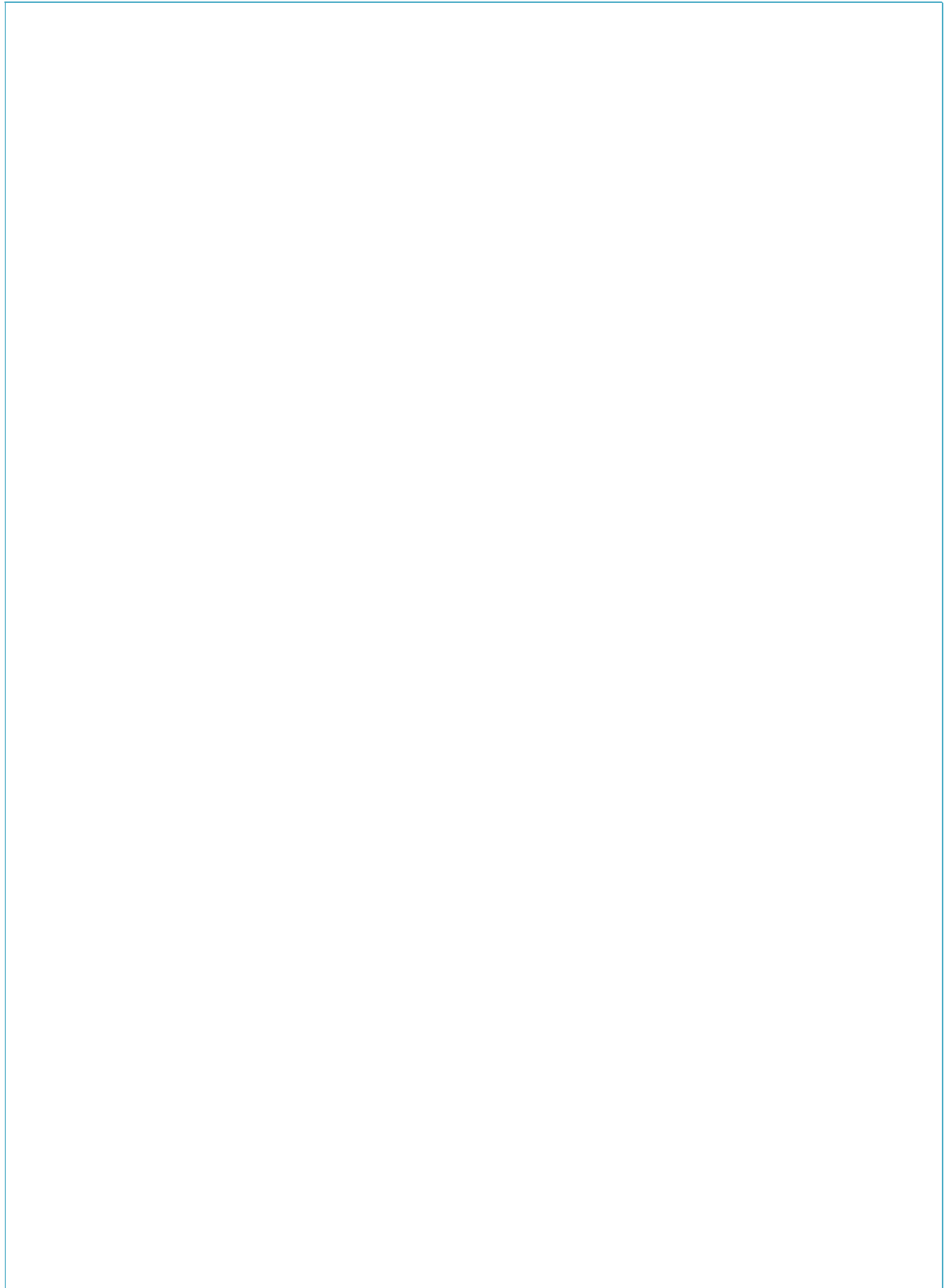
To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.



# Satisfactory Academic Progress

## Campus Standards

Federal regulations require all institutions that participate in Title IV aid programs to define and monitor satisfactory academic progress (SAP) for all financial aid recipients. The standards must be the same as, or at least as stringent as, the SAP standards for non-financial aid recipients. The standards must be applied to all students, both full-time and part-time.

At South Coast College, the satisfactory academic progress standards are monitored in three areas:

1. Cumulative Grade Point Average (CGPA)
  2. Maximum Time Frame for Completion of Program (150%)
  3. Percentage of Credits to be Completed at Evaluation Points (67% of Attempted Credits or Clock Hours, whichever applies)
- SAP standards 1-3 are monitored for degree-seeking students in annual increments and for all other program students in quarterly increments. (**Note:** "Annual," as used for SAP, is 3 quarters for day students and is 4 quarters for night students.)

## Notification to Student

- Any student not meeting one or more of the SAP requirements will be notified in writing.
- The CGPA, percentage of completed credits, and maximum time frame are reviewed annually or quarterly, based on the students' start and repackaging date. At repackaging, the students are sent a letter asking them to come into the FAO for counseling.
- Written notification includes information on the consequences of not meeting SAP standards, how to reestablish eligibility, and the appeal process.
- In a situation where students regain financial aid eligibility, they will be notified in writing by the FAO and their financial aid files will be reactivated.
- The full process for each of the three SAP areas will be discussed later in this section.

## Academic Norms

SAP standards for financial aid recipients are measured against the academic norms for all students in the three areas:

### 1. Cumulative Grade Point Average (CGPA)

The cumulative grade point average (CGPA) is based on a 4.0 scale as follows:

<b>A=4</b>	<b>B=3</b>	<b>C=2</b>	<b>D=1</b>	<b>F=0</b>
------------	------------	------------	------------	------------

Students must have a 2.0 CGPA at the end of each academic year for longer programs or at the end of each quarter for programs a year or under, and at each review period thereafter. A 2.0 or above is required for graduation in all programs.

Students who do not have a 2.0 CGPA at the end of each academic year, or at any annual review thereafter, will be taken off financial aid. Students who do not have a 2.0 CGPA at the end of a quarter will be placed on financial aid warning until the next quarter. Students who do not have a 2.0 CGPA at the end of the upcoming quarter will be taken off financial aid. These students can reestablish their

financial aid eligibility by either 1) attending without financial aid (paying cash) and bringing their CGPA back to a 2.0; or 2) appeal due to extenuating circumstances. The appeal process is discussed later in this section. Once a student regains his or her eligibility for financial aid, he or she will be notified in writing by the FAO and his/her financial aid file will be reactivated. Students who do not wish to pay cash while reestablishing eligibility or who do not have extenuating circumstances for an appeal will be academically dismissed.

2. Maximum Time Frame for Completion of Program

Federal regulations require schools to set a limit to the amount of time a student can work toward any degree or certification and maintain their financial aid eligibility. At SCC we use the maximum time frame allowed, which is 150% of the normal published program length. The time frame for each program measured in credits and clock hours is as follows:

Program	Normal Time (Credits)	Maximum Time Frame (Credits)
Court Reporting (Certificate)	177	265
Court Reporting Production Specialist, Emphasis Transcript/ Document Production (Certificate)	96	144
Paralegal	96	144
Medical Assistant	36	54

Students who do not meet the maximum time frame requirement can file an appeal if they believe they have extenuating circumstances. The appeal process is discussed later in this section. Once a student regains his or her eligibility for financial aid, he or she will be notified in writing by the Financial Aid Office and his/her financial aid file will be reactivated.

3. Percentage of Credits Completed

To ensure that students are able to finish their program within the 150% time frame allowed, the FAO monitors the percentage of cumulative credits completed annually or quarterly. Students are required to complete 67% of all credits attempted during each evaluation point (annually or quarterly) depending upon the program. Students earning 67% of cumulative credits attempted are on pace to complete the program within the maximum time frame.

Students who are enrolled in either the Court Reporting Certificate program, **the Court Reporting Production Specialist, Emphasis Transcript/Document Production Certificate program**, or Paralegal Program AA degree who do not meet the percentage requirement at each evaluation point will need to file an appeal. Students in the Medical Assistant Certificate Program who do not meet the percentage requirement at the end of each evaluation point will be placed on financial aid warning for one quarter. If at the end of the quarter the student has not met the percentage requirement, he or she will have to



file an appeal. In order for the appeal to be approved, the student must meet with the program director for counseling and set up an Academic Contract outlining the steps they will be taking to improve their academic standing. If taken off financial aid, these students can reestablish their financial aid eligibility by either 1) attending without financial aid and bringing their percentage back up; or 2) appeal due to extenuating circumstances. The appeal process is discussed later in this section. Once a student regains his or her eligibility for financial aid, he or she will be notified in writing by the Financial Aid Office and his/her financial aid file will be reactivated. Students who do not wish to pay cash while reestablishing eligibility or who do not have extenuating circumstances for appeal will be academically dismissed.

### Termination

Attending classes consistently is essential to the student's progress through the program. In accordance with federal requirements, if a student misses more than two weeks of school, he/she will be withdrawn from the program of study.

### Evaluation of SAP Standards

The increment for SAP review varies due to the student's program and type of SAP standard being reviewed. The review increments are as follows:

1. Cumulative Grade Point Average (CGPA)
  - Certificate in Court Reporting, Certificate in the Court Reporting Production Specialist, Emphasis Transcript/Document Production; and Paralegal - annually (**Note:** Annual, as used for SAP, is 3 quarters for day students and is 4 quarters for night students.)
  - All other programs - quarterly.
2. Maximum Time Frame for Completion of Program
  - Certificate in Court Reporting, Certificate in the Court Reporting Production Specialist, Emphasis Transcript/Document Production; and Paralegal - annually (**Note:** Annual, as used for SAP, is 3 quarters for day students and is 4 quarters for night students.)
  - All other programs - quarterly.
3. Percentage of Credits Completed
  - Certificate in Court Reporting, Certificate in the Court Reporting Production Specialist, Emphasis Transcript/Document Production; and Paralegal - annually (**Note:** Annual, as used for SAP, is 3 quarters for day students and is 4 quarters for night students.)
  - All other programs - quarterly.

### Effect of Non-Academic Grades on SAP

#### Course withdrawals

Withdrawals result in a "W" grade. They are counted in credits attempted but not in credits completed and affect the student's 67% completion requirement as well as the maximum time frame calculation.

#### Incomplete grades

- South Coast College does not give a grade of Incomplete.

#### Repeated courses

- Repeated courses will be counted in the calculation toward the 67% required completion of credits and the credits that count toward reaching the maximum time frame length of a program, which is 150% of the normal program length.

### **Non-punitive Grades**

SCC does not have non-punitive grades.

### **Non-credit**

A goal class can be taken for a letter grade or non-credit.

### **Remedial Classes**

SCC does not have remedial classes.

### **Transfer of Credits**

- Students who transfer into SCC may have their academic credits reviewed for acceptance into their program. Courses that are transferred into a program will be counted toward the 150% maximum time frame that a student can compete in their program. Accepted transfer credits count as both attempted and completed hours.

### **Probation**

Students may be on probation for various reasons, including but not limited to, excessive absences or not achieving academic or skill progress in accordance with satisfactory progress standards. The procedure is to first counsel the student with regard any issues that might cause a student to have to be placed on probation. Students placed on probation must satisfy the specific probationary requirements by the end of the probationary period in order to remain in the program. The final determination as to whether the requirements have been satisfied is up to the discretion of the Director.

Students in programs of one year or less who do not reestablish the SAP standards at the end of a warning period will be placed in a probation period during which they will have to have an approved appeal on file to continue receiving financial aid.

Students in programs longer than twelve months will not receive warning notices. If they are not meeting the Satisfactory Academic Progress standards at the time of their annual repackaging, they will not be repackaged. Students may appeal for reinstatement of aid if they feel they have extenuating circumstances. If an appeal is approved, students will be placed on a probation period and their SAP will be reviewed quarterly. Students may receive financial aid during a probation period. Students who fail to meet the SAP standards specified in their appeal during their probation period will be terminated from financial aid until such time as they get back to the level of SAP standards required at South Coast College.

### **Probation Periods**

Students may appeal for reinstatement of financial aid if they feel they have extenuating circumstances. If an appeal is approved, the student will be placed on probation and his/her SAP will be reviewed quarterly. Students placed on probation may continue to receive Title IV funds for one payment period while the student is on financial aid probation. Students must meet the institution's SAP standards or have an academic plan developed by the institution to monitor SAP. Students who fail to meet the SAP

standards specified in their appeal or academic plan during their probation period will be terminated from aid until such time as they get back to the level of SAP standards required at South Coast College.

### **Appeal Process**

Students may file an appeal if they believe there are mitigating circumstances why they did not meet the campus SAP requirements, whether for CGPA, percentage of credits completed, or maximum time frame. SCC defines mitigating circumstances as including, but not being limited to:

- An act of nature that results in the displacement of the student from his/her residence.
- A documented extraordinary medical condition/serious accident.
- Death of an immediate family member.
- Unusual circumstances beyond the student's control

### **Appeal procedure:**

- The student writes a letter to the attention of the Director of Financial Aid that includes all mitigating circumstances involved as well as an action plan for improvement. "I had issues," is an insufficient explanation.
- Any documentation that can verify or help clarify the appeal should be attached.
- If the appeal is for exceeding the maximum time frame, a letter of support from your program director outlining your academic plan for the next enrollment period is also required.
- The appeal will be taken to the campus management committee for review and action. Students will be notified of their appeal outcome within 10 working days.

### **Appeal Approval**

If an appeal is approved, the student's financial aid will be awarded/reinstated for a probationary period. If a student fails to meet SAP standards while in their probation period, he/she will be taken off financial aid. If, at the end of a probationary period, the student is still not meeting the SAP requirements, they will be taken off of financial aid. The student will be allowed to enroll as a cash paying student until they reestablish their SAP status. Students who do not wish to enroll in a cash payment status may be dismissed.

### **Appeal Denial**

If an appeal is denied, the student will be taken off of financial aid. Students will be allowed to enroll as cash-paying until they reestablish their SAP status. Students who do not wish to enroll in a cash-payment status may be dismissed. Students who are at the maximum time frame for their program and are denied can only reestablish eligibility by transferring into a new program.

### **Dismissal**

If the student fails to meet the probationary requirements for other than not achieving academic standards, the student may be suspended or dismissed.

## **Suspension**

Suspension is a forced, temporary leave from South Coast College. There are three types of suspension:

1. Academic suspension is the result of poor academic performance, lack of attendance, or violation of academic regulations.
2. Disciplinary suspension is the result of serious personal misconduct.
3. Administrative suspension is the result of failure to meet South Coast College financial obligations or failure to comply with federal, state, or local regulations.

Suspended students may not:

- Register for courses
- Attend classes
- Use campus facilities
- Participate in Student Activities

Should a student disagree with the application of the Suspension Standards, he/she must first discuss the problem with the College director or program director. If still dissatisfied, the student may then proceed through the College grievance procedure set forth elsewhere in the catalog.

### **Effect of Change of Program on SAP**

- If students wish to change from one program to another at SCC, they need to do so in writing. Requests are reviewed by the program director to determine whether any classes are transferable from the student's prior program into their new program.
- Only the classes that are transferred into the new program are used to calculate the student's SAP in the new program.
- All credits and grade points that are not accepted into the new program are "closed" and no longer used in the student's SAP calculation
- All program requirements for SCC students are outlined in the current SCC catalog.

### **Effect of Additional Degree on SAP**

- If students wish to work toward an additional degree, they need to apply in writing. Requests are reviewed by the program director to see if any classes are transferable from the student's prior degree into their new degree.
- Only the courses that apply to the additional degree are used to calculate the students SAP in their new degree program.
- All credits and grade points that are not accepted into the new program will be "closed" and no longer used in the students SAP calculation

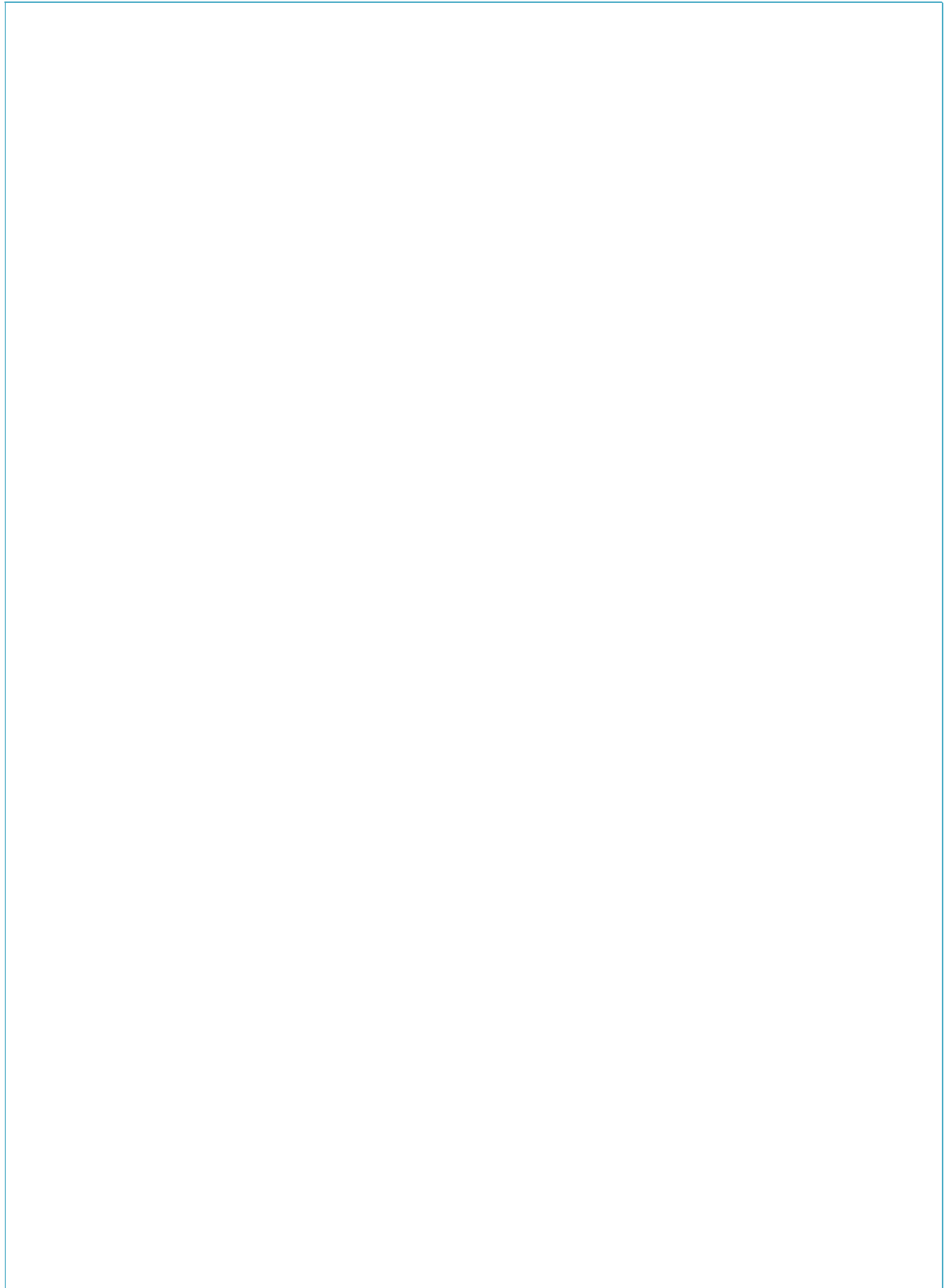
All program requirements for South Coast College students are outlined in this catalog.

**Effect of Transfer of Credits on SAP**

Students who transfer into South Coast College may have their academic credits reviewed for acceptance into their program. Courses that are transferred into a program will be counted toward the 150% maximum time frame that students can complete in their program. Transfer credits do not count in students' 67% completion rate or in their CGPA.

**SAP Requirement for Program Graduation**

- A CGPA of 2.0 or greater is required for graduation in all programs at South Coast College.



# Faculty and Staff

## Board of Directors

South Coast College is owned by Orange County College of Court Reporting, Inc. The board of directors is as follows:

President Jean Gonzalez  
Secretary Jila Andelibi

## Administrative Staff

<i>Administration</i>	
Chief Executive Officer Chief Academic Officer (Court Reporting/Legal) College Director President/College Director Distance Education Administrator	Jean Gonzalez
<i>Administrative Services</i>	
Dean of Finance and Administration <ul style="list-style-type: none"> <li>Audit Compliance Coordinator</li> <li>Human Resources</li> </ul>	Jila Andelibi
Chief Operating Officer Director of Operations Designated School Official (SEVIS) Safety and Security Compliance Manager Student Services Coordinator Supervisor of Admissions IT Support	Kevin Magner
<i>Admissions Team</i>	
Admissions Representative	Alex Cortes
Admissions Representative	Nancy Collias
Admissions Representative	Keenya Williams
<i>Student Services (Bookstore and WISE Attendance)</i>	
Bookstore Manager <ul style="list-style-type: none"> <li>Special Projects</li> <li>Placement Verification Coordinator</li> <li>WISE Attendance Student Support</li> </ul>	Andy Andelibi
<i>Student Services (Library/ Learning Resource Center)</i>	
Librarian of Record / Learning Resource Center Manager	Edward Reaser
<i>Student Services (Technology/Media/Learning Resources)</i>	
Director of Information Technology	Kevin Magner
Information Technology Support	Jonathan Cortes
Media and Educational Support	Victor Benkovic
Grading Resource Center	Staff
Medical Laboratory	Dr. Rabia Basri

<i>Student Services (Financial Aid/Satisfactory Progress)</i>	
Director of Financial Aid <ul style="list-style-type: none"> <li>• Compliance Officer</li> <li>• Monitor of Satisfactory Progress</li> <li>• VA Certifying Officer</li> <li>• Sallie Mae Certifying Officer (Private Loans)</li> </ul>	Michael Ly
Financial Aid Administrator <ul style="list-style-type: none"> <li>• Student Academic and FA Services (Attendance Follow-up, Status Changes, Income Verification for Housing, In-school deferments)</li> </ul>	Juana Rios
<i>Student Services (Apprenticeship/Externship Placement)</i>	
Supervisor of Apprenticeship/Placement (Court Reporting)	Yolanda Krieger
Supervisor of Externship/Placement (Medical Programs)	Dr. Tehmina Khan
Supervisor of Externship/Placement (Legal Programs) Coordinator of Externship/Placement (Medical Programs)	Stewart Lambert
<i>Student Services (Registrar / Student Records) and Compliance Reports</i>	
Registrar Records Manager Attendance Tracker  Compliance Reports ACCSC, BPPE, IPEDs, NCRA	Yoshiko Izumi
<i>Faculty Directors</i>	
Director of Court Reporting	Yolanda Krieger
Director of Medical Programs	Dr. Tehmina Khan
Acting Director of Legal Programs	Stewart Lambert

## South Coast College Faculty

### Mary Augustine, CSR, AAS

Instructor, Court Reporting Program  
 AAS, South Coast College, CA  
 Major: Court Reporting  
 CSR, California Court Reporters Board

Mary Augustine is a California Certified Shorthand Reporter (CSR). Ms. Augustine received her Certificate and AAS degree in Court Reporting from South Coast College.

Ms. Augustine worked as a reporter for over 10 years and taught theory at night at South Coast College. Before returning to South Coast College, Ms. Augustine was employed with the Westminster School District as a para-educator for the Special Education Department for over five years.

Ms. Augustine currently teaches theory and skill development classes in the court reporting program at South Coast College. Ms. Augustine contributed to the creation of the instructional materials for the Perfect Practice Program.



**Rabia Basri, MBBS**

Instructor, Medical Assistant Program

MBBS, Foundation University Medical College, Islamabad, Pakistan

Major: Science

Rabia Basri obtained her MBBS degree from Foundational University Medical College in Islamabad, Pakistan. Before coming to work for South Coast College, she taught anatomy and physiology for a career college in Cerritos, California.

Dr. Basri is currently an instructor in the medical assistant program at South Coast College.

**Marlin Branstetter, JD, BSL**

Instructor, Court Reporting and Paralegal programs

JD, Western State University, College of Law, Fullerton, CA

Major: Law

BSL, Western State University, College of Law, Fullerton, CA

Major: Law

Marlin Branstetter attended California State University, Fullerton and received his undergraduate and graduate degrees from Western State University, College of Law.

Professor Branstetter is a practicing attorney who has his own law practice where he specializes in bankruptcy proceedings. He is a member of the State Bar of California. He has taught legal classes at South Coast College since 1987.

**Joseph R. Burt, MA, BA**

Instructor, Court Reporting

MA, California State University, Fullerton, CA

Major: English

BA, University of California, Irvine, CA

Major: English

Joseph R. Burt earned his Bachelor of Arts degree in English from the University of California at Irvine and his MA degree from California State University, Fullerton.

Professor Burt is an English instructor in the court reporting program and occasionally teaches general education classes for the Paralegal AA degree at South Coast College.

**William B. Dixon, JD, BA**

Instructor, Court Reporting and Paralegal programs

JD, Western State University, College of Law, Fullerton, CA

Major: Law

BA, California State University, Long Beach, CA

Major: Political Science

William B. Dixon obtained his BA degree in political science from California State University, Long Beach and JD degree from Western State University, College of Law, Fullerton, CA.

Professor Dixon was Associate Dean of Academics; Assistant Dean of Academics; Assistant Dean of Students; and Dean of Student and Alumni Affairs / Assistant Dean of Academic Administration (Part-time Division) at Western State University and was an adjunct faculty member at Pacific West College of Law in Orange, CA.

Professor Dixon retired as Director/Instructor of Legal Studies at South Coast College but remains on the staff of South Coast College as an adjunct instructor and continues to provide legal counsel services for South Coast College. Professor Dixon contributed to the creation of the instructional materials for Perfect Steno vocabulary puzzles.

#### **Starla Fetcho, AA**

Instructor, Paralegal Program  
AA, South Coast College, Orange, CA  
Major: Paralegal

Starla Fetcho is a graduate of the Paralegal Program at South Coast College was employed for three years as a receptionist at the Law Office of Hugh Douglas Whitemore, JD, a year as a legal secretary for the Law Office of Holzer, and is currently employed as a Legal Assistant at Pedersen Law. Ms. Fetcho is highly skilled in legal software applications and electronic investigative research methods.

Ms. Fetcho is currently an instructor in the Paralegal program teaching legal software applications at South Coast College.

#### **Kathy Genevay, CSR, AAS**

Instructor, Court Reporting  
AAS, South Coast College, CA  
Major: Court Reporting  
CSR, California Court Reporters Board

Kathy Genevay is a California Certified Shorthand Reporter (CSR). Ms. Genevay received her Certificate and AAS degree in Court Reporting from South Coast College and worked as a deposition reporter. During that time, she began teaching part-time at South Coast College. She passed the Certified Hearing Reporter Examination administered by the Department of Industrial Relations. Ms. Genevay was also a court reporting instructor at CEI College, formerly Lee College, for over 10 years. She is currently a court reporting instructor who teaches both day and evening courses. She is sought after as a reader for various certifying examinations.

Ms. Genevay contributed to the creation of the instructional materials for the Steno Medical course and the Perfect Practice Program.

She has been affiliated with South Coast College since 1989.

#### **Jean Gonzalez, MA, BA**

Director/Instructor, Court Reporting  
MA, Kent State University, Kent, OH  
Major: English Minor: Education  
BA, University of Scranton, Scranton, PA

Major: English Minor: Philosophy

Jean Gonzalez received a BA degree from the University of Scranton where she earned a General Excellence in the Arts Award and an MA degree in Teaching from Kent State University. She holds community college credentials in the fields of English, Office Technologies, and Computer-related Technologies.

Ms. Gonzalez has extensive teaching experience in court reporting, computer-related courses, and English. She has taught at every level of education from high school through university level, both public and private, and has authored over 20 textbooks in the fields of court reporting, office automation, business communications, word processing, and programming.

Ms. Gonzalez currently teaches theory and CSR Review courses. Ms. Gonzalez conceptualized the creation of the Perfect Practice Program and implemented it.

#### Zari Hadjian, JD, BS

Instructor, Paralegal Program

JD, Whittier School of Law, Whittier

Major: Law

BS, University of Science and Arts of Oklahoma

Major: Accounting

Professor Hadjian received her law degree from Whittier School of Law and BS in Accounting from the University of Science and Arts of Oklahoma. Professor Hadjian established her law firm, Hadjian Law, PC, in 2004. Professor Hadjian has a great deal of experience in personal injury, family law, and immigration law.

Ms. Hadjian currently is a part-time instructor teaching family law courses.

#### Jennifer Hawk, MFA, BA

Instructor, Paralegal Program

MFA, California State University, Long Beach

Major: English

BA, California State University, Long Beach,

Major: English

Jennifer Hawk received her MFA English degree and BA English degree from California State University, Long Beach. She has been teaching English-related courses for over 16 years. She also was the founder and director of Blue Lotus Academy.

Ms. Hawk currently is an English instructor for the Paralegal Program at South Coast College.

#### Tehmina Ashraf Khan, MD, MPH

Director of Medical programs / Instructor, Medical Assistant Program

MPH, California State University, Fullerton, CA

Major: Public Health

MD, Liaquat University of Medical and Health Sciences, Pakistan

Major: Medicine

Certificate, Orange Coast College, Costa Mesa, CA  
Major: Electronic Health Records Manager

Tehmina Ashraf Khan received her Doctor of Medicine degree from the Liaquat University of Medical and Health Sciences, Pakistan. She received a Master's degree in Public Health from California State University, Fullerton. She also holds a Certificate in Electronic Health Records Manager from Orange Coast College.

Dr. Khan was employed as a medical doctor and administrator for the Punjab Health Department in Pakistan. She has been an Electronic Health Records Trainer for the Rosemead Medical Plaza and a medical billing and coding specialist for the Foundation Medical Group.

She also has teaching experience as an instructor of medical programs for PCI College.

Dr. Khan teaches classes in the medical assistant program and general education courses in paralegal and court reporting.

#### **Yolanda Krieger, CSR, AAS**

Director of Court Reporting / Instructor, Court Reporting Program  
AAS, South Coast College, CA  
Major: Court Reporting  
CSR, California Court Reporters Board

Yolanda Krieger is a California Certified Shorthand Reporter (CSR). Ms. Krieger received court reporting training at Tri-Community College and an AAS degree in Court Reporting from South Coast College. She was a deposition reporter for several years before joining the court reporting staff at South Coast College.

Ms. Krieger is the Director of Court Reporting at South Coast College and teaches an occasional skill building course. She is also the Apprenticeship/Placement Coordinator for the court reporting programs. Ms. Krieger contributed to the creation of the instructional materials for the Perfect Practice Program.

#### **Stewart Lambert, JD, BS, BA, AA**

Director of Paralegal Program /Instructor/Title IX Coordinator/Associate Distance Education Administrator  
JD, Pacific West College of Law  
Major: Law  
BS, Pacific West College of Law  
BA, University of California, Irvine  
Major: Criminology, Law & Society  
AA, Orange Coast College  
Major: Pre-law

Mr. Lambert is the Paralegal Program Director and the Externship/Placement Coordinator for the Paralegal and Medical Assistant departments.

Prior to teaching at South Coast College, Mr. Lambert was employed at the State Legislature in Honolulu, Hawaii. His most recent position there was Office Manager for a State House-Elected Representative. Prior to that he was a Legislative Attorney for the House Minority Research Office and a Legislative Analyst

for a House-Elected Representative. Prior to working at the state legislature, Mr. Lambert was a paralegal instructor and internship coordinator for Heald College in Honolulu, Hawaii. Mr. Lambert has varied legal experience with several law firms specializing in civil and criminal law, most notably in immigration law and deportation defense.

Stewart Lambert earned his Juris Doctor Degree from Pacific West College of Law, attended Western State University College of Law and University of California, Irvine where he earned his Bachelor's in Criminology, Law and Society. He also studied abroad at the National University of Singapore Faculty of Law where he earned a certificate for successfully completing several international law courses, and he completed his legal internship in Ho Chi Minh city (formerly Saigon) in Vietnam. He is a California Certified Mediator and has mediated assault & battery and truancy cases. In his spare time, he has an interest in video and photography.

Mr. Lambert also serves as the campus Title IX Coordinator.

#### **Stephanie Leslie, AA CSR, RPR, CCRR**

Instructor, Court Reporting  
AA, Florida College, Temple Terrace, FL  
Major: General Education

Certificate, South Coast College  
Major: Court Reporting  
CSR, California Court Reporters Board

Stephanie Leslie is a California Certified Shorthand Reporter (CSR). Ms. Leslie received her AA degree in General Education from Florida College and graduated with high honors from South Coast College after completing the court reporting program certificate. Ms. Leslie is on the Board of the Deposition Reporters Association (DRA) and is the co-owner with her husband, Isaiah Leslie, of Regal Court Reporters with offices in Orange and LA counties.

As an alumna, Ms. Leslie devotes a great deal of energy to supporting the students of South Coast College. She is a frequent speaker in classes, engages students in support activities sponsored by DRA, and participates in many of the college's extracurricular activities and has participated on the Program Advisory Committee for Court Reporting.

Ms. Leslie is a deposition instructor for the court reporting program.

#### **Thomas James Lo, JD, BA**

Instructor, Paralegal Program  
JD, Western State University, College of Law, Fullerton, CA  
Major: Law  
BA, California State University, Long Beach, CA  
Major: Political Science

Thomas James Lo received his JD degree from Western State University and a BA degree in Political Science from California State University, Long Beach. He holds a California State Bar license.

Professor Lo was the Senior Deputy Public Defender for the Orange County Public Defender's office for over 14 years and has been practicing law since 1991. In 2020, he was appointed as a Judge in the Superior Court of Orange County.

Professor Lo has been a part-time paralegal instructor in the Paralegal Program at South Coast College since 2005 and the Director of the Paralegal Evening Program.

#### **Rick Louie, BSEE**

Instructor, Court Reporting and Court Reporting Production Specialist programs

BSEE, California State University, Fullerton, CA

Major: Electrical Engineering Emphasis: Computer Engineering

Certificate, South Coast College

Major: Court Reporting Production Specialist Program, Emphasis Transcript/Document Production

Rick Louie received his BSEE degree from California State University, Fullerton and attained the speed of 200 wpm in the Court Reporting Program at South Coast College. He subsequently graduated from the Court Reporting Production Specialist, Emphasis Transcript/Document Production Program from South Coast College and was self-employed as a scopist since 2011.

Mr. Louie has over 14 years' experience in the computer-aided transcription area working for Gigatron Corporation. He has held positions in technical support, marketing, and supervision/management. His current position involves helping court reporters with their computers and software daily over the phone and in person.

His expertise extends not only to the Gigatron software but to other CAT systems as well. He regularly conducts seminars to teach computers and StenoCAT software and writes articles for both Gigatron and the StenoCAT Users Group.

Mr. Louie assisted in the development and implementation of the Perfect Practice Program (PPP) for the court reporting program and in the implementation of distance learning at South Coast College. Mr. Louie regularly conducts training webinars for StenoCAT software and has for many years provided technical assistance to court reporters including technical assistance for a court reporter who captioned using StenoCAT software at Camp David for a past president of the United States.

Mr. Louie is a part-time instructor in the court reporting computer courses teaching software and scoping skills. He and Lisa Trow provided a great portion of the industry knowledge necessary to create the curriculum for the Court Reporting Specialist program.

#### **Kevin Magner**

Director of Operations/Designated School Official (SEVIS), Safety and Security Compliance Manager/Student Services Coordinator/Supervisor of Admissions/Instructor, Court Reporting

Mount Saint Mary's College, Emmitsburg, MD

Major: English

Orange Coast College, Costa Mesa, CA

Major: Business Management

University of Phoenix, Costa Mesa, CA

Major: Business Administration

Kevin Magner attended Mount Saint Mary's College (English); Orange Coast College (Business Management); and University of Phoenix (Business Administration). His course work included numerous computer technology courses including Introduction to Computers, Basic and Fortran programming, and System Analysis.

Mr. Magner has attended professional development courses during previous employment that included database implementation and management.

Mr. Magner was responsible for the implementation of a just-in-time inventory system at Ricoh Electronics copier production facility; a warehouse inventory system implementation at Shurlok Corporation; and a tracking system for Consolidated Controls. Mr. Magner gained additional technology experience as an account manager for Data Recall, a company specializing in automated data-entry systems.

Mr. Magner has managed the IT Department for South Coast College during which time he has attended additional technology courses including Advanced Microsoft Excel and Access courses and Adobe GoLive Web Development software courses at New Horizons, a corporate software training company.

Mr. Magner was responsible for introducing Microsoft Teams to South Coast College and in the implementation of Microsoft Teams for the distance learning courses at South Coast College. Mr. Magner was instrumental in the creation of the Perfect Practice Program.

Mr. Magner teaches computer-related classes part-time at South Coast College.

#### **Suzanne Metcalf, CSR, AAS**

Instructor, Court Reporting  
 CRI, National Court Reporters Association  
 Certificate, Cypress College, Cypress, CA  
 Major: Court Reporting  
 AAS, South Coast College, CA  
 Major: Realtime Court Reporting  
 CSR, California Court Reporters Board

Suzanne Metcalf is a California Certified Shorthand Reporter (CSR). Ms. Metcalf received her Certificate in Court Reporting from Cypress College and an AAS degree in Realtime Court Reporting from South Coast College. In the past, she attained certification as a National Court Reporters Association Certified Realtime Instructor.

Ms. Metcalf worked as a deposition reporter for several years. She has extensive practice in expert witness and percipient witness depositions. Ms. Metcalf is currently a day and evening instructor at South Coast College. Ms. Metcalf contributed to the creation of the instructional materials for the Perfect Practice Program.

#### **Amanda Monard, JD, ABA Paralegal Certificate, BA**

Instructor, Paralegal Program  
 JD, Northwestern California University, School of Law, CA  
 Major: Law  
 ABA Paralegal Certificate, University of California, Irvine, CA

Major: Paralegal  
BA, University of California, Irvine  
Major: Social Ecology (Specialization in Criminal Justice)

Professor Monard is employed at the Law Office of Ronald E. Monard and has extensive experience as a mediator and legal researcher and has taught at California State University, Dominguez Hills; Webster University, Irvine Metro Campus; Abraham Lincoln University; and Bryant and Stratton College-Online. She has taught courses in cyber security, criminal procedure, criminal investigations, and a variety of paralegal courses.

Professor Monard is currently a part-time instructor in the Paralegal Program at South Coast College.

#### **Ron Monard, JD, BA**

Instructor, Paralegal Program/Associate Distance Education Administrator  
JD, Western State University, College of Law, CA  
Major: Law  
BA, University of California, Irvine  
Major: Social Ecology (Specialization in Criminal Justice)

Professor Monard has been the principal of the Law Office of Ronald E. Monard since 1998. His office specializes in business law (with emphasis in transactional matters such as contracts, corporations, and negotiations), estate planning, and employment law matters such as discrimination, harassment, retaliation, and workers compensation. He has also taught at Bryant and Stratton College, Webster University, Irvine Campus. He has extensive online teaching experience.

Professor Monard is currently a part-time instructor in the Paralegal Program at South Coast College.

#### **Monique Philips-Lloyd, BA**

Instructor, Paralegal Program  
BA, California Polytechnic University, Pomona, CA  
Major: Liberal Studies  
Minor: English  
Emphasis: Reading/Language

Monique Philips-Lloyd earned her BA degree in Liberal Studies and English from California Polytechnic University, Pomona, CA.

Professor Philips-Lloyd is working on an MA degree at National University in Education. Ms. Philips-Lloyd obtained her certificates from Slingerland Institute for Literacy for Special Education, Santa Ana, CA; Postsecondary and Vocational Certification, Sacramento, CA; Applied Behavior Analysis Certification, Los Angeles, CA; and Multi-Sensory Certification, Yorba Linda, CA.

Professor Philips-Lloyd has taught at Mt. San Antonio College, Brea Olinda High School, Fullerton College, Anaheim School District, and Heritage Oak Private School (A Blue Ribbon School). She is currently a part-time instructor at South Coast College teaching Professional Development in the Paralegal Program.

#### **Edward Reaser, BA, MSLS**

Librarian/Learning Resources Director



MSLS, University of Southern California, Los Angeles, CA

Major: Library Science

BA Whittier College, Whittier, CA

Major: French

Edward Reaser earned his BA degree in French from Whittier College and his MSLS degree in Library Science from the University of Southern California.

Mr. Reaser has worked at college, medical/legal, business, and public libraries. He has done staff training and has taught college courses, including English, economics, and U.S. government.

Mr. Reaser is the college librarian and oversees the resources in the various learning resource centers throughout the college.

#### **Rebecca Remsen, CSR, RPR, AAS, AA**

Instructor, Court Reporting/VAWA Compliance Program Coordinator

AAS, South Coast College, CA

Major: Court Reporting

AA, Cypress College, Cypress, CA

Major: General Education

RPR, National Court Reporters Association

CSR, California Court Reporters Board

Rebecca Remsen is a California Certified Shorthand Reporter (CSR) and a Registered Professional Reporter (RPR). Ms. Remsen received an AA degree in Court Reporting from Cypress College and an AAS degree in Court Reporting from South Coast College. Ms. Remsen created theory presentation PowerPoint presentation for the online theory program and contributed to the creation of the instructional materials for the Perfect Practice Program.

Ms. Remsen worked as a reporter for several years and has been affiliated with South Coast College for over 20 years. She currently teaches full-time in the Court Reporting Program.

#### **Andrea Rinker-Chavez, CSR, RPR, CLR, CRR, CCRR**

Instructor, Court Reporting

AAS, South Coast College, CA

Major: Court Reporting

CSR, California Court Reporters Board

BA, Criminal Justice

Andrea Rinker Chavez is a California Certified Shorthand Reporter (CSR). Ms. Rinker-Chavez received her AAS degree in Court Reporting from South Coast College after receiving a BA degree in Criminal Justice from Cal State University, Stanislaus. Ms. Rinker-Chavez graduated with high honors from South Coast College after completing the court reporting program in record time and qualifying for the State examination on her first attempt. Ms. Rinker-Chavez served on the Board of the Deposition Reporters Association (DRA) and currently is an official court reporter in Orange County Superior Court.

As an alumna, Ms. Rinker-Chavez devotes a great deal of energy to supporting the students of South Coast College. She is a frequent speaker in classes, engages students in support activities sponsored by DRA, and participates in many of the college's extracurricular activities.

Ms. Rinker-Chavez is a deposition instructor for the court reporting program.

#### **Tom Sinsky, JD, MFA, MA, BA**

Instructor, Court Reporting/Paralegal programs

JD, University of Wisconsin Law School, Madison, WI

Major: Law

MFA, University of Southern California, School of Cinema Arts, Los Angeles, CA

Major: Fine Arts

MA, Loyola Marymount University, Westchester, CA

Major: English

BA, University of San Diego, San Diego, CA

Major: English

Tom Sinsky received his BA degree in English from the University of San Diego. He received his MA degree in English from Marymount University and an MFA degree in Fine Arts from the University of Southern California, School of Cinema Arts. He also received a JD in Law from the University of Wisconsin Law School.

Professor Sinsky has taught various disciplines at the high school, college, and university levels for many years in various educational formats including live and asynchronous online courses.

#### **Lisa Trow, Certificate in CRPS, Emphasis Transcript/Document Production**

Instructor, CRPS, Emphasis Transcript/Document Production

Certificate, South Coast College

Major: CRPS, Emphasis Transcript/Document Production

Ms. Trow reached the 200 wpm level in the Court Reporting Program at South Coast College and worked as a grader at South Coast College for several years. Ms. Trow has been a StenoCAT scopist since 2010 and has built a successful scoping business servicing both court and deposition reporters.

She and Rick Louie provided a great deal of the industry knowledge necessary to create the curriculum for the Court Reporting Specialist program.

She currently teaches in the Court Reporting Production Specialist program.

#### **Jose Trujillo, DBS, MA, BA**

Instructor, Paralegal Program

DBS, Argosy University, Orange County, CA

Major: Business Management and Marketing

MA, University of California, Irvine, CA

Major: Psychology

BA, California State University, Los Angeles

**Major: Psychology**

Professor Trujillo has extensive teaching experience at various levels from elementary to university level. He has extensive tutoring and learning resource center management experience. He was the Online Writing and Math Community and Institutional Review Board Coordinator at Brandman University (Chapman University System) and was the Learning Resource Center Manager and Learner Support Specialist at Argosy University.

Professor Trujillo currently teaches psychology in the Paralegal Program.

*Tuition and Fee Schedule*

**CERTIFICATE IN COURT REPORTING  
DAY SCHOOL**

The Court Reporting Program is a skill-based program, and **the number of months it takes to complete varies. Students pay for only the length of time they attend. Therefore, completing the program in less than the expected completion time decreases the tuition.** At whatever time period the student completes the program, the total estimated cumulative charges for that period of attendance is stated in Column 9. Tuition is charged per quarter, and the total academic year cost of tuition, books, and fees is stated in Columns 5 and 6.

South Coast College has found that the most important factors relating to a timely or earlier program completion relate to all of the following:

- A student’s strict adherence to the College’s curriculum;
- A consistent, daily, and time-intensive out-of-class practice regimen that follows the College’s skill-development philosophy; and
- Excellent class attendance for all classes.

Academic Year	Tuition for One Academic Year	Books and Supplies	ProCat Writer	Fees	STRF Fee	Total Academic Year Costs	Cumulative Program Time	Cumulative Program Cost
1	\$ 11,954.25	\$ 740.00	\$ 875.00	\$ 244.00	\$ 33.00	\$ 13,846.25	9 months	\$ 13,846.25
2	\$ 12,551.97	\$ 450.00	\$ 675.00	\$ 145.00		\$ 13,821.97	18 months	\$ 27,668.22
3	\$ 13,179.57	\$ 450.00	\$ 450.00	\$ 145.00		\$ 14,224.57	27 months	\$ 41,892.79
4*	\$ 13,838.55	\$ 450.00		\$ 145.00		\$ 14,433.55	36 months	\$ 56,326.34
5	\$ 11,301.50	\$ 350.00		\$ 145.00		\$ 11,796.50	43 months	\$ 68,122.84
<b>Total</b>	\$ 62,825.84	\$ 2,440.00	\$ 2,000.00	\$ 824.00	\$ 33.00	\$ 68,122.84		\$ 68,122.84

\*Expected completion year

The program has been approved as a 3-year, 7-month program (43 months). Tuition for the program is \$68,122.84. If you complete the program before the 43 months, South Coast College does not charge you the entire \$68,122.84. Rather, it charges you up to the date that you formally withdraw. If you exceed the maximum time frame allowed for the program (65 months), you are considered to be in an extended enrollment status and cannot be counted in our statistics as a graduate. You are considered to be a completer.

**NOTES:**

1. In the first academic year, the \$277 fee consists of a nonrefundable one-time \$99 registration fee, a nonrefundable one-time \$33.00 STRF fee, and a \$145 lab fee that is charged annually. If the student cancels the enrollment agreement, then the \$145 lab fee is refundable. The \$99 registration fee and \$33 STRF fee are nonrefundable.
2. At the time of this publication, the Student Tuition Recovery Fee (STRF) is being charged. An explanation of the STRF Fee is on the last page of the addendum.
3. Tuition increases 5 percent for each additional academic year.

*Tuition and Fee Schedule*

**CERTIFICATE IN COURT REPORTING  
NIGHT SCHOOL**

The Court Reporting Program is a skill-based program, and **the number of months it takes to complete varies. Students pay for only the length of time they attend. Therefore, completing the program in less than the expected completion time decreases the tuition.** At whatever time period the student completes the program, the total estimated cumulative charges for that period of attendance is stated in Column 9. Tuition is charged per quarter, and the total academic year cost of tuition, books, and fees is stated in Columns 5 and 6.

South Coast College has found that the most important factors relating to a timely or earlier program completion relate to all of the following:

- A student’s strict adherence to the College’s curriculum;
- A consistent, daily, and time-intensive out-of-class practice regimen that follows the College’s skill-development philosophy; and
- Excellent class attendance for all classes.

Academic Year	Tuition for One Academic Year	Books and Supplies	ProCat Writer	Fees	STRF Fee	Total Academic Year Costs	Cumulative Program Time	Cumulative Program Cost
1	\$ 10,914.80	\$ 740.00	\$ 1,100.00	\$ 244.00	\$ 30.00	\$ 13,028.80	12 months	\$ 13,028.80
2	\$ 11,460.56	\$ 600.00	\$ 900.00	\$ 145.00		\$ 13,105.56	24 months	\$ 26,134.36
3	\$ 12,033.56	\$ 600.00		\$ 145.00		\$ 12,778.56	36 months	\$ 38,912.92
4*	\$ 12,635.24	\$ 600.00		\$ 145.00		\$ 13,380.24	48 months	\$ 52,293.16
5	\$ 8,844.72	\$ 400.00		\$ 145.00		\$ 9,389.72	56 months	\$ 61,682.88
<b>Total</b>	\$ 55,888.88	\$ 2,940.00	\$ 2,000.00	\$ 824.00	\$ 30.00	\$ 61,682.88		\$ 61,682.88

\*Expected completion year

**NOTES:**

1. In the first academic year, the \$274 fee consists of a nonrefundable one-time \$99 registration fee, a nonrefundable one-time \$30.00 STRF fee, and a \$145 lab fee that is charged annually. If the student cancels the enrollment agreement, then the \$145 lab fee is refundable. The \$99 registration fee and \$30 STRF fee are nonrefundable.
2. At the time of this publication, the Student Tuition Recovery Fee (STRF) is being charged. An explanation of the STRF Fee is on the last page of the addendum.
3. Tuition increases 5 percent for each additional academic year.

*Tuition and Fee Schedule*

**CERTIFICATE IN COURT REPORTING PRODUCTION SPECIALIST PROGRAM  
DAY SCHOOL**

At whatever time period the student completes the program, the total estimated cumulative charges for that period of attendance is stated in Column 9. Tuition is charged per quarter, and the total academic year cost of tuition, books, and fees is stated in Columns 5 and 6.

Academic Year	Tuition for One Academic Year	Books and Supplies	ProCat Writer	Fees	STRF Fee	Total Academic Year Costs	Cumulative Program Time	Cumulative Program Cost
<b>1</b>	\$ 11,954.25	\$ 740.00	\$ 875.00	\$ 244.00	\$13.00	\$ 13,826.25	9 months	\$ 13,826.25
<b>2</b>	\$ 12,551.97	\$ 450.00	\$ 675.00	\$ 145.00		\$ 13,821.97	18 months	\$ 27,648.22
<b>Total</b>	\$ 24,506.22	\$ 1,190.00	\$ 1,550.00	\$ 389.00	\$13.00	\$ 27,648.22		\$ 27,648.22

**CERTIFICATE IN COURT REPORTING PRODUCTION SPECIALIST PROGRAM  
NIGHT SCHOOL**

Academic Year	Tuition for One Academic Year	Books and Supplies	ProCat Writer	Fees	STRF Fee	Total Academic Year Costs	Cumulative Program Time	Cumulative Program Cost
<b>1</b>	\$ 11,954.28	\$ 740.00	\$ 1,100.00	\$ 244.00	\$13.00	\$ 14,051.28	12 months	\$ 14,051.28
<b>2</b>	\$ 12,552.00	\$ 600.00	\$ 900.00	\$ 145.00		\$ 14,197.00	24 months	\$ 28,248.28
<b>Total</b>	\$ 24,506.28	\$ 1,340.00	\$ 2,000.00	\$ 389.00	\$13.00	\$ 28,248.28		\$ 28,248.28

**NOTES:**

1. The Certificate in Court Reporting Production Specialist Program length is 18 months for the Day Program and 24 months for the Night Program.
2. In the first academic year, the \$257 fee consists of a nonrefundable one-time \$99 registration fee, a nonrefundable one-time \$13.00 STRF fee, and a \$145 lab fee. If the student cancels the enrollment agreement, then the \$145 lab fee is refundable. The \$99 registration fee and \$13 STRF fee are nonrefundable.
3. At the time of this publication, the Student Tuition Recovery Fee (STRF) is being charged. An explanation of the STRF Fee is on the last page of the addendum.
4. Tuition increases 5 percent for each additional academic year.

*Tuition and Fee Schedule*

**PARALEGAL AA DEGREE PROGRAM  
DAY SCHOOL**

At whatever time period the student completes the program, the total estimated cumulative charges for that period of attendance is stated in Column 8. Tuition is charged per quarter, and the total academic year cost of tuition, books, and fees is stated in Columns 4 and 5.

Academic Year	Tuition for One Academic Year	Books and Supplies	Fees	STRF Fee	Total Academic Year Costs	Cumulative Program Time	Cumulative Program Cost
<b>1</b>	\$ 11,954.25	\$ 1,701.00	\$ 244.00	\$14.00	\$ 13,913.25	9 months	\$ 13,913.25
<b>2</b>	\$ 12,551.97	\$ 1,701.00	\$ 145.00		\$ 14,397.97	18 months	\$ 28,311.22
<b>Total</b>	\$ 24,506.22	\$ 3,402.00	\$ 389.00	\$14.00	\$ 28,311.22		\$ 28,311.22

**PARALEGAL AA DEGREE PROGRAM  
NIGHT SCHOOL**

Academic Year	Tuition for One Academic Year	Books and Supplies	Fees		Total Academic Year Costs	Cumulative Program Time	Cumulative Program Cost
<b>1</b>	\$ 11,954.28	\$ 1,701.00	\$ 244.00	\$14.00	\$ 13,913.28	12 months	\$ 13,913.28
<b>2</b>	\$ 12,552.00	\$ 1,701.00	\$ 145.00		\$ 14,398.00	24 months	\$ 28,311.28
<b>Total</b>	\$ 24,506.28	\$ 3,402.00	\$ 389.00	\$14.00	\$ 28,311.28		\$ 28,311.28

**NOTES:**

1. The Paralegal Studies Program length is 18 months for the Day Program and 24 months for the Night Program.
2. In the first academic year, the \$258 fee consists of a nonrefundable one-time \$99 registration fee, a nonrefundable one-time \$14 STRF fee, and a \$145 lab fee. If the student cancels the enrollment agreement, then the \$145 lab fee is refundable. The \$99 registration fee and \$14 STRF fee are nonrefundable.
3. At the time of this publication, the Student Tuition Recovery Fee (STRF) is being charged. An explanation of the STRF Fee is on the last page of the addendum.
4. Tuition increases 5 percent for each additional academic year.

*Tuition and Fee Schedule*

**MEDICAL ASSISTANT CERTIFICATE PROGRAM COSTS  
DAY SCHOOL**

At whatever time period the student completes the program, the total estimated cumulative charges for that period of attendance is stated in Column 8. Tuition is charged per quarter, and the total academic year cost of tuition, books, and fees is stated in Columns 4 and 5.

Academic Year	Tuition for One Academic Year	Books and Supplies	Fees	STRF Fee	Total Academic Year Costs	Cumulative Program Time	Cumulative Program Cost
1	\$ 11,954.25	\$ 590.00	\$ 254.00	\$ 6.50	\$ 12,804.75	9 months	\$ 12,804.75

- NOTES:**
1. The Medical Assistant Program length is 9 months for Day Program. A Night Program is not currently offered.
  2. In the first academic year, the \$260.50 fee consists of a nonrefundable one-time \$74 registration fee, a nonrefundable one-time \$6.50 STRF fee, and a \$180 lab and insurance fee. If the student cancels the enrollment agreement, then the \$180 lab and insurance fee is refundable. The \$74 registration fee and \$6.50 STRF fee are nonrefundable.
  3. At the time of this publication, the Student Tuition Recovery Fee (STRF) is being charged. An explanation of the STRF Fee is on the last page of the addendum.



*Tuition and Fee Schedule***Student Tuition Recovery Fund (STRF) Explanation**

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

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

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

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

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

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

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



**ADDENDUM – B PART 1**

# **Consumer Information Handbook**

**2021-2022**

Updated June 30, 2021



2011 West Chapman Avenue  
Orange, CA 92868  
714-867-5009  
[www.southcoastcollege.edu](http://www.southcoastcollege.edu)



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## Purpose of the Consumer Handbook

The information in this handbook is to help current and prospective students make informed decisions concerning their educational goals. Post-secondary education requires a serious commitment of time, concentration, and resources for a student to be able to succeed, and the faculty and staff at South Coast College are dedicated to helping you succeed. All enrolled students receive a copy of the Consumer Handbook on the first day of school and an acknowledge of receipt is maintained in the student file. Subsequently, on a yearly basis, the student is reminded to review updates in the Consumer Handbook, which is available on the South Coast College website.

Any questions or comments concerning the information contained in this handbook should be directed to the Financial Aid Office at (714) 867-5009 or by speaking to a Financial Aid Officer during the following hours:

<b>Monday</b>	8:00 am – 6:00 pm
<b>Tuesday</b>	8:00 am – 8:00 pm
<b>Wednesday</b>	8:00 am – 6:00 pm
<b>Thursday</b>	8:00 am – 8:00 pm
<b>Friday</b>	8:00 am – 4:00 pm

## Misrepresentation

The Department of Education may fine, limit, suspend, or terminate the participation of any school that substantially misrepresents the nature of its educational program, its financial charges, or the employability of its graduates.

Misrepresentation is any false, erroneous, or misleading statement made to a student or prospective student, to the family of an enrolled or prospective student, or to the Department of Education. Substantial misrepresentation is any misrepresentation on which the student or family member could be reasonably expected to rely on or has reasonably relied on to that person's detriment.

South Coast College has a commitment to integrity and transparency with regard to all aspects of its operation. South Coast College personnel are committed to answering any questions that you may have regarding its programs, any of the disclosures presented, or any financial concerns that you may have.

South Coast College has a total open-door policy, and students have access to managers of all areas: admissions, educational, financial, and financial aid.

## Code of Conduct for Financial Aid Officers

South Coast College 1) bans revenue sharing with lenders, 2) bans steering borrowers to a particular lender, 3) bans offers of funds for private loans to students, 4) bans accepting gifts from loan agencies, 5) bans compensation for services to a lender, and 6) bans compensation for serving on any loan advisory board. All financial aid staff members adhere to this policy.



South Coast College does not offer students a preferred lender list for Private Loans. All students are referred to one lender, as there is only one lender we have found that makes Private Loans to our school.

### **Professional Judgment**

South Coast College encourages students with a substantial change in financial circumstances to notify the financial aid office for possible reconsideration of their financial aid award. These requests are reviewed on a case-by-case basis and will not always be allowed, nor will they always make a change to a student's financial aid award. The decision of the campus is final and cannot be appealed to the Department of Education. Some examples include but are not limited to loss of a job, retirement, separation, divorce, death of parent or spouse, extreme medical expenses, or child-care costs.

## Institutional Information

### Mission Statement

*The mission of South Coast College is to provide quality education and training in a caring, student-oriented environment to highly motivated individuals who wish to improve their lives.  
South Coast College — Founded 1961*

### Faculty and Other Instructional Personnel

South Coast College currently has approximately twenty part-time faculty members and four full-time faculty members. All faculty are listed with titles, credentials, and biographies, in the South Coast College catalog. The catalog can be downloaded from the South Coast College. A link to the website is as follows: <http://southcoastcollege.edu/student-resources/program-catalog/>

### Student Body Diversity

South Coast College does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran. Our most current student body breakdown is as follows:

Male	7.0%
Female	93%
Self-identify as a member of a racial/ethnic group	86.0%
Federal Pell Grant recipients	67.0%

### Instructional, Laboratory, and Other Physical Plant Facilities

South Coast College is located at 2011 West Chapman Avenue in Orange, California. The land encompasses approximately three acres and includes a two-story Mediterranean architecture building consisting of approximately 30,000 square feet. The structure is located in a landscaped setting separated from an adjoining building by an attractively landscaped island. A comfortably furnished patio and balcony with park benches provide a place for students and staff to enjoy the outdoors while on break.

The building is composed of 18 classrooms that are used for lecture purposes only and several resource centers equipped with computers for students in all programs. The medical program also has a medical laboratory. In addition, the College has a bookstore, a library with computers, a library reading room, a courtroom, a skill test transcription/grading resource center, a conference room, a media resource center, a student lounge with vending machines, refrigerator, sink, and a staff lounge.

## Facilities and Services for Students with Disabilities

All administrative and educational facilities are accessible to the physically and intellectually disabled. Students with disabilities may discuss any special educational needs with their Program Director, and South Coast College will make every attempt to accommodate these requests. Disabled parking and a campus elevator are provided for accessibility.

## Emergency Response and Evacuation

In the case of an emergency such as fire, earthquake, or campus violence, South Coast College is prepared to assist students and staff to respond in a calm, organized fashion. Exits are clearly marked with neon signs; and evacuation maps have been placed in offices, classrooms, and hallways. Fire extinguishers are clearly mounted around campus.

In an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees at South Coast College, the Operations Manager, without delay, will determine the content and method of a campus-wide notification, unless such notification will compromise individual safety or otherwise compromise efforts to contain the emergency.

Once the level of the emergency has been assessed and an action plan determined, the Operations Manager will either notify the campus personnel in person or by using the broadcasting system accessible at the front desk. Students, staff, and faculty will be informed of the action plan, such as staying indoors, evacuating the building, evacuating the campus, or other.

The chain of responsibility in an emergency is as follows: (1) The Operations Manager, (2) The Director/President, (3) Managers, (4) Staff/Faculty, (5) Students.

The Operations Manager will notify and liaison with outside emergency personnel such as police or firefighters as necessary. Outside agencies will also be notified if any emergency occurring at South Coast College requires contacting the surrounding community.

The emergency response and evacuation procedure is tested annually.

## Academic Programs

### Degree Program and Other Training and Education Offered

The degree and certificate programs are listed in the South Coast College Catalog. A copy of the catalog is given to each new student before the student is considered enrolled. The catalog can be downloaded from the South Coast College website. A link to the website is as follows:

<http://southcoastcollege.edu/student-resources/program-catalog/>

## Transfer of Credit Policies and Articulation Agreements

Students who transfer into South Coast College may have their academic units reviewed for acceptance into their program. Courses that are transferred into a program will be counted toward the 150 percent maximum time frame that students can complete in their program. Transfer units do not count in students' 65 percent completion rate or in their CGPA.

### Course Materials

#### Textbooks

South Coast College has an on-campus bookstore that stocks both required and recommended texts and supplies for all programs. A cost-sheet is given to new students as an addendum to the catalog at Orientation. In cases where texts and supplies are bundled, the cost sheet breaks down the cost for each item included in the bundle. Textbooks and supplies can be purchased in the campus bookstore or off-campus sites or from other students.

The cost of required textbooks is generally included in a student's financial aid package so students can make bookstore charges against their South Coast College account. This allows all students to be able to purchase textbooks and supplies ten days prior to the start of class if their financial aid award is complete. At the time of repackaging, a student can choose not to have books and supplies included in their financial aid package and to pay for these costs out of pocket.

#### Copyright Infringement—Policies and Sanctions

Copyright is a form of legal protection that protects an owner's right to control the reproduction, distribution, performance, display, and transmission of a copyrighted work.

Peer-to-peer (P2P) file sharing is a term that describes software programs that allow computer users utilizing the same P2P software to connect to each other and directly access digital files from one another's hard drives.

The unauthorized distribution of copyrighted material by one student to another is prohibited by law, and sanctions for violation of the law may include both civil and criminal liabilities. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringement. For willful infringement, a court may award up to \$150,000 per work infringement. A court can, at its discretion, also assess costs and attorneys' fees. Willful copyright infringement can also result in criminal penalties including imprisonment of up to five years and fines up to \$250,000 per offense.

South Coast College takes this law very seriously, and any student found sharing or distributing copyrighted material will face disciplinary action and may be subject to censure, probation, suspension, or dismissal. The level of disciplinary action will be based on the seriousness of the situation. ***For more information, go to the U.S. Copyright Office website at [www.copyright.gov](http://www.copyright.gov).***



## Accreditation and Approvals

### Accreditation

South Coast College is accredited by the Accrediting Council of Career Schools and Colleges (ACCSC).

### Approvals

South Coast College has the following approvals. For contact information, see the Catalog.

- |  |   |
|--|---|
| 1) Bureau for Private Postsecondary Education (BPPE) | 5) Orange County Workforce Investment Board     |
| 2) California Student Aid Commission (CSAC)          | 6) Student and Exchange Visitor Program (SEVIS) |
| 3) Court Reporters Board of California (CRB)         | 7) U.S. Department of Education (DOE)           |
| 4) National Court Reporters Association (NCRA)       | 8) U.S. Department of Veterans Affairs          |

### Memberships

South Coast College additionally has memberships in the following organizations to support the Medical Assistant and Paralegal Programs:

### Medical

- 9) American Medical Technologist (AMT)
- 10) National Healthcare Association (NHA)

### Paralegal

- 11) National Federation of Paralegal Associations, Inc. (NFPA)

South Coast College is approved for the training of veterans pursuant to Title 38, United State Code. This institution will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the VA and student accordingly.

### Procedures for Review

South Coast College has most of its accreditation, approval, licensure, and documents involving written arrangements with other entities posted in the lobby of the college for review. Questions regarding these or any other documents can be posed to the Dean of Operations.

## Contact Information for Filing a Complaint

A student or any member of the public may file a complaint about the institution at any of the entities found online in the Accreditation and Approvals section of the Catalog at <https://southcoastcollege.edu/resources/program-catalog/>.

A complaint can be filed by contacting any of the previously mentioned entities.

# Financial Assistance Information

## School Costs

### Cost of Attendance (COA)

The Cost of Attendance (COA) includes both direct and indirect costs associated with attending South Coast College. Direct costs include tuition, fees, and books and supplies. Indirect costs include room and board (based on living situation), transportation costs, and personal expenses.

NOTE: The following is an example of the Court Reporting Program for first-year, full-time students who live with their parents. This is an example of how a COA is calculated. It does **not** represent your actual costs:

Example:	
<b>Direct Costs*</b>	
Tuition	\$ 11,954
Books	\$ 740
Machine Rental	\$ 875
Student Tuition Recovery Fund (STRF) Fee	\$ 33
Laboratory Fee	\$ 145
<b>Subtotal for Direct Costs:</b>	<b>\$ 13,747</b>
<b>Indirect Costs</b>	
Room and Board	\$ 9,081
Transportation	\$ 999
Loan Fees	\$ 110
Personal Expenses	\$ 3,276
<b>Subtotal for Indirect Costs:</b>	<b>\$ 13,466</b>
<b>Total Cost of Attendance (Direct Costs Plus Indirect Costs):</b>	<b>\$ 27,213</b>
<p>*South Coast College encourages students to borrow <u>only</u> what they need to meet their <u>direct costs</u>. <b>Direct costs</b> are what you would pay for your education at South Coast College. <b>Indirect costs</b> are what the Department of Education estimates your living expenses to be while you are attending school. Getting loans for indirect costs increases student debt, and the student should keep in mind that the loans have to be repaid. However, students may get financial aid for indirect costs upon request and eligibility.</p>	

Students' financial aid awards cannot exceed their Cost of Attendance.

The most current COA is posted on the South Coast College web site at: <http://southcoastcollege.edu/admissions/financial-aid-resources/>

### Net Price Calculator

Access South Coast College's Net Price Calculator at [www.southcoastcollege.edu/netcalc](http://www.southcoastcollege.edu/netcalc)



## Types of Aid Offered at South Coast College

### Cal Grant

Cal Grant is a financial aid program administered by the California Student Aid Commission (CSAC) providing aid to California undergraduates, vocational training students, and those in Teacher Certification Programs. Cal Grants are the largest source of California State-funded student financial aid.

To be eligible for a Cal Grant, a student must be a U.S. citizen or an eligible non-citizen; be a California resident; attend a qualifying California college; demonstrate financial need at the college; be in a program leading to an undergraduate degree or certificate; not have a Bachelor's or professional degree.

Student must submit his/her FAFSA and GPA verification applications by March 2 of each year to be considered.

### Pell Grant: Need-Based

Pell Grants are federal grants that never have to be repaid. Eligibility is based on the Estimated Family Contribution and a payment schedule that is established by the Department of Education each year. A student must have an eligible Estimated Family Contribution (EFC) to qualify. Awards are distributed quarterly and are adjusted to three-quarter time for evening programs.

### Supplemental Educational Opportunity Grant (SEOG): Need-Based

SEOG is a federal grant that never has to be repaid. Students must have a zero (0) EFC and not have a prior degree to qualify.

### Iraq and Afghanistan Service Grant — Non-Need-Based

For students whose parent or guardian dies as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001.

If the student has an EFC that is over the maximum to be eligible and the student was under age 24 when his/her parent dies, he/she may be eligible for this grant as determined by DOE when the student files his/her FAFSA.

### Veterans Benefits

Students who are applying for Veterans Benefits to help cover their costs at South Coast College need to apply for their benefits online at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill). Once a VA application is approved, the student will receive a "Certificate of Eligibility" from the Veterans Administration. They need to submit this form to the Financial Aid Office as soon as possible. Coordination of tuition payment is set up if the student has VA benefits that cover tuition and fees.

Enrollment for VA recipients is certified electronically during the second week of each quarter. Payment to the student or the student's account varies depending on the VA Administration's time frame.

## Direct Loan:

- **Subsidized: Need-based.** Subsidized Direct Loans are federally guaranteed loans that begin interest and repayment six months after the student is no longer enrolled at least half-time.
- **Unsubsidized: Non-need-based.** Unsubsidized Direct Loans are federally guaranteed loans that begin accumulating interest immediately upon disbursement and begin repayment six months after the student is no longer enrolled at least half-time.

## Direct PLUS Loans: Non-Need-Based

Direct PLUS Loans are federally guaranteed loans that have to be repaid. PLUS loans are for parents of Dependent students. Parents cannot have adverse credit to be able to qualify. If parents cannot qualify for a PLUS loan, students may borrow additional Unsubsidized Stafford Loan funds as a replacement in their packages.

## Private Loans: Non-Need-based

Students can apply for Private Loans up to their full cost of education as determined by the financial aid office. Loan eligibility and interest rate are contingent on the applicant's credit worthiness. Private Loans should not be considered until all other financial aid has been applied for and awarded. Contact the financial aid office for more information on Private Loans.

## How to Apply for Financial Aid

### New Students

All prospective students are brought in to see a Financial Aid Officer for a Tentative Award by their Admissions representative. Costs, financial aid, and payment amounts are discussed with students based on their program and start date. Students are then scheduled for a follow-up appointment where the Financial Aid Officer assists them by completing a FAFSA through FAA Access, and packages/awards their financial aid. At the appointment, students complete all necessary paperwork. This paperwork includes, but is not limited to, a South Coast College Financial Aid Information Form, an Entrance Interview form, a receipt for the Consumer Handbook, and a Verification Worksheet. Direct Loan MPN's are printed and taken to the Financial Aid Orientation for new students to complete the first week of the quarter. Loans are processed electronically in EExpress and the MPN is mailed to COD for processing.

### Continuing Students

All continuing students are required to complete their FAFSA online. Two months prior to the anniversary of their start date (9 months for day students and 12 months for evening students) a package/award is made. Students are notified when it is time for them to set up an appointment to repackage. At the appointment, students complete all necessary paperwork. This paperwork includes, but is not limited to, a South Coast College Financial Aid Information Form, an Entrance Interview form, and a Verification Worksheet. Direct Loans are processed electronically through EExpress.

## Eligibility Requirements

- Meet South Coast College Admissions Requirements
- Be a U.S. Citizen or Eligible Non-Citizen
- Have a high school diploma, GED, or verification of home schooling
- Enrolled at least half-time
- Making Satisfactory Academic Progress (SAP)
- Be in compliance with Selective Service registration
- Not be in default on a Federal Student Loan
- Not owe a repayment on a federal grant

## Awarding Funds

Funds are awarded on a first-come first-served basis after taking all other eligibility requirements into account. Files are reviewed and repackaged upon a student’s anniversary date — every 9 months for day students and 12 months for evening students. SEOG is only awarded to students with a 0 EFC.

After all grant aid is awarded, loan aid is offered based on academic grade level and aggregates used. As awarding is done with the students present, they determine how much subsidized and/or unsubsidized loan they want to borrow based on their individual needs. If there is still a balance due, PLUS loans are discussed or payments are set up at the time of awarding. Conversely, if the student qualifies for living-expense funds, this is set up at the time of awarding. The South Coast College award letter shows all funds awarded and balances by quarter with the payment arrangements or living expense checks (stipends).

Private loans are never part of students’ initial financial aid award and are only brought up if the students indicate they need more funding than they are being offered.

## Estimated Family Contribution (EFC) and Need

Financial aid applicants must file a Free Application for Financial Aid (FAFSA) online each year so that the Department of Education can determine their estimated family contribution. The Financial Aid Office then determines student eligibility for need-based aid by subtracting the estimated family contribution from the cost of attendance.

Example:	
Cost of Attendance	\$27,213
Minus Estimated Family Contribution	\$ 5,000
<b>Equals Total Need</b>	<b>\$22,213</b>

If students are Dependent by the federal definition outlined in the FAFSA, parental income and assets are also used in calculating the estimated family contribution.

A student who has a financial situation that cannot be adequately reflected in the FAFSA (e.g., loss of job, loss of benefits, divorce) should make an appointment to discuss his or her individual case with a Financial Aid Officer.

Children of soldiers who died as a result U.S. military service in Iraq or Afghanistan after September 11, 2001, may be eligible for an automatic zero EFC. The student must be eligible for a Pell Grant and must have been under age 24 when his/her parent died. The student is notified directly by the Central Processing System if he/she meets the criteria for this waiver of EFC.

### Need vs. Non-Need Financial Aid

Need-based financial aid cannot exceed students’ need as determined by the “Cost of Attendance minus Estimated Family Contribution” formula given previously. The awarding formula for non-need-based financial aid is as follows:

Example:	
Cost of Attendance	\$27,213
Minus Need-Based Aid	\$ 9,050
<b>Equals Eligibility For Non-Need-Based Aid</b>	<b>\$18,163</b>

Non-need-based aid can be used in place of the estimated family contribution in some cases. Examples of non-need-based aid are Unsubsidized Direct Loan, PLUS Direct Loans, and Private Loans.

### Verification

South Coast College verifies all financial aid applicants that the Central Processing Service (CPS) selects for verification. The school may also choose to place a financial aid application into a verification status on a case-by-case basis. Verification means the students must provide documentation of the information they submitted on the FAFSA in the form of federal tax returns, a Verification Worksheet, and any additional forms the financial aid office deems necessary. Funds will not be released to students who are selected for verification until they complete the verification process. Students who do not or cannot fulfill the verification requirements will not be awarded financial aid.

Any conflicting information must also be reviewed and resolved prior to packaging. Failure to submit any needed verification information and documentation within two weeks may result in a late award.

### Federal Work Study (FWS): Need-Based

Federal Work Study (FWS) is a federal program where students earn money to help them with living expenses. Federal Work Study at South Coast College is utilized for two types of jobs: 1) A tutor or literacy non-profit program that is off-campus or 2) an on-campus job that benefits students. The program in which the South Coast College students engage in off-campus is the America Reading Tutor for Children or Performing Family Literacy Activities and the on-campus jobs are primarily for graders in the Court Reporting Program. Students complete all necessary paperwork in the Accounting Department and are paid twice a month by South Coast College. FWS is not part of an original award package and is generally available to upper classmen only.

## Federal Work-Study Policies and Procedures

### Federal Work-Study

The FWS Program provides funds for part-time employment to assist students in financing the costs of their educational expenses. Federal Work-Study jobs may be on or off campus.

Off-Campus employers must be pre-approved for participation.

### Student Eligibility

1. A student must have financial eligibility to qualify for FWS funding every year by completing the Free Application for Federal Student Aid (FAFSA).
2. A student must meet Satisfactory Academic Progress standards every quarter.
3. The FWS award is not input into the student's award letter until the end of the award period.
4. A student must have financial need of at least \$500.00 a quarter to qualify.
5. The FWS amount cannot exceed unmet need.
6. South Coast College posts the position and interested students come into the Financial Aid Office to apply.
7. A student must sign the Job Description and Agreement as well as an Application and Referral Form for the Off-Campus jobs.
8. The Off-Campus agency must complete their section of the referral form.

### Obtaining Employment

1. Once a student qualifies for a FWS position, make sure to submit completed personnel paperwork to the Human Resources office with approved IDs.
2. South Coast College pays 100% of student earnings and requests twice a year (June and December) for the reimbursement of FWS funds from Department of Education.
3. A student must attend mandatory employee orientation.
4. Once Human Resources receive clearance for student's fingerprints, a time card will be sent to a student indicating that a student may begin to work for the Off-Campus jobs.
5. Hand written or online timecards must be submitted to the Human Resources office with supervisor approval twice a month by due dates.
6. Unsigned timesheets will be rejected and returned to a student, resulting in a delay in payment.
7. Falsification of timesheets will result in immediate student termination without grounds for appeal.

### Pay Rate / Hours

1. A student is paid by the hour and pay rate may start at the federal minimum wage and it will be increase after 90 days of probation period, depending on the performance.
2. A student may not work more than 30 hours per week.
3. The paychecks will be available on the 5<sup>th</sup> (pay period from 16<sup>th</sup> until the last day of pervious month) and 20<sup>th</sup> (pay period from 1<sup>st</sup> to 15<sup>th</sup> of current month) of each month.

**Note:** South Coast College pays more than the total FWS authorization amount for FWS employees. South Coast College’s share is exceeding 25% of federal funds.

### Job Performance

1. Grading or community service tutoring are work-study positions that are contingent upon a student being in good standing at South Coast College.
2. The supervisor will do an evaluation at the end of each quarter. If a student has a poor evaluation, he/she will be counseled. If a student has a second poor evaluation, he/she is no longer eligible for work study.
3. Students are expected to dress appropriately for the type of FWS position they have been assigned.

### Cancellation/Withdrawal Procedures

A student has the right to cancel as explained in the Notice of Cancellation provided to the student at the time of enrollment. The student must cancel in writing. A withdrawal at any point after the period of cancellation may be effectuated by the student’s written notice or by the student’s conduct including but not necessarily limited to a student’s lack of attendance for ten (10) consecutive days. Students who have not attended classes for ten consecutive class days (excluding holidays) without excused absence is considered an unofficial withdrawal.

### The Requirements for Officially Withdrawing from School

Students have the right to withdraw from school at any time.

While written notification of withdrawal is not required for withdrawal, the procedure to withdraw from South Coast College is to obtain a withdrawal form from the Financial Aid Office, complete the form, have the appropriate personnel sign the form, and complete an Exit Interview for your student loans. A fee of fifty dollars (\$50) will be assessed. A fee of one hundred dollars (\$100) is assessed for unofficial withdrawals where the student does not properly notify the College of departure and attend an Exit Interview.

### Federal Refund Policy and Return of Aid

Federal regulation states that up through the 60-percent point in the payment period, a pro rata schedule is used to determine the amount of Federal Student Aid funds the student has earned at the time of withdrawal. After the 60-percent point in the payment period, student has earned 100 percent of the Title IV funds. For a student who withdraws after the 60-percent point in time, there are no unearned funds.

Amount of Title IV aid disbursed	<b>minus</b>	Amount of Title IV aid earned	<b>equals</b>	Amount to be returned to the Department of Education by the school
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The amount of Title IV aid disbursed minus the amount of Title IV aid earned equals the total amount to be returned to the Department of Education by the school. In order to determine whether Title IV funds must be returned, the school must calculate the following:

1. To determine the percentage of the payment period completed, the number of days attended in the payment period (PP) 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 days or more and approved leaves of absence are excluded.
  - Example: 25 calendar days attended in the PP/ 82 total days in the PP = 30%.
2. The net amount of Title IV funds disbursed and 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.
  - Example: \$4,000 Title IV aid disbursed X 30% of PP = \$1,200 earned
3. The earned aid is subtracted from the aid that was actually disbursed to or on behalf of the student.
4. The institution will return the lesser of the total unearned aid or the unearned institutional charges for the payment period.
  - Example: \$4,000 disbursed - \$1,200 earned = unearned (amount of return)
5. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
  - 1) Unsubsidized Stafford Loan Program
  - 2) Subsidized Stafford Loan Program
  - 3) Stafford PLUS Program
6. If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:
  - 12) Federal Pell Grant Program
  - 13) Federal SEOG Program
  - 14) Other assistance awarded under this title for which return of funds is required.
7. The time frame for returning the Title IV program fund is no later than 45 days after determining the student has withdrawn.

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.

## State Refund Policy

South Coast College is also required to comply with the State of California refund policy.

## Pell-Eligible Students

Pell-eligible students may obtain or purchase required books and supplies by the seventh day of a payment period.

## Policies on Treatment of Title IV Funds When a Student Withdraws

Prior to resolving a credit balance for a withdrawn student, South Coast College performs an R2T4 calculation pursuant to state and federal policies to include disbursed aids including any existing Title IV credit balance funds for the period. The school will then issue refunds within 14 days of the date the school completes the R2T4 calculation.

Specifically, when a student withdraws during a period with an existing Title IV credit balance, the Title IV credit balance is handled as follows:

- The school does not release any portion of a Title IV credit balance to the student prior to performing the R2T4 calculation.
- The school must perform the R2T4 calculation and include as disbursed aid any existing Title IV credit balance funds for the period.
- The school must apply any applicable refund policy such as state or accrediting agency to determine if doing so creates a new or larger Title IV credit balance.
- Any Title IV credit balance must return to the Title IV programs with 14 days of the date that the school performs the R2T4 calculation.

## Post Withdrawal Disbursement

In the case of financial aid funds earned that have not been disbursed to the student's account, a post-withdrawal disbursement may be required and will be made within 180 days of the date the institution determines that the student has withdrawn.

## Grant Disbursement

A post-withdrawal grant disbursement will be credited to a student's account for outstanding allowable current quarter charges no later than 45 days of the school's determination that the student withdrew. The school is permitted to credit any Title IV grant funds to a student's account without a student's permission.

## Loan Disbursement

A post-withdrawal loan disbursement will be credited to a student's account for outstanding allowable current quarter charges. Prior to making any loan disbursement, a student/parent must be notified in writing within 30 days of the school's determination that the student withdrew. The letter must identify the type and amount of the Title IV funds. The letter must inform the student/parent of the option to accept/decline all or part of the Title IV funds within 14 days of the date of notification. If the school does not receive a response, no further loan disbursement is made. If the response is received in a timely manner, the funds must be disbursed within 45 days. A student who is classified as a first-time, first-year



undergraduate borrower who has not completed 30 days or more of a selected program prior to withdrawing will not be eligible for any loan funds.

## Overpayments

If the unearned institutional charges are less than the unearned Title IV funds, the student may be required to return the difference called an overpayment.

The R2T4 calculation to determine the student's unearned institutional charges is to divide the number of calendar days attended in the payment period by the total days in the payment period. Then, the earned aid is subtracted from the actual aid that was disbursed to the student.

Once the school has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50 percent of the grant funds received or scheduled to be received. The student is required to make arrangements with the school or the Department of Education to repay the unearned grant funds. Unearned loan funds received by the student are repaid as per terms of the borrower's promissory note.

## Students' Rights and Responsibilities

### Criteria for Continued FSA Eligibility

At South Coast College, the satisfactory academic progress standards are monitored in three areas:

1. Cumulative Grade Point Average (CGPA)
2. Maximum Time Frame for Completion of Program (150%)
3. Percentage of Credits to be Completed at Evaluation Points (67% of Attempted Credits or Clock Hours, whichever applies)

SAP standards 1-3 are monitored for degree-seeking students in annual increments and for all other program students in quarterly increments. (**Note:** "Annual," as used for SAP, is 3 quarters for day students and is 4 quarters for night students.)

### Satisfactory Progress Standards

Continuing students are given their current loan balance annually when they repackage. At this time, the financial aid officer advises them on how much they have borrowed and how their estimated time to complete will affect their future indebtedness. Students are also given a Department of Education Entrance Interview Direct Loan Exit form when they repackage so they can stay current on all student loan information and their rights and responsibilities under the program. See the Satisfactory Academic Progress section of the Catalog online at <https://southcoastcollege.edu/resources/program-catalog> for more details regarding satisfactory progress.

### Methods and Frequency of Disbursing Information

Financial aid funds are disbursed to a student's account once attendance and half-time enrollment for the quarter are verified. However, students at South Coast College can purchase textbooks and supplies on the campus bookstore ten days prior to the start of a quarter if their financial aid process is complete and an award has been made.

If students have a credit balance with no outstanding charges, they are eligible for living expense checks. Living expense checks are available in the Financial Aid Office after 1 p.m. on the second Thursday of each quarter.

Exceptions to the second-week disbursement are as follows:

- Funds not received from a lender or other funding agency on time
- Summer grants awarded from the following year's FAFSA must be held until July 1
- Students' files that are incomplete
- No attendance recorded

## Student Loan Information: Terms and Conditions of Loans

Student award letters contain the amount of subsidized and unsubsidized loans that the student is being awarded as well as the maximum amount he/she is eligible for, for the award year. Students are required to sign the award letter, and a copy is kept in their financial aid file. All Loan information, including information on deferments, is given to students each time they package in a one-on-one Entrance Interview using the DOE Direct Loan Entrance Interview booklet. South Coast College has new students complete a paper Master Promissory Note that is processed through COD. Students are notified when their loan funds are disbursed to their account via an Accounting Statement. If the student is receiving a living expense check, he/she is notified when the check is available for pick-up in the Financial Aid Office.

### Loan Entrance Counseling

Loan Entrance Counseling is required of all financial aid recipients and is done one-on-one with students at the time they are packaged/awarded. This is done annually for students in any program longer than one year. At packaging/repackaging, students are required to complete an "Entrance Interview" form. The advisor reviews the terms and conditions of the loan(s) the student is awarded and gives each student a copy of the *DOE Entrance Interview booklet*. Students receive a copy of all forms for their records.

### Loan Exit Counseling

Loan Exit Counseling is required of all students who leave South Coast College whether officially or unofficially. If the student leaves officially, the counseling session is done one-on-one at the time he/she withdraws or graduates. Students are required to complete an *Exit Interview* form. The *DOE Exit Interview Direct Loan Exit form* is given to exiting students to ensure that students understand the terms and conditions of their loan repayment. If students leave unofficially, the materials are mailed to their home address with a cover letter asking them to return the Exit Interview form and the Exit Interview Checklist within two weeks.

## Students' Responsibilities

Students must understand their responsibilities as well as their rights. If you borrow money for your education, you must repay your loans. You will not be allowed to not pay your loan. There are serious consequences for failing to repay loans. However, there are deferment possibilities for student loan borrowers. You cannot simply ignore your responsibilities. If you have financial hardship, you need to talk with someone who can help you. Information on repaying student loans can be found at [www.studentloans.gov](http://www.studentloans.gov).

You must keep in mind the following:

- The necessity for repaying your loan
- Consequences of failing to repay loan
- Deferment possibilities for student loan borrowers

15) Information regarding these items and a sample repayment schedule can be found at the [www.studentloans.gov](http://www.studentloans.gov) website.

## National Student Loan Data System (NSLDS)

All Direct Loan borrower information for both students and Parent PLUS borrowers is reported to NSLDS and will be accessible by guaranty agencies, lenders, and institutions who are authorized users of the NSLDS system.

All continuing students are given a copy of their loan history from the NSLDS database every time they repackage as well as when they leave South Coast College. This tool is used to discuss the student’s total indebtedness in relation to repayment and aggregate loan limits. Loan detail pages are also printed for the student to be aware of who his/her various loan servicers are.

To access the NSLDS student site log onto: [http://www.nsls.ed.gov/nsls\\_SA/](http://www.nsls.ed.gov/nsls_SA/) [www.nsls.ed.gov](http://www.nsls.ed.gov)

## Student Right-to-Know Act

### Graduation and Retention Rates

The graduation and retention rate measures are defined by the National Center for Educational Statistics (NCES) as only including undergraduate degree- and/or certificate-seeking students who have never attended another institution of higher education and who began attending South Coast College in a specific cohort year. Graduation rate is defined as the percentage of graduates within 150 percent of the normal time frame. Retention rate is the percentage of students who persist in their educational program by re-enrolling the second academic year. The following information is from the most current year’s report. The full report can be found on the [CollegeNavigator](http://nces.ed.gov/collegenavigator/?id=123642#general) site at <http://nces.ed.gov/collegenavigator/?id=123642#general>

The following data is from the information reported to the Integrated Postsecondary Education Data System (IPEDS) by South Coast College for 2020-2021, based on the 2017-18 cohort year. The cohort is first-time full-time enrollees who have no prior postsecondary education. This information is shown in total and is not program-specific. For more specific program information, see the Gainful Employment Section of this Handbook or contact the admissions office for a “School Performance Fact Sheet” for the program(s) in which you are interested. Based on IPEDS 2020-21 Graduation Rate, Cohort 2017-2018 Data:

<b>Graduation Rate</b>	<b>63%</b>
<b>Males</b>	<b>7%</b>
<b>Females</b>	<b>93%</b>
<b>American Indian/Alaska Native</b>	<b>1%</b>
<b>Asian/Pacific Islander</b>	<b>4%</b>
<b>Black/African American</b>	<b>6%</b>
<b>Hispanic/Latino</b>	<b>41%</b>
<b>Native Hawaiian or Pacific Islander</b>	<b>0%</b>
<b>White/non-Hispanic</b>	<b>29%</b>
<b>Non-Resident Alien</b>	<b>n/a</b>

Other/Unknown	16%
Pell Grant Recipients	70%
Need-based loans, no Pell	40%
Non-need-based loans only	73%
Cash-Paying Students	27%

First-Time Full-time

This rate only includes first-time full-time students. Many of our students who are not counted in these figures have prior degrees or prior post-secondary education.

Retention Rate – (began in 2019 and re-enrolled in 2020 Reporting 2020-2021):

Full-Time Students	100%
Three-Quarter-Time Students	100%

**Placement Rates**

South Coast College calculates job placement rates annually for reporting to its accrediting agency and for reporting to students as part of the “Gainful Employment” disclosure requirement. The most current job placement rates by program are listed under the *Gainful Employment* grid found on the South Coast College web site. For additional information about placement, students are encouraged to meet with their program director either prior to enrolling at South Coast College or prior to graduation.

South Coast College court reporting certificate and degree graduates are employed as court/deposition reporters or as CART providers. Medical Assistant graduates are employed in medical front and back offices. Paralegal Studies graduates are employed as independent paralegals or as assistants to attorneys.

**Privacy of Student Records: FERPA**

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

FERPA is a federal law that protects the privacy of students’ educational records and gives them certain rights concerning those educational records. These include, but are not limited to:

1. The right to review and/or request a copy of your own educational records. At South Coast College this requires a 30-day written request to the Records Office.
2. The right to request amendment to inaccurate or misleading information in your educational record. If, after review of the request, the school decides not to amend the record, it will inform the student of the process to request a hearing on the matter.
3. The right to provide written consent before South Coast College releases any information in your record except as allowed in the law. Allowable third parties include, but are not limited to, accrediting agencies, auditors, transfer institutions, Department of Education, judicial order or subpoena, and agencies handling health or public safety emergencies.
4. The right to file a complaint with the U.S. Department of Education if you feel South Coast College

is not meeting FERPA guidelines. A complaint form can be obtained by calling (202) 260-3887.

South Coast College students are notified annually regarding educational records: right to review, right to request amendment; right to consent to disclosures of personally identifiable information: right to file complaint with ED; school's policy regarding disclosures to school officials with legitimate educational interest (if applicable).

South Coast College has implemented all available safeguards to ensure FERPA guidelines are met in both paper and electronic format. For more information about FERPA log onto: [www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)



## Information Security, Campus Safety, and Safety/Health Policy

### South Coast College Information Security Policy

The Information Security Plan is designed to ensure the security, integrity, and confidentiality of non-public customer information, protecting it against anticipated threats, and guarding it against unauthorized access or use. The College's policies are reviewed annually and the designated Gramm-Leach Biley (GLB) Act. Security Program Officer for the College is the Director of Operations. All correspondence and inquiries about the College Information Security Plan should be directed to this officer.

College employees are responsible for securing confidential information used in the execution of their duties and for following any additional departmental privacy and security procedures. The College's GLB Information Security Plan and departmental policies include measures to safeguard physical and electronic records and address the need for constant attention to privacy and security when using non-public information. Supervisors are expected to provide training for all staff and volunteers on the privacy and security procedures for their department.

Information that must be safeguarded includes "any record containing non-public information about a student, employee, alumni or any other third party engaged in a financial transaction with the College". The information to be protected may be in paper, electronic or other forms. Typical examples of protected information include financial information, academic records and employee personal information. Each department will ensure that third party service providers maintain appropriate safeguards for non-public information to which they have access. Contracts with service providers must include specific provisions to secure the privacy and security of information according to the GLB.

All confidential material should be kept in secure locations using locked filing cabinets or offices with locked doors. Employees should turn off their computers, lock offices and secure data when leaving their work area for an extended period of time. If an employee is unsure if their actions are in compliance with the College Information Security Plan, they should consult with their supervisor. An employee failing to comply with the security policies of the College could be subject to disciplinary action up to and including dismissal and legal action for personal liability.

South Coast College protects its online access through a firewall managed by a certified firewall technician.

## Institutional Security Policies and Crime Statistics

### Campus Safety and Security

South Coast College has been diligent in providing a safe environment for its students. In the event that a crime or safety threat does occur, you should immediately contact the Operations Manager who will determine if off-campus agencies (e.g., police or fire department) should be contacted.

The Operations Manager keeps the crime log, submits the annual report to DOE by October 1 and also issues any necessary warnings to the campus community in response to specific campus crimes that might pose a threat to other persons or property. Information booklets about personal safety are posted and



distributed in various places on campus. Seminars on safety are provided for interested students and staff.

Each year colleges are required to report crime statistics for any crime that occurs either on campus or within the immediate area of the campus to the Department of Education and to make this information available to students and staff. This is often referred to as the “Clery Report.” This report is available for viewing online at:

<http://southcoastcollege.edu/wp-content/uploads/2015/06/South-Coast-College-Policy-and-Annual-Report.pdf>

Students and employees receive annual updates regarding the Campus Safety and Security.

## Vaccination Policies

South Coast College does not have any vaccination requirements.

## Violence Against Women

Each year colleges are required to report any violence against women committed on the campus. For the previous year, there have been no reported instances of violence against women. It is to be noted that South Coast College does not have any dormitories and has a predominately-female population.

## Drug and Alcohol Policies

### Policy

South Coast College is committed to achieving a safe, healthy, productive work environment for all employees and students, free from effects of illegal drugs and employee/student alcohol consumption. It is the policy of South Coast College to prohibit illegal drug usage, possession, sale, and distribution on or in the South Coast College property or while performing South Coast College business and to prohibit alcohol/drug usage, which may affect a person’s job performance. Having an illegal drug in the body while on or in South Coast College property and/or being under the influence of alcohol/drugs while on duty or performing South Coast College business are prohibited. South Coast College conducts a biennial review of its drug and alcohol policies and procedures for effectiveness and makes any changes deemed necessary.

South Coast College provides assistance to our employees and students in getting help. However, it is the responsibility of each employee or student to seek assistance before alcohol and drug problems lead to a violation of school policy. Once a violation of this policy occurs, subsequently seeking assistance or voluntarily entering a rehabilitation program will not necessarily lessen any disciplinary action and may be disregarded in any disciplinary decision.

Violation of this policy or any other policy of South Coast College relating to alcohol or drugs may result in disciplinary action, up to and including suspension pending termination. Because of the importance to all employees and students of enforcement of the College’s drug and alcohol policies, disciplinary action

involving these policies may be implemented with or without warning to the disciplined employee or student.

Students receiving Title IV funds who are convicted of a criminal drug offense during the period of enrollment for which the funds were awarded will lose eligibility for all Title IV funds. In such cases, the student will be given written information on how they can regain eligibility.

The complete drug and alcohol prevention policy including penalties for drug law violations is found in the Drug and Alcohol Abuse Prevention Program Policies booklet that is given to each new student and can be downloaded at <http://southcoastcollege.edu/images/pdf/da.pdf>. Information is provided annually to each student in separate written notice advising students of the following:

Conviction under federal or state law for any offense involving the possession or sale of illegal drugs will result in loss of eligibility for any Title IV grant, loan, or work-study.

If eligibility is lost, the following will occur:

The student will be notified in a separate, clear, and conspicuous written notification about:

- Their loss of eligibility
- Ways in which they can regain eligibility

Information regarding the Drug and Alcohol Abuse Prevention Programs Policy and is provided to each student and employee annually on October 1. All new students and new employees are informed of this policy at the time of their enrollment or employment.



## Citizenship and Voter Information/Resources

### Constitution and Citizenship Day

September 17 has been designated by the Department of Education as U.S. Constitution and Citizenship Day. South Coast College keeps information on the U.S. Constitution and Bill of Rights posted year round to help ensure that all students are familiar with their U.S. history and rights as Americans. All instructors are encouraged to teach at least one class session on the Constitution on that day or to participate in an activity related to the Constitution.

### Voter Registration

South Coast College supplies Voter Registration forms to all students during the August Quarter Registration each year and supplies Voter Registration Materials in the front lobby or the Student Services / Financial Aid Office year round.

If you are 18 or older, a U.S. Citizen, and a resident of California and attending South Coast College, you should be eligible to register. If you have recently changed your name, address, or political party, you can also use the materials supplied to re-register.

For additional information on Voter Registration, or to register electronically, go to the following:

[www.registertovote.ca.gov](http://www.registertovote.ca.gov)

### Resources

### Contact Information

The South Coast College Financial Aid and Student Services Office

### Office Hours

<b>Monday</b>	8:00 – 6:00
<b>Tuesday</b>	8:00 – 8:00
<b>Wednesday</b>	8:00 – 6:00
<b>Thursday</b>	8:00 – 8:00
<b>Friday</b>	8:00 – 4:00
<b>Phone</b>	(714) 867-5009 Ext. 116

### South Coast College Website

[www.southcoastcollege.edu](http://www.southcoastcollege.edu)

## **South Coast College Catalog**

Issued to student at time of enrollment or available upon request  
[www.southcoastcollege.edu/student-resources/program-catalog/](http://www.southcoastcollege.edu/student-resources/program-catalog/)

## **South Coast College Campus Safety and Security**

[www.southcoastcollege.edu/wp-content/uploads/2020/21/South-Coast-College-Policy-and-Annual-Report.pdf](http://www.southcoastcollege.edu/wp-content/uploads/2020/21/South-Coast-College-Policy-and-Annual-Report.pdf)

## **South Coast College Gainful Employment Disclosures**

[www.southcoastcollege.edu/student-resources/federal-compliance/](http://www.southcoastcollege.edu/student-resources/federal-compliance/)

## **General Information on All Federal Student Aid:**

[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

## **Entrance Counseling Guide**

Distributed at Packaging appointment or available upon request

## **Exit Counseling Guide**

Distributed upon graduation or withdrawal

## **Student Access to His/Her Loan History**

[www.nsls.ed.gov](http://www.nsls.ed.gov)

## **Net Price Calculator**

[www.southcoastcollege.edu/netcalc](http://www.southcoastcollege.edu/netcalc)

## **Campus-Specific Data**

[www.nces.ed.gov/collegenavigator/?id=123642](http://www.nces.ed.gov/collegenavigator/?id=123642)

## **Scholarship Search**

[www.fastweb.com/](http://www.fastweb.com/)



**ADDENDUM B — PART 2**

**Annual Campus Safety and  
Security Report/Handbook  
2020-2021**

Published September 30, 2021

- Campus Crime Prevention Policy
- Campus Drug Policy
- Campus Crime Statistics Report
- Violence Against Women Policy
- Title IX Harassment Policy
- Cybersecurity Policy



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# **SOUTH COAST COLLEGE CAMPUS SECURITY / CRIME PREVENTION POLICY**

**South Coast College– Orange County Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report**

## **INTRODUCTION**

South Coast College (*the “College”*) is providing the following information to all of its employees and students as part of the College’s commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact:

Kevin Magner  
Dean of Operations  
South Coast College  
2011 Chapman Ave.  
Orange, CA 92868 (714) 867-5009  
kjmagner@southcoastcollege.com

## **CAMPUS SECURITY AND CRIME PREVENTION POLICY**

The College’s Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed through the South Coast College internet.



## **REPORTING CRIMES AND EMERGENCIES**

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Dean of Operations, Kevin Magner. Reports are kept in a secure location in the office of the Dean of Operations, Room 103. Names of victims or witnesses are not disclosed in the crime report. It is the policy of the College that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around the College facilities to:

Director of Operations, Kevin Magner, either in person or by calling (714) 867-5009. If the Dean of Operations is not available, you may contact the Receptionist at (714) 867-5009; Jila Andelibi, Dean of Finance, at (714) 830-0251; Yolanda Krieger, Court Reporting Program Director, or William Dixon, Paralegal Program Director, and the Orange Police Department by dialing 911 or (714) 744-7444.

In the event of fire or medical emergencies, staff and employees should contact the Orange Police by dialing 911 and then notify the Dean of Operations.

### **Timely Warning**

#### **Policy**

It is the policy of South Coast College to comply with provisions of The Clery Act regarding the issuance of Timely Warnings. In the event that a situation arises, either on or off campus, that, in the judgment of the Campus President constitutes a serious or continuing threat to students and employees, a campus wide Timely Warning will be issued.



## Procedure

Under the provisions of The Clery Act, schools have a responsibility to alert the school community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes. These crimes include all The Clery Act crimes that are:

- Reported to school security authorities; and
- Are considered by the school to represent a serious or continuing threat to the students and employees. As a reminder The Clery Act crimes include:
  - Criminal Homicide – Murder & Non-negligent Manslaughter – Negligent Manslaughter
  - Sex Offenses – Forcible – Non-forcible
  - Robbery
  - Aggravated Assault
  - Burglary
  - Motor Vehicle Theft
  - Arson

Issuance of a Timely Warning will be decided on a case by case basis in light of all facts surrounding the crime, the continuing danger to the school community and the possible risk of compromising law enforcement efforts. Before a Timely Warning is issued the Campus President must consult with their applicable Director of Operations and the Dean of Finance and Administration who oversees all aspects of Human Resources. If the collective decision is made to issue a Timely Warning the Campus President has the responsibility to issue the warning within two business days.

In the event of a Timely Warning, it will be posted to the school's website under the NEWS category should a Timely Warning occur.

- A description of the offense
- Description of the suspects
- Additional information (any other information that pertains to the incident that ensures all members of the community [students, administration, and faculty] understand the nature of the incident.

Warnings will be issued through the following means:

1. E-mail to faculty, staff and students. Text messages may also be utilized.
2. Post a copy of the warning in each classroom, lab, break room (student and staff) and all entrances and exits. The warning will be reproduced on fluorescent orange paper. This color paper will be used only for Timely Warnings.
3. Post to the NEWS portion of the campus specific section of the campus web site.
4. The Campus President or another member of the school's management team will visit each classroom or lab to inform all students of the situation. In the event that a warning is issued, the Campus President will inform all applicable local law enforcement agencies.





## **SECURITY AND ACCESS TO THE COLLEGE**

It is the policy of the College that access to all campus facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to College policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are required to have their valid identification card in their possession at all times while on campus and must be prepared to present it upon request. Visitors must sign in at the front desk and should be escorted by a staff or faculty person at all times.

### **ACCESS TO ACADEMIC BUILDINGS**

The front receptionist desk is located in the north entrance on the first floor at 2011 West Chapman Avenue. It is staffed Monday through Friday from 7:00 a.m. until 8:00 p.m. After hours, the building is protected with locked security doors and devices including cameras, and proper procedures are followed to ensure limited access to secured areas. The front doors will be locked at 10:00 p.m. weekdays Monday through Thursday and at 8:00 p.m. on Friday by the custodial staff. Exterior lighting is provided around the building and parking areas, and shrubs and hedges are kept low for safety reasons. Suspicious persons will be questioned and asked to leave the campus. All students, faculty, staff and graduates in the building must have their identification card in their possession at all times and must be prepared to present it upon request. All visitors must be escorted by a staff or faculty person at all times..

### **SCHOOL-SPONSORED HOUSING**

At the present time, the College does not have any school-sponsored housing.



## **CAMPUS LAW ENFORCEMENT**

The College does not maintain a security staff, rather, the Dean of Operations, Program Directors, receptionist, and custodial staff are instructed in security, security problems, specific school rules and regulations and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met. In the event of an emergency of any sort, staff and students are to immediately contact any of these people. In any emergency situation, any individual providing assistance should call 911. Evening staff are available to assist students, faculty and staff of the College. Someone is on duty during all hours the building is occupied. Reception and custodial personnel are responsible for ensuring that persons entering the building are employees, students, their families or invited guests. They are authorized to request identification from those individuals who are unfamiliar to them. The Dean of Operations has the authority to evict unauthorized persons from the campus premises and will notify local law enforcement authorities of all actual or suspected criminal activities, including trespassing. The staff does not have the authority to arrest individuals. Students are required to carry their South Coast College identification card at all times and to present them upon request. The staff may not make arrests, but are instructed to promptly contact Kevin Magner, Dean of Operations if any illegal activity occurs. It is the policy of South Coast College to promptly, accurately and completely document all criminal activity with the Orange Police Department as deemed appropriate. Other staff members will assist, as appropriate, with this reporting. Students should contact appropriate personnel immediately in the case of an incident.

## **RELATIONSHIPS WITH LOCAL AND STATE POLICE**

South Coast College is located in the city of Orange, California. The college maintains a close working relationship with the Orange Police department, with periodic contact initiated by the College personnel to ensure that the College is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided to the campus community via the following means: email, letters, posters in campus common areas, notices placed in faculty and staff mailboxes, announcements read in class, etc.



## **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY**

All current employees and students receive the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report on an annual basis. All new College employees and students are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, as well as for the safety of others.

The orientation program, which takes place six times per year, includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans for the campus and procedures for reporting any criminal activity or emergency.

## **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES**

The college also provides in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement officials and/or local experts in the field once each year. Topics for these informational programs may include personal safety & self-defense, living in a city, crime prevention, and neighborhood watch programs. Crime prevention presentations may include the topics of sexual assault, domestic violence, workplace violence and hate crimes. All students, staff and faculty are invited to attend these presentations. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

In the event the College, working with local police, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by bulletin board notices, notices read by instructors in classrooms and notices on the student intranet web site.

Students are requested to review the *College's Catalog* where sections discussing Crime Awareness and Campus Security and the Student Conduct Policy can be found. Employees are requested to review the *College's Employee Handbook* where information regarding Standards of Conduct and Safety can be found.



## **OFF-CAMPUS STUDENT ORGANIZATIONS**

At the present time, the College does not have any off-campus student organizations.

## **DRUG AND ALCOHOL POLICIES**

South Coast College is committed to achieving a safe, healthy, productive work environment for all employees and students, free from effects of illegal drugs and employee/student alcohol consumption. It is the policy of South Coast College to prohibit illegal drug usage, possession, sale and distribution on or in the South Coast College property, or while performing South Coast College business, and to prohibit alcohol/drug usage which may affect a person's job performance. Having an illegal drug in the body while on or in South Coast College property and /or being under the influence of alcohol/drugs while on duty or performing South Coast College business are prohibited. South Coast College conducts a biannual review of its drug and alcohol policies and procedures for effectiveness and makes any changes deemed necessary.

South Coast College provides assistance to our employees and students in getting help. However, it is the responsibility of each employee or student to seek assistance before alcohol and drug problems lead to a violation of school policy. Once a violation of this policy occurs, subsequently seeking assistance or voluntarily entering a rehabilitation program will not necessarily lessen any disciplinary action and may be disregarded in any disciplinary decision.

Violation of this policy or any other policy of South Coast College relating to alcohol or drugs may result in disciplinary action, up to and including suspension pending termination. Because of the importance to all employees and students of enforcement of the College's drug and alcohol policies, disciplinary action involving these policies may be implemented with or without warning to the disciplined employee or student.

Students receiving Title IV funds who are convicted of a criminal drug offense during the period of enrollment for which the funds were awarded will lose eligibility for all Title IV funds. In such cases the student will be given written information on how they can regain eligibility.

## **Procedure**

South Coast College provides an employee/student assistance program for persons with drug or alcohol problems which provides:



1. Assistance in the form of referral for any employee or student who feels he or she has developed an addiction to, dependency upon, or is suffering from the use of alcohol or drugs.
2. Leave of absence in accordance with school policy, on the same basis and with the same restrictions and limits as other disabilities.
3. Reinstatement to the same or similar job, when practical, upon successful completion of a rehabilitation program.

It is the responsibility of all managers to make employees and students aware of the assistance program and to assure that no person who requests diagnosis and treatment will have his or her job tenure or promotional opportunities jeopardized by this request. Any employee or student suffering from drug or alcohol usage or dependency who rejects treatment when requested by the school or who leaves the treatment program prior to being properly discharged is subject to disciplinary action up to and including suspension pending termination. The recurrence of a drug or alcohol dependency may also result in disciplinary action.

The employee assistance program's job is to assist employees and students in finding methods or resolving problems that affect their job performance. Most people are not aware of the resources which are available to them. Sometimes they are so overburdened by their problems they have difficulty reaching out for help. The counselor can assist employees and students in obtaining the needed help in a humane and confidential manner.

The earliest possible identification and treatment of the problem best serves the interest of both the employee/student and the College. The decision to undertake treatment is the responsibility of the employee or the student. The overall objective is to retain valuable employees and students by providing assistance when the problem becomes evident rather than waiting until the employee or student is no longer employable.

Various health risks are associated with the misuse of illegal drugs, legal drugs and/or alcohol. These health risks should be discussed with a qualified health professional, such as a primary care physician. There are also online sites which describe risks for specific types of substance abuse. We recommend the Federal Drug Administration web site at [www.fda.gov/drugs](http://www.fda.gov/drugs) . Other reputable sites include The Mayo Clinic at [www.mayoclinic.com](http://www.mayoclinic.com) and Web MD at [www.webmd.com](http://www.webmd.com).

When the problem is chemical abuse, the employee or student is given information on the different programs available. The employee assistance program offers to do a free individualized evaluation to determine what kind of help the person needs. From this evaluation, the appropriate treatment program (inpatient versus out-patient) is determined.



Drug dependency is a medically recognized illness with physical, physiological, emotional, and social implications. Treatment must focus on educating individuals to their disease, as well as assist and support them in developing the necessary skills to manage their lives in a more productive manner.

### **California's Medical Marijuana Program**

**Students, faculty, and staff who qualify under California's Proposition 215 to use marijuana for medical reasons are not permitted the use, storage, or possession of marijuana or paraphernalia on College property or at a College-sponsored event.**

**Students who violate this policy are subject to discipline.**



**Definitions for the purpose of this policy:**

“Drug” as defined by the Federal Food, Drug, and Cosmetic Act and also includes the drugs specified under “illegal drug” below.

“Having an illegal drug in the body” means the presence in a detectable amount of any illegal drug (or chemical substance or residue from which the presence of any illegal drug may be reasonably inferred) in the body of an employee.

“Illegal drug” means any drug (1) that is not legally obtained in California, or (2) that is being used in a manner different from that lawfully prescribed, or (3) that can be legally obtainable but has not been legally obtained. “Illegal drug” includes the following drugs unless used in accordance with a valid prescription:

Heroin	Hallucinogens	Codeine
Morphine	Amphetamines	Cocaine
Dilaudid	Barbiturates	Marijuana
Tranquilizers	Sedatives	MDMA (Ecstasy)
	PCP	

“Legal drug” means prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they have been prescribed or manufactured. Alcohol is also considered a legal drug, except in cases of underage drinking.

“Management” means supervisors, managers, directors and officers of South Coast College.

“Under the influence” means that an employee or student is affected in an observable manner by the presence of alcohol, or alcohol and other substances, in any detectable amount in the body” The symptoms of influence need not involve misbehavior or obvious impairment of physical or mental ability such as slurred speech or difficulty in maintaining balance.

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Drug Prevention Policy, is provided to all College students, staff and faculty annually.



For more drug and alcohol policy information, see the Drug and Alcohol Policy Section. Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. The College also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

South Coast College supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol by an employee or student on South Coast College's property or as part of any South Coast College activity is prohibited. Any student or employee of South Coast College found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on South Coast College property or at South Coast College events shall be subject to disciplinary action. For employees, the school will take appropriate personnel action for such infractions, up to and including termination. Students who violate this policy will be subject to sanctions that include suspension and dismissal from South Coast College. For purposes of this policy, "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both, by any judicial body charged with the responsibility of the federal or state criminal drug statutes.

## Health Risks

Abuse of alcohol and use of drugs is harmful to one's physical, mental, and social wellbeing. With excessive drug use, life becomes centered on drugs to the exclusion of health, work, school, family, and general well-being. Accidents and injuries are more likely to occur if alcohol and drugs are used. Alcohol and drug users can lose resistance to disease and destroy one's health. Increasing tolerance developed by the user complicates the effects of drug use. This tolerance may be psychological, physiological, or both and may lead to greater danger of overdose. Alcoholism is the number one drug problem in the United States. Alcoholism takes a toll on personal finances, health, social relationships, and families. Abuse of alcohol or use of drugs may cause an individual driving a motor vehicle to injure himself or herself or others and may subject the person to criminal prosecution. Drunk drivers are responsible for more than half of all traffic fatalities.

The following summarizes the effects and dangers of the major categories of drugs:

**Amphetamines:** Physical dependency, heart problems, infections, malnutrition, and death may result from continued high doses of amphetamines.

**Narcotics:** Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis, and death.





**Depressants:** These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions, and accidental overdoses.

**Hallucinogens:** These drugs may cause psychosis, convulsions, coma, and psychological dependency.

## **Counseling, Treatment, or Rehabilitation Programs**

As indicated previously, the administration of South Coast College maintains a list of hospital and community agencies available to assist employees and students seeking alcohol and drug counseling and treatment. Employees and students who have a substance-dependency problem are strongly encouraged to obtain counseling and treatment. Anyone seeking additional information about health problems and treatment related to alcohol and drug problems can contact the Campus President or Human Resources. Requests for assistance will be held in complete confidentiality and will be provided on a need-to-know basis only.

## **Sanctions**

A student who violates any provision of this policy shall be subject to appropriate disciplinary action, up to and including suspension and/or administrative withdrawal from South Coast College. Students may reapply for admission, through review, at a later date.

A student suspected of the possession, sale, manufacture, use, or distribution of a controlled substance, may be suspended from the student's program of study and may become ineligible for continued participation in the Higher Education Act (HEA), Title IV Student Assistance Programs. If convicted, the student's relationship with South Coast College will be terminated, and the student may lose the ability to participate in the HEA, Title IV Student Assistance Programs.

In addition, any student or employee who violates the standards of conduct as set forth in this policy may be subject to referral for prosecution.

A student who violates any provision of this policy shall be subject to appropriate disciplinary action, up to and including suspension and/or administrative withdrawal from South Coast College. Students may reapply for admission, through review, at a later date.

## **Legal Sanctions**

Students and employees are reminded that unlawful possession, distribution, or use of illicit drugs or alcohol may subject individuals to criminal prosecution. South Coast College will refer violations of prescribed conduct to appropriate authorities for prosecution.



Federal and state sanctions for illegal possession of controlled substances range from up to four years' imprisonment and up to \$20,000 in fines for each offense. Under federal laws, possession of drugs such as heroin or cocaine may result in sanctions of not less than five years and up to life imprisonment for a first offense involving 100 grams or more. Offenses involving lesser amounts, 10-99 grams, may result in sanctions up to and including 20 years' imprisonment and a fine of up to \$4 million.

Under California law, possession of marijuana is a misdemeanor, punishable by not more than one year in county jail or in state prison for a period of not less than one year or more than 10 years. Under California law, a person may still be deemed to be in possession of a controlled substance even if the controlled substance has been consumed. Delivery or sale of marijuana to a minor is punishable by up to five years in state prison. Possession or distribution of any controlled substance, such as heroin or cocaine, shall be punished by imprisonment in the state prison for two, three, or four years.

The state of California may impose a wide range of sanctions for alcohol related offenses. For example, a person under the age of 21 who presents or offers false identification for the purpose of obtaining alcohol is guilty of a misdemeanor and may be fined at least \$250 or be required to perform community service. The driver's license of any person found to have .08 blood alcohol while driving a motor vehicle may be suspended or revoked.

The term "controlled substance" as used in this policy means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812, and as further defined by regulation 21 C.F.R. 1208.01 et seq. The term does not include the use of a controlled substance pursuant to a valid prescription or other use authorized by law.

## **Federal, State, and Local Laws and Sanctions Regarding Alcohol**

It is South Coast College's belief that all disciplinary sanctions should assist in education and provide the opportunity for personal growth. The following is a summary of federal, state, and local laws regarding drugs and alcohol.

### **Laws regarding the use of alcohol**

South Coast College has established an alcohol use policy based on the tenet that those serving and drinking alcohol will do so legally and responsibly, with concern for others around them, and with an understanding of the social, personal and legal issues involved.

It is the responsibility of persons or groups that use, possess, distribute, or produce alcohol to be familiar with and abide by all laws regarding the sale and use of alcoholic beverages. The following is a summary of the more important laws that directly relate to the College's Alcohol and Substance Abuse Policy:



1. The purchase, possession, or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited (Business and Professional Code, 25658 and 25662).
2. It is a misdemeanor for anyone to sell, furnish, or give or cause to sell, furnish, or give any alcoholic beverage to a minor (Business and Professional Code 25658(a)).
3. It is prohibited to advertise alcoholic beverages in such a way as to encourage minor to drink (Business and Professional Code 25664).
4. It is a misdemeanor for a minor to have any alcoholic beverage in his or her possession on any street or highway or in any public place or in any place open to the public (Business and Professional Code 25662(a)).
5. Any minor who purchases any alcoholic beverage, or any minor who consumes any alcoholic beverage, or any minor who consumes any alcoholic beverage in any on-sale premises, is guilty of a misdemeanor and shall be punished by a fine of not less than \$100.00, no part of which shall be suspended (Business and Professional Code 25658(b)). 6. Minors attempting to purchase alcoholic beverages will be fined \$250.00 or required to perform 24-32 hours of community service for the first offense and \$500.00 for a second or subsequent offense. Violators may also be required to perform 36-48 hours of community service for a second offense (Business and Professional Code 25658.5).
7. No minor shall knowingly drive any motor vehicle carrying any alcoholic beverage, unless the minor is accompanied by the parent or legal guardian (California Vehicle Code 23224(a)).
8. Peace officers who lawfully enter premises may confiscate alcoholic beverages which are in plain view and possessed by or provided to minors at social gatherings. Alcoholic beverages in open containers that are confiscated may be destroyed while those in unopened containers shall be impounded for no more than seven (7) working days after which they too may be destroyed. Unopened containers may be released within the sever (7) days to the owner or resident of the property provided they are 21 years of age (Business and Professional Code 25662(b)).
9. Any person providing an alcoholic beverage to a minor will be contributing to the delinquency of a minor and guilty of a misdemeanor (Penal Code 272).
10. Possession of Alcohol in a Public Place  
It is unlawful to be in possession of alcoholic beverages in a public place (Orange Municipal Code 9.16.050). A public place is defined as any location where all members of the public have unrestricted access. This includes, but is not limited to, outside walkways within the College Campus and walkways and balconies within the Residence Halls/Apartments.
11. Intoxicated Person  
The use of intoxicating liquor by the average person in such quantity as to produce intoxication causes many commonly known outward manifestations which are "plain" and "easily seen or discovered." [People of the State of California v. Johnson, 185 P.2d 105 (Cal.App. Sup.Ct. L.A.Cty. 1947), p. 106]., the sale or furnishing of alcoholic beverages to an obviously intoxicated person is a misdemeanor (Business and Professional Code 25602).
12. Operation of a Vehicle



- a. It is unlawful for any person who is under the influence of an alcoholic beverage or any drug or under the combined influence of an alcoholic beverage and any drug, to operate a bicycle (California Vehicle Code 21200.5) or a motor vehicle (California Vehicle Code 23152(a)).
- b. No person shall drink any alcoholic beverage while driving a motor vehicle upon any highway (California Vehicle Code 23220).
- c. No person shall have in his or her possession, on his or her person, while driving a motor vehicle upon any highway, any bottle, can, or other receptacle, containing an alcoholic beverage which has been opened, or a seal broken, or the contents of which have been partially removed (California Vehicle Code 23223).

13. Sale of Alcohol

It is a misdemeanor to sell alcoholic beverages without a license from the State Alcoholic Beverage Control Board (Business and Professional Code 23300 and 23301). Included are forms of indirect sales such as selling tickets which may be exchanged for drinks, tickets of admission which include an alcoholic beverage or “passing the hat” during an event to cover the cost of alcohol.

	<b>State Law</b>	<b>Federal Law</b>
<b>Legal Drinking Age</b>	You must be 21 to drink or work at a bar in California, and you can work in a restaurant that sells alcohol at age 18.	You must be 21 to drink or work at a bar in California, and you can work in a restaurant that sells alcohol at age 18.
<b>BAC Limits</b>	California's maximum legal blood-alcohol content is .08 percent.	BAC maximum is .08. Minors are held to stricter standards under zero tolerance laws, which hold the driver to much lower blood alcohol content levels for criminal and/or license suspension purposes.
<b>Penalties</b>	\$200-\$500 average fine, average jail time of 6 months suspension after the first offense, and an average probation of 5 years.	Varies from state to state.
<b>Regulations</b>	In terms of possession of alcohol by minors, it exempts use by minors while under their parents' supervision.	For minors in possession, first offense is \$250 and/or 24 to 32 hours of community service, and the second offense is up to a \$500 fine and/or 36 to 48 hours of community service.



Criminal Sanctions under California Law for the unlawful possession or distribution of illicit drugs and alcohol include the following:

1. Imprisonment in State prison for possession of specified controlled substances, including opium derivatives and cocaine (Health and Safety Code Section 11350).
2. Imprisonment in State prison for two to four years for possession or sale of specified controlled substances, including opium derivatives and cocaine (Health and Safety Code Section 11351).
3. Imprisonment in State prison for three to five years for possession for sale of cocaine base (Health and Safety Code Section 11351.1).
4. Fine not exceeding \$50,000 for possession for sale of heroin (Health and Safety Code Section 11352.5).
5. Fine of not more than \$100 for possession of less than 28.5 grams of marijuana (one ounce); imprisonment in county jail and/or fine of not more than \$500, or imprisonment in State prison for possession of concentrated cannabis (Health and Safety Code Section 11357).
6. Imprisonment in State prison for possession or sale of marijuana (Health and Safety Code Section 11359).

	<b>State Law</b>	<b>Federal Law</b>
<b>Cocaine (50-4999 grams)</b>	<p>Possession can be prosecuted as a misdemeanor or felony with up to 3 years in prison. Penalties for possession for sale is 2, 3, or 4 years in the state prison. Possession for sale will often serve from 1 year in county jail or 18month sentence in the state prison. Various enhancements do exist in the California Code which may result in very long prison terms, such as being in possession for sale, or selling multiple kilogram quantities of the drug.</p>	<p>Not less than 5 years and not more than 40 years.</p> <p>If death or serious injury, not less and 20 years or more than life.</p> <p>Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p>
<b>Cannabis (1 to 49 plants; less than 50 kg)</b>	<p>Possession of one ounce or less can result in a fine of \$100 (plus fees). Possession of more than an ounce can result in a fine of \$500 (plus fees) and 6 months in jail.</p>	<p>Not more than 5 years; Fine not more than \$250,000, \$1 million other than individual</p>
<b>Heroin/Opiates</b>	<p>Possession can now be prosecuted as a misdemeanor or felony with up to 3 years in prison. Penalties for possession for sale is 2, 3, or 4 years in the state prison. Those convicted of possession for sale or sale/trafficking will often serve from 1 year in county jail, or 18-month sentence in state prison based upon the quantities and extent of their drug dealing if it is their first offense.</p>	<p>A first conviction for possession can result in up to one year in jail as well as a fine (minimum of \$100). Additional convictions will result in mandatory jail time as well as increased minimum fines.</p>



A copy of the South Coast College Drug and Alcohol Policies will be distributed annually in writing to each employee and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study.

EDGAR Part 86, Sec. § 86.100(a). Such notification will occur as follows:

Students: Upon initial enrollment at South Coast College and at registration thereafter

Employees: At hiring and annually thereafter

A copy of the South Coast College Drug and Alcohol Policies is maintained in the Student Services Office and Office of the President and on the South Coast College website:

<http://southcoastcollege.edu/images/pdf/da.pdf>

## **List of Community Services Available**

A Better Tomorrow

1320 West Pearl  
Anaheim, CA 92801  
(888) 224-6303

Provides a multitude of programs for treating chemical addictions and mental health issues

Alcoholics Anonymous

2191 North Orange Olive Road  
Orange, CA 92865  
(714) 637-9860

Provides group counseling, therapy for alcohol dependency

Catholic Charities

1800 East McFadden Ave.  
Santa Ana, CA 92705  
(714) 347-9600

Provides marriage, family, child, and individual counseling

Chapman Clean House

1412 East Chapman Ave.  
Orange, CA 92866  
(866)288-9779

Substance Abuse Treatment, Intervention Services, Intervention & Transport Service, Inpatient Care, Family Program, Dual Diagnosis Program and insurance accepted.





Children & Family Services  
800 N. Eckhoff St.  
Orange, CA 92868  
(714) 704-8000  
Provides in-home counseling for families

Mental Health Association of Orange  
12755 Brookhurst St.  
Garden Grove, CA 92840  
(714) 638-8277  
Residential Treatment Center for women only, self-pay facility.

Salvation Army  
1515 W. North Street  
Anaheim, CA 92801  
(714) 491-1450  
Social & Human Services



## **PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT**

Educational programs promoting the awareness of rape, acquaintance rape and other sex offenses are presented informally on campus. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim and what to do if you are attacked. Brochures on sexual assault issues are available in Operations, Room 103. Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's request, housing personnel, security, the Dean of Operations, the Executive Committee or other College officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

1. Go to a safe place following the attack.
2. Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
3. Go to a hospital emergency room for medical care.
4. Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
5. Call someone to be with you; you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at (714) 957-2737. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, the College will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that College personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in College housing, if applicable or the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

Rape Crisis Hotline/Sexual Assault Assistance Program  
(714) 957-2737 (Northwest Orange County) or  
(949) 831-9110 (South Orange County)  
1821 East Dyer Road, Suite 200, Santa Ana, CA 92705  
National Sexual Assault Hotline  
(800) 656-4673 or [www.rainn.org](http://www.rainn.org) (24 hour assistance)



## **Disciplinary Action and Sanctions**

On-campus disciplinary procedures against students will be in accordance with the College published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only the College's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal. See more regarding specific violence against women acts in the VIOLENCE AGAINST WOMEN ACT Section that follows.

## **INFORMATION REGARDING REGISTERED SEX OFFENDERS**

California's Megan's Law provides the public with certain information on the whereabouts of sex offenders so that members of our local communities may protect themselves and their children. The law requires the California Department of Justice to produce monthly a CD-ROM or other electronic medium containing information on serious and high-risk sex offenders. Access to the CD-ROM is mandated to be available for public viewing at all Sheriff's Departments, at Police Departments in cities with a population of 200,000 or more, and through the California Department of Justice.

Additional information pertaining to registered sex offenders may be accessed at the following local Sheriff and Police Department stations:

Orange Police Department  
1107 N. Batavia St.  
Orange, CA 92867 714-744-7444 [www.cityoforange.org](http://www.cityoforange.org)

Orange County Sheriff's Headquarters  
550 North Flower, 2<sup>nd</sup> Floor  
Santa Ana, CA 92702  
(714) 647-7040  
Available Monday through Friday from 8:00 a.m. until 4:00 p.m.



Anaheim Police Department

425 South Harbor Blvd.

Anaheim, CA 92805

(714) 765-1563

Available Tuesday through Thursday from 8:00 a.m. until 4:00 p.m. (Appointment required)

Costa Mesa Police Department

99 Fair Drive

Costa Mesa, CA 92626

(714) 754-5079

Available Tuesday through Friday from 7:00 a.m. until 4:00 p.m. (Appointment required)

Santa Ana Police Department

60 Civic Center Plaza

Santa Ana, CA 92701

(714) 245-8300

Available Monday through Friday from 9:00 a.m. until 4:00 p.m. (Appointment required)

In California law, Assembly Bill 488, sponsored by the Attorney General, now provides the public with internet access to detailed information on registered sex offenders. This expanded access allows the public for the first time to use their personal computers to view information on sex offenders required to register with local law enforcement under California's Megan's Law. Previously, the information was available only by personally visiting police stations and sheriff offices or by calling a 900 toll number. The new law was given final passage by the California Legislature on August 24, 2004 and signed by the Governor on September 24, 2004.

Information about Megan's Law and registered sex offenders can be accessed via the California Attorney General's web page at: <http://meganslaw.ca.gov>



## **POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS**

All incidents are reported and documented on the Incident Report, which is sent to the Dean of Operations, Kevin Magner. Reports are kept in a secure location in the office of the Dean of Operations, Room 103. The annual crime report is prepared by gathering campus crime statistics and data from local and state police and sheriff departments and other relevant information by Kevin Magner, Dean of Operations.

### **CRIME STATISTICS**

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. South Coast College prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Set forth in the first box below are statistics available to the College concerning the occurrence on the College's campus which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the College's campus, non-campus buildings and property, and public property. Finally, in the third box arrests and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.



## CAMPUS CRIME STATISTICS

### 1. General Crime Statistics

#### Criminal Homicide

##### Murder & non-negligent manslaughter

On Campus			Non-Campus			Public Property		
2018	2019	2020	2018	2019	2020	2018	2019	2020
0	0	0	0	0	0	0	0	0

##### Negligent manslaughter

On Campus			Non-Campus			Public Property		
2018	2019	2020	2018	2019	2020	2018	2019	2020
0	0	0	0	0	0	0	0	0

#### Sex Offenses

##### Forcible sex offenses

On Campus			Non-Campus			Public Property		
2018	2019	2020	2018	2019	2020	2018	2019	2020
0	0	0	0	0	0	1	0	0

##### Non-forcible sex offenses

On Campus			Non-Campus			Public Property		
2018	2019	2020	2018	2019	2020	2018	2019	2020
0	0	0	0	0	0	0	0	0

##### Robbery

On Campus			Non-Campus			Public Property		
2018	2019	2020	2018	2019	2020	2018	2019	2020
0	0	0	0	0	4	0	0	0

##### Aggravated Assault

On Campus			Non-Campus			Public Property		
2018	2019	2020	2018	2019	2020	2018	2019	2020
0	0	0	0	0	0	0	3	0



### Burglary

On Campus			Non-Campus			Public Property		
2018	2019	2020	2018	2019	2020	2018	2019	2020
0	0	0	0	0	0	1	0	0

### Motor Vehicle Theft

On Campus			Non-Campus			Public Property		
2018	2019	2020	2018	2019	2020	2018	2019	2020
0	0	0	0	0	0	0	0	1

### Arson

On Campus			Non-Campus			Public Property		
2018	2019	2020	2018	2019	2020	2018	2019	2020
0	0	0	0	0	0	0	0	0

### Vandalism

On Campus			Non-Campus			Public Property		
2018	2019	2020	2018	2019	2020	2018	2019	2020
0	0	0	0	0	1	0	0	0

### Arrests

#### Liquor Law Violations\*

On Campus			Non-Campus			Public Property		
2018	2019	2020	2018	2019	2020	2018	2019	2020
0	0	0	0	0	0	0	0	0

#### Drug Abuse Violations\*

On Campus			Non-Campus			Public Property		
2018	2019	2020	2018	2019	2020	2018	2019	2020
0	0	0	0	3	0	5	8	8

#### Weapons Violations\*

On Campus			Non-Campus			Public Property		
2018	2019	2020	2018	2019	2020	2018	2019	2020
0	0	0	0	0	0	1	1	0



1. Arrests for, and persons referred for campus disciplinary action for liquor law violations, drug violations, and illegal weapons possession. This category does not include students referred for disciplinary action unless the violation(s) was also a violation of law.

Arrests by specific category is listed below.

	On Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Drug Abuse Violations	0	0	0	0	0	0	5	5	8
Liquor Law Violations	0	0	0	0	0	0	0	0	1
Weapons Violations	0	0	0	0	0	0	0	1	1

Arrests by specific category is listed below.

	On Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Drug Abuse Violations	0	0	0	0	0	0	5	5	8
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	1	1

2. Hate Crimes by category of prejudice, and any other crime involving bodily injury reported to local police agencies or to a campus security authority that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability.

**Murder/Non-negligent man slaughter**

	On Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Race	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0





### Negligent manslaughter

	On Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Race	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0

### Sex Offenses – Forcible

	On Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Race	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0

### Sex Offenses – Non-forcible

	On Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Race	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0

### Robbery

	On Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Race	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0



### Aggravated Assault

	On Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Race	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0

### Burglary

	On Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Race	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0

### Motor Vehicle Theft

	On Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Race	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0

### Arson

	On Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Race	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0



### Simple Assault

	On Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Race	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0

### Larceny – Theft

	On Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Race	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0

### Intimidation

	On Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Race	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0

### Destruction/Damage/Vandalism of Property

	On Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Race	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0



## Violence Against Women

	On Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0

	On Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
<b>Dating Violence</b>	0	0	0	0	0	0	0	0	0

	On Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
<b>Sexual Assault</b>	0	0	0	0	0	0	0	0	0

	On Campus			Non-Campus			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
<b>Stalking</b>	0	0	0	0	0	0	0	0	0



## **VIOLENCE AGAINST WOMEN ACT POLICY**

### **INTRODUCTION**

The South Coast College is dedicated to fostering a campus learning environment that is free from any forms of sexual misconduct and gender-based discrimination. Students, who are victims of sexual misconduct including; sexual harassment, sexual assault, stalking, domestic violence, dating violence, or other gender-based harassment or discrimination are encouraged to report these actions to the appropriate administrator. Sexual harassment, sexual violence and other gender-based harassment occurring in the college setting implicates a federal law called Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of gender in education programs or activities. Reports of any allegations of this nature trigger certain responsibilities on the part of the College. This policy and its accompanying procedures are intended to ensure safe non-discriminatory campus environments among the College locations where academic success is paramount. Furthermore, it is the unwavering goal of the South Coast College to deter gender-based misconduct through:

1. Education and preventative programs;
2. Accessible services for victims and others affected by sexual or gender-based misconduct;
3. Fundamentally fair methods of investigation and resolution on any report of misconduct; and
4. Safeguards to ensure that recurrence is prevented and the acts of misconduct do not persist.

### **REFERENCES**

Education Code § 66281.5, 67382 and 67385;  
California Penal Code § 242, 243, 245, and 261 et seq.;  
California SB 967; 20 U.S. Code § 1092(f); 34  
Code of Federal Regulations § 668.46(b)(11);  
Government Code § 12950.1; Title 5 § 59320, 59324, 59326, 59328, and 59300 et seq.; 34  
Code of Federal Regulations § 106.8(b)  
U.S. Department of Education, "Dear Colleague Letter:"  
<http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>

### **SCOPE OF THE POLICY AND PROCEDURES**

#### **The College-Student Correspondence**

South Coast College institution's primary correspondence and notification mechanism with students shall be through the student email account provided by the student. At the College's discretion, students may be notified via U.S. certified mail, delivery in person, or by an alternate email on record from the student.



## **Jurisdiction**

The College's jurisdiction concerning alleged Student Code of Conduct violations extends to The College or any of its college activities occurring on The College property. This jurisdiction may also apply to student-to-student or student-to employee off-campus conduct and/or actions, including electronic activity (such as e-mail, texting, 4 telephone contact, social media), when the College administrator, or designee, determines that the off campus conduct affects, disrupts, or interferes with the educational mission of the campus.

## **SEXUAL MISCONDUCT POLICY (FOR STUDENTS)**

### **Sexual and Other Sexual Assaults on Campus**

- I. Any sexual assault or physical abuse, including, but not limited to rape as defined by California law, whether committed by an employee, student or member of the public, that occurs on the College property, is a violation of the College policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance. The President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing violence is provided and publicized as required by law.
- II. Reference: Education Code Section 67382, 67385; 20 U.S.C. § 1092(f); 34 C.F.R. § 668.46(b)(11) (CCLC)  
Other Misconduct Offenses (Will Fall under Title IX When Sex or Gender-Based)
  1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
  2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
  3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
  4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;
  5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
  6. Violence between those in an intimate relationship to each other; and
  7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.



## RESOURCES FOR STUDENTS

South Coast College is committed to maintaining a positive learning, working and living environment. The College will not tolerate acts of sexual harassment or sexual violence or related retaliation against or by any employee or student. When sexual harassment or sexual violence has occurred and is brought to the attention of a responsible administrator, steps will be taken to end the harassment or violence, prevent its reoccurrence, and address its effects. The following resources list the confidentiality obligations of South Coast College personnel at South Coast College with respect to reports of sexual misconduct:

### **Student Counseling and Health Services (Confidential Reporting)**

South Coast College has available confidential counseling for all registered students attending these institutions. Whether you are seeking support after a sexual assault or another form of sexual misconduct, [contact Rebecca Remsen, Title IX coordinator, to obtain referrals to services..](#)

### **Title IX Coordinator (Non-Confidential Reporting)**

The Title IX Coordinator, Dean of Operations, is responsible for promoting an institutional environment that is free of gender bias, sexual harassment, and other forms of sexual misconduct. In addition, the Title IX Coordinator's role is to monitor and evaluate the institution's Title IX compliance efforts and make recommendations for any appropriate changes and improvements. The Title IX Coordinator oversees the administration of this policy and procedures in a neutral and equitable manner.

### **Campus Security (Non-Confidential Reporting)**

Students may report sexual misconduct to [Rebecca Remsen, Title IX coordinator](#), or a local law enforcement agency where the misconduct occurred. To submit a campus security report involving sexual misconduct, contact the Dean of Operations at (714) 867-5009.

### **South Coast College Faculty and Staff (Non-Confidential Reporting)**

Students who report sexual misconduct behaviors to faculty and staff should not expect confidentiality. As mandated reporters, faculty and staff are obligated to report all statements of sexual misconduct to [Rebecca Remsen, Title IX coordinator](#).

## REPORTING SEXUAL MISCONDUCT

### **Time of Reporting a Complaint**

South Coast College does not limit the time for filing a complaint of sexual misconduct. Due to the passage of time, the College's ability to investigate and respond effectively may be reduced substantially; however, this will not hinder offering remedies and oncampus/off-campus services to the complainant.



## **Requesting Confidentiality in Connection with a Report to the College**

When the College becomes aware of sexual violence, the College may have an obligation to proceed with an investigation, regardless of a complainant's wishes, in order to ensure campus safety. You are not required to participate if you choose not to; however, this may limit the College's ability to respond to the incident. If you request that your name or other identifying information not be used in an investigation, the College will consider your request in light of the context of its responsibility to provide a safe and nondiscriminatory environment. In most cases, information including your name may be shared with the respondent, witnesses and with college officials who have a legitimate need to know. Beyond that, the College will take steps to protect your identity and the identity of all individuals involved. **Anonymous allegations directed at anyone cannot be addressed.**

### **Confidentiality**

Any Information provided to The College employees may be shared with other The College employees, law enforcement, and other parties consistent with law, and only on a "need to know" basis. The College employees shall endeavor to honor any complainant's or victim's request for confidentiality; however, confidentiality cannot always be assured. The College may weigh requests for confidentiality against its duty to provide a safe and nondiscriminatory environment for all members of the campus community. Interim

### **Accommodations**

The Title IX Coordinator, or designee, will work with the students affected by the sexual misconduct report to ensure safety and promote their well-being. Sometimes this assistance will take the form of immediate interim actions or accommodations to support and protect the involved students in the immediate aftermath of an incident and while an investigation or disciplinary action is pending. The Title IX Coordinator, or designee, may assign a victim's advisor to the person who reported the complaint or the complainant may choose his/her own. Likewise, the Title IX Coordinator may determine other remedies, such as, but not limited to, accommodations relating to changing academic schedules, restrictions on the alleged perpetrator pending investigation, and other remedies to promote the well-being, safety, and restoration of alleged victim.

### **Related Alcohol and Drug Violations**

The institution understands that students are reluctant to file complaints of sexual misconduct when alcohol and/or drugs were illegally used. The severity of the infraction will determine the nature of the college's response, but whenever possible the college will respond educationally rather than punitively to the illegal use of drugs and/or alcohol associated with a report of sexual misconduct.





## **Unknown/Non-College Offenders**

South Coast College will investigate reports of incidences affecting college students that are committed by individuals who are not members of the college community or whose identity is not known to the extent it is able, and take appropriate actions designed to protect affected students and others in the college. The College will offer appropriate remedies and on-campus/off-campus services to the complainant.

## **Campus Awareness Events and Programs**

As a committed entity on educating our campus community of the impact that sexual misconduct has on an individual and the campus community, South Coast College supports public awareness events and programs surrounding these issues. The disclosure of incidents of sexual misconduct at such events is not considered a report to the campus for purposes of triggering an investigation of a particular incident.

## **Anti-Retaliation/Anti-Intimidation Policy**

Any form of retaliation or intimidation against anyone who has complained of or formally reported discrimination, harassment, or sexual misconduct, or has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else, will not be tolerated, and violates both this policy and applicable law.

# **PROCEDURES FOR RESPONDING TO STUDENT SEXUAL MISCONDUCT**

## **Rights of the Complainant and Respondent**

South Coast College does not discriminate based upon age, race, ethnicity, sexual orientation, gender, national origin, veteran's status, gender identification, or genetic information in administering The College educational policies and procedures. The College complies with the American with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Students are entitled to a fundamentally fair process, including reasonable notice of allegations of violations of sexual misconduct, the opportunity for the student to be heard and to afford the student the opportunity to present evidence prior to the administrative determination of the alleged violations, except when immediate interim suspensions or restrictions are deemed necessary pending an investigation and determination of the matter. Any Sanctions imposed under this policy shall be appropriate to the nature of the violations, as determined by the College designee or panel.

Throughout this process, both the complainant and respondent have the following rights:

- To be treated with respect by The College officials
- To take advantage of campus support resources to help remedy and restore
- To experience a safe living, education, and work environment



- To have an advisor during an adjudication process
- To refuse to have an allegation resolved through conflict resolution procedures
- To be free of retaliation
- To have complaints heard in substantial accordance with procedures  To fully participate in any process whether the injured party is serving as the complainant or the institution is serving as complainant
- To be informed in writing of the outcome/resolution of the complaint, any sanctions imposed, and the rationale for the outcome, when permissible. Special Requests/Accommodations

The Student may have an interpreter attend the investigation meeting and the proceeding before the College Disciplinary Committee or Panel. An interpreter accompanying a Student to the proceeding before the investigator, College Disciplinary Committee, or Panel must provide evidence of his/her certification as a certified interpreter to the investigator and/or College Disciplinary Committee at least five days prior to the commencement of the proceeding. The interpreter may only interpret for the student, and shall not expand or enhance the student's testimony. Likewise, the use of assistive technology must be reviewed and approved at least five days prior to the commencement of the proceeding.

### **Student Right to Review Records**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the college. Colleges are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

### **Advisors**

Student conduct proceedings are not formal court hearings but are administrative actions imposed by the College. Although The College-related sanctions may be imposed, the process is intended to provide an opportunity of learning. Both the complainant and the respondent (student charged) may elect to be accompanied by an advisor to any meeting(s) or interview(s). The advisor's role is limited to observing and consulting with and providing support to the complainant or respondent. An advisor may not participate (speak) in the investigation and hearing processes on the student's/complainant's behalf. The advisor should also maintain confidentiality.



## **Presence of Legal Counsel (Not an Advisor)**

An attorney duly licensed to practice in the State of California may accompany the student to any proceeding. The attorney shall not make any statements or presentations to the judicial panel, examine or cross-examine any witnesses, or present evidence or any written material to the panel. An attorney may not in any way disrupt or interfere with the panel's process. Any violation of this section shall result in the immediate removal of the attorney. An attorney shall provide the College Disciplinary Committee with a retention letter confirming that he/she has been retained by the student at least five (5) days before the proceeding so that the necessary arrangements can be made for an attorney for the College to be present at the proceeding. The attorney's retention letter shall include the attorney's State Bar number and telephone number.

## **Declining to Participate**

A complainant and/or respondent may decline to participate in the investigation and proceeding. In these cases, the investigation and adjudication process will continue and a determination of "responsible" or "not responsible" will be made without the benefit of the complainant's and/or respondent's input.

## **Reluctant to Make a Formal Complaint**

As a complainant/victim of an incident of sexual misconduct, you may want to inform the college of the alleged violation and unwilling to participate further in any investigation and/or disciplinary action against the student(s) who has been accused. The College has an obligation to investigate to the extent of the information that is available and known. If during the investigation the investigator finds corroborating information, it may be determined that is necessary to move forward with the student conduct process without the involvement to the complainant or to implement other appropriate remedies. If a complainant does not wish to participate in the student conduct process, there is an obligation to document the incident. When a report is being documented, there will be no personally identifying information about the complainant. The complainant will be notified of any actions by the College, coupled with a letter stating the choice to participate in the investigation and/or student conduct process.

## **Written Submissions**

### **Impact Statements**

The purpose of impact statements is to allow the complainant and respondent, during the sanctioning process, to describe to the panel how this violation has had an impact on them. The panel only may use information from these statements to help determine an appropriate sanction(s). Impact statements may provide information about damage to complainant/respondent that would otherwise have been unavailable to the panel. A complainant is not required to appear before a panel but is empowered by the panel to convey their experience(s) in the case in written form.



## **Time Frames**

The Title IX Officer, or designee, shall use best efforts to seek and resolve sexual misconduct reports within 60 calendar days of an initial report, not including appeals.

The general timeline is as follows:

- Review and investigation process begins within 7 calendar days after the date of the initial report.
- Investigation is completed within 25 calendar days after the investigation begins.
- Hearing (if any) is held within 20 calendar days after the conclusion of the investigation.
- Determination of the hearing is issued within 7 calendar days after the completion of the hearing.
- Notice of Sanction(s) issued within 7 calendar days after the completion of the hearing.
- Notice of appeals filed by either or both complainant and respondent to the College Disciplinary Committee within 7 calendar days after the notice of determination and sanction(s).
- Appeal hearing is held within 20 calendar days after complainant and/or respondent's notice of appeal was received.
- Determination of appeal hearing by the President, or designee, is issued within 7 days after the completion of the appeal hearing.

## **Notice**

The Title IX Officer, or designee, will provide electronic mail notice to the involved parties with the following information:

- A description of the alleged violation(s);
- A description of the applicable policies;
- A statement of the potential sanctions/responsive actions that could result; and
- A required date, time, and location of the hearing, superseding all other campus and work activities.

If any party does not appear at the scheduled review, investigation, or proceeding, the meeting will be held in his/her absence. For compelling reasons, the Title IX Officer, or designee, may reschedule the meeting.

Time frames for reviews, investigations, and hearings may vary depending on the details of a case and at certain times of the academic year for possible violations that occur near, during, or after The College holidays, breaks, or the end of an academic term, in which meetings will be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by this policy and procedures.

## **Investigation**

South Coast College, through a trained Title IX Team, will investigate any and all reports of alleged violations of sexual misconduct. Anyone who believes the Student Code of Conduct on sexual misconduct has been violated should contact a mandated reporter at each The College campus. The investigators will interview the complainant, respondent, and any witnesses (if appropriate).



The investigator will also gather information, documents, and materials (if any) that is relevant to the case.

The College Disciplinary Committee makes a determination based on the investigation's evidence. After the investigation, the investigator refers the findings of the case to the College Disciplinary Committee, or designee, and may recommend or impose a "responsible" or "not responsible" determination. The investigator may also recommend appropriate sanctions.

### **Informal Resolution Options**

If appropriate, the South Coast College Title IX Office may seek to resolve certain sexual misconduct cases through an informal process involving both the complainant and respondent:  
Informal Resolution

The Respondent accepts the findings of the investigation and, if appropriate, sanctions by the Title IX Officer or designee.

### **Mediation**

As mutually agreed upon by the Title IX Officer, complainant, and respondent, a participatory mediation between all parties involved may occur to resolve the alleged violation. Sanctions may be determined in mediation, as outlined in the U.S. Department of Education's "Dear Colleague Letter" (2011):

<https://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.html>

### **Administrative Resolution**

The Title IX Officer, the respondent, and/or when appropriate, the complainant, may request an administrative hearing through a single College designated administrator, typically a Title IX Officer or designee.

### **Proceedings**

If an informal resolution process is not available, the College will convene a trained formal judicial panel to conduct and to make a determination of the alleged violation and to impose possible sanctions. The College shall make reasonable efforts to give the student(s) an opportunity to refute the accusation or otherwise provide relevant information to the panel regarding the incident(s) which led to the belief by the investigator, or designee, that the student(s) violated the Student Code of Conduct in a proceeding format.

### **Construct of the Judicial Panel**

The proceeding is closed to all persons except the: 1) College Disciplinary Committee; 2) student charged; 3) advisor; an attorney or other professional, expert, or consultant retained by the College; 4) witness(es) (while testifying); 5) a court-certified interpreter at the student's own



expense; 6) selected members of the panel; and 7) any person to assist the hearing officer. Likewise, the Title IX Coordinator, or designee, may be present to ensure a fundamentally fair process and compliance. Panel members for an appeal hearing will consist of South Coast College employees only. No students will be asked to serve on a hearing panel due to the sensitive nature of the subject matter.

If the student is a minor, the student's parent or legal guardian must be present during the hearing.

### **Selection of the Judicial Panel**

The following process determines possible members of a judicial panel. Members come from the South Coast College. All members participating on a judicial panel are oriented and trained to adjudicate a sexual misconduct case. The College Disciplinary Committee, in consultation with the Title IX Coordinator, or designee, will devise the panel. The panel will consist of 3 or 5 members. a. Within thirty days of the beginning of the fall Semester, the College shall send a list of at least six faculty members who will be eligible to serve on a hearing panel to the College Disciplinary Committee. The list shall remain on file and in effect until a new list is provided. B. Managers and Classified personnel members of the panel will be chosen upon interest and availability.

### **Members of the Panel and a Conflict of Interest**

The panel shall be chosen by the Dean of Operations except that the panel shall not include any person who was a participant in the event, out of which the disciplinary action arose, nor shall it include any person who has had a past association with the student or any other party to the hearing which could impede the individual's ability to act in a fair and impartial manner. A panel member who is chosen must disclose any potential or actual conflict of interest.

#### **Parallel Student Conduct Proceedings**

Student Conduct Code proceedings are independent from court or other administrative proceedings. Discipline may be instituted against a student also charged in civil or criminal courts based on the same facts that constitutes the alleged violation of the Student Code of Conduct. The College may proceed before, concurrently with, or after any judicial or other administrative proceedings, except in cases involving sexual misconduct. In sexual misconduct cases, the College shall proceed without undue delay in accordance with federal and state law requirements, and The College policies and procedures.

### **Proceeding Procedures**

1. The chair will call the proceeding to order, explain the procedures of the proceeding, and have all parties introduce themselves.
2. The chair will present the guiding principles/norms of behavior in the proceeding to guarantee control of the proceeding, make certain that all parties respect the right of others to make statements, and to ensure confidentiality.



3. The Dean of Operations, and if applicable her/his witness(es), shall have up to forty-five (45) minutes to present relevant evidence conducted by the investigator and witnesses (if 11 applicable) to support the determination by the College Disciplinary Committee that a violation of the Student Code of Conduct has occurred.
4. The respondent may question any witnesses presented by the College Disciplinary Committee. Members of the panel may also question any witness(es) presented by the College Disciplinary Committee. Questioning by the student or the committee shall not be considered part of the time allotted for presentation of the College Disciplinary Committee's evidence. It is the discretion of the chair to impose a timeline on questioning.
5. The student charged, and if applicable her/his witness(es), shall have up to forty-five (45) minutes, if necessary, to present relevant evidence bearing on the accusation. The College Disciplinary Committee may question any witnesses represented by the student. Members of the panel may also question witnesses. Questioning by the panel shall not be considered part of the time allotted for presentation of the student's evidence. It is the discretion of the chair to impose a timeline on questioning.
6. The College Disciplinary Committee, and then the student charged may make a closing statement to the panel. These closing statements shall be limited to a maximum of ten minutes each. The chair shall have the authority to extend the time limits, but must ensure equal time.

Once all information has been collected, the chair, or designee, will:

7. Reiterate the alleged policy violation(s);
8. Remind all parties involved of the Standard of Proof (Preponderance of Evidence);
9. Remind all parties of confidentiality and of all imposed interim sanctions that are active and must be adhered to;
10. Remind all parties to review South Coast College's Student Code of Conduct to understand their student rights and responsibilities;
11. Inform all parties of the deliberation process and the projected timeline for notification; and
12. Remind the respondent and the complainant, if applicable, that notification and all communication are via The College email accounts.

Additional proceeding rules include:

- Information Regarding Romantic or Sexual History. The panel will not consider the romantic or sexual history of either the complainant or the respondent in cases involving allegations of sexual misconduct, except for testimony offered by one or the other about the complainant's and respondent's shared sexual history that the panel deems relevant. The existence of a sexual relationship between the complainant and respondent does not support the inference of consent to alleged sexual misconduct.
- Prior Conduct Violation. The hearing panel will not consider the respondent's prior conduct violations, unless:





1. The respondent was previously found to be responsible, and
2. The previous incident was substantially similar to the present allegation(s) and/or the information indicates a pattern of behavior by the respondent.

Use of Cell Phones and Recording Devices. Cell phones and recording devices may not be used in the investigation meetings and hearings.

### **Panel Determination/Standard of Proof**

The panel will find a student either “responsible” or “not responsible” based on a majority vote. If a panel determines a student is “responsible” for violating the Student Code of Conduct, the matter will advance to the sanctioning stage. In all cases involving alleged violations of the Student Code of Conduct, the standard of proof is the “preponderance of the evidence” standard as set forth in the definitions herein (e.g., more likely than not). This standard is also employed when making determinations regarding interim restrictions/actions.

### **Sanctions**

#### How Sanctions are Determined

It is the commitment from the College that respondents found “responsible” for violating sexual misconduct policies are imposed of sanctions that are:

- Fair and appropriate given the facts of the particular case;
- Consistent with the College’s handling of similar cases;
- Adequate to protect the safety of the campus community; and
- Reflective of the seriousness of the sexual misconduct.

The relevant factors that are considered when imposing sanctions are:

1. The specific sexual misconduct at issue (such as penetration, touching, unauthorized recording, and so on);
2. The circumstances accompanying the lack of consent (such as force, threat, coercion, incapacitation, and so on);
3. The respondent’s state of mind (intentional, knowing, bias-motivated, reckless, and so on);
4. The impact of the offense on the complainant;
5. The respondent’s disciplinary history;
6. The safety of the campus community; and
7. The conduct respondent’s conduct during the disciplinary process.

### **Non-Appealable Sanctions**

The following sanctions may be imposed for violation of this Student Code of Conduct. These sanctions are not exclusive and may not be appealed:

- Disciplinary Probation consists of written notice to the student by the College





Disciplinary Committee that the student has violated this Student Code of Conduct (including a specified period of time) with conditions as imposed by the College Disciplinary Committee. Any subsequent violations of this policy by the student during the term of the probation or the student's failure to comply with any condition of probation imposed by the College Disciplinary Committee will result in additional sanctions under this policy.

- **The College Restriction.** The College Disciplinary Committee may for a specified period of time restrict the student's access to parts or areas of the College and/or The College property.
- **Exclusion From The College Activities** prohibits the student from participating in any The College co-curricular and/or extra-curricular activity(ies) for a period to be determined by the College Disciplinary Committee.
- **Mental Health Clearance.** Mental Health Clearance may be required before a student is readmitted to a particular class or allowed to come onto The College property. The College Disciplinary Committee must receive a letter from a licensed mental health professional stating that in his/her professional judgment the student will no longer continue the behavior which gave rise to the College Disciplinary Committee taking disciplinary action against him/her or that the student's continued presence on campus is not a threat to himself/herself or others. The mental health professional must be licensed by the State of California and the College The College Administrator must verify that the mental health professional is credentialed to render a professional opinion. The student shall bear the cost and expense of obtaining mental health clearance.
- **Restitution** requires the student to repay the College or any person for the cost of replacing or repairing any property taken, destroyed or damaged by the student. This student may also be charged a service charge and/or collection fee under the College policy regarding service charges and collection fees.
- **Restriction from Attendance at The College Events.** The College Disciplinary Committee may restrict the student from attending some or all The College events for a specified period of time.
- **Short Term Removal From Class** for a period not to exceed four class meetings, may be imposed by any instructor on a student who is disrupting the class or otherwise interfering with the ability of other students in the class to learn. Before removing a student from class, an instructor shall first give or make reasonable efforts to give the student notice of his/her intent to remove the student and a reasonable opportunity for the student to modify his/her behavior. The instructor or program supervisor shall notify the College Disciplinary Committee, in writing, immediately following his/her removal of a student under this section, with a copy to the Dean of the academic division. The student may not return to the class until the student has met with the College Disciplinary Committee. The College Disciplinary Committee shall contact the student to arrange such a meeting.



- Short Term Suspension prohibits the student from attending classes or entering onto any The College Property for a period of one (1) to ten (10) days as determined by the College Disciplinary Committee.
- Hold on Records which consists of the withholding of transcripts and/or other student records. This is imposed when a student fails to repay debts to the College, return The College equipment or make restitution to the College. A hold on records may also be asserted if a student does not comply with requests such as, but not limited to, required meeting or appointments.
- Administrative Withdrawal from Class prohibits a student's continued presence in the class if his/her behavior is disruptive of the class and interferes with the ability of other students in the class to learn or in any way endangers himself/herself or others. When this sanction is applied the student will be administratively withdrawn by College Disciplinary Committee.
- Grade Change from a "Withdraw" to a letter grade may be imposed where the College Disciplinary Committee, together with the instructor, determine this is an appropriate sanction.
- Written Warning is a written reprimand and warning to the student by the College Disciplinary Committee that he/she has determined that the student has violated this Student Code of Conduct and is on notice.

## **Appealable Sanctions**

The following sanctions imposed by the College Disciplinary Committee or panel may be appealed:

- Expulsion prohibits the student from attending any classes or registering as a student in the College for an indefinite period of time. Expulsion prohibits the student from entering onto any The College property without written permission of the College. Expulsion will be imposed immediately. When expulsion has been recommended, the student shall be immediately suspended pending Committee action.
- Long Term Suspension prohibits the student from attending classes, registering as a student or entering onto any The College property without written permission of the College Disciplinary Committee for a period from eleven (11) days to three (3) years as determined by the College Disciplinary Committee and/or the College President. Long term suspension may be imposed immediately or at the end of the current term at the discretion of the College Disciplinary Committee.

A student may be required to attend classes at their own expense to further educate the student in the severity of the exhibited behavior.



## Ongoing Accommodations for Complainant

Whatever the outcome of the informal resolution or hearing process, a complainant may request ongoing or additional accommodations. In consultation with other campus entities, a determination will be made on whether such measures are appropriate.

Potential ongoing accommodations include:

- Providing an escort to vehicle.
- Changing the complainant's academic schedule.
- Adjusting the complainant's on campus work schedule.
- Allowing the complainant to withdraw from or retake a class without penalty. □ Providing access to tutoring or other academic support, such as extra time to complete or retake a class.

### Additional Responses

The College may also determine that additional measures are appropriate to respond to the effects of the incident. Additional responses for the benefit of the College community may include:

- Revision of the College's policies and procedures regarding sexual misconduct.
  - Additional training and education materials for students, faculty, and staff.
  - Increased monitoring, supervision, or security at locations or events where the sexual misconduct occurred.
  - Ensuring relevant climate surveys that focus on safety, security, inclusion are gathered to improve on developing a culture that is intolerant of sexual misconduct.
- Appeals  
Either the complainant or the respondent or both may appeal the determination of the judicial panel and/or sanctions. Disagreeing with the finding of the sanction is not, by itself, grounds for appeals. Students are allowed one appeal. The decision of the appeal panel is final.

### Specific Grounds for Appeal:

1. A procedural error or omission occurred that significantly impacted the outcome of the hearing (for example, substantiated bias, material deviation from established procedures, and so on).
2. The sanction is excessive, insufficient, or significantly disproportionate to the violation.

## DEFINITIONS

### Sexual Misconduct

- An umbrella term for offenses that are sexual or gender-based, which include, but are not limited to:
  - Sexual Harassment
  - Non-Consensual Sexual Contact (or attempts to commit same)
  - Non-Consensual Sexual Intercourse (or attempts to commit same)
  - Sexual Exploitation



## **Non-Consensual Sexual Contact**

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force. The determination of whether an environment is “hostile” must be based on all of the circumstances. These circumstances could include:

- The frequency of the conduct;
- The nature and severity of the conduct;
- Whether the conduct was physically threatening;
- Whether the conduct was humiliating;
- The effect of the conduct on the alleged victim’s mental or emotional state; □ Whether the conduct was directed at more than one person;
- Whether the conduct arose in the context of other discriminatory conduct;
- Whether the conduct unreasonably interfered with the alleged victim’s educational or work performance;
- Whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness
- Whether the speech or conduct deserves the protections of academic freedom or the 1st Amendment.

## **Sexual Contact**

Includes Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

## **Non-Consensual Sexual Intercourse**

Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

## **Sexual Harassment**

Sexual Harassment is unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the college’s educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to



comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

### **Sexual Exploitation**

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

### **Force**

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Elements of force also includes physical force, threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me. I'll do what you want.").

Physical Force (violence, abuse, compulsion) – Physical force is the classic construct, equated with violence or the use of a weapon. No matter how slight, any intentional physical impact upon another, use of physical restraint or the presence of a weapon constitutes the use of force.

Threats (harassment) – Any threat that causes someone to do something they would not have done absent the threat is enough to prove forcible compulsion. For example, if I threaten you with a negative consequence and that threat causes you to acquiesce in sexual activity, forcible compulsion is present, and sexual misconduct has occurred. - If you don't have sex with me, I will harm someone close to you - If you don't have sex with me, I will tell people you raped me - If you do not have sex with me, I will spread a rumor you are gay - If you don't sleep with me, I will fail you

Intimidation (implied threats, abuse) – Intimidation is defined as an implied threat, whereas threats are clear and overt. It is a situation where someone uses their power or authority to influence someone else.

Coercion (pressure, duress, cajoling, compulsion, abuse) – Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

- Cases will be investigated regardless of whether the accuser resisted the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

- In order to give effective consent, one must be of legal age (18 years or older). - Sexual activity with someone who one should know to be—or based on the circumstances should reasonably have known to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation.

### **Stalking**

A course of conduct directed at a specific person that would cause a reasonable person to feel fear or suffer substantial emotional distress. Stalking involves repeated and continued harassment against the expressed wishes of another individual, which causes the targeted individual to feel emotional distress, including fear or apprehension. Stalking behaviors may include: pursuing or following; unwanted communication or contact—including face-to-face, telephone calls, voice messages, electronic messages, web-based messages, text messages, unwanted gifts, and so on; trespassing; and surveillance or other types of observation.

### **Domestic Violence**

The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse directed towards (a) a current or former spouse or intimate partner; (b) a person with whom one shares a child; or (c) anyone who is protected from the respondent's acts under the domestic or family violence laws of California. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Domestic violence can be a single act or a pattern of behavior in relationships.

### **Dating Violence**

The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse directed towards a person who is or has been in a social relationship of a romantic or sexually intimate nature with the victim. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Dating violence can be a single act or a pattern of behavior in relationships.



## **Consent**

Consent is informed. Consent is an affirmative, unambiguous, and conscious decision by each 17 participant to engage in mutually agreed-upon sexual activity.

Consent is voluntary. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of the relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

- Consent cannot be given when a person is incapacitated. A person cannot consent if she/he is unconscious or coming in and out of consciousness. A person cannot consent if she/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if her/his understanding of the act is affected by a physical or mental impairment.

## **Retaliation**

Any act of reprisal is a violation of policy. Examples of actions that might be retaliation against a complainant, witness, or other participant in the complaint process include:

- Singling the person out for harsher treatment;
- Lowering a grade or evaluation;
- Failing to hire, failing to promote, withholding pay increase, demotion, or discharge; □ Providing negative information about the person in order to interfere with his or her prospects for employment, admission, or academic program.

## **Hostile Environment**

A hostile environment may arise when unwelcome conduct of a sexual or gender-based nature affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening or abusive educational and/or living environment. A single, isolated incident of sexual or gender-based harassment may, based on the facts and circumstances, create a hostile environment.

## **Incapacitation**

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction).



The College policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including but not limited to Rohypnol, Ketamine, GHB, Burundanga, and so on, is prohibited, and administering one of these drugs to another student is a violation. More information on these drugs can be found at 911 Rape Information.

Complainant “Complainant” means the person(s) reporting alleged violations of this Student Code of Conduct.

Respondent “Respondent” means the person(s) who are alleged to have violated the Student Code of Conduct.





## Requirements

In order to develop, implement, and maintain your information security program, you shall:

Designate an employee or employees to coordinate your information security program.

Identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information, and assess the sufficiency of any safeguards in place to control these risks. At a minimum, such a risk assessment should include consideration of risks in each relevant area of your operations, including:

Employee training and management;

Information systems, including network and software design, as well as information processing, storage, transmission and disposal; and

Detecting, preventing and responding to attacks, intrusions, or other systems failures.

Design and implement information safeguards to control the risks you identify through risk assessment, and regularly test or otherwise monitor the effectiveness of the safeguards' key controls, systems, and procedures.

Oversee service providers, by:

Taking reasonable steps to select and retain service providers that are capable of maintaining appropriate safeguards for the customer information at issue; and

Requiring your service providers by contract to implement and maintain such safeguards.

Evaluate and adjust your information security program in light of the results of the testing and monitoring required by paragraph (c) of this section; any material changes to your operations or business arrangements; or any other circumstances that you know or have reason to know may have a material impact on your information security program.

### Cybersecurity Compliance – General Overview

As the number and severity of cyberattacks increases, industry standards organizations and governments seek to enforce cybersecurity by establishing more stringent compliance requirements. However, compliance requirements often lag behind cybersecurity risk. Therefore, to prepare for changing compliance requirements, organizations need to create an approach to cybersecurity so that they can stay ahead of the evolving requirements.

What are the data breach risks?

The **2019 Data Breach Investigation Report** noted several trends.

43% of data breaches involved small businesses

69% of breaches were perpetrated by outsiders

53% of breaches featured hacking

33% of breaches included social engineering

71% of breaches were financially motivated

56% of breaches took months or more to discover



The newest statistics indicate that cybercriminals target small businesses to gain unauthorized access to data that they can sell on the dark web. Hacking and social engineering attacks focus on exploiting weaknesses in systems, networks, software, and people to gain entry.

Many small businesses currently lack the appropriate resources necessary to defend against these attacks, which increases the likelihood that cybercriminals will continue to target them.

### **What is compliance?**

In general, compliance is defined as following rules and meeting requirements. In cybersecurity, compliance means creating a program that establishes risk-based controls to protect the integrity, confidentiality, and accessibility of information stored, processed, or transferred.

However, cybersecurity compliance is not based in a stand-alone standard or regulation. Depending on the industry, different standards may overlap, which can create confusion and excess work for organizations using a checklist-based approach.

For example, the healthcare industry needs to meet Health Insurance Portability and Accountability Act (HIPAA) compliance requirements, but if a provider also accepts payments through a point-of-service (POS) device, then it also needs to meet Payment Card Industry Data Security Standard (PCI DSS) requirements.

Moreover, as compliance requirements shift from control-based to risk-based, the landscape of cybersecurity compliance also shifts.

### **Steps to Creating a Cybersecurity Compliance Program**

#### *Create a Compliance Team*

Even in small to mid-sized businesses, a compliance team is necessary. Cybersecurity does not exist in a vacuum. As organizations continue to move their business critical operations to the cloud, they need to create an interdepartmental workflow and communicate across business and IT departments.

#### *Establish a Risk Analysis*

As more standards and regulations focus on taking a risk-based approach to compliance, organizations of all sizes need to engage in the risk analysis process.

#### *Identify*

Identify all information assets and information systems, networks, and data that they access.

#### *Assess Risk*

Review the risk level of each data type. Determine where high risk information is stored, transmitted, and collected and rate the risk of those locations accordingly.

#### *Analyze Risk*

After assessing risk, you need to analyze risk. Traditionally, organizations use the following formula: Risk = (Likelihood of Breach x Impact)/Cost

#### *Set Risk Tolerance*



After analyzing the risk, you need to determine whether to transfer, refuse, accept, or mitigate the risk.

#### *Set Controls*

Based on your risk tolerance, you need to determine how to mitigate or transfer risk. Controls can include:

Firewalls

Encryption

Password policies

Vendor risk management program

Employee training

Insurance

#### *Create Policies*

Policies document your compliance activities and controls. These policies serve as the foundation for any internal or external audits necessary.

#### *Continuously Monitor and Respond*

All compliance requirements focus on the way in which threats evolve. Cybercriminals continuously work to find new ways to obtain data. Rather than working to find new vulnerabilities, called Zero Day Attacks, they prefer to rework existing strategies. For example, they may combine two different types of known ransomware programs to create a new one.

Continuous monitoring only detects new threats. The key to a compliance program is to respond to these threats before they lead to a data breach. Without responding to an identified threat, the monitoring leaves you open to negligence arising from lack of security.

Why you need continuous documentation for continuous assurance Security is the act of protecting your information. Compliance is the documentation of those actions. While you may be protecting your systems, networks, and software, you cannot prove control effectiveness without documentation.

Documenting your continuous monitoring and response activities provides your internal or external auditors with the information necessary to prove governance. Moreover, the documentation process eases conversations with business leadership and enables the Board of Directors to better review cybersecurity risk. Since compliance requirements focus on Board governance over the cybersecurity program, documenting risk, monitoring, and remediation in an easy-to-digest way enables you to meet these compliance requirements.

Why you need a single-source-of-information. With the number of stakeholders involved in cybersecurity compliance activities, maintaining shared documents leads to a variety of potential compliance risks. Shared documents can be updated without the document owner's knowledge. People can make copies which leads to multiple versions which leads to lack of visibility.

A single-source-of-information allows all stakeholders to track and review compliance activities while maintaining compliance data integrity.



## **PURPOSE**

This policy defines security requirements that apply to all information assets of South Coast College. All departments of South Coast College must meet South Coast College security of business needs or satisfy specific legal requirements listed below which exceed the security requirements instituted in this document; but all departments must, at a minimum, achieve the security levels required by this policy.

The primary objectives of this policy and security programs are to:

- Manage the risk of security exposure or compromise of South Coast College information assets;
- Designate responsibilities for the protection of South Coast College information;
- Optimize the integrity and reliability of South Coast College information assets;
- Reduce opportunities for the introduction of errors in information assets supporting South Coast College business processes;
- Protect South Coast College senior management and staff, and preserve senior management's options in the event of an information asset misuse, loss or unauthorized disclosure;
- Promote and increase the awareness of information security at South Coast College.
- Support the Mission Statement of South Coast College.

## **SCOPE**

This policy is applicable to entities, staff and all others who have access to or manage South Coast College information. This policy encompasses all information systems for which South Coast College has administrative responsibility. It addresses all digital information which is created or used in support of South Coast College business activities. Where conflicts exist between this policy and a South Coast College departmental policy, the more restrictive policy will take precedence.

Information security refers to the protection of information from accidental or unauthorized access, destruction, modification or disclosure. Digital information is defined as the representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing by computer automated means. Digital information is relayed in a variety of methods, including through computer networks and portable media, such as jump drives, CD"s and DVD"s. Digital information is also stored and retrieved in several formats, including but not limited to computer databases or transmissions, tapes, CD ROMs, diskettes, computer generated reports, hard copy documentation, e-mail messages, and voice mail.

This policy must be communicated by supervisors to all employees and all others who have access to or manage South Coast College digital information. This security policy is technology independent and does not include implementation standards, processes or procedures.



## DEFINITIONS

Authorized User refers to any individual granted credentials to access South Coast College Information Technology Resources.

Credentials refer to the unique username and password provided each authorized user to access South Coast College resources.

Database Administration - The function of applying formal guidelines and tools to manage the College's information resource and specifying, implementing, and maintaining access control to assure that Data Users have the appropriate authorized access needed to perform assigned duties or to fulfill College roles is termed database administration. Responsibility for database administration activities is shared among the Data Stewards, Data Experts/ and ITS Database Administrators.

Data Definition - Data Stewards and Data Experts provide data descriptions so Data Users know what shareable data are available, what the data mean, and how to access and process the data. These data about the data are referred to as data definitions and sometimes called metadata. Data definitions may be stored in an integrated or complementary database known as a *Metadata Repository*.

Digital Information is defined as the representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing by computer automated means.

Digital Systems refers to the computer platform on which digital information is stored and used.

Highly Sensitive Information refers to information that is considered confidential.

Information Assets refers to the data and resources owned and protected by South Coast College.

Metadata Repository refers to a database system that contains descriptive information about the College's enterprise data and administrative systems. The repository is a complementary facet of the Data Warehouse.

Moderately Sensitive Internal Business-Use Data refers to those elements of the COLLEGE DATABASE that may be accessed by all employees of the College, with authorization, for the conduct of College business.

Non-sensitive Public Data refers to the elements of the COLLEGE DATABASE that are available to the general public, including people outside of South Coast College.



Open-port facilities refer to the communication end point in computer networking configured to accept units of data.

Portable Computing Devices and Information Media refers to any mobile computing device such as a laptop, smart phone, personal data assistant, flash drive or other storage media.

Sensitive (or critical) systems and applications refer to systems such as the Student Information System and Human Resource system that house confidential student and employee data.

South Coast College Application Owners refers to the users of software

South Coast College Electronic Resources refers to information available online via the South Coast College network or the World Wide Web.

System Administration - The function of maintaining and operating hardware and software platforms is termed system administration. Responsibility for system administration activities belongs to the Computing Services unit of ITS.

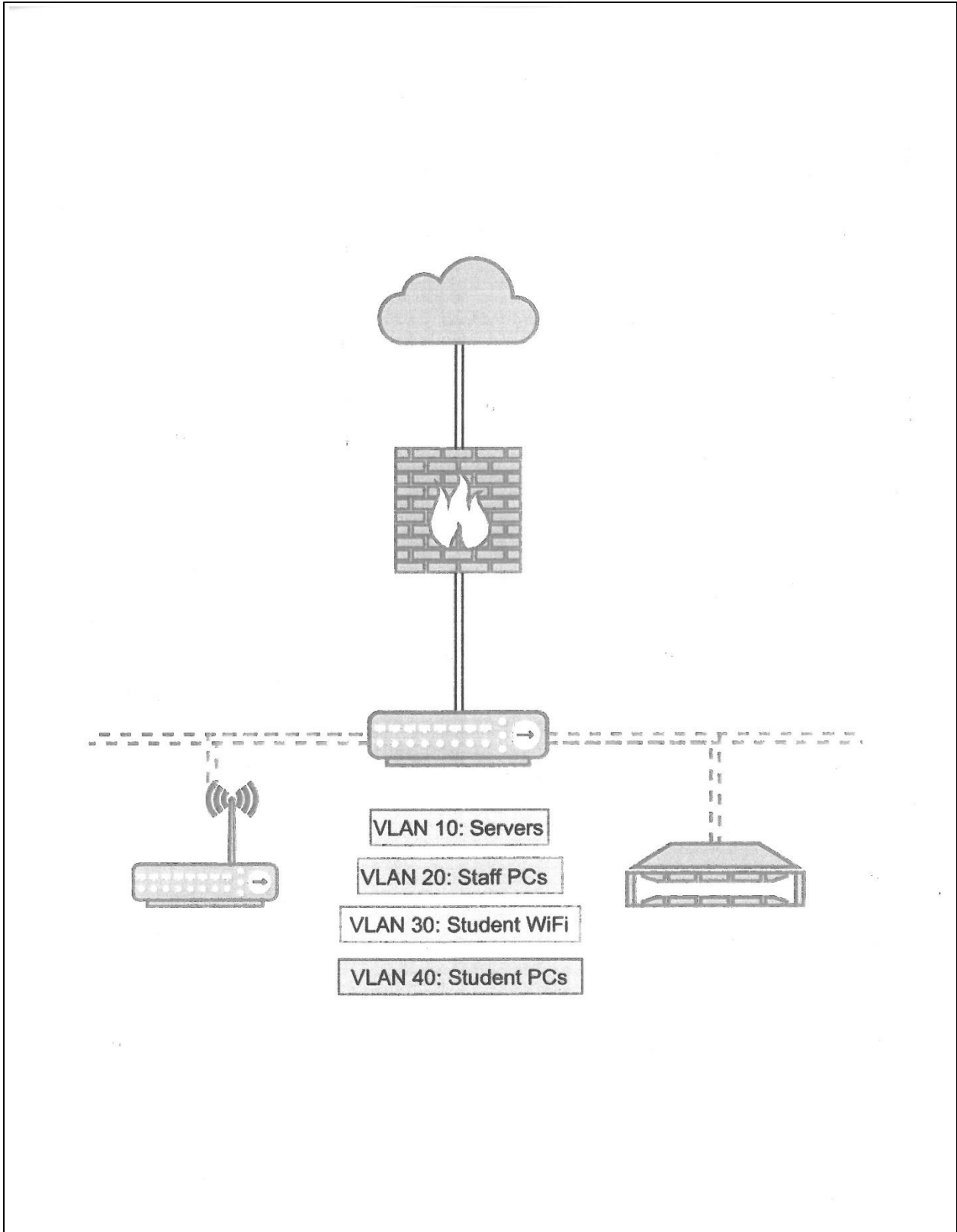
COLLEGE DATABASE (College Enterprise Database) is a conceptual term used to identify that body of data critical to College planning, management, and business operations of both administrative and academic units. This data may reside in different database management systems and on different machines, but in aggregate may be thought of as forming one logical College resource, which is called the COLLEGE DATABASE. The COLLEGE DATABASE contains data from multiple operational areas that need to be integrated in order to support institutional research, business analysis, reporting, and decision making.

College Information System is a conceptual term used to identify the collection of computer hardware, software, and network connections, which together form the integrated system underlying the logical College Enterprise Database (COLLEGE DATABASE).

Network Layout (Map) is a physical representation of how each computer is connected to the server(s). Below is the drawing of the South Coast College network layout.

## South Coast College (SCC) Building Layout (Figure 1)









## **POLICY**

### **Part 1. Preface**

This policy is a statement of the goals, ethics, responsibilities and accepted behaviors required to establish and maintain South Coast College's information security objectives; it sets the direction, offers broad guidance and defines senior management's requirements for digital information security related processes and actions. Compliance is mandatory. *This policy follows the framework of safeguard requirements of GLBA in audits of postsecondary institutions or third-party services under the regulations in 16 C.F.R. Part 314* for Security Policy guidelines and is consistent with existing South Coast College policies, rules and standards. This policy documents many of the security practices already in place. Senior management is fully committed to information security and agrees that every person employed by or on behalf of South Coast College has important responsibilities to continuously maintain the security and privacy of South Coast College data.

### **Part 2. Document Change Management**

Requests for changes to this policy should be presented by the South Coast College Chief Information Officer (CIO) to Senior Management. If senior management agrees to the change(s), the Chief Information Officer (CIO) will be responsible for communicating the approved change(s) to the South Coast College community.

This policy and supporting policies and standards will be reviewed on an annual basis.

### **Part 3. Data Management Roles and Responsibilities**

Authorized User refers to any individual granted credentials to access South Coast College Information Technology Resources.

Chief Information Officer, CIO: The College official responsible for overseeing the management of College-wide data systems.

Database Administrators (DBAs): Data administration involves the application for formal guidelines and the appropriate tools to manage South Coast College's information resources (provide a secure infrastructure in support of data including, but not limited to, providing physical security, backup and recovery processes, granting and terminating access privileges as authorized by data stewards, and implementing and administering controls over the information).

Data Stewards: Data Stewards are College officials (e.g. Directors, Managers, or their designees) having direct operational level responsibility for information management (capture, maintenance, and dissemination of data). Data stewards are responsible for: working with Data Trustee/Owner to classify data, approving data access on behalf of Data Trustee/Owner, determining/specifying user access level(s), securing paper infrastructure and implementing and enforcing departmental policy and procedures.



Data Trustees/Owners: Data Trustees/Owners are senior College officials (e.g. Deans, VPs, AVPs, or their designees) responsible for overseeing the establishment of data management policies and procedures, the assignment of data management responsibility (assigning data stewards) and promoting data resource management for the good of the entire College.

Data Users: Data users are individuals who need and use South Coast College data as part of their assigned duties or in fulfillment of assigned roles or functions within the College community. Individuals who are given access to sensitive data have a position of special trust, and as such, are responsible for protecting the security and integrity of those data. Anyone who has intentionally breached the confidentiality and/or compromised the integrity of protected data/information may be subject to disciplinary action and/or sanctions up to, and including discharge or dismissal in accordance with South Coast College policy and procedures. Additionally, breach of confidentiality and/or compromising integrity of data/information that are protected by law, acts, or regulations, will result in criminal prosecution.

Information Security Program Team (ISec): The Information Security Program Team, appointed by the South Coast College President, will coordinate and oversee implementation of information security awareness program activities, will approve and support major initiatives to enhance information security, and will develop a process to measure compliance with policy. The Information Security Program Team is responsible for investigating (and responding to) all alleged security violations.

Information Technology Services (ITS): ITS is responsible for the *data* processing infrastructure and computing network which support *information owners*. It is the responsibility of ITS to support this policy and provide resources needed to enhance and maintain the required level of digital *information security*.

Non-South Coast College Employees: Employees such as Contractors, Consultants, Vendors and other persons, to the extent of their present or past access to South Coast College information assets, are also covered by this policy.

Senior Management: Senior Management includes the President and Vice Presidents (known as members of the South Coast College President's Cabinet).

South Coast College Employees: It is the responsibility of all employees to protect South Coast College information and resources, to note variances from established procedures, and to report such variances for suspected security incidents to the appropriate supervisor(s) and to the Director of Internal Control, co-chair of the Information Security Program Team.

Supervisors: Supervisors will be responsible for the implementation of this and other information security policies and the compliance of their employees. Supervisors must educate their employees with regard to information security issues, including information retention policies. Supervisors will explain the issues, the rationale for the policies, the role(s) individuals have in safeguarding information assets, as well as the consequences of non-compliance. It is the



responsibility of the supervisor to notify DBA and System Administrators when staff members terminate employment.

**System Administrators:** System Administrators are the staff members responsible for administering security tools, auditing security practices, identifying and analyzing security *threats* and solutions, implementing specific security *controls* and responding to security violations. They have administrative control over *user*-IDs and passwords and the associated processes for reviewing, logging, implementing access rights, emergency privileges, exception handling, and reporting requirements.

#### **Part 4. Information Security Policy**

Information is among South Coast College's most valuable assets and South Coast College relies upon that information to support its mission of teaching, research and service as well as its business activities. Information must be protected from the time it is created, through its useful life, and authorized disposal since quality and availability of that information is key to South Coast College's ability to carry out these missions. Therefore, the security of South Coast College's information, and of the technologies and systems that support it, is the responsibility of everyone concerned. Each authorized user of South Coast College information has an obligation to preserve and protect said information assets in a consistent and reliable manner. Information must be classified and protected based on its importance to business activities, risks and security practices as defined in 16 C.F.R. 314.4(b), a Code of Practice for Information Security Management, and as implemented by this policy. Security controls provide the necessary physical, logical and procedural safeguards to accomplish those goals. Information security management enables information to be shared while protecting the information and its associated computer assets including the network over which the information travels. South Coast College Data Trustees and Stewards are responsible for ensuring that appropriate physical, logical and procedural controls are in place on these assets to preserve the confidentiality, integrity, availability and privacy of South Coast College information.

#### **Individual Accountability**

Individual accountability is the cornerstone of any security program. Without it, there can be no security. Individual accountability is required when accessing all South Coast College electronic resources or when terminating employment. Access to South Coast College computer systems and networks is provided through the use of individually assigned unique computer identifiers known as user-ID and password. Individuals who use South Coast College computer resources must only access resources to which they are authorized. Passwords must be treated as confidential information and must not be disclosed. All individuals are responsible for all activities performed under their user-ID. For the user's protection and for the protection of South Coast College resources, passwords (or other tokens or mechanisms used to uniquely identify an individual) must not be shared. Upon termination of employment, individuals are required to archive or delete information according to record retention policy.



### **Confidentiality/Integrity/Availability**

All South Coast College information will be protected from unauthorized access to help maintain information's confidentiality and integrity. The information owner will classify and secure information within their jurisdiction based on the data classification guidelines in the "Information Management and Security Procedural Document" according to the information's value, sensitivity to disclosure, consequences of loss or compromise and ease of recovery.

Information will be readily available for authorized use as needed by the user in the normal performance of their duties. Appropriate processes will be implemented to ensure the reasonable and timely recovery of all South Coast College information, applications and systems, regardless of computing platform, should that information become corrupted, destroyed, or unavailable for a defined period.

Business impact analysis will be performed periodically to determine the criticality of South Coast College processes and establish a schedule for backup and recovery of those systems and data to ensure their timely recovery in the event of an extended outage. When performing a business impact analysis, the data stewards as charged by senior management, will:

Identify all key business processes and assess their criticality to the operation of South Coast College. The information owners (data trustees and stewards) will determine maximum acceptable time to recover each key business process in the event of a disruption;

For each critical process, an inventory will be developed of all of the assets required to perform the process or to resume the process in the event of a disaster. Considerations of assets will include but are not limited to staff, accommodations, communications, IT assets, networking and data;

Perform a threat analysis to determine the threats the organization and its data are subject to. These threats could include natural disasters or man-made events;

Perform a risk assessment to determine the likelihood that a threat would or could occur;

Develop and test plans to recover the assets within the time frame required to meet the requirements of the lines of business.

### **Policy and Standards Relationship**

South Coast College will develop standards that support the implementation of this policy for systems and technologies being used within their domains. These security standards will be produced and implemented to ensure uniformity of information protection and security management across the different technologies deployed within South Coast College. The standards can be used as a basis for policy compliance measurement.

### **Part 5. Security Organization Policy**

Chief Information Officer (CIO) is responsible for researching and managing information security issues. Chief Information Officer (CIO) reports to the President who is responsible for its organization and leadership.



The mission of the Chief Information Officer (CIO) is to:

Develop, deploy and maintain an information security architecture that will provide security policies, mechanisms, processes, standards and procedures that meet current and future business needs of South Coast College;

Provide information security consulting to South Coast College regarding security threats that could affect South Coast College computing and business operations and make recommendations to mitigate the risks associated with these threats; Assist senior management in the implementation of security measures that meet the business and academic needs of South Coast College;

Develop and implement security training and awareness programs that educate South Coast College students, employees, contractors and vendors with regard to South Coast College's information security requirements;

Investigate and report to senior management breaches of security controls, and implement additional compensatory measures when necessary to help ensure security safeguards are maintained;

Assist with the development, implementation and maintenance of disaster recovery processes and techniques to maintain South Coast College business continuity in the event of a disaster or extended period of computer resource unavailability.

#### **Part 6. Asset Classification and Control Policy Information Management**

Information, like other assets, must be properly managed from its creation, through authorized use, to proper disposal. As with other assets, not all information has the same use or value, and therefore information requires different levels of protection. Information will be classified based on the classification guidelines in the "Information Management and Security Procedural Document" according to its value, sensitivity, consequences of loss or compromise, and/or legal and retention requirements.

All information will have the information or data steward established within South Coast College's lines of business that will be responsible for assigning the initial information classification and make all decisions regarding controls, access privileges of users, and daily decisions regarding information management. Periodic high-level business impact analyses will be performed on the information to determine its relative value, risk of compromise, etc. Based on the results of the assessment, information will be classified into one of South Coast College's information classifications, where appropriate.

Each classification will have a set or range of controls, designed to provide the appropriate level of protection of the information and its associated application software commensurate with the value of the information in that classification.

#### **Privacy and Handling of Private Information**

Privacy of an individual's information must be respected throughout its lifetime.

South Coast College's systems hold personal identifiable information (i.e., any information that is unique to any individual) to carry out the business of South Coast College.



The protection of the privacy of personal information is of utmost importance and South Coast College must conduct business so as to protect the rights of privacy of all members of the public, business partners, and South Coast College community.

All South Coast College employees with access to personal information are required to respect the confidentiality of that personal information.

Personal data, including information about students, employees, members of the public, organizations and business partners, collected and maintained by South Coast College must:

Be used only for the stated purpose for which it was gathered;

Be gathered in lawful and fair circumstance;

Be kept for the amount of time required by law or regulations or as long as it remains relevant for its primary purpose;

Not be disclosed without specific consent or as authorized by law;

Be available for review by authorized individuals;

Be corrected if errors are known to exist or if the individual identifies errors;

Be erased where appropriate if the individual requests consistent with applicable laws; and

Be protected using system access controls, or be stored in a locked cabinet or office. (If this information is stored by a third-party, the third-party must contractually abide by these rules.)

Be destroyed in a manner consistent with that required by law or regulations.

#### Release of Private Information to Third Party Consultants

“Private information which is part of the “Internet Security and Privacy Act and considered “Highly Sensitive Information” by South Coast College definition must not be released as storable data to third party consultants without security procedures that demonstrate South Coast College’s third party diligence in protecting the data and ensuring its proper distribution when no longer needed. “Private or highly sensitive information” shall mean personal information (e.g., information concerning an individual which, because of name, number, symbol, mark or other identifier, can be used to identify an individual) in combination with any one or more of the following data elements:

social security number;

driver’s license number or non-driver identification card number;

account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual’s financial account.

It does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

Campus procedures must include:

Data Trustee approval of the need for the release;

South Coast College approved mechanism for encrypting the data;

Approval by the third party for receiving the data;

Third party assurance of proper security for the stored data and its subsequent destruction;

Logging of the transfer to record the date, type of sensitive data, type of security, location of written approval, and parties to the transfer on both sides;



Recording of the third party's written statement of subsequent secure destruction of the data.

## **Protection of Third Party Information**

Confidentiality of any third party confidential information must be respected throughout its lifetime.

South Coast College's systems hold confidential information from third party entities to carry out the business of the organization. The protection of the confidentiality of this information is of utmost importance and South Coast College conducts business so as to protect the rights of all partners including constituents, governments and vendors. All employees with access to such information are required to respect the confidentiality of that business information and not disclose the information to other third parties. Confidential information obtained from relationships with third parties must:

Be used only for the stated purpose it was gathered;

Be gathered in lawful and fair circumstance;

Be kept for the amount of time required by law or regulations or as long as it remains relevant for its primary purpose;

Not be disclosed without specific consent or as authorized by law;

Be available for review by authorized third parties;

Be corrected if errors are known to exist or if the third party identifies errors;

Be erased where appropriate if the third party requests consistent with applicable laws; and

Be protected using system access controls, or be stored in a locked cabinet or office. (If this information is stored by a third-party, the third-party must contractually abide by these rules.)

Be destroyed in a manner consistent with that required by law or regulations.

## **Part 7. Personnel Security Policy**

The Human Resources Information Security Program is intended to reduce the risks of human error, theft or misuse of South Coast College information and facilities. Security responsibilities must be defined and addressed at the employee hiring stage, included in contracts with third parties, and monitored by the employee's direct supervisor during an individual's employment.

### **Including Security in Job Responsibilities**

Security roles and responsibilities as defined in this must be documented where appropriate. They will include any general responsibilities for implementing or maintaining the security policy as well as any specific responsibilities for the protection of particular assets, or for the execution of specific security processes.

### **Personnel Screening**

South Coast College will follow specific guidelines with regard to pre-employment screening. South Coast College may perform, or have performed, additional screening for sensitive positions. These additional checks could include but are not limited to the following:

Previous employment;





Criminal records as authorized by Federal and State laws;  
A check (for completeness and accuracy) of the applicant's curriculum vitae;  
Confirmation of claimed academic and professional qualifications;  
Independent identity check (passport, visa or similar documents) consistent with Federal and State laws; and

## **Licensing requirements, etc.**

### **User Training**

CyberSecurity awareness training is developed, implemented, and maintained to address security education for South Coast College employees. The CyberSecurity awareness Training will review information security policy, threats and concerns, and the proper use of information processing facilities (e.g. logon procedures and use of software packages) to minimize possible security risks. The program will additionally include the procedure to follow to report incidents (security breach, threat, weakness or malfunction) that might have an impact on the security of South Coast College information.

### **Reporting Security Weaknesses**

Users of South Coast College Information Technology resources will be required to note and report any observed or suspected security weaknesses or threats to Chief Information Officer (CIO). They must report these weaknesses as soon as possible. *Users must not attempt under any circumstances to prove a suspected weakness.* This is for their own protection, as testing weaknesses could be perceived as a potential misuse of the system.

Information Technologies established specifically to research Information Assurance as a legitimate academic pursuit are not restricted by this reporting policy.

Procedures must be established for reporting security software malfunctions. The following should be considered:

The symptoms of the problem and any messages appearing on the screen should be noted;

The computer must be isolated, if possible, and use of it stopped until the problem has been resolved;

The matter should be reported immediately to the Chief Information Officer (CIO), for appropriate investigation

## **Part 8. Physical and Environmental Security**

Critical or sensitive South Coast College business information processing facilities are housed in secure areas, protected by a defined security perimeter, with appropriate security barriers and entry controls to protect from unauthorized access, damage and interference. Physical security perimeters are established in South Coast College environments where servers are stored or operational in wiring closets for network and telephonic connections, where printers used for printing confidential or sensitive information, and any other location where critical or sensitive





South Coast College computer equipment may be in use or stored. The purpose of the security perimeter is to prevent unauthorized access to the computer resource, or to prevent theft of the resource.

The Chief Information Officer (CIO) will perform periodic threat and risk analysis to determine the extent of the perimeter vulnerabilities.

### **Clean Desk and Clear Screen**

Sensitive information must be removed from view and physically secured when not in use. Measures must be taken to insure that such information cannot be read or copied by unauthorized persons. Physical security for the machine when unattended is one approach. The use of computer screen savers or similar technology is required to ensure that sensitive information is not displayed after a specified period of inactivity. When unattended or physically unsecured for more than a few minutes, all computers must be screen locked.

### **Part 9. Communications and Network Management**

South Coast College network monitoring follows best practice to the extent appropriate resources are available for staffing and monitoring tools.

Third party connections to any portion of the South Coast College network could compromise the integrity and confidentiality of data on the South Coast College network. Third party network connections are only allowed with prior approval by the Network Security Administrator to ensure that security measures are in place to maintain the current level of security on South Coast College networks.

The South Coast College Computer and Network Usage policy can be obtained from Chief Information Officer (CIO) or by attending the CyberSecurity Awareness Training. The policy/training includes information on user responsibilities and policies on connecting computer systems to the South Coast College network and the temporary removal or blocking of vulnerable or compromised systems from the network.

#### **Network Management**

South Coast College implements a range of network controls to maintain security in its trusted, internal network, and to protect connected services and networks. The “network” includes any device that is attached via a wired or wireless connection with an IP (Internet Protocol) address.

#### **Host Scanning**

SCC reserves the right to scan any device attached to the South Coast College network on a periodic and tiered basis to ensure optimal configuration to protect against known vulnerabilities and to advise Data Trustees of unencrypted storage of highly sensitive and confidential data (e.g. SS#). For example, a system integrity check, using an appropriate tool, may be run as frequently as SCC’s current standards recommend checking for system integrity. Sensitive or critical systems will be scanned as frequently as current standards recommend. Due to the complex nature of various vulnerabilities, central scanning will be used where possible, and a notification



mechanism developed to propagate vulnerability information to data trustees/owners and ITS staff for appropriate remediation.

### **Network Security Checking**

Network vulnerability scans are conducted periodically on systems that are essential to supporting a process that is critical to South Coast College business and annually on all other systems. Appropriate tools to scan the network and to report vulnerabilities will be identified by Chief Information Officer (CIO) and will be updated periodically to ensure that recently discovered vulnerabilities are included in any scans.

The vulnerability scanning process is followed and tested at all times to minimize the possibility of disruption to South Coast College networks by such reviews. Reports of exposures to vulnerabilities will be forwarded to Chief Information Officer (CIO) for review.

The use of network vulnerability scanning tools by anyone other than, or authorized by, Chief Information Officer (CIO) and his IT team is prohibited. Researchers and students performing vulnerability testing as a function of their research or coursework must receive authorization from Chief Information Officer (CIO) and make arrangements to ensure that scans are limited to their own systems or systems that have been assigned to them. Any vulnerability scanning from the Internet must be conducted exclusively by appropriately authorized and trained organizations.

### **Penetration and Intrusion Testing**

All production computing systems that provide college campus information to external parties, either directly or through another service that provides information externally (such as the World Wide Web), may be subjected to penetration analysis and testing. It may be necessary for another campus organization, a suitably qualified evaluation team or authorized third party to attempt a live test to validate potential vulnerabilities. Such analysis and testing will be used to determine if:

The application may be changed by anyone while in production;

An authorized user may access the application and cause it to perform unauthorized tasks;

An unauthorized user may access, destroy or change any data; or

An unauthorized user may access the application and cause it to take inappropriate action.

Only authorized administrators may perform penetration testing and the system owner or her/his designate must approve each test. Any other attempts to perform such tests or to determine how a system may change or behaves under abnormal circumstances, whether successful or not, will be deemed an unauthorized access attempt and will result in disciplinary or legal action.



## **Internet and Electronic Mail Acceptable Use**

All uses of the South Coast College network and of South Coast College electronic mail facilities must be within the boundary of South Coast College's Computer and Network Authorization and Use of Computer and Network policy.

### **External Internet and VPN Connections**

South Coast College acts as an Internet Service Provider for its faculty, staff and students in support of its teaching, research and service missions. This mission is best served by minimizing controls on network traffic while ensuring that the network facilities are not abused.

Virtual Private Network (VPN), wireless and open-port facilities attached to the college campus network must provide for authenticated access to insure proper use and the ability to attribute responsibility for actions. If a specific implementation does not allow for authentication, reasonable steps must be taken to ensure that access to the facility is controlled by other means. All other permanent connections intended to route traffic from the South Coast College network to other networks must be approved by Chief Information Officer (CIO) in order to insure that they:

Do not interfere with campus operations

Address appropriate security concerns

Insure proper use of South Coast College's resources.

Transmission of sensitive data over the Internet must be done in such a manner that the data is not compromised in regard to privacy or integrity. Encryption of such data is required. This can be accomplished by encrypting the data prior to transmission or by using VPN technology to encrypt the data flow over the network.

### **Connections to Third Party Networks**

Any permanent connection intended to route traffic from the South Coast College private network to a third party private network must have a business case documented and approved by Chief Information Officer (CIO) or designee. A risk analysis may be performed to ensure that the connection to the third party network will not compromise South Coast College's network. Controls, such as the establishment of firewalls, may be implemented between the third party and South Coast College to protect South Coast College's trusted networks. These connections may be periodically reviewed or tested by Chief Information Officer (CIO) or her/his designee to ensure:

The business case for the connection is still valid and the connection is still required;

The security controls in place (filters, rules, access control lists, etc.) are current and functioning correctly.

This policy requires that connection to the South Coast College network be done in a secure manner to preserve the integrity of the South Coast College network, data transmitted over that network, and the availability of the network. The security requirements for each connection will be assessed individually, and be driven by the business needs of the parties involved. Only



authorized Information Security or IT network staff will be permitted to use “sniffers” or similar technology on the network to monitor operational data and security events.

Third parties requesting permanent access to the South Coast College network must be approved by Chief Information Officer (CIO) to have an internal network connection. A South Coast College non-disclosure/non-access agreement must be signed by an authorized South Coast College representative and a duly appointed representative from the third party organization who is legally authorized to sign such an agreement. This document, describing the business nature and network connection requirements, must be submitted to the South Coast College and Chief Information Officer (CIO). Chief Information Officer (CIO) or her/his designee has final approval authority. Failure to sign this document by either party will result in the connection being disapproved.

If a VPN connection is to be provided, refer to the section above, “External Internet and VPN Connections” for security requirements.

### **Security of Electronic Mail**

Electronic mail is inherently not secure and should not be used to transmit highly sensitive/confidential information, due to the security risks which include but are not limited to: Vulnerability of messages to unauthorized access or modification or denial of service;

Vulnerability to error, e.g. incorrect addressing or misdirection, and the general reliability and availability of the service;

Impact of a change of communication media on business processes, e.g. the effect of increased speed of dispatch or the effect of sending formal messages from person to person rather than company to company;

Legal considerations, such as the potential need for proof of origin, dispatch, delivery and acceptance;

Implications of publishing externally accessible staff lists;

Controlling remote user access to electronic mail accounts.

### **Messaging and Conferencing**

When making use of commercial communications facilities or services, methods of authorization and encryption should be employed, when appropriate, to ensure that information is not disclosed to unauthorized individuals.

### **Portable Computing Devices and Information Media**

Highly sensitive (confidential) data should never be in unencrypted format on portable computing devices and information media. Individuals requiring remote access to secure information should do so only via the VPN services provided by Chief Information Officer (CIO) or her/his designee with completion of VPN use agreement. Storage media used to backup and archive information must be secured to prevent compromise of confidentiality or integrity.

When using portable computing devices (e.g. laptops, smart phones) to access information special care must be taken to ensure that device and information accessed by that device is not compromised (i.e.: unauthorized persons viewing information on the screen).When accessing



databases containing confidential information the mobile device user must be careful to never save data to the local hard- drive or other mobile storage device.

### **Remote Access**

Remote connection to South Coast College’s networks is allowed only through a Virtual Private Network (VPN) maintained by Chief Information Officer (CIO) or her/his designee for administrative business use access when remote work-related business is an absolute necessity. The VPN application and terms of agreement require data trustee authorization and data owner agreement and understanding of their responsibility to:

protect College information by ensuring unauthorized users are not allowed access to South Coast College internal networks via the VPN;

Maintain system security patches and anti-virus definitions;

secure the equipment used to access South Coast College information resources;

ensure no unencrypted highly sensitive (confidential) information resides on the device.

### **Modem Usage**

Connecting dial-up modems to workstations that are stand-alone or simultaneously connected to South Coast College’s local area network or to another internal communication network is prohibited. This technology is no longer supported by South Coast College.

### **Monitoring**

South Coast College complies fully with Federal and State law. The appropriate Federal/State Information Technology (IT) personnel may inspect, monitor or search South Coast College information systems to comply with subpoenas and search warrants issued by appropriate authorities. Network traffic may be monitored for indications of system compromise or attack.

## **Part 10. Operations Management**

Responsibilities, processes and procedures should be established and documented for the management and operation of all information processing facilities. This includes the development of appropriate operating instructions and incident response procedures.

Operating procedures for all South Coast College administrative systems and applications should be documented and maintained.

Operating procedures should be treated as formal documents with changes authorized by the supervisor.

Documented procedures should also be prepared for housekeeping activities associated with information processing and communication facilities such as computer startup and shut down procedures, back-up, equipment maintenance, and computer room management and safety.

### **Operational Change Control**

Changes to South Coast College administrative information processing facilities and systems must be authorized and controlled through a change management process with appropriate checks and balances. Formal management responsibilities and procedures ensure satisfactory control of all changes to equipment, software or procedural documentation. Operational software will be



subject to strict change control. When programs are changed, an audit log containing all the relevant information will be created and maintained. The change control process will consider the following activities:

- Identification and recording of significant changes;
- Assessment of the potential impact of the change;
- Formal approval process for proposed changes;
- Communication of changes to all affected people and organizations; and
- Procedures identifying responsibilities for aborting and recovering from unsuccessful changes.

#### Incident Management Procedures

An incident management process will be established to track the types, volumes and costs of security incidents and malfunctions. This information will be used to identify recurring or high impact incidents and to record lessons learned. This may indicate the need for additional controls to limit the frequency, damage and cost of future incidents, or to be taken into account in the policy review process.

All users of South Coast College systems should be made aware of the procedure for reporting security breaches, threats, weaknesses, or malfunctions that may have an impact on the security of South Coast College information. All South Coast College staff and contractors are required to report any observed or suspected incidents to local management as quickly as possible.

Incident management responsibilities and procedures will be clearly defined and documented to ensure a quick, effective and orderly response to security incidents. These procedures will address incidents such as:

- Information system failures and loss of service;
- Denial of service;
- Errors resulting from incomplete or inaccurate business data;
- Breaches of confidentiality;
- Loss of integrity of the software or other system component.

In addition to normal contingency plans designed to recover systems or services, the incident response procedures will also cover:

- Analysis and identification of the cause of the incident;
- Planning and implementation of corrective actions to prevent reoccurrence;
- Collection of audit log information;
- Communication with those affected by or involved in the recovery from the incident.

Chief Information Officer (CIO) or her/his designee will investigate significant security incidents and implement corrective actions to reduce the risk of reoccurrence.

#### **Segregation of Duties**

Segregation of duties is a method for reducing the risk of accidental or deliberate system misuse. Separating the management or execution of certain duties or areas of responsibility, in order to reduce opportunities for unauthorized modification or misuse of information or services, should be implemented wherever possible, especially in support of the College administrative systems.

At times, you may find this method of control difficult to achieve, but the principle must be applied as far as possible and practicable. Whenever it is difficult to segregate, other controls such as monitoring of activities, audit trails and management supervision must be implemented. It is important that security audit remains independent.

Care must be taken that no single person can perpetrate fraud in areas of single responsibility without being detected. The initiation of an event must be separated from its authorization. The following controls must be considered:

It is important to segregate activities which require collusion in order to defraud, e.g. raising a purchase order and verifying that the goods have been received;

If there is a danger of collusion, then controls need to be devised so that two or more people need to be involved, thereby lowering the possibility of conspiracy.

### **Separation of Test and Operational Facilities**

Where possible, separating development, test and operational facilities is important to achieve segregation of the roles involved. Rules for the transfer of software from development to operational status must be defined and documented.

Development and test activities can cause serious problems, e.g. unwanted modification of files or system environment, or of system failure. The level of separation that is necessary, between operational, test and development environments, to prevent operational problems must be considered to ensure adequate protection of the production environment. Where possible, a similar separation must also be implemented between development and test functions. In this case, there is a need to maintain a known and stable environment in which to perform meaningful testing and to prevent inappropriate developer access.

Where development and test staff have access to the operational system and its information, they may be able to introduce unauthorized and untested code or alter operational data. On some systems this capability could be misused to commit fraud, or introduce untested or malicious code. Untested or malicious code can cause serious operational problems. Developers and testers also pose a threat to the confidentiality of operational information.

Development and testing activities may cause unintended changes to software and information if they share the same computing environment. Separating development, test and operational facilities is therefore required to reduce the risk of accidental change or unauthorized access to operational software and business data. The following controls must be considered:

Development and operational software must, where possible, run on different computer processors, or in different domains or directories;

Development and testing activities must be separated as far as possible;

Compilers, editors and other system utilities must not be accessible from operational systems when not required;

Different log-on procedures are recommended for operational and test systems, to reduce the risk of error. Users will be encouraged to use different passwords for these systems, and menus should display appropriate identification messages;

In situations where separate development and production support staff exist, development staff will only have access to operational passwords where controls are in place for issuing passwords





for the support of operational systems. Controls must ensure that such passwords are changed after use.

### **System Planning and Acceptance**

Because system and data availability is a security concern, advance planning and preparation must be performed to ensure the availability of adequate capacity and resources. Requirements for new systems must be established, documented and tested prior to their acceptance and use. Capacity demands should be monitored and projections of future capacity requirements made to ensure that adequate processing capability and storage are available. This information will be used to identify and avoid potential bottlenecks that might present a threat to system security or user services.

Acceptance criteria based on best practices for new information systems, upgrades and new versions of existing systems must be will ensure that the requirements and criteria for acceptance are clearly defined, agreed, documented and tested.

### **Protection Against Code**

Software and associated controls will be implemented across all South Coast College systems to prevent and detect the introduction of malicious software. The introduction of malicious software such as a computer virus, network worm programs and Trojan Horses can cause serious damage to networks, workstations and business data. User education will outline the dangers of unauthorized or malicious software. The types of controls and frequency of updating signature files, etc., is dependent on the value and sensitivity of the information that could be potentially at risk. For most South Coast College workstations, and all systems or servers, virus signature files are updated at least daily.

### **Information Back-up**

Back-ups of critical South Coast College data and software are performed regularly. A threat and risk assessment is performed at least annually to determine the criticality of business systems, and the time frame required for recovery. Processes will be developed to back-up the data and software. Restoration of data is tested periodically. Formal disaster recovery plans for each critical South Coast College application will be developed, documented and tested periodically. Test results will inform changes to disaster recovery plans.

### **Inventory Requirements**

An inventory will be maintained of all IT hosts and servers, together with an assessment of the criticality of the services provided and the sensitivity of the information held on these systems.

### **System Security Checking**

Systems and services that process or store non-public information or provide support for critical processes will undergo technical security reviews to ensure compliance with implementation standards and for vulnerabilities to subsequently discovered threats. Reviews of systems and services that are essential to supporting a critical South Coast College function must be





conducted at least once every year. Reviews of a representative sample of all other systems and services must be conducted at least once every 24 months.

Any deviations from expected or required results that are detected by the security status review process must be reported to Chief Information Officer (CIO) or her/his designee and an IT staff and corrected immediately. In addition, South Coast College application owners should be advised of the deviations and must initiate investigation of the deviations (including the review of system activity log records if necessary).

### **Disposal of Media**

Media such as tapes, diskettes, servers, and PC hard drives which contain sensitive data must be electronically erasure of data before disposal. Sensitive information could be leaked to outside persons through careless disposal of media. Formal processes must be established to minimize this risk. Media containing sensitive South Coast College data must be destroyed by incineration, shredding, or electronic erasure of data before disposal consistent with record retention policy.

### **Part 11. Access Control Philosophy**

The value of data as a College resource is increased through its widespread and appropriate use; its value is diminished through misuse, misinterpretation, or unnecessary restrictions to its access. Furthermore, increased data access and use improves data integrity because discrepancies are identified and errors are subsequently corrected. As an educational institution with a mission to disseminate knowledge, South Coast College values ease of access to information, including administrative data. Permission to view or query data contained in the COLLEGE DATABASE should be granted to all Data Users for all legitimate business purposes. Update access should be restricted as necessary, but granted to College employees at the location where data are initially received or originate whenever this is feasible. Information specifically protected by law or regulation must be rigorously protected from inappropriate access. Examples include student grades or personnel evaluations that are identifiable with a specific person. To preserve the qualities of integrity, confidentiality and availability, South Coast College's information assets will be protected by logical and physical access control mechanisms commensurate with the value, sensitivity, consequences of loss or compromise, legal requirements and ease of recovery of these assets.

### **Data Categorization**

As part of the data definition process, Data Stewards assign each data element and each data view in the COLLEGE DATABASE to one of three data access categories:

Non-sensitive (Public data)

Moderately sensitive (Internal Business use only data)

Highly sensitive (Confidential data)

*Except as noted below, all data are designated as College-internal data for use within the College. Data users have access to these data by authorization of the Data Trustees and Stewards and by authentication for use in the conduct of College business. These data, while available within the*



College, are not designated as open to the general public. Where appropriate, Data Stewards may identify elements or views of the COLLEGE DATABASE that have no access restriction whatsoever.

*Designated Non-sensitive Public data may be released to the general public.* Where necessary, Data Stewards may specify some data elements as limited-access.

*Designated Highly sensitive confidential data includes those data for which Data Users must obtain individual authorization prior to access, or to which only on need based, access may be granted.* When data are designated as highly sensitive, the Data Steward should provide the following to the ITS Database Administration (DBA) unit:

Specific reference to the legal, ethical, or externally imposed constraint which requires the restriction.

Description of Data User categories that are typically given access to the data, under what conditions, or with what limitations.

Documentation of the process for approving and implementing access.

Documentation of the process for maintaining security controls.

Note that a data view can possibly have more open access than that of the underlying data elements that comprise it. For example, removal of person-identifying data elements from a view may result in a view that contains some otherwise-restricted data elements but that the Data Steward may now designate as public or College-internal. The appropriate Data Steward in collaboration with ITS is responsible for determining and documenting data access procedures that are unique to a specific information resource, view, or set of data elements.

### **Data Access Control**

Data Trustees and Stewards are responsible for determining who should have access to protected resources within their jurisdiction, and what those access privileges will be (read, update, etc.).

Any Data User may request that a Data Steward review the restrictions placed on a data element or data view, or review a decision to deny access to limited-access data. The appropriate Data Trustee makes the final determination about restrictions and access rights for enterprise data.

Data Stewards and the ITS DBAs share security administration responsibilities (i.e., the functions of specifying, implementing, and managing system and data access control). To the extent possible, the Data Stewards work together and with the DBAs to define a single set of College procedures for requesting and authorizing access to limited-access data elements in the COLLEGE DATABASE. Data Stewards and DBAs are jointly responsible for documenting these access request and authorization procedures. Data Stewards, with the assistance of ITS, are responsible for monitoring and annually reviewing security implementation and authorized access. All Data Users who are cleared for the highly sensitive category of COLLEGE DATABASE data must acknowledge (by signed statement or other documented means) that they understand the level of access provided and accept responsibility to both protect their access privileges and to maintain the confidentiality of the data they access. Data Stewards are responsible for defining and implementing procedures to assure that data are backed up and recoverable in response to



events that could compromise data integrity. ITS or other College organizations may assist in this effort. Data Stewards may delegate specific security administration activities to operational staff. The Information Security Program Team is responsible for maintaining a plan for security policies and practices and for keeping abreast of security related issues internally within the College community and externally throughout the information technology marketplace.

College data may be stored on a variety of computing hardware platforms, and is considered part of the COLLEGE DATABASE. Every data storage platform must have a defined *System Administration* function with a designated system administrator whose responsibilities include:

- Physical site security
- Administration of security and authorization systems
- Backup, recovery, and system restart procedures
- Data archiving
- Capacity planning
- Performance monitoring

### **User Registration and Management**

A process will be established to outline and identify all functions of user management, to include the generation, distribution, modification and deletion of user accounts for access to resources. The purpose of this process is to ensure that only authorized individuals or other entities have access to South Coast College applications and information and that these users only have access to the resources required for authorized purposes.

The User Management Process should include the following sub-processes:

- Enrolling new users;
- Removing user IDs;
- Granting privileges to a user;
- Removing privileges from a user;
- Periodic reviewing of privileges of users;
- Periodic reviewing of users enrolled to any system; and
- Assigning a new authentication token (e.g. password reset processing).

The appropriate data trustee or steward or other authorized officer will make requests for the registration, granting, and revocation of access rights for all authorized users.

For applications that interact with individuals that are not employed, registered, or appointed by South Coast College, the information owner is responsible for ensuring an appropriate user management process is implemented where limitation of access is appropriate. Standards for the registration of such external users must be defined, to include the credentials that must be provided to prove the identity of the user requesting registration, validation of the request and the scope of access that may be provided.

### **Privilege Management**

The issuance and use of privileged accounts will be restricted and controlled. Inappropriate use of system privileges is often found to be a major contributing factor to the failure of systems that



have been breached. Processes must be developed to ensure that use of privileged accounts is monitored, and any suspected misuse of these accounts is promptly investigated.

### **User Password Management**

Passwords are a common means of authenticating a user's identity to access an information system or service. Password standards are implemented and communicated to ensure all authorized individuals accessing South Coast College resources follow proven password management practices. These password rules must be mandated by automated system controls whenever possible.

### **Network Access Control**

Access to South Coast College's trusted internal network must require all authorized users to authenticate themselves through use of an assigned user ID and an authentication mechanism, e.g., password, token or smart card, and/or digital certificate.

### **User Authentication for External Connections (Remote Access Control)**

Individual accountability is required and must be maintained when South Coast College's resources are being accessed remotely. Identification and authentication of the entity or person attempting access must be performed across an encrypted connection using such technology as HTTPS and/or a secure VPN tool. Users who need a password reset must be authenticated before the request is granted.

For a vendor to access South Coast College computers or software, individual accountability is also required. For those systems (hardware or software) for which there is a built-in user ID for the vendor to perform maintenance, the account must be disabled until vendor access is required. The activity performed while this vendor user ID is in use must be logged. When the vendor has completed their work, the vendor user ID should be disabled, or the password changed to prevent unauthorized use of this privileged account.

Authentication of a user can be accomplished using three techniques: by providing something only the user knows; by providing something the user has; or by identifying the user by a physical characteristic of the user. "Strong authentication," refers to the use of two out of three of these methods to authenticate a user (i.e. password or PIN plus a token card).

To maintain information security, South Coast College requires that individual accountability be maintained at all times, including during remote access where sensitive information is exchanged. For example, remote access to generally available web content on South Coast College servers does not necessarily require individual accountability. For the purposes of this policy, "remote access" is defined as any access coming into South Coast College's network from off South Coast College's private, trusted network. This includes, but is not limited to:

Connecting a third party network to the South Coast College network;

VPN access (refer to Part 9, Communications and Network Management, External Internet and VPN Connections).



### **Segregation of Networks**

When the South Coast College network is connected to another network, or becomes a segment on a larger network, controls are in place to prevent users from other connected networks from unauthorized access to sensitive areas of South Coast College's private network. Routers or other technologies are implemented to control access to secured resources on the trusted South Coast College network.

### **Operating System Access Control**

Access to operating system code, services and commands must be restricted to only those individuals who need access in the normal performance of their College roles. Where possible, individuals will have a unique user ID for their use so that activities can be traced to the responsible person. Where avoidable, user IDs should not give any indication of the user's privilege level, e.g., supervisor, manager, administrator.

In certain circumstances, where there is a clear business requirement or system limitation, the use of a shared user ID for a group of users or a specific job can be used. Approval by management should be documented in these cases. Additional compensatory controls must be implemented to ensure accountability is maintained.

### **Application Access Control**

Access to South Coast College applications must be restricted to those individuals who have a business need to access those applications or systems in the performance of their job responsibilities. Access to source code for applications and systems must be restricted. This access should be further restricted so that authorized South Coast College staff and contractors can access only those applications and systems they directly support.

### **Monitoring System Access and Use**

Sensitive systems and applications are monitored to detect deviation from the access control policy and record events to provide evidence and reconstruct lost or damaged data. Depending on the nature of the events continuous and/or periodic monitoring may be appropriate. Audit logs recording exceptions and other security-relevant events that represent security incidents/deviations from policy are produced and kept to assist in future investigations and access control monitoring. Audit logs will include where technically feasible:

- User IDs;
- Dates and times for logon and logoff;
- Terminal identity or location if possible;
- Records of rejected system access attempts; and
- Records of rejected data and other resource access attempts.

## **Part 12. Systems Development and Maintenance**

Software applications are developed or acquired to support South Coast College in achievement of its mission. These applications generally store, manipulate, retrieve and display information used to conduct South Coast College activities. South Coast College departments and students



become dependent on these applications, and it is essential the data processed by these applications be accurate, and readily available for authorized use. It is also critical that the software that performs these activities be protected from unauthorized access or tampering.

To ensure that appropriate security is built into all South Coast College information systems, all security requirements, including the need for rollback arrangements, must be identified during the requirements phase of a project and justified, agreed to and documented as part of the overall business case for a South Coast College information system.

Security requirements and controls must reflect the value of the information assets involved, and the potential damage that might result from a failure or absence of security measures. This is especially critical for Web and other online applications. The framework for analyzing the security requirements and identifying controls to meet them is associated with threat assessment and risk management which must be performed by the information owner and technical support staff.

A process must be established and implemented for critical applications to:

Understand the business risks and develop a profile of the data to help to understand the risks;

Select security measures based on the risk profile and protection requirements;

Select and implement specific controls based on security requirements and technical architecture;

Provide a method to test the effectiveness of the security controls;

Develop processes and standards to support changes, ongoing management and to measure compliance.

Controls in systems and applications can be placed in many places and serve a variety of purposes. The specific control mechanisms must be documented at the application level. At a minimum, the security measures that are implemented must be based on the threat and risk assessments of the information being processed.

### **Input Data Validation**

Data input must be validated. Checks will be applied to the input of business transactions, static data (names, addresses, employee numbers, etc.) and parameter tables. Where feasible the applications should apply the controls as part of the system to ensure consistent, complete, and accurate implementation of the controls in the most efficient manner. The following controls must be considered:

Dual input or other input checks to detect the following errors:

Out-of-range values;

Invalid characters in data fields;

Missing or incomplete data;

Exceeding upper and lower data volume limits;

Unauthorized or inconsistent control data.

Validation of the input's compliance with South Coast College policy, procedures and business rules.

Periodic review of the content of key fields or data files to confirm their validity and integrity;



Inspecting hard-copy input documents for any unauthorized changes to input data (all changes to input documents should be authorized);  
Procedures for responding to validation errors;  
Procedures for testing the plausibility of the input data;  
Defining the responsibilities of all personnel involved in the data input process.

### **Control of Internal Processing**

Data that has been correctly entered can be corrupted by processing errors or through deliberate acts. Validation checks and business rules must be incorporated into systems and automated where possible. The design of applications must ensure that restrictions are implemented to minimize the risk of processing failures leading to a loss of data or system integrity. Specific areas to consider include:

The use and location in programs of add and delete functions to implement change to data;  
The procedures to prevent programs running in the wrong order or running after failure of prior processing;  
The use of correction programs to recover from failures to ensure the correct processing of data.  
Use of automated checking on the database (triggers) to ensure key validation rules are applied at the database level.

### **Cryptographic Controls**

Use of cryptography for protection of high-risk information must be considered when other controls do not provide adequate protection. Encryption is a technique that can be used to protect the confidentiality of information. It must be considered for the protection of sensitive or critical information. Based on a risk assessment, the required level of protection will be identified taking into account the type and quality of the encryption algorithm used and the length of cryptographic keys employed. To the extent possible, consideration must also be given to the regulations and national restrictions that may apply to the use of cryptographic techniques in different parts of the world. In addition, and to the extent possible, consideration must be given to controls that apply to the export and import of cryptographic technology.

### **Key Management**

Protection of cryptographic keys is essential if cryptographic techniques are going to be used. A secured environment must be established to protect the cryptographic keys used to encrypt and decrypt information. Access to these keys must be tightly controlled to only those individuals who have a business need to access the keys. Loss of confidentiality of a cryptographic key would cause all information encrypted with that key to be considered compromised.

#### **Protection of System Test Data**

Test data must be protected and controlled. Live operational data must never be connected to a testing environment. Acceptance testing usually requires large volumes of test data that closely resembles operational data. The use of test data populated from operational databases





containing sensitive information requires that those performing the tests are authorized by the appropriate data custodians to access such information.

### **Change Control Procedures**

To minimize the possibility of corruption of administrative information systems, strict controls over changes to information systems must be implemented. Formal change control procedures must be enforced. They must ensure that security and control procedures are not compromised, that support programmers are given access only to those parts of a system necessary to perform their jobs, and that formal agreement and approval processes for changes are implemented. These change control procedures will apply to South Coast College applications as well as systems software used to maintain operating systems, network software, hardware, etc.

In addition, access to source code libraries for both South Coast College applications and operating systems must be restricted to ensure that only authorized individuals have access to these libraries and where practical that access is logged to ensure all activity can be monitored.

### **Part 13. Business Continuity Planning**

The scope of this policy is limited to the IT infrastructure, and the data and applications of the South Coast College environment. To ensure interruptions to normal South Coast College business operations are minimized, and critical College business applications and processes are protected from the effects of major failures or disasters, each South Coast College business unit, in cooperation with the South Coast College IT organization, must develop, implement and periodically test a local business continuity plan that can meet the recovery requirements of all critical business processes and applications. These interruptions could be caused by natural disasters, accidents, equipment failures, or deliberate actions.

The consequences of an extended interruption due to a disaster or security failure must be analyzed to determine the impact on South Coast College's business, and to determine the recovery time necessary to restore normal business operations. Business continuity management must include controls to identify and reduce risks, limit the consequences of damaging incidents, and ensure the timely resumption of essential operations.

Business continuity management begins with a business impact analysis and a threat analysis that identifies events that could cause an interruption of business operations and processes. Following the threat identification, a risk assessment must be performed to determine the impact of the threat on the business, likelihood of occurrence, and recovery time necessary for essential South Coast College business applications and processes. This assessment will consider only those business processes that are information technology related. These activities must be performed with the full involvement of the owners of the business data and business processes. A business continuity plan must be developed by each South Coast College business unit that addresses each of the following key elements:

Understanding the risks South Coast College is facing in terms of their likelihood and impact on the business, including identification and prioritization of business processes and supporting applications;





Understanding the impact the interruptions are likely to have on South Coast College, and establishing the business objectives of information processing facilities;

Formulating and documenting a business continuity strategy and plans that are consistent with South Coast College's business objectives and priorities;

Regular testing and updating of the business continuity plans and processes that have been put in place;

Ensuring that the management of business continuity is built into South Coast College's processes and structure. Responsibility for coordinating the business continuity management process should be assigned to appropriate individuals.

For all instances where South Coast College is reliant upon the services of a third party for providing information services, South Coast College will define the requirements for information availability and recovery. These requirements must be made part of the agreement with the party providing services.

Although information security roles and responsibilities may be outsourced to third parties, it is the overall responsibility of each South Coast College business unit to maintain control of the security of the information assets that it owns.

The disaster recovery requirements for the Information Technology (IT) components are based on the business impact analysis performed by South Coast College business units and academic departments.

#### **Part 14. Compliance**

To avoid breaches of any criminal and civil law, statutory or State regulatory or contractual obligations, and security requirements, the design, operation, use and management of information systems may be subject to statutory, regulatory and contractual security requirements. Advice on specific legal or South Coast College requirements will be provided by South Coast College Legal Counsel.

#### **Intellectual Property Rights**

Appropriate procedures must be implemented to ensure compliance with legal restrictions on the use of copyrighted material, or material that may have design rights or trademarks. Proprietary software products are generally supplied with license agreements that limit the use of the product to a specific machine or number of users. Controls must be implemented to ensure all aspects of license agreements are met and can be audited. Copyright infringement can lead to legal action which may involve criminal proceedings.

For software or other intellectual property that South Coast College may create that it wants to protect, security measures and copyright procedures must be implemented to protect the SCC's intellectual property from unauthorized access and/or use.

#### **Safeguarding of South Coast College Records**

South Coast College records must be protected from loss, destruction or unauthorized modification. Some records may need to be retained in a secure manner for extended periods to meet State and Federal legal retention requirements, as well as to support essential business



operations. Records and information must be categorized into record types, e.g., accounting records, database records, transaction logs, audit logs, and operational procedures, each with details of retention periods and types of storage media.

The *General Retention and Disposition for South Coast College Records* contains guidelines for complying with legal, fiscal, and administrative requirements for records retention and disposition.

### **Prevention of Misuse of Information Technology Resources**

The information technology resources and the data processed by these resources are provided for South Coast College business purposes. Management should authorize their use. Any use of ITS facilities for non-business or unauthorized purposes, without management's consent, should be considered a misuse of South Coast College facilities. Controls must be implemented to detect and report such activity to Chief Information Officer (CIO).

### **Compliance with Security Policy**

South Coast College supervisors will ensure that all security processes and procedures within their areas or responsibility are followed. In addition, all business units within South Coast College will be subject to regular reviews to ensure compliance with security policies and standards.

### **Part 15. References**

Data Administration Guidelines for Institutional Data, Indiana College Administrative Data Access Policy, College of Virginia  
Standards, Practices, and Procedures, College of Arizona  
Data Administration Mission, College of Maryland  
Data Classification Policy, Columbia College  
Fredonia State University of New York  
Zeguro Cybersecurity Compliance





**Part 16. Employee Acknowledgement Form**

**EMPLOYEE ACKNOWLEDGEMENT FORM**

I acknowledge that I have received, read, and understand the CyberSecurity policies outlined in the South Coast College (SCC) Employee CyberSecurity Policy Handbook. I agree to conform to the rules and regulations of South Coast College (SCC) as described in the handbook which is intended as a guide to network security policies and procedures. I understand that the College has the right to change the handbook without notice. It is also understood that future changes in policies and procedures will supersede or eliminate those found in this book, and that employees will be notified of such changes through normal communication channels.

I also understand and agree that the information contained in these materials does not constitute an employment contract between South Coast College of (SCC) and me, and that either I or South Coast College (SCC) may terminate our employment relationship at any time, with or without cause.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Signature

Information Management & CyberSecurity Policy HANDBOOK

**Court Reporting Program**

SCC Course Number	SCC Class Name	TITLE	AUTHOR(S)	PUBLISHER	Publication Year	ISBN	SCC Product Number	Required Items Price	Optional Books
CR201A/B	Shorthand Theory I	Computer Shorthand Realtime Theory, 4th Edition	Roberts; Walsh; Gonzalez	Middleton-Wasley		978-0-9831135-2-2	15029	\$ 150.00	
CR201A/B	Shorthand Theory II	Student Theory Syllabus Notebook	Gonzalez, Jean	South Coast College		None	14862	\$ 32.50	
CR202AA	Court Reporting Theory I	Read It! Book 1	Roberts; Walsh; Gonzalez	Middleton-Wasley		978-0-9831135-0-8	10031	\$ 32.40	
CR202AB	Court Reporting Theory II	Read It! Book 2	Roberts; Walsh; Gonzalez	Middleton-Wasley		978-0-9831135-1-5	10032	\$ 32.40	
CR203 thru CR217	Skill Building	Literary and Testimony: Skill Building Material Packets repeated each year	Gonzalez, Jean	South Coast College		None	10315	\$ 40.00	
CR101	English 1: Sentence Structure	Practical English Application: Sentence Structure Book 1/2017	Burris, Stephen D.	Middleton-Wasley		None	15039	\$ 30.00	
CR102A	English IIA: Grammer & Usage (Noun)	Practical English Application: Sentence Structure Book IIA/2017	Burris, Stephen D.	Middleton-Wasley		None	15037	\$ 30.00	
CR102B	English IIB: Grammer & Usage (Verb)	Rowe College Business English, 3rd ed.	Vogle, Mary Anderson	Rowe	1999	0-88294-227-1	10201	\$ 40.00	
	English IIB: Grammer & Usage (Verb)	Practical English Application: Sentence Structure Book IIB	Burris, Stephen D.	Middleton-Wasley		None	10036	\$ 24.50	
CR103	English III: Analysis of the Rhetoric of Oral Communications	Punctuation for Court Reporters	Weiss, Nathaniel	National Court Reporters Assn (NCRA)	1994	978-1-881859-05-5	10042	\$ 32.50	
	English III: Analysis of the Rhetoric of Oral Communications	Rowe College Business English, 3rd ed.	Vogle, Mary Anderson	Rowe	1999	0-88294-227-1	10201	\$ -	
	English III: Analysis of the Rhetoric of Oral Communications	Morson's English Guide for Court Reporters, 2nd Edition.	Morson, Lillian I.	L. I. Morson	2002	0-9657932-0-6	10075	\$ 200.00	
CR104	Critical Reading of Local & National Events	Vocabulary I	Duffie, Patricia K.	Duffie & Associates		1-890601-04-6	10044	\$ 64.00	
CR105	Critical Reading of International Events	Vocabulary II	Duffie, Patricia K.	Duffie & Associates		1-890601-04-7	10045	\$ 64.00	
CR106 / CR108	Law 1 Legal Terminology	Legal Terminology, 7th Edition	Brown, Gordon W.	Prentice-Hall	2019	978-0-13-4849225	15045	\$ 200.00	
CR109	Integrated Medical Science	Memmler's Structure and Function w/Study Guide	Taylor, Jason & Cohen, B	Lippincott	2016	978-1-496-34492-2	15023	\$ 200.00	
CR110	Med. Terminology w/Steno Emphasis 1	Medical Realtime Theory Workbook 1, 2nd Edition	Roberts; Walsh;Gonzalez; Genevay	Middleton-Wasley	2010	None	14861	\$ 25.00	
CR110	Med. Terminology w/Steno Emphasis 2	Medical Realtime Theory Workbook 2, 2nd Edition	Roberts; Walsh;Gonzalez; Genevay	Middleton-Wasley	2010	None	14891	\$ 25.00	
CR110	Med. Terminology w/Steno Emphasis	Medical Terminology 350, 2nd Edition	Vaughn, Dean	DCM/Instructional Systems	2012	0-914901-12-5	10264	\$ 75.00	
PR101	N/A	Typing for Accuracy, 9th Edition	Nelson, Julius	H. M. Rowe	1997	0-88294-375-8	10214	\$ 28.00	
PR103A	Ethics & Procedures of Court Reporting	Official Reporting Court Procedures	South Coast College	South Coast College	2009	None	10255	\$ 15.00	

**Court Reporting Program**

SCC Course Number	SCC Class Name	TITLE	AUTHOR(S)	PUBLISHER	Publication Year	ISBN	SCC Product Number	Required Items Price	Optional Books
PR103B	Ethics & Procedures of Deposition Reporting	How to Take a Deposition Workbook, 1st Edition (Supplementary Material)	Harris, Janet	Middleton-Wasley	1992	None	10038	\$ 16.75	
PR115A	Document Preparation: Formatting	Style Guide for South Coast College	Robets; Walsh; Gonzalez	Middleton-Wasley	2009	None	10256	\$ 18.00	
PR115B	Document Preparation: Speaker Identification	Let's Get Started [text only]	Roberts; Walsh; Gonzalez	Middleton-Wasley	2013	None	10019	\$ 25.00	
N/A	N/A	Realtime Theory Dictionary	Roberts; Walsh; Gonzalez	South Coast College	N/A	None	14896		\$ 46.00
N/A	Legal Steno	Legal Steno Part 1		South Coast College	N/A	None	14836		\$ 25.00
N/A	Legal Steno	Legal Steno Part 2		South Coast College	N/A	None	14837		\$ 25.00
LA100	Professional Development	Reaching Your Potential 4th Edition	Throop; Castellucci	Cengage	2011	9781435439733	10332		\$ 175.00
RT215A-E	Perfect Practice Program I	Skill Development Drills 60-70-80-90	Mantabe, Patricia	Middleton-Wasley	2010	978-0-9828538-0-1	14901	\$ 29.99	
RT215A-E	Perfect Practice Program I - Revised	Perfect Practice Book One			2019	978-0-983113-53-9	15082	\$ 42.00	
RT216A-E	Perfect Practice Program II	Skill Development Drills 90-100-110-120	Mantabe, Patricia	Middleton-Wasley	2010	978-0-9828538-1-8	14902	\$ 29.99	
RT216A-E	Perfect Practice Program II - Revised	Perfect Practice Book Two			2020		14975	\$ 42.00	
RT217A-E	Perfect Practice Program III	Skill Development Drills 120-130-140-150-160	Mantabe, Patricia	Middleton-Wasley	2010	978-0-9828538-2-5	14903	\$ 34.99	
TR218A-E	Perfect Practice Program IV	Advanced Skill Development Drills 160-170-180	Mantabe, Patricia	Middleton-Wasley	2010	978-0-9828538-3-2	14904	\$ 29.99	
N/A	Perfect Practice Program V	Advanced Skill Development Drills 180-190-200	Mantabe, Patricia	Middleton-Wasley	2010	978-0-9828538-4-9	14905		\$ 29.99
N/A	Perfect Practice Program VI	Advanced Skill Development Drills 200-210-225	Mantabe, Patricia	Middleton-Wasley	2010	978-0-9828538-5-6	14906		\$ 29.99

Total Required Books \$ 1,609.01 \$ 330.98

**COURT REPORTING PROGRAM SUPPLIES--AS Required**

	SCC Product Code	SCC PRICE
Estimated Annual Need Steno Paper (1 Pad) \$2.00		
Estimated paper usage = 1 pad per week @ 50 weeks per year *	10008	Includes Tax \$ 100.00
	Total	\$ 100.00

Estimated Book Charges including Program Supplies \$ 1,709.01

Paralegal Program

SCC Course Number	SCC Course Name	TITLE	AUTHOR(S)	PUBLISHER	Publication Year	ISBN	SCC Product Number	Required Items Price	Optional Books
EN100	English Composition	Basic English Skills	Mantabe, P.	Middelton-Wasley	2013	978-0-9828538-7-0	10451	\$ 33.00	
HU101	Survey of Literature	Perrine's Literature: Structure, Sound, and Sense, 13th Edition	Johnson, Greg & Arp, Thomas, R.	Cengage	2018	978-1-305-97103-5	15061	\$ 209.95	
HU101	Survey of Literature	Literature: A Portable Anthology	Gardner; Lawn; Ridl; Schakel	Bedford/St. Martin's	2017	978-1-319-03534-1	15060	\$ 54.99	
HU102	Into. To Philosophy	Philosophy A Text with Readings, 13th Edition	Velasquez, Manuel	Cengage	2017	978-305-41047-3	15026	\$ 209.95	
HU102	Psychology	Psychology 2e	Spielman, Rose	OpenStax	2020	9781975076450	15050	\$ 65.00	
HU103	Oral Communication	The Speech I Teach	Deselle, Michelle	Kendall Hunt		9781524911232	15043	\$ 65.00	
LA100	Professional Development	Reaching Your Potential, 4th Edition	Throop; Castellucci	Cengage	2011	9781435439733	10332	\$ 175.00	
LA110	Intro. To PL Studies	Introduction to Law for PL	Currier, Katherine	Aspen College		9781454838760	15048	\$ 175.00	
LA120	Legal Ethics & Prof. Responsibility	Legal Ethics, 3rd Edition	Kauffman, Kent D.	Cengage	2014	978-0-8400-2465-7	14962	\$ 150.00	
N/A	N/A	Merriam-Webster's Dictionary of Law	Merriam-Webster	Merriam-Webster	2016	9780877797197	14950	\$ 16.95	
LA200	Contract Law	Basic Contract Law for Paralegals 9th Edition	Helewitz, Jeffrey A.	Wolters Kluwer	2019	978-1-4548-9628-9	15014	\$ 220.00	
LA210	Torts	Torts for Paralegals	Schaffer, Lisa	McGraw-Hill	2009	9781454896227	15071	\$ 199.95	
LA210	Torts	Torts and Personal Injury Law, 5th Edition	Okrent, Cathy J.	Cengage		9781133691853	15086	\$ 250.00	
LA220	Family Law	California Family Law for Paralegals, 7th Edition	Waller, Marshall W.	Wolters Kluwer Law & Business	2016	978-1-4548-5224-7	15025	\$ 250.00	
LA230 and LA240 and LA350	Legal Analysis & Writing	Legal Research Analysis and Writing, 4th Edition	Putman, William H.	Cengage	2014	978-1-3059-4837-2	15072	\$ 188.00	
LA250	Criminal Law	Criminal Law and Procedure, 7th Edition	Hall, Daniel E., J.D.	Cengage	2015	9781285448817	15011	\$ 155.00	
LA260	Law Office Procedures	Law Office Management for Paralegals, 3rd Edition	Vietzen, Laurel A.	Wolters Kluwer	2015	978-1-4548-5938-3	15018	\$ 143.95	
LA270	Real Property	Real Estate and Property Law for Paralegals, 5th Edition	Bevans, Neal R.	Aspen	2018	978-1454896210	15055	\$ 200.00	
LA280	Estates, Wills & Trusts	Basic Wills, Trusts, & Estates for Paralegals, 7th Edition	Helewitz, Jeffrey A.	Wolters Kluwer	2016	978-1-4548-7344-0	15069	\$ 192.00	
LA290	Evidence	Evidence for Paralegals, 5th Edition	Marlowe, Joelyn D.; Cummins, Suzanne	Wolters Kluwer	2016	978-0-7355-9013-7	15015	\$ 175.00	
LA291	Business Organizations	The Law of Corporations	Angela Schneeman	Cengage		978-1-133-01914-5	10021	\$ 150.00	
LA300	Bankruptcy	Basic Bankruptcy Law for Paralegals, 10th Edition	Buchbinder, David L.	Wolters Kluwer	2014	978-1-4548-7340-2	15051	\$ 235.00	
LA320	Legal Software Application	Using Computers in the Law Office, 8th Edition	Cornick, Matthew S.	Cengage	2017	978-1-3376-2498-5	15052	\$ 196.50	
LA330 and LA340	Civil Litigation	California Civil Litigation, 5th Edition and Study Guide	Luten, Susan Bernett	Cengage	2009	978-1-4283-1845-8	10166	\$ 186.95	
LA330 and LA340 and LA360	Civil Litigation I & II Legal Transcription	Litigation by the Numbers, 4th Edition, with updates	Goren, Julie A.	Lawdable Press	2017	978-0974936147	10419	\$ 175.00	
LA370	Immigration Law	U.S. Immigration Made Easy, 19th Edition	Bray, Ilona, J.D.	Nolo	2019	978-1-4133-2595-9	15070	\$ 50.00	
NS101	College Algebra	Beginning Algebra, 7th Edition	Martin-Gay, Elayn	Pearson	2018	978-0-13-424316-0	15058	\$ 221.75	
NS102	Anatomy & Physiology	Memmler's Structure and Function of the Human Body, 11 <sup>th</sup> Edition, Plus	Taylor, Jason & Cohen, Barbara	Wolters Kluwer	2016	978-1-496-34492-2	15023	\$ 200.00	
SS101	Critical Reading of Current Events	Vocabulary I	Duffie, Patricia K.	Duffie & Associates		1-890601-04-6	10044	\$ 64.00	
SS101	Critical Reading of Current Events	Vocabulary II	Duffie, Patricia K.	Duffie & Associates		1-890601-04-6	10045	\$ 64.00	
SS102	Computers in Society	Understanding Computers in a Changing Society, 6th Edition	Morley, Deborah	Cengage	2015	978-1-285-76771-0	15003	\$ 85.50	
LA380	Intellectual Property	Intellectual Property: The Law of Trademarks, Copyrights, Patents and	Bouchoux, Deborah	Delmar/Cengage	2018	978-1305948464	15042	\$ 249.95	
Total								\$ 5,007.39	\$ -

Medical Assistant Program

SCC Course Number	SCC Course Name	TITLE	AUTHOR(S)	PUBLISHER	Publication Year	ISBN	SCC Product Number	Price	Optional
MA102A/B /	Introduction to Business Procedures Part 1 & 2								
MA103A/B /	Introduction to Body Systems Part 1 & 2	Comprehensive Medical Assisting, 5th Edition with Study Guide	Kronenberger, Judy and Ledbetter, Julie	Jones & Bartlett		9781284208832	14949	\$ 200.00	
MA104A/B /	Human Diseases Part 1 & 2								
MA105A/B	Clinical Procedures Part 1 & 2								
MA103A/B, MA104A/B, MA105A/B,	Business Procedure Part 1 & 2	Paperless Medical Office Workbook, 2nd edition	Ferrari, Virginia	Cengage		978-1-337-61421-4	15062	\$ 50.00	
MA101A/B	Medical Terminology Part 1 & 2	A Short Course in Medical Terminology, 4th Edition	Collins, C. Edward	Wolters Kluwer	2019	9781284242478	15056	\$ 100.00	
MA102A/B	Business Procedure Part 1 & 2								
MA103A/B	Introduction to Body Systems Part 1 & 2	Stethoscope and Aneroid Sphygmomanometer (Bundled)	N/A	Christina's Uniform (vendor)	N/A	N/A	10464	\$ 45.00	
MA104A/B	Human Diseases Part 1 & 2								
MA105A/B									
LA102A/B, LA103A/B, LA104A/B, LA105A/B	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
MA103A/B	Medical Terminology Part 1 & 2	Function of the Human Body, 11th Edition, with Study Guide	Cohen, Barbara & Hull, K	Jones & Bartlett	2016	978-1-496-34492-2	15023	\$ 200.00	
MA101A/B /									
MA102A/B/ MA103A/B / MA104A/B / MA105A/B	Med. Terminology & Business Procedure Parts 1 & 2	Scrubs 4 pair per student (\$130.00 set of 4) or (\$32.50 each)	N/A	Christina's Uniform (vendor)	N/A	N/A	10097	\$ 130.00	
Medical Technologists Registered Medical Assistant Examination (Optional)	N/A	Medical Assisting Examination Review, 4th Edition	Houser, Helen & Sesser, Janet R.	Wolters Kluwer	2016	978-1-4511-9256-8	15030	\$ 85.15	

Total Required Books & Materials \$ 725.00

Total Optional Books & Materials \$ 85.15

**Addendum D CHANGES TO THE CATALOG FOR 2021-2022****Self-Monitoring Procedures**

South Coast College makes every effort to inform its students, faculty, and staff of currency in the policies and procedures that are implemented by the Bureau for Private Postsecondary Education (BPPE).

The Chief Operating Officer regularly reviews pertinent BPPE laws and regulations with its paralegal instructors that affect the operations of the school. These would include the California Private Postsecondary Education Act of 2009, SB Bill 1192, Student Tuition Recovery Fund, Title 5, Division 7.5 California Code of Regulations, and Disciplinary Guidelines.

In the weekly meetings, the Chief Operating Officer discusses BPPE updates on its policies and procedures that affect the operation of the school. Documentation of any changes in the school policies and procedures affected are reflected in the school catalog accordingly. In instances where BPPE policies and procedures have been implemented before the publication of a new catalog, the Administration Office will bring these to the attention of the students, faculty, and staff through the following: Notification in the Orientation and Updates Team and through special notifications in Teams when the student body is affected.

**Updated Contact Information for the Bureau for Private Postsecondary Education (BPPE)**

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834 *or* P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone numbers (888) 370-7589 or telephone (916) 574-8900, or by fax (916) 263-1897.

**Distance Education**

South Coast College utilizes Microsoft Teams to communicate with students and a response to students regarding student lessons, projects, or tests is usually made within a period of seven days or sooner.



**CIP Numbers**

The job classification according to the United States Department of Labor’s Standard Occupational Classification Codes are as follows:

<b>Program</b>	<b>CIP Code</b>
Court Reporting Certificate	22.0303
Court Reporting Production Specialist, Emphasis Transcript/Document Production Certificate	22.0305
Medical Assistant Certificate	51.0801
Paralegal AA	22.0302

**Student Tuition Recovery Fund (STRF) Fee Change**

Effective April 1, 2022, the Student Tuition Recovery Fund (STRF) assessment rate will change from fifty cents (\$0.50) per one thousand dollars (\$1,000.00) of institutional charges to two dollars fifty cents (\$2.50) per one thousand dollars (\$1,000.00) of institutional charges for new students.

New rates are as follows:

<b>Program</b>	<b>STRF Assessments</b>
Court Reporting Certificate – Day	\$165.00
Court Reporting Certificate – Night	\$150.00
Court Reporting Production Specialist Certificate – Day	\$65.00
Court Reporting Production Specialist Certificate – Night	\$65.00
Paralegal AA – Day	\$70.00
Paralegal AA – Night	\$70.00
Medical Assistant Certificate – Day	\$32.50

Students will sign an acknowledgement outlining the STRF increase.

**Certificate in Court Reporting / Certificate in Court Reporting Production Specialist**

South Coast College has implemented the Certificate in Court Reporting Production Specialist program and is requiring evening students to take the courses that make up that program (in green shading) from the list of Certificate in Court Reporting Program first. As a result, the courses must be reorganized as follows:

Course Number	Course Name	Credits
<b>YEAR 1, QUARTER 1</b>		
CR201A1	<i>Shorthand Theory Part 1</i>	1.5
CR201A2	<i>Shorthand Theory Part 2</i>	1.5
CR202A1	<i>Court Reporting Theory Part 1</i>	1.5
CR202A2	<i>Court Reporting Theory Part 2</i>	1.5
CR202B1	<i>Computer Tutorial Part 1</i>	1.5
CR202B2	<i>Computer Tutorial Part 2</i>	1.5
<b>YEAR 1, QUARTER 2</b>		
CR104	<i>Critical Reading of Current Events</i>	5.0
CR201A3	<i>Shorthand Theory Part 3</i>	2.0
CR202A3	<i>Court Reporting Theory Part 3</i>	2.0
<b>YEAR 1, QUARTER 3</b>		
PR115A	<i>Document Preparation: Formatting</i>	2.0
PR115B	<i>Document Preparation: Speaker Identification</i>	1.5
CR202B3	<i>Computer Tutorial Part 3</i>	2.0
PR106STA	<i>Steno Legal Part 1</i>	2.5
PR106STB	<i>Steno Legal Part 2</i>	2.5
<b>YEAR 1, QUARTER 4</b>		
PR104	<i>Introduction to Computers and Management Information Systems</i>	2.5
PR118A	<i>Speed Building 40 WPM</i>	2.5
CR101	<i>English I: Sentence Structure</i>	5.0
<b>YEAR 2, QUARTER 1</b>		
PR118B	<i>Speed Building 50 WPM</i>	2.5
PR105	<i>Computer Assisted Translation and Realtime Software</i>	2.5
PR106	<i>CAT Concepts: Dictionary Build</i>	2.5

Course Number	Course Name	Credits
PR110STA	<i>Medical Terminology with Steno Emphasis Part 1</i>	2.5
YEAR 2, QUARTER 2		
CR203	<i>Speed Building 60 WPM</i>	5.0
CR102A	<i>English 2a: Grammar and Usage - Noun Emphasis</i>	5.0
YEAR 2, QUARTER 3		
CR103	<i>English 3: Analysis of the Rhetoric of Oral Communications</i>	5.0
CR204	<i>Speed Building 70 WPM</i>	5.0
YEAR 2, QUARTER 4		
CR205	<i>Speed Building 80 WPM</i>	5.0
CR206	<i>Speed Building 90 WPM</i>	5.0
YEAR 3, QUARTER 1		
CR207	<i>Speed Building 100 WPM</i>	5.0
CR208	<i>Speed Building 110 WPM</i>	5.0
YEAR 3, QUARTER 2		
CR209	<i>Speed Building 120 WPM</i>	5.0
CR106	<i>Legal Terminology</i>	5.0
YEAR 3, QUARTER 3		
CR210	<b>Speed Building 130 WPM</b>	5.0
CR109	<b>Integrated Medical Science</b>	5.0
YEAR 3, QUARTER 4		
CR211	<b>Speed Building 140 WPM</b>	5.0
CR108	<b>Legal Research and California Codes</b>	5.0
YEAR 4, QUARTER 1		
CR212	<b>Speed Building 150 WPM</b>	5.0
CR220A	<b>Live Multi-Voice 150-160-170 WPM Part 1</b>	2.5
PR110STB	<b>Medical Steno Part 2</b>	2.5
YEAR 4, QUARTER 2		
CR213	<b>Speed Building 160 WPM</b>	5.0
CR214A	<b>Speed Building 170 WPM Part 1</b>	5.0
YEAR 4, QUARTER 3		
CR220B	<b>Live Multi-Voice 150-160-170 WPM Part 2</b>	2.5

Course Number	Course Name	Credits
CR214B	Speed Building 170 WPM Part 2	5.0
YEAR 4, QUARTER 4		
CR215	Speed Building 180 WPM	5.0
PR103A	Ethics and Procedures of Court Reporting	2.5
PR103B	Ethics and Procedures of Deposition Reporting	2.5
YEAR 5, QUARTER 1		
CR221A	Live Multi-Voice 180-190-200 WPM Part 1	2.5
CR216	Speed Building 190 WPM	5.0
YEAR 5, QUARTER 2		
CR221B	Live Multi-Voice 180-190-200 WPM PART 2	2.5
CR217	Speed Building 200 WPM / Qualifiers / Proficiencies	5.0
PR108	CSR / RPR Examination Preparation	3.0
PR107/PR107TR	<i>Apprenticeship — Training for CCR (PR107) and CCRPS (PR107TR)</i>	3.0

**Admissions Requirements for All Programs**

The language on page 16 has been revised as follows:

“Note that recruitment is in English, and all courses are taught in English. Students must be able to speak, read, write, and understand fluently in English. English abilities will be determined through the South Coast College admissions test (as noted in No. 4), an interview, and completion of necessary documents. South Coast College does not currently instruct English as a second language. South Coast College does not instruct in a foreign language. Please note that for the enrollment agreement, disclosures, and statements to students if English is not the student’s primary language and if the student is unable to understand the terms and conditions of the enrollment agreement, then the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language. Students have the right to have the information translated to them at their own expense, through a family member, or through other means.”

**Cancellation of Enrollment Agreement**

The language on page 100 of the catalog has been changed to the following:

“A newly enrolled student has the right to cancel his/her Enrollment Agreement without penalty and obtain a refund of charges paid through attendance at the first-class session, or at the 7<sup>th</sup> calendar day after enrollment, whichever is later, exclusive of the nonrefundable deposit or application fee. If the enrollment agreement is cancelled for any reason – (1) rejection of enrolled applicant by the college; (2) the program is cancelled by the college; (3) the student does not start training – the school will refund the student 100 percent of any money paid, less a deposition or application fee, if applicable, not to exceed the amount of \$250.”

**Student’s Right to Cancel**

The language on page 101 of the catalog has been changed to the following:

2. “If the Enrollment Agreement is cancelled, the school will refund the student 100 percent of any money he/she paid, less a deposit or application fee, if applicable, not to exceed two hundred fifty dollars (\$250), within ten (10) days after the notice of cancellation is received by the end of the first-class session or the seventh calendar day after enrollment, whichever is later.”
3. This item has been deleted.

*Admissions: Evidence of High School Graduation and Foreign Student Admissions Requirements*

**ADMISSIONS REQUIREMENTS AND PROCEDURES: EVIDENCE OF HIGH SCHOOL GRADUATION**

Applicants must provide evidence for their student files that they can perform college-level course work. Evidence can include a certified copy of an original high school diploma, an official copy of a high school transcript indicating the date of high school graduation, a copy of a DD214 military record indicating the applicant is a high school graduate or equivalent, a high school proficiency exam, a GED (General Educational Development) certificate or official notification that a GED has been earned, or an official college transcript indicating the date of high school graduation. If an applicant who currently resides in the United States but attended a school in a foreign country is unable to produce the required documents, evidence may include certification from other official sources.

**INTERNATIONAL APPLICANTS**

South Coast College is authorized under federal law to enroll non-immigrant, alien students. South Coast College will assist qualified international students in securing the immigration documents necessary for school attendance in the United States.

**ADMISSIONS REQUIREMENTS FOR INTERNATIONAL APPLICANTS:**

1. All applicants must meet with an admissions representative for an informational interview. Parents, spouses, and significant others are encouraged to be present.
2. All applicants must complete an application and submit the application fee of \$100.00 U.S., which will exempt the student from paying administrative, application, and registration fees stated on the Tuition and Fee Schedule (Catalog Addendum A), if applicable. The application fee is fully refundable if the applicant decides not to complete the enrollment process or is not accepted by South Coast College.

3. All applicants must submit an official high school diploma or college transcript. Foreign transcripts must be translated into English along with an explanation of the grading scale, and evaluated for equivalency to a United States high school diploma by an authorized school official or appropriate outside agency, such as:

**LISANO INTERNATIONAL**

PO Box 407  
 Auburn, AL 36831-0407 U.S.A.  
 Telephone: +1-334-745-0425  
 Email: LisanoINTL@AOL.com  
 Web Site: www.lisano-intl.com

**CENTER FOR EDUCATIONAL DOCUMENTATION, INC.**

PO Box 170116  
 Boston, MA 02117 U.S.A.  
 Telephone: +1-617-338-7171  
 Email: info@cedevaluations.com  
 Web Site: www.cedevaluations.com

**GLOBAL SERVICES ASSOCIATES**

409 North Pacific Coast Highway, #393  
 Redondo Beach, CA 90277 U.S.A.  
 Telephone: +1-310-828-5709  
 Email: info@globaleval.org  
 Web Site: www.globaleval.org

4. All applicants must complete any program admission requirements if applicable (see Catalog for Admissions Requirements and Procedures).
5. All applicants must submit bank statement(s) balance(s) converted into U.S. dollars, indicating that the student or

*Admissions: Evidence of High School Graduation and Foreign Student Admissions Requirements*

parent/guardian has sufficient funds to cover the costs of tuition, fees, and living expenses for the entire program of study or a certified government sponsor letter indicating that tuition, fees, and living expenses will be paid in advance of each term. Students are encouraged to obtain adequate health insurance. South Coast College does not provide student housing.

6. All applicants must complete an Enrollment Agreement (it must be signed by a parent or guardian if the applicant is under 18 years of age). Upon receipt of Item 5, South Coast College will issue a Certificate of Eligibility (INS-Form-I-20) to apply for a student visa.
7. Take the required admissions tests and attain a score of 65 out of 100 points on an admissions-standardized inventory test that consists of an admissions-standardized general knowledge test and an English proficiency test. The test has the following sections:
  - (1) General knowledge 1-20 (20 points)
  - (2) Choosing the correct word 21-29 (9 points)
  - (3) Choosing the correct sound-alikes 30-46 (17 points)
  - (4) Attaching prefixes 47-56 (10 points)
  - (5) Choosing the correct spelling 57-80 (24 points)
  - (6) Choosing the correct word based upon the meaning 81-90 (10 points)
  - (7) Choosing the correct synonym 91-100 (10 points)

If the student does not satisfactorily pass the English proficiency tests, then he or she will be given one chance to retest in the following six weeks.

Complete the required admissions documents and submit the necessary fee stated on the Tuition and Fee Schedule (Addendum A) and in the Enrollment Agreement.

**ACCEPTANCE TO SOUTH COAST COLLEGE**

Upon completion of all admission requirements, South Coast College administration will review the information and inform the applicant in writing whether he/she has been accepted for enrollment. If an applicant is not accepted, all monies paid will be refunded.

*Veteran Students*

South Coast College is in compliance with requirements prescribed in 38 U.S.C. §3679(e) beginning August 1, 2019.

South Coast College has policies consistent with the following:

(A) A policy that permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of this title and ending on the earlier of the following dates:

- (i) The date on which the Secretary provides payment for such course of education to such institution.
- (ii) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.

(B) A policy that ensures that the educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's ability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title.

**Section 103, Public Law 115-407  
Veterans Benefits and Transition Act Of 2018**

**EFFECTIVE DATE:**  
August 1, 2019

**WHAT IS IT?**  
Prevents a school from penalizing the student while waiting for the United States Department of Veterans Affairs (VA) to make tuition and fee payments.

- Cannot deny a student access to classrooms, libraries, or other institutional facilities.
- Cannot make the student borrow money to cover the cost while waiting for payment.
- Cannot charge a student a late fee or penalty.

**WHO IS COVERED**  
Any student using benefits covered under Title 38 of the United States Code, Chapter 31 or under the Post-9/11 GI Bill<sup>1</sup>, also known as Chapter 33.

**WHAT IS THE COVERED PERIOD?**  
Protection begins when the student provides the school with a Certificate of Eligibility (COE) or a Statement of Benefit.

- The School can require the student to submit the COE or Statement of Benefits no later than the first day of the program.

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<sup>1</sup> GI Bill<sup>®</sup> is a registered trademark of the U.S. Department of Veterans Affairs (VA).



*Veteran Students*

- Can also require the student to submit a written request to use benefits or other necessary certifications.

Protection ends when VA makes payment or 90 days after the date that the school certifies tuition and fees.

**IMPLEMENTATION**

- State Approving Agencies (SAAs) have contacted schools and provided a standardized catalog addendum.
- Addendum is an attestation that the school's policy is in accordance with the law.
- Addendums must be complete and returned to the SAA in accordance with SAA guidance.

**WAIVERS**

Information on waivers will be provided by VA at a later date.

# APPENDIX C

## DISTANCE EDUCATION

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# METHOD OF DELIVERY

## Method of Delivery

Microsoft Teams and SharePoint provides a unifying tool to incorporate using all the Microsoft Office Resources to allow collaboration of students/faculty; faculty/staff; staff/students. The strongest selling point is that it is a powerful collaboration team building tool.

### How South Coast Colleges Uses the Tool

Prior to enrollment, the Microsoft Admissions Team provides a tool for interacting with the prospective student. Using the Admissions Team, the South Coast College Admissions team can interact with the prospective student and communicate with the prospective student to schedule online or in-person meetings with various departments, such as: admissions, financial aid, or education. Using the Microsoft Team allows flexibility to test, virtually tour the campus, or provide an instructional video.

After enrollment, Teams are used for various purposes. Students are directed to an Orientation Team that gives students a central reporting station where faculty, staff, and administration can update students daily on events that are happening.

A Registration Team provides a place where students can access their schedules each quarter or mid-quarter and communicate with the Director of their specific program regarding registration.

Various learning resource center teams provide a go-to place for students who have questions that can best be answered by referring them to a video or a document that answers their questions.

A Counseling Team provides a neutral space to counsel students, provide resource material for them, and memorialize the sessions.

Meeting Teams help the staff by providing a place where minutes of meetings are store for future reference and are recorded for viewing by staff members who are unable to attend the meetings.

Outside Teams provide a way to invite members to meetings outside a specific team.

A Graduation Team gives students, faculty, and staff a vehicle for communicating during the events leading up to graduation.

### **Homeroom**

Everyone like a homeroom – a place to call one’s own. Every class team is a homeroom. A homeroom team consists of a SharePoint mini website where students can access their Team at any time and see what the contents of the Team are. Instructors can post news items, pictures, schedules or whatever they wish to make the Team an inviting place to visit.

Students/Teachers have a place to go where they are always able to access what they need for their classes. Teams are flexible.

South Coast College expects the Electronic Communication systems to be used for business-related purposes only, i.e., to communicate with clients, suppliers, applicants and students, to research relevant topics and obtain useful *business* information. The College *requires* all employees to conduct themselves honestly and appropriately when on-line or when transferring communication through e-mail or voicemail. South Coast College insists that every employee respect ALL copyright laws, software licensing rules, property rights, privacy and prerogatives of others just as they would in any other business setting.

Any software or files downloaded via the internet into the College network become the property of South Coast College. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.

South Coast College retains the copyright to any material posted to any forum, newsgroup, chat or

World Wide Web page by any employee in the course of his or her duties.

All existing South Coast College policies apply to each employee's conduct on the e-mail, voicemail and internet especially, but not limited to, those policies that deal with intellectual property protection, privacy, misuse of College resources, harassment, sexual harassment, hostile acts, information and data security, conflicts of interests and confidentiality.

South Coast College's e-mail, voicemail and internet communications are maintained by the College to facilitate College business. Therefore, all messages sent, received, composed and/or stored on these systems are the property of South Coast College.

Employees should be aware that even when an e-mail or voice-mail message has been erased, it still may be possible to retrieve it from a backup system. Therefore, employees should not rely on the erasure of messages to assume a message has remained private.



# **PREREQUISITES FOR PARTICIPATION**

## Prerequisites for Participation

### Admissions Requirements for All Programs

The minimum requirements for admissions are an interview, campus tour, admissions tests, proof of ability to do college-level work, completion of paperwork and required fee. The admissions procedures for admissions are to do the following:

1. Meet with an admissions representative for an informational interview. Parents and spouses are encouraged to be present.
2. Tour the campus at the time of their informational interview or at any time prior to enrolling in classes.
3. Submit a high school diploma (or proof of equivalency such as a high school transcript (official or unofficial), a recognized high school equivalency test (GED certificate), college transcript, or college diploma as proof of ability to do college-level work before signing an enrollment agreement. A Home Study certificate or transcript from a Home Study program must reflect equivalent high school level work and be recognized by the student's home state. Home Study education and graduation must be verified. South Coast College does not admit ability-to-benefit students.
4. Take the two required admissions tests and attain a score of 50 out of 100 points on an admissions-standardized inventory test that tests English proficiency and score 70 out of 100 points on an admissions-standardized general knowledge test. The standardized English proficiency has seven sections, totaling 100 points:
  - (1) Choosing the right word, Part I (20 points)
  - (2) Choosing the right word, Part II (10 points)
  - (3) Matching synonyms (10 points)
  - (4) Attaching prefixes (10 points)
  - (5) Matching words and meanings (10 points)
  - (6) Correct spelling (30 points)
  - (7) Attaching suffixes (10 points)

If the student does not satisfactorily pass the English proficiency tests, then he or she will be required to take the Test of English as a Foreign Language (TOEFL).

5. Complete the required admissions documents and submit the necessary fee stated on the Tuition and Fee Schedule (Addendum A) and in the Enrollment Agreement.
6. Complete an enrollment interview and execute enrollment documents, including the application form, the enrollment agreement, and sign other required disclosure documentation. Documentation must be signed by a parent or guardian if the applicant is under 18 years of age. Note that recruitment is in English, and all courses are taught in English. Students must be able to speak, read, write and understand fluently in English. English abilities will be determined through the South Coast College admissions test (as noted in No. 4), an interview, and completion of necessary documents. South Coast College does not currently instruct English as a second language. South Coast College does not instruct in a foreign language. Please note that for the enrollment agreement, disclosures, and statements to students when English is not their primary language, then an admissions representative will clearly explain the terms and conditions and all cancellation and refund policies personally in conversational English.

All applicants must complete financial arrangements prior to starting class. If applicable, financial aid applications must be completed.

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. If there is any portion of the agreement that you do not understand, please ask to have it explained to you.

The school catalog is online at [www.southcoastcollege.edu](http://www.southcoastcollege.edu). However, the institution shall provide the school catalog to any person upon request. South Coast College does not have any program-specific student brochures.

Although not required for admission, the applicant must be aware of the following:

- Some externships, primarily hospital externships, require that medical assistant students have any required health examinations, pathology tests, and immunizations completed prior to beginning clinical courses, field work training, or externship experience.

- The Court Reporters Board requires fingerprinting before a student can take the Certified Shorthand Reporter (CSR) examination, and the State, many employers, and various other agencies may require criminal background checks before a student can be placed in an externship.

For detailed admissions and procedures requirements for foreign students, see Appendix A.

**EXPECTED  
LEARNING  
OUTCOMES**

## **Expected Outcomes**

The measurable student learning outcomes that demonstrate the achievement of goals include the following:

### **Court Reporting: Shorthand Reporters/Stenographers**

Shorthand reporters who graduate from the certificate program (Court Reporting) meet the minimum standard set forth by the Court Reporters Board (CRB) of California (including a shorthand skill of 200 wpm) to take the Certified Shorthand Reporter Examination to work in the State of California as a court or deposition reporter. The Certified Shorthand Reporter Examination qualifies reporters for entry-level reporter positions. The program requires an apprenticeship of the minimum hours mandated by the Court Reporters Board.

Shorthand reporters who graduate from the degree program (Court Reporting) meet the additional standards set forth by the National Court Reporters Association (including a shorthand skill of 225 wpm). They will have attained the proficiencies required to take and pass a Registered Professional Reporter examination, allowing them to work in states that require only that designation for employment.

Shorthand reporters who graduate from either the AAS degree or certificate programs are qualified with skills to work in entry-level positions that include rapid-data entry, CART reporter or captioner for deaf and hard-of-hearing clients, scoping, hearing reporter in courts, or production work in a court reporting agency.

### **Court Reporting Production Specialist, Emphasis in Transcript/Document Production**

The Certificate in Court Reporting Production Specialist, Emphasis in Transcript/Document Production program is designed to be an entry-level career in the court reporting area. A Court Reporting Production Specialist may be employed in a variety of document production areas. The Production Specialist may specialize in the production of documents for a court reporting agency or may be involved in the various aspects of the document cycle, including the transcription of documents, proofreading of documents, scoping of documents either as an

employee or as an independent contractor. The Production Specialist will be able to do the following:

Schedule and track transcripts through the production cycle and do all aspects of transcript assembly including minor editing, scanning exhibits, copy and make CDs, binding, printing, preparing and shipping of transcripts.

Transcribe audio files with a high degree of accuracy.

Proofread transcripts produced by court/deposition reporters.

Scope transcripts using computer-aided translation scoping software to ensure an error-free final product.

### **Paralegals**

Paralegals who complete the degree program (Paralegal Studies) are able to work in entry-level paralegal positions in attorneys' offices and other legal-related offices. Students shall be competent to draft basic, routine pleadings (and other legal documents), interview clients, conduct independent research of nonlegal matters, conduct legal research of simple legal questions, and draft legal memoranda. Students shall be able to write accurately and precisely, with good grammar, and shall gain an understanding of computer applications related to the legal environment. The general education requirements are designed to increase the student's breadth of knowledge and understanding and to encourage the appreciation of life-long learning, while, at the same time, increasing the student's competence in the field of legal assisting.

### **Medical Assistants**

Medical Assistants who complete the certificate program (Medical Assistant) will be able to perform the basic functions of a medical assistant, including both front office (billing) and back-office skills. Clinical skills that the student will learn include but are not limited to giving injections; administering medications; obtaining vital signs, such as blood pressure; and recording patient history. The students will also learn to draw blood, collect and process lab specimens, and

perform glucose and hemoglobin testing. Additionally, the student will develop skills such as assisting in surgery, instrument sterilization, tray preparation, and removal of sutures.

Administrative skills that the student will learn include appointment scheduling, billing and insurance procedures, and telephone techniques. After award of the certificate, the student will have developed sufficient skills and be eligible for placement in entry-level positions in hospitals, medical clinics, or doctors' offices as medical assistants or medical assistant billing specialists.

Upon completion of the program, students are prepared to take the examinations offered by the National Healthcare Association. They may receive certificates in the following areas: Billing and Coding Specialist, Medical Administrative Assistant, Clinical Medical Assistant, or Electronic Health Records Specialist.



# GRADUATION REQUIREMENTS

### **Graduation Requirements**

A minimum CGPA of 2.0 or greater is required for graduation in all programs at South Coast College.

For program-specific graduation requirements, see below.

### **Certificate in Court Reporting Program**

To receive the South Coast College certificate in court reporting, students must do the following:

1. Complete 177 credit hours required for graduation, as described in this catalog.
2. Pass one 45 net wpm typing test.
3. Pass machine shorthand skill 200 wpm.
4. Complete 60 hours of apprenticeship reporting with a licensed reporter. A minimum of 10 hours must be deposition hours, 10 hours must be court proceedings hours, and 10 hours must be observation hours. Of the 60 hours, 50 hours must be actual writing time.
5. Transcribe a minimum of 20 pages from notes taken at court and 20 pages from notes taken at a deposition.
6. Pass "Qualifier" exam.
7. Return all College materials.
8. Complete a financial aid exit interview.
9. Be free of indebtedness to the College.
10. Maintain a minimum CGPA of 2.0.
11. Cease enrollment at South Coast College.

## **Certificate in Court Reporting Production Specialist, Emphasis in Transcript/Document Preparation Program**

The student must complete the following graduation requirements to attain the Certificate in Court Reporting Production Specialist, Emphasis in Transcript/Document Production:

1. Complete 94 credit hours required for graduation, as described in this catalog.
2. Pass machine shorthand skill 120 wpm.
3. Complete 70 hours of apprenticeship under supervision.
4. Return all College materials.
5. Complete a financial aid exit interview.
6. Be free of indebtedness to the College.
7. Maintain a minimum CGPA of 2.0.
8. Cease enrollment at South Coast College.

## **Associate of Arts Degree in Paralegal**

The student must complete the following graduation requirements to attain the AA Degree in Paralegal:

1. Complete 96 credit hours required for graduation, as described in this catalog.
2. Complete 144 hours of externship under supervision
3. Return all College materials.
4. Complete a financial aid exit interview.
5. Be free of indebtedness to the College.
6. Maintain a minimum CGPA of 2.0.
7. Cease enrollment at South Coast College

## **Certificate in Medical Assistant**

The student must complete the following graduation requirements to attain the Certificate in Medical Assistant:

1. Complete 36 credit hours required for graduation, as described in this catalog.
2. Complete 37.5 hours of externship under supervision
3. Return all College materials.
4. Complete a financial aid exit interview

5. Be free of indebtedness to the College
6. Maintain a CGPA of 2.0.
7. Cease enrollment at South Coast College.

# STUDENT SERVICES

## Student Services

South Coast College provides an abundance of student services on campus including:

1. a staffed grading resource center;
2. dedicated staffed computer learning centers equipped with software tutorials; job search assistance and resume preparation;
3. a campus bookstore for easy access to educational materials and supplies;
4. a library with online research capabilities, a library reading room, and several resource centers with online research capabilities;
5. a staffed student services / financial aid hub;
6. program directors who coordinate student events and provide internal communication to students on student activities;
7. a student lounge equipped with vending machines, sink, microwave oven, refrigerator;
8. numerous student activities including speakers, career days, technology days, CSR celebrations/luncheon and graduation exercises;
9. access to all managers, including the president, for consultation and advisement;
10. research assistance via computers and wireless hotspot;
11. alumni gatherings/visits;
12. externship programs;
13. a courtroom for mock trials;
14. a deposition room for mock depositions;
15. free parking;
16. facilities accessible for disabled.

In addition, South Coast College has created online resources that span the gamut from Orientation through Placement.

## Online Resources

Many of the resources listed above that were previously only available while students were on campus have now been organized and placed in Microsoft Teams for access by students when they are away from campus.

For example:

Court Reporting students now have several learning resource centers located in Teams. The Formatting Resource Center Team is a place where students can refer to the requirements for formatting their documents according to the Minimum Standard Format Requirements of the Court Reporters Board and practice speaker identification.

Another Court Reporting Resource Center stores all the reference requirements of the National Court Reporting Association and Court Reporters Board. All the Intranet Resources that were once available only on campus are now being uploaded into this Team.

In addition, the Court Reporting program has established a skills laboratory specifically for skill development. Students can practice using an online practice program. The program has a leaderboard that tracks consecutive days of practice and iterations of practice and can produce a weekly leaderboard showing the student's ranking. The laboratory will be staffed online from 12-1 p.m. every Monday through Thursday and every Monday evening from 6 p.m. until 9 p.m. by an online staff assistant who will be available to help students with any equipment and software issues and to recognize students who are appearing in the top 20 of the leaderboard. It also will employ a technical support service to answer questions posed in the Chat section of the Team.

South Coast College established a Legal Resource Center (LRC) that contains the following

Channels with resources for the Court Reporting, Court Reporting Production Specialist, Medical Assistant, and Paralegal programs:

- COURT REPORTING PROGRAM (CR)
  - CR COURT REPORTERS BOARD
  - CR NCRA
- LEGAL RESOURCES
- MEDICAL ASSISTANT PROGRAM (MM)
  - MM FERPA
- PARALEGAL PROGRAM (PP)
  - PP SHEPARDIZING
  - PP UNDERSTANDING IRAC
  - PP USING DIGESTS
  - PP USING WESTLAW

The Medical Assistants are able to reference the periodicals and reference books that they need in their program in the on-campus Medical Assistant Learning Resource Center. The online center will also contain the medical research software and spell checks, medically related English and formatting tutorials, anatomy and physiology learning tutorials, a medical billing and insurance program, typing tutorials, and word processing programs.



**TECHNOLOGY  
AND  
EQUIPMENT  
REQUIREMENTS**

## Technology and Equipment Requirements for the Court Reporting Program

- A Windows laptop with Windows 10 or newer
  - Mac users: It is recommended you switch to a Windows-based system.
- A Printer
- Microsoft Office 365 installed on your computer
- A South Coast College email address
- A WISE attendance account
  - Use a Microsoft Edge internet browser when accessing [www.wiseattend.com](http://www.wiseattend.com)

## Steno Machines (ProCAT Blaze, Stenograph Wave, Stenograph Luminex CSC)

- For ProCAT Blaze users:
  - Click on this link to contact ProCAT. They will install the utilities and drivers (WMDC and Writer Sync): <https://www.procat.com/contacts/>
- For future reference, here are all the videos related to help topics with your steno machine on YouTube: <https://www.youtube.com/user/MyProCAT>
- For Stenograph Wave or Luminex CSC users:
  - To download the Stenograph utilities and drivers, click on this link: <https://www.stenograph.com/utilities-links-downloads>

## Downloading Your Notes into a PDF and Attaching Them to an Email

- Follow the instructions from this video for downloading notes into a PDF file to be used as an attachment for an email to your instructor: <https://youtu.be/lrvnthP5USQ>

# **SCHOOL POLICIES AND PROCEDURES FOR RECRUITING**

## School Policies and Procedures for Recruiting

### SCHEDULING AN APPOINTMENT WITH THE PROSPECTIVE STUDENT

#### Phone Appointment

The Admissions appointment is by phone first in some instances where the prospect is not yet ready to do an **on-campus** or **virtual** Admissions appointment.

#### Virtual Appointment

When the prospect is comfortable enough to do the **virtual** Admissions appointment, a virtual appointment is scheduled. The **virtual** appointment is a necessary part of the enrollment process. It replaces the **on-campus** Admissions appointment for those who do not wish to come **on-campus** during Covid-19. For those who wish to come **on-campus** for the Admissions appointment, an on-campus appointment is set.

During the appointment, Admissions Representatives discuss the Office 365 Account that is provided to each student and Microsoft Teams, the platform each student will use for distance learning.

#### After the Virtual Appointment

Once the Admissions appointment has been held, the prospect completes an Application. The Application may be emailed and sent in pdf form, or the Admissions Representative may complete this form for the prospect over the phone. If the prospect chooses to have the Admissions Representative complete the form over the phone, the completed copy is emailed to the prospect to review and confirm that all the information is accurate and complete. The prospect confirms the accuracy in writing in a reply email to the email sent by the Admissions representative with the Application that had been completed.

#### Application

The application must be filled out completely with both sides of the application clearly printed, all fields completed or marked N/A, dated, and signed. Before the document is sent to the Financial Aid Office, the correct start date must be filled in. When the application is completed, verified, and confirmed, the Admissions Representatives forwards the Application to the Financial Aid Office.

## Financial Aid

South Coast College requires that a student have a tentative financial aid appointment before the student is packaged for financial aid. The last appointment for a tentative is 4:30 p.m. or based on Financial Aid Advisor's schedule for the day. Financial Aid arranges this appointment. It is important that the Admissions office and the Financial Aid office work together to ensure that the prospect receives the help needed through the enrollment process.

Financial Aid reaches out to set the Tentative Financial Aid appointment. (The meeting is between the prospect and Financial Aid).

Financial Aid will send Admissions the information that was shared with the prospect for the Admissions point of reference. Financial Aid will then let Admissions know whether Admissions can move forward with enrollment of the prospective student, or Financial Aid will indicate the need for more information from the prospect before moving forward. If the prospect is good to go forward, Admissions follows up with the prospect about their thoughts and helps them to move forward with the Admissions process. Admissions will get an enrollment date and time on calendar for **on-campus** testing/enrollment completion.

## Testing

If the prospect has chosen to do the virtual Admissions appointment, testing will be done when the prospect comes in for their enrollment appointment, at the beginning of the appointment.

If the prospect has chosen to come in-person for the Admissions appointment, they will take the test at the end of their appointment before they move forward with Financial Aid.

## Committee Meeting

The Admissions and Financial Aid staff members then submit their Prospective Student Evaluation for determination of acceptance of the student. After the determination is made that the student is accepted into the program, the student can continue with the processing of their financial aid.

### **Financial Aid**

Admissions can always ask Financial Aid "Are we good to enroll this prospect?" if it is unclear where the prospect is at in the Financial Aid process. A student expecting to receive financial aid must have all their required documents supplied to financial aid before enrollment.

### **Required Documentation**

No student will be able to be accepted without verification of completion of high school requirements or their equivalency.