

# **COLLEGE OF THE WEST**

## **CATALOG**

**January 1, 2023 – December 31, 2023**

3424 Wilshire Blvd., Suite 1200  
Los Angeles, CA 90010

Tel: (213) 908-1500  
Fax: (213) 908-1550

# COLLEGE OF THE WEST

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*College of the West updates its catalog annually.*

*College of the West reserves the right to change or modify policies, regulations, curricula, courses, tuition and fees, or any other aspect of its programs described in this catalog at any time.*

Revision Date: October 1, 2022

## ABOUT THE SCHOOL

### Address

#### College of the West

3424 Wilshire Blvd. Suite 1200

Los Angeles, CA 90010

Tel: (213) 908-1500 Fax: (213) 908-1550

### History

The College of the West was established in 2004 as a non-profit organization. In October of 2004 the school was approved by the Bureau for Private Postsecondary Education, to operate as a degree-granting institution. The College's initial approval included degree programs, MBA, MBA-Real Estate, a certificate program in English as a Second Language; and the *registered* courses in real estate. In 2019, College undertook a major expansion plan and added new non-degree programs, relocated to a new, modern facility.

### Mission Statement

The College of the West is committed to serve as a gateway for a diverse student body interested in excelling in vocational, academic and professional studies. The College of the West enhances student learning by promoting a comprehensive context for the intellectual, scientific, cultural, technological, and economical development of its students and faculty. The College of the West is committed to creating and maintaining an environment that develops the individual in all educational endeavors.

### Goals and Objectives

The College of the West's goals and objectives:

- To equip students with knowledge and know-how required in their field of study.
- Seek to enhance the intellectual and social development of each student.
- Students will find College of the West's programs to be up to date, comprehensive and relevant.
- Develop an attitude of independent thinking and a quest for knowledge among the College of the West community.
- Develop a sense of professionalism, including values, ethics, and the necessary judgment to function effectively in their chosen field.
- Instill the ability to assume responsibilities and the leadership required in the work place.
- Utilize interactive methods of instruction that promote student-faculty interaction, encourage the use of field trips when appropriate, and endorse the convening of study groups.

## GENERAL INFORMATION

### Approval Disclosure Statement

The College of the West's (COTW) is a private institution and was granted institutional approval to operate from the Bureau for Private Postsecondary Education (School Code: 1943171) and to offer the courses described in this catalog pursuant to California Education Code known as the Private Postsecondary Education Act of 2009, as amended.

### Approvals

California Department of Real Estate

2201 Broadway, Sacramento, CA 95818

Tel: (916) 227-0894 Fax: (916) 227-5859

[www.dre.ca.gov](http://www.dre.ca.gov)

California Massage Therapy Council - pending application \*\*\*

One Capitol Mall Suite 800, Sacramento, CA 95818

Tel: (916) 669-5336 Fax: (916) 444-7462

[www.camtc.org](http://www.camtc.org)

\*\*\* College of the West has applied for CAMTC approval, but for whom a final decision has not yet been rendered.

### Articulation and Transfer Agreement

**COLLEGE OF THE WEST HAS NOT ENTERED INTO AN ARTICULATION OR TRANSFER AGREEMENT WITH ANY OTHER COLLEGE OR COLLEGE.**

### Bankruptcy Statement

This institution **DOES NOT HAVE A PENDING PETITION IN BAKRUPTCY**, or operating as a debtor in possession, and has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec 1101 et seq.)

### Accreditation

This institution is not accredited by an accrediting agency recognized by the United States Department of Education (USDOE).

### Hours of Operation

College of the West holds classes at its campus at 3424 Wilshire Blvd., Suite 1200, Los Angeles, California, 90010 between 9:00am and 10:00pm, Monday through Friday and 9:00am and 3:00pm on Saturday. Administrative office hours are scheduled during normal business hours of between 8:30am and 5:30pm, Monday through Friday. Please refer to posted administrative

hours by department as some offices hold hours before and after normal business hours. Any change in the hours of operation will be posted at the campus.

### **Holidays Observed**

The College observes the following holidays:

- Christmas Day
- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the Friday following.

Other days may be approved by the administration. The school does not conduct most classes during the two weeks generally considered traditional school "Christmas Vacation."

### **Class Session Location**

Instruction will be conducted at 3424 Wilshire Blvd., Suite 1200, Los Angeles, California, 90010.

### **Equipment for each program of study**

College of the West endeavors to keep its equipment as up to date as practical to meet appropriate industry standards. Our classrooms and skill laboratories are equipped to simulate a specific workplace environment as described below:

#### **Computerized Accounting & Bookkeeping**

The instructional classroom for this program contains personal computers and QuickBooks software. Intel i-5 powered computers, to ensure fast access to your software program, large 17-inch monitor. Microsoft Windows, Microsoft Office and the relevant software packages on the market. Kyocera KM-4035 Multi Function Copier/Printer. Audio and visual equipment including projection screen. Cable connection to the internet to provide fast connections. Additional reference material is available where necessary.

#### **Massage Therapy**

The Massage Therapy department consists of lecture and laboratory classrooms. The lecture classrooms have a variety of teaching aids such as anatomical charts and posters as well as skeletal and anatomical models. A variety of resources are available, including but not limited to texts, articles, and magazines. The laboratory skills area contains massage tables, equipment, and supplies normally found in a massage and physical therapist's place of business.

#### **Real Estate Principles, Practice & Property Management**

The instructional classroom for this program contains personal computers and software including ZipForm with limited internet access, and printers. Additional reference material is available where necessary.

## **Housing**

College of the West does not offer campus housing. College of the West is a commuter campus, College of the West has no dormitory facilities under our control, and most students live in privately owned housing. However, we are surrounded by apartment buildings and rooms for rent ranging from economy to a bit more pricey with more amenities. The community does post apartment listings on a campus housing board and the Student Information Center maintains housing information listing rooms for rent, roommates wanted, apartments to share, room and board, bachelor apartments, single apartments, and some one bedroom apartments. These listings are usually supplied by apartment managers and community residents interested in renting to students. Local free papers and online apartment finders are also good resources. There are many apartments in the immediate vicinity with monthly rental fees beginning at approximately \$1,000 for room for rent, roommates wanted, apartment to share and approximately \$1,000 for room and board. Bachelor and single apartment rents are from \$1,000 to \$1,500. One bedroom apartments are from \$1,400 to \$2,500.

## **ADMISSIONS REQUIREMENTS**

### **General Admissions Requirements**

College of the West processes applicants on a rolling basis. Unless otherwise specified, applicants will be considered for the next scheduled start date prior to applying for, and being accepted for the admission to the school.

The admission procedure requires an exchange of information between the applicant and the School, which maintains a staff of admissions representatives for this purpose. These representatives conduct a personal interview with each prospective applicant before any decision is made to submit an application for admission. During the interview, the admissions representative will discuss the School's educational programs in relation to the applicant's career preferences, training needs, and individual motivations. To be considered for admission, the applicant must be a graduate of an accredited high school or possess a General Equivalency Diploma (GED). To demonstrate evidence of high school graduation or equivalency, the School must be provided with appropriate documentation. Applicants must present evidence of graduation from a high school that is state approved, accredited by a regional accrediting association. For non-high school graduates, evidence of the GED equivalency must be submitted. An original diploma, an original GED certificate or an official high school or GED transcript are examples of evidence of graduation. However, an applicant who is 19 or older and who does not possess a high school diploma or recognized equivalency may still be considered for admission provided the applicant's ability to benefit from the training offered has been confirmed by the applicant's receipt of an approved score on the Wonderlic Basic Skills Test (WBST). Prospective students must be at least 18 and meet the following requirements for admission to College of the West:

- Visit and tour the School.
- Complete a personal interview with a School admissions representative

- Provide a valid high school diploma or GED equivalent documentation.
  - Show a valid Social Security Card.
  - Show a valid government issued photo identification card or driver's license.
  - Complete an enrollment agreement, and other required enrollment paperwork.
  - Attend a financial aid interview, and complete required financial aid paperwork.
  - Take the Wonderlic Basic Skills Test (WBST) and achieve the minimum acceptable score of 200 for Verbal and 210 for Quantitative for all programs.
- If a minimum score is not achieved, two re-tests may be given.

It is the student's responsibility to ensure that all documents and forms have been submitted to College of the West. Admission decisions will be made within 30 days after submission of required documentation and registration fees. Admission decisions are based upon both objective and subjective criteria. An applicant's previous academic record is an important predictor of his/her ability to succeed.

If an applicant does not accept admission or fails to matriculate after one year of acceptance the applicant will need to go through the admission process again as a new student. This means that the applicant must resubmit a new application and all its required documents, forms, and information for admission to the selected program. Please note that previous admission does not guarantee readmission.

**Note:** Massage Therapy and Real Estate Program have additional program requirements, including but not limited to criminal background check. Such requirements will be discussed by an admissions representative and/or other appropriate staff.

### **Statement of Non-Discrimination**

COTW does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, disability, or prior military service in administration of its educational policies, admission, financial assistance, employment, educational programs, or activities. COTW's equal opportunity department is responsible for the coordination of nondiscrimination efforts and the investigation of employee and student complaints. The laws and regulations prohibiting the above discrimination are 1) Title VI and VII of the Civil Rights Acts of 1964, 29 CFR 1601-1607; 2) Equal Pay Act of 1963, 29 CFR Part 800; 3) Title IX of the Education Amendments of 1972, 45 CFR Part 86; 4) Age discrimination in Employment Act of 1967, 29 CFR Part 850; 5) Sections 503 and 504 of the Rehabilitation Act of 1973, 45 CFR Part 84 and 41 CFR Part 741; 6) Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 41 CFR Part 60-250; and 7) the Americans with Disabilities Act of 1990.

### **English Proficiency & Language of Instruction**

College of the West does not offer English as a Second Language instruction. All instruction at College of the West is provided in English. English language proficiency is documented through the Wonderlic Basic Skills Test (WBST) Assessment.



## **Visa Services**

At this time, the College does not admit students from other countries, does not offer visa services, and does not vouch for student status, nor any associated charges.

## **Re-Admission**

Any student, who wishes to re-enroll in the same or another program, should first submit a letter to the Chief Academic Officer, noting the reason for initial withdrawal and reasons for desire to re-admit. Any student who readmit (same program previously canceled or terminated from) must sign a new enrollment agreement at the current tuition rate.

The registration fee must be paid prior to an applicant re-enrolling, unless other approved arrangement has been made. All outstanding balances due to program cancellations/terminations must be paid in full, unless approved arrangements are made before they are allowed to readmit. Student re-entering may receive a partial or full credit for any prior College of the West training, this will be determined on a case-by-case basis by the Chief Academic Officer. College of the West payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program. College of the West at its sole discretion will determine the student's re-enrollment. Changes from one program to another are not considered re-enrolled. However, students must sign a new enrollment contract to reflect the changes.

## **Transfer Policy**

Students who have previously attended another school or college (within the past 5 years) may receive credit for such attendance when proof of said attendance and transcript is presented at time of enrollment and they pass the institutions examination and skill testing for those subjects.

The Director will evaluate the student's formal education and award appropriate credit if the coursework is comparable to the coursework of College of the West.

## **Challenge Examination**

The School can also use Challenge Examination(s) to determine the knowledge and competency of a transferring student who may have completed the course(s) with a grade of "C" or higher in non-accredited and non-approved schools. A prospective transfer student applying for Challenge Examination(s) shall be required to pay 50% of the regular tuition for each Challenge Examination. The opportunity to take a Challenge Examination may only be granted by the Chief Academic Officer based upon an equal number of units for a course of similar content and subject as listed in the School's Catalog. Challenge Examination(s) are graded based upon the current grading system of the School. Upon passing the Challenge Examination(s) with a grade of "C" or higher, transfer credit (TC) for that course(s) will be recorded in the official transcript of the transferring student. No grades shall be posted in the official transcript for Challenge Examination(s).

- College of the West DOES NOT award credit for prior experiential learning.
- College of the West DOES NOT currently provide Visa Services or voucher for student status. There are no associated charges.

- College of the West HAS NOT entered into an Articulation or Transfer Agreement with any other college or College.

### **Experiential Credit-Acceptance of Credit for Prior Experience**

College of the West does not award credit for prior experience.

## **FINANCIAL INFORMATION**

### **Tuition Payment**

All tuition is due in full at registration unless alternate payment arrangements are made by student at the time of enrollment. College of the West accepts payment for tuition, books, equipment and other fees through cash payment, personal check, third-party check. At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing.

### **Tuition and Financial Assistance**

To assist students with their educational costs, COTW offers assistance to qualifying students in obtaining alternative interest-carrying loans to pay a portion of the tuition. Applicants may also qualify for tuition and other financial assistance through various public and private training or re-training agencies. These agencies include: The Veterans Administration; California Department of Rehabilitation; Private Rehabilitation Agencies and Insurance Companies; the GAIN program; the State Employment Development Department; Trade Readjustment Act. All public and private agencies have certain requirements for eligibility. Tuition assistance is also available through private lending institutions. In order for a student to remain eligible for financial assistance the student *must* maintain a "Satisfactory Academic and Attendance Progress" status. Students receiving financial assistance must keep in constant contact with the Business Office on the matter of eligibility and tuition. Tuition must be paid in full before a certificate, diploma is awarded. Financial arrangements must be completed by the first day of class, which may include student payment made directly to the School. Payments may sometimes be arranged with approval of the Chief Academic Officer. If the students' payments are late, then a 5% late charge on the unpaid past due balance will be added monthly, three days after the due date.

### **Student Loans**

If you obtain a loan to pay for an educational program, you will have the responsibility 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.

1. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
  - a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
  - b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## **Title IV**

At the present time, COTW does not participate in federal and state financial aid (Title IV) program. If and when COTW does participate in any such programs, all consumer information that is required to be disclosed to the student pursuant to the applicable federal and state financial aid programs will be provided.

## **Cancellation, Withdrawal and Refund Rights**

### **STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 3424 Wilshire Blvd. Suite 1200, Los Angeles, CA 90010. This can be done by mail, email, fax or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
6. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will

be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for three (3) consecutive weeks.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## **Refund Policy**

College of the West has adopted the following as its institutional cancellation and refund policy:

Student has the right to cancel the student's enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later and shall be refunded 100% of the amount paid for institutional charges, less a \$250 non-refundable registration fee. The School shall refund any amount paid by Student within 45 days after it receives the notice of cancellation. Notice of cancellation may be given by mail, email, hand delivery, or fax. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that Student no longer wishes to be bound by their enrollment agreement.

Students who withdraw from the program prior to completing sixty percent (60%) of period will be refunded on a pro rata basis. However, if a student withdraws from the institution after completing sixty percent (60%) of the period, no refund will be issued.

If the amount that the student has paid is more than the amount owed for the course time attended, then a refund will be made within 45 days of withdrawal. If the amount that the student owes is more than the amount already paid, he or she will have to make arrangements to pay it.

### **Student Tuition Recovery Fund**

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

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

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 days 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 non collection 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.

**\*\*STRF fees are \$2.50 per \$1,000 of tuition\*\***

### **Disclaimer**

College of the West reserves the right to change tuition and fees, make curriculum changes when necessary, and make substitutions in books and supplies as required without prior notice. Students, once enrolled, will be guaranteed during the term of their enrollment the tuition rate and other institutional charges and fees then in effect, as of the time of their initial class start date. Students who leave the School for any reason and later return will re-enter at the then current tuition rate and institutional fee charges then in effect as of the date of their re-entry. Guaranteed tuition pricing does not apply to books and supplies which are sold to student at the prices then in effect as of the date of sale.

### **Hypothetical Refund Example**

Assume that a student, upon enrollment in 600 hours Massage Therapy program, pays \$5,035.00 for tuition, \$150.00 for registration and processing fee, and \$600.00 (fair market value) for equipment as specified in the enrollment agreement, then withdraws after completing 264 hours of elapsed time without returning the equipment he/she obtained. The pro rata refund to the student would be \$5,055.00 based on the calculation stated below. If the student returns the equipment in good condition within 10 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

Based on the preceding example, the refund calculation would be made in the following way:

Total student paid	\$5,035 tuition + \$150 registration & processing fee	\$5,185.00
Less	Registration & Processing fee (amount school may retain)	-\$150.00

Multiplied by	336 Clock hours of instruction not attempted	336
Divided by	600 Clock hours of instruction for which student has paid	600
Equals	Initial refund amount	\$2,820.00
Plus	The documented cost of returned equipment*	+\$0.00
Equals	Actual refund amount	\$2,820.00

*\*If the student returns the equipment in good condition, the actual refund to the student would be \$3,420.00 (\$2,820.00 + \$600.00). For the purpose of determining the amount they owe for the time they attended, they shall be deemed to have withdrawn from the course when any of the following occurs:*

- A. They notify the school of their withdrawal or the actual date of withdrawal.
- B. The school terminates their enrollment agreement.
- C. They fail to attend classes for a two-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

## ACADEMIC POLICIES

### Freedom of Speech

College of the West firmly believes in the individual's right to expression, so long as such expression does not infringe upon or suppress the rights of other individuals. Article 1, Section 2(a) of the California Constitution states that every person may freely speak, write, and publish his or her sentiments on all subjects. Communications involving hate violence, sexual or racial discrimination, and "fight words" are not protected by the law. College of the West shall uphold and enforce these rights, and should any person's actions violate the rights of another individual, such person shall be subject to disciplinary action.

### Unit of Credit

College of the West measures its program in quarter credit hours/units to allow for comparison with other postsecondary institutions and clock hours to allow measurement of the programs on this basis where required. The Massage Therapy program is measured in clock hours.

- 1 quarter credit hour: 10 clock hours of lecture
- 1 quarter credit hour: 20 clock hours of laboratory time
- 1 quarter credit hour: 30 clock hours of externship work experience

## Clock Hours Definition

**Clock Hour** is defined as “A period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and 10 minutes for student break. This formula complies with the Federal 34 CFR.

## Maximum Time Frame for Course Completion

Program	Session	Length	Maximum Time Frame
Massage Therapy	Day/Eve	16 weeks	24 weeks to complete
Real Estate Principles, Practice, Property Management	Day/Eve	10 weeks	15 weeks to complete
Computerized Accounting & Bookkeeping	Day/Eve	10 weeks	15 weeks to complete

A student must satisfactorily complete his/her program of training within a maximum time frame, defined as *one and one half times* the regular scheduled program length, as illustrated above. Leave of Absences, holidays, non-attendance, winter breaks, in-service days, College of the West closed due to extenuating circumstances and terminations are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped.

## Transferability of Credits

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

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

## Grading System

Grade reports are issued to students at the completion of each module. Grades are based on the quality of work as shown by written tests, laboratory work, practical assessment, out of class work and projects as indicated on the course syllabus.

The grading scale is as follows:

Included in GPA	Rating	% Score	Letter Grade	Grade Point Average
yes	Excellent	90-100	A	4.00
yes	Good	80-89	B	3.00
yes	Satisfactory	70-79	C	2.00



yes	Poor	60-69	D	1.00
yes	Fail	0-59	F	0.00
yes	Pass	Pass	P	4.00
no	Incomplete	Incomplete	I	n/a
no	Withdrawn	Withdrawn	W	n/a
no	Transfer Credit	Transfer Credit	TC	n/a
no	Repeat	Repeat	R	n/a

Grading is used to assess a student's academic progress. Grades are issued at a maximum of five (5) days from the last day of completion of a course. A grade of an "A", "B", "C" are passing grades as a further breakdown, an "A" indicates an excellent level of achievement, a "B" indicates a good level of achievement, and a "C" indicates an average level of achievement. A "D" is considered unsatisfactory and any student who earns a "D" grade in a course must repeat and successfully complete the course with a "C" or higher prior to graduation. Failing is designated with a "F" grade. Any student earning a grade of "F" in a course must repeat and successfully complete the course with a "C" or higher prior to graduation. An "R" indicates that a student has repeated a course. The grade is issued to replace a prior failing grade only after the student successfully completes the repeated course. A "W" indicates a withdrawal, meaning that the student either withdrew from the course voluntarily or administratively. "TC" indicates transfer credits. Transfer credits are not considered when calculating cumulative grade point average. Transfer credits are generally accepted from prior course work completed at College of the West, and as stipulated in addendums in reference to specific student statuses. A "P" indicates a passing grade. The "P" also indicates that the course is designed as a pass-fail course.

### **Satisfactory Academic Progress Policy**

All students must meet the following standards of academic achievement and successful course completion while enrolled at College of the West. College of the West's SAP policies apply to all students, full or part time status, and for all periods of enrollment regardless of whether or not the student receives financial aid. For success in their chosen career field, the School places equal emphasis on both grades and a student's attendance in the class room and lab hands-on environment.

Each student enrolled at College of the West must:

1. Grades: Maintain for each module of instruction an academic grade of C or better; and
2. Attendance: Maintain an attendance level of 80% or better for each module of instruction.

Students meeting both the minimum requirements for Grades and Attendance as determined at the end of each module by the school will be considered to be making Satisfactory Academic Progress.

### **Academic Probation Policy**

If a student at the end of a module does not receive at least a C for that module, then the student is automatically placed on probation by the School effective as of the last day of instruction for

that unsatisfactory module. The grade received for the unsatisfactory module is recorded and the student must repeat that same module and meet Satisfactory Academic Progress requirements for the repeated module. A student is not required to immediately repeat the unsatisfactory module, but may take another module in the student's program prior to repeating the unsatisfactory module. However, a student has a period of 18 weeks from the last day of instruction of the unsatisfactory module to take that same module over again and meet Satisfactory Academic Progress for the unsatisfactory module. The student remains on probation until Satisfactory Academic Progress is met.

### **Satisfactory Attendance Progress Policy**

It is important that COTW maintain a record of attendance for each student. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours will result in denial of graduation status.

When students must be absent from class, they should call COTW prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return.

Re-occurring absences could result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain 85% attendance performance or better (Maximum program length) in order to be considered to be maintaining "Satisfactory Attendance Progress" and/or to prevent their training from possibly being interrupted.

Due to the nature and scope of the education and training, the school does not differentiate between an excused and a non-excused absence in computing the maximum number of allowable absences.

Unsatisfactory attendance occurs when a student misses more than 15% of the maximum time frame of the program. Unsatisfactory attendance may lead to Probation status, which normally result in loss of financial assistance (eligibility) for the length of time the student is placed on probation or whenever the student has brought his/her attendance and or academic grade point average to the 85%. This would include any make-up hours and or make up assignments and tests. Excessive absences may result in probation, suspension, or termination.

### **Attendance Probation Policy**

A student who fails to maintain good academic standing for a module will be placed on probation. A student on probation is expected to show the necessary improvement in academic performance by the end of the following module in order to continue his or her studies at the COTW. Probation status may adversely affect financial assistance eligibility.

Students who fail to achieve and maintain a cumulative grade point average of "C" will be placed on academic probation for a period of one quarter. If a student maintains a grade point average of "C" and/or achieves a cumulative grade point average of "C", probation will be removed. However, if the student fails to maintain a "C" grade point average, the student may be dismissed from their program (unless extenuating circumstances are established).

Students, who fail to attend a minimum of 85% of the maximum time frame of the program hours, shall be placed on "Attendance Probation" (unless extenuating circumstances are established). The length of probation shall be for the period of time required for the student to

reach a minimum of “C” (85%) of the scheduled class hours, however, in no event shall exceed one evaluation period (unless extenuating circumstances are established). The probation period may be lengthened to provide assurance that the student achieves and maintains satisfactory attendance progress. The student will be allowed to make up hours, assignments and or exams if space is available, and be removed from probation.

### **Suspension and Dismissal**

A student who fails to meet COTW’s academic standards for two consecutive modules/quarters can be dismissed. He/she may apply for readmission and will be placed on “academic probation status” during the first module/quarter.

COTW reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance does not meet the COTW standards and/or who fails to abide by the rules and regulations of COTW. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures.

### **Appeal Procedures**

A student whose enrollment has been terminated for failure to maintain Satisfactory Academic Progress may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice from the School. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from previously attaining Satisfactory Academic Progress and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress such as death or severe illness in the immediate family, an injury or illness of the student or other allowable special circumstances. Before an appeal may be granted, a written academic plan must be developed and provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the Maximum Time Frame allowed.

The Chief Academic Officer will assess all appeals, and determine whether the student may be permitted to continue in School on a probation status, despite not meeting the Satisfactory Academic Progress requirements. The student will be sent the written decision within ten days of the School’s receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on probation status for the next module, during which time they must meet Satisfactory Academic Progress and any additional terms and conditions set out in the School Director’s letter granting the appeal and/or the written academic plan. At the end of the module period, and at the end of every module period thereafter, the student’s Satisfactory Academic Progress status will be reviewed. The student may continue on probation as long as he or she meets the terms of the written academic plan approved at the time the student’s appeal was granted, and/ or until such time as Satisfactory Academic Progress status is regained.

### **Module Repeat**

A student may repeat once, at no additional tuition charge to them, each module in their program of study due to a failure to maintain Satisfactory Academic Progress, provided they are within

the Maximum Time Frame. However, a student repeating a module for grades will incur a charge for a new course book for each repeated module. Students who are accepted back into his/her previous training program after termination of their enrollment due to a failure to maintain Satisfactory Academic Progress may be re-enrolled at the discretion of College of the West, but upon reenrollment, the student will be placed on Satisfactory Academic Progress probation as a condition of the student's re-admittance into their program of instruction.

### **Maximum Time Frame**

All module repeat attempts are counted for determining a student's Maximum Time Frame. Please see section under "Maximum Time Frame" for further information.

### **Tardiness**

Students are expected to be on time for each class session. A student is considered tardy for class if he/she arrives later than 15 minutes after the scheduled start of class. Any combination of three (3) documented tardiness will be considered as one (1) absence.

### **Leaving Early**

COTW places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she leaves earlier than 15 minutes prior to the close of class. A student leaving early will be marked as having left early. Any combination of three (3) documented early departures will be considered as one (1) absence.

### **Make-Up Work**

The student is responsible for all material covered daily in each class for which he/she is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the class work. The student is responsible for initiating any request to make-up work missed because of class absence. The decision as to the specific type of assistance to give the student with makeup work will be announced at the beginning of the term by the instructor. Make-up of missed classes does not erase an absence from a student's record. All tests must be taken when scheduled. If you are absent: You will not be allowed to make up any test or quiz unless prior arrangements have been made. If a student can provide an excused absence (Doctor's excuse, Jury Duty notice, etc.) no points will be deducted. Homework should be turned in daily or at the instructor's discretion. Assignments turned in late will have a decrease in value reflected on the participation grade at the instructor's discretion.

### **Independent Study**

At times, certain situations occur that may prevent a student from taking and completing a course through the normal modular format. The school may allow the student to take this course by way of directed independent study. The student must first submit the approved request form to the Chief Academic Officer, at which point the Chief Academic Officer and School Director will either approve or deny. The granting of a directed independent study is at the school's discretion. If approval is given for a directed independent study, the student must agree by signing a student

directed independent study agreement as to the terms of the class days, hours, instructor, and possible revised syllabus. A student who takes a directed independent study course must meet with an instructor for a minimum of twice a week, with each session meeting for 60 minutes. These meetings are necessary for the instructor to track the student's progress, give instruction to the materials, administer exams, and receive required assignments

Directed Independent Study courses can be considered when:

- ♣ Student is returning from LOA and the classes are not available for the current module
- ♣ Student needs a class to graduate, but it is no longer available as a course
- ♣ Student has transfer credit (as defined under the transferability of coursework policy in this catalog) and the courses are not immediately available
- ♣ By taking a directed independent study would allow them to graduate in a timely manner
- ♣ Active duty military deployment requires the student to accelerate the completion of the course
- ♣ Course is needed due to a scheduling or advising error from the school
- ♣ A re-entry student needs the class to graduate, and the original class does not have a course substitute in the current program

A student will be withdrawn from any directed independent study for failing to attend the class for a period of 14 consecutive days. On occasion, the school at its discretion may approve other courses to be taken by directed independent study. Not all courses will be made available to complete by directed independent study. Classes that have a lab or practicum component may not be taken by directed independent study.

## **Changing Programs**

COTW reserves the right to allow or disallow a transfer from one of its programs to another. In that event, the student will sign a new contract. The student will still be charged for the prior program as well as for the new program. The student must first notify and obtain permission from the Chief Academic Officer prior to changing programs. Instructors are not allowed to approve such transfers since these changes affect the student's financial status with College of the West.

## **Leave of Absence Policy (LOA)**

A leave of absence (LOA) is a temporary interruption in a student's program of study. Students must submit a written request for a Leave of Absence to the Office, including the basis of the request, expected return date and the initial date of request with the student's signature. While on an approved LOA the student does not attend classes. A Leave of Absence may be granted to a student with extenuating circumstances which prohibit him or her from continuing their regularly scheduled classes. A student should make every effort to contact his or her Program Director, or instructor to explain the reason for needing to take the LOA. Other reasons a student may be granted an LOA would include if a student failed a class which must be retaken and is not available immediately. A leave of absence must not exceed 180 days in any 12-month continuous period. Students petitioning for a leave of absence must provide the school with an expected date of return that falls within the acceptable limits. If the student's leave of absence is denied and the student fails to attend classes for the requested period, the student will be

considered to have withdrawn from COTW. Students who do not return within three (3) days of their scheduled return date will be considered to have withdrawn from the School.

Students returning from a leave of absence must be aware that their required course(s) may not be available immediately upon return.

## **Measurements of Units**

The quarter credit hour is the unit of measurement used by College of the West uses to measure all programs. A minimum of 10 lecture hours of not less than 50 minutes each plus outside reading and/or preparation:

## **Graduation Requirements**

Candidates for graduation must:

- Complete successfully all courses required for the diploma or certificate program
- Earn a cumulative overall grade point average of at least 2.0 (CGPA)
- Complete 85% of each course or module scheduled hours of attendance
- Complete all competency and skill performance testing required for the program including any externship
- Attend exit interview(s) conducted by the Financial Aid Director if the student has utilized student loans
- Attend exit interview with the Placement office and submit an approved resume, cover letter, and three references together with career portfolio
- Be free of all indebtedness to the School

Upon successfully completing the program, meeting all graduation requirements, students will receive a certificate, provided all financial obligations to the School have been met. Certificates will be available to graduates not later than 30 days from last day of attendance unless Student Services receives a written request for an earlier availability.

Early graduation: This policy is at the sole discretion of College of the West. All students are encouraged to complete the entire program. A student must request this option from the Chief Academic Officer. The Chief Academic Officer will evaluate the student academic and financial file. Instructors and relevant personnel may assist in the final determination.

## **Student Records**

The Family Right and Privacy Act of 1974 prohibit an institution from releasing the College of the West records or any other information about a student to any third party without the written consent of the student. College of the West protects the privacy and confidentiality of all student records. Students are guaranteed the right to access their own files.

Student files of this period are maintained in fire retardant storage files.

Permanent transcripts of the student's progress record are maintained by College of the West and are available upon written request by the student. There is a \$ 30.00 charge for education transcripts. A fee of \$50.00 will be charged if the last day of attendance was more than three years from the date of the request. Under State Regulations, College of the West is only required to maintain a student's file for **5 years** from the student's last date of attendance.

## **SCHOOL POLICIES**

### **Cell Phones and Cameras**

Cellular Phone, and all other electronic devices must be turned off during class time to prevent interruption. Any cell phone with a camera must be turned off and put away during class times. No cameras or camera phones can be used during class. It is important to know that any videotaping of classroom or lab instruction is the intellectual property of College of the West as well as any part of the curriculum. As such, videotaping of classroom or lab instruction via mobile device or any other technological means must first be approved by the institution with a written request to the Chief Academic Officer. College of the West is not responsible for any lost, stolen or damaged student property.

### **Eating**

Eating and/or drinking are not allowed in any of the classrooms.

### **Children on Campus**

Children are not allowed to accompany a student to class or to be left unattended on campus. If a student brings a child to class, the instructor should inform the student of the school policy and ask him/her to remove the child from the classroom. If a child is left unattended, the Chief Academic Officer or other administrator shall be notified. The parent will then be located and requested to comply with the policy. The School assumes no liability for injuries incurred by minors while on campus.

### **Smoking**

Smoking is not permitted anywhere inside the COTW facilities or building. Please smoke outside the building in the designated areas and use the appropriate disposal containers.

### **Personal Property**

Students should keep their valuables with them at all times. Check classrooms before leaving to make sure that no jewelry or watches have been left behind. Upon request College of the West may issue lockers and locks to students for use while enrolled at the school. If a student is dismissed or withdraws from the school, the student will have 10 business days from date of termination to collect the contents of the locker they were issued and turn in the lock. If the student does not do so, the school will open the issued locker and dispose of the contents. College of the West is not responsible for any lost, stolen or damaged property.

### **Office Equipment**

The Receptionist Desk will only take emergency calls for students. COTW phones are not intended for personal use by students. Students are not to use any of the office telephones, copy machine, or other office equipment.

## **Cheating, Plagiarism, and Falsification of Records**

Students are subject to disciplinary actions for several types of misconduct or attempted misconduct, including but not limited to:

1. Dishonesty, such as cheating, multiple submissions, plagiarism, or knowingly furnishing false information to COTW;
2. Forgery, alteration, or misuse of COTW documents, or identification;
3. Theft, damage, or destruction of any COTW property;
4. Unauthorized entry to or use of COTW property, equipment, or resource;
5. Disruption of teaching, administration, or other COTW activities;
6. Physical abuse, threats of violence, rape, other forms of sexual assault, or conduct that threatens the health or safety of any person on COTW property or in connection with official COTW functions;
7. Disorderly conduct, disturbing the peace, or failure to comply with the directions of any COTW employee acting in his/her official capacity;
8. Sexual harassment (See Sexual Harassment Policy);
9. The use of 'fighting words' when they constitute hate;
10. The use, possession, sale, distribution, or manufacture of alcohol /drugs on COTW property or at official COTW functions which is unlawful or otherwise prohibited, or not in compliance with, COTW policy or campus regulations; and
11. The unlawful use, possession, sale, distribution, or manufacture of controlled substances, identified in Federal and State Laws or Regulation, on COTW property or at official COTW functions.

## **Grounds for Disciplinary Action**

Those whose conduct reflects discredit upon him/her or COTW may be subject to dismissal. The Administration of COTW reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but not limited to:

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional Behavior and/or conduct that reflects unfavorably upon College of the West and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Failure to meet financial requirements.
6. Inappropriate professional clothing worn during training.
7. Failure to abide by the Rules and Regulations of College of the West.
8. Failure to pay tuition (or any other charges) when due.
9. Breach of College of the West enrollment agreement.
10. Cheating.
11. Falsifying College of the West records.
12. Carrying a concealed or potentially dangerous weapon.
13. Disorderly conduct, which interferes with the learning process of any other student, Instructor, or the general progress of the class.



14. Instigation and/or participation in rebellious activities against College of the West and/or its student(s).
15. Solicitation, which reflects unfavorably upon COTW and/or its Students.
16. Vandalism of College of the West property.
17. Any form of gang related activity including but not limited to: flashing of Gang signs, wearing of gang colors/attire, etc.
18. Fighting (physical or verbal)
19. Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal.

A student dismissed for unsatisfactory or unprofessional behavior or conduct may request readmittance into their program by following the procedure set forth under Re-Admission as noted in this catalog.

### **Student Complaint Procedure**

Students who encounter difficulties, problems, or have complaints, should first bring the matter to the attention of their Instructor. If the instructor is unable to resolve the situation, the student is to meet with the Chief Academic Officer for resolution. If the concern is still yet unresolved, the complaint or grievance must be submitted to the Chief Academic Officer in writing. The Chief Academic Officer will consider all information presented and attempt to resolve the situation in the best interest of the student and school. The complaint or grievance, along with any necessary supporting documentation, must be presented in writing to the Chief Academic Officer at the address listed below:

College of the West  
3424 Wilshire Blvd. Suite 1200  
Los Angeles, CA 90010

A written response will be provided within ten (10) business days.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free 1-888-370-7589 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).

Bureau for Private Postsecondary Education  
1747 N. Market Blvd., Suite 225  
Sacramento California, 95834  
Telephone: (888)370-7589, (916) 574-8900  
Fax: (916)263-1897

### **Controlled Substance, Alcohol and Drug Abuse Policy**

COTW seeks to maintain an environment that supports the pursuit and dissemination of knowledge. All members of the academic community – students, faculty, and staff members – share responsibility for protecting the academic environment by exemplifying high standards of professional and personal conduct. Use of illegal drugs by any member of the community interferes with the activities through which the goals of the institution can be realized. Therefore, such practices will not be tolerated. COTW will take all actions necessary, consistent with all applicable laws and COTW policy, to eliminate the use of illegal drugs from the community. Also, information on drug awareness programs, counseling, treatment, rehabilitation, and other related services are available to all students on an on-going basis.

The unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of COTW is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program.

There are local agencies that provide assistance to our employees, students, and their families.

Drug Information Hot-Lines:	(800) 413-2796 or (800) 413-4934
National Institute on Drug Abuse	(800) 662-HELP or (800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686

As stated on the previous page, students and employees are subject to termination for violation of the COTW rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and COTW will press charges of drug distribution.

## **STUDENT SERVICES**

### **Advising**

Beginning with your first attendance at COTW, expert guidance is provided on a one-to-one basis by an advisor from your chosen field. Advisors take their responsibility seriously as they assist you in planning an academic program and choosing a major. The staff makes every effort to maintain close communication with students.

Students experiencing personal problems, which require professional counseling, will be referred to the appropriate agencies, if such assistance is requested by the student.

### **Tutorial Assistance**

The School provides tutoring based on the individual need of the student and the Instructor's schedule. Students with a module grade lower than 70% or "C" automatically becomes eligible for tutoring pending a review of their attendance status. Students are urged to take the initiative in seeking help outside of the class by contacting and discussing their difficulties and seek help from their instructors. If this should occur, the student is to make an appointment with their Instructor or the Chief Academic Officer to arrange for a tutoring session(s). Tutoring is available at no additional charge to the student.

## **Placement Assistance and Career Development**

In the certificate and diploma programs, instruction is specifically designed to give the student the edge in successfully gaining employment in the field in which they are training. Instruction may include areas such as: proper grooming for successful interviews, resume development, successful interviewing techniques, and mock interviews.

### **THE COLLEGE OF THE WEST CANNOT AND DOES NOT GUARANTEE EMPLOYMENT.**

**NOTE:** All graduates will be considered for placement assistance unless a signed student waiver of placement assistance, with a written explanation, is in the student file. Graduates waiving placement assistance may still receive placement assistance at another time by notifying the career service personnel that they again wish to be placed in an active, placement-seeking category. A successful job search is dependent upon a self-confident, well-prepared applicant with a pre-planned strategy. While employment is not guaranteed, assuming cooperation on the part of the graduate, the career service personnel will work diligently with each graduate until he/she successfully obtains employment. The career service personnel helps graduates develop and/or locate positions which best match the student's capabilities and experiences.

The career service personnel are always available to assist in future years when a College of the West Alumnus contemplates a change in employment. Only graduates of College of the West are eligible for placement assistance.

Students can benefit from assistant in the following areas:

1. Preparing resumes
2. Proper grooming and developing job interviewing skills
3. Identifying job position openings
4. Following up with employers after interviews
5. Negotiating wages and benefits
6. Maintaining employment once hires
7. Securing opportunities for advancement once hired
8. Developing and utilizing a network of professional contacts who can aid the job Search effort

The amount of effort put forth by the student is the most critical factor. Cooperation in the process will assure a more positive result. College of the West does not offer employment as an incentive to enrollment.

## **Disclosure and Retention of Education Records**

Education records are defined as files which are comprised of materials and documents containing information directly related to a student and are maintained by the institution. Records are supervised by the Chief Academic Officer and access is afforded the School's staff for the purposes of recording grades, attendance, career services and advising notes, as well as

admissions and financial aid information. Some information is reviewed by the financial aid department for purposes of determining financial aid eligibility.

Adult students, parents of minor students and parents of tax dependent students, have the right to inspect, review and challenge information contained in the file. As a postsecondary educational institution, parental access to such records is not required unless the student is a dependent, in which case, all enumerated rights above shall apply equally to parents. Students are not entitled to inspect the financial records of their parents.

Students may request a review of their academic records by writing to the College of the West at 3424 Wilshire Blvd., Suite 1200, Los Angeles, CA 90010. Students will be allowed to review same during regular hours under appropriate supervision. Challenging the record for purposes of changing any of its contents must be done in writing, fully stating the reason. This request will be reviewed by the Chief Academic Officer in consultation with the program director and/or the instructor and a determination to retain, change or expunge will be made. Student will meet with the Chief Academic Officer or designate to review the staff's conclusions. Should further review be requested by the student, a disinterested third party with competence in the program will be asked to review the foregoing records and findings and make a recommendation to the School Director for final action.

A charge of \$30.00 will be made for copying a complete set of records or any portion thereof.

“Directory Information” showing student’s name, address, telephone number, birth date and place, program undertaken, dates of attendance and certificate awarded may be provided to third parties by the school, unless a request to omit such information is presented in writing 30 days prior to graduation or termination. Written consent is required before education records will be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

Academic Transcripts and Proof of Attendance are available within ten days of receiving a written request. The charge is \$30 per copy.

### **Transcripts**

Upon graduation, each graduate will receive one transcript. A student or graduate may request a copy of an official transcript of academic coursework that has been completed at College of the West by submitting the appropriate form, which must include the student or graduate’s signature to the registrar. Requests may take up to two weeks to process. College of the West reserves the right to deny official transcript requests to any student or graduate who is not in good financial standing with the school.

### **Learning Resource Center**

COTW provides a computer learning center where students have access to internet. There are multiple computer workstations for students to conduct research or obtain information through

online resources as well. There are no fees for use and the learning resource center is open from 9:00 am to 6:00 pm.

In addition, students can visit the Pio Pico Branch Library located less than 1 mile from campus at 694 S. Oxford Ave., Los Angeles, CA 90005.

### **Student Lounge**

The Student Lounge is available for the convenience of all students.

### **Student Parking**

Student parking is available in a parking lot and/or areas adjacent to the College of the West building. College of the West is not responsible for parking violations, property theft, property damage, etc. Please keep vehicle locked at all times.

## **ACADEMIC PROGRAMS**

### **Real Estate Principles – 104 Clock Hours**

#### **Program Description**

This program is an overview of Real Estate Concepts and Terms, Legal Description of Real Estate, Investment in Real Estate, and Application of Real Estate Transaction. The purpose of this course is to give students a brief synopsis and overview of real estate: what is real estate? How real estate is transferred, the documents used in transferring it, the rules and laws by which real estate agents will perform, the meaning of representation and how and why properties are appraised. The course will begin with the concepts of ethics in the field of real estate. It will further on cover real property ownership and land use and the California license law. Also discussed within this course are contracts, purchase and sale agreements, the rules of fair housing in real estate and the laws of agency, real estate financing, how title to property is transferred, title closing, basic real estate math, the specialty area of leasing and property management, the principles of investment and control of land use. The course will cover broad topics ranging from titles and records to property Management. Also discussed in this course will be deeds, liens, taxes and foreclosures. Student will also learn about listing agreements, closing and settlement costs, how to value and appraise a property, basic financing policies and regulations.

#### **Program Outline**

<b><u>Major Instruction Units</u></b>	<b><u>Hours</u></b>
<b>I. Orientation</b>	<b>2</b>
<b>II. Introduction to Real Estate</b>	<b>3</b>
<b>III. Estates, Transfers, and Titles</b>	<b>5</b>
<b>IV. Encumbrances</b>	<b>5</b>

V. Agency and Its Responsibility	7
VI. Contracts	3
VII. Landlord and Tenant (Lessor and Lessee)	3
VIII. Escrows and Title Insurance	3
IX. Real Estate Finance	5
X. Financial Institutions	5
XI. Appraisal Basics	5
XII. Appraisal Methods	5
XIII. Subdivisions and Government Controls	3
XIV. Taxation of Real Estate	1
XV. Licensing, Education, and Associations	3
XVI. Examination Preparation	43
XVII. Final Exam	3
<b>Total:</b>	<b>104</b>

## **Real Estate Practice – 48 Clock Hours**

### **Program Description**

Real Estate Practice program is to prepare students to begin a career in real estate with knowledge of the day-to-day activities of a real estate licensee. This course begins with an exploration of agency duties and disclosures, seller and buyer representation, dual agency, transaction brokers, compensation, and antitrust laws. Students then learn about appraisals and pricing property, the role of the appraiser, California laws regulating appraisers, CMAs, and the appraisal process and the principles and methods used by appraisers. This course features valuable information on home construction and inspection, home financing, and the effects of predatory lending and the subprime market. Earnest money, escrow accounts, and applicable California laws are also examined. The contracts section contains practical information about the paragraphs of California real estate sales contracts. This extensive course ends with lessons exploring the closing process, the role of an escrow agent, title insurance, settlement statements, and the estimation and proration of closing costs.

### **Program Outline**

<b><u>Major Instruction Units</u></b>	<b><u>Hours</u></b>
I. Property Search using MLS	5
II. Listing	5
III. Selling	10
IV. The Purchase Offer	10
V. Escrow	10
VI. Alternative Real Estate Career	5
VII. Final Exam	3
<b>Total:</b>	<b>48</b>

## **Property Management – 48 Clock Hours**

### **Program Description**

Property Management program includes the principles and practices of managing income properties. Covers nature and types of property management, leases and contracts, collections, rent schedules, tenant selection and supervision, budgets, purchasing. Applies towards educational requirements for the California Real Estate Broker's Examination and salespersons examinations.

### **Program Outline**

<b><u>Major Instruction Units</u></b>	<b><u>Hours</u></b>
<b>I. Residential Property Management</b>	<b>5</b>
<b>II. Commercial, Office &amp; Industrial Property Management</b>	<b>5</b>
<b>III. Liability and Risk Management</b>	<b>5</b>
<b>IV. Fair Housing, Anti-Discrimination &amp; Ethics</b>	<b>5</b>
<b>V. Residential Lease Contract &amp; Overview</b>	<b>10</b>
<b>VI. Commercial, Industrial Lease Contract &amp; Overview</b>	<b>10</b>
<b>VII. Tenant &amp; Owner Relations</b>	<b>5</b>
<b>VIII. Final Exam</b>	<b>3</b>
<b>Total:</b>	<b>48</b>

## **Computerized Accounting & Bookkeeping – 200 Clock Hours**

### **Program Description**

This program is a rapid, quick-paced program designed specifically for those individuals who want to get right to the heart of the accounting process without all the frills usually inherent in such classes. Students will start by gaining an understanding of the various forms in which business typically are conducted. Students will then get a firm understanding of practical accounting theory which is the cornerstone of the accounting profession. Students will then gain experience in recording actual transactions of a company, doing bank reconciliations, posting adjusting journal entries, etc. Lastly students will gain a firm understanding of the various accounting systems, learn how to generate accounting reports and much more. We will then conclude by teaching students the skills necessary to get a good job and prosper in this fast paced world of business. At the successful conclusion of the course, students will be given their own laptop with accounting software so that they can continue to practice and use it in their new job.

<b><u>MODULE</u></b>	<b><u>HOURS</u></b>
<b>1. Basic computer &amp; ten key skills</b>	<b>8</b>
<b>2. Basic Microsoft Excel and Word</b>	<b>24</b>
<b>3. Basic Accounting Principles</b>	<b>20</b>
<b>4. QuickBooks Accounting Programs</b>	<b>94</b>
<b>5. Learning the Debits and Credits</b>	<b>20</b>

<b>6. Adjusting Journal Entries</b>	<b>16</b>
<b>7. How to Generate Various Financial Reports</b>	<b>8</b>
<b>8. Job search and Resume Creation/Evaluation</b>	<b>8</b>
<b>9. Final Exam</b>	<b>2</b>
<b>Total Hours</b>	<b>200</b>

## **Course Descriptions**

### **Major Instruction Units**

#### **I. Basic Computer & Ten Key skills**

##### **Unit Objective:**

- A. Identify the basic components of a computing system and process basic practical skills for computer usage including simple trouble shooting
- B. Increase speed and accuracy in touch-typing for computer and ten key
- C. Gain familiarity in using reference software and internet in obtaining Information for classroom activities
- D. Become proficient with basic Excel worksheet functions and use.
- E. Complete multiple-choice quiz.

#### **II. Basic Microsoft Excel and Word**

##### **Unit Objective:**

- A. How to create Word documents
- B. How to create Excel documents
- C. Complete multiple-choice quiz

#### **III. Basic Accounting Principle**

##### **Unit Objective:**

- A. How accounting is relevant to you
- B. How all economic activity requires accounting
- C. Working with the accounting equation
- D. Understanding the difference between cash and accrual basis accounting
- E. Summarizing profit activities in the income statement
- F. Assembling a balance sheet
- G. Partitioning the statement of cash flows
- H. Complete multiple-choice quiz.

#### **IV. QuickBooks Accounting Programs**

##### **Unit Objective:** Introduce QuickBooks software

- A. Create invoices and credit memos, record sales receipts, set up Inventory items, and monitor your inventories
- B. Record and pay bills, print checks, and process payroll, including withholding
- C. Balance accounts and generates financial reports
- D. Set up a business budget and reconcile account
- E. Perform weekly, monthly, and annual record-keeping
- F. Create job estimates that can be converted into invoices or Compared with actual costs



- G. Track accounts receivable and payable
- H. Produce reports that help you understand customer list, vendors, job expenses, inventory, payroll, and budget
- I. Use job-costing procedure that estimate, bill, and track jobs
- J. Decide whether to use accrual-basis accounting or Cash-basis accounting
- K. Complete multiple-choice quiz.

## **V. Learning the Debits and Credits**

### **Unit Objective:**

- A. Identify three primary business financial statements
  - Income statement
  - Balance sheet
  - Statement of cash flows
- B. Noting the difference between profit and cash flow
- C. How to find answers in the financial statements
- D. Knowing who sets accounting standards
- E. Complete multiple-choice quiz.

## **VI. Adjusting Journal Entries**

### **Unit Objective:**

- A. Understanding the need for year-end adjusting entries
- B. How to compute adjusting journal entries
- C. Recording various adjusting entries
- D. Complete multiple-choice quiz.

## **VII. How to Generate Various Financial Reports**

### **Unit Objectives:**

- A. Understanding the nature of the financial reports
- B. How to create financial reports using QuickBooks
- C. How to create customized reports
- D. How to adjust financial reports
- E. Complete multiple-choice quiz

## **VIII. Job Search and Resume Creation/Evaluation**

### **Unit Objective:**

- A. Learn how to make a solid yet simple resume
- B. Prepare and practice interview skills
- C. Demonstrate knowledge of accounting and bookkeeping by passing a final examination with 70% accuracy.

## **IX. Final Exam**

## Massage Therapy Programs

### Program Description

The Massage Therapy program is designed to give the student the knowledge & a thorough understanding of the theory & practice of massage therapy. Included is an ongoing discussion on the application of massage therapies across a broad spectrum of treatment options in conjunction with primary healthcare.

The Massage Therapy program is primarily a vocational educational program that incorporates the guidelines as prescribed by the CAMTC.

The Theory portion covers Anatomy & Physiology, Kinesiology, Pathology, Ethics, Business Practices, Documentation & Consultation, Health & Hygiene, Client Care & Safety, Practitioner Care & Safety, Special Populations, Alternative Massage Modalities & Alternative Health Care Practices, the Spa Experience, & CPR.

The Lab Practice portion puts the knowledge & skills attained in the theory portion into practice. The student will, through the knowledge garnered in Theory & coupled with Lab Practice, demonstrate their skills & abilities to meet & exceed the standards established by the school.

### Program Outline

#### Massage Therapy – 600 Clock Hours

<u>Title</u>	<u>Total</u>	<u>Lecture</u>	<u>Lab</u>	<u>Units</u>
MT101 - Fundamental of Massage Therapy	76	14.5	61.5	4.53
MT102 - Anatomy & Physiology	119	109.5	9.5	11.43
MT103 - Pathology	43	43	0	4.3
MT104 - Health & Hygiene	33.5	8	25.5	2.08
MT105 - Ethics	11.5	11.5	0	1.15
MT106 - Chair Massage	14	0	14	0.7
MT107 - Swedish Massage	35	0	35	1.75
MT108 - Clinical Massage Techniques	35	0	35	1.75
MT109 - Special Population Massage	78	3.5	74.5	4.08
MT110 - Kinesiology	22	0	22	1.1
MT111 - Eastern Modalities	41.5	11	30.5	2.63
MT112 - Hydrotherapy	23	5	18	1.4
MT113 - Spa Treatment Modalities	37.5	0	37.5	1.88
MT114 - Business	19.5	19.5	0	1.95
MT115 - CPR	11.5	5	6.5	0.83
TOTAL HOURS/UNITS	600	230.5	369.5	41.56

A Certificate Program  
Program Schedule: 600 Clock Hours/41.56 Quarter Credit Hours  
Hours: 16 Weeks, 600 Clock Hours  
Mon-Fri: 9:00AM-5:30PM

## **Course Descriptions**

### **MT 101 – Fundamental of Massage Therapy**

### **MT 102 – Anatomy & Physiology**

### **MT 103 – Pathology**

### **MT 104 – Health & Hygiene**

### **MT 105 – Ethics**

### **MT 106 – Chair Massage**

### **MT 107 – Swedish Massage**

### **MT 108 – Clinical Massage Techniques**

### **MT 109 – Special Population Massage**

### **MT 110 – Kinesiology**

### **MT 111 – Eastern Modalities**

### **MT 112 – Hydrotherapy**

### **MT 113 – Spa Treatment Modalities**

### **MT 114 – Business**

### **MT 115 – CPR**

## **Course Descriptions**

### **MT 101 – Fundamentals of Massage Therapy**

This course introduces the student to the fundamental requirements of the massage profession. This includes massage table & massage chair setups & maintenance, practitioner stances & biomechanics, practitioner self-care, client positioning & bolstering, client draping, client safety & security, massage strokes to be utilized in the course of giving massage, health & hygienic practices to ensure the safety of the client, practitioner, & the massage environment.

### **MT 102 – Anatomy & Physiology**

The Anatomy & Physiology section will give the student the ability to understand the cellular composition of matter, the biological systems of the body, the integration of all body systems that compromise the whole, & the structure & function of biological systems.

### **MT 103 – Pathology**

In this section, the students will learn about the various categories of pathogens, how they affect the body, & the signs & symptoms for each. Also, indications & contraindications will be an ongoing discussion. Precautions & safety protocols for both client & massage practitioner will be implemented.

### **MT 104 – Health & Hygiene**

This course focuses on the implementation of safety & hygienic principals that must be followed to ensure that the client, massage practitioner, & the massage environment is safe enough to proceed with the massage experience.

### **MT 105 – Ethics**

This class introduces the concepts of Ethic's & the parameters of ethical practice across all fields of endeavor. The emphasis is how Ethic's in the massage therapy field is especially important to understand given the nature of bodywork in general.

**MT 106 – Chair Massage**

This introductory level course introduces the student to a massage modality for the deliverance of a simplified yet effective massage experience for the client. This modality dispenses with the need for the client to disrobe. Techniques for the use of lubricants on bare upper extremities is addressed. An emphasis is placed on the integration of chair massage as a promotional & marketing tool for their practice.

**MT 107 – Swedish Massage**

This course introduces the student to the practice of Swedish/Western style table massage. The student will be introduced to the concept that Swedish/Western style is the fundamental style of massage modality & that other massage modality approaches can be implemented & hybridized to meet the specific needs of the client.

**MT 108 – Clinical Massage Techniques**

In this course the students are instructed on the differences & importance of clinical massage techniques to treat medical conditions as an adjunct to other medical practices. Modalities such as Trigger Point Therapy, Deep Tissue Technique, Myofascial Release, Lymphatic Drainage, etc. are incorporated & hybridized with Swedish/Western style massage as a treatment option for those clients that require a more thorough & aggressive approach to address their pain treatment issues.

**MT 109 – Special Population Massage**

Special needs for special people mean that specific goals & extra care must be implemented for this demographic to enjoy the benefits of the massage experience. This course will explore the role of massage therapy as it relates to the special needs of the following special populations be they prenatal & postnatal women, infants, adolescents, geriatrics, people with disabilities, hospice care, & end of life.

**MT 110 – Kinesiology**

This course in Kinesiology introduces the student to concepts regarding movement & how movement is facilitated via the muscular, skeletal, & nervous systems. Structures that contribute to movement connective tissue, tendons, ligaments, joint articulations, & the various forms of connective tissue are integral to the understanding of movement & will be discussed.

**MT 111 – Eastern Modalities**

The concepts of the Eastern approach to the healing arts that utilize body work is introduced to the student theoretically & through lab practice. Yin/Yang & the Five Element theories, Meridian mapping, Tai Chi practice, Ayurveda, & an introduction to other alternative philosophies & practices complete this section.

**MT 112 – Hydrotherapy**

The practice of Hydrotherapy as both a primary means of treatment & to be used in conjunction with various other modalities is introduced. The effects of water in its various phases & its effect on the body will be discussed & implemented in lab practice.

### **MT 113 – Spa Treatment Modalities**

Students will be introduced to the Spa Experience & the many facets contained within the spa business. Modalities such as Aromatherapy, Reflexology, Hot Stone Massage, Hydrotherapy, Health & Hygiene are explained & practiced. Employment opportunities within the spa business are also discussed.

### **MT 114 – Business**

This course introduces the student to the wide variety of business models available to them should they decide to open their own business. Also covered are the various options & opportunities they may have available to them when seeking employment in the massage therapy field. Preparation of cover letters, resumes, business cards, promotion & marketing techniques are covered.

### **MTP 115 – CPR**

The CPR course follows the guidelines established by the American Heart Association. Lecture, CPR practice, possible emergency scenarios are discussed & implemented in order to qualify for CPR certification. A written & practical test will be given & must be passed to obtain a AHA card.

### **MT 103 – Pathology**

Students will learn about various diseases of the body, and know the signs and symptoms of these pathologies. Students will learn risk factors associated with these diseases along with whether or not the conditions are indicated or contraindicated for massage. Students will focus on the integumentary, musculoskeletal, nervous, cardiac, respiratory, immune, endocrine, gastrointestinal, urinary, and reproductive pathologies. The student will learn about the causes and spread of disease and the need for infection control and safety practices. During this course, students will also learn medical terminology for use in the massage therapy environment that is necessary to communicate with other health care providers.

### **MT 104 – Health, Hygiene**

This course focuses on the study of safety and sanitation practices including universal precautions, the importance of proper body mechanics, maintaining a healthy lifestyle, maintaining the massage environment. The student will learn about the disease prevention by means of sanitation and personal hygiene, and the benefits of a healthy lifestyle, including exercise, stress management, and healthy relationships.

### **MT 203 – Law, Ethics and Business Practices**

This course introduces the student to the legal issues that a massage therapist faces. Students will understand the necessity of obtaining a license for professional practices. They will learn the scope of practice, regulations, and ordinances regulated for massage therapy. Students will have an understanding of the job opportunities in the massage industry while covering professionalism, ethical practice, and local and state laws and regulations as it relates to massage. Course will also cover resumes, brochures and business plans. Topics also include the various business entities, bookkeeping and recording keeping for their business and insurance need, advertising/marketing their business, the ethical behavior of a massage therapist, and the laws and rules that govern the massage therapy industry within the state of California.

### **MT 204 – Introduction to Massage Therapy**

This introductory level course will provide a general overview of massage therapy. The purpose of this course is for students to comprehend foundational information related to the profession of therapeutic massage. Specific topics includes: history of therapeutic massage, massage supplies and equipment, proper preparation of massage table. Students will be introduced to seven common massage methods. Student will have a chance to master basic massage movements: static methods, gliding methods, torsion methods, shearing methods, oscillating methods, percussive movement/tapotement and joint movement.

### **MT 301 – Massage Therapy Techniques I**

This course is for students enrolled in the COTW Massage Therapy Program who have successfully completed Introduction to Massage. Students will learn massage therapy techniques necessary to give an appropriate and acceptable massage including gliding/effleurage, kneading/petrissage, compression, percussion/tapotement, friction, joint movement and vibration along with quality of massage application such as rhythm, pressure, rate of movement, and direction of movement. Students will also learn the techniques used in neuromuscular therapy and the primary technique used in lymph massage. Students will learn hands-on with demonstration and application that allows for practice and development. Emphasis will be placed on consultation and documentation including informed consent, SOAP note charts and record keeping. At the conclusion of this course, students will be able to perform various types of full body therapeutic massage techniques and document their activities.

### **MTP 101 – Massage Practicum I**

This course affords students the opportunity to practice massage skills on public clientele or other students. Students will have the opportunity to practice the full body therapeutic massage routine they have learned on clients/students. Students are required to demonstrate competency in specific therapeutic massage techniques including treatment preparation, use of proper techniques, client progress, and documentation. This will provide the student with an invaluable opportunity for experiential learning and they will be able to receive client feedback and gain confidence as therapists and develop their communication and professionalism as student therapists under the supervision of instructor. Clients will complete written evaluations of the students and the students will be expected to maintain records and perform client intake and document soap notes in accordance with clinic policy. The student will have the opportunity to develop and refine their client interaction skills, professional demeanor, and documentation and record-keeping habits.

## **LICENSURE AND CERTIFICATION PROCESS**

Certified completion of the following programs enables the student to take the exam and submit application with appropriate fees for licensure or certification.

### **Real Estate Salesperson License**

To obtain a real estate salesperson license, you must first qualify for and pass a written examination. Those who pass the examination are provided a license

application which must be submitted to and approved by the Bureau of Real Estate.

This license is required of individuals who conduct licensed real estate activities as described in the Real Estate Law under the supervision of a licensed broker. A license may also be obtained by a person who does not immediately intend to be employed by a broker. However, a salesperson without an employing broker may not perform acts requiring a real estate license.

### ***General Requirements***

**Age:** You must be 18 years of age or older to be issued a license.

**Residence:** Proof of Legal Presence in the United States is required.

### ***Course Requirements***

Successful completion of three college-level courses is required to qualify for a real estate salesperson examination:

1. **Real Estate Principles**, and
2. **Real Estate Practice**, and
3. **One course from the following list:**
  - Real Estate Appraisal
  - Property Management
  - Real Estate Financing
  - Real Estate Economics
  - Legal Aspects of Real Estate
  - Real Estate Loan
  - Escrows

### **Department of Real Estate**

2201 Broadway, Sacramento, CA 95818-2500

Tel: (877) 373-4542 Fax: (916) 227-0925

[www.dre.ca.gov](http://www.dre.ca.gov)

## **Massage Therapy Certification\*\*\***

The following information describes the requirements of California for its massage therapists:

- Written proof that the applicant is over 18 years of age in the form of a California driver's license, identification card, birth certificate, or passport.
- Pay the Certification Fee.
- One portrait photo, 2 inches by 2 inches in color, front face only.
- A copy of the diploma and Official Transcript from a recognized school of massage in the state of California.
- Live scan Fingerprints.
- The applicant's occupation or employment history for the last three years.

- History of any licenses the applicant has held, and whether or not the applicant ever had a license revoked or suspended by any agency and the reasons why.
- Have not violated any of the provisions of the California Massage Therapy Act or any policy, procedure, or regulation of CAMTC.

College of the West faculty and staff will provide guidance to Massage Therapy students in applying for certification in Massage Therapy.

CAMTC Certification: Attendance and/or graduation from California Massage Therapy Council (CAMTC) approved school does not guarantee certification by California Massage Therapy Council. Applicants for certification shall meet all requirements as listed in California Business and Professional Code sections 4600 et. seq.

Questions or Complaints to CAMTC: A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the

**California Massage Therapy Council**

One Capitol Mall, Suite 800, Sacramento, CA 95814,

Tel: (916)669-5336 Fax: (916)669-5337

[www.camtc.org](http://www.camtc.org)

\*\*\*College of the West has applied for CAMTC approval, but for whom a final decision has not yet been rendered.

California Massage Therapy Council's (CAMTC) Law on Unfair Business Practices as Related to Massage

Pursuant to California Business and Professions Code, Section 4611, it is an unfair business practice for a person to do any of the following:

- (a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

## **Standard Occupational Classification Codes & Job Classification**

Computerized Accounting & Bookkeeping



<u>SOC Code</u>	<u>Employment Position</u>
43-3031	Bookkeeping, Accounting and Auditing Clerk
43-9060	Office Clerks, General
43-9061	Office Assistants
43-6014	Secretaries & Administrative Assistants

#### Massage Therapy

<u>SOC Code</u>	<u>Employment Position</u>
31-9010	Massage Therapists
31-9011	Masseuses, Swedish

#### Real Estate Principles

<u>SOC Code</u>	<u>Employment Position</u>
41-9022	Real Estate Sales Agents
23-2093	Title Examiners, Officers, Searchers
11-9140	Property Manager
11-9141	Leasing Property Manager
43-9061	Real Estate Clerk

#### Real Estate Practice

<u>SOC Code</u>	<u>Employment Position</u>
41-9022	Real Estate Sales Agents
23-2093	Title Examiners, Officers, Searchers
11-9140	Property Manager
11-9141	Leasing Property Manager
43-9061	Real Estate Clerk

#### Property Management

<u>SOC Code</u>	<u>Employment Position</u>
41-9022	Real Estate Sales Agents
23-2093	Title Examiners, Officers, Searchers
11-9140	Property Manager
11-9141	Leasing Property Manager
43-9061	Real Estate Clerk

### Tuition and Fee Schedules

Program	Tuition Payment		(Non-Refundable) Registration Fee	(Non-Refundable) Student Tuition	Books/Uniform Equipment	Total Cost for Payment		Total Cost For Program
	Period 1	Period 2		Recovery Fund Fee		Period 1	Period 2	
Real Estate Principles*	1,325		150	5.00	705	2,180		2,185.00
Real Estate Practice*	650		150	2.50	110	910		912.50
Property Management*	650		150	2.50	110	910		912.50
Computerized Accounting & Bookkeeping*	3,600		150	10.00	1,150	4,910		4,910.00

Massage Therapy*	5,035		150	15.00	600	5,800	5,800.00
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\*The total charges for the period of attendance and the estimated schedule of total charges for the entire educational program are the same.

The following fees and charges are costs that students may incur beyond the basic tuition cost for specific non-degree programs. Fees are charged when services are rendered.

Late Registration Fee	\$100
Additional Transcript or Diploma Fee	\$30/ea.
USPS Priority Mail, U.S. addressee	\$10
Express Mail, U.S. addressee	\$30
Returned Check Fee	\$35
Change of Program Fee	\$200

The books may vary according to need and decision of the College. Supplies will be distributed on an “as needed” basis. Supplies do not include what would be considered normal “school supplies,” i.e., note paper, pens, pencils, ring binders, etc.

### Student Tuition Recovery Fund

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (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 120day 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 non collection 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.

**\*\*STRF fees are \$2.50 per \$1,000 of tuition\*\***

## **ADMINISTRATION AND FACULTY**

### **Staff Members**

Janet Lee	CEO/School Director
David Romero	Chief Academic Officer
Lisa Yun	CFO & COO
Chang Y. Yoo	Massage Therapy Program
Jung H. Park	Accounting Program
Marcus Lee	Real Estate Program
Janet Lee	Compliance
Hyangran Jeon	Student Services & Placement

## **Instructional Faculty**

### **Lee, Marcus**

B.S., Physics, University of California, Los Angeles, 1983  
Real Estate Broker, CA 1989

### **Lee, Janet**

B.S., System Science, University of California, Los Angeles, 1982  
Real Estate Broker, CA 2003

### **Yoo, Chang Yeal**

B.A, Philosophy, Sung Kyun Kwan College, Seoul, South Korea, 1979  
M.S., Acupuncture Oriental Medicine, Samra College, Los Angeles, CA, 1993  
Certified Massage Therapist, CA, 2010  
L.Ac., Licensed Acupuncturist, CA, 1993

### **Jin, Chun He**

B.S., Anatomy Physiology, College of Yan Bian, Republic of China, 1985  
M.S., Asian Medicine, Kyung San College, Garden Grove, CA, 1998  
Massage Therapist, L.A, 2009  
Certified Massage Therapist, CA, 2010

### **Jeon, Hyangran**

B.A., Kwangwon National College, Korea, 2006  
V.N., Shepherd College, 2011  
Massage Therapy, College of the West, 2014  
Certified Massage Therapist, CA, 2015

### **Park, Jung H.**

B.S., Computer Science, 2002  
B.S., Business Administration, Western Illinois College, 2002  
Accountant, 2005

## **CONSUMER DISCLOSURE**

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free 1-888-370-7589 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).

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

Bureau for Private Postsecondary Education.  
1747 North Market Blvd., Suite 225  
Sacramento, California, 95834  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Telephone: (888) 370-7589, (916) 574-8900  
Fax: (916)263-1897.

California Massage Therapy Council's Law on Unfair Business Practices as Related to Massage Pursuant to California Business and Professions Code, Section 4611, it is an unfair business practice for a person to do any of the following:

- (a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

CAMTC Certification: Attendance and/or graduation from California Massage Therapy Council (CAMTC) approved school does not guarantee certification by California Massage Therapy Council. Applicants for certification shall meet all requirements as listed in California business and Professional Code sections 4600 et. seq.

Questions or Complaints to CAMTC: A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the

**California Massage Therapy Council**  
One Capitol Mall, Suite 800, Sacramento, CA 95814,  
Tel: (916)669-5336 Fax: (916)669-5337  
[www.camtc.org](http://www.camtc.org)