



California School of Health Sciences

Catalog

Effective Date: 1/15/2021-1/15/2022

1240 S. State College Blvd. # 240 Anaheim, CA 92806  
714-539-7081 WWW. CSHS.EDU

## **LOCATION**

Main Campus Orange County

1240 S. State College Blvd. # 240

Anaheim, CA 92806

714-539-7081

## **WEBSITE ADDRESS**

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

**The following programs are offered at the main campus located at  
1240 S. State College #240, Anaheim, CA 92806**

Advanced Cardiac Life Support-Initial	Advanced Cardiac Life Support-Renewal	Advanced Critical Care Course	Advanced Leadership and Management
Advanced Medical Surgical Refresher Course	Basic to Advanced EKG	CCRN Review	CPR-Initial or Heartsaver
CPR-Renewal	Critical Care	Faculty Development Internship	Intensive English Program (ESL 100 - 500) 5 Levels
Intensive English Program -- ESL Electives (ESL 601, 606, 610) 3 Levels	Monitor Tech Certification	NCLEX-LVN Review	NCLEX-RN Review
Nurse Educator	Nurse Refresher	Pediatric Advanced Life Support-Initial	Pediatric Advanced Life Support-Renewal
Research Residency Program	Ventilator Workshop		

**Welcome to California School of Health Sciences (CSHS)**, an institution providing language and health care training programs, the goal of CSHS faculty and staff is to make sure you receive an outstanding support during the program you choose and your academic experience at CSHS is satisfying. We are experienced in working with students who come to us with all levels of academic experience and we help them strive for excellence. Our programs are designed for individuals who want to succeed in new careers. We wish you the best in your educational enterprise.

## **MISSION**

As an accredited institution, CSHS's mission is to provide quality-oriented educational programs that increase students' knowledge, improve their skills, and foster critical thinking in an efficient, timely, and economical manner. While ensuring that its' students are adequately prepared to transition to the professional field or academic institution of their choice, CSHS also strives to support hospitals, schools, and other healthcare facilities in California and throughout the world, by means of best-based and evidence-based practice, results-oriented training, and standardized academic development.

## **VISION**

Prepare students for success in professional career in nursing and allied health. Furthermore, prepare students to transition to academic institutions.

## **PHILOSOPHY**

We believe that learning is a continuous, dynamic, and interactive process that takes place in an atmosphere of mutual respect and helpfulness.

## **FACULTY QUALIFICATION**

The California School of Health Sciences is an organization operated by dedicated, experienced registered nurses and healthcare professionals with extensive experience in professional health care education. All instructors must hold a BSc, or a BA to be a main instructor for a course. For America Heart Association Instructors, all instructors must hold an AHA instructor card.

English Instructors with the ESL program must hold, at minimum, a bachelor with TESOL teaching experience or a bachelor in teaching ESL or a foreign language with TESOL teaching experience. The instructional staff must also demonstrate near-native proficiency in English.

Faculty for other courses must hold a BA, BSc, RN, or MD.

Furthermore, the institution is responsible for verifying that all instructors are qualified and meet all the above criteria.

## **SCHOOL HISTORY AND OWNERSHIP**

In the year 2000 California School of Health Sciences (CSHS) was founded by a group of healthcare professionals with extensive clinical and inter-cultural experience. Since its commencement the school has continued to update its programs and expand its services. Currently, CSHS has one campus in Garden Grove, California.

The School has no pending petition in Bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 est. seq.)

## **SCHOOL GENERAL INFORMATION**

### **Accreditation and Approvals**

#### **STATE APPROVAL**

California School of Health Sciences is approved to operate as a private postsecondary institution in the state of California by the Bureau for Private Postsecondary Education. Approval to operate means that that the institution is in compliance with state standards as set forth in the Private Postsecondary Education Act.

#### **ACCREDITATION**

California School of Health Sciences is accredited by ACCET (Accrediting Council for Continuing Education & Training). The US Department of Education officially recognizes ACCET as a "reliable authority as to the quality of education or training provided by the programs they accredit." The programs offered at CSHS will not lead to licensure or degree.

## **CLASS SCHEDULE**

CSHS offers year-round enrollment. CSHS offers morning, evening and weekend classes. All classes are held on campus. CSHS offers short term courses on a monthly basis and international programs per international organizations or third-party requests. Please refer to our website for further information at to obtain exact times for classes offered, please check with the admission office prior to enrollment.

CSHS limits the size of its classes to maintain quality education; class size may vary from one subject area to another. Usually for the theory classes the class size limit is 15-25, for the AHA courses the student ratio is 1:10, and the ESL instructor: student ratio is 1:20. The school does admit students from other countries and does issue I-20 for student F-1 and M-1 visas, all the instructions throughout the programs will occur in English language only.

## **HOLIDAYS YEAR 2021/2022**

Holiday	Date(s)
New Year Day	Friday, January 1, 2021
Martin Luther King, Jr Day	Monday, January 18, 2021
President Day	Monday, February 15 2021
Memorial Day	Monday, May 31 2021
Independent Day	Monday, July 5 2021
Labor Day	Monday, September 6 2021
Columbus Day	Monday, October 11 2021
Veterans Day	Thursday, November 11 2021
Thanksgiving Day	Thursday, November 25 2021
Christmas day	Friday, December 24 2021
Winter Recess	December 23- 2021 January 2, 2022

## **FACILITIES**

CSHS campus has large classrooms, appropriately furnished with laboratory and instructional furniture for the type of work performed. Well-equipped, computer labs are available for all classes, the campus is spacious, clean, and present a professional appearance. All classes will be conducted I the main campus located at 1240 S State College Blvd Suite 240, Anaheim, CA 92806.

## **STATEMENT OF NON-DISCRIMINATION**

CSHS does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The school complies with title IV of Civil Right Act of 1964; as amended; title IX of the education Amendments Act of 1972; and the age discrimination Act of 1975.

CSHS complies with the provision of the American with Disabilities Act (ADA) of 1990 and with section 504 of the Rehabilitation Act of 1973. Students must notify the school of his/her disability. All Inquires or complaints with these laws and regulations should be directed to the Director of Education who will act equitably and promptly to resolve complaints.

## **ADMISSION PROCESS**

CSHS staff will do everything in their power to make the application and admission process as simple as possible. Potential students should apply for admission by completing the application form and submit the applicable fee. The school representative will meet with the candidate and provide him/her with a campus tour and a copy of the 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 must be provided to you prior to signing an enrollment agreement.

Students with disabilities will not be discriminated against in the admissions process. Reasonable services and adjustments will be made to accommodate students with disabilities without compromising the academic standard or inherent requirements of the program or course.

## **General Admission Requirements**

1. Complete application form
2. Receive a tour of the campus
3. Receive the school catalog
4. Review, complete, and sign the enrollment Agreement
5. High school diploma is the minimal standard qualifying students for enrollment.

## **Ability-to-Benefit (ATB) Examination**

Ability-to-benefit (ATB) student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate. CSHS, prior to executing an enrollment agreement with an ATB student, For enrollment purposes, the applicant must either provide official results for the Wonderlic Basic Skills Test which meet the minimum scores indicated in this catalog or successfully re-test prior to enrollment

## **ADD DROP POLICY**

Students are subject to the “add and drop” deadlines set by the Director of Education of the program. Deadlines can differ in each of programs, the Director of Education will provide further information regarding add and drop policy.

## **GRADUATION REQUIREMENTS FOR ALL PROGRAMS**

- Must successfully complete all theory hours.
- Must be in good financial standing with the school.

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.

## **PROGRAM COSTS**

Application fees or registration fees are nonrefundable.

### ***Programs Tuitions***

Tuitions and fees are the same for in-state and out-of-state students. Acceptable methods of payment include: Cash, Check, Major credit cards, and money orders. Please review CSHS for the programs tuition or ask the admission officer for list of tuitions and fees. Delinquent accounts may result in suspension or termination from the program and may be submitted for collection with collection agencies.



## PROGRAM TOTAL CHARGES

PROGRAM OF STUDY/COURSE	PERIOD OF ATTENDANCE			ENTIRE EDUCATIONAL PROGRAM		
	Tuition	Registration Fees (nonrefundable)	Total Course Fees	Tuition Fees	Registration Fees (nonrefundable)	Total Course Fees
Advanced Cardiac Life Support Initial	\$162	\$28	\$190	\$162	\$28	\$190
Advanced Cardiac Life Support Renewal	\$106	\$19	\$125	\$106	\$19	\$125
Advanced Critical Care Course	\$4,000	\$200	\$4,200	\$4,000	\$200	\$4,200
Advanced Leadership and Management	\$4,000	\$200	\$4,200	\$4,000	\$200	\$4,200
Advanced Medical Surgical Refresher Course	\$4,000	\$200	\$4,200	\$4,000	\$200	\$4,200
Basic to Advanced EKG	\$187	\$33	\$220	\$187	\$33	\$220
CCRN Review	\$191	\$34	\$225	\$191	\$34	\$225
Pediatric Advanced Life Support-Renewal	\$106	\$19	\$125	\$106	\$19	\$125
CPR-Initial or Heartsaver	\$43	\$7	\$50	\$43	\$7	\$50
CPR-Renewal	\$43	\$7	\$50	\$43	\$7	\$50
Critical Care	\$510	\$90	\$600	\$510	\$90	\$600
Faculty Development Internship	\$4,000	\$200	\$4,200	\$4,000	\$200	\$4,200
Pediatric Advanced Life Support-Initial	\$162	\$28	\$190	\$162	\$28	\$190
Monitor Tech. Certification	\$247	\$43	\$290	\$247	\$43	\$290
Ventilator Workshop	\$77	\$13	\$90	\$77	\$13	\$90
Research Residency Program	\$10,000	\$200	\$10,200	\$10,000	\$200	\$10,200
NCLEX-LVN Review	\$298	\$52	\$350	\$298	\$52	\$350
NCLEX-RN Review	\$298	\$52	\$350	\$298	\$52	\$350
Nurse Educator	\$340	\$60	\$400	\$340	\$60	\$400
Nurse Refresher	\$510	\$90	\$600	\$510	\$90	\$600
Intensive English Program (18 hours)	\$1,500	\$200	\$1,700	\$1,500	\$200	\$1,700
Intensive English Program (21 hours) +Elective (601-603)	\$1,750	\$200	\$1,950	\$1,750	\$200	\$1,950
Intensive English Program (24 hours) +Elective (601-603)	\$2000	\$200	\$2,200	\$1,700	\$200	\$2,200

### ***Books & Supplies***

It is the responsibility of the students to purchase the textbook from the administrative assistant or through website (Amazon.com). Students must furnish their own incidental supplies such as pens, papers, notebooks etc.

### ***Financial Aid Information & Loan Repayment***

Currently this school does not offer any student loans or participate in federal or state student financial aid fund.

If a 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 that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

### ***Scholarships***

Currently this school does not offer any Scholarships.

## **SCHOOL POLICIES**

### ***Dress Code***

This dress code serves as an outline for students to make good decisions concerning professional attire. Appropriate attire is necessary to instill a professional attitude among students and create a professional appearance for visiting instructors, potential employers, prospective students, and other health care professionals. Students must comply with the general policy listed below.

All students must be neatly groomed with clean hair, nails and clothing. Appropriate use of cosmetics is required. Students will avoid excessive use of perfume, cologne and after-shave lotion. Fingernails must be clean, neatly trimmed and not too long to interfere with job duties. Nail polish, if worn, must be kept in good condition.

Conservative jewelry only (i.e. Necklace, finger ring, and earring) is permitted.

Shoes and socks must be worn. Shoes must be polished, and shoelaces, stockings or socks must be clean. White athletic shoes are acceptable. Thongs, clogs, excessively high heels (more than 2 inches) and slippers are not acceptable at any time.

## ***Student Conduct***

The following are the ethical standards expected by students while in attendance in the program:

CSHS students are the future health care professionals. Thus, a student is bound by the highest standards of professional conduct and ethics. The avocational programs will not tolerate a breach of these standards by its students. The student is to maintain professional appearance and behavior throughout didactic and laboratory training programs. This includes, but is not limited to, stealing, cheating, and breach of a patient's confidentiality. Any breach of the school rules, or improper behavior will result in placing the student on probation and or student termination from the program, at the discretion of the Director of Education.

### ***Probation – Academic and Administrative***

1. Students may be placed on probation for a non-academic or administrative reason including but not limited to:
  - a. Repeated and/or non-approved absence(s) (according to attendance policy.)
  - b. Repeated and/or non-approved tardiness (according to attendance policy.)
  - c. Failure to comply with dress or behavior codes.
  - d. Inappropriate/unprofessional conduct or behavior.
2. Students may be placed on probation for an academic reason including but not limited to:
  - a. Failure to pass the final term/module exam.
  - b. Any combination of failures at the discretion of the program director including being unprepared for class.
3. A student will be advised about inappropriate conduct or failure(s). Documentation summarizing the student counseling will be kept in the student's individual file. Departments who are sponsoring students in the program will also be notified if one of their students is placed on probation.
4. A student on probation who fails to comply with the course requirements will be terminated from the program.

### ***Dismissal – Academic and Administrative***

A student will be terminated from the program for not satisfying the academic or administrative policies outlined in this manual. A strong academic and behavioral foundation must be created in the didactic component in order to successfully move onto the clinical and field settings. Students may be placed on probation for a non-academic or administrative reason including but not limited to:

1. Repeated absences or tardiness as outlined in the attendance policy.

2. Inappropriate or unprofessional conduct as outlined in the conduct/behavior/and ethics policy.
3. Failure to meet academic standards as outlined in the grading policy.
4. Failure to meet course requirement after being placed on administrative or academic probation.

Upon termination, students (and their sponsoring agencies, if applicable) will be notified in writing of the reasons surrounding the termination. This documentation will also be placed in the student's file and the program director may request to have an exit interview upon enactment of the termination.

### ***Attendance Policy***

California School of Health Sciences (CSHS) expects students to attend all parts of a course for which they have registered. When students miss class or a part of class, they fall behind, and it is not fair to other students who are present for the entire course.

#### **Minimum Standards**

CSHS expects students to attend at least 80% of the course hours for which they have registered. Students are responsible for all content covered in class and must be physically present for 80% of the course hours in order to receive credit for the course.

The student is considered to be on probation for "poor attendance," if the student's cumulative attendance falls below 80%. Should the student's average attendance fall below 80% while on probation, the student may be suspended from the school for up to two terms. For an F-1 visa student, the minimum required in-classroom attendance is 18 hours/week. CSHS encourages all students to spend three hours per week in the ESL computer lab. Attendance is optional and cannot be counted toward attendance. Some students might be assigned a higher load of study hours as per required by their sponsor/employer. The F-1/M-1 student will be terminated from SEVIS for "poor attendance".

Attendance is tracked in every class period by the instructor, if the student misses more than 15 minutes of any class period, the student will be marked absent for the whole hour.

### ***LEAVE OF ABSENCE POLICY***

The institution permits students to request a leave of absence (LOA), as long as the leaves do not exceed a total of 160 days during any 12-month (or half of the program hours, whichever is shorter) period and as long as there are documented, legitimate reasons that require the students to interrupt their education. Such circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student.

or a spouse, child or parent. In order for a student to be granted a LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Program Director.

### **Administrative Leave of Absence:**

The institution permits a student to request an Administrative Leave of Absence due to module/Term non-availability.

When there is an interruption in a student's schedule due to module non-availability for a period of not less than five (5) consecutive calendar days and a period of not more than thirty-five (35) consecutive calendar days, the student will be placed on an Administrative Leave of Absence (ALOA). An ALOA will only be approved and processed under the following circumstances:

- a. Class consolidation
- b. Curriculum alignment
- c. Change in the student's class sequence
- d. Change in class session

An ALOA is approved only upon the student's written consent. The student must sign a request, and the applicable School Official must approve and sign the request prior to the start date of the ALOA. Students who fail to return from an ALOA on the scheduled return date will be withdrawn from the program. Students receiving Veterans' Administration (VA) educational benefits are not eligible for an ALOA and Federal funds cannot be disbursed to a student's ledger during an ALOA.

### **Re-admission Following a Leave of Absence**

Upon return from leave, the student will be required to repeat the Term and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has reentered. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry from the leave of absence. The date the student returns to class is normally scheduled for the beginning of a Term.

### **Extension of LOA**

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the program director provided:

- The student submits a completed LOA Extension Request Form before the end date of the

current leave There is a reasonable expectation the student will return

- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 120 calendar days in any twelve (12) month period calculated from the first day of the student's first leave
- Appropriate Terms required for completion of the program will be available to the student on the date of return

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn, and the withdrawal date will be the student's last date of attendance (LDA).

### ***International Students Leave of Absence (LOA)***

Immigration regulations allow F-1 students to take a temporary Leave of Absence (LOA) of less than 5 months. All departing international students are required to notify ISC prior to a period of extended absence from CSHS.

LOA has a direct impact on your legal status and the ability to apply for off-campus work permission. Important things to consider:

- You cannot stay in the United States while on LOA. It is a violation of status.
- You must leave the United States within 15 days from the approval of the LOA.

#### **If LOA is less than 5 months:**

You may use the same I-20 to re-enter the United States and you are not required to pay the I-901 SEVIS fee again. To re-enter the United States, you must have the following documents:

- Valid I-20 with a current travel signature on page 3
- Valid F-1 visa in passport (may be expired upon exit, but must be renewed prior to re-entry)
- Valid passport (should be valid for at least 6 months from date of re-entry)

#### **If LOA is for 5 months or more for personal reasons:**

A leave of absence for more than five months will cause your current I-20 and visa to become invalid, no matter the expiration date on the document. To return to the United States, please note the following:

- You must be readmitted to your academic program
- You must obtain a new Form I-20 (it will indicate that you are in "Initial Attendance" at CSHS, with a new program start date and a new SEVIS number).
  - A student with an initial attendance I-20 is required to pay the I-901 SEVIS fee (if using the E-file to pay the fee, you must have a printer ready to print

the receipt; you will be required to show proof of payment of the fee when entering the United States).

- You must apply for a new visa at the United States consulate (even if the visa currently in the passport has not yet expired).

Please note:

- All I-20s must be kept for your records, as they may be needed for future immigration applications.
- Time spent studying before the LOA in this instance will NOT be counted towards the full academic year requirement.

Once you are readmitted to CSHS, the readmitting department will notify ISC about your readmission. Your ISC will contact you to request the following documents in order to process a new I-20:

- Letter of readmission from the department
- Financial Support proof, including current proof of funding (bank statement, letter for assistantship, etc.)
- Student Form, including the address where the new "Initial Attendance" I-20 SEVIS Form will be sent

**NOTE:** If you are returning to CSHS after a temporary absence, you MUST "check-in" at CSHS upon arriving in Southern California. If you fail to do so, your enrollment status will not be reported in SEVIS and you will be considered out of status.

## **Medical LOA**

All students including F-1/M-1 students are eligible to take an LOA due to medical reasons. Students have the option to return to their home country or remain in the U.S. to receive medical treatment.

Students who wish to remain in the U.S. must obtain a doctor's letter recommending the LOA for medical reasons. Students who remain in the U.S. without obtaining advance approval for medical LOA from ISC will be considered out of status.

### **Requirements and Limitations of Medical LOA:**

- Must have a letter from a licensed medical doctor, doctor of osteopathy, physician assistant, or licensed clinical psychologist recommending leave for a specific semester
- Must have PRIOR approval from ISC and ESL Director or DOE before withdrawing from courses
- No more than 5 months total leave are allowed.

Students considering an LOA due to medical reasons must meet with an ISC counselor.

## **Forms**

- Leave of Absence - Notification Form

## **STUDENT ACHIEVEMENT STANDARDS**

CSHS defines standards for student achievement that include Completion Rates and Licensure Examination Review Courses' Pass Rates. Due to the nature of CSHS being accredited as an Avocational institute offering short-term courses, the Retention Rates and Placement Rates are not applicable, therefore, CSHS does not offer placement services for students. .

### **INTRODUCTION**

A grade is a symbol used by teachers to impart information to students, to parents, and to other individuals and institutions with a legitimate need for that information. Grades are the teacher's best assessment of a student's performance in reaching the goals and objectives of a particular course, including mastery of content and demonstration of skills. Ongoing evaluation of the student's academic performance is an integral part of the training program. Substandard academic work will result in disciplinary action.

#### **Grading Steps**

A participation grade will be given to each student based on his/her preparedness in class and involvement in class discussions. This includes participation in question and answer periods and overall attentiveness in class. Absences and tardiness will also be factored into this grade.

Any student caught engaging in any form of academic dishonesty on a quiz; or final exam will be immediately terminated from the program.

Students may be placed on academic probation for being "at risk" of not meeting the academic requirements of the program by the program director. Students will be placed on probation for poor attendance, poor participation and poor grades. In this case student will receive a written letter of probation.

Students who wish to appeal a final grade can do so by submitting a written request describing the reasons for appeal within 7 business days after receiving the grade.

## **SHORT-TERM COURSES**

Due to the fact that the CSHS programs are approved by several agencies, such as California Board of Nursing, American Heart Association, Department of Public Health, ...etc. and in order for the school to meet these agencies' requirements the school has to use different grading scales, for example for the short courses the school adopt the AHA grading standard which is pass or fail.



Some programs like the international programs AMSC or ALMC the school utilize the following grading scale:

90 – 100% A

80 - 89.9% B

70 - 79.9% C

<70% F

A MINIMUM OF C MUST BE EARNED TO PASS THIS COURSE

There are several elements of assessment system weighted to produce the final grade please review the syllabi for more information. The attendance and the participation are not factored into numeric values, but in some classes attendance is the only requirement to receive a certificate of completion for example in the continue education classes such as the Nurse Educator or the Faculty Development Internship there is no grading at all, attendance is the only requirement to receive a certificate of Completion.

## **CSHS ESL ACADEMIC POLICIES**

### **Student Placement**

CSHS uses the MELICET GCVR and the MELICET L, a commercially developed standardized examination, designed by the English Language Institute Testing and Certification Division Test Publications. This test was designed as part of a secure test battery to assess the ability of students whose native language is not English to pursue academic study in an English-language college or university. It can be administered by teachers or administrators who need to assess students who have high-intermediate to advanced levels of academic English language proficiency. Appropriate uses of the test include administering it as an exit test for students in an intensive English program. As per *Interpreting and Using the MELICET GCVR and MELICET L Guidelines*, “**rigid adherence to a specified cut score for any purpose is strongly discouraged**”, the Academic Director of the CSHS English Language Program may be required to use his/her judgment in placing students.

In addition to the MELICET GCVR and the MELICET L, CSHS uses the International English Testing System’s (IELTS) Speaking Test Part 1 format and rubric to assess students’ communicative competence. Students will participate in a one-on-one speaking test with a teacher or

administrator who will assess the student's English communication skills using the IELTS 9-band scoring system. The speaking test will consist of an introduction and interview which will last 4-5 minutes.

The student will take the placement test prior to registering for classes. The student will be placed according to his or her score on the placement test as detailed below:

**Process:**

CSHS recognizes that it is possible that a student may be placed into a level that is not offered at the time the student arrives. If the student is a transfer student, or otherwise a local student, CSHS will simply explain that the course is not currently offered and place the student on a waiting list; but the student shall not be enrolled in the school. CSHS will inform the student on the waiting list should the class become available in the future.

To help mitigate against this situation CSHS actively works with sponsoring organizations to ensure that all students from the organization accepted into CSHS are within a designated range of their English ability. Furthermore, CSHS coordinates with sponsoring organizations from different countries to synchronize enrollment dates to maximize the number of arrivals at a given time so that there is the highest number of students possible in all levels.

Should a student transfer in from another ESL program, two factors will be taken into consideration: 1) student placement test score at CSHS and 2) highest level completed at previous institution. To ensure that all transfer students are placed in the appropriate level, the lowest level a transfer student can be placed is one below the highest completed level at previous institution.

**Placement Table (Raw Scores)**

COURSE NAME	LEVEL	SUBJECT	ESL PLACEMENT RAW GCVR SCORES	ESL PLACEMENT RAW L SCORES	ESL PLACEMENT RAW IELTS-1 SCORES
ESL-101	Beginner	Reading/Writing	0-29		
ESL-102	Beginner	Listening/Speaking		0-15	0-4
ESL-103	Beginner	Grammar	0-29		
ESL-201	High Beginner	Reading	30-49		
ESL-202	High Beginner	Listening/Speaking		16-24	4-5
ESL-203	High Beginner	Grammar	30-49		
ESL-204	High Beginner	Writing	30-49		
ESL-301	Intermediate	Reading	50-79		
ESL-302	Intermediate	Listening/Speaking		25-36	5-6
ESL-303	Intermediate	Grammar	50-79		
ESL -304	Intermediate	Writing	50-79		
ESL-401	High Intermediate	Reading	80-92		
ESL-402	High Intermediate	Listening/Speaking		37-43	6-7
ESL-403	High Intermediate	Grammar	80-92		
ESL -404	High Intermediate	Writing	80-92		

COURSE NAME	LEVEL	SUBJECT	ESL PLACEMENT RAW GCVR SCORES	ESL PLACEMENT RAW L SCORES	ESL PLACEMENT RAW IELTS-1 SCORES
ESL-501	Advanced	Reading	93-100		
ESL-502	Advanced	Listening/Speaking		44-50	8-9
ESL-503	Advanced	Grammar	93-100		
ESL -504	Advanced	Writing	93-100		
ESL-601	High Intermediate to Advanced	TOEFL Preparation	41-100		
ESL-606	Intermediate to Advanced	American Idioms	41-100		
ESL-610	Professional Skills	Academic Writing for ESL Students	41-100		

**ENGLISH AS A SECOND LANGUAGE PROGRAM**

**Beginner Track**

<b>Course Number</b>	<b>Lecture Hours (Week)</b>	<b>Course Title</b>
ESL- 101 R/W	10	Beginner Reading/Writing
ESL- 102 LS	3	Beginner Listening/Speaking
ESL- 103 G	5	Beginner Grammar
Total Per Week	18	
Total Per Course	216	

**High-Beginner Track**

<b>Course Number</b>	<b>Lecture Hours (Week)</b>	<b>Course Title</b>
ESL- 201 R	5	High-Beginner Reading
ESL- 202 LS	3	High-Beginner Listening/Speaking
ESL- 203 G	5	High-Beginner Grammar
ESL- 204 W	5	High-Beginner Writing
Total Per Week	18	
Total Per Course	216	

**Intermediate Track**

<b>Course Number</b>	<b>Credit Units</b>	<b>Course Title</b>
ESL-301R	5	Intermediate Reading
ESL-302 LS	3	Intermediate Listening/Speaking
ESL-303 G	5	Intermediate Grammar
ESL-304 W	5	Intermediate Writing
Total Per Week	18	
Total Per Course	216	

**High-Intermediate Track**

<b>Course Number</b>	<b>Credit Units</b>	<b>Course Title</b>
ESL-401 R	5	High-Intermediate Reading
ESL-402 LS	3	High-Intermediate Listening/Speaking
ESL-403 G	5	High-Intermediate Grammar
ESL-404 W	5	High-Intermediate Writing
Total Per Week	18	
Total Per Course	216	

### Advanced Track

Course Number	Credit Units	Course Title
ESL-501 R	5	Advanced Reading
ESL-502 LS	3	Advanced Listening/Speaking
ESL-503 G	5	Advanced Grammar
ESL-504 W	5	Advanced Writing
Total Per Week	18	
Total Per Course	216	

### ESL PROGRAM GRADING

The ESL program utilizes the following grading scale:

90 – 100% A

80 - 89.9% B

70 - 79.9% C

<70% F

A MINIMUM OF C MUST BE EARNED TO PASS THIS COURSE

There are several elements of assessment system weighted to produce the final grade please review the syllabi for more information.

Your final grade will be based on the following:

- Chapter Tests: (total of 10 Chapter Tests) 60%
- Homework: (total of 20 Homework Assignments) 20%
- Participation: 20%

# SATISFACTORY ACADEMIC PROGRESS

## INTRODUCTION

The student is considered to be on probation for “poor attendance,” that is to say if the student’s cumulative attendance falls below 80%. Should the student’s average attendance fall below 80% while on probation, the student will be terminated. For an F-1 student visa, the student will be terminated from the school and from SEVIS for “poor attendance”. Students will be notified of their attendance probation status with a written warning letter. Students will remain on probation for the following two weeks. Their attendance will be re-evaluated at the end of the two-week probationary period. Students are encouraged to remediate during the two-week period to improve their attendance.

### Program Quantitative Measures

Program Name	No. of Weeks	18 hour per week (Total Program Length)	21 hour per week (Total Program Length)	24 hour per week (Total Program Length)
ESL 100	12	216	252	288
ESL 200	12	216	252	288
ESL 300	12	216	252	288
ESL 400	12	216	252	288
ESL 500	12	216	252	288

### MINIMUM GRADE AVERAGE

In order to pass a class and move on to the next level, students will have to receive a C or higher for the class. A minimum of C (70%) must be maintained at each evaluation period. Failure to maintain the minimum will put the student on academic probation until the next evaluation period. If the student’s GPA for the term falls below 70% while on probation, the student will be terminated. For an F-1 visa student, the student will be terminated from SEVIS for “poor academic performance”. Students will be notified of their academic probation status with a written warning letter. Students are encouraged to remediate to improve their academic performance.

### COMPLETION AND PROMOTION

Students successfully complete their class when they have passed all the course requirements. For regular ESL courses, when a student completes his/her course, he/she will be promoted to the next level in a sequential manner (unless the student is already at the most advanced level, in which case he/she is encouraged to take one of the electives, or leave the school to follow other pursuits).

In certain cases, an instructor may consult with the Academic Director and decide to move an ESL student to the next level before they have completed a full academic term at their current level. This is relatively rare and only occurs when an instructor feels that the student was initially placed into a level too low for them, and that the student is clearly under-challenged in the class.

For electives, when a student completes their course, they are encouraged to either take one of the other courses offered at CSHS or leave the school to follow other pursuits (Student should maintain a full course load). In the case of the test preparation courses (TOEFL/IELTS), the student may appeal to the Academic Director to let him/her take the course one more time, if they have still not attained the test score they are aiming for.

At the conclusion of weeks 3, 6, and 9, the Academic Director/ instructors will perform quarterly and mid-term evaluations for all students. Course grading criteria such as chapter tests, writing products, homework and participation will be evaluated, and if the student is failing the class, a documented learning plan will be initiated to give the student a better chance of achieving academic progress in the future and passing the class. A final evaluation will be given at the conclusion of the program at week 12.

Should a student fail to pass a class and obtain a grade lower than a C, he/she will have one week to remediate and pass the class. The highest possible final grade the student can obtain upon completion of this plan is 70% or C. Should the student fail to obtain a C and, thus, fail the class, he/she will be required to repeat the complete level in which he/she was enrolled.

The Academic Director will draft a learning plan for the failed student in order to assist the latter and offer him/her the opportunity to remediate his/her weaknesses. The documented learning plan is intended to provide the student with more resources and to increase the chances of passing the repeated term. The student should also be informed that if he/she fails to pass a repeated course repeat term he/she will be terminated.

## **A P P E A L S**

A student may submit a written appeal if they do not agree with the final grading data within five calendar days of the receipt of the final grading evaluation. The appeal should be addressed to the ESL Academic Director and provide substantiating documentation. The institution will notify the student within 5 days of receipt of notification from the student with the decision. At the end of the term and after the one-week period, the term grading data becomes permanent and can no longer be challenged.



## **Maximum Course Repeats**

A student may repeat a course only once. However, the student may repeat Level One -twice for true beginners- and Level Six courses to refine his/her skills and to be better prepared for higher education. Furthermore, the student cannot go down more than one level from the level completed. In addition, a student will have the option of repeating a level should they receive a C and wish to have a higher GPA. In this case, the highest grade will be recorded as final. The student must make normal progress towards completing the school's ESL.

Due to the nature of the programs offered and the number of levels available for all students, a student's maximum cumulative total length of language training should not exceed a period of 30 months at CSHS.

The remediation arrangements will be arranged by the ESL Academic Director and CSHS ESL staff to ensure that missed materials will be covered and that all assignments are completed. Upon completion of the make-up sessions, terms of the contract will be considered as having been fulfilled.

## **CREDIT GRANTING AND TRANSFER**

California School of Health Sciences (CSHS) has not entered into an articulation or transfer agreement with any other college or university. CSHS does not grant credit for completion of courses from any other institution.

The institution (CSHS) does not award credit for prior experiential learning.

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

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

CSHS is an avocational school and therefore not a credit granting institute. Credits earned in other institutions will not be accepted due to the avocational nature of the institute and the short terms for its courses. ESL students transferring in from another institute will have their student level accepted and validated by the Oxford Placement Test.

## **POLICY AND PROGRAMS CHANGES**

CSHS catalog is current as of the time of printing. The institution reserves the right to make

changes in organizational structure, policy and procedures as circumstances dictate. CSHS reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. CSHS reserves the right to cancel any scheduled class in which there is an insufficient number of students enrolled. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this catalog.

## **TUITION POLICY**

New students from overseas pay for 12 weeks tuition for their first payment, which is due the first day of class. After that, students can continue to pay in 4, 8- or 12-week blocks, but it must be paid in advance or on your due dates, otherwise there is a \$30 late fee if it is more than 5 days late.

Transfer students can choose to pay for 4 weeks for their initial tuition which is due the first day of class. After that, students can continue to pay in 4, 8- or 12-week blocks, but it must be paid in advance or on your due dates, otherwise there is a \$30 late fee if it is more than 5 days late.

Please pay with a credit or debit card, check, or cash (Mondays through Fridays)

## **ENROLLMENT AGREEMENT**

All students joining programs more than 65 clock hours must sign an enrollment agreement when they pay for their tuition. This is a legal contract between you and the school. It contains important refund dates, so please read it carefully.

## **STUDENT TUITION RECOVERY FUND (STRF):**

"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 Blvd. Ste. 225, Sacramento, CA 95834, (916) 431-6959 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."

Questions regarding the STRF may be directed to: Bureau for Private Postsecondary Education  
Physical Address: 1747 N. Market Blvd. Ste. 225, Sacramento, CA 95834  
Mailing Address: P O Box 980818, West Sacramento, CA 95798-0818  
Phone Number: 916-431-6959; Toll Free: 888-370-7589; Fax Number: 916-263-1897 Web site Address:  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

## REFUND POLICY

California School of Health Sciences seeks to promote good will through the use of explicitly stated fair and equitable cancellation and refund practices pertaining to cancellations, withdrawals and terminations. Please review total program cost and non-refundable registration fees per course below:

PROGRAM OF STUDY/COURSE	PERIOD OF ATTENDANCE			ENTIRE EDUCATIONAL PROGRAM		
	Tuition	Registration Fees (nonrefundable)	Total Course Fees	Tuition Fees	Registration Fees (nonrefundable)	Total Course Fees
Advanced Cardiac Life Support Initial	\$162	\$28	\$190	\$162	\$28	\$190
Advanced Cardiac Life Support Renewal	\$106	\$19	\$125	\$106	\$19	\$125
Advanced Critical Care Course	\$4,000	\$200	\$4,200	\$4,000	\$200	\$4,200
Advanced Leadership and Management	\$4,000	\$200	\$4,200	\$4,000	\$200	\$4,200
Advanced Medical Surgical Refresher Course	\$4,000	\$200	\$4,200	\$4,000	\$200	\$4,200
Basic to Advanced EKG	\$187	\$33	\$220	\$187	\$33	\$220
CCRN Review	\$191	\$34	\$225	\$191	\$34	\$225
Pediatric Advanced Life Support-Renewal	\$106	\$19	\$125	\$106	\$19	\$125
CPR-Initial or Heartsaver	\$43	\$7	\$50	\$43	\$7	\$50
CPR-Renewal	\$43	\$7	\$50	\$43	\$7	\$50
Critical Care	\$510	\$90	\$600	\$510	\$90	\$600
Faculty Development Internship	\$4,000	\$200	\$4,200	\$4,000	\$200	\$4,200
Pediatric Advanced Life Support-Initial	\$162	\$28	\$190	\$162	\$28	\$190
Monitor Tech. Certification	\$247	\$43	\$290	\$247	\$43	\$290
Ventilator Workshop	\$77	\$13	\$90	\$77	\$13	\$90
Research Residency Program	\$10,000	\$200	\$10,200	\$10,000	\$200	\$10,200
NCLEX-LVN Review	\$298	\$52	\$350	\$298	\$52	\$350
NCLEX-RN Review	\$298	\$52	\$350	\$298	\$52	\$350
Nurse Educator	\$340	\$60	\$400	\$340	\$60	\$400
Nurse Refresher	\$510	\$90	\$600	\$510	\$90	\$600
Intensive English Program (18 hours)	\$1,500	\$200	\$1,700	\$1,500	\$200	\$1,700
Intensive English Program (21 hours)	\$1,750	\$200	\$1,950	\$1,750	\$200	\$1,950
Intensive English Program (24 hours)	\$2000	\$200	\$2,200	\$1,700	\$200	\$2,200

**REJECTION OF APPLICANT:** Students not accepted by the school, or prospective international students whose visa applications have been rejected are entitled to a 100 percent refund of the amount paid for institutional charges (except the non-refundable registration fees).

**PROGRAM CANCELLATION:** If the school cancels a program subsequent to a student’s enrollment, the institution will refund all monies paid by the student.

**CANCELLATION PRIOR TO THE START OF CLASS OR NO SHOW:** All refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier. You are entitled to a 100 percent refund of the amount paid for institutional charges (except the non-refundable registration fees).

**1098 FORM:** We are Avocational training, not a college or university, and our tuition does not qualify for the educational credits. We do not participate with the United States Department of Education federal student financial aid and loans. Therefore, our tuition is not deemed qualified tuition for federal income tax purposes and therefore we cannot issue 1098Ts.

**NOTIFICATION OF CANCELLATION/WITHDRAWAL:** Students may notify CSHS verbally, or via email or written request. CSHS may request, but not require, a student to submit a written notification of withdrawal for administrative purposes, unless written notice is mandated by federal or state law. It is noted that the Student Exchange Visitor’s Program (SEVP) does not explicitly require written notification of cancellation or withdrawal.

**ALL PERIODS OF FINANCIAL OBLIGATION OR ENROLLMENT PERIODS:** For students who have completed more than 60 percent of the enrollment period will not be legible for refund. Students who have complete 60 percent or less of the enrollment period, the institution will provide a pro rata refund. The institution will retain the registration fee plus a percentage of tuition and fees, which is based on the percentage of the clock hours or weeks (based on program) attended and the recorded student’s last date of attendance (LDA), as the examples describe in the table below. The institution will pay or credit refunds within 45 days of a student’s documented date of determination (DOD). If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance.

**REFUND CALCULATION EXAMPLES:**

Example 1: Monitor Tech Certification: Student attended 16 hours

Total Program Cost	No-Refundable Registration	Tuitions	Clock Hours	Hourly charges	Number of hours student attended	The Amount Owed	Payment Received	<b>The Amount to be Refunded =</b> Payment Received - Registration Fees- Amount Owed
\$290	43	247	32	\$7.72	16 hours (50% Attendance)	16 X \$7.72= \$123.5	\$290	\$290-\$43-\$123.5 = <b>\$123.5</b>

Example 2: Monitor Tech Certification: Student attended 24 hours

Total Program Cost	No-Refundable Registration	Tuitions	Clock Hours	Hourly charges	Number of hours student attended	The Amount Owed	Payment Received	The Amount to be Refunded = Payment Received-Registration Fees- Amount Owed
\$290	43	247	32	\$7.72	24 hours (75% Attendance)	24 X \$7.72= \$185.25	\$290	\$ 0 (No refund attended > 60%)

Example: Monitor Tech Certification: No Show or Cancelled

Total Program Cost	No-Refundable Registration	Tuitions	Clock Hours	Hourly charges	Number of hours student attended	The Amount Owed	Payment Received	The Amount to be Refunded = Payment Received-Registration Fees- Amount Owed
\$290	43	247	32	\$7.72	0	0X\$7.72 = \$0	\$290	290-43-0 = <b>\$247</b>

**Registration Fees, Books, and supplies given to the students are non-refundable.**

**SPECIAL CIRCUMSTANCES-OVERSEAS AGENTS:** Students will be informed of the contractual relationship and its effects on their ability to obtain a refund. If a student pays through a recruiting agent and is due a refund, the refund may be made on behalf of the student to the agent. Students will be notified in writing that the refund has been made on behalf of the students to the agent.

**UNRESOLVED REFUND ISSUES:** If a course refund cannot be resolved at the Administrative Assistant (AA) level, refer the student/customer to Director of Education (DOE). If the DOE is not on site, the AA will leave a message and advise the student/customer they will be called within 7 business days.

If the student has any complaints, questions, or problems that you cannot work out with the school, write or call the following two organizations:

***BUREAU FOR PRIVATE POSTSECONDARY EDUCATION***

Physical Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Phone Number: (916) 431-6959 Fax: (916) 263-1897 Toll Free: 1888-370-7589

***THE ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING (ACCET)***

Physical Address: 1722 N St NW, Washington, DC, 20036

Phone: (202) 955-1113, Fax: (202) 955-1118

**NOTICE OF CANCELLATION**

- You may cancel this contract for school, without any penalty or obligation by the date stated below. If you cancel, any payment you have made and any negotiable instrument signed to you shall be returned to you within 45 days following the school’s receipt of your cancellation notice
- To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any written notice, or send a telegram to:

California School of Health Sciences 1240 S State College Blvd, Suite 240 Anaheim,, CA 92840.

NOT LATER THAN Midnight of \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Mon/ Day/ Year

(the first class session, or the seventh day after enrollment whichever is later)

I cancel the contract for school.

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Mon/ Day/ Year

Student’s signature -----

REMEMBER, You Must CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions, or problems that you cannot work out with the school, write or call the Bureau for Private Postsecondary Education:

Bureau for Private Postsecondary Education  
 Physical Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834  
 Mailing Address: P O Box 980818, West Sacramento, CA 95798-0818  
 Phone Number: 916-431-6959  
 Toll Free: 888-370-7589  
 Fax Number: 916-263-1897

**GRIEVANCE AND APPEALS POLICY**

The purpose of this procedure is to allow for the resolution of student grievances alleging violations of California School of Health Sciences Course policies.

***Resolution***

Students who believe that the Training Program or any administrative subdivision or employee thereof, has acted in violation of the Training Course Policies are encouraged to attempt to

resolve the matter informally. The student should seek such resolution directly with the affected unit (i.e. Instructor and Preceptor).

Thereafter, if the matter remains unresolved, the Student may report the complaint to the Program Director, who is empowered to investigate the matter and the attempt to bring about a resolution.

### ***Appeal***

If the complaint involves termination or allegations of discrimination and in the event that resolution is not successful, the student may file an appeal with the Program Director within seven (7) days of the time at which the student could be reasonably expected to have knowledge of the alleged violation. Such a complaint must include an explanation of the specific action being grieved, the specific policy and/or regulation alleged to be violated, and the remedy requested.

Upon receipt of the formal complaint, the Program Director will furnish a copy of the complaint to the head of the affected unit in which the alleged violation purportedly occurred for investigation. The investigation will be completed within fourteen (14) days and a summary of the investigation and decision on the complaint will be provided to the student at that time.

Within ten (10) days of receipt of the summary and decision, the student will notify the Managing Director California School of Health Sciences in writing if a hearing is requested. If a hearing is requested, the Managing Director will arrange a hearing on a date mutually agreeable to all parties and to be conducted by the Director's Committee.

Within fourteen (14) days of the close of the hearing, a report with the findings of fact as to the complaint will be produced and sent to the student with a decision. The decision will be based on a Preponderance of the Evidence presented.

In the event the complaint or concern has not been resolved at the school level, the student may consider contacting the school's accrediting entity.

**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 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).**



## **STUDENT SERVICES**

### ***Academic Advisement***

CSHS faculty and staff are available to advise students on academic challenges, and if needed provide a referral to special counseling services when required.

### ***Placement Services***

CSHS offer avocational courses. CSHS doesn't offer placement services to our graduates.

### ***Computer lab and Online Library***

The school has computer laboratory with online library and test preparation services, during the first term/module of study each student will receive a password and username to access the online resources.

### ***Students Activities***

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. CSHS believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

### ***Housing & Transportation***

CSHS provides pre-trip planning and coordination through a variety of ways: by mail, phone, or internet. Most difficulties faced by international students can be anticipated and avoided. Our emphasis is on communication; proper planning, attention to detail, and making the students' stay as pleasant as possible. CSHS has direct responsibility for personally coordinating all arrangements and aspects of student life.

The institution has no dormitory facilities under its control; housing is available and located reasonably near the institution's facilities and an estimation of the approximate range of cost of the housing is \$900-\$1300 per month (depends on the type of housing share-room vs. single suite). Our supportive staff can assist students and families in obtaining hotel accommodations for short-term stays and housing information for those staying for extended stays. For students staying in a preferred hotel selected by CSHS, transportation to and from the CSHS can be arranged.

### ***Field Trips***

CSHS believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

### ***Drug and Alcohol Prevention***

CSHS prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any College activity. If a student suspects someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Director of Education. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is subject to successful completion of any prescribed counseling or treatment program.

### ***Students Recognition***

CSHS believes that through recognition comes a stronger sense of community and self-importance. The ability to help build positive self-esteem is the most powerful tool a recognition program can provide. Students may aspire to be recognized for perfect attendance, academic excellences, and additional awards. Please contact the Director of Education for more information.

### ***Family Educational Rights and Privacy Act***

The Family Educational Rights and Privacy Act (FERPA) grant students' certain rights with respect to their educational records. They are:

- 1.** The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2.** The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3.** The right to consent to disclosures of personally identifiable information contained in the

student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

1. School officials with legitimate educational interest.
2. Other schools to which a student is transferring.
3. Specified officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid to a student.
5. Organizations conducting certain studies for or on behalf of the school.
6. Accrediting organizations.
7. To comply with a judicial order or lawfully issued subpoena.
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to State Law.

CSHS may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### ***Directory Information***

CSHS has designated certain information contained in the education records of its students as Directory Information for purposes of FERPA. Directory Information at this institution includes:

1. Name, Address, Telephone numbers
2. Major and/or minor fields of study
3. Diploma /Certificate sought
4. Expected date of program completion, and Expected date of graduation
5. Diplomas/ Certificate conferred
6. Awards and Honors
7. Dates of attendance
8. Previous institutions attended
9. Participation in officially recognized activities
10. Photograph

Directory information may be disclosed by this institution for any purpose, without the prior consent of a student, unless the student has forbidden disclosure of such information in writing. Students wishing to prevent disclosure of the designated directory information must file written notification to this effect with the Registrar's Office. In the event that such written

notification is not filed, the institution assumes that the student does not object to the release of the directory information.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the

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

Additional FERPA information is available from the institution's admission Office.

## **RETENTION OF STUDENT RECORDS**

1. The institution shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service.
2. In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:
  - a. Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
  - b. Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
  - c. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
  - d. Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
  - e. In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:
  - f. For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
  - g. The dissertations, theses, and other student projects submitted by graduate students;
  - h. A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
  - i. 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;
  - j. A document specifying the amount of a refund, including the amount refunded 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;
  - k. Copies of any official advisory notices or warnings regarding the student's progress; and

I. Complaints received from the student

CSHS shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

CSHS shall maintain, for each student granted a certificate by that institution, permanent records of all of the following:

1. The certificate granted and the date on which that Certificate was granted.
2. The courses and units on which the certificate was based.
3. The grades earned by the student in each of those courses.

An institution 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 of the following information:

1. The educational programs offered by the institution and the curriculum for each.
2. The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.
3. Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16

In case of school closure, all permanent students' records should be transferred to BPPE approved record custodian service. For a copy of the students records please contact Dr. Rafat Qahoush via email at [info@cshs.edu](mailto:info@cshs.edu) or via phone at 714.539.7081.

## **SEXUAL ASSAULT/VIOLENCE PREVENTION**

The school does not tolerate violence or other threatening conduct against any members of the school community. This includes acts against persons or property, as well as harassment based on sex, race, ethnicity, or disability. The school will impose strict disciplinary actions and appropriately involve law enforcement officials should any acts or threatening conduct occur on school facilities or at school-sponsored events. This includes acts of violence against women.

In the event of a sexual assault or domestic violence, please be aware of the following:

1. Preserve any evidence of the assault.
2. go to a place where it is safe from further attack and notify the police
3. Obtain immediate medical attention
4. seek professional counseling

If requested by the student who is the victim of a sexual assault, the school will assist the student in notifying law enforcement. In addition, the school will provide information on off- campus agencies that provides services to victims of a sex offense.

## **NO WEAPONS POLICY**

CSHS prohibits all persons who enter CSHS property from carrying a handgun, firearm, illegal knives, or other prohibited weapons of any kind regardless of whether the person is licensed to carry the weapon or not. Failure to abide by this policy will lead to dismissal from CSHS.

## **COPYRIGHT POLICY**

California School of Health Sciences does not condone or tolerate the unauthorized copying of licensed computer software by staff, faculty, or students. CSHS shall adhere to its contractual responsibilities and shall comply with all copyright laws and expects all members of the CSHS community to do so as well. Members of the CSHS community who violate this policy may be subject to discipline through standard CSHS procedures. An individual or CSHS department engaged in the unauthorized copying or use of software may also face civil suit, criminal charges, and/or penalties and fines. Subject to the facts and circumstances of each case, such individuals or departments shall be solely responsible for their defense and any resulting liability.

If you have questions about this policy, please contact us.

**Follow this link for more information on U.S. copyright law >> <http://copyright.gov>**

## **IMMIGRATION SEVIS POLICY (F-1/M-1 STUDENTS)**

California School of Health Sciences (CSHS) is committed to following Student & Exchange Visitor Information System (SEVIS) regulations and procedures when issuing I-20's for potential international students. The purpose of SEVIS is to monitor the visa adjudication process and oversee the academic career of foreign visitors and your dependents that enter the US using an M-1/F-1 or F-2/M-2 (dependent) visa. This database is administered by the Bureau of Immigration & Customs Enforcement (ICE) within the Department of Homeland Security (DHS).

### **Standards**

- CSHS is an avocational institution approved by the US Citizenship & Immigration Service (USCIS) to issue an F-1 & M-1 visas only.
- All students should be enrolled in a full-time basis.
- F-1 & M-1 I-20 are issued and signed only by SEVIS approved officials International Student Coordinator (PDSO/DSO).
- All applicants should submit an application form via email or mail to CSHS.
- The PDSO/DSO evaluates each applicant and approves the application and issue the I-20 form.

## **Application Process**

Prospective F-1 & M-1 students need to contact the International Students Coordinator for appropriate application materials. After being accepted into the program, students will receive an immigration form I-20 (Certificate of Eligibility for Nonimmigrant Student). The form I-20 is a required document for the student entry into the United States. The student cannot be a student in the US without this form.

CSHS doesn't provide any visa related services vouch for student status, and no extra charges are imposed for enrolling foreign student(s).

## **Financial Support**

- It is the responsibility of the International Students Coordinator, DSO, and PDSO to approve the pre- requests of the international students.
- Since the nature of the international training is contracted with international hospitals or schools usually the employer guarantees the financial process. All international hospitals and schools who support your students via embassies or direct deposit should be approved by the president and the vice president.
- All individually registered international students should submit a financial support form (Affidavit of Support) and financially supportive documents.

## **Checking In**

All students are required by immigration rules and regulations to check in at the International Coordinator Office when they arrive on campus for your program. The student must bring your passport, I-94 card (or print from website), and I-20 form. If the student has dependents that came to the US with them, they are required to check in at the same time. Failure to check in will cause your immigration status to be terminated by the SEVIS system and thus you will be out of status.

## **Transfer-In School**

- Transfer in students F-1/M-1 who plan to transfer in into CSHS ESL program should be in good attendance and academic standing at the other approved school.
- The student must report to CSHS within 15 days of the program start date.
- If the student does not report to CSHS, the DSO will terminate the student's record for Transfer Student - No Show. If the DSO does not enroll the student within 60 days of the program start date, SEVIS will automatically terminate the record.

## **Full-time Enrollment**

- Students must enroll in a full course of study each session in order to maintain status. However, there

are certain exceptions that allow students to drop below a full course of study: academic difficulties, medical conditions and completion of a course of study.

- F-1 students English language programs — must attend 18 clock hours per week of classroom instruction
- M-1 Students must attend 18 to 22 clock hours per week

### **Transfer to another Program**

The student must maintain status by attending classes until the transfer release date. An F-1 student cannot decide to transfer in the middle of a term and immediately stop attending classes. Such an action would be a violation of status and the student's SEVIS record should be terminated.

- To be eligible to transfer to another school, the student must currently be a full-time student and must intend to be a full-time student at the new school. The student must prove that they have the financial resources required for your education and stay in the US.
- The M-1 visa student may only transfer to another school within the first 6 months from the date they were admitted to the United States to begin your program or from the date they changed your nonimmigrant status to become an M-1 student. The M-1 student is not allowed to change your education objective.
- For F-1 visa student may transfer to another school at any time after entering the US. Students must complete all transfer procedure and should be in good financial standing with the CSHS.
- Transfer to another school should be performed smoothly with no fees or conditions.

### **Changes in Enrollment Status (F-1)**

- CSHS offers Intensive English program only, student must be enrolled in a full-time basis. Students won't be able to change their programs. The student will be able to transfer out to other school to change the program.
- Review change of status and transfer out sections in this document for more information.

### **Student Record Terminations**

- SEVIS records are terminated when nonimmigrant students are:
  - No longer participating in a program of study Potentially out of status
  - No longer an F-1 or M-1 nonimmigrant student
  - Out of the country for more than five months and not enrolled fulltime
  - Denied an application for certain adjudicated benefits
- Not all terminations are negative. For example, an F-1 or M-1 student might need to return home before completing his or her program. The student would no longer need a nonimmigrant status so his or her SEVIS record would be terminated for Authorized Early Withdrawal. If a student's SEVIS record is terminated for Authorized Early Withdrawal, he or she has 15 days to depart the United States. This is not a negative termination, as it indicates a student contacted you or another DSO to request an early withdrawal. Students who receive an authorized early withdrawal and depart within 15 days have not violated status.
- Other termination reasons revolve around a student's failure to meet the requirements of his or her F-1 or M-1 status. Examples include the following:



- Failure to enroll in a full course of study
- Working without proper authorization
- Expulsion from the school or program of study

### **Vacation/Travel during program**

- Regulations allow continuing nonimmigrant students in valid status to travel outside of the United States and reenter without jeopardizing their nonimmigrant status. The only restrictions on such travel are as follows:
  - The student needs a Form I-20 with current information that is signed by a DSO on pages one and three allowing travel outside of the United States
  - The student's visa (if applicable) and passport must still be valid at the time the student reenters the United States (unless the student has taken a trip of less than 30 days to Canada, Mexico or contiguous islands)
  - A student cannot reenter the country during the grace period granted after completing a program of study.
- Travel is not recommended in these situations. If a student must travel while an application is pending, he or she may ask for a new Initial Form I-20 and apply for an F-1 or M-1 visa at the United States embassy or consulate, if necessary, and apply for reentry (not recommended for those awaiting approval of OPT applications). See the Travel and Reentry FAQ on the SEVP Web site for more information.
- An F-1 student who leaves the country while a request for transfer is pending can travel using:
  - The active Form I-20 from the transfer-out school if the return date is before the transfer release date
  - An initial Form I-20 from the transfer-in school if the return date is after the transfer release date

### **Departing the US/Grace Period**

The M-1 students (and your dependents) are allowed to stay in the United States for one year OR for as long as they are enrolled as a full-time student in a vocational program (plus 30 days after your program ends to prepare for departure), whichever is shorter. Students (and dependents) should not travel outside the US while in your 30-day grace period as they will not be allowed to re-enter the US.

### **Address Changes**

Per immigration rules and regulations, all student and exchange visitors are required to report any address changes to the Office of International Student within 10 days of the move. Failure to report may cause you to be out of legal immigration status.

### **Dependents**

The spouse and unmarried children under 21 years of age may come with the F-1/M-1 student to the United States in M2 non-immigrant status. The F-1/M-1 student must provide a copy of all dependents passports with his/her own request for the F-1/M-1 I-20 and must also provide financial support documentation (\$2500 per dependent; \$7500 max) They should go with the M-1 to the US embassy or consulate to apply for the M2 visa at the same time the M-1 is applying for your own visa. Dependents should be well prepared to show his/her relationship to the student (marriage license; birth certificates). If the spouse and/or children will follow the F-1/M-1 student at a later date, the M2 should provide the US embassy with a copy of the F-1/M-1's Form I-20. The F2/M2 status is dependent upon the F1/M-1 status; this means that if the F1/M-1 student changes his/her status, the F2/M2's must change also; if F1/M-1 loses his/her status, the M2's status is lost also; when the M-1 leaves the US at the end of his/her program, the M2's must leave also.

### **Student Activities While Pending Reinstatement**

A nonimmigrant student is limited in the activities that he or she can pursue while an application is pending with USCIS. While a request for reinstatement is pending with USCIS, the student:

- Can and should continue a full-time program of study at the school where they are enrolled
- Must comply with all the requirements for maintaining student status
- Should not travel outside the United States, as doing so will be considered an abandonment of the pending reinstatement application. If the student decides to do so, he or she will have to reenter on a new, initial attendance Form I-20 as well as pay the SEVIS fee.
- Cannot work on or off campus

### **Students Responsibilities**

- Enroll in a full course of study at the beginning of every session (excluding authorized break periods)
- Consult with your DSO before dropping below a full course of study for any reason
- Report address changes to your DSO within 10 days of the change
- Report any change in sources of financial support to your DSO
- Seek the approval of the DSO/USCIS before engaging in employment or practical training
- Report any changes in program of study to your DSO
- Report any change in academic status to your DSO
- Notify your DSO prior to traveling outside the United States
- Notify your DSO upon applying for change of nonimmigrant status
- Notify your DSO upon approval of an adjustment of status to an immigrant
- Consult with your DSO to extend your program
- Notify your DSO if they intend to transfer
- Notify your DSO about changes in dependent status
- A student must maintain status by attending classes until the transfer release date. An F-1 student cannot decide to transfer in the middle of a term and immediately stop attending classes. Such an action would be a violation of status and the student's SEVIS record should be terminated.

## Advanced Cardiac Life Support-Initial

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	Advanced Cardiac Life Support-Initial
Clock Hours	14
Program Description	Advanced Cardiovascular Life Support (ACLS) builds on the foundation of Basic Life Support (BLS), emphasizing the importance of continuous, high-quality CPR. The hands-on instruction and simulated cases in this advanced course are designed to help enhance their skills in the recognition and intervention of cardiopulmonary arrest immediate post-cardiac arrest, acute arrhythmia, stroke, and acute coronary syndromes.
Course Materials	<ul style="list-style-type: none"> <li>• ACLS Provider Manual, includes an ACLS Pocket Reference Card</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Simulation</li> <li>• Debriefing</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• Students work with an AHA ACLS Instructor to complete ACLS skills practice and skills testing.</li> <li>• Students also complete a written exam in class.</li> </ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.

## Advanced Cardiac Life Support-Renewal

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	Advanced Cardiac Life Support-Renewal
Clock Hours	7
Program Description	Advanced Cardiovascular Life Support (ACLS) builds on the foundation of Basic Life Support (BLS), emphasizing the importance of continuous, high-quality CPR. The hands-on instruction and simulated cases in this advanced course are designed to help enhance their skills in the recognition and intervention of cardiopulmonary arrest immediate post-cardiac arrest, acute arrhythmia, stroke, and acute coronary syndromes.
Course Materials	<ul style="list-style-type: none"> <li>• ACLS Provider Manual, includes an ACLS Pocket Reference Card</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Simulation</li> <li>• Debriefing</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• Students work with an AHA ACLS Instructor to complete ACLS skills practice and skills testing.</li> <li>• Students also complete a written exam in class.</li> </ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.

## CPR-Initial or Heartsaver

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	CPR-Initial or Heartsaver
Clock Hours	4
Program Description	BLS is the foundation for saving lives after cardiac arrest. The AHA's BLS Course has been updated to reflect new science in the 2015 American Heart Association Guidelines Update for CPR and Emergency Cardiovascular Care. This video-based, Instructor-led course teaches both single-rescuer and team basic life support skills for application in both in-facility and prehospital settings.
Course Materials	<ul style="list-style-type: none"><li>• BLS Provider Manual, includes a BLS Reference Card</li></ul>
Method of Instruction	<ul style="list-style-type: none"><li>• Lecturing</li><li>• Simulation</li><li>• Debriefing</li></ul>
Course Completion Requirements	<ul style="list-style-type: none"><li>• Students work with an AHA CPR Instructor to complete CPR skills practice and skills testing.</li><li>• Students also complete a written exam in class.</li></ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.

## CPR-Renewal

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	CPR-Renewal
Clock Hours	4
Program Description	BLS is the foundation for saving lives after cardiac arrest. The AHA's BLS Course has been updated to reflect new science in the 2015 American Heart Association Guidelines Update for CPR and Emergency Cardiovascular Care. This video-based, Instructor-led course teaches both single-rescuer and team basic life support skills for application in both in-facility and prehospital settings.
Course Materials	<ul style="list-style-type: none"> <li>• BLS Provider Manual, includes a BLS Reference Card</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Simulation</li> <li>• Debriefing</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• Students work with an AHA CPR Instructor to complete CPR skills practice and skills testing.</li> <li>• Students also complete a written exam in class.</li> </ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.

## Pediatric Advanced Life Support-Initial

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	Pediatric Advanced Life Support-Initial
Clock Hours	14
Program Description	The AHA's PALS Course has been updated to reflect new science in the 2015 AHA Guidelines Update for CPR and ECC. This classroom, Instructor-led course uses a series of videos and simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation, and team dynamics. The goal of the PALS Course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes.
Course Materials	<ul style="list-style-type: none"> <li>• PALS Provider Manual, includes PALS Pocket Reference Card</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Simulation</li> <li>• Debriefing</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• Students work with an AHA PALS Instructor to complete PALS skills practice and skills testing.</li> <li>• Students also complete a written exam in class.</li> </ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.

## Pediatric Advanced Life Support-Renewal

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	Pediatric Advanced Life Support-Renewal
Clock Hours	7
Program Description	The AHA's PALS Course has been updated to reflect new science in the <i>2015 AHA Guidelines Update for CPR and ECC</i> . This classroom, Instructor-led course uses a series of videos and simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation, and team dynamics. The goal of the PALS Course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes.
Course Materials	<ul style="list-style-type: none"> <li>• PALS Provider Manual, includes PALS Pocket Reference Card</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Simulation</li> <li>• Debriefing</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• Students work with an AHA PALS Instructor to complete PALS skills practice and skills testing.</li> <li>• Students also complete a written exam in class.</li> </ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.



## CCRN Review

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	CCRN Review
Clock Hours	16
Program Description	<p>This 2-day course is designed for critical care nurses who are preparing to take the CCRN exam and for those who want to recertify. It is an in-depth review of the following critical care concepts that are outlined on the CCRN Blueprint:</p> <p><b>Day One Review:</b></p> <ul style="list-style-type: none"> <li>• Test-taking strategies:</li> <li>• Clinical Judgment:</li> <li>• Cardiac</li> <li>• Pulmonary</li> </ul> <p><b>Day Two:</b></p> <ul style="list-style-type: none"> <li>• Neurology Review</li> <li>• Endocrine</li> <li>• Gastrointestinal</li> <li>• Renal/Hematology</li> <li>• Multi-systems</li> <li>• Professional Caring and Ethical Practice</li> </ul>
Course Materials	<ul style="list-style-type: none"> <li>• CCRN course review book (Course PowerPoint).</li> <li>• Online CCRN question Bank</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Discussion</li> <li>• Q &amp; A practicing</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• 90% attendance.</li> <li>• Completion of in-class assignments</li> </ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.

## NCLEX-RN Review

Course Name	NCLEX-RN Review
Clock Hours	24
Program Description	<p>This is a three-day NCLEX board review with simulated exams, integrating the nursing process, client needs, pharmacology, nutrition, safety, infection control, legal issues, management of client care includes priorities and delegation, home care and cultural diversity.</p> <p><b>Day One (The Test-taking strategies)</b> The first day will give you the edge you need. It prepares you for the latest computerized NCLEX exam, so you can pass.</p> <p><b>Day Two (Medical Surgical Nursing)</b> Throughout outstanding lectures and simulated exams containing hundreds of questions you will learn how to apply the nursing process in taking care of adults.</p> <p><b>Day Three:</b> During the third day by reviewing hundreds of questions and discussing case studies you will learn about the following:</p> <ul style="list-style-type: none"> <li>• Maternal/Child Nursing</li> <li>• Nursing care of children</li> <li>• Psychiatric Nursing</li> </ul>
Course Materials	<ul style="list-style-type: none"> <li>• NCLEX course review book (Course PowerPoint).</li> <li>• Online NCLEX question Bank</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Discussion</li> <li>• Q &amp; A practicing</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• 90% attendance.</li> <li>• Completion of in-class assignments</li> </ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.

## NCLEX-LVN Review

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	NCLEX-RN Review
Clock Hours	24
Program Description	<p>This is a three-day NCLEX board review with simulated exams, integrating the nursing process, client needs, pharmacology, nutrition, safety, infection control, legal issues, management of client care includes priorities and delegation, home care and cultural diversity.</p> <p><b>Day One (The Test-taking strategies):</b> The first day will give you the edge you need. It prepares you for the latest computerized NCLEX exam, so you can pass.</p> <p><b>Day Two (Medical Surgical Nursing):</b> Throughout outstanding lectures and simulated exams containing hundreds of questions you will learn how to apply the nursing process in taking care of adults.</p> <p><b>Day Three:</b> During the third day by reviewing hundreds of questions and discussing case studies you will learn about the following:</p> <ul style="list-style-type: none"> <li>• Maternal/Child Nursing</li> <li>• Nursing care of children</li> <li>• Psychiatric Nursing</li> </ul>
Course Materials	<ul style="list-style-type: none"> <li>• NCLEX course review book (Course PowerPoint).</li> <li>• Online NCLEX question Bank</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Discussion</li> <li>• Q &amp; A practicing</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• 90% attendance.</li> <li>• Completion of in-class assignments</li> </ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.

## Ventilator Workshop

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	Ventilator Workshop
Clock Hours	7
Program Description	<p>This workshop will update participants on the current state-of-the-art thinking on mechanical ventilation. Specifically, the course will Review basic principles of mechanical ventilatory support; Review recent advances in the evidence base for strategies of mechanical ventilatory support. At the conclusion of the class, the participant will be able to:</p> <ul style="list-style-type: none"> <li>• List the indications for intubation and mechanical ventilation.</li> <li>• Discuss the difference between ventilation and oxygenation.</li> <li>• Differentiate between the different modes of ventilation, including advantages and disadvantages of each.</li> <li>• Discuss the indications for PEEP and the related complications.</li> <li>• List the complications of mechanical ventilation.</li> <li>• Describe the nursing assessment and care of a patient requiring mechanical ventilation.</li> <li>• Review methods used for weaning a patient from mechanical ventilation.</li> </ul>
Course Materials	<ul style="list-style-type: none"> <li>• Course review book (Pulmonary PowerPoint).</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Discussion</li> <li>• Simulation</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• 90% attendance.</li> <li>• Completion of in-class assignments</li> </ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.

## Monitor Tech Certificate

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	Monitor Tech Certificate
Clock Hours	32
Program Description	<p>This Four-day program is designed for ECG Monitor Technicians, and other allied health personnel working in Emergency departments, critical care units, post-anesthesia care units, operating rooms and telemetry units. The material focuses on the essential information needed to interpret basic dysrhythmias. At the conclusion of the class, the participant will be able to:</p> <ul style="list-style-type: none"> <li>• Describe normal cardiac anatomy and physiology of the heart</li> <li>• Identify the waves and intervals of the cardiac cycle and state their normal values. State the 5 steps of rhythm interpretation.</li> <li>• Pacemakers (coding, normal function, loss of capture, loss of sensing).</li> <li>• State commonly used drugs and the correct dosage used to treat each of the above arrhythmias.</li> <li>• Illustrate proper electrode and lead wire placement for a 5 wire system and a 3 wire system to obtain lead V1 (or MCL1) and V6 (or MCL6).</li> <li>• Identify the most common atrial and ventricular, nodal, blocks, etc.</li> </ul>
Course Materials	<ul style="list-style-type: none"> <li>• Course review book (PowerPoint).</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Discussion</li> <li>• Simulation</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• 90% attendance.</li> <li>• Passing course test with 80%</li> </ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.

## Basic to Advanced EKG

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	Basic to Advanced EKG
Clock Hours	24
Program Description	<p>This three-day program is designed for RN, LVN, MD, ECG Monitor Technicians, and other allied health personnel working in Emergency departments, critical care units, post-anesthesia care units, operating rooms and telemetry units. The material focuses on the essential information needed to interpret basic dysrhythmias. At the conclusion of the class, the participant will be able to:</p> <ul style="list-style-type: none"> <li>• Describe normal cardiac anatomy and physiology of the heart</li> <li>• Identify the waves and intervals of the cardiac cycle and state their normal values. State the 5 steps of rhythm interpretation.</li> <li>• Pacemakers (coding, normal function, loss of capture, loss of sensing).</li> <li>• State commonly used drugs and the correct dosage used to treat each of the above arrhythmias.</li> <li>• Illustrate proper electrode and lead wire placement for a 5-wire system and a 3-wire system to obtain lead V1 (or MCL1) and V6 (or MCL6).</li> <li>• Identify the most common atrial and ventricular, nodal, blocks, etc.</li> </ul>
Course Materials	<ul style="list-style-type: none"> <li>• Course review book (PowerPoint).</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Discussion</li> <li>• Simulation</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• 90% attendance.</li> <li>• Passing course test with 80%</li> </ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.

## Nurse Refresher

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	Nurse Refresher
Clock Hours	63
Program Description	<p>Nurse Refresher Course (8 DAYS, the classes are held on the weekends only)</p> <p>The Nurse Refresher Course is designed to help nursing professionals absent from the inpatient hospital/acute care setting review and update nursing knowledge and skills, allowing them to return with confidence to the nursing field.</p> <p>This course reviews issues such as:</p> <ul style="list-style-type: none"> <li>• Patient Rights, Informed Consent, Advanced Directives, Organ Donation, Restraints, Charting Documentation, Handling Physician Orders, Dispensing medication, and Kardex.</li> <li>• Critical thinking skills and the role of the registered nurse in the healthcare team will also be discussed.</li> <li>• Additionally, Case Management, Nursing Care Plan, Patient Teaching, Spiritual Care, and Cultural Competency Issues are addressed.</li> <li>• The trainee will be introduced to some regulatory issues, including Title 22, Joint Commission, and OSHA.</li> <li>• In-depth review of the cardiac, respiratory, neurology, endocrine, Gastro, Renal, hematology and other specialty subjects.</li> </ul>
Course Materials	<ul style="list-style-type: none"> <li>• Course review book (PowerPoint).</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Discussion</li> <li>• Simulation</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• 90% attendance.</li> <li>• Participate and complete assignments</li> </ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.

## Critical Care

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	Critical Care
Clock Hours	63
Program Description	<p>California School of Health Sciences (CSHS) is proud to offer a Certificate of Completion in Adult Critical Care Nursing. The course aims to equip the registered nurses with essential knowledge and skills to perform effectively and efficiently in the critical care discipline, so as to ensure the delivery of safe, holistic and quality care to patients. Course Objectives:</p> <p><b>Day 1 &amp; 2:</b> Basic EKG-Arrhythmia Identification Workshop</p> <p><b>Day 3 &amp; 4:</b> Cardiac Dysfunction</p> <p><b>DAY 5:</b> Metabolic &amp; Endocrine &amp; Hematology</p> <p><b>DAY 6:</b> Neurologic Dysfunction</p> <p><b>Day 7:</b> Pulmonary Dysfunction / Ventilator</p> <p><b>Day 8:</b> Renal &amp; GI Dysfunction/review</p>
Course Materials	<ul style="list-style-type: none"> <li>• Course review book (PowerPoint).</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Discussion</li> <li>• Simulation</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• 90% attendance.</li> <li>• Participate and complete assignments</li> </ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.



## Research Residency Program

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	Research Residency Program
Clock Hours	504
Program Description	<p>The primary goal of this program is to provide visiting students and their advisors from International Universities with opportunities to explore the up-to-date information and resources to enhance their abilities to write and conduct a scientific research under the supervision of California School of Health Sciences faculty. The students and their advisors will be able to access online literatures, learn how to prepare documents using the APA format, and write the statement of purpose or problem, writing comprehensive research methodology and data collection and analysis. Furthermore, the students will be helped in the discussion and recommendation section of the research. Course Outline</p> <ul style="list-style-type: none"> <li>• Research Mentoring and Supervision</li> <li>• Thesis or Dissertation Research Support</li> <li>• Academic Writing Style &amp; Page Layouts</li> <li>• Access to Full Text Articles online</li> <li>• Introduction &amp; Literature Review</li> <li>• Advanced Research Methodology</li> <li>• Results / Discussion</li> <li>• Limitations &amp; Implications (SPSS)</li> <li>• Advanced Presentation Skills</li> <li>• Empirical Statistics</li> <li>• Advanced Quantitative Research Methods</li> <li>• Advanced Qualitative Research Methods</li> </ul>
Course Materials	<ul style="list-style-type: none"> <li>• Course review book (PowerPoint).</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Discussion</li> <li>• Proposal Writing</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• 90% attendance.</li> <li>• Submitting a complete research proposal</li> </ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.

## Advanced Medical Surgical Refresher

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	Advanced Medical Surgical Refresher
Clock Hours	240
Program Description	<p>The Advanced Medical Surgical Nursing course is designed to prepare nurses to assume the role of a medical surgical nurse in a healthcare setting.</p> <p>The content includes in-depth review of the following topics:</p> <ul style="list-style-type: none"> <li>• Overview of Healthcare System, Critical Thinking, and Nursing Process, Patient Rights, Informed Consent, Advanced Directives, Organ Donation, Restraints, Charting Documentation Handling physician orders, Dispensing medications, Gas Exchange &amp; Respiratory Function, Cardiovascular, Circulatory, Hematologic Function, Gastrointestinal, Metabolic, Endocrine Function, Renal, Urinary, Reproductive Function, Immunologic Function, Infection Control, Universal Precautions, Perioperative Concepts, Sensory neural, Integumentary Function, Burn Issues. Musculoskeletal, and Neurologic Function. Pharmacology will be covered for each system.</li> </ul> <p>This program is divided into two mode of delivery:</p> <ul style="list-style-type: none"> <li>• Didactic (classroom) 144 hours.</li> <li>• Simulation lab (96). The simulation lab provides the student with opportunities to integrate and apply Medical Surgical skills and theory in clinical practice.</li> </ul>
Course Materials	<ul style="list-style-type: none"> <li>• Course review book (PowerPoint).</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Discussion</li> <li>• Virtual Simulation and Clinical Simulation</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• 90% attendance.</li> <li>• Submitting all course assignment successfully</li> </ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.

## Advanced Critical Care Course

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	Advanced Critical Care Course
Clock Hours	240
Program Description	<p>The Advance Critical Care course is designed to prepare nurses to assume the role of critical care nurse in a healthcare setting. The content includes in-depth review of the following topics:</p> <ul style="list-style-type: none"> <li>• Overview of Healthcare System, Critical Thinking, and Nursing Process, Patient Rights, Informed Consent, Advanced Directives, Organ Donation, Restraints, Charting Documentation Handling physician orders, Dispensing medications. The course will introduce students to hemodynamics, Cardiovascular, Circulatory, Pulmonary, ventilator, Hematologic Function, Gastrointestinal, Metabolic, Endocrine Function, Renal, Urinary, Reproductive Function, Immunologic Function, Infection Control, Universal Precautions, Perioperative Concepts, Sensory neural, Integumentary Function, Burn Issues. Musculoskeletal, trauma and Neurologic Function. Pharmacology will be covered for each system.</li> </ul> <p>This program is divided into two mode of delivery:</p> <ul style="list-style-type: none"> <li>• Didactic (classroom) 144 hours.</li> <li>• Simulation lab (96). The simulation lab provides the student with opportunities to integrate and apply critical car skills and theory in clinical practice.</li> </ul>
Course Materials	<ul style="list-style-type: none"> <li>• Course review book (PowerPoint).</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Discussion</li> <li>• Virtual Simulation and Clinical Simulation</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• 90% attendance.</li> <li>• Submitting all course assignment successfully</li> </ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.

## Advanced Leadership and Management

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	Advanced Leadership and Management
Clock Hours	240
Program Description	<p>The related concepts of power, change, decision-making, budgeting, marketing, and ethics are examined for their contribution to the management process. The following concepts will be discussed:</p> <ul style="list-style-type: none"> <li>• U.S. Human Diversity in Healthcare. U.S. Healthcare System</li> <li>• Essentials Skills for Leaders. Introduction to externship sites</li> <li>• Healthcare Ethics, Leadership characteristics, &amp; presentation skills</li> <li>• U.S. Military Healthcare System &amp; VA System</li> <li>• Leading Self</li> <li>• Leading People: Communication and Motivation</li> <li>• Lean Healthcare</li> <li>• Service lines &amp; Centers of excellence</li> <li>• Expose fellows to US healthcare operations, including: Facility/plant management, IT systems/infrastructure, Clinical informatics, Supply chain, Environment of care, Emergency management, Culture of human kindness, Patient experience, Patient care, Patient spiritual care.</li> <li>• Leading the organization</li> <li>• Quality &amp; Change.</li> </ul>
Course Materials	<ul style="list-style-type: none"> <li>• Course review book (PowerPoint).</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Discussion</li> <li>• Meetings with leaders</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• 90% attendance.</li> <li>• Submitting Capstone Project successfully</li> </ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.

## Faculty Development Internship

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	Faculty Development Internship
Clock Hours	80
Program Description	<p>This program certificate provides both seasoned and novice educators with the tools to plan, develop, and implement standards-based curricula and instruction that can help students learn and achieve their highest potential.</p> <p>Furthermore, faculty will learn about different teaching methodologies and various instructional strategies to enhance interdisciplinary learning experiences in a variety of professional and educational settings.</p> <p><b>1. FD 100: Curriculum Theory and Development</b></p> <p>This 4-week course is designed to assist students in developing those skills essential for curriculum development, restructuring, planning, and implementation a. Three essential processes, curriculum development, assessment, and instruction will be considered with respect to relevant theory, research, and practice. This course is also designed to provide students with the knowledge and skills to fulfill leadership positions as perceptive and inquiring educators.</p> <p><b>FD 101: Teaching Strategies</b></p> <p>This 4-week experience is designed to create a framework for your understanding of instructional strategies and their effective application in the classroom. The course is also focusing in building the knowledge in learning theories and evidence-based teaching. Participants will learn to apply effective strategies that stimulate critical thinking and creativity and promote cooperative learning. Applications of strategies will be illustrated through hands-on activities.</p>
Course Materials	<ul style="list-style-type: none"> <li>• Course review book (PowerPoint).</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Discussion</li> <li>• Meetings with leaders</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• 90% attendance.</li> <li>• Submitting Capstone Project successfully</li> </ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.

## Nurse Educator

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	Nurse Educator
Clock Hours	24
Program Description	<p>This course is designed to provide the students with an overview of the roles and responsibilities of nursing educators with an emphasis on course structure, teaching strategies, classroom evaluation techniques, small tutorial groups and in-clinical sitting. Additionally, the course highlights principles of adult learning. Furthermore, will learn about different teaching methodologies and various instructional strategies to enhance interdisciplinary learning experiences in a variety of professional and educational settings. Some of the course objectives are:</p> <ol style="list-style-type: none"> <li>1. Students will explore the writings of curriculum scholars and theorists in order to examine philosophical, historical, sociological, psychological, and political curriculum perspectives.</li> <li>2. Students will explore curriculum development as a field of study and will participate in curriculum inquiry through professional discourse.</li> <li>3. Students will refine their knowledge and analytical understanding of the relationship among the four main components of instruction – curriculum, teacher, students, and context.</li> <li>4. Students will identify and apply sound instructional design principles to course development</li> <li>5. Students will identify the various strategies in active learning</li> </ol>
Course Materials	<ul style="list-style-type: none"> <li>• Course review book (PowerPoint).</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Discussion</li> <li>• Meetings with leaders</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• 90% attendance.</li> <li>• Formulating &amp; presentation topic successfully</li> </ul>
Lead to Licensure or State Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.

## Intensive English Program (ESL 100 - 500) 5 Levels

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	Intensive English Program (ESL 100 - 500) 5 Levels
Clock Hours	216 (Each Level)
Program Description	<p>The ESL is geared towards improving students' ability to communicate in English in the social and academic spheres. Students will develop communicative ability and apply them in meaningful, practical ways. The IEP ESL program will also prepare students in a variety of ways. ESL program caters to adults seeking to learn English for educational and vocational purposes; whether it is their ultimate goal to continue their higher education in the United States with a solid TOEFL (Test of English as a Foreign Language) score or to have a linguistic and cultural connection to their English speaking colleagues.</p> <p>Students in the ESL program will be able to:</p> <ol style="list-style-type: none"> <li>1. to read and analyze a variety of academic texts.</li> <li>2. write clear and effective, well-organized, developed, edited, and logically sound sentences, paragraphs, and essays, citing sources appropriately.</li> <li>3. Comprehend and interpret the main ideas and significant relevant details in various listening context</li> <li>4. develop effective speaking skills such that they can be understood by classmates, faculty, staff, and others for academic and social purposes.</li> <li>5. use grammatical structures to accurately and effectively express ideas in English.</li> </ol>
Course Materials	<ul style="list-style-type: none"> <li>• Oxford Series</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Discussion, communicative approach</li> <li>• Computer Lab</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• 90% attendance.</li> <li>• Formulating &amp; presentation topic successfully</li> </ul>
Lead to Licensure or Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.

## Intensive English Program -- ESL Electives (ESL 601, 606, 610) 3 Levels

Course Location: 1240 S State College Blvd. Suite 240, Anaheim, CA 92806

Course Name	Intensive English Program -- ESL Electives (ESL 601, 606, 610) 3 Levels
Clock Hours	36 (Each Level)
Program Description	<ol style="list-style-type: none"> <li>1. <b>ESL 601 TOEFL:</b> Upon completion, generally, students should be able to score 85 or higher on the TOEFL Exam.</li> <li>2. <b>ESL-602 Pronunciation</b> is an intermediate-level oral communications class designed to help international graduate students build both fluency and accuracy in their speaking and listening skills. The course includes a review of English sounds, intonation, sentence stress, and rhythm. Grammar and vocabulary related to each unit in the textbook will also be discussed.</li> <li>3. Upon successful completion of ESL-603 Scientific Writing, students will be able to write for a variety of audiences and purposes (e.g., to explore a topic for yourself, to communicate information to others, and to achieve particular rhetorical effects); to develop your thinking by questioning your own and others' views—thus writing essays in which your thinking evolves rather than essays that defend pre-formed positions; to gather, draw on, and cite diverse sources of information (e.g., your own experiences and observations, conversations with others, and academic research)</li> </ol>
Course Materials	<ul style="list-style-type: none"> <li>• Oxford Series</li> </ul>
Method of Instruction	<ul style="list-style-type: none"> <li>• Lecturing</li> <li>• Discussion, communicative approach</li> <li>• Computer Lab</li> </ul>
Course Completion Requirements	<ul style="list-style-type: none"> <li>• 90% attendance.</li> <li>• Formulating &amp; presentation topic successfully</li> </ul>
Lead to Licensure or Certificate	None
Employment or Job creation	This course is a continued education course or professional development and it does not lead to employment or job.



## ***English as a Second Language Program (Detailed Program)***

### **INTRODUCTION**

The California School of Health Sciences has held a long-standing tradition of serving the needs of their community. However, while based in Anaheim, California, they are also physically placed in the corner of State College Blvd and Ball Rd., a well-known melting pot of non-native enclaves. To its west is a Middle Eastern community, to its south is Little Saigon and the structure itself is based in a Hispanic community. CSHS's location makes it ideal to reach out to non-native English-speaking populations.

Current students and staff of CSHS have voiced an interest for an English as a Second Language program to be installed. CSHS also has an ongoing relationship with overseas communities, who have also voiced an interest in learning English. Although CSHS' current students are focused on nursing and the medical professions, they have expressed a need to improve and strengthen their English skills.

English as a Second Language is a fundamental necessity for an immigrant population seeking to integrate into American society. Not only would this English as a Second Language program be beneficial to CSHS' current international nursing students, but also for the long-term growth of immigrants within the physical area of the institution.

An English as a Second Language program at CSHS will enhance students' learning experience and ability to succeed in the American workforce. An English as a Second Language program will produce proficient communicators of English and equip them with the necessary skills for life learning. English may not be mastered in one day, but when installed the English as a Second Language program at CSHS will ensure quality learning for not only the students from the school itself, but its community as well.

### **ENTRANCE REQUIREMENTS FOR THIS CURRICULUM**

1. Complete Application Form Be at least 17 years of age.
2. High school diploma is required for admission
3. All applicants must take the MELICET GCVR and the MELICET L entrance examination.
4. Provide a sufficient Financial Support/Guarantee
5. Copy of passport
6. Complete Application Form

**PROGRAM OBJECTIVES**

To improve and strengthen students’ English language skills with an academic emphasis

Program Objectives	Evaluation
Students will improve their English language skills.	Level completion and/or assessment tools such as criterion-referenced tests, norm-referenced tests, mandatory participation, and attendance.
Students will demonstrate reading and writing strategies.	Level completion and/or assessment tools such as criterion-referenced tests and norm-referenced tests.
Students will understand conversational English and speak comprehensibly to native English speakers.	Level completion and/or assessment tools such as criterion-referenced tests, norm-referenced tests, and evaluation by instructor.
Students will learn, practice, and correctly produce grammatical structures of the English language.	Level completion and/or assessment tools such as criterion-referenced tests and norm-referenced tests.
Students will demonstrate understanding and use of academic learning strategies.	Level completion and/or assessment tools such as criterion-referenced tests and norm-referenced tests.

**Employment:** All CSHS offered courses are continued education courses and it doesn’t lead to employment or job.

## ENGLISH AS A SECOND LANGUAGE PROGRAM

### BEGINNER TRACK

Course Number	Lecture Hours (Week)	Course Title	Total Hours
ESL-101	10	Beginner Reading/Writing	120
ESL-102	3	Beginner Listening/Speaking	36
ESL-103	5	Beginner Grammar	60
Total Per Course	216		216

### HIGH BEGINNER TRACK

Course Number	Lecture Hours (Week)	Course Title	Total Hours
ESL-201	5	High Beginner Reading	60
ESL-202	3	High Beginner Listening/Speaking	36
ESL-203	5	High Beginner Grammar	60
ESL-204	5	High Beginner Writing	60
Total Per Course	18		216

**INTERMEDIATE TRACK**

<b>Course Number</b>	<b>Lecture Hours (Week)</b>	<b>Course Title</b>	<b>Total Hours</b>
ESL-301	5	Intermediate Reading	60
ESL-302	3	Intermediate Listening/Speaking	36
ESL-303	5	Intermediate Grammar	60
ESL -304	5	Intermediate Writing	60
Total Per Course	18		216

**HIGH INTERMEDIATE TRACK**

<b>Course Number</b>	<b>Lecture Hours (Week)</b>	<b>Course Title</b>	<b>Total Hours</b>
ESL-401	5	High Intermediate Reading	60
ESL-402	3	High Intermediate Listening/Speaking	36
ESL-403	5	High Intermediate Grammar	60
ESL-404	5	High Intermediate Writing	60
Total Per Course	18		216

**ADVANCED TRACK**

Course Number	Lecture Hours (Week)	Course Title	Total Hours
ESL-501	5	Advanced Reading	60
ESL-502	3	Advanced Listening/Speaking	36
ESL-503	5	Advanced Grammar	60
ESL-504	5	Advanced Writing	60
Total Per Course	18		216

**ELECTIVES**

Course Number	Lecture Hours (Week)	Course Title	Total Hours
ESL-601	3	TOEFL Preparation	36
ESL-606	2	American Idioms	24
ESL-610	3	Professional Skills	36

**Instructional Methodology**

The instructional methodology is a communicative approach, broadly defining lessons as “Presentation, Practice, and Production”. Focus is on student language use in the classroom, with minimized Teacher Talking Time. Generally, a point(s) is/are presented to the students by short lecture, the point(s) are practiced through a variety of group work, and then students individually undertake an activity(ies) to produce the point(s) from the presentation. CSHS encourages the instructors to use other methods which might enhance the students learning, especially within specialized classes such as TOEFL, or writing.

**"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:**

**Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834**

**P.O. Box 980818, West Sacramento, CA 95798-0818**

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**Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897**

**(916) 574-8900 or by fax (916) 263-1897**