Academic Catalog

ADVANCED COLLEGE

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

Amin Vohra, CEO

ADVANCED COLLEGE

Effective: January 1, 2020 - December 31, 2020

A Message for Our Students

Dear Student,

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

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

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

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

Amin Vohra,
Chief Executive Officer

CAMPUSES

Advanced College
Main Campus
13180 Paramount Blvd.
South Gate, California 90280
Tel: (562) 408-6969
Fax: (562) 408-0471
Email: southgate@advancedcollege.edu

Advanced College
Stockton Campus
8338 N. West Lane
Stockton, California 95210
Tel: (209) 490-4591
Fax: (209) 242-2366
Email: stockton@advancedcollege.edu

Advanced College
Salida Campus
5258 Pirrone Ct.
Salida, California 95368
Tel: (209) 290-0333
Fax: (209) 242-2366
Email: salida@advancedcollege.edu

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

www.advancedcollege.edu

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

GOALS AND OBJECTIVES:

- To provide a quality education that challenges its students to accept intellectual, personal, ethical, and social responsibilities, which will guide them to a successful career.

- To offer quality education with a balance of general education and specialized coursework to help students gain the knowledge and skills needed to meet current and future challenges of a global economy.

- To assist students in acquiring new, marketable and computational skills in an evolving environment.

- To assist students in their search for employment through effective placement preparation and assistance programs, which will facilitate students' successful transition to their careers.

- To offer a variety of day and evening programs to accommodate the distinctive needs of students.

- To assist in meeting the employment needs of businesses, industries, and local, state, and federal government agencies.

- To keep in constant communication with the Occupational Advisory Committees which serves as

  a link between the school and the workforce industry.

- To offer programs in career education that lead to a career by providing academic and support services to serve the needs of the students with sufficient facilities, and current resources.

- To provide integrated general education courses to build awareness, abilities, and interests and to empower students to become knowledgeable citizens.

- To provide the opportunity for students to transition from simple to complex situations such as theory to hands-on application in their studies. In the Associate degree programs, students will take part in critical thinking curriculum that reinforces the process of gathering information, processing it and arriving at a supportable conclusion.

- To encourage students, faculty, and staff to share in the responsibility of participation and involvement in the college community and in society, increasing the ability to apply their knowledge and skills in the areas of their life's activities; and enhancing their capacity and motivation for lifelong inquiry and learning.

APPROVAL DISCLOSURE STATEMENT

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

STUDENTS RIGHTS AND RESPONSIBILITIES

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

CATALOG RIGHTS

Students enrolling at AC will be subject to the program requirements of the catalog in effect at the time of initial or subsequent enrollment. Students who withdraw or are withdrawn from the college and return later will be subject to the program requirements of the current catalog at the time of re-enrollment, which could result in the need to complete additional courses. Students who maintain continuous enrollment may be subject to changes in program requirements from subsequent catalogs as required by programmatic and institutional accrediting agencies. Vocational Nursing students are required to follow all rules and regulations outlined in their programmatic student handbook even if they differ from the Catalog. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

PROGRAM OFFERINGS

- Vocational Nursing (Certificate) – South Gate (Main Campus), Stockton & Salida
- Phlebotomy (Certificate) – South Gate (Main Campus), Stockton
- Computerized Accounting (Certificate) – South Gate (Main Campus)
- Associate of Science in Surgical Technology (Degree) – South Gate (Main Campus), Stockton & Salida
- Associate of Applied Science in Healthcare Management (Degree) – South Gate (Main Campus), Stockton & Salida

AC invites its students to take advantage of the exceptional opportunities provided to them. Our programs offer the framework for a life-changing experience which could lead to a new career.

FACILITIES

Each campus at Advanced College is conveniently located to serve its respective geographical location. The South Gate (main campus) is located at 13180 Paramount Blvd., South Gate, CA. 90280 and occupies 10,000 square feet of classroom and office space. The Stockton (branch campus) is located at 8338 N. West Lane, Stockton, CA. 95210 and occupies 11,500 of classroom and office space. The Salida (branch campus) is located at 5258 Pirrone Ct., Salida, CA. 95368 and occupies 33,000 of classroom and office space. Each program at each campus is taught in specially built classrooms, fully equipped laboratories, and computer rooms compliant with the Americans with Disabilities Act.

ADMISSIONS

AC will admit students regardless of race, age, sex, religious creed, ancestry, color, national origin, disability, medical condition, marital status, sexual orientation. Students should demonstrate maturity and motivation toward undertaking an intensive course of study.

Mandatory Orientation

All students enrolled at Advanced College are required to attend a mandatory orientation which is held on or before the first day of class. The orientation helps students to be better acquainted with the administrative staff /instructors and understand the policies and procedures of Advanced College.

Learning Resources

Each location maintains and develops information, resources, and services that support the education of its students, faculty, and staff. These resources include a collection of books, computer workstations, and other materials. All students receive orientation to the Learning Resource Center during new student orientation. The Learning Resource Center is available to students at any time during operational hours.

Add/Drop Policy

Students may add and drop courses for the first seven (calendar) days of the academic term (the first week) if there is a seat available in the class and they meet course prerequisites. Students in need of academic advice regarding add/drops may be assisted through the Student Services Representative.

Admission Requirements for All Programs:

AC applicant requirements are as follows:
1. The applicant must be a high school graduate or its equivalent (High School Diploma, General Education Development Certificate (GED), or state proficiency certificate, college transcript or college diploma
2. At the start of the program, applicant must be 18 years of age
3. Pass an entrance exam* and pay a non-refundable Registration Fee of $100.00
4. Sign an Enrollment Agreement and all other admissions documents

*Applicant has 1 year to enroll into Advanced College before their entrance exam score expires
  - If a student has withdrawn from a program and re-enrolls, an entrance exam retake is not required.
  - If a student fails the exam, they can retake the exam 2 days later. If the student fails the second exam, it is up to the Campus Director to allow for a third retake.
  - Wonderlic Scholastic Level Exam (SLE) score requirements for each program:

Program	Minimum Score
Phlebotomy	16
Computerized Accounting	16
Associate of Applied Science in Healthcare Management	21
Associate of Science in Surgical Technology	21

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

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

Admission Requirements for Vocational Nursing Program:

1. Proof of completion of an approved general education course of student through the 12th grade or evidence of completion of the equivalent thereof.
2. Interview with the Director of Nursing or designee.
3. Score of 65% or higher on the HESI A2.

Application Instructions for International Students: To apply for a program at Advanced College, the student must mail the following items to the school:
1. Complete and submit International Student Application with all requested documentation.
2. U.S. $100 Non-Refundable Registration Fee (payable to Advanced College).
3. Official copies (in English) of all transcripts from all secondary schools, colleges, or universities that you have attended. Each copy must bear the original stamp or seal of the school and signature of a school official attesting that it is a true copy of the original document. Faxes or unofficial photocopies of academic records will not be accepted.

Transcripts from Canadian or American school must be mailed directly to Advanced College. All submitted transcripts become the property of Advanced College. (*See Evaluation of Foreign Transcripts)*

4. $300 tuition deposit (refundable only if visa is rejected by US Consulate. If student no longer wishes to enroll in the College, deposit is nonrefundable. If visa is approved by the US Consulate, the deposit is applied to the total tuition amount).
5. Official bank letter for proof of financial responsibility.

Additional Requirements for International Students:
1. Complete and pass the Wonderlic Scholastic Level Exam (SLE).
2. The start of the program, applicant must be 18 years of age.
3. Completion and signature of an enrollment agreement, as well as other required admissions forms.
4. Student is not eligible in participating in any hybrid and/or distance education methods of instructional delivery. Students must attend school full time in a traditional classroom setting.
5. All courses at Advanced College are taught in English & all students must be able to read, write & understand English.

Evaluation of Foreign Transcripts
Transcripts from foreign schools must be reviewed and evaluated by an accredited member of the National Association of Credentialing Services (NACES), visit www.naces.org/members for a list of approved agencies. In addition, transcripts can be reviewed by Association of International Credentials Evaluators (AICE), an association of 10 credential evaluation services with a board of advisors and an enforced code of ethics. The official transcript evaluation must be submitted directly to the Office of the Admission by the accredited member.

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

- Complete and submit a Transfer of Credit Application to the Admissions Representative.
- Provide an official transcript and catalog with course descriptions of the prior postsecondary training. Official transcripts are required to post transfer credits. Unofficial transcripts can be used to evaluate credit. Photocopies will not be accepted.

- Courses from accredited post-secondary training programs that correspond directly in content, scope and length to Advanced College courses will be considered for credit.
- Courses completed within the last five (5) years is eligible for transfer credit review provided all other policy requirements are met.
- Courses with a grade of C or 2.0 or above will be considered for credit.
- A maximum of 25% of the total program academic credit may be awarded.
- Advanced College does not charge any fee for evaluating or accepting transfer credits. The approval of transfer credits will reduce one's tuition charge and may affect financial aid eligibility and the length of one's program.
- All Transfer of Credit must be requested, reviewed, and approved prior to the start of a student's program using an unofficial or official transcript. Credit will only be awarded after official transcripts have been received.
- A student requesting credit towards books may submit a request up to 2 weeks after the start of classes. If the books match the program's current book list, credit can be granted.

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

Transfer Credit for Vocational Nursing Program
Transfer credit shall be given for related previous education from an accredited institution completed within the last five (5) years. This includes the following courses:

1. Successful completion of vocational/practical nursing courses.
2. Successful completion of registered nursing courses.
3. Successful completion of psychiatric technician courses.
4. Successful completion of armed services nursing courses.
5. Successful completion of other courses that are equivalent to those courses in the program as determined by the Director of Nursing.

Credit shall be granted by the Director of the Nursing program when the student demonstrates successful completion of course content by a minimum passing grade of "C." Equivalency shall be determined based on content and hours of course under consideration.

Certified Nurse Assistant (CNA) License (VN Students Only)
Students with an active, unencumbered Certified Nurse Assistant (CNA) license will receive a $200 credit applied toward their tuition.

Program Transfers

Reasonable efforts are made to direct each student to the program of study best suited to his or her individual goals and abilities. However, students may request a program transfer. Students wishing to transfer between programs may do so upon the next available start date of the program and upon meeting the following requirements*:

1. Write to the Campus Director seeking this change.
2. Consult Financial Aid Department (if applicable)
3. Consult Sponsoring Agency (if applicable)
4. Successfully meet admission requirements for new program

In-house transfers are not guaranteed and are contingent upon fulfilling all requirements listed above. Financial Aid awards may be affected by program changes. Program transfers may substantially impact financial aid eligibility, and additional charges due to a program transfer may be assessed. All coursework from previous programs that applies toward the new program will be used in calculating satisfactory academic progress. Transfer of Course credits may be transferred from one program to another based on the following:

1. "C" grade or better is required
2. Core/major courses must apply to the program; and
3. Conversions from quarter to semester credit systems, or vice versa, will follow common practices for academic credit conversions.
4. Course-to-course transfers based on course objectives or outcomes can be made in lieu of the academic credit conversions.

Students transferring to a new program must complete a new enrollment agreement and will be charged the current tuition rate for the newly selected program.

Veteran's Credit for Previous Education or Training:

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

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

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

Notice Concerning Transferability of Credits and Credentials Earned at Other Institution
The transferability of credits you earn at Advanced College is at the complete discretion of an institution to which you may seek to transfer. In addition, if you receive a certificate at Advanced College on approval of Chief Academic Officer can be transferable to our Associate of Science Degree programs but acceptance of the (degree, diploma or certificate) you earn in Advanced College is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Advanced College to determine if your (credits, or degree, diploma or certificate) will transfer.

Policy for Re-entry of Withdrawn Students
To re-enter Advanced College, the student must contact the Admissions Department to start the re-entry process. Upon receipt of the request, the student's enrollment status will be reviewed to determine his/her eligibility to re-enter based upon the College's standards of academic progress and in accordance with the College's behavioral and financial good standing policies. The Financial Aid Office must verify that the student is in good standing and that the student is not in default or collection. Failure to withdraw properly may be grounds for denial of re-entry. If re-entry is approved, student is required to sign new admission paperwork. *Students requesting to re-entry into the Vocational Nursing program must submit a written request to the Director of Nursing.

Articulation Agreement
Advanced College does not have any articulation/transfer agreements with any other institutions.

Programs Schedule
Class start dates are based periodically throughout the year, and AC, at its own discretion, may revise those dates. A

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

Professional Conduct of Students

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

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

AC reserves the right to make the administrative and educational decisions as to whether Code of Conduct has been violated. All cases are reviewed on an individual basis. The college's decision is final.

Professional Appearance

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

Suspensions and Dismissals

AC reserves the right to dismiss any student whose attendance, conduct, or academic standing does not meet the college's standards. Students who have been suspended or dismissed may be reinstated however must follow the re-entry policy. Students who are suspended will receive a grade of "0" for all assignments, labs, quizzes, exams, etc. for the suspended day(s). All dismissals and suspensions are determined on an individual basis.

Honor System

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

Personal Property

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

Family Educational Rights and Privacy Act (FERPA)
Disclosure of Educational Records

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

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

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

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.
If Advanced College decides not to amend the records as requested, Advanced College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

   Advanced College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by Advanced College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as disciplinary or grievance committee. A school official may also include a volunteer or contractor outside of Advanced College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has legitimate educational interests if the school official needs to review an education record in order to fulfill his or her professional responsibilities for Advanced College.

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

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

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

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

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

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

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

- To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to

whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's state-supported education programs. Disclosures under this provision may be made subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal – or – State supported educational programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit evaluation, or enforcement or compliance activity on their behalf. (§ 99.31 (a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31 (a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31 (a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31 (a)(8))
- To comply with a judicial order or lawfully issued subpoena (§ 99.31 (a)(9))
- To appropriate officials in connection with health or safety emergency, subject to § 99.36. (§ 99.31 (a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31 (a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding § 99.31 (a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31 (a)(14)).
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the

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school determines the student committed a disciplinary violation and the student is under the age of 21. (§ 99.31 (a)(15))

Record Retention

All student records are kept in a locked fireproof safe organized. Access to student records is restricted to management and instructors on a "need-to-know" basis. However, the records are maintained five years and academic transcripts are maintained indefinitely.

Copyright

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

Title IX Nondiscrimination & Non-harassment Policy

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

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

Sexual Misconduct Policy

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

AC encourages diversity and welcomes applications from all minority groups. The College does not discriminate on the basis of race, color, religion, ancestry, national origin, age, non-disqualifying, disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students, or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy. It is the College's policy to maintain an environment in which all individuals are treated with respect and dignity. Everyone has the right to learn in an atmosphere free

from discriminatory practices, including sexual harassment and harassment based on race, religion, gender, color, sex, age, national origin, disability, marital status, sexual orientation, gender identity, veteran status, or any other legally protected status. Discrimination of any kind is unacceptable and will not be tolerated at the College. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of his or her protected status, or that of persons with whom the individual associates. For example, racial harassment includes harassment based on an immutable characteristic associated with race (e.g., skin color or facial features).

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

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

Filing a Complaint
Anyone wishing to file a complaint of discrimination or sexual misconduct by an AC community member should contact the Title IX Coordinator. Only incidents involving current employees or students may be investigated by the College. Any staff or faculty member with knowledge about an incident of sexual misconduct occurring on campus or away from campus during an AC program or activity, or where the misconduct may have a continuing effect on on-campus or off campus program or

activities, must report the incident to the Title IX Coordinators. No employee is authorized to investigate or resolve complaints without the involvement of a Title IX Coordinator. Such allegations will be reviewed, investigated and resolved by the Title IX Coordinator. Allegations involving a supervisor of the Coordinator will be investigated by an independent investigator appointed by the CEO.

Bankruptcy

Advanced College does not have a pending petition in bankruptcy; is not operating as a debtor in possession; has not filed a petition within the preceding five years; or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq).

Crime Awareness and Campus Security

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

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

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

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

Step Two: If the matter is not resolved at this stage and an appeal is desired, the student/employee must submit his/her appeal within 15 days of the decision having been provided to the student/employee in Step One of the process. Alternatively, in the event the Title IX Coordinator is the source of the complaint, the student/employee must then submit his/her complain in writing, within 30 days of the misconduct, which is the subject of the complaint, last occurred. An appeal or complaint at this

step in the process shall be submitted to the college's Title IX Coordinator, 5258 Pirrone Ct., Salida, CA. 95368, or email to rkhan@advancedcollege.edu. The Title IX Coordinator will generally respond with a resolution to the student/employee's complaint within ten (10) days, specifying what action, if any, the College will undertake; if the complaint will take longer to resolve, the Title IX Coordinator will notify the student/employee of the reason for the delay and how much longer it may take.

No Retaliation

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

Students Seeking Reasonable Accommodations

Advanced College is committed to providing educational opportunity and full participation for students and prospective students with disabilities. Pursuant to the Americans with Disabilities Act (ADA) Section 504 of the Rehabilitation Act, Advanced College provides equal opportunity for qualified persons with disabilities. As appropriate, Advanced College will make reasonable accommodations to offer persons with disabilities the opportunity to participate fully in its programs, activities, and services. It is the responsibility of the student to inform the school of any disability, whether physical or mental, that might in any way affect the student's academic progress or for which the students seek accommodation. Students seeking reasonable accommodations should submit an accommodation request in person to the Campus Director.

Student Complaint/Grievance Procedure

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

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

Bureau for Private Postsecondary Education (BPPE)

1747 North Market, Suite 225, Sacramento, CA 95834 , www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov."

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

Council on Occupational Education (COE)
7840 Roswell Road Building 300, Suite 325, Atlanta, GA 30350 at (770)396-3898. www.council.org

TUITION, FEES AND REFUND CHARGE POLICES

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

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

CERTIFICATE PROGRAMS	PROGRAM LENGTH (HOURS)/Credit Hours/Weeks	COST OF PROGRAMS								
		Tuition	Registration	STRF	Uniform Fee	Certification Exam	Supplies*	Technology Fee	Books	Total Cost
Computerized Accounting	720/49/36	$11,940.00	$100.00	$0.00	N/A	N/A	$10.00	$300.00	$650.00	$13,000.00
Vocational Nursing	1558/94/56	$31,425.00	$100.00	$0.00	$215.00 (4 sets)	$450.00	$1360.00	$350.00	$1,100.000	$35,000.00
Phlebotomy	(40 hrs. Full, (20+ hrs. Basic, 20+ hrs. Advanced didactic), 20 hrs. lab and 40 hrs. externship programs) /12	$2,002.00	$100.00	$0.00	$108.00 (2 sets)	$90.00	$110.00	N/A	$90.00	$2,500.00
DEGREE PROGRAMS	PROGRAM LENGTH (HOURS)/Credit Hours/Weeks	COST OF PROGRAMS								
		Tuition	Registration	STRF	Uniform Fee	Certification Exam	Supplies	Technology Fee	Books	Total Cost
Associate of Science in Surgical Technology	1605/94/72	$30,492.00	$100.00	$0.00	$215.00 (4 sets)	$155.00	$1,278.00	$300.00	$1,460.00	$34,000.00
Associate of Applied Science in Healthcare Management	990/99/72	$24,477.00	$100.00	$0.00	N/A	N/A	$10.00	$500.00	$1,913.00	$27,000.00

Technology Fee

The Technology Fee is a critical component in supporting the Colleges various technology services utilized by its students. Services include email, projection classrooms and hands-on computer labs, curricular software, printing, various Internet web resources, the internet access onto and off campus as well. The Technology Fee also helps support access to the growing number of on-line resources available from the college library as well as off-site hosted services.

Based upon the broad use of technology services and the number of supported resources, it would be impossible to implement this fee based strictly upon technology use. Depending upon course and technology needs a student may use our services substantially more one term and less the next. It is our belief that over the course of a student's academic career the difference between the levels of usage balances itself. The fee is determined by the cost of providing and supporting campus technology resources for our students and is used to offset expenses.

Refundable Policy (Buyer's Right to Cancel)

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

Refund Policy (State)

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

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

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

Tuition Refund Model:

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

All refunds due will be paid by this institution within 45 days of the withdrawal date. A student may terminate enrollment by written notification such as CERTIFIED MAIL, or by filling out and delivering to the school the Notice of Cancellation form provided to all students.

The effective date of cancellation is the last day the student was in physical attendance. For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs: a) You notify the school of your withdrawal or the actual date of withdrawal; b) The institution terminates your enrollment; c) You fail to attend classes for (14-consecutive days). In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

The College refund policy is as follows:

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

Student Tuition Recovery Fund (STRF)

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

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

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

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of 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.

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

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

point, the student has earned 100% of the Title IV funds for the payment period.

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

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

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

GENERAL ACADEMIC MATTERS

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

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

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

Credits to Clock Hour Conversion
Advanced College adopts the quarter unit system for all its credits, the breakdown as follows:
10 Hours of Classroom/Lecture
20 Hours of Laboratory Instruction
30 Hours of Work-Based Activities

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

Non-Nursing Programs Grading Scale:

GRADE	GRADE POINTS	SCORE	EXPLANATION
A	4.0	90 - 100%	Excellent
B	3.0	80 – less than 90%	Above Average
C	2.0	70 – less than 80%	Average
F	0.0	Less than 70%	Failure
R	0.0	N/A	Repeat Course
I	0.0	N/A	Incomplete
W	0.0	N/A	Withdrawal
P	0.0	N/A	Passing
TC	0.00	N/A	Transfer Credit

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

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

Repeated Courses

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

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

- Students who previously passed a course may only repeat that course one additional time (two total attempts)
- Students who have attempted but not passed a course may repeat the course two additional times (three total attempts)
- The grade received on the last course repeat becomes the final grade and supersedes all other grades for that course. It will replace all other grades for that course in the CGPA calculations.
- All final grades are reflected on the official transcript; repeated courses are designated by "R."
- Students who do not successfully pass a required course after three attempts will be dismissed from the program.
- All program-specific grading requirements and restrictions on course repeats stipulated by state regulatory and accrediting bodies or the campus catalog must be followed.
- Course repeats are charged at the current course price per the course re-take up to a maximum of $1500.00

*VN Students: Please see Vocational Nursing Student Handbook

Vocational Nursing Program Grading Scale

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

THEORY GRADES:							
TERM 1		**TERM 2**		**TERM 3**		**TERMS 4-5**	
A	91-100%	A	91-100%	A	91-100%	A	91-100%
B	81-90%	B	81-90%	B	82-90%	B	86-90%
C	75-80%	C	76-80%	C	78-81%	C	80-85%
F	Below 75%	F	Below 76%	F	Below 78%	F	Below 80%
CLINICAL GRADES:							
S – Satisfactory							
U – Unsatisfactory							

Clinical:
 Students shall be evaluated on achievement of clinical objectives by a Satisfactory or Unsatisfactory grade.
 *Please refer to VN Student Handbook for further grading information

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

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

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

Veteran's Credit for Previous Education or Training:
Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student are notified.

Satisfactory Academic Progress (SAP)
According to federal and state laws and regulations, Advanced College students receiving federal financial aid are required to meet Satisfactory Academic Progress (SAP). The following revisions reflect changes made to financial aid eligibility; the Advanced College academic probation policy is not altered or superseded by this policy. **Your academic standing and your financial aid eligibility may differ.** However, if you are dismissed for academic reasons, you are automatically ineligible for financial aid. Academic records are reviewed for all students receiving financial aid or being considered for financial aid from the following sources:

- Federal Pell Grant
- Federal Work Study Program
- Federal Supplemental Educational Opportunity Grant
- Federal Direct Parent PLUS Loan
- Federal Direct Stafford Loan Program (Subsidized and Unsubsidized)
- Cal Grants A, B or C
- Institutional Awards
- Other Scholarships

The following are the SAP requirements for all federal financial aid programs. You are meeting SAP and are eligible for federal financial aid at Advanced College if **all three of the following requirements** are met at the end of each quarter/semester:

- You maintain a cumulative grade point average (CGPA) of 2.0 (undergraduate) or better. (Qualitative progress).
- You satisfactorily complete (a final course grade of A, B, C, or P) enough credit hours to have a pace of completion of 2/3 or higher (see Chart A for example). Withdrawals (W), incompletes (INC), and grades of F are not considered satisfactory completions (Quantitative progress).

- You will graduate within the maximum timeframe (150% of the required credit hours) of your declared program (see Chart B for example). All satisfactory completions, withdrawals, repeats, and failed courses at Advanced College, and all credit hours transferred from other institutions count towards the 150% measure, regardless of whether you received financial aid in previous quarters. If you pursue multiple degrees, you are likely to reach the maximum timeframe. Regardless whether you have met your program's maximum limit, you are not eligible for additional financial aid funds beyond completion of your degree requirements.

Chart A

A student is expected to complete at least 2/3 of his/her total attempted classes. The total number of attempted credit hours is multiplied by 2/3 (66.67%) to obtain the minimum hours that he/she must have completed successfully.

Total Hours Attempted	Required Pace	Minimum Hours Completed
24	x 2/3	16
16	x 2/3	11
12	x 2/3	8
8	x 2/3	6

For example, a student who attempted 24 credit hours must have successfully completed at least 16 credits to meet SAP eligibility.

Chart B

A student who has exceeded the maximum timeframe allowed for completion of a degree or certificate is ineligible for federal financial aid. Examples of common maximum timeframes include:

Program	Total Clock/Credit Hours Required	Maximum Attempted Hours Allowed for Financial Aid Eligibility
Certificate (VN)	1558 Clock	2337 Clock
Certificate	49 Credit	73.5 Credit
AA Degree	99 Credit	148.5 Credit
AS Degree	94 Credit	141 Credit

<div align="center">**Other Factors Regarding Satisfactory Academic Progress**</div>

Audits

Classes taken for audit are not considered in SAP calculations.

Repeated Coursework

You may receive financial aid for repeating courses. If you retake a previously passed course, financial aid can be used for only **ONE** repeat of the course. A failed course may be repeated **TWICE**. Courses that are repeated are used in the calculation of your SAP eligibility.

Review of SAP Status

SAP status is reviewed at the end of each quarter/semester. Based on the review, you will have one of three financial aid classifications:

1. **Eligible**: **You met the requirements of SAP and are eligible for financial aid in the current quarter/semester.**

2. **Financial Aid Warning:** You did not meet the requirements of SAP based on your qualitative and/or quantitative performance last quarter. You will be placed on Financial Aid Warning for the current quarter. During this quarter you continue to be eligible for financial aid, including loans, federal and state grants. You are encouraged to seek tutoring or other support services for assistance in achieving SAP. If at the end of the current quarter you meet SAP, the Financial Aid Warning status will be removed, and you will then be considered Eligible.

3. **Financial Aid Probation:** You did not meet the requirements of SAP at the end of your Financial Aid Warning quarter. You are ineligible for financial aid at Advanced College. You must submit a Satisfactory Academic Progress Appeal Form. This form is in the Financial Aid Department at your Campus. The Financial Aid Department request all statements to be typed explaining the extenuating circumstances that occurred which prevented you from successfully completing all of your classes and what has since changed that will allow for you to success with your classes in the future.

4. **Financial Aid Ineligible:** You did not meet the requirements of SAP at the end of your Financial Aid Warning quarter. You are ineligible for financial aid at Advanced College until SAP has been reestablished.

Example: In fall quarter a new student attempted 12 credit hours and successfully completed 4 credit hours with a CGPA of 2.0 (undergraduate). The student meets the required CGPA but has not completed the required 2/3 of credit hours attempted (4 divided by 12 = 0.333 or 33.33%). Therefore, the student will be on Financial Aid Warning status for the winter quarter. In the winter quarter the student is enrolled in 12 credit hours. The total number of credit hours attempted is 24 (12 from fall and 12 from winter). The minimum number of credits the student must successfully complete is calculated by taking the 24 attempted credits X 2/3 (66.67%) = 16 credits. Since the student earned 4 credits in fall, the student must successfully complete all 12

credits in winter and have a CGPA of 2.0 or better (undergraduate), in the winter quarter in order to remain eligible for financial aid.

If a student has not corrected all the deficiencies in SAP after a quarter of Financial Aid Warning, or if the student has reached the maximum timeframe, the student becomes ineligible for financial aid.
Example: The same student as described above completes only 8 credit hours in the winter quarter. Since the student needed to complete at least 12 credit hours to correct the deficiency in SAP, the student is no longer eligible for financial aid.

Reinstatement of Financial Aid

If you are ineligible for financial aid for not meeting SAP, you can reestablish eligibility by fulfilling one of the following conditions:

1. Eliminate all academic deficiencies by completing the number of credit hours necessary to meet 2/3 (66.67%) pace and/or complete enough credit hours to achieve the minimum 2.0 cumulative GPA (undergraduate) at your own expense.
2. Successfully appeal your ineligible status by demonstrating unforeseen, documentable extenuating circumstances.

Appeals

A student with unforeseen, documentable extenuating circumstances who has been denied financial aid due to SAP status may appeal in writing completing the SAP Appeal Form, available in the Financial Aid Office at the respective campus location. The student must submit information and documentation explaining why the SAP standards were not met and what has changed that will allow him/her to meet SAP in the future. The appeal form and all required supporting documentation must be submitted to the Director of Financial Aid by Friday of the first week of the quarter.
Appeals will be reviewed by the Academic Policies Committee. Only those appeals that include the aforementioned documentation will be considered. Examples of circumstances for an appeal that will be considered include unexpected injury or illness of the student, death of a close family member, or other unforeseen extenuating circumstances. The Financial Aid Office will respond in writing to an appeal within one week of a decision by the Committee.
If a student's appeal is approved, he/she will be placed on Financial Aid Probation and will be provided an SAP academic plan. While on Financial Aid Probation, the student is eligible to receive financial aid for **ONE** quarter. In order to be eligible for aid for subsequent quarters, the student must meet the terms of the SAP academic plan. For all students on Financial Aid Probation this includes:

- Satisfactorily complete all courses attempted during the quarter;
- Maintain a minimum quarter GPA of 2.0 (undergraduate).

Additional requirements may be listed on the appeal approval notice.

Failure to meet the requirements specified by the SAP academic plan will result in losing financial aid eligibility for all future quarters until all satisfactory academic progress components are met. To re-establish financial aid eligibility, all academic deficiencies must be eliminated by completing the required number of credit hours necessary to meet 2/3 (66.67%) pace and/or complete enough credit hours to achieve the minimum 2.0 cumulative GPA (undergraduate) at the student's expense.

Per federal regulation, if a student fails an academic plan he or she may not be granted an additional plan. In cases where a new, unexpected, extenuating and documented circumstance exists, a new SAP appeal may be considered. The extenuating circumstance in the new appeal cannot be the same as the circumstance outlined in the previous appeal. The new circumstance must also have occurred within the quarter for which the academic plan was failed. Even in this latter case, an additional approval to receive financial aid is not guaranteed.

All information is subject to change based on changes to federal law, regulation, or college policy and procedure. If changes are made, students must abide by the new policy. Note: Due to changes in federal regulations, the described Financial Aid Satisfactory Academic Progress Policy became effective the 2018-2019 award year

Academic Dismissal
Students may be dismissed for academic reasons:
In these situations, a committee will be formed, and the student will be interviewed. This is the time the student may discuss if the school should take actions in dismissal or not. AC will notify the student in writing of suspension or dismissal. Students who are dismissed are required to return all materials loaned to them by the school. Serious infractions such as intoxicated behavior, cheating, threatening or violent behavior may be caused for immediate dismissal. Desiring to re-enter after a voluntary withdrawal must follow the re-entry policy.

Academic Integrity Policy
Fundamental to the academic work a student completes at AC is an expectation that he/she will make choices that reflect integrity and responsible behavior. It is the instructor's responsibility to report academic dishonesty to the appropriate Designated Official. Violations of the Academic Integrity Policy include but are not limited to:
- Copying work, ideas, or projects from any other person or media, copying answers on a quiz or test, or communicating with another person during a quiz or test
- Allowing another person to copy or borrow original work in any form
- Claiming ownership of the work of a team member
- Committing plagiarism in any form, including failing to properly cite the source of thoughts, words, ideas, or work from any other person, printed material, or website
- Committing "self-plagiarism" by submitting work previously submitted in another course unless it is properly cited

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

result in dismissal from the college.

Response Time to Distance Education Students

The institution ensures timeliness of its responses to students' requests by placing a requirement on response time of no more than 24 hours within the institution's published operational schedule of the program/course.

Distance Education Students Assessment

Distance education students are required to submit all work in a timely manner. Within 7 days of submission, the institution is responsible for providing students with evaluation and feedback.

Leave of Absence

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

The following criteria are required:

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

Attendance Policy

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

Student Attendance Monitoring

Students will be informed, on a regular and timely basis, of their progress in meeting the standards of attendance. Student attendance will be monitored daily. Student must reach out at the first opportunity after a missed class to discuss and implement actions and options to remedy absenteeism. Advisements must clearly outline consequences of failing to meet minimum cumulative attendance requirements, including making up hours and/or delaying graduation. All advisements will include an action plan and timeline for attendance remediation. *VN Students: Please see Vocational Nursing Student Handbook.

14 Days of Absences

If a student is absent from school for fourteen (14) consecutive calendar days, the student will be withdrawn from school. The 14 consecutive calendar days will not include school-scheduled breaks but will include weekends and any school-scheduled holidays published in the College catalog.
*VN Students: Please see Vocational Nursing Student Handbook.

Documenting Attendance in Distance Education Courses

Changes to Federal financial aid regulations in recent years have highlighted the importance of accurate reporting on student attendance and participation in all courses, including distance education courses (online and hybrid/blended courses).
To quote from the Federal Student Aid Handbook:
In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student.
A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.
FSA Handbook 2013-2014, Volume 5, 5-60.

In order to comply with this federal financial aid regulation, Advanced College is providing the following procedural guidance when filling out your nonparticipation rosters.
A student attends an online course (or the online portion of a hybrid/blended course) by participating in class or otherwise engaging in an academically related activity. Examples of such activity include but are not limited to: contributing to an online

discussion or text chat session; submitting an assignment or working draft; working through exercises; taking a quiz or exam; viewing and/or completing a tutorial; initiating contact with a faculty member to ask a course-related question.
Such academically related activities are readily tracked and documented through the College's learning management system. Documenting that a student has logged into an online class or website is not enough by itself, to demonstrate academic attendance by the student. For example, if a student simply logs into an online course on September 15 and logs out, without any further activity, the student did not attend the online class on that day.

Change of Program
Students who wish to change programs should meet with the Student Services Representative.

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

Failing to meet the above requirements will delay or withhold issuing a diploma.

*Students, who have successfully completed the Vocational Nursing program and have not taken their state exam within 2 years of completing the program, are required to participate in an NCLEX preparation course and seek the approval from the Director of Nursing upon successful completion of the course, to sit for their NCLEX-PN Exam.
For the Director of Nursing or designee to complete the Board paperwork for the NCLEX-PN Exam after initial application, the following items need to be completed:

- NCLEX preparation course
- Successfully complete exit comprehensive exam with a score of 77% or higher
- Personalized Remediation Plan by analyzing individual exam results.

ASSISTANCE

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

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

Academic and Retention Advising
Advising is provided for each student at Advanced College. Advanced College strongly encourages all students to seek advising for any matter that they may deem important to the completion of their program of study. AC also provides financial aid advisement to students. All advising sessions are kept strictly confidential.

Tutoring
Students who need extra assistance because of academic difficulties may arrange for tutoring through the Academic Department or Student Services Department.

Career Development Services
Advanced College offers career development services to all students. Many students desire to obtain employment on their own. The college supports and encourages this effort and will provide techniques on seeking and securing employment. Students are responsible for informing the college of their employment information.
The college's Career Development Department will assist students in their job search. Career development services include assistance with resume writing, interviewing, identifying job openings, and other job search activities. Career development services offered by the college are not a guarantee of employment.
Although average wage information based on data received from employers and graduates may be available to prospective students, no employee of the college can guarantee that a graduate will earn any specific amount. Each student's program of study, academic performance, employer needs and location, current economic conditions, and other factors may affect wage levels and career prospects. Continuous career development services are available to all eligible graduates. Graduates who require additional assistance after their initial employment should contact the college to provide updated resume information and are encouraged to use the resources available in the Career Development Department.
*The College will make the best effort to help and assist students in job placement, but no guarantee of employment can be made based upon state law.

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

Student Health Services
The College does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 9-1-1 for medical services. Students requiring nonemergency medical care will be given information about medical

services or agencies they may contact. Any costs incurred for medical services will be the student's responsibility.

Student Housing

Advanced College does not offer dormitory facilities. Although it is the student's responsibility to find living accommodations, the college will help locate lodging for any student needing assistance. The availability and approximate costs of a 1 bedroom/1-bathroom apartment near our facilities are below from www.rentals.com:

Campus:	Approximate Cost
South Gate	$1,350
Stockton	$895
Salida	$995

Transcript Request

For students, employees, and others to be furnished with transcripts the student must give written consent, authorizing the school to release his/her educational records. Proof of authorization is established once the student fills out a "Request for Transcript" form and pays the fee. Upon receipt of the request the school issues an official transcript to the student or a third-party.

Student Responsibilities

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

1. Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
2. Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
4. When confronted with perceived injustices, students may seek redress through grievance procedures outlined in the Grievance Policy. Such procedures will be available to those students who make their grievances known in a timely manner.
5. Students may take reasoned exception to the data or views offered in any course of study and may form their own judgement, but they are responsible for learning the academic content of any course in which they are enrolled.
6. Students will be given full disclosure and an explanation by the college of all fees and financial obligations
7. Students have the right and responsibility to participate in course and instructor evaluations and to give constructive

criticism of the services provided by the college.

8. Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities, to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
9. Students have the responsibility to conduct themselves in a professional manner within the institutional, externship/practicum, clinical, and lab settings, and to abide by the policies of the college.
10. Students are expected to conduct all relationships with their peers, college staff and faculty, and anyone with whom they come into contact at externship/practicum/clinical/fieldwork sites, with honesty and respect.
11. Students are to comply with directions by college faculty and staff members who are acting within the scope of their employment, subject to their rights and responsibilities.
12. Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
13. Students are encouraged to apply creativity in their own learning processes while striving for academic excellence, and to share their knowledge and learning experiences with fellow students in the interest greater learning and better practice of the profession.

Student Conduct Policy

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

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of the College's documents. Examples of dishonesty and/or plagiarism include, but are not limited to, copying work or written text from any source, including the internet, without properly crediting the source of information; cheating during an examination and/or coursework in any form; and completing and submitting an assignment partially or wholly originated by another person.
2. Theft, deliberate destruction, damage, misuse, or abuse of college property or the private property of individuals associated with the college.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other college activities.
4. Being under the influence of alcoholic beverages or controlled substances on college or externship/practicum, clinical, or fieldwork property, including the purchase, consumption, possession, or sale of such items.
5. The use of any tobacco products including electronic devices in the college's buildings and eating or drinking in the classrooms, or any location other than the designated areas.

6. Failure to comply with college officials acting within the scope of their employment responsibilities.
7. Bringing animals on to college or externship/practicum, clinical, or fieldwork property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
8. Bringing children into the college's academic areas. The college does not provide childcare services and cannot assume responsibility for children's health and safety.
9. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
10. Failure to comply with any regulation not contained in official college publications but announced as an administrative policy by a college official or other person authorized by the Campus Director/CEO of the college.
11. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the college's property or externship/practicum, clinical, or fieldwork property.
12. Violence or threats of violence toward persons or property of students, faculty, staff, or the college.
13. Improper use of e-mail and internet access. Please see the Intellectual Property Protection and Ownership section for additional information.
14. Failure to comply with federal software piracy statuses forbidding the copying of licensed computer programs.
15. Inappropriate use of cell phones, or other electronic devices. All electronic devices must be turned off while in the classroom and clinical sites.
16. Audio or video recording of any class or lecture offered at the college or its externship/practicum, clinical, or fieldwork sites is not permitted, unless otherwise allowed on an individual basis due to an accommodation under the Americans with Disabilities Act.
17. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, or any conduct that threatens or endangers the physical or psychological health/safety of another person.
18. Rape, including acquaintance rape and/or sexual assault, in any form.
19. Unauthorized presence in, or forcible entry into a college facility or college-related premises.
20. All forms of gambling.
21. Being in the presence of or aiding/abetting any of the conduct violations.

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

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

Intellectual Property Protection and Ownership

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

Copyright Protection

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

Use of College Information Technology Resources

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

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

Students should not expect computer files, e-mail, voicemail, or internet bookmarks to be either confidential or private. The college employs a number of technology-based and other means to detect and deter unauthorized copying and distribution of copyrighted materials. Students should have no expectation of privacy whatsoever related to their use of the college's systems. Even when a message or file is erased, it is still possible to recover the message or file, and therefore privacy of messages and computer files cannot be ensured to anyone. Any computer-generated correspondence, the contents of all computer hard drives on the college's premises, and saved voicemail messages are the sole property of the college, may be considered business records, and could be used in administrative, judicial, or other proceedings. The college licenses software to support its educational processes. Students are not permitted to copy, remove, or install software. By using the computer equipment,

software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the college's right to conduct such monitoring. The equipment is intended for educational purposes only, and any other use by students, including but not limited to any of the prohibited conduct described herein, will be treated under the Conduct section of this catalog and may result in disciplinary action up to and including permanent dismissal from the college.

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

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

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

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

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

OVERVIEW OF FINANCIAL AID

The purpose of financial aid at Advanced College is to assist students who, because of financial constraints, might not otherwise have the resources to pursue a college education in their chosen fields. A student's financial need is determined by the difference between the total cost of attending Advanced College and the contribution the student and his/her family is expected to make toward the cost. The total cost of attending Advanced College includes tuition and fees, room, board, books, supplies, personal expenses and transportation.

Advanced College participates in several Federal and State Financial Assistance programs listed below:
- Federal Pell Grant
- California Student Aid Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Federal Direct Stafford Loan Programs
- Federal Direct Parent Loans for Undergraduate Students (PLUS)

For the Financial Aid Department to determine if a student qualifies for financial aid, his or her income and asset information must be processed according to the Department of Education needs analysis calculation. Financial aid is available to U.S. citizens and eligible non-citizens. Advanced College helps to provide financial aid assistance for students who are recent high school graduates, transfers from another post-secondary institution, veterans and re-entry students. Advanced College maintains a varied financial assistance program in order to meet the needs of all students. Advanced College institutional eligibility to administer Title IV funds (financial aid) extends to all the programs listed in this catalog, except for the Phlebotomy Certificate program.

ACADEMIC YEAR
2019/2020 (July 1, 2019 through June 30, 2020) complete the 2019/2020 FAFSA immediately. The 2019/2020 FAFSA will collect 2017 tax information for the student and parent(s), if determined to be a dependent student by the FAFSA.

2012/2021 (July 1, 2020 through June 30, 2021) complete the 2020/2021 FAFSA immediately. The 2020/2021 FAFSA will collect 2018 tax information for the student and parent(s), if determined to be a dependent student by the FAFSA. This application will be available October 1, 2019.

APPLYING FOR FINANCIAL AID
Students are required to fill out the Free Application for Federal Student Aid (FAFSA). Students who complete the FAFSA will be considered for the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), Cal Grant (State grant), Federal Direct Stafford Loan, as well as the Federal Work Study (FWS) programs.

STEP 1 – Complete the FAFSA

The FAFSA may be completed as early as October of the year the student plans to enroll – students should not wait until applying or enrollment. The 2020/2021 FAFSA will be available October 1, 2019 for the 2020/2021 award year. Students are encouraged to file the FAFSA online at www.fafsa.ed.gov. The Federal School Code for each campus location is as followed:

> South Gate Campus – 037863
> Stockton Campus – E40455
> Salida Campus – E40488

FAFSA application assistance is available in the Financial Aid Department during regular business hours.

After completion of the FAFSA application the process is as follows:

1. The student will need to meet with the Financial Aid Department at the Campus location.
2. The student and the Financial Aid Officer will carefully review the FASFA application to determine if additional supporting documentation will be required. A percentage of financial aid applicants are selected for verification based on edit checks which identify inconsistencies and/or potential errors. Advanced College must also verify any application the college has reason to believe is incorrect or reflects discrepancies. If the student estimates any of his/her income information, the student may be required to verify his/her actual income prior to any disbursements of federal funds.
3. The student returns the requested documentation to the Financial Aid Department.
4. Based on the information received, the Financial Aid Officer will give the student and/or parent(s), if a dependent student, a preliminary estimate.
5. The student will receive an Estimated Award Offer Notification with his/her estimated financial aid listed. All students interested in receiving a federal direct loan are required to complete an entrance counseling and a Master Promissory Note on line at www.studentloans.gov. If a student is dependent the parents may have to complete a separate Master Promissory Note, if approved for the Parent PLUS Loan. Any new students or returning new students are subject to a 30-day disbursement delay.
6. If any additional documentation is required, the Financial Aid Department will make attempts to collect this paperwork before processing any financial aid funding. The Financial Aid Department will make phone calls to the number(s) on file, send out missing information letter(s), send email(s) communications, and potentially pull the student from class in order to communicate these requirements and ensure this is completed (resulting in student to makeup hours).
7. The student then receives a Pell Grant Award Notification confirming the review of his/her FAFSA has been completed.

GENERAL ELIGIBILITY REQUIREMENTS
Per the Department of Education, to be eligible for Federal Aid Programs students must demonstrate financial need (for most

programs):

- Have financial need. Level of need is determined by the financial need formula:
- Students Cost of Attendance (COA) – Expected Family Contribution (EFC) = Financial Need;
- Be a U.S. citizen or an eligible noncitizen;
- Have a valid Social Security number (except for students from Republic of the Marshall Island, Federated States of Micronesia, or the Republic of Palau);
- Be registered with Selective Service, if male (registration is required between the ages of 18 and 25)
- Be enrolled or accepted for enrollment as a regular student in an eligible certificate or degree program;
- Be enrolled at least half-time to be eligible for Direct Loan Program funds;
- Maintain Satisfactory Academic Progress (SAP) as stated in the College Policy under both Institutional and Financial Aid SAP;
- Sign statements on the Free Application for Federal Student Aid (FAFSA) confirmation the student is not in default on a federal student loan and do not owe money on a federal student grant and will use federal student aid only for educational purposes;
- Have a high school diploma or a recognized equivalent such as General Educational Development (GED) certificate

HOW AWARDS ARE DETERMINED

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

Cost of Attendance - Expected Family Contribution = Financial Need

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

FINANCIAL AID AND COLLEGE BUDGETS

Advanced College uses information provided by the California Student Aid Commission to determine the student cost of attendance (Student Expense Budget). The Student Expense Budget takes into consideration the following items:

1. Tuition and fees
2. Books and supplies

3. Room and board
4. Transportation
5. Personal and miscellaneous expenses
6. Loan fees – For student borrowers, actual or average loan origination fees apply.

2019-2020 ESTIMATED COST OF ATTENDANCE (COA) AT ADVANCED COLLEGE
The COA can be found in the Office of Financial Aid.

AWARDING FINANCIAL AID
Awarding Process for New Students
All new students who have completed the FAFSA and applied to the College will be reviewed by the Financial Aid Department to determine financial aid eligibility. An Estimated Award Offer, detailing the available aid, along with all application and eligibility requirements will be provided to the student or mailed to the address on file. All new students and returning new students are subject to a 30-day disbursement delay. Advance College disburses funds in one installment per quarter or semester depending on the program of enrollment.

Awarding Process for Current Students
All financial aid is awarded on an annual basis. To receive financial aid the student must complete the FAFSA every year to confirm continued eligibility. Cal Grant recipients must also complete a FAFSA annually. Need-based awards may be continued, increased or decreased from one year to another depending on changes in the Expected Family Contribution (EFC), as determined by the FAFSA. The most common factors impacting changes in the EFC are number of family members enrolled in college and/or a change in family income. Renewal for all awards requires maintaining satisfactory academic progress. If the student is selected for verification by the Department of Education or additional information is required, the Financial Aid Department will notify the student of additional required documents. These documents should be submitted as soon as requested. Once the FAFSA application is confirmed accurate an Award Notification will be generated. The Award Notification provides current students with information about their educational costs and the financial aid available to help the student pay for these costs. It includes a detailed breakdown of their financial aid package according to the type, amount, and source of financial aid. Although the student may initially decide to accept all awards, changes can be requested, if needed. For example, if a student decides to borrow a student loan: even after signing the Award Notification, the student can reduce the loan amount or cancel the loan by contacting the Financial Aid Department. Students must submit their signed Award Notification as official notification of either their acceptance or denial of awards. Students must also follow all instructions regarding the acceptance of their awards.

IMPORTANT: Federal Financial Aid is subject to adjustment, recalculation, proration, cancellation, and immediate repayment even if it has already been disbursed for the following reasons:

- Errors found or made during the application, verification, awarding, or processing of the student's application,
- Changes made to the FAFSA at any time that result in the verification of the application data,
- Conflicting information related to the determination of a student's financial aid eligibility,
- Failure to submit any requested documentation after federal aid has been offered or disbursed,
- Changes in enrollment from full-time to half-time, or to less than half-time, or complete withdrawal,
- Notification from the United States Department of Education about Federal Pell and/or student loan limits, default, overpayment, changes or loss of eligibility, etc.,
- Students are notified in writing or by mail if immediate repayment of any financial aid is required to be adjusted for any reason listed above.

FINANCIAL AID COUNSELING

Entrance Counseling

Students who have not previously received a Federal Direct Loan must completed Entrance Counseling and a Federal Direct Loan Master Promissory Note. The U.S. Department of Education requires students receiving a direct loan to complete loan entrance and exit counseling. Entrance counseling helps students understand the rights and responsibilities of their loans before they incur the loan debt. This counseling covers:

- Importance of repayment
- The consequences of default
- The use of the Master Promissory Note
- Provides sample monthly repayment amounts

Advanced College cannot make the first disbursement of a Federal Direct Student Loan until entrance counseling is completed. To complete Entrance Counseling for Federal Direct Loans, students must log on to http://www.studentloans.gov and click the link to Complete Entrance Counseling. Students will need to use their FSA User ID and Password to complete the on-line requirements.

Awareness Counseling

Current students accepting federal direct loan funds will be asked to complete Financial Awareness Counseling. Financial Awareness provides tools and information to help students understand their financial aid and assist in managing finances associated with the cost of attending their program. It helps to manage expenses, begin planning for repayment, information to avoid default, and making finances a priority. To complete Awareness Counseling for Federal Direct Loans, students must log on to http://www.studentloans.gov and click the link to Complete Awareness Counseling. Students will need to use their FSA User ID and Password to complete the on-line requirements.

Exit Counseling

Current students accepting federal direct loan funds will be asked to complete Financial Awareness Counseling. Financial Awareness provides tools and information to help students understand their financial aid and assist in managing finances associated with the cost of attending their program. It helps to manage expenses, begin planning for repayment, information to avoid default, and making finances a priority. To complete Awareness Counseling for Federal Direct Loans, students must log on to http://www.studentloans.gov and click the link to Complete Awareness Counseling. Students will need to use their FSA User ID and Password to complete the on-line requirements.

FINANCIAL AID – FEDERAL AND STATE ASSISTANCE PROGRAMS

Federal Pell Grant

The Federal Pell Grant is funded by the federal government to qualified students for their education which, unlike loans, students do not have to repay. Federal Pell Grants are awarded to students who demonstrate financial need and who have not earned a bachelor's degree or professional degree. The Federal Pell Grant Program was designed as a "foundation" of the student financial aid package. To qualify for a Federal Pell Grant, students must demonstrate financial need based on a need analysis developed by the federal government.

California Student Aid Grant (Cal Grant)

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

Cal Grant Eligibility Criteria:

- The recipient should be a US citizen or an eligible non-citizen.
- The recipient has met U.S. Selective Service requirements.
- The recipient has a valid Social Security number.
- The recipient is not in default on any Title IV educational loan or does not owe a refund on any Title IV grant or any State grant program administered by the Commission,
- The recipient is not incarcerated.
- The recipient is a legal California state resident for at least one year as of the residence determination date.
- The recipient is enrolled in an eligible program or course of study.
- The recipient does not have a bachelor's or professional degree before receiving a Cal Grant (except for post baccalaureate students enrolled in teaching credential programs).
- The designated recipient's participation in an eligible post-graduate teaching credential or mandatory 5th year program is approved by the Commission.
- The enrollment status for each recipient on the grant roster is at least part-time.
- The recipient demonstrates financial need at the institution according to federal financial need methodology.
- The recipient with a new award has family income and assets at/below the published Cal Grant ceilings.

- The recipient is complying with the Institution's satisfactory academic progress policies.
- Disbursement of Cal Grant Funds should not be more than that which the recipient is eligible to receive per academic term. In case of a refund (if recipient withdraws, drops out or is expelled for a term for which as payment has been made), calculation is based upon the refund policy and determine the portion to be returned to the Commission based on behalf of the State.

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

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

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

Federal Direct Parent Loans to Undergraduate Students (PLUS)
For dependent students, a parent may borrow up to the cost of attendance, to include direct and indirect costs, annually on

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

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

Refund Distribution Policy
Title IV refunds will be made in the following order:

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

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

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

Timeframe for the Return of Title IV funds
The school must return unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of a student's withdrawal. The school may return funds in any of the following manners:
- Deposits or transfers the funds into the school's federal funds bank account;

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

Credit Balances

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

Drug-Free Schools and Campus Act Policy

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

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

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

Advanced College does not provide drug counseling, treatment, or rehabilitation programs as part of our student services, but

we will give students a referral to counseling treatment or rehabilitation programs available to all students. If a student has a problem with any association with drugs and alcohol, they will be tested by a certified testing agency. If the tests result in a positive determination by the certified testing agency, the student will be referred to counseling. Students who are terminated from the program because of testing positive for drug use can only be re-admitted after they have successfully completed a certified rehabilitation program.

EMERGENCY AND SAFETY PROCEDURES

Campus Security and Access to Campus Facility

Students are informed about security and safety/emergency procedures during orientation. Faculty and staff are informed during New Employee Orientation in Emergency and Evacuation policy/procedures, campus security procedures and life safety. Fire and disaster drills are held annually, and students and staff are informed that it is the responsibility of each person to adhere to all safety and security practices. All students/faculty/staff should only be on campus during scheduled school hours, or while attending to other legitimate academic or administrative functions and are required to wear and display their badge. All visitors are required to sign in with the front desk. Students, faculty and staff are informed about security and safety/emergency procedures during orientation to promote awareness of crime prevention, assault and other harmful acts. During these orientations, they are also told about good practices in crime prevention (including securing their vehicle and other personal property) and how to report a crime, emergency or other incident. All crimes, security incidents, serious injuries or severe illness incidents should be recorded on an Incident Report Form and given to the Campus Director.

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

Emergency Response Procedures

This plan explains the procedures to take in case of emergencies such as accidents, illnesses, bomb threats, natural disasters, fires and campus disturbances/domestic violence. If a significant emergency or dangerous situation involving an immediate threat to health or safety of students or employees occurs, all parties will be notified. All students, faculty and staff must immediately evacuate the building whenever the fire alarm sounds. Prior to initiating the Emergency Preparedness Plan, Campus Director or any college administrator on duty will confirm that a bona fide emergency exists, determine the appropriate method of communication and message content without delay. Emergency Preparedness Plan will be tested at least once each

year. Emergency exit lights are located at all exit points. Fire extinguishers are in several locations throughout the building. Anyone who sees fire or smoke should obtain the nearest fire extinguisher and operate according to instructions. Immediately notify a member of the administrative staff. Administrative staff should call 911 and give instructions for immediate building evacuation. Please refer to the Emergency Evacuation Map, which is located near the door of all classrooms, the clinical learning lab, the student lounge, and within the administrative offices in several locations. The AC main campus building has three sets of exit doors. Rear exit doors remain locked always. The front entrance door opens into the reception area which has a receptionist present always. The AC Stockton Campus has five sets of evacuation routes with rear exit doors remaining locked always. The front entrance door opens into the reception area with a receptionist present always.

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

Procedure
- Remain calm and immediately assess the situation
  - If there is any indication of pain, do not move the person, however if unless there is a threat to life, the person should be left in that location.
- If the person is injured, call 911. Reply to all questions asked by the dispatcher before you hand up. Be sure to indicate to which floor the responders should report. Make sure that someone meets the emergency medical crew at the building entrance.
- Call a Vocational Nursing or Allied Health faculty with a CPR license or Director of Nursing to assess the situation.
- Wait for emergency medical services or a faculty member to properly administer first aid safely so as not to jeopardize the health of others.
- Medication to an individual who is in an emergency should not be provided.
- Remain with the individual until emergency medical services and rescue crew arrives.
- Comfort the individual by reassuring him/her that medical assistance is on its way.
- Give the emergency medical service and crew room to administer first aid. Stay close should they have any questions.

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

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

business hours or the Evening Coordinator during the evening class hours.

Availability of Employee for Dissemination Purposes
Information regarding College Programs can be obtained by contacting the college.

Cancelled Classes or Clinical Experiences
Students will be notified by the Campus Director, Student Services Representative or Instructional member for cancelled classes. An administrative staff member will maintain contact with local authorities and apprise school staff and students of recommended actions when a severe weather condition occurs. In the event of high winds, tornadoes, hurricanes, etc., all building inhabitants should stay away from windows and remain in corridors. If severe weather occurs during classes or clinical session, the Campus Director or Chief Academic Officer will make the decision regarding early dismissal. A delayed schedule will apply only to the classes held on campus. When a clinical facility notifies AC of accreditation/agency visits and requests no presence of students for that day, the clinical instructor will notify the students.

DESCRIPTION OF PROGRAMS

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

- Vocational Nursing
- Computerized Accounting
- Phlebotomy
- A.S. in Surgical Technology
- A.A.S. in Healthcare Management

VOCATIONAL NURSING

STANDARD OCCUPATIONAL CODE (SOC): 29-2061
POTENTIAL OCCUPATIONS: Licensed Practical Nurse (LPN), Licensed
Vocational Nurse (LVN), Charge Nurse, Clinic Nurse, Office Nurse, Private
Duty Nurse, Triage Licensed Practical Nurse (Triage LPN)
LOCATIONS OFFERED: South Gate (Main), Stockton, Salida

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

PROGRAM OUTCOMES:

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

COURSES:

COURSE NO.	COURSE NAME	LECTURE HOURS	LAB HOURS	WORK-BASED ACTIVITIES	TOTAL HOURS/CREDITS
TERM I:					
A&P 200	Essentials of Anatomy & Physiology	60			60/6.0
NUT 110	Nutrition in Healthcare	40			40/4.0
VN Pharm 200	Pharmacology	40			40/4.0
TERM II:					
VN 100	Nursing Fundamentals	96			96/9.6
VN 125	Skills Lab		240		240/12
VN Pharm 300	Pharmacology II	44			44/4.4
TERM III:					
VN 200	Medical-Surgical I	96			96/9.6
VN 150 Practicum I	Skills Application Practicum I			288	288/9.6
TERM IV:					
VN 300	Medical-Surgical II	96			96/9.6
VN 250 Practicum II	Skills Application Practicum II			288	288/9.6
TERM V:					
VN 330	Nursing in Mental Health	30			30/3.0
VN 340	Leadership & Supervision	20			20/2.0
VN 320	Nursing in Pediatric Care	30			30/3.0
VN 310	Nursing in Obstetric Care	30			30/3.0
VN 350	Skills Application Practicum III			160	160/5.3
TOTAL:		582	240	736	1558/94*
VN 375	NCLEX Review Course**	80			80/8.0

*Per COE Policies and Procedures: The policy of the Commission is that the conversion of clock hours to credit hours for individual courses may be calculated to include a fraction on or decimal but must not be inflated by rounding up. The sum of the course credit hours for a program must equal a whole number without rounding up.
**NCLEX Review Course is a preparation course offered to students at no additional cost.

COURSE DESCRIPTIONS:

- **A&P 200 – Essentials of Anatomy & Physiology –** This course introduces students to the structure and function of the human organ systems. The course is designed to provide a basic understanding of the human body and associated terminology. The course competencies and assessments are based on the guidelines of accreditation from governing agencies.
- **NUT 110 – Nutrition in Healthcare** – This course provides the guidelines and details of the correlation between nutrition in health and disease. Nutrition in healthcare pertains to the subject of medical nutrition therapy for hospitalized and outpatient care cases. Learning how to assess and evaluate the nutritional status of a patient for therapeutic measures is an essential element of this course. The students will be educated on specific nutritional status and health outcomes.
- **VN Pharm 200 – Pharmacology I** – This course introduces students to acquire basic knowledge of pharmacology and drug dosage calculations. The pharmacology component includes drug classifications, action/kinetics, side effects, drug interactions, and desired outcomes. Dosage calculations emphasize the use of Roman Numerals, percentages, ratios, metric conversions, apothecary, and household measurement systems.
- **VN 100 – Nursing Fundamentals** – This course provides a history of the nursing profession and describes the subjects of medical ethics and professional responsibility that are directly correlated to the nursing profession. The nursing tools of critical thinking, communication, cultural sensitivity and empathetic actions are reviewed and discussed for their significance to the field. Each nursing element regarding nursing processes, diagnostic evaluations, supportive care, and documentation are described and clarified for relevance to the situation. The focus of this course is on the foundation of the profession and the therapeutic role of the nurse in multiple patient care settings.
- **VN 125 – Skills Lab** – The course takes the student through beginning, intermediate, and advanced practical skills related to patient care. The beginning skills will define and establish the vocational nursing scope of practice, including the nurse role within the healthcare team. The first level of skills practice will demonstrate the nursing process and development of the patient care plan. Beginning skill will include learning and demonstrating medical asepsis, bathing, personal hygiene, measurement, body mechanics, normal elimination, patient safety and restraints, and the prevention and treatment of pressure ulcers. The intermediate skills will include enteral nutrition, ostomy care, and urinary catheter maintenance, preoperative and postoperative care, and specimen collection, oxygenation, suctioning techniques, and wound care. The advanced skill level of instruction will include: non-parenteral medication administration and the nursing techniques used to safely administer these medications. This course will provide the training needed to apply these skills in actual healthcare settings.
- **VN Pharm 300 – Pharmacology II** – This course is the second pharmacology course, which will expand the students' knowledge base of pharmacological agents related to specific systems. Developing proficiency with drug classifications and their use in the treatment of diseases and conditions will be the focus of this course.

- **VN 200 – Medical-Surgical I –** The course is the first phase of medical-surgical provides the nursing theories associated with the adult patient. The course details signs and symptoms, diagnostic methods, treatment measures, and the basics of disease pathology. This phase focuses on elderly (geriatric) care, oncology care, and multiple medical surgical aspects of care. Focus is provided on commonly used drugs and the implications of these drugs on disease and illness. The subject of homeostasis is explained with exploration into electrolyte and acid-based balance, with patient who has compromised fluids. The foundation of medical-surgical nursing is carried throughout the course through theory and discussion on multiple illnesses and disease states effecting the respiratory, cardiovascular, immune, and circulatory systems.
- **VN 150 Practicum I – Clinical Application I –** This course is the first set of hands-on-practice which will span across twelve weeks. Students will have the opportunity to put theories into practice and use their acquired knowledge to appropriately address patient needs. Students will be assigned to various medical-surgical related facilities and specialty focused facilities. Ongoing progress will be documented for each student throughout the quarter with a final assessment at the end of the quarter which will evaluate the student's overall performance and skill level.
- **VN 300 – Medical-Surgical II –** This course is the second phase of medical-surgical nursing theory with focus on advanced pathologies. Discussion will include those health concerns that focus on patient's signs, symptoms, diagnosis, and treatment at various stages during the spectrum of care. Specific systems will be covered in this course: integumentary, musculoskeletal, endocrine, neurological, urinary, and reproductive. In this course student will learn to evaluate and increase their understanding of the inter-relatedness of all body systems in health and disease.
- **VN 250 Practicum II – Clinical Application II –** This course is the second set of hands on skills practice, which will be carried out in various medical-surgical settings. The 12 weeks of this term will allow students their second opportunity to increase their proficiency in practical skills as they practice in a supervised setting and are part of various healthcare teams. The student's skills will be monitored and assessed throughout the term with a mid-term and final evaluation of skill proficiency during the term.
- **VN 330 – Nursing in Mental Health –** This course offers an overview of the practical nurse's role in the prevention and treatment of mental illness, nursing management of the neurotic and psychotic client, the client with organic brain syndrome, and the subject of suicidal tendencies. Clinical experience consists of primarily observational experience and case studies related to mental health concerns.
- **VN 340 – Leadership & Supervision –** This course on leadership and supervision includes classroom instruction, skills lab, and clinical experience in acute care and long-term care facilities. Subject matter includes role transition, legal-ethical requirements within vocational nursing practice act rules and regulations, job seeking skills, variety of care settings, career portfolio, career pathways, management styles, leadership qualities and leadership roles plus patient education. During students' clinical rotations they are required to do team leading and supervision as part of their practicum hours.

- **VN 320 – Nursing in Pediatric Care –** This course provides the foundation and theory of pediatric patient care. The focus is on meeting the basic human needs of the pediatric client and their family. During this course the student will use critical thinking of a therapeutic communication in conjunction with the nursing process. Professionalism and caring are emphasized. The role of the vocational nurse in relation to the concepts of growth and development, health promotion, and illness prevention are discussed and demonstrated. The theories presented in this course are on the most common illnesses and conditions that the nurse is likely to encounter while working with children and their families in the acute care setting.
- **VN 310 – Nursing in Obstetric Care –** This course focused on all aspects of the obstetric patient. Discussion in the classroom setting will examine pharmacological agents and their effects on pregnancy, labor, and delivery. Nutritional status of the obstetric patient will be evaluated for relevance and impact on pregnancy and lactation. Care of the newborn and family dynamics will also be explored in order to discuss the importance of bonding in the family unit. Clinical practice will assist in developing and solidifying the role of the vocational nurse in obstetric care.
- **VN 350 – Clinical Application III –** This course will span over 10 weeks and students will experience hands on practice in the various settings. Students will have the opportunity to put theories into practice and use their acquired knowledge to appropriately address patient's needs. Students will be assigned to various medical-surgical related facilities and specialty focused facilities. Ongoing progress will be documented for each student throughout the term with a final assessment at the end which will evaluate the student's overall performance and skill level.
- **VN 375 – NCLEX REVIEW Virtual ATI with a Coach –** Apply strategies in preparing nursing students for licensure success. This course is based on the most current NCLEX NCSBN Test Plan, addressing patient safety, provision of effective care in the healthcare environment, health care promotion and maintenance, physiologic, and psychosocial integrity. Content includes, but not limited to: the nursing process, fundamentals of care in nursing, communication with psychiatric clients, and nursing care of children, women of childbearing age, the elderly, and medical surgical patients. We also provide students with Virtual ATI Review at the end of the program and a personal coach is assigned to each student. The study sessions cover essential nursing content that are in line with the NCLEX Test Plans. The student must be given the green light from their ATI Coach before they take the NCLEX test.

COMPUTERIZED ACCOUNTING

STANDARD OCCUPATIONAL CODE (SOC): 43-3031
POTENTIAL OCCUPATIONS: Accounting Clerk, Accounting Assistant, Accounting Specialist, Accounting Technician, Accounts Payable Clerk, Accounts Receivable Clerk
LOCATIONS OFFERED: South Gate (Main)

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

PROGRAM OUTCOMES

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

COURSES:

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

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

COURSE DESCRIPTIONS:

- **CS 100 – Introduction to Computers and Application –** This course is designed to provide the student with the necessary background for further study of computers, including, fundamental computer terminology and hardware/software concepts.
- **CS 110 – Intermediate Computer –** This course covers computer applications, which include Word, Excel, Access, and PowerPoint.
- **CS 120 – Advanced Computer –** This course deals with creating a spreadsheet using concepts and skills approach. The student will use a microcomputer and spreadsheet application for Windows software package to create a spreadsheet and manipulate data using realistic cases. This is a class that teaches students how to use the Microsoft Office PowerPoint software program. Also, how to use the different functions of Microsoft Outlook including: e-mail, calendar, notes, etc.
- **PHL 110 – Critical Thinking –** This course is an introduction to critical thinking. Topics include skills and techniques of reasoning and argumentations.

- **ACC 115 – Computerized Bookkeeping –** This course introduces the overall bookkeeping system used in businesses. The class provides students with a sound, basic knowledge of principles of bookkeeping, including terms, concepts and procedures. The students practice double entry bookkeeping and interpret transactions by using computer software. In addition, students learn methods of analyzing and controlling cash receipts and disbursements.
- **ACC 130 – Computerized Accounting –** This course is designed to emphasize a fundamental understanding of corporate and cost accounting. Topics include: the various aspects of the application of theory and practice to partnerships and corporations, manufacturing operations, analysis, and interpretation of financial statements. In addition, students learn to calculate working capital and prepare a "Statement of Cash Flows," and learn the sale of stocks and bonds. Students also learn the basic pronouncements of the American Institution of Certified Public Accountants and their applications to accounting.
- **ACC 150 – Accounting Software –** This course includes the study of business combinations and covers the preparation of consolidated financial statements. Topics include accounting for international operations, partnerships, estates and trusts, and for governmental units by using accounting software.
- **EP 300 – Employment Preparation for Business Environment –** This course teaches students the processes involved in seeking employment, including locating sources of employment, writing letters of applications, preparing a resume, interviewing techniques, dress for success, psychology for success and follow-up procedures. This course also features "green training," which familiarizes students with knowledge on energy conservation, recycling, and how to sustain an environmentally friendly work atmosphere. Students are required to visit approved facilities in the business environment, such as law firms, accounting firms, and other various business settings.
- **ACC 200 – Externship –** This course prepares students for working in the "real world" of business by providing them with on-the-job experience in the business environment.

PHLEBOTOMY

STANDARD OCCUPATIONAL CODE (SOC): 31-9097
POTENTIAL OCCUPATIONS: Phlebotomy Technician, Venipuncturist,
Lab Assistant, Patient Service Technician, Medical Lab Assistant
LOCATIONS OFFERED: South Gate (Main), Stockton

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

PROGRAM OUTCOMES:

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

COURSES:

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

COURSE DESCRIPTIONS:

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

ASSOCIATE OF SCIENCE IN SURGICAL TECHNOLOGY

STANDARD OCCUPATIONAL CODE (SOC): 29-2055
POTENTIAL OCCUPATIONS: Certified Surgical Technician,
Operating Room Technician, Surgical Scrub Technician
LOCATIONS OFFERED: South Gate (Main), Stockton, Salida

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

PROGRAM OUTCOMES:

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

COURSES:

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

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

COURSE DESCRIPTIONS:

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

student to the practice of surgical technology with a focus of the skills for function in the first scrub role. This course will be taught as a 2 hour weekly lecture in conjunction with a 4 hour weekly hands-on college laboratory component.

- **SURG 220 – Principles of the Practice of Surgical Technology: Circulator Role –** This course covers the introduction to surgical pharmacology, anesthesia, and wound healing physiology. This course also discusses the medico-legal aspects of perioperative practice in relation to patient's rights and surgical hazards. It introduces the student to the practice of surgical technology with a focus on the skills for function in the circulating role. This course will be taught as a 2 hour weekly lecture in conjunction with a 4 hour weekly hands-on college laboratory component.
- **SURG 230 – Surgical Pharmacology –** This course covers relevant pharmacology knowledge regarding the preparation, distribution, and administration of those medications commonly used in the operating room.
- **SURG 310 – Clinical Practicum I –** This course is designed to provide the student individualized experience in the field. This is a (405 hours) clinical rotation that students need to complete comprehensive orientation to clinical practice, practice the skills necessary to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their rotation.
- **SURG 320 – Clinical Practicum II –** This course is a (405 hours) clinical rotation which students need to complete comprehensive orientation to his/her second rotation's site, practice the skills necessary to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and adequately document their experiences in their rotation. This course will provide the student the opportunity to demonstrate independence in the clinical field of surgical technology.

ASSOCIATE OF APPLIED SCIENCE IN HEALTHCARE MANAGEMENT

STANDARD OCCUPATIONAL CODE (SOC): 11-9111
POTENTIAL OCCUPATIONS: Clinical Director, Health Information Management Director, Health Manager, Office Manager, Practice Administrator, Program Manager
LOCATIONS OFFERED: South Gate (Main0), Stockton, Salida

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

PROGRAM OUTCOMES:

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

COURSES:

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

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

COURSE DESCRIPTIONS:

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

keyboard and becomes familiar with medical terminology. This course also focuses on the financial aspects of the medical office such as accounts payable and accounts receivable.

- **BIO 110 – Anatomy & Physiology –** This course introduces the student to the basic concepts of human anatomy and physiology: the body, its tissues, and major organ systems.
- **BIO 120 – Medical Billing –** This course introduces the student to the collection process including collection servicing agencies.
- **BIO 130 – Medical Insurance Coding –** This course introduces the student to various insurance programs, including HMO, PPO, and worker's compensation plans, and national coding systems used for claims processing. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad.
- **BIO 150 – Medical Office Software –** This course will examine current medical office software. Topic includes introduction to the Medical Office software and perform different steps on a microcomputer.
- **BIO 420 – Medical Law and Ethics –** This course familiarizes students with the laws and ethics practice and malpractice in the health field. Topics include: legal terms, professional attitudes, legal relationships of physicians and patients, professional liability, medical practice acts, informed consent, malpractice and regulations will be discussed.
- **BIO 430 – Introduction to Healthcare (Patient Care) –** This course is designed to develop proper attitudes in relation to a healthy living. Topics include cause and prevention of diseases, mental hygiene, sex hygiene, the impacts of alcohol, narcotics and smoking on health, and family and community health factors.
- **HM 125 – Special Topics in Healthcare –** This course is designed to familiarize the student with the authority, responsibility, functions, and problems of personnel administrators. This course is a special topic in Healthcare Management; the student has the option to complete an externship at an approved facility or to complete a special project per approval of the Program Director.
- **HM 210 – Current Trends in Health –** This course provides an overview of the changing nature of ambulatory care organizations in a rapidly changing healthcare market.
- **HM 215 – Special Topics I in Healthcare Management –** This course provides an overview of the principles, institutions and issues of public or private healthcare. Students have the option to do an externship at an approved facility or complete a special poject per approval of the Program Director.
- **HM 220 – Special Topcics II in Healthcare Management –** This course is a special topic in Healthcare Management; the student has the option to do an externship at an approved facility or to complete a special project per approval of the Program Director.
- **HM 230 – Health and Wellness –** This course provides current health and safety issues with an emphasis on disease prevention and wellness and evaluating current health knowledge and skills that can be incorporated into one's daily living.
- **ECO 110 – Principles of Economics –** This course is an introduction to the main topics involved in economics. The course covers the basic proponents of microeconomic theory and macroeconomic theory. Topics include: basic

economic principles; economic forces, labor; price, competition, a monopoly; money and banking; government, federal and local; fluctuations in production, employment, and income; and the United States economy in perspective.

- **BUS 115 – Introduction to Allied Health Business –** This course teaches students the process involved in seeking employment, including locating sources of employment, writing letters of application, preparing a resume, interviewing techniques, Dress for Success, Psychology for Success and follow-up procedures. This course also features "green training", which familiarized students with knowledge on energy.
- **CS 110 – Intermediate Computer –** This course also covers computer applications which includes Word, Excel, Access, and Powerpoint.
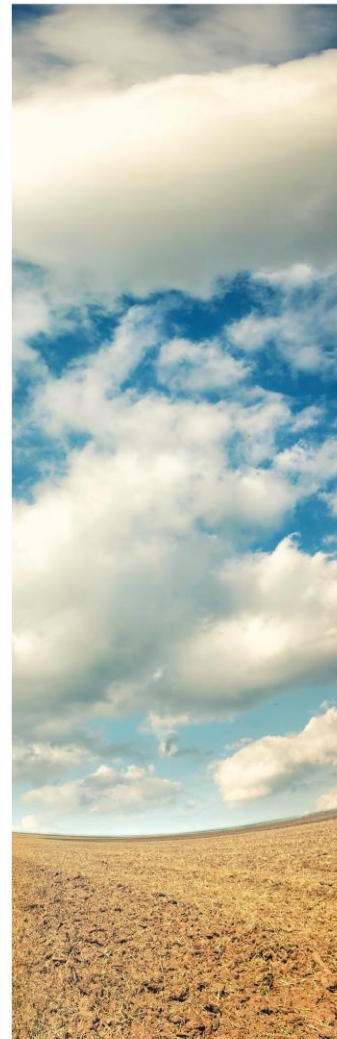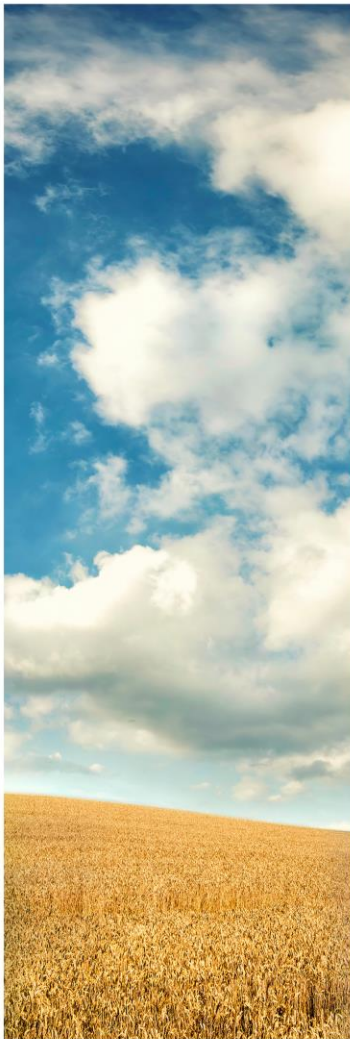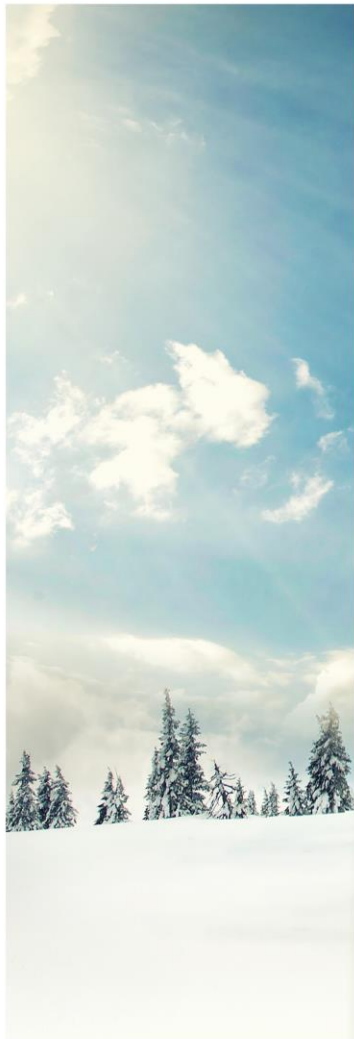
January 1	New Year's Day
January 20	MLK Jr. Day
February 17	President's Day
May 25	Memorial Day
July 4	Independence Day (Observed Friday)
September 7	Labor Day
October 12	Columbus Day
November 11	Veteran's Day
November 26-27	Thanksgiving Day/Day After Thanksgiving
December 25	Christmas Day

ADVANCED COLLEGE

This catalog is subject to change

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