LOS ANGELES PACIFIC COLLEGE

General Catalog | 2022 - 2023

Los Angeles Pacific College is accredited by the Commission of the Council on Occupational Education.

The Los Angeles Pacific College English as a Second Language Program is accredited by the Commission on English Language Program Accreditation.

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Effective Date: 01/01/22; Expiration Date: 12/31/23

I APPROVAL DISCLOSURE STATEMENT

Los Angeles Pacific College (LAPC), 3325 Wilshire Blvd. Suite 550, Los Angeles, CA 90010, was incorporated in 1993. Since 2004, the institution has been an S Corporation and operating under the legal name, Los Angeles Pacific College.

LAPC received approval to operate as a degree-granting institution under the California State Bureau for Private Postsecondary Education (BPPE) pursuant to Section 94900 of California Education Code. This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The Commission of the Council on Occupational Education (COE) awarded Los Angeles Pacific College accredited status on October 11, 2012 through June 30, 2022 for all vocational programs. COE has also granted institutional approval for delivery of instruction via distance education including hybrid approval for all associate degree and certificate programs, less than 100% of required instructional hours available via distance education. COE is recognized by the U.S. Secretary of Education as a national accrediting agency for post-secondary occupational institutions that offer certificate, diploma, and applied associate degree programs. Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org.

The Los Angeles Pacific College English as a Second Language Program is accredited by the Commission on English Language Program Accreditation for the period of April 2020 through April 2029 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a nationally recognized accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact, CEA 1001 N. Fairfax Street, Suite 630, Alexandria, VA 22314, (703) 665-3400, www.cea-accredit.org.

The Los Angeles Pacific College English as a Second Language Program is an avocational program and is not accredited by the Council on Occupational Education (COE) and does not qualify for Title IV financial aid assistance.

On January 5, 2019, LAPC received approval from the Department of Education to participate in United States Federal Financial Aid program for qualified students. Title IV funding covers the two-year degree programs in Accounting, Computer Graphic Design and Web Software Technology, and the certificate programs in Computerized Accounting, Professional Computer Graphic Design, and Web Software Technology. For more information, please go to www.fafsa.gov.

We offer the following academic programs:

Two-Year Degree Programs	
Accounting, Associate of Occupational Studies [AOS]	63 Semester Hours 1175 Clock Hours *Hybrid
Computer Graphic Design, Associate of Applied Science [AAS]	60 Semester Hours 1140 Clock Hours *Hybrid
Web Software Technology, Associate of Applied Science [AAS]	60 Semester Hours 1125 Clock Hours *Hybrid

Certificate Programs		
Business General Program	35 Weeks+	24 Semester Hours 480 Clock Hours *Hybrid
Computerized Accounting	55 Weeks+	38 Semester Hours 750 Clock Hours *Hybrid
Computer Information System	35 Weeks+	24 Semester Hours 480 Clock Hours *Hybrid
Computer Graphic Design	35 Weeks+	24 Semester Hours 480 Clock Hours *Hybrid
Professional Computer Graphic Design	54 Weeks+	36 Semester Hours 735 Clock Hours *Hybrid & Traditional
Web Design	35 Weeks+	24 Semester Hours 480 Clock Hours *Hybrid
Web Software Technology	53 Weeks+	36 Semester Hours 720 Clock Hours *Hybrid
English as a Second Language	36 Weeks*	720 Clock Hours

*Duration for ESL is based on 3 levels (out of 6 levels offered) only.

Instruction is in residence with facility occupancy level accommodating 100 students at one time.

California law requires that a student who successfully completes a course of study be awarded a diploma or certificate upon the successful completion of the training. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing an enrollment agreement. This school currently has available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

Los Angeles Pacific College does not have a petition in bankruptcy, is not operating as a debtor in possession, or 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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by LAPC may be

directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. Prospective students are required to review the School Performance Fact Sheet, which shall be provided to them prior to signing an enrollment agreement. The signed enrollment agreement shall include the completed information for the following:

- total charges for the period of attendance;
- total charges for the entire program; and,
- total charges due upon enrollment.

All information in the content of this school catalog is current and correct and is so certified as true by Mary Yoon, President and Owner (100% shareholder).

▮ II ▮ GENERAL INFORMATION

1| HISTORY
Los Angeles Pacific College (LAPC) was founded in 1989 as a computer training school in Los Angeles, California. We were granted approval in March 2002 as a degree-granting institution from the California State Bureau for Private Postsecondary and Vocational Education (BPPVE), which now operates as the California State
Bureau for Private Postsecondary Education (BPPE). To expand the range of opportunities for conducting quality job training, we obtained federal authorization from the Immigration and Naturalization Services (INS) — now U.S. Bureau of Citizenship and Immigration Services (USCIS) — to enroll foreign students in 1990. In 1992, we began to offer English as a Second Language courses to assist foreign students and new immigrants in terms of their English language education. In March 2002, LAPC became a degree-granting institution when we began offering an Associate of Occupational Studies in Accounting. By 2017 two Associate of Applied Science programs were added and additional certificate programs in Computer Graphic Design and Web Software Technology. We received institutional distance education approval in 2021 along with our first hybrid program in the Certificate of Professional Computer Graphic Design.

On the 14th of December 2010, President Obama signed the Accreditation of English Language Training Programs Act into law, a law requiring international students studying in an English language program in the United States that is accredited for avocational ESL. LAPC received programmatic accreditation from the Commission on English as a Second Language Program Accreditation (CEA) by the December 2013 deadline.

For the last 20 years, LAPC has been supporting state and local workforce agencies through its partnership with the South Bay Workforce Investment Board (SBWIB) and the California State Employment Training Panel (ETP). With the SBWIB, LAPC works with 11 South Bay regional offices by providing workforce training to develop skilled workers in support of their vision to create strong, vibrant regional economies where businesses thrive and people want to live and work. Funded through a special payroll tax, LAPC provides ETP vocational training for job seekers.

2| INTRODUCTION
Los Angeles Pacific College welcomes all of our students who come from diverse and unique backgrounds. Our students represent many different cultures; for this reason, LAPC has embraced the institutional pedagogy, or art of teaching, of multicultural education. We take into consideration the student's background, culture, and history in order to serve the needs of the individual student, while considering and tending to the needs of the entire class as a whole. We encourage the execution of both inclusion education, for students who may have special needs, and differentiated educational, to tailor to student interest, preferences, strengths, and struggles. Using the combined teaching approaches in the classroom creates an interactive and engaging learning environment that supports and complements multicultural education.

We strive to develop the personal growth and professional potential of each of our students by incorporating work ethics into the curriculum. LAPC has established a Student Standard of Work Ethics in cooperation with our collective Occupational Advisory Committees (OAC), our regional board of experts in their field of study, and serve as a link between our institution, local community, and business industry. The OAC defined the traits that employers seek in employees and are now published as the Work Ethics Student Standard, which includes traits such as respect, personal responsibility, work habits, productivity, collaboration, and personal integrity.

LAPC aims to create and uphold a culture of work ethics for staff, faculty, and students alike. Our courses reinforce the standards of work through discussion, group projects and assignments. Students who enter the workforce with discipline, attained by the LAPC work ethics standards, enhance their value as employees.

Through our programs of study, students are prepared for gainful employment in various fields including business data processing, accounting, computer graphic design, web design, and computer information technology.
In addition, we aim to broaden our students' horizons, resulting in career growth and job security. For students studying ESL, we assist in providing the necessary tools to develop proficiency in English and the opportunities to experience and learn about American culture

3| MISSION

Los Angeles Pacific College serves the community by providing equal access to quality vocational education and technical training to students with ongoing support services for them to successfully complete their program in order to gain the credentials and necessary skills to be hired in a qualified, entry-level position. Through a cooperative effort by the faculty, staff, and administration, students learn the importance of work ethics and work habits, which are essential in having continued career success and financial security.

ESL PROGRAM MISSION

The mission of the English as a Second Language (ESL) program at LAPC is to serve the domestic and international community as a postsecondary, intensive ESL Program which offers the development of English communication skills, the enrichment of cultural awareness and preparation for those seeking higher education.

4| VISION & CORE VALUES

Vision Statement

We envision a campus community that is rooted in dignity, where each person has inherent value and is treated with respect. Through our belief in equity, diversity, and inclusion, our mission to educate and serve the community can be fulfilled by providing equitable and accessible training to develop skilled and ethical workers who become successful members of the workforce.

Our contributions to the state and local workforce keep the local economy strong and competitive while providing the individual worker with a career and financial security. Anyone admitted to our institution is given every chance to succeed in their course of study and move forward to a better life with ongoing support from student services and academic counseling.

Core Values Statement

Achievement of our mission, vision, and goals is a collaboration of the administration, staff, and faculty with the guidance of our advisory committees in the development, planning, and review of programs and services. By embracing and executing our core values in everything we do, we can create a positive, inclusive experience that promotes quality education and workforce training.

- **Student Support and Success** – We are here to support the student in reaching their academic and career goals on the path to professional success and financial security. The student drives our every action.
- **Diversity, Equity, and Inclusion** – Diversity is a condition for excellence; equity is a right for all persons; and, inclusion is a just expectation for all our students in our programs.
- **Openness and Tolerance** – We do not exclude. We include by embracing differences in culture, gender, and/or sexual orientation.

- **Quality Education and Accessible Training** – We provide our students with an engaging teaching and learning experience through active participation easing and fostering their transition into the American and global workforce.
- **Distinguished Services** – We support our students to complete their program and competitive job placement with our student services and academic counseling throughout and after their program of study. Their success is our success.
- **Community of Excellence** – Our students learn good work habits and ethics because we lead by example.
- **Civic Duty** – We are responsible for providing the public with well-educated and skilled workers that will contribute to growth of our local, regional, and global communities.
- **Inherent Respect** – We believe all persons deserve an inherent respect and should be treated as such. We foster a culture of respect for each and every member of our campus community.

5| OBJECTIVES

The objective of LAPC, shared by all members of the staff and faculty, is to fulfill our mission of providing quality education and technical training. Their success means they receive the credential and necessary skills to have career success and financial security. To succeed, we take action on our vision and core values. Most importantly, the core of all of our values is "Student Support and Success" to assist the student in achieving their academic and career goals. In short, "The student drives our every action."

We are dedicated to serving our students, continually strive to provide quality education and training, and seek to provide well-trained students to the workforce. Awareness of our mission is spread throughout the community by our staff, faculty, students, and advisory committees. Because it is our mission to provide the community with the well-trained and qualified workforce that they expect, our faculty is comprised of working professionals who can bring their industry experience to the classroom, thereby enriching our students' training process.

LAPC administers training in technical skills for entry-level employment in fields related to computer information, accounting, bookkeeping, graphic design, web software technology, and general office work. For our students studying ESL, LAPC assists in providing the enhancement of their communication skills and enrichment of an inter-cultural awareness. We also provide these students with the appropriate support and services to assist in making the transition from their home country to the United States.

For all of our students, we recruit the most talented faculty to ensure the best education possible while at LAPC. We try to meet or go beyond our students' expectations in developing their skills of study, whether it is linguistic or technical. It is our responsibility to meet the needs of our students, ordinary or extraordinary, and ensure that their experience at LAPC is both positive and fulfilling.

Occupations for which the programs of LAPC prepare its students are entry-level positions as an accountant, graphic designer, web designer, clerk, bookkeeper, and administrative office specialist.

6| ACADEMIC CRITERIA

At Los Angeles Pacific College, all members of the faculty have practical as well as professional experience in their fields. The minimum education and experience requirements for our instructors are as follows:

Academic Director/Coordinator:

- Minimum Bachelor's degree required;
- Minimum 5 years of related teaching experience and/or demonstrated industry work experience required;
- Master of Business Administration (MBA) or equivalent advanced degree in business, and/or designation as Certified Public Accountant (CPA) is preferred;
- Possession of related teaching credential, license, or certificate preferred.

Academic Coordinator, English as a Second Language (ESL):

- Minimum Bachelor's degree required;
- Minimum 5 years of related teaching experience;
- Major study in ESL/TESL or Education (with emphasis on English language teaching), English/English Literature, Linguistics, or Communications preferred, but not required;
- For non-ESL/TESL majors: possession of ESL/TESL or equivalent teaching credential, license, or certificate;
- Native speaker.

Accounting (AOS)/Computerized Accounting (CAC)/Business General Program (BGP) courses:

- Minimum Bachelor's degree required;
- Minimum 3 years of related teaching experience and/or demonstrated industry work experience required;
- Master of Business Administration (MBA) or equivalent advanced degree in business, and/or designation as Certified Public Accountant (CPA) is preferred;
- Possession of related teaching credential, license, or certificate preferred.

English as a Second Language (ESL) courses:

- Minimum Bachelor's degree required;
- Minimum 2 years of related teaching experience;
- Major study in ESL/TESL or Education (with emphasis on English language teaching), English/English Literature, Linguistics, or Communications preferred, but not required
- For non-ESL/TESL majors: possession of ESL/TESL or equivalent teaching credential, license, or certificate; or enrollment in ESL/TESL certification program;
- Native-like speaker.

Computer Information System (CIS) courses:

- Minimum Associate's degree required;
- Minimum 2 years of related teaching experience and/or demonstrated industry work experience required;
- Bachelor's degree preferred;
- Possession of related teaching credential, license, or certificate preferred.

Computer Graphic Design (CGD) courses:

- Minimum Associate's degree required;
- Minimum 2 years of related teaching experience and/or demonstrated industry work experience required;
- Bachelor's degree preferred;
- Possession of related teaching credential, license, or certificate preferred.

Web Software Technology (WST) courses:

- Minimum Associate's degree required;
- Minimum 2 years of related teaching experience and/or demonstrated industry work experience required;
- Bachelor's degree preferred;
- Possession of related teaching credential, license, or certificate preferred.

General Education (Economics, Mathematics, English, History, Psychology, & Earth Science) courses:

- Minimum Bachelor's degree required with at least 15 units of undergraduate study in the teaching discipline with a least a 'C' in every course;
- Minimum 2 years of related teaching experience and/or demonstrated industry work experience required;
- Major in the teaching discipline preferred.

7| FACILITIES & EQUIPMENT

LAPC is housed in a 6,296-square-foot facility in a commercial building at 3325 Wilshire Blvd., Suite 550, in Los Angeles, California. Unless otherwise stated, all class sessions shall be held at the aforementioned campus facility. The facility includes computer labs, classrooms, and administrative offices. Classrooms and labs are arranged in such a way as to create an atmosphere, which promotes an optimum learning experience for students. Classes employ modern equipment such as computers, internet access and DVD players to enhance the curriculum. Scanners and printers are available with advance notice. The school has a small student lounge where students can interact with each other. Parking is available in metered street parking, or in the parking structure which is accessible from Catalina.

8| HANDICAPPED FACILITIES

LAPC provides certain facilities that are accessible to physically disabled students. Applicants with a physical disability are invited to visit the school to determine if the facilities meet their requirements.

9| LIBRARY AND RESOURCE FACILITIES

It is LAPC's goal to both provide and continually improve its library resources to support educational processes. Students are encouraged to supplement their course of study by utilizing the resources of the library. During the mandatory orientation week, or the first week of each semester, students are introduced to our library facilities as well as the learning resources available both on-site and off-site.

Library resources include various reference books, textbooks, and general literature and are available to the students, faculty, and staff of LAPC. Many types of periodicals are available through the internet. The library is equipped with computers for internet access, access to a network printer, and desks and chairs. Computers are available to students for internet searches, class-related work including word processing, and using class-related tutorial programs and resumé-preparation software. Additional computers and printers are available in the computer labs, which are open to students after the lecture sessions---students are advised to utilize computer labs for working on class-related assignments or for additional lab practice on a sign-up, first-come, first-served basis.

Additionally, monthly or bimonthly publications from professional organizations such as the American Institute of Certified Public Accountants (AICPA), the California Society of CPAs (CalCPA), and the California Association for Private Postsecondary Schools (CAPPS) are available to students, faculty, and staff to keep them updated on the latest industry news and various topics of interest in their professional fields.

For additional learning resources off-site, students have access to the Pio Pico-Koreatown branch of the Los Angeles Public Library as well as the downtown Central Library. Both are just a few minutes from campus by public transportation.

10| HEALTH & SAFETY CONSIDERATIONS

Los Angeles Pacific College recognizes the importance of regulatory understanding and compliance, and of culture and climate when creating a healthy and safe campus.

Our Commitment to Health & Safety
School personnel have appropriate knowledge of laws and regulations in order to follow safety protocols and recognize that a safe school is as much about perceiving and anticipating risk by:
- Creating a campus culture committed to health and safety;
- Helping students learn to care appropriately for themselves and for others in an emergency situation;
- Providing staff and faculty the necessary knowledge, training, and skills to keep our students and campus safe; and,
- Insure staff and faculty possess the character, training, and experience required to work safely with students and community.

On a regular basis, we assess current risks and update our plans to reduce the possibility of danger. We consider all possibilities and create appropriate plans and training to be able to react to these unforeseen and unfortunate situations with the following plans:
- Emergency Action Plan & Fire Prevention Plan
- Health, Safety, and Emergency Student Handbook
- LAPC COVID Prevention Plan
- LAPC Violence Prevention Program
- Illness and Prevention Program

An electronic or hard copy of these plans are available from Student Services.

Through swift, committed, and cohesive action, we aim to create a safe campus community where each person understand dangers and when appropriate, take part in their responsibility for themselves and others, always considering safety and health above all.

In a safe and prepared campus community, each member understands and respects the potential dangers and, when appropriate, takes responsibility for themselves and others. Health and safety are often matters of anticipation and prevention.

In our Emergency Action Plan & Fire Prevention Plan, and Health, Safety and Emergency Student Handbook, we attempt to identify, anticipate, and address a variety of potential issues. However, the extent of the listed scenarios underscore the complexity of establishing a healthy and safe environment. These scenarios cannot address the full range of school activities and safety concerns facing each campus and it cannot encompass certain aspects that may be unique to a school. These plans do not and cannot guarantee that have a plan or approach to resolving every possible contingency.

A safe school
- recognizes risks and helps adults and students confront and manage them appropriately; and,
- considers safety a goal for which it always strives.

Health and Safety Considerations
No list of Health and Safety scenarios can be complete
It is unlikely for any list of Health and Safety scenarios to be ever complete or adequately anticipate every circumstance. The scenarios presented in our plans are only some potential school health and safety issues. We use regular discussion, reflection, and planning; while this exercise might address individual scenarios, it cannot guarantee absolute safety and security, the avoidance of all risk or death. We are, as a campus community, devoted to creating a safe climate and culture can create an environment mitigating risks to safety.

Emergency Plan Coordinators are responsible for assisting staff, faculty, and students in the event of an emergency, where an orderly evacuation is conducted. They serve as the Floor Warden for the Los Angeles Fire Department and can be contacted at Admin@lapacific.edu, or by SMS at (213) 973-7549.

11| CLASS SCHEDULE & CALENDAR FOR THE SCHOOL YEAR

Academic Calendar

2022	Winter	Spring	Summer	Fall
Start/End	1/3 - 3/11	3/14 - 6/17	6/27 - 9/2	9/12 - 12/16
Session Break	No Break	6/20 - 6/24	9/5 - 9/9	12/19 - 1/2
2023	Winter	Spring	Summer	Fall
Start/End	1/3 - 3/10	3/13 - 6/16	6/26 - 9/1	9/11 - 12/15
Session Break	No Break	6/19 - 6/23	9/4 - 9/8	12/18 - 1/1
Length	10 weeks	14 weeks	10 weeks	14 weeks

The start/end date for the associate degree or other certificate programs may vary and is subject to change.

CLASS SESSIONS
LAPC offers morning, afternoon, and evening classes. The schedule is inclusive of lecture and lab sessions, and is as follows:

Morning:	9:00 a.m.	–	1:00 p.m.	M-F
Afternoon:	1:00 p.m.	–	5:00 p.m.	M-F
Evening:	6:30 p.m.	–	10:30 p.m.	M-F

Classes in the English as a Second Language (ESL) Certificate Program are available as follows, inclusive of lecture and lab sessions:

Morning:	9:00 a.m.	–	1:00 p.m.	M-F
Afternoon:	1:30 p.m.	–	5:30 p.m.	M-F
	Evening:	6:00 p.m.		– 10:00 p.m. M-F

Courses are offered with the frequency necessary for students to complete their program of study on time.

CLASS SIZE
LAPC limits the size of its classes to maintain the educational quality of its instructional programs. Class size may vary from one subject area to another, and from laboratory to lecture. In general, a typical class size ranges from 10 to 15 students.

Courses are held throughout the calendar year. In most cases, students may enroll in programs and begin their training at the beginning of any session. Specific schedules are available at the admissions office. All the course starting and completion dates are subject to change. Students will be duly notified.

GRANTING OF ACADEMIC CREDIT
Prior to enrollment, students will be asked to list any previous education, training or experience in the area they wish to study. If it is considered current and can be demonstrated to a satisfactory proficiency level, appropriate credit may be allowed at the discretion of the school administration. Please refer to the Transfer Policy section of this catalog for additional guidelines for any of the degree programs.

HOURS OF OPERATION

Office Hours:	8:30 a.m.	–	10:30p.m.	M-F
Instructional Hours*:	9:00 a.m.	–	10:30p.m.	M-F

May vary based upon class schedule

The following holidays are observed:
New Year's Day
Martin Luther King Jr.'s Birthday
Presidents' Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day, and day after Thanksgiving
Christmas Eve, Christmas Day
(**including Christmas week and New Year's week)

May vary based upon class schedule
**Classes are not held during Christmas week and New Year's week; however, the school is open for students requiring assistance or desiring additional lab practice by prior arrangement.

ENROLLMENT WINDOW
A week before a start date of a new session and up until two weeks after, enrollment is available to any admitted student meeting course prerequisites or co-requisites.

Class size is limited based on the physical limitations of LAPC facilities; courses reaching class-size capacity shall be designated as "closed" for further enrollment. Any course with an enrollment less than ten students are subject to course closure at the Academic Director's discretion. Admission to LAPC does not guarantee space in any class.

All courses are graded, there is no pass/not pass grading option.

ADD AND DROP COURSES
A course may be added through the tenth day of class with the Registrar. Any course added after the second week is subject to the review and approval by the Academic Department.

For ESL courses, students may opt to audit the course after the second week the class has started and progress to the next level at the end of the session so long as the student passes the final exam for each individual subject with a grade of C or higher.

A course may be dropped through the tenth day of class with the Registrar. Any course dropped after the second week is subject to the review and approval by the Academic Department.

DROP AND WITHDRAWAL POLICY
The drop and withdrawal periods vary depending on the length of the course as described in the table below. A prorated refund schedule for drops can be found in section VI.

Foreign students who must withdraw under special circumstances (such as returning to home country, change of status, etc.), will be required by Student Services to submit supporting documentation. Those students will be designated "withdrawal under special circumstances" in their records.

Course Duration	Drop without "W"	Withdrawal
4-6 weeks	Within 1 week (5 business days)	After 1 week (5 business days)
8 weeks	Within 2 weeks (10 business days)	After 2 weeks (10 business days)
12 weeks	Within 3 weeks (15 business days)	After 3 weeks (15 business days)
16 weeks	Within 4 weeks (20 business days)	After 4 weeks (20 business days)

LANGUAGE OF INSTRUCTION
All instruction at LAPC will be conducted in English.

GENERAL TERMS
Without prior notification, LAPC reserves the right to change or modify the program content, equipment, staff, materials and organization as it deems necessary, with the approval of the school's regulatory agencies. Such changes may be required to keep pace with technological advances and to improve teaching methods or procedures. In no event will any program changes diminish the competency of any program or result in tuition changes. LAPC also reserves the right to cancel a scheduled course if registration is insufficient to make up a class. In such a case, all monies paid will be refunded within 10 days.

III	ADMISSION POLICIES

1| ADMISSION REQUIREMENTS
GENERAL ADMISSION REQUIREMENTS
Admission to LAPC requires an individual commitment to professional and educational goals and objectives. The applicant, who must be at least 18 years of age, is admitted as a regular student provided the applicant has a High School Diploma or its equivalent (passed GED/CHSPE, college transcript, college diploma, Notice of Intent to Transfer from the last school attended, etc.), and passes an admission test with no less than the minimum score as established in the test publisher's guidelines. As all programs at LAPC are technical programs, LAPC does not have an Ability to Benefit policy.

The State of California Department of Education requires students under the age of 18 to attend secondary school unless the 16- or 17-year old has completed high school or passed the California High School Proficiency Examination (CHSPE). On a case-by-case basis, applicants under 18 years of age who meet the aforementioned CHSPE requirement may enroll with their legal guardian's permission.

International students and cash-paying students who do not intend to pursue a degree or certificate may apply and enroll for individual classes, and fill out an enrollment agreement according to the number of classes that they plan to take.

Each applicant accepted for training will complete a request for transcript form that will be sent to their secondary institution or sign a statement that he/she has a high school diploma or its equivalent (GED/CHSPE).

Since individual backgrounds vary greatly, applicants are assessed on a case-by-case basis. The Admissions Counselor meets with each applicant to determine whether the applicant possesses the necessary motivation and ability to benefit from the proposed program of study and to verify that all admissions requirements have been met.

Admission to Degree and 720 Clock-Hour Degree Programs:
Applicants for the Associate of Occupational Studies or Associate of Applied Science programs and Certificate Programs 720 Clock Hours or more must meet the General Admission Requirements and the following requirements:

(1) Score of 28 or higher on the Scholastic Level Exam™ (SLE).
(2) Demonstrated desire to pursue a career in the field of study.
(3) For English as a Second Language Students: Minimum TOEFL® score of 450 for TOEFL PBT, or 45 for TOEFL iBT, or a minimum Cambridge Michigan English Exam score of 54, unless the country of origin uses English as the language of instruction.

Admission to Certificate Programs Less than 720 Clock Hours:
Applicants for the Certificate programs must meet the General Admission Requirements and the following degree program requirements:

(1) Score of 25 or higher on the Scholastic Level Exam™ (SLE).
(2) Demonstrated desire to pursue a career in the field of study.
(3) For English as a Second Language Students: Minimum TOEFL® score of 450 for TOEFL PBT, or 45 for TOEFL iBT, or a minimum Cambridge Michigan English Exam score of 54, unless the country of origin uses English as the language of instruction.

Admission to the ESL Certificate Program:
Applicants for the English as a Second Language (ESL) program must meet the General Admission Requirements and complete the following:

- Take an English Placement Exam to place the applicant at an ESL level corresponding to their English proficiency.

2| ADMISSION PROCEDURES
The admission process involves four steps:

1) Submission of application materials;
2) Personal interview with an Admissions Counselor;
3) Administration of any necessary placement tests;
4) Financial arrangements to meet the costs of tuition and related expenses.

For third-party funded enrollments, the application materials in Step 1 are not limited to the LAPC application; application materials may include forms required by the third-party organization for processing payment. With the exception of these additional forms, the entire admissions process will be the same for both the individual and third-party funded enrollment.

Applicants are entitled to receive a Notice of Student Rights; Notice Concerning Transferability of Credits and Credentials Earned; two copies of Notice of Cancellation; Completion and Placement data for the course to be taken; and a school catalog when they sign the enrollment agreement.

Prospective students are welcome to take a tour of the school and its facility. They also have the opportunity to observe and attend classes of their interest before enrollment, provided that prior arrangements have been made with the admissions office.

International Student Admissions
LAPC welcomes international students who plan on taking a full-time course of study in one of our academic programs as an F-1 visa status. Applicants from foreign countries must submit an International Student Application and a Form I-20 Processing Application, both available online at lapacific.edu under Admissions. In addition, applicants must provide proof of high school graduation, and a financial document showing his/her financial responsibility in the United States. Applicants shall be individually notified of decisions on admission by mail or e-mail.

Non-immigrant Alien Student
Los Angeles Pacific College is approved by the U.S. Department of Homeland Security to enroll non-immigrant alien students under F-1 visa status. Non-immigrant alien students are required to maintain full-time enrollment status with a minimum of 12 semester hours per academic term.

LAPC requires the following admissions documents and fees to International Student Services:

- Completed LAPC application;
- Copy of a valid passport page, and Form I-94;
- Copy of current Form I-20, if any;
- Proof of residency abroad;
- Proof of high school graduation or its equivalent, such as a diploma or transcript;
- Financial document showing his/her financial responsibility in the United States;
- Non-refundable overseas student processing fee.

In addition to the above requirements, international students must have one of the following documents to meet their financial responsibility in the United States:

1. A bank balance statement (either issued in the foreign country or in the United States);

2. An affidavit of support signed by the applicant's financial supporter with proof of financial ability;

3. A letter of support signed by the applicant's family member, which indicates that the supporter will be responsible for all financial obligations while the applicant stays in the United States, with proof of financial ability.

The proof of financial responsibility shows the ability to meet the tuition, fees and living expenses. A Bank Verification Statement with a minimum of $18,000 USD must be provided; students accompanied by their family members must provide an additional $4,800 USD for each family member. The financial sponsor(s) must provide the necessary funding required for each family member, and any additional documents showing relationship to the student.

Any foreign document containing a language other than English must be submitted with a full English translation certifying that the translation is complete and accurate, and that the translator is competent to translate.

Due to our modest size and based on the fact that our international students represent a very wide range of countries, we do not have an onsite or contracted interpreter/translator to assist with the enrollment process for international students. However, our admissions staff are bilingual in English and Korean, and we are fully able to assist our students from Korea. For students from all other countries, we advise students to come with a friend, family member, or other acquaintance who is fluent in English and is able to provide interpretation during the admission consultation and enrollment process.

Submit all admissions documents to:

Los Angeles Pacific College
Attention: International Student Services
3325 Wilshire Blvd., #550
Los Angeles, CA 90010
U.S.A.

3| NONDISCRIMINATION POLICY
In accordance with State and Federal law, for admission, access, and treatment in all of the Los Angeles Pacific College programs and activities for both students and employees, LAPC:
- does not discriminate on the basis of age, genetic information, marital status, medical condition, nationality, race or ethnicity, religion, and veteran or military status in its programs and activities, including admission, access, and treatment as it is prohibited by federal and state laws,

including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act.

• does not discriminate on the basis of sex, gender, gender identity, gender expression, or sexual orientation in its programs and activities, including admission, access, and treatment as it is prohibited by federal and state laws, including Title IX of the Education Amendments of 1972.

• does not discriminate on the basis of disability in its programs and activities, including admission, access, and treatment as it is prohibited by federal and state laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Inquiries on compliance may be sent to GetHelp@lapacific.edu.

IV ACADEMIC POLICIES

1| GRADING SYSTEM

LAPC grades students according to the following system:

Grade	Percentile	Description	Grade Point
A	90-100	Excellent	4.0
B	80-89 .	Good	3.0
C	70-79	Average	2.0
D	60-69	Below Average	1.0
F	0-59	Failing	0.0

Generally, a letter grade of "C" constitutes a minimum passing score or grade on all midterm exams, final exams, class assignments, and projects.

2| ACADEMIC YEAR AND ACADEMIC TERM

LAPC uses Semester Credit Hours to define and measure a student's academic course level, progress, and program length. Semester credit hours is equivalent to units. One academic year for full-time students is defined as enrollment for a minimum of 24 Semester Credit Hours, or its equivalent in Clock Hours, within a minimum of 30 weeks. An academic term is defined to be a minimum of 12 Semester Credit Hours and 15 weeks except for the 12-week session for the ESL program.

For International Students, to be considered a fulltime student, the student must be enrolled in no less than 12 semester credit hours per session with no more than one online course per session to be counted toward the full course of study requirement. The English as a Second Language program is delivered as traditional classroom only.

3| SATISFACTORY ACADEMIC PROGRESS (SAP)

Each instructor measures his/her students' performance. He/she selects the testing instruments appropriate to the curriculum, prepares them, and determines the frequency of measurement. Periodic quizzes, class work, and special assignments are given to students at the discretion of the instructors. All courses greater than 4 weeks include a formal mid-term evaluation that occurs by the end of the first half of each course term.

All students are expected to maintain a satisfactory level of academic progress while enrolled at LAPC; students receiving Title IV funding must maintain the following Standard Requirements listed below to maintain eligibility for Financial Aid. These standards of Satisfactory Academic Progress (SAP) have been established following guidelines adopted by the U.S. Department of Education. In order to maintain SAP as established by LAPC, a student must:

(a) **Qualitative Measure:** Maintain a minimum average grade of C (2.0 GPA on a 4.0 scale, or 70% on a 100% scale) throughout the entirety of the student's program. The administration shall review the student's achievements at evaluation periods which are at the midpoint and at the completion of the program. For Financial Aid recipients, academic progress is evaluated at the evaluation periods, and annually at the end of the year.

(b) Complete his or her program of study within a maximum time frame of no longer than 150% of the published length of the educational program measured in credit/clock hours attempted. For example, a student enrolled in the Computer Graphic Design Certificate Program with 480 Clock Hours has a maximum time frame of 720 Clock Hours to complete the program. Credit Hours from Transfer of Credit, if applicable, are included in the maximum time frame. Periods during which the student has formally requested and received a leave of absence or has officially withdrawn from this institution will not be considered in calculating the attendance rate or maximum time frame. The maximum time frame and projected completion dates are calculated at the midpoint of each program.

ESL Program: For students enrolled in the ESL Program, the cumulative total length of the language training is 18 months for the 6-level ESL Diploma Program and 9 months for the 3-level ESL Certificate Program.

Criteria for Progression to the Next Level in the ESL Program:
A student must receive a 70%, or a grade of C or higher, in each course and have an overall GPA of 2.0 or higher to progress to the next ESL level. Note: Attendance and Student Participation are not included in the criteria for progression to the next ESL level. Students who do not progress will meet with the Academic Department to create an Education Plan.

Please keep in mind students may appeal their ESL placement level at any time by speaking with their instructor or the Academic Department.

(c) **Quantitative Measure:** Successfully complete at least 67% of the attempted hours at 100% of the program length, in order to complete the educational program within the maximum time frame. Successful completion is defined as earning a grade of A, B, or C; unsuccessful completion is defined as earning a grade of D, F, W or I (W is withdrawn and I is Incomplete).

(d) **Leave of Absence:** The maximum leave for "Leave of Absence" is 90 days in a 12-month period or one-half of the enrolled program's length, whichever is shorter. Leave of Absence is only granted to students with Satisfactory Academic Progress who have an emergency situation, such as a serious illness or a death in the immediate family. A student must provide documentation to support the emergency situation, and a written request must be given to the Student Services Coordinator before the first day of the leave of absence unless unforeseen circumstances prevent this from occurring. If a student does not submit a written request within 14 consecutive days of absence, the student is considered withdrawn. Multiple leaves and/or an extension may be permitted provided they do not go beyond the maximum leave and the request is provided in writing.

Any student in the ESL Program on an extended leave of absence greater than 4 weeks may require English Placement retesting upon reentry.

Please be advised that class and session arrangements upon returning from the Leave of Absence may vary depending on the current class schedule; therefore, taking a Leave of Absence is at the discretion of the student.

F-1 Visa Student: An F-1 Student may take a leave from regular course study and still be considered in-status in the form of an annual vacation if the student is eligible and intends to register for the next term. A student is eligible after he/she completes three consecutive courses or the equivalent of one academic year in good-standing. The annual vacation is limited to 12 weeks in any 12-month period or one-half the published program length, whichever is shorter.

(e) For purposes of determining Satisfactory Academic Progress, each course is divided into evaluation periods. Students receive a letter grade based on the institution's grading system.

(f) Satisfactory Academic Progress standards are consistently applied to all students within categories of students, e.g., full-time, part-time, and other programs established by the institution.

(g) Students who withdraw from the institution will be evaluated on coursework completed at the time of withdrawal. Students with incomplete coursework will be issued an incomplete grade. The incomplete grade will not be used in the grade-point calculation. On a case-by-case basis, the student has up to one session to complete the coursework for a grade; otherwise the student will receive a failing grade. The institution does not offer non-credit remedial course work. A student may repeat a module only once, with the higher grade earned being the grade on record.

(h) **Academic Probation:** Students who fail to maintain a minimum cumulative grade average of C by an evaluation period and/or fail to successfully complete 67% of the attempted credit hours at 100% of the program length will be placed on academic probation for the duration of one session for certificate programs or for one semester for the degree program. If students do not meet the minimum cumulative grade average standard by the end of this period, they will be terminated from the program of study. Probationary students who meet the satisfactory academic progress standards by the end of the probationary period will be removed from academic probation. Recipients of Title IV shall be placed on Financial Aid Warning; the probationary period should be utilized by the student to meet the Satisfactory Academic Progress Standards Requirements. However, if a student fails to earn any credits during any term of enrollment, they will be placed on **NO AID** status in which that student may not receive any while on dismissal.

(i) **Attendance Warning:** Student attendance is evaluated at evaluation points. Students who fail to maintain the minimum 90% attendance at the evaluation points will be given a written notice of Attendance Warning from the Registrar and should correct the problem by the end of the warning period. Additionally, when a student is consecutively absent for 3 or more days without notification, he/she will be given a first written warning. If absence continues, a second warning will be given. A third warning warrants expulsion from the school. For Title IV recipients, if special circumstances exists, the student may submit a letter of appeal to the Financial Aid Office, please see Section (l), *For Title IV recipients* for full procedure.

(j) **Attendance Probation:** Students who fail to correct their attendance rate by the end of the warning period will be placed on Attendance Probation. Failure to meet these requirements by the end of the probation period will result in termination from the program of study.

(k) **Appeal and Reinstatement Process/Attendance Failure:**

Students who wish to appeal for a determination that they are not maintaining the minimum Attendance requirement must submit a written appeal to the Academic Review Committee, headed by the Academic Director. The letter should describe any extenuating circumstances that the student believes deserve special consideration. The committee will evaluate the appeal and inform the student of its decision in writing. The determination of the Academic Review Committee is final.

For Title IV recipients:

— If special circumstances exist, the student may submit a letter of appeal to the Financial Aid Office within two calendar weeks from the last day of attendance for reentry into the program and reinstatement of Financial Aid. The Academic Review Committee, headed by the Academic Director, consults with the Instructor, Registrar and Financial Aid office to make a final determination on the appeal. The student will be notified in writing within two weeks from the date of the student's appeal was received. Any denied reinstatement is <u>final</u>. If the reinstatement does not exceed the maximum time frame and is accompanied with documentation substantiating the extenuating circumstances, the student will be placed on *Special Probationary Status* for the remaining evaluation periods during which the student must maintain the minimum required attendance rate during upcoming periods and meet graduation requirements. If the student fails to meet these requirements during reinstatement, the student will be permanently terminated from the training program. See complete appeals procedure in Section (l).

(l) <u>**Appeal and Reinstatement Process/Failure of Satisfactory Academic Progress (SAP):**</u> Students who wish to appeal for a determination that they are not maintaining Satisfactory Academic Progress must submit a written appeal to the Academic Review Committee, headed by the Academic Director. The letter should describe any extenuating circumstances that the student believes deserve special consideration. The committee will evaluate the appeal and inform the student of its decision in writing. The determination of the Academic Review Committee is final.

For Title IV recipients:

— If special circumstances exist, the student may submit a letter of appeal to the Financial Aid Office within two calendar weeks from the last day of attendance for reentry into the program and reinstatement of Financial Aid. The Academic Review Committee, headed by the Academic Director, consults with the Instructor, Registrar and Financial Aid office to make a final determination on the appeal. The student will be notified in writing within two weeks from the date of the student's appeal was received. Any denied reinstatement is final. If the reinstatement does not exceed the maximum time frame and is accompanied with documentation substantiating the extenuating circumstances, the student will be placed on Special Probationary Status for the remaining evaluation periods

during which the student must maintain the minimum required attendance rate during upcoming periods and meet graduation requirements. If the student fails to meet these requirements during reinstatement, the student will be permanently terminated from the training program.

— The letter of appeal must state the reasons the "Standards Requirements" were not met. The appeal form is accessible via hardcopy or online. If the appeal is approved by the Academic Review Committee, eligibility for financial aid will be reinstated on a probationary level (the student will be moved from a dismissal status to a probation status).

— Each appeal for financial aid must be accompanied by LAPC's Education Plan worksheet. The Education Plan outlines that the student must meet an additional qualitative measure each term that will bring them back into compliance with the standards of the policy (ex: additional GPA or completion requirements). The student must also meet the increased quantitative measure of completion of the credit hours attempted each term under the plan. The combination of these two more rigorous standards ensures that the student is making progress toward meeting the cumulative Satisfactory Academic Progress measures outlined in sections Quantitative Measure and Qualitative Measure above. The Education Plan remains in place until which time the student has achieved Satisfactory Academic Progress, or has completed his or her program. Students who are making progress under the Education Plan will be placed on "Education Plan" status following their probationary term.

— A student under the LAPC Education Plan is required to meet with an Academic Department. Applicable students are provided contact information for the Academic Department, and responsibility rests with the student for attending the required appointment. This Education Plan is completed and signed by both the student and the Academic Staff.

— Students who fail to maintain the required measures outlined on the Education Plan will be placed on "NO AID" status. If a subsequent appeal is denied, a student who successfully achieves 67% cumulative requirement and the minimum 2.0 GPA requirement, and pays out of pocket may have eligibility restored.

— In addition, a student may also be put on a Program Plan if they appeal due to unsatisfactory based on not completing their program within the 150% time frame. While on a Program Plan, the student must only register for classes required for their current program and must successfully complete those classes. A cumulative GPA of at least 2.0 must also be maintained.

(m) <u>**Additional Elements of SAP: The SAP quantitative measurements also apply to:**</u>

— Incomplete grades, Course Withdrawals, Course Repetitions, and Transfer of Credit from other institutions. Non- credit remedial course work is not offered at LAPC. Grades of F or I (for Incomplete) are counted as hours attempted but not achieved and have a 0.00 value toward the GPA. Repetitions of coursework are counted as hours attempted. The lowest grade will be dropped and the

highest grade will be used to calculate the GPA. Students who withdraw from a course will receive a grade of "W" and have a 0.00 value toward the GPA. The credit hours for the withdrawn courses are counted as attempted but not achieved.
— Transfer and readmitted students, the maximum time frame will include transferred and readmitted credits. The SAP will consider the student's performance in its entirety, which includes courses taken in the previous program and courses in the transferred program.
— Courses taken for audit, hours via Institutional Proficiency Exams, Advanced Placement, and hours via the College Level Examination Program will not be included as a part of the student's cumulative credit hours enrolled for maximum time frame purposes.

(n) **Regaining Eligibility:** Students who have not met the "standard requirements" retain the right to regain eligibility by completing the number of credit hours necessary to achieve the 67% requirement and/or minimum cumulative grade point average need for their grade level. This will be at the student's own expense. When these hours have been complete, the Financial Aid Office must be notified so eligibility for aid can be reinstated.

(o) Failure to meet these requirements will result in the loss of aid. Programs affected by the above-listed "Standards Requirements" are:

— Federal Pell Grant
— Federal Supplemental Education Opportunity Grant (FSEOG)
— Federal Work Study (FWS)
— Federal Subsidized Federal Direct Loan
— Federal Unsubsidized Federal Direct Loan
— Federal Parent PLUS Loan
— Federal Veterans Benefits
— State of California Grant (CAL GRANT)
— Scholarships

4| ATTENDANCE POLICY
Students are expected to attend all regularly scheduled classes. Students must be present and on time for all class sessions. If a student drops below 90% cumulative attendance for any session, he/she will be placed on Attendance Probation. More information regarding attendance probation and appeal are found in the above section (see Attendance Probation (h)-(l)). Students must also have maintained a minimum cumulative attendance rate of 90% in order to be eligible to graduate.

If a student does not submit a written request within 14 consecutive days of absence, the student is considered withdrawn.

It is the responsibility of a student to telephone in advance to advise the school when he/she will be absent or late, just as it would be necessary to inform an employer.

Excused absence shall be treated as an absence in the attendance roster but the student shall be allowed to receive make-up work.

Minimum Full-Time Student

The minimum course load for a full-time student is 12 semester credit hours. Half-time status is enrollment in at least 6 semester hours per academic term.

5| MAKE-UP POLICY
In general, LAPC does not allow make-up work except for extenuating circumstances beyond the student's control. In order to request make-up work, the student must provide appropriate documentation that justifies the absence and the necessity for a make-up assignment or exam. The student can submit the documentation to the Student Services Coordinator who will forward the documentation to the Academic Director for review and approval. The Academic Director will confer with the student's instructor to determine how and when the make-up work will be arranged. The timeframe for the make-up work will vary depending on the course's progress.

6| TARDINESS AND EARLY DEPARTURES
A student who is late to class is considered to be tardy. Tardiness is a disruption of the learning process. Three incidents of tardiness equal one absence. Students who are more than 15 minutes late to class will receive one incident of tardiness.

An early departure occurs anytime a student departs class less than 15 minutes early from the end of class without prior approval by the instructor. Three incidents of early departure equal one absence. Students who leave more than 15 minutes early from the end of class will be considered absent.

7| SUSPENSION AND TERMINATION
Students are responsible for their behavior on-campus, off-campus and online. LAPC reserves the right to suspend or terminate any student whose conduct is deemed unacceptable. Such conduct includes excessive absences, tardiness or early departures, failure to maintain Satisfactory Academic Progress, inappropriate behavior toward the institute's staff, failure to abide by school rules and regulations, or any other conduct deemed inappropriate. Students who have been suspended or terminated may request reinstatement by writing to the President.

8| RE-ENTRY POLICY
LAPC believes in providing students with opportunities to recognize their potential; therefore, the institution takes its responsibility to evaluate each applicant for re-entry as a serious matter. Students applying for re-entry must provide a request in writing, which includes a statement detailing the reasons for applying for re-entry. The decision on re-entry is made by the Academic Director and with input from faculty members.

9| GRADUATION REQUIREMENTS

Degree Requirements
- Complete enough unit requirements
- Complete all general education requirements
- Complete LAPC residency requirements
- Maintain a sufficient Grade Point Average

Unit Requirements
Every associate degree (i.e., Associate of Occupational Studies or Associate of Applied Sciences) requires a minimum of 60 semester units; some may require more than the 60; the required minimum is published in each respective program.

LAPC Residency Requirement
LAPC requires a minimum of 50% in residence for the area of concentration or major.
LAPC evaluates the transfer of credit for general education courses for approval from the following disciplines, based on the guidelines set by the Council on Occupational Education:
- Mathematics
- Humanities (2 classes)
- Natural Science
- Behavioral Science

The maximum credits that can be applied from experiential learning towards the course of study shall not exceed 25%.

General Education Requirements
Regardless of major requirements, a student must complete at least fifteen (15) semester units of general education coursework.
Required general education in:
- Mathematics
- Humanities
- Natural Science

Required elective course, one from each group:
- Humanities (2)
- Behavioral Science

Grade Point Average Requirements
Grade point averages, each 2.0 (C average) or higher, are required for graduation:
- A cumulative grade point average, which includes both transferred and LAPC coursework; and,
- A LAPC grade point average.

Certificate Programs
LAPC grants certificates to individuals who complete certificate programs that enhance major requirements or credential programs. A certificate is issued upon the successful completion of a certificate program with a grade point average, 2.0 (C average) or higher. LAPC acknowledges the completion of a certificate by recording it on the student transcript, but not on a diploma.

10| CERTIFICATE AND DIPLOMA
Students who graduate from our non-degree, certificate programs shall be awarded a Certificate of Completion attesting to the successful completion of studies. Students who graduate from our degree program shall be awarded a diploma stating their completion of the respective Associate program.

The basis for granting academic credit is dependent upon a combination of general student performance on maintaining satisfactory grades and attendance, that are contingent on passing grades on exams and tests, class participation, and completion of all given assignments and projects.

11| ESL PROGRAM CERTIFICATES
The ESL Program Certificate of Achievement is awarded to a student who meets the following criteria:

- Maintained the Satisfactory Academic Progress (SAP) requirements at all evaluation periods;
- Completed 3 consecutive courses in the ESL Program with a minimum of 720 Clock Hours and 90% attendance.

Upon completion of the ESL Program in satisfactory academic standing, the student shall receive a Certificate of Achievement stating the levels of English completed and the cumulative clock hours attended.

The ESL Program Certificate of Completion, also known as the ESL Program Diploma, is awarded to any student who meets the following criteria:

- Maintained the Satisfactory Academic Progress (SAP) requirements at all evaluation periods;
- Completed all 6 consecutive courses in the ESL Program with a minimum of 1,440 Clock Hours and 90% attendance.

Upon completion of all six consecutive course levels of the ESL Program with satisfactory academic standing, the student shall graduate from the ESL Program, receiving a Diploma in ESL stating the levels of English completed and the cumulative clock hours attended.

Length of ESL Program
For students enrolled in the ESL Program, the cumulative total length of the language training is 18 months for the 6-level ESL Diploma Program and 9 months for the 3-level ESL Certificate Program.
Students who have to repeat a course will meet with their instructor and the Academic Department to develop a Student Educational Plan to help improve their grades. The instructor explains these policies the first day of class.

Please note, LAPC limits the course of study to 36 months to accommodate any repetition of courses or extension into a specialty course such as TOEFL.

V TUITION POLICY

1| TUITION

Charges include tuition and a registration fee. There are no laboratory fees. *Service fees are non-refundable once requests are processed*. With the exception of pencils and paper, all materials are provided at no additional cost. Below is the tuition and fees schedule for the programs offered:

Program* (Credit Hours)	Reg. Fee	Tuition	Cost per Unit	Books/ Supplies†	Total
AOS-A (63) ‡	150.00	17,325.00	275.00	2,387.00	19,862.00
AAS-CGD (60)	150.00	16,500.00	275.00	1,575.00	18,225.00
AAS-WST (60)	150.00	16,500.00	275.00	1,667.00	18,317.00
C-BGP(24) ‡,|	100.00	6,600.00	275.00	895.00	7,595.00
C-CGD (24) ‡,|	100.00	6,600.00	275.00	541.00	7,241.00
C-CIS (24) ‡,|	100.00	6,600.00	275.00	1,051.00	7,751.00
C-CAC (38) ‡,|	100.00	10,450.00	275.00	1,627.00	12,177.00
C-ESL (48) §	100.00	5,280.00	110.00	590.00	5,970.00
C-PCGD (36)	100.00	9,900.00	275.00	894.00	10,894.00
C-WD (24)	100.00	6,600.00	275.00	879.00	7,579.00
C-WST (36)	100.00	9,900.00	275.00	1,062.00	11,062.00

* AOS-A: Associate of Occupational Studies in Accounting
   AAS-CGD: Associate of Applied Science in Computer Graphic Design
   AAS-WST: Associate of Applied Science in Web Software Technology
   C-BGP: Certificate in Business General Program
   C-CGD: Certificate in Computer Graphic Design
   C-CIS: Certificate in Computer Information System
   C-CAC: Certificate in Computerized Accounting
   C-ESL: Certificate in English as a Second Language
   C-PCGD: Certificate in Professional Computer Graphic Design
   C-WD: Certificate in Web Design
   C-WST: Certificate in Web Software Technology

†   Prices of books and supplies are subjects to change.

‡   Eligible for WIA and Customized Training Programs.

§   Tuition for ESL is based on three 12-week sessions.

| The conversion for clock hour certificate programs is:
   1 semester credit hour = 15 lecture hours = 30 lab hours

In addition to tuition, international students must pay non-refundable processing fees which are included in the chart below.

Service Fees*	
Application	$150
Admissions Exam	$50
English Placement/Exit Exam	$50/$50
Registration Certificate Program /Degree Program	$100/$150
Student Service Certificate Program /Degree Program	$150/$300; plus $75/$150 per dependent
Student ID	$30
Official Diploma/Certificate	$100
Additional Document Processing†	$25+ (depending on document) per document
Document Expediting Service	$100
Transfer Credit Evaluation Fee	$50 per class
Returned Check Fee	$50
Airport Pick-Up Fee	$60 (depending on destination)
F-1 Student Fees *	
I-20 Processing	$150 plus $75 per dependent
Initial Admissions Package Mail	$60+ (based on destination and service)

Optional Practical Training (OPT) / Curricular Practical Training (CPT) Processing Surcharge†	$375 (Total Charges)

*   Fees on any additional services may vary and are subject to change. Service fees are non-refundable once requests are processed.

†   A *Document Request Form*, available from Student Services, must be completed in full with payment received before any document request is processed. Please allow 5-7 business days to process document request.

‡   Students recommended for OPT must be on payroll and maintain a full-time job of 35 hours or more per week with no more than 90 cumulative days of unemployment may be accrued. Failure to meet these requirements will result in immediate termination of OPT status.

2| PAYMENT METHODS & COLLECTION OF DELINQUENT ACCOUNTS.

Upon enrollment, students must accept full responsibility for all tuition costs and related expenses through direct payment or a financial aid plan. Student tuition obligation is determined by payment periods outlined in the enrollment agreement. For students not applying to the Financial Student Aid program, a payment schedule may be arranged at the time of enrollment. The payment schedules available are: 1) quarterly payments, or 2) monthly payments with an initial payment. These students must make the quarterly or initial payment prior to the first day of the program.

Students with an outstanding balance will be contacted by LAPC and billed for the outstanding amount which may be subject to a late fee. In the event a student does not meet their financial obligation, LAPC reserves the right to take appropriate legal action as deemed necessary, in addition to the execution of one or more of the following: temporary suspension; withholding of grades, transcripts, credentials, career services, student services, document requests; withdrawing recommendation for Optional Practical Training (OPT); and termination/dismissal.

LAPC only accepts payments made in cash, check, money order, via wire transfer or payment through WIA, ETP, or other Customized Training Programs subsidized by any City, State, or Federal agency.

3| STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program who is either a California resident or enrolled in a residency program; and you have prepaid all or part of your tuition either by cash, or personal loans, and;
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or;
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the STRF to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

To qualify for STRF reimbursement you must file an STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education (BPPE):

(Mailing Address)   P.O. Box 980818,
                    West Sacramento, CA, 95798-0818
(Physical Address) 1747 North Market Blvd., Suite 225
                    Sacramento, CA 95834
(Telephone)   (888) 370-7589
(Fax)   (916) 263-1897

VI REFUND POLICY

Los Angeles Pacific College maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event an eligible person fails to enter the course or withdraws at any time prior to completion and provided that the amount charged to the eligible person for tuition, fees and other charges for a portion of the course does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length. No refund shall be made to students who are dismissed from the school due to disciplinary action.

1| CANCELLATION
A 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 business day[*] after enrollment, whichever is later. To cancel the enrollment agreement, the student may mail or deliver a signed and dated copy of the Notice of Cancellation, or any other written notice to LAPC. Cancellation shall occur when the student gives written notice of cancellation to the school at the address specified in the agreement. No refund will be issued unless the student account has a credit balance. Refunds will be processed within thirty (30) working days from receipt of the student's request to the Finance Office.

If the student received any equipment[†] from the school, the student may return the equipment in good condition within thirty days of the date of the student's Notice of Cancellation. If the student fails to return the equipment in good condition within the 30-day period, the school may subtract the documented equipment cost to the institution from the repayment. The student is liable for any amount by which the documented cost for the equipment exceeds the repayment amount calculated.

Cancellations can occur due to: (a) rejection of an applicant by Los Angeles Pacific College; (b) program cancellation by the institution; (c) cancellation by a student during any established cancellation period; and (d) no show/student never starts training. The school shall refund the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed one hundred dollars ($100), if the Notice of Cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

[*] Business day means a day on which that student is scheduled to attend a class session.

2| WITHDRAWAL

A student has the right to withdraw from a course of instruction at any time. If a student withdraws from the course of instruction after the period allowed for cancellation of the agreement, the school will issue a tuition refund, less the non-refundable fees, within 30 days following the student's withdrawal. The student is obligated to pay only for educational services rendered and for unreturned equipment. If a student withdraws for California Educational Code, Section 94318.5(e) prior to completion of the course he/she is enrolled in, the refund shall be the amount the student paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction for which the student has *not received* but for which he/she has paid, and the denominator of which is the total number of hours for which he/she has paid.

If the student received any equipment from the school, the student may return the equipment in good condition within thirty days from the date of the student's withdrawal. If the student fails to return the equipment in good condition within the 30-day period, the school may subtract the documented equipment cost to the institution from the refund. The student is liable for any amount by which the documented equipment cost to the institution exceeds the refund amount calculated and must make arrangements to pay any balance due.

3| CALCULATION OF REFUND

LAPC will calculate a refund by a method known as pro rata and by a method specified in the California Education Code. The school must use the refund policy that provides for the greatest refund to the student.

LAPC shall refund the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed $100, if the Notice of Cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

* *Exception to this policy applies to students eligible for and using VA benefits, in accordance with Title 38, U.S. Code: such individuals will not be charged a registration fee exceeding $10.00.*

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

The total charge for a period of attendance is the same as the total charges for the entire program.

A student shall be deemed to have withdrawn from the course when any of the following occurs:

(a) A student notifies the institution of his/her withdrawal or the actual date of withdrawal;
(b) The institution terminates a student's enrollment;
(c) A student fails to attend classes for a 2-week period;
(d) A student fails to return from a leave of absence.

For a student who has been terminated, withdrawn or transferred, a copy of a Student File Closure Form, which includes calculations of any applicable refund amount, shall be included in the student file.

A student will be entitled to the corresponding amount of tuition refund if the student withdraws from any of the following courses after completing 10%, 25%, 50%, or 60%of the entire instruction. Refund will not be issued when completed coursework exceeds 60% of the entire instruction.

A student who obtains a loan to pay for an educational program bears the full responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds, he/she is entitled to a refund of the money not paid from federal financial aid funds.

VII   OTHER POLICIES

1| STUDENT CONDUCT POLICIES

Students are expected to conform to all the rules and regulations of the school. They are expected to observe basic standards of courtesy and to carry themselves in a professional manner at all times. Proper dress is also expected in order to promote a professional atmosphere.

Any behavior deemed improper or disruptive will be subject to disciplinary action resulting in suspension and termination.

Only current LAPC students may use the classrooms, labs, library, and other facilities. Students should check with the instructor or lab assistant prior to using any computer. Students are encouraged to check their personal CDs, DVDs, disks, or flash drives for viruses before using any school computer. Students should bring their textbooks, class materials, and assignments to every class.

The computer facilities may only be used for lecture and lab sessions. Playing computer games or navigating web and social networking sites outside the context of the course is not permitted. No student may illegally install, download, or delete any application from the school's hard drive.

All computers and peripherals in the classrooms are property of LAPC. No student may remove these items, nor duplicate copyrighted software from a removable disk, CD, DVD, network,

or hard drive. Students should not attempt to make any technical repairs or adjustments. In the event of any problems, students must immediately notify the instructor or the lab assistant.

No student may smoke or bring food or drink to any computer labs. Classroom equipment must be used properly and not abused. At the end of the class session, students shall take all assignments and personal items, leaving the work area neat and clean. LAPC is not held accountable for any lost or stolen items belonging to a student. Each student is responsible for his/her own personal belongings.

Students must immediately leave a work station if asked to do so by a faculty member or administrative staff. In addition, faculty and/or administrative staff reserves the right to escort any student out of the classroom/lab facility should the student cause and/or exhibit a disruptive behavior toward other students, faculty, staff, or the general learning process.

Directions given by the faculty concerning student conduct must be observed. If the student feels that the problem should be pursued further, he/she should speak with his/her instructor. If a satisfactory compromise is not achieved, an appointment may be made with the Student Services Coordinator or the Academic Director.

Any violation of these Standards of Conduct constitutes cause for revocation of all classroom/lab privileges and will result in formal disciplinary action by LAPC.

All LAPC students are expected to observe the following school regulations at all times. There are no exceptions to the following rules of conduct*:

1. Always be on time for class.
2. Turn off or put in silent mode all cell phones, pagers, PDAs, and electronic devices during class sessions.
3. Notify the Student Services Director or Instructor if you are unable to attend class. Three consecutive days of absence without a valid excuse or notification are grounds for attendance warning.
4. Adhere to proper conduct and behavior in all school settings, including proper use of all school property and facilities.
5. Comply with all instructor-mandated rules and policies at all times.
6. Complete all assignments on time as required by the instructors.
7. Maintain satisfactory academic progress throughout enrollment at LAPC.
8. Never cheat, for any reason.
9. Always come prepared by bringing all required course materials to class, such as pencils/pens, notebooks, textbooks, calculators, flash drives, etc. Instructors and Student Services are not obligated to provide or lend these items to students.
10. Abide by the school's alcohol and drug policies.

Note: Violations of the above rules may result in a warning, probation, suspension, or dismissal.

Work Ethics Student Standard
Work ethics are referred to the attitudes of dedication and determination towards one's jobs. It is comprehensively understood that all individuals, irrespective of their categories and backgrounds aim to make use of their educational qualifications, skills and abilities to sustain their living conditions in an effective manner.

In addition to having a strong knowledgebase in the field of study, attitudes of dedication and determination to one's job are imperative to long-term success in the workforce. Each of our programs incorporates work ethics as an integral part of the curriculum. The following traits are included in the LAPC Work Ethic and Participation Rubric, which accounts for up to 10% for the grade in each vocational course.

Respect
- *Attendance*: Attends class with no more than 2 excused absences, informs instructor in advance.
- *Punctuality*: Arrives and leaves on time.

Personal Responsibility
- *Classroom materials*: Always prepared for class. Demonstrates skills in management, organization and prioritizing.
- *Behavior*: Displays dependability, reliability, initiative and self-control.

Work Habits
- *Work completion*: All work is completed and handed in on time; promptly arranges for and completes work when absent.
- *Engagement*: Engages in classroom activity independently, showing interest and curiosity. Appropriately uses devices.

Productivity
- *Work ethic*: Achievement is reflective of ability. Resourceful, requesting assistance when needed.
- *Safety rules*: Follows classroom safety practices and instructions.

Collaboration
- *Teamwork*: Consistently respects others, displays confidence and helpfulness.
- *Interaction*: Addresses others respectfully, demonstrates tolerance and understanding, and respects physical environment.

Personal Integrity
- *Courtesy*: Allows others to complete their thoughts, does not interrupt, and responds constructively.
- *Attitude*: Always communicates positively, appears confident.

LAPC aims to create and uphold a culture of work ethic for staff, faculty and students alike. Our courses reinforce the standards of work through discussion, group projects and assignments. Students who enter the workforce with establish the standards, by which they attain desirable work ethics and skills, enhance their value as employees.

LAPC strives to ensure a strong culture of work ethic that is the focus for both staff and students. The promotion of proper classroom and on-the-job conduct is the duty of all.

2| CREDIT RECOGNITION

An applicant demonstrating an adequate degree of knowledge and skill acquired previously may receive credit for prior training or experience. Individuals are tested and interviewed at the school to determine the level at which they may enter a program. Tuition is prorated accordingly.

3| TRANSFER OF CREDIT POLICY
Incoming Students Transfer of Credit and Experiential Learning Equivalency Credit

LAPC may accept transfer of credit from any eligible courses of a prospective student who seeks to enroll in one of LAPC's programs. An eligible course that shall be considered for transfer of credit must fulfill all the following criteria:

1) Course was issued from an institution accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation;
2) Course was taken within the last 5 years resulting in a grade of "C" or higher;
3) Course content is comparable and applicable to the LAPC program in which the student seeks to enroll.

LAPC requires a minimum of 50% in residence for the area of concentration or major.

To determine the eligibility of transfer of credit, the prospective student must first meet with the Admissions Department and submit a written request for transfer of credit accompanied by a course outline and the originating institution's catalog; a course syllabus may be required to make the final determination. It is the responsibility of the prospective student to provide LAPC with an official transcript from the originating institution to be received by LAPC as a sealed, signed and/or stamped official transcript. The prospective student may be asked to take the equivalent LAPC course's final exam to determine eligibility.

LAPC evaluates the transfer of credit for general education courses for approval from the following disciplines, based on the guidelines set by the Council on Occupational Education: Mathematics, Humanities (2 classes), Natural Science, Behavioral Science.

The maximum credits that can be applied from experiential learning towards the course of study shall not exceed 25%.

Prospective students requesting to receive credits by prior experiential learning must first meet with the Academic Department and submit a written request to receive credit for prior experiential learning along with documentation of their resume and personal references. The prospective student may be asked to take the equivalent LAPC course's final exam to determine eligibility.

The Academic Department determines the acceptance or denial of credits. If the request for transfer of credits is denied, the student may submit a written request to appeal to the President within 14 consecutive days from the date of determination by the Academic Department. The President shall make the final determination on the acceptance or denial of transfer of credits.

Any transfer of credits that have been accepted by LAPC shall affect the tuition fees by proportionately reducing the fees based on the number of transferable credits; in addition, there shall be a reduction in the overall cost of books for the program. The acceptance of credits may affect the amount of financial aid eligibility to start training at LAPC. The Registration fee shall be due in full. LAPC does not access any additional fees for evaluation of transferability of credits, including any testing that may need to be administered.

LAPC Registered Student Transfer of Credit between Programs

LAPC registered students requesting a transfer of credits for eligible courses from one LAPC program to another must have a grade "C" or higher, meet with the Academic Department and submit a written request to transfer between programs.

Transfer between one LAPC program into another is considered on a case-by-case basis. The student must submit a "Request for Transfer to Another Program" form to the Academic Department. The Academic Director shall make the determination through:

1) review of student's academic progress and attendance record;
2) the compatibility of required courses between programs;
3) congruence of the semester or course start date for intended program of transfer;
4) any additional or relevant factors.

If the request to transfer between programs is denied, the student may submit a written request to appeal to the President within 14 consecutive days from the date of determination by the Academic Department. The President shall make the final determination on the acceptance or denial of transfer between programs.

External Transfer of Credit to Other Institutions

Currently, LAPC has no articulation or transfer agreements between any other colleges or universities.

The transferability of credits students earn at LAPC is at the complete discretion of the institution to which you seek to transfer. Acceptance of the credits, degree, diploma, or certificate in the program students completed at LAPC is also at the complete discretion of the institution to which you seek to transfer. If the credits, degree, diploma, or certificate that students earn at LAPC are not accepted at the institution to which they seek to transfer, students may be required to repeat some or all of their coursework at that institution. For this reason, students should make certain that their attendance at LAPC will meet their educational goals. This may

include contacting an institution to which they may seek to transfer after attending LAPC to see if their credits, degree, diploma, or certificate will transfer.

4| INSTRUCTOR-STUDENT RATIO
The recommended enrollment per class is 10 students. The maximum number of students per class is 25. The average instructor-student ratio is 1:10.

5| MEASURE OF COURSEWORK
Hours of course work are converted into credit hours according to the following scale:

1 semester credit hour =15 lecture hours=30 lab hours

One hour of lecture includes 50 minutes of instruction and a 10-minute break.

6| ACCESS TO STUDENT RECORDS
Pursuant to the Family Education Rights and Privacy Act (FERPA), students at LAPC have the right to access any or all of their records regarding their enrollment in any of the institute's programs. To access one's files, a request must be made in writing to the registrar of the school.

All student records that are required by the Reform Act will be maintained at the primary administrative location in Los Angeles, California, for a minimum period of five years, and all student transcript records will be retained permanently.

LAPC maintains records relating to student eligibility for FSA funds such as: cost of attendance information; documentation of student's Satisfactory Academic Progress (SAP); program of study and courses student was enrolled; data used to establish student's admission, enrollment status and period of enrollment; documentation used to verify applicant data and resolving conflicting information, documentation of all professional judgment decisions; and, financial aid history information for transfer students.

7| RELEASE OF INFORMATION

FERPA is a Federal law that is administered by the Student Privacy Policy Office in the U.S. Department of Education 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has. FERPA protects the right to: Inspect and review your education record within 45 days after your request; Request amendment of your education record that you believe is inaccurate;

Provide written consent to disclosure of personally identifiable information in your education record; and, File a complaint

with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Students opt-in FERPA third-party consent using the LAPC FERPA Consent Form. Students have the right to request full privacy in writing which results in placing the student on "No Release" in the student record: Prevents the student from being included on lists of students, enrollment and degree verification to anyone, including potential employers. Applies to all elements of directory information on the student record.

Applicability of FERPA to Disclosures Related to COVID-19

FERPA permits educational agencies and institutions to disclose, without prior written consent, PII from student education records to appropriate parties in connection with an emergency if knowledge of that information is necessary to protect the health or safety of a student or other individuals. LAPC may disclose PII to appropriate officials at a public health department who need the information to protect the health or safety of the student (or another individual). This "health or safety emergency" exception to FERPA's general consent requirement is limited in time to the period of the emergency.

Recordings of lectures or class meetings are considered education records if students' names or likenesses are displayed or disclosed. Instructors may share these recordings with the class, but not with others without documented consent from each student identified in the recording.

8| SMOKING POLICY
Smoking is not permitted in any enclosed LAPC facilities.

9| DRUG, ALCOHOL AND SUBSTANCE ABUSE PREVENTION POLICY
No student or employee of LAPC may use, possess, sell or distribute alcohol or illegal controlled substances or paraphernalia on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The phrase "drugs, alcohol, and other substances" shall refer to the use of all substances including, but not limited to, alcohol, marijuana, cocaine, LSD, PCP, amphetamines, heroin, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs is also prohibited. Any person exhibiting behavior, conduct or personal or physical characteristics indicative of having used or consumed alcohol or other substances shall be prohibited from entering school grounds or school-sponsored events.

To the extent allowed by local, state, and federal laws, LAPC will impose disciplinary action against employees and students found to be in violation of this policy. Disciplinary action may include suspension, expulsion, and termination of employment, referral for prosecution and/or the required completion of an appropriate drug or alcohol rehabilitation program. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could also face local, state, and federal legal penalties, which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure

of drug-related assets. The following local rehabilitation and treatment centers provide drug awareness programs, counseling, treatment, rehabilitation and other related services necessary to those who have an alcohol or other substance abuse problem:

National Council on Alcoholism and Drug Dependence of the San Fernando Valley, Inc. (NCADD)
6166 Vesper Avenue
Van Nuys, CA 91411
(818) 997-0414 | www.ncadd-sfv.org

Plaza Community Center
4018 City Terrace Drive
Los Angeles, CA 90063-1242
(323) 267-9749 | www.plazacs.org

Pasadena Council on Alcoholism and Drug Dependency
1245 E. Walnut St. #117
Pasadena CA 91106
(626) 795-9127 | Email: pasadena.ca@ncadd.org

10| ACADEMIC FREEDOMS

LAPC encourages its faculty to express their personal points of view during classroom discussions regardless of whether these viewpoints may or may not be shared by any other individual(s) or group(s) involved in any way with LAPC. LAPC takes pride in assuring teachers that they may espouse controversial positions without fear of any adverse action being taken. Furthermore, LAPC holds and conducts regular meetings between faculty and staff to ensure an open forum in which everyone is free to express any concerns or opinions regarding curricular and/or administrative issues.

11| GRIEVANCE PROCEDURE

LAPC encourages students to voice any complaints they may have in order to avoid any uncomfortable situations. Students may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint then transmits it as soon as possible to the President. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the student is advised to submit it in writing, using the Student Suggestions/Complaints Form. If the student complains in writing, LAPC will provide the student, within 10 days of receiving the complaint, a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection will be provided. If a satisfactory solution cannot be found, a student may make an appointment with the director. Any further unresolved complaints may be directed to the agency below. Any member of the public may also file a complaint about LAPC to the agencies below.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888 – 370 - 7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site bppe.ca.gov.

Bureau for Private Postsecondary Education (BPPE)

(Mailing Address)	P.O. BOX 980818
	West Sacramento, CA 95798-0818
(Physical Address)	2535 Capitol Oaks Drive, Suite 400
	Sacramento California, 95833
(Telephone)	(888) 370-7589
(Fax)	(916) 263-1897
(Web)	www.bppe.ca.gov

Council on Occupational Education (COE)

(Address)	7840 Roswell Road, Building 300
	Suite 325, Atlanta, GA 30350
(Telephone)	(800) 917-2081
(Fax)	(770) 396-3790
(Web)	www.council.org

Commission on English Language Program Accreditation (CEA)

(Address)	1001 North Fairfax Street, Suite 630
	Alexandria, VA 22314
(Telephone)	(703) 665-3400
(Fax)	(703) 519-2071
(Web)	www.cea-accredit.org

12| INSTITUTIONAL SECURITY POLICIES AND CRIME STATISTICS

Federal regulations require every school to publish and distribute an annual security report that contains prescribed information relative to campus security policies and crime statistics. The school must disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and /or any building or property owned or controlled by student organizations recognized by this institution. Los Angeles Pacific College has designated the President as the appropriate individual to report criminal actions or other emergencies occurring on campus. Any student witnessing, or being the victim of any criminal offenses on campus are to report those actions to the President immediately. Prompt reporting of offenses is required to ensure the preservation of evidence as proof of a criminal offense and for the purpose of making timely reports.

The campus of LAPC is open every weekday at 8:30 a.m. and is locked at 10:30 p.m. The facilities are accessible during normal business hours. Security of the campus is under the supervision of the local police, the City of Los Angeles Police Department. The school does not employ security personnel with the authority to arrest individuals. However, the school encourages both its students and employees to immediately report suspected criminal activity or other emergencies to the nearest available school official and/or directly contact law enforcement or other emergency response agencies by dialing 911. The school assists in notifying authorities of crimes.

The school requires all criminal offenses that occur on campus be reported to the President immediately, but not later than 48 hours after the incident. The school is required to assist in notifying authorities if the incident involves a victim who requests assistance. Anyone needing to report a crime should complete a Campus Crime Report at the office of the President, to ensure accurate and prompt reporting. The President will take a statement from the claimant and contact the appropriate authorities. A copy of the report may be filed with the local authorities. The report will be reviewed for administrative action at the next staff meeting or at an emergency meeting, if necessary. The school will determine if action by the school is necessary to prevent a reoccurrence of the incident. If institutional action is necessary, notification of students will take place via the bulletin board and by a general notice distribution in the reception area.

Although this school does not offer regularly scheduled crime awareness or prevention programs, this policy is designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

The school does not offer regularly scheduled programs to prevent sex offenses, or educational programs to promote the awareness of rape, acquaintance rape and other sex offenses. However, LAPC has developed policies and procedures to follow if a sex offense occurs. The school has designated the President as the appropriate individual to report any sex offense or other emergencies occurring on campus. Any student witnessing or being the victim of any criminal offenses on campus are to report those actions to the President immediately. Prompt reporting of offenses is required to ensure the preservation of evidence for the proof of a criminal offense and for the purpose of making timely reports. The victim has the option whether to contact the local law enforcement authorities or not. The institutional personnel will assist the student in notifying these authorities if the student requests the assistance of these personnel.

The school offers no on-campus counseling for victims of sex offenses. However, off-campus-counseling options such as crisis intervention, mental health, or other services for victims of sex offenses are available to students and staff by contacting:

24/7 LA Rape & Battering Hotline – Peace Over Violence
(626) 793-3385 or (310) 392-8381 or (213) 626-3393

The following statistics reflect activity of the school for the following calendar years.

Classification of Offense	2019	2020	2021
Murder			
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor-vehicle theft	0	0	0
Sex offenses:			
Forcible	0	0	0
Non-forcible	0	0	0
Arrests:			
Liquor-law violation	0	0	0
Drug-abuse violation	0	0	0
Weapons possession	0	0	0

The school will monitor and report through local police agencies any criminal activity involving students at off-campus student activity locations.

13| COPYRIGHT INFRINGEMENT POLICIES

Pursuant to Section 106 of the Copyright Act (Title 17 of the United States Code), copyright infringement is defined as the act of exercising without permission or legal authority one or more of the exclusive rights granted to the copyright owner. Under the Copyright Act, these rights include the right to reproduce or distribute a copyrighted work. In the file-sharing environment, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Persons violating the Copyright Act may face appropriate civil and criminal penalties; they may be ordered to pay either actual damages or statutory damages amounting to not less than $750 and not more than $30,000 per infringed item. For intentional infringement, a court may award up to $150,000 per infringed item. A court may exercise its discretion in determining the costs and legal expenses. More information can be found in Title 17, Sections 504 and 505 of the United States Code. Additionally, those committing intentional copyright infringement may face criminal penalties, including imprisonment of up to five years and fines up to $250,000 per offense.

VIII STUDENT SERVICES

1| GENERAL SERVICES

Students have access to instructors and administrative staff for academic advisement. Students may seek assistance for housing, academic matters, or personal matters.

Student ID Cards are issued to students during the first week of each semester for new students. Students can either take the photo at the school or bring their own recent passport-standard photograph. All LAPC students must have student ID cards in order to use the school's library facilities.

A tutorial program is available to students who seek additional assistance or practical experience. A student may have tutoring from his/her instructor during regular sessions by making arrangements with the instructor.

2| ADVISING/CONTINUING EDUCATION

Los Angeles Pacific College encourages students to discuss any problems that interfere with their education with the Academic Director, Student Services Coordinator, or their instructor. If there are financial problems, assistance can be

secured by speaking to the Academic Director, Student Services Coordinator, or their instructor. Assistance is also available for students intending to obtain admittance to a four-year college.

LAPC strives to provide valuable advice regarding U.S. visa and immigration procedures for international students. If we are unable to provide advice, or the topic is outside our area of expertise, students are advised to consult the United States Citizenship and Immigration Services website.

3| CAREER DEVELOPMENT PROGRAM
Los Angeles Pacific College provides a Career Development Program to all of its students and graduates.
The program helps students to:

1. Realize the results of their efforts.
2. Know and capitalize on their marketable skills.
3. Become familiar with the needs of industry.
4. Become fully aware of their potential.

4| JOB PLACEMENT ASSISTANCE
LAPC provides job placement assistance to all its graduates, though there is no guarantee or promise of employment. Graduates may take advantage of placement assistance services provided that all job placement seminars have been attended and all placement assistance guidelines have been observed. LAPC provides assistance with job applications, resume writing, job-search strategies and interviewing techniques. Graduates must be legally eligible to accept employment if they are not a U.S. citizen or resident alien. Documents attesting to this fact include a Green Card, Work Authorization, or a letter from the USCIS showing a valid "A" number.

Students requiring additional assistance have access to a placement counselor for personal guidance. LAPC is dedicated to assisting its graduates in every way possible to secure employment for them.

5| HOUSING ARRANGEMENTS
LAPC does not have housing facilities for students, and bears no responsibility to find or assist the students in finding housing. However, we offer housing arrangement services for international students and non-LA residents while studying at LAPC. We assure secure, affordable and reliable arrangements including carefully selected homestays, as well as safe and convenient apartments near the school. Homestay families are carefully screened and matched with students, and orientation materials are distributed to promote a smooth and productive relationship. If there are any problems that arise, the Student Services Coordinator will assist in finding a solution. The student is provided with an emergency contact number if any unforeseen issues arise.

Based on rent.com and westsiderentals.com the average housing cost for a 1 bedroom apartment in the campus area is in the range of $1,200 - $1,600 per month.

6| TRANSPORTATION
Regular bus and Metro link services offering multiple connections are available within a one block radius of the school. MTA riders are eligible for a student discount by presenting their LAPC student ID and proof of enrollment.
For more information, call MTA/Metro Lines at (800) 266-6883 or visit www.metro.net.

IX PROGRAMS OF STUDY

A. CERTIFICATE PROGRAMS

1| Computer Graphic Design
Objectives:
The certificate program in graphic design provides fundamental proficiency in computer-aided design work. By learning the Adobe Creative Suite, students become proficient in photo editing, illustration, desktop publishing and web design. This fast-paced program provides students with working knowledge and relevant skills to perform a variety of graphic tasks and projects. By the end of the program, students are equipped with the essential foundation to meet the industry standards as an entry-level graphic designer.

COURSE	LEC	LAB	UNITS
CGD 160 Photoshop I	30	30	3.0
CGD 170 Photoshop II	30	30	3.0
CGD 180 Illustrator I	30	30	3.0
CGD 185 Illustrator II	30	30	3.0
CGD 190 InDesign I	30	30	3.0
CGD 200 Dreamweaver I	30	30	3.0
CGD 210 Dreamweaver II	30	30	3.0
CGD 260 Principles of Graphic Design I	30	30	3.0
TOTAL	**240**	**240**	**24.0**
480 Total Clock Hours			

2| Professional Computer Graphic Design
Objectives:
The certificate program in graphic design provides the fundamental understanding of the principles in graphic design and technical knowledge using the Adobe Creative Suite. This program provides students with working knowledge and relevant skills to perform a variety of tasks that meet current industry standards. By the end of this program, students develop and create a diverse portfolio in preparation for a career in graphic design as a Junior Web or Graphic Designer.

COURSE	LEC	LAB	UNITS
CGD 133 Typography Design	15	30	2.0
CGD 135 Drawing for Graphic Design	15	30	2.0
CGD 150 Portfolio and Professional Practices	15	30	2.0
CGD 160 Photoshop I	30	30	3.0
CGD 170 Photoshop II	30	30	3.0
CGD 180 Illustrator I	30	30	3.0
CGD 185 Illustrator II	30	30	3.0
CGD 190 InDesign I	30	30	3.0
CGD 195 InDesign II	30	30	3.0
CGD 200 Dreamweaver I	30	30	3.0
CGD 210 Dreamweaver II	30	30	3.0
CGD 260 Principles of Graphic Design I	30	30	3.0
CGD 265 Principles of Graphic Design II	30	30	3.0
TOTAL	**345**	**390**	**36.0**
735 Total Clock Hours			

3| Web Design
Objectives:
The certificate program in web design combines art and technology, providing students with a fundamental foundation in web design concepts, coding, and graphic design. Students learn to use the Adobe Creative Suite for scripting, programming, and graphic design for the web. In this program, students develop a portfolio of functioning websites. By the end of the program, graduates are prepared for a career as a web developer and digital designer.

COURSE	LEC	LAB	UNITS
CIS 101 Introduction to Computer Business Applications	30	30	3.0
WST 151 XHTML, CSS and Accessibility	30	30	3.0
WST 154 Web Page Development & Scripting I	30	30	3.0
WST 156 Web Media Production	30	30	3.0
WST 157 Website Planning & Production	30	30	3.0
WST 165 Web Design I	30	30	3.0
CGD 160 Photoshop I	30	30	3.0
CGD 180 Illustrator I	30	30	3.0
TOTAL	**240**	**240**	**24.0**
480 Total Clock Hours			

4| Web Software Technology
Objectives:
The certificate program in web software technology provides the fundamental and technical knowledge in website development using the Adobe Creative Suite and coding. This program provides students with working knowledge and relevant skills to develop websites using HTLM5 and CSS3, programming, and scripting for the web. Students learn to use industry standard software and tools to develop a comprehensive portfolio of functioning websites. By the end of the program, graduates are prepared for a career as a web developer and web content manager.

COURSE	LEC	LAB	UNITS
CIS 101 Introduction to Computer Business Applications	30	30	3.0
WST 151 XHTML, CSS and Accessibility	30	30	3.0
WST 154 Web Page Development & Scripting I	30	30	3.0
WST 155 Web Page Development & Scripting II	30	30	3.0
WST 156 Web Media Production	30	30	3.0
WST 157 Website Planning & Production	30	30	3.0
WST 165 Web Design I	30	30	3.0
WST 167 WordPress	30	30	3.0
CGD 160 Photoshop I	30	30	3.0
CGD 170 Photoshop II	30	30	3.0
CGD 180 Illustrator I	30	30	3.0
CGD 185 Illustrator II	30	30	3.0
TOTAL	**360**	**360**	**36.0**
720 Total Clock Hours			

5| Computerized Accounting
Objectives:

The certificate in computerized accounting program provides fundamental understanding and technical knowledge of accounting principles and process, and the practical use of accounting and tax software for both small business and corporations. This program provides students with working knowledge and relevant skills to perform various accounting duties using the computer. By the end of the program, students are able to prepare basic payroll and income taxes in preparation for a career in accounting as a Bookkeeper.

COURSE	LEC	LAB	UNITS
CIS 101 Introduction to Computer Business Applications	30	30	3.0
ACT 100 Principles of Accounting I	40	40	4.0
ACT 120 Payroll Accounting	20	20	2.0
ACT 140 Principles of Accounting II	40	40	4.0
CAC 160 QuickBooks	40	40	4.0
CAC 170 Tax Software	30	0	2.0
CAC 120 Excel for Accounting	40	40	4.0
CAC 210 Advanced Accounting Software	40	40	4.0
ACT 160 Individual Income Taxes	40	40	4.0
GEN 120 Mathematics for Business & Consumers	30	30	3.0
ACT 200 Cost Accounting	40	40	4.0
TOTAL	**390**	**360**	**38.0**
750 Total Clock Hours			

6| Computer Information System
Objectives:

The certificate program in computer information system provides a unique blend of basic knowledge of accounting principles and computer processes, and the practical use of accounting and office software for small business. This program provides students with working knowledge and relevant skills to perform various elementary accounting duties and office software using the computer. By the end of the program, students are able to create and edit QuickBooks, Microsoft Word, Excel and PowerPoint files for a career as an entry-level office assistant or bookkeeper.

COURSE	LEC	LAB	UNITS
ACT 100 Principles of Accounting I	40	40	4.0
ACT 120 Payroll Accounting	20	20	2.0
CAC 160 QuickBooks	40	40	4.0
CAC 120 Excel for Accounting	40	40	4.0
CAC 140 Advanced Excel for Accounting	40	40	4.0
CIS 111 Microsoft Word	30	30	3.0
CIS 140 Microsoft PowerPoint	30	30	3.0
TOTAL	**240**	**240**	**24.0**
480 Total Clock Hours			

7| Business General Program
Objectives:

The certificate program in business general provides a unique blend of introductory bookkeeping and computer applications for general businesses. This program provides students with working knowledge and technical skills to perform various fundamental bookkeeping duties and office software using the computer. By the end of the program, students are able to create and edit QuickBooks, Microsoft Word and Excel files for a career as an entry-level general office worker or bookkeeper.

COURSE	LEC	LAB	UNITS
CIS 101 Introduction to Computer Business Applications	30	30	3.0
GEN 120 Mathematics for Business & Consumers	30	30	3.0
BGP 104 Business Bookkeeping	50	50	5.0
ACT 120 Payroll Accounting	20	20	2.0
CAC 120 Excel for Accounting	40	40	4.0
CAC 160 QuickBooks	40	40	4.0
CIS 111 Microsoft Word	30	30	3.0
TOTAL	**240**	**240**	**24.0**
480 Total Clock Hours			

8| English as a Second Language
Objectives:

This program is designed to provide non-native English speaking students with the language skills needed to enter U.S. colleges or universities, and/or to become gainfully employed in their home countries. The ESL program's aim is to teach an intensive English course so students may learn the structure, grammar, and idiomatic use of the English language in the most comprehensive manner possible. To graduate from the ESL program, a student must complete a total of three consecutive levels, that is, 48 semester units (720 Clock Hours), and have maintained the school's Satisfactory Academic Progress requirements.

Students who complete the ESL Program by graduating from ESL 6 can move onto the TOEFL courses which are specialty courses that introduce students to the test-taking techniques for improving their TOEFL score.

The ESL Program is an avocational program and is not eligible for Title IV funding.

COURSE	LEC	UNITS*
ESL 1 Beginner Level	240	16.0
ESL 2 High-Beginner Level	240	16.0
ESL 3 Intermediate Level	240	16.0
ESL 4 High-Intermediate Level	240	16.0
ESL 5 Advanced Level	240	16.0
ESL 6 High-Advanced Level	240	16.0

SPECIALTY COURSES	LEC	UNITS*
TOEFL iBT (Internet-based Test)	240	16.0
TOEFL PBT (Paper-based Test)	240	16.0

*Note: A total of 20 instructional hours per week are provided.

B. DEGREE PROGRAM

1| ACCOUNTING, Associate of Occupational Studies (AOS)

Objectives:

The accounting degree program provides fundamental understanding and technical knowledge of accounting principles and process, and the practical use of accounting and tax software for both small business and corporations. This program provides students with working knowledge and relevant skills to perform the accounting tasks of a complete accounting cycle. By the end of the program, students are able to differentiate various business entities, prepare payroll and income taxes in preparation for a career in accounting as a Bookkeeper or Junior Accountant.

CORE COURSES			
COURSE	LEC	LAB	UNITS
ACT 100 Principles of Accounting I	40	40	4.0
ACT 120 Payroll Accounting	20	20	2.0
CIS 101 Introduction to Computer Business Applications	30	30	3.0
ACT 140 Principles of Accounting II	40	40	4.0
CAC 120 Excel for Accounting	40	40	4.0
CAC 160 QuickBooks	40	40	4.0
CAC 170 Tax Software *New Course*	30	0	2.0
CAC 181 Taxation of Corporations, Partnerships, Estates, & Trusts	50	50	5.0
CAC 210 Advanced Accounting Software	40	40	4.0
ACT 160 Individual Income Taxes	40	40	4.0
ACT 180 Intermediate Accounting I	40	40	4.0
ACT 200 Cost Accounting	40	40	4.0
ACT 220 Intermediate Accounting II	40	40	4.0
SUBTOTAL	490	460	48.0
GENERAL EDUCATION			
GENERAL EDUCATION – 3 Required Courses			
GEN 125 College Algebra *Mathematics Required*	45	0	3.0
GEN 140 English Writing *Humanities Required*	45	0	3.0
GEN 190 Introduction to Earth System Science *Natural/Applied Science Required*	45	0	3.0
GENERAL EDUCATION – 2 Elective Courses– Select 1 from Each Elective Group			
GEN 150 American History *Humanities Elective 1*	45	0	3.0
GEN 160 Grammar Review *Humanities Elective 2*	45	0	3.0
GEN 100 Principles of Microeconomics *Behavioral Science Elective 1*	45	0	3.0
GEN 180 Introduction to Psychology *Behavioral Science Elective 2*	45	0	3.0
General Elective Schedule of 5 classes SUBTOTAL	225	0	15.0
TOTAL	715	460	63.0
1,175 Total Clock Hours			

2| COMPUTER GRAPHIC DESIGN, Associate of Applied Science (AAS)

Objectives:

The degree program in computer graphic design provides the fundamental understanding of the principles in graphic design and technical knowledge using the Adobe Creative Suite. This program provides students with working knowledge and relevant skills to perform a variety of graphic tasks and projects with an extensive digital portfolio. By the end of the program, students are able to multiple computer tasks including photo editing, illustration, 2-D animation, desktop publishing, and web design in preparation for a career in graphic design as a Junior Web or Graphic Designer.

CORE COURSES			
COURSE	LEC	LAB	UNITS
CGD 133 Typography Design	15	30	2.0
CGD 135 Drawing for Graphic Design	15	30	2.0
CGD 150 Portfolio and Professional Practices	15	30	2.0
CGD 160 Photoshop I	30	30	3.0
CGD 170 Photoshop II	30	30	3.0
CGD 180 Illustrator I	30	30	3.0
CGD 185 Illustrator II	30	30	3.0
CGD 190 InDesign I	30	30	3.0
CGD 195 InDesign II	30	30	3.0
CGD 200 Dreamweaver I	30	30	3.0
CGD 210 Dreamweaver II	30	30	3.0
CGD 260 Principles of Graphic Design I	30	30	3.0
CGD 265 Principles of Graphic Design II	30	30	3.0
SUBTOTAL	345	390	36.0
GENERAL EDUCATION			
GEN 125 College Algebra	45	0	3.0
GEN 140 English Writing	45	0	3.0
GEN 150 American History	45	0	3.0
GEN 180 Introduction to Psychology	45	0	3.0
GEN 190 Introduction to Earth System Science	45	0	3.0
SUBTOTAL	225	0	15.0
ELECTIVE SCHEDULE I			
CGD 118 Introduction to Graphic Design Applications	30	30	3.0
CGD 230 Animate I	30	30	3.0
CGD 235 Animate II	30	30	3.0
SUBTOTAL	90	90	9.0
ELECTIVE SCHEDULE II			
WST 151 HTML & CSS Accessibility	30	30	3.0
WST 157 Website Planning & Production	30	30	3.0
WST 167 WordPress	30	30	30
SUBTOTAL	90	90	9.0
TOTAL	660	480	60.0
1,140 Total Clock Hours			

3| WEB SOFTWARE TECHNOLOGY, Associate of Applied Science (AAS)

Objectives:

The degree program in web software technology provides the fundamental and technical knowledge in website development using the Adobe Creative Suite and coding. This program provides students with working knowledge and relevant skills to plan, produce, code, maintain and design a modern website. Students learn to use industry standard software and tools to develop a comprehensive portfolio of functioning websites. By the end of the program, graduates are prepared for a career as a web developer, digital designers, and user experience (UX) designer.

CORE COURSES			
COURSE	LEC	LAB	UNITS
CIS 101 Introduction to Computer Business Applications	30	30	3.0
WST 151 XHTML, CSS and Accessibility	30	30	3.0
WST 154 Web Page Development & Scripting I	30	30	3.0
WST 155 Web Page Development & Scripting II	30	30	3.0
WST 156 Web Media Production	30	30	3.0
WST 157 Website Planning & Production	30	30	3.0
WST 165 Web Design I	30	30	3.0
WST 167 WordPress	30	30	3.0
CGD 160 Photoshop I	30	30	3.0
CGD 170 Photoshop II	30	30	3.0
CGD 180 Illustrator I	30	30	3.0
CGD 185 Illustrator II	30	30	3.0
SUBTOTAL	360	360	36.0
GENERAL EDUCATION			
GEN 125 College Algebra	45	0	3.0
GEN 140 English Writing	45	0	3.0
GEN 150 American History	45	0	3.0
GEN 180 Introduction to Psychology	45	0	3.0
GEN 190 Introduction to Earth System Science	45	0	3.0
SUBTOTAL	225	0	15.0
ELECTIVE SCHEDULE I			
WST 166 Web Design II	30	30	3.0
CGD 230 Animate I	30	30	3.0
CGD 235 Animate II	30	30	3.0
SUBTOTAL	90	90	9.0
ELECTIVE SCHEDULE II			
CGD 118 Introduction to Graphic Design Applications	30	30	3.0
CGD 260 Principles of Graphic Design I	30	30	3.0
CGD 265 Principles of Graphic Design II	30	30	30
SUBTOTAL	90	90	9.0
TOTAL	675	450	60.0
1,125 Total Clock Hours			

X   COURSE DESCRIPTIONS

1. COMPUTER GRAPHIC DESIGN

**CGD 118 INTRODUCTION TO   3.0 UNITS
GRAPHIC DESIGN APPLICATIONS**
Regardless of career, the basics of design and layout as visual communication are the same. Students will get a brief but thorough introduction to both traditional and new media formats. This course will serve as a stepping stone to more in-depth courses in graphic design.
Prerequisite: None.

CGD 133 TYPOGRAPHY DESIGN   2.0 UNITS
Typography is a tool to shape content, give language a physical body, and to enable a flow of messages. In this course, students will delve deeper into an art form that is often overlooked. They will work with type and work to understand how the size, scale, ornaments, and lettering of type can change and enhance a message.
Prerequisite: CGD 160, 180, 190 or equivalent.

**CGD 135 DRAWING FOR   2.0 UNITS
GRAPHIC DESIGN**
Although new media formats rely heavily on computer programs, this course emphasizes the benefits of going back to the roots of design. This course will teach students how to deconstruct and reconstruct a piece, develop an understanding in composition, and strengthen their eye for design.
Prerequisite: CGD 160 or equivalent.

**CGD 150 PORTFOLIO AND   2.0 UNITS
PROFESSIONAL PRACTICES**
As a graphic designer, one's body of work is an essential factor in gaining employment. This course will teach students the teamwork, client skills, communication, social aptitude, and business savvy that is required to successfully be hired in the industry.
Prerequisite: CGD 195 or equivalent.

CGD 160 PHOTOSHOP I   3.0 UNITS
The first half of the two-part series introduces *Adobe Photoshop*, the program that has expanded the visual vocabulary of designers and illustrators to include photo imagery and making photos the "raw material" for creative expression. This course covers digital photograph correcting which involves working with selections, layers, masks, and channels. Students will also get an introduction to working with typographic design in *Adobe Photoshop.*
Prerequisite: None.

CGD 170 PHOTOSHOP II   3.0 UNITS
The second half of the two-part series helps students gain a better understanding and working relationship with *Adobe Photoshop.* This more in-depth approach to *Adobe Photoshop* will cover vector drawing, advanced compositing, editing video,

working with 3D images, and preparing files for the web and printing.
Prerequisite: CGD 160 or equivalent.

CGD 180 ILLUSTRATOR I   3.0 UNITS
The first half of the two-part series introduces *Adobe Illustrator*, one of the most popular illustration and page-design programs. This course will give in-depth lessons on topics including drawing tools and techniques, transformation tools, colors, and working with type.
Prerequisite: None.

CGD 185 ILLUSTRATOR II   3.0 UNITS
In continuation from the first half, students will further delve into *Adobe Illustrator.* Students will learn how to work with layers, perspective drawing, colors and gradients, patterns and graphs, and clipping and opacity masks. Students will create scale-able vector graphics, flyers, and perspective scenery.
Prerequisite: CGD 180 or equivalent.

CGD 190 INDESIGN I   3.0 UNITS
The first half of the two-part series introduces *Adobe InDesign*, one of the most popular desktop publishing programs. This course will give in-depth lessons on working with objects, text, typography, and color to create documents such as flyers, posters, business cards, and magazine articles.
Prerequisite: None.

CGD 195 INDESIGN II   3.0 UNITS
The second half of the two-part series provides students with further opportunities to expand their skills with *Adobe InDesign.* Students will learn to work with color and styles, import and modify graphics, and work with transparency. Overall, students will have a better understanding of composition, the process of laying out text and graphics, typography, lines, boxes, pictures, drawings, and colors, on a page.
Prerequisite: CGD 190 or equivalent.

CGD 200 DREAMWEAVER I   3.0 UNITS
The first half of this two-part series introduces students to designing and developing websites using the HTML and CSS editors: Dreamweaver and Notepad. Students will learn about the most common HTML elements and CSS properties for building simple webpages.
Prerequisite: None.

CGD 210 DREAMWEAVER II   3.0 UNITS
The second half of this two-part series will further expand upon the students' understanding of HTML and CSS and teach them the importance of responsive web design. The webpages that are built will be more sophisticated with interactive elements and compatibility across different devices and platforms.
Prerequisite: CGD 200 or equivalent.

CGD 230 ANIMATE I   3.0 UNITS
Students will be introduced to the dynamic options offered by Animate, whether that be creating projects with video and sound, or graphics and animation. They will learn to quickly design animation and multimedia in order to create interactive and media-rich applications.
Prerequisite: CGD 160 or equivalent.

CGD 235 ANIMATE II   3.0 UNITS
    3.0 UNITS
Students will continue to learn the advanced dynamic options offered by Animate, and develop projects with video and sound, or graphics and animation. They will continue to learn animation and multimedia in order to create interactive and media-rich applications.
Prerequisite: CGD 230 or equivalent.

CGD 260 PRINCIPLES OF   3.0 UNITS
GRAPHIC DESIGN I
The first half of this two-part series introduces students to design elements and the principles needed to create effective visuals for communication. Students will explore basic composition, typography, and the fundamentals of color.
Prerequisite: None.

CGD 265 PRINCIPLES OF   3.0 UNITS
GRAPHIC DESIGN II
The second half of this two-part series will have students continue their exploration of the design elements and principles required to create effective and compelling visuals. This course will give in-depth lessons about the tools and technologies of graphic design, the basics of print production and presentations, and how graphic design can be utilized with the internet to increase interactivity.
Prerequisite: CGD 260 or equivalent.

2. WEB SOFTWARE TECHNOLOGY

WST 151 XHTML, CSS AND   3.0 UNITS
ACCESSIBILITY
This course explores the differences between HTML and XHTML while giving students hands-on experience validating Web pages to current standards and utilizing Cascading Style Sheets (CSS) to control the aesthetics of a website. This course prepares students to create structurally sound Web pages with advanced graphics, tables, frames, and forms while adhering to legal requirements for accessibility.
Prerequisite: CIS 101 or equivalent.

WST 154 WEB PAGE   3.0 UNITS
DEVELOPMENT AND SCRIPTING I
This course is designed to introduce and develop designers' scripting skills in the creation of websites. Client- and server-side scripting is covered along with client-side forms validation, browser detection, and processing forms data. Students will also be introduced to creating animated and dynamically updated Web pages.
Prerequisite: WST 165 or equivalent.

WST 155 WEB PAGE   3.0 UNITS
DEVELOPMENT AND SCRIPTING II
This course builds upon the skills introduced in Web Page Development and Scripting I. The course assumes students are proficient in HTML 4, JavaScript, and a server-side

scripting language. Students will gain more advanced techniques in creating interactive and dynamic Web pages. Topics covered include: incorporation of cookies, hidden fields, animations, search functions, database interfaces. MySQL or Microsoft Access will be introduced as well to create various data driven applications. Upon completion, students will have the skills to design and create functional interactive Web sites.
Prerequisite: WST 154 or equivalent.

WST 156 WEB MEDIA PRODUCTION   3.0 UNITS
This course builds upon the foundational Web design skills and provides students with the skills to add time, sound, motion, and other interactivities to their Web designs using a variety of authoring tools. IN this course, students will gain valuable Web experience through lectures, projects, and demonstrations.
Prerequisite: WST 154 or equivalent.

WST 157 WEB PLANNING &   3.0 UNITS
PRODUCTION
This course prepares students to deliver commercial websites to clients in an efficient and professional manner. Students will be taught how to understand what is needed in a website, how to communicate with clients, and then deliver a product effectively. Utilizing their project management skills and Web design and development techniques, students will create a website for a client that can be used in their portfolio.
Prerequisite: WST 151, or WST 165, or equivalent.

WST 165 WEB DESIGN I   3.0 UNITS
WST 166 WEB DESIGN II
These sequential courses introduce students to script editors such as *Adobe Dreamweaver* to create links, graphics and tables, using HTML and CSS code. They will also learn about selecting an ISP and uploading files to web sites using Content Management Systems (CMS).
Prerequisite: WST 151 or equivalent.

WST 167 WORDPRESS   3.0 UNITS
This course introduces how to manage and create websites using WordPress. Students learn how to manage media on sites, change the appearance of Web pages, and how to gain more control using HTML in Web Pages.
Prerequisite: WST 165 or equivalent.

3. COMPUTER INFORMATION SYSTEM

CIS 101 INTRODUCTION TO COMPUTER   3.0 UNITS
BUSINESS APPLICATIONS
This course introduces the basic components and functions of computer applications that are widely used in business settings. Students will gain familiarity in using Microsoft Windows, Word, Excel, Access, and PowerPoint.
Prerequisite: None.

CIS 111 MICROSOFT WORD   3.0 UNITS
This course introduces the word processor used as an office productivity tool. MS-Word is used and its basic functions are learned; cursor movement, creating, editing, saving, retrieving and printing a document. Character, line, paragraph and

document formatting are learned to improve the appearance and meet the requirements of a word processing assignment.
Prerequisite: None.

CIS 140 MICROSOFT POWERPOINT   3.0 UNITS
This course introduces MS PowerPoint. Students learn how to create effective business presentations through charts, tables, clip art, animation, and audio and video clips.
Prerequisite: None.

4. BUSINESS GENERAL PROGAM

BGP 104 BOOKKEEPING   5.0 UNITS
This course introduces a comprehensive yet compact analysis of general topics in bookkeeping. Throughout the course, fundamental procedures are emphasized through traditional and innovative techniques that strengthen accounting skills and understanding. Students learn to analyze business transactions, record business transactions, keep sales and cash receipt journals, and utilize payroll accounting and other types of accounting.
Prerequisite: None.

5. ACCOUNTING/COMPUTERIZED ACCOUNTING

ACT 100 PRINCIPLES OF ACCOUNTING I   4.0 UNITS
This course introduces fundamental accounting principles and practices. It prepares students to record, classify, and interpret financial transactions for service or merchandise businesses. Students study the journals, ledgers, and financial statements used by these entities. Also covered are payroll accounting, asset valuation, depreciation, and managing receivables and payables.
Prerequisite: None.

ACT 120 PAYROLL ACCOUNTING   2.0 UNITS
This course provides an understanding of the processes of payroll accounting and payroll law. Payroll law topics include the Fair Labor Standards Act, FUTA and SUTA tax, FICA, and SECA. Students will gain practical knowledge of payroll record-keeping, computing payroll, income tax withholding and analyzing and journalizing payroll transactions.
Prerequisite: None.

ACT 140 PRINCIPLES OF ACCOUNTING II 4.0 UNITS
This course provides working knowledge of recording transactions unique to partnerships and corporations. It introduces manufacturing and cost accounting. Students learn the analysis of financial statements, the preparation of price-level statements, and the preparation of statements of changes in the financial position of the firm.
Prerequisite: ACT 100 or equivalent.

ACT 160 INDIVIDUAL INCOME TAXES   4.0 UNITS
This course provides Federal and California State Income and various individual income tax rules. Students learn to prepare tax returns, itemized deductions, supplemental schedules, and other forms for individuals.
Prerequisite: ACT 100 or equivalent.

ACT 180 INTERMEDIATE ACCOUNTING I   4.0 UNITS

This course introduces such topics as interpretation, use, processing, and presentation of accounting information and preparation of principal accounting statements, accounting changes, developing statements of change in financial positions, and analyzing financial statements.
Prerequisite: ACT 140 or equivalent.

ACT 200 COST ACCOUNTING   4.0 UNITS

This course provides an understanding of the processes of cost accounting and control. Students gain firm knowledge of job and process costing, joint product costing, standard costs, theories of cost allocation and absorption, uses of cost accounting, data for management decision-making, cost budgeting, distribution costs, differential cost analysis, and break-even analysis.
Prerequisite: ACT 140 or equivalent.

ACT 220 INTERMEDIATE ACCOUNTING II   4.0 UNITS

This course continues with the concepts of valuation, recording, presentation of equipment, plant, and intangible assets, and corporate accounting, including stock rights, options, and convertible securities, retained earnings and dividends.
Prerequisite: ACT 180 or equivalent.

CAC 120 EXCEL FOR ACCOUNTING   4.0 UNITS
CAC 140 ADVANCED EXCEL FOR ACCOUNTING   4.0 UNITS

These courses teach students the practical concepts of using spreadsheet financial analysis for accounting. MS-Excel is used and its basic functions and features are discussed, with emphases on accounting problem-solving and financial analysis.
Prerequisite for CAC 120: None.
Prerequisite for CAC 140: CAC 120, or equivalent.

CAC 160 QUICKBOOKS   4.0 UNITS

This course provides a hands-on approach to learning how computerized integrated accounting systems function, using QuickBooks Pro. It consists of seven major accounting systems: the general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory, and payroll systems. Students will learn to use QuickBooks to set up and enter transactions and produce reports using general ledgers, accounts receivable, accounts payable, inventory, customer billing, forecasting, and customer report modules. It discusses choosing the right accounting software for users' needs, error detection and correction, internal control in a computerized accounting systems, and decision-making based on output.
Prerequisite: ACT 100 or equivalent.

CAC 170 TAX SOFTWARE   2.0 UNITS

Lacerte is a tax-preparation software designed for professional tax preparers. In this course, students will Learn how to navigate through the program and customize settings to increase workflow productivity; establish an advance understanding of data entry; and prepare various tax forms. Additionally, students will learn how to safeguard taxpayer data and how state returns are handled in Lacerte.

Prerequisite: ACT 100, ACT 160, or equivalent.

CAC 180 TAXATION OF CORPORATIONS,   5.0 UNITS
PARTNERSHIPS, ESTATES AND TRUSTS

This course provides students with a fundamental understanding and applications of tax laws and reporting requirements that are relevant to corporations, partnerships, estates, and trusts.
Prerequisite: ACT 100, ACT 120 and ACT 140, or equivalent.

CAC 210 ADVANCED ACCOUNTING SOFTWARE   4.0 UNITS

This course teaches students how to create and customize integrating applications in Microsoft Dynamics GP Business Applications. This hands-on course takes students through the initial steps of setting up a development environment through to customizing and developing an example application using tools such as Dexterity, VSTools, and Modifier with VBA.
Prerequisite: ACT 100, ACT 160, or equivalent.

6. ENGLISH AS A SECOND LANGUAGE

ESL 1 BEGINNER LEVEL   16.0 UNITS

At the beginner level, students develop in basic reading and listening comprehension skills and begin developing critical thinking skills. Through practice, students become proficient in sentence writing incorporating basic grammar rules and newly learned words. Students prepare short presentations using notes and participate in classroom discussions. Various in-class activities and materials such as games, roleplay, and experiential learning are used at the appropriate level. This course is supplemented with online articles, blogs, educational videos, and field trips.
Prerequisite: None

ESL 2 HIGH-BEGINNER LEVEL   16.0 UNITS

At the high-beginner level, students progress in reading and listening comprehension by building on critical thinking skills. Students improve in writing ability through practice and outline planning while incorporating grammar rules and new vocabulary. Students participate in classroom discussions on multiple topics and also prepare short, individual and group presentations using notes with appropriate body language. Various in-class activities such as games, roleplay, and experiential learning are used at the appropriate level. This course is supplemented with online articles, blogs, educational videos, and field trips.
Prerequisite: ESL 1 or equivalent.

ESL 3 INTERMEDIATE LEVEL   16.0 UNITS

At the intermediate level, students continue to advance in reading and listening comprehension by building on critical thinking skills. Students improve in formal writing skills through brainstorming and outline planning while incorporating grammar rules and new academic vocabulary. Students express their opinion in classroom discussions on multiple topics and prepare individual and group presentations using notes with appropriate body language. Various in-class activities and materials such as games, roleplay, and experiential learning are used at the appropriate

level. This course is supplemented with online articles, blogs, educational videos, and field trips.
Prerequisite: ESL 2 or equivalent.

ESL 4 HIGH-INTERMEDIATE LEVEL   16.0 UNITS
At the high-intermediate level, students continue to advance in reading and listening comprehension by building on critical thinking skills. Students improve formal writing skills through brainstorming and outline planning while incorporating grammar rules and new academic vocabulary. Students express their opinion in classroom discussions on multiple topics and prepare individual and group presentations using notes with appropriate body language. Various in-class activities and materials such as games, roleplay, and experiential learning are used at the appropriate level. This course is supplemented with online articles, blogs, educational videos, and field trips.
Prerequisite: ESL 3 or equivalent.

ESL 5 ADVANCED LEVEL   16.0 UNITS
At the advanced level, students continue to advance in reading and listening comprehension by building on critical thinking skills. Students improve formal essay writing skills through a structured, two-draft essay process while incorporating grammar rules and new academic vocabulary. Students debate and express their opinion in classroom discussions on multiple topics and prepare individual and group presentations using notes with appropriate body language. Various in-class activities and materials such as games, roleplay, and experiential learning are used at the appropriate level. This course is supplemented with online articles, blogs, educational videos, and field trips.
Prerequisite: ESL 4 or equivalent.

ESL 6 HIGH-ADVANCED LEVEL   16.0 UNITS
At the high-advanced level, students continue to advance in reading and listening comprehension by building on critical thinking skills. Students improve formal essay writing skills through a structured, two-draft essay process while incorporating grammar rules and new academic vocabulary. Students debate and express their opinion in classroom discussions on multiple topics and prepare individual and group presentations using notes with appropriate body language. Various in-class activities and materials such as games, roleplay, and experiential learning are used at the appropriate level. This course is supplemented with online articles, blogs, educational videos, and field trips.
Prerequisite: ESL 5 or equivalent.

ESL SPECIALTY COURSE
TOEFL iBT   16.0 UNITS
TOEFL PBT   16.0 UNITS
At the academic level, students continue to advance in reading and listening comprehension by building on critical thinking skills as they prepare to take the TOEFL exam. Students improve formal essay writing skills through a structured, two-draft essay process while incorporating grammar rules and academic vocabulary. Students read and listen to academic level reading and listening passages, relate those passages to each other while they express their opinion. Various in-class activities and materials are focused around preparing for the TOEFL exam, which include mini-tests and complete practice tests. This course is supplemented with online articles, blogs, educational videos, and field trips.
Prerequisite: ESL 6 or equivalent.

7. GENERAL EDUCATION

GEN 100 PRINCIPLES OF MICROECONOMICS   3.0 UNITS
This course provides students with a fundamental understanding of the supply and demand model, the elasticity concept, productivity, costs, prices, and different market structures.
Prerequisite: None

GEN 120 MATHEMATICS FOR BUSINESS   3.0 UNITS AND CONSUMERS

This course provides a solid review of fundamentals in business mathematics, and teaches students how to calculate computations such as loan repayments and interest rates, trade discounts, present value, depreciation, and amortization.
Prerequisite: None

GEN 125 COLLEGE ALGEBRA   3.0 UNITS
This course will provide students with the skills to understand and explain mathematical information through symbols, graphs, and numbers. Students will also be able to analyze, graph, and interpret mathematical models. In addition to other topics, this course will cover linear, quadratic, polynomial, and rational functions.
Prerequisite: None.

GEN 140 ENGLISH WRITING   3.0 UNITS
This course enables students to improve their writing skills, vocabulary, and syntax as related to written business communications.
Prerequisite: None.

GEN 150 AMERICAN HISTORY   3.0 UNITS
This course provides a brief yet informative overview of the rich history of the United States. This course will cover the birth of the United States as a nation until the present.
Prerequisite: None.

GEN 160 GRAMMAR REVIEW   3.0 UNITS
This course provides students with a comprehensive review of proper grammar usage.
Prerequisite: None

GEN 180 INTRODUCTION TO PSYCHOLOGY   3.0 UNITS
This course provides a general survey of the principles and theories of psychology and discusses topics including perception, development, learning, motivation, and behavior.
Prerequisite: None.

GEN 190 INTRODUCTION TO EARTH   3.0 UNITS SYSTEM SCIENCE

This course provides an introduction to our planet and its four main spheres: the biosphere, hydrosphere, geosphere, and atmosphere. Students will learn how these four very distinct components work together as one whole.
Prerequisite: None.

XI ADMINISTRATIVE STAFF AND FACULTY

Administrative Staff

Mary Yoon	President/Student Services Coordinator
Ho Sung Yoon	Controller/Academic Director
Bernadette Yeaton	Associate Academic Director
Israel Campos	Associate Director of Operations
Finex Ngai	Registrar/Admissions Counselor & Associate Marketing Coordinator

Instructional Staff

Department of Accounting:
Ho Sung Yoon/INSTRUCTOR/ACADEMIC DIRECTOR
Moonsun Hwang/INSTRUCTOR
Kristy Powell/INSTRUCTOR
Andreea Alexiu/INSTRUCTOR
Gary Calderone/INSTRUCTOR

Departments of Computer Information System, Graphic Design and Web Software Technology:
David Kazaryan/INSTRUCTOR
Nelson Leal/ INSTRUCTOR
Ralph Caldwell/INSTRUCTOR
Israel Campos/INSTRUCTOR

Department of ESL:
Maryam Haghighi Fashi /ESL INSTRUCTOR & CONSULTING ESL ACADEMIC COORDINATOR
Israel Campos/ESL SUBSTITUTE INSTRUCTOR
Bernadette Yeaton/ESL SUBSTITUTE INSTRUCTOR

General Education:
Jessica Kratzert/GENERAL EDUCATION INSTRUCTOR
Timothy Butterfield/GENERAL EDUCATION INSTRUCTOR
Bernadette Yeaton/GENERAL EDUCATION INSTRUCTOR
Matthew Wright/GENERAL EDUCATION INSTRUCTOR
Helineh Sardabi/GENERAL EDUCATION INSTRUCTOR

Governing Board

Mary Yoon/President & Student Services Coordinator
Ho Sung Yoon/Controller & Academic Director
Bernadette Yeaton/Associate Academic Director

Institutional Advisory Committee

Myung J. Kim, MIM/Chairman, Prime Business Credit, Inc.
Yoon Han Kim, CPA/Founder, Yoon Han Kim CPA
Jennifer Jun, MA, PMP, PHR/Administrative Analyst, Los Angeles Unified School District
Kim, Joohak, MBA/President & CEO, First Standard Financial Corp.

Occupational Advisory Committee

AOS/BGP/CIS
Myung J. Kim, MIM/Chairman, Prime Business Credit, Inc.
Yoon Han Kim, CPA/Founder, Yoon Han Kim CPA
Kim, Joohak, MBA/President & CEO, First Standard Financial Corp.
Jennifer Jun, MA, PMP, PHR/; Associate Computer Applications Specialist, SAP, Los Angeles Unified School District

CGD/WST
Myung J. Kim, MIM/Chairman, Prime Business Credit, Inc.
Jennifer Jun, MA, PMP, PHR/; Associate Computer Applications Specialist, SAP, Los Angeles Unified School District
Chuck Downs MA/ Adjunct Faculty, California State Polytechnic University
Steven Urubek BFA/ Owner and Operator, After Hours Print Club; Graphic Design Instructor, Long Beach Community Action Partnership Screen Printing.

Administrative Staff Profiles

Mary Yoon
Mrs. Yoon received her education from California State University, Los Angeles, and an AA from Los Angeles Trade Technical College. She has had a wide variety of business and management experiences in corporate, financial, and entrepreneurial settings.

Ho Sung Yoon
Certified Public Accountant, State of California, BS, Business Administration, George Peabody School for Teachers; MBA; Middle Tennessee State University; Licensed CPA, State of California; Over 40 years of business experience.

Bernadette Yeaton
BS, Molecular and Cellular Biology, University of California, Berkeley; TESL Certification, University of California, Los Angeles Extension; Experienced tutor, instructor and copywriter with extensive professional experience in the finance, biotechnology and pharmaceutical industries.

Israel Campos
MA/MFA., University of Wisconsin, Madison; Print Media; Dean's Fellowship; BA, Mathematics and Art in Print Media; Dean's Honor, University of California, Santa Cruz; TEFL Certification; Extensive experience in information technology including web design, social media, digital arts, programming,

and database management; Instructor of digital arts and computer science.

Finex Ngai
BS, Business Administration; Marketing major, California State University, Long Beach, Cum Laude; Experience in Social Media Marketing and e-commerce.

Faculty

ACCOUNTING

Moonsun Hwang (Part-time)
BA, Business Administration, Korea University; Licensed CPA and Enrolled Agent, State of California; Extensive industry experience in banking, finance, and accounting.

Kristy Powell (Part-time)
BS, Business Administration, University of Phoenix; MS, Accountancy, University of Phoenix; Extensive experience in the accounting field; PhD candidate.

Andreea Alexiu (Part-time)
BS and MS, Mechanical Engineering, University of Bucharest; BA, Accounting, University of British Columbia; Certificate in Accounting, University of California Los Angeles; Certificate in Project Management, Caltech Los Angeles; Licensed CPA, State of California; Experience as a Business Analyst and Senior Accountant.

Gary Calderone (Part-time)
BS, Accounting, St. John's University; Licensed CPA; Experience as a senior accountant, executive roles, and business owner

GENERAL EDUCATION

Jessica Kratzert (Psychology) (Part-time)
BA, Psychology, La Sierra University; Experience in clinical research and observation assessment in Psychophysiology and Neuroscience.

Helineh Sardabi (English) (Part-time)
BA, MA, Teaching English as a Second Language, Azad University; English Language Translation; Extensive teaching and tutoring experience locally and abroad.

Matthew Wright (History) (Part-time)
BA, History, St. Olaf College; MA, International Studies, University of Washington; Experience as a program coordinator, researcher, and teacher.

Israel Campos (Mathematics) (Part-time)
MA/MFA., University of Wisconsin, Madison; Print Media; Dean's Fellowship; BA, Mathematics and Art in Print Media; Dean's Honor, University of California, Santa Cruz; Extensive experience in information technology including web design, social media, digital arts, programming, and database management; Instructor of digital arts and computer science.

Timothy Butterfield (Economics) (Part-time)
BA, Economics, McMaster University, Honors; TESOL Certification from International TEFL and TESOL Training; Experienced domestic and international ESL teacher and counselor.

Bernadette Yeaton (Earth Sciences) (Part-time)
BS, Molecular and Cellular Biology, University of California, Berkeley; TESL Certification, University of California, Los Angeles Extension; Protein chemist; Experienced tutor, instructor and copywriter with extensive professional experience in the finance, biotechnology and pharmaceutical industries.

ENGLISH AS A SECOND LANGUAGE

Maryam Haghighi Fashi (Consulting ESL Academic Coordinator) (Part-time)
MA, Teaching English as a Foreign Language (TEFL), Khatam Institute of Higher Education; BA, Azad University; Extensive experience as an ESL Instructor and Curriculum Designer.

Israel Campos (Substitute) (Part-time)
MA/MFA., University of Wisconsin, Madison; Print Media; Dean's Fellowship; BA, Mathematics and Art in Print Media; Dean's Honor, University of California, Santa Cruz; TEFL Certification; Extensive experience in information technology including web design, social media, digital arts, programming, and database management; Instructor of digital arts and computer science.

Bernadette Yeaton (Substitute) (Part-time)
BS, Molecular and Cellular Biology, University of California, Berkeley; TESL Certification, University of California, Los Angeles Extension; Protein chemist; Experienced tutor, instructor and copywriter with extensive professional experience in the finance, biotechnology and pharmaceutical industries.

COMPUTER INFORMATION SYSTEM, GRAPHIC DESIGN & WEB SOFTWARE TECHNOLOGY

Israel Campos (Part-Time)
MA/MFA., University of Wisconsin, Madison; Print Media; Dean's Fellowship; BA, Mathematics and Art in Print Media; Dean's Honor, University of California, Santa Cruz; Extensive experience in information technology including web design, social media, digital arts, programming, and database management; Instructor of digital arts and computer science.

David Kazaryan (Part-Time)
BA, California State University, Northridge; Extensive experience in 2-D and 3-D design, print and video production, and web site development.

Nelson Leal (Part-Time)

BFA, California State University, Long Beach; Extensive experience in 2-D and 3-D design, animation, print and video production and web site development.

Ralph W. Caldwell (Part-Time)
BS, Electrical Engineering, University of Southern California; teacher credentialing courses in Mathematics taken at California State University, Northridge; AS, Environmental Technology, Rio Hondo College. Extensive teaching experience in computer applications, mathematics, and science.

XII FINANCIAL AID

Los Angeles Pacific College is approved by the United States Department of Education to offer eligible students financial assistance.

Financial Aid is a source of monetary support consisting of grants, scholarships and agency sponsorship for qualified individuals Most of financial aid is intended to supplement, not replace the family's contribution. The Free Application for Federal Student Aid (FAFSA) is available online at www.fafsa.gov. Students may make an appointment with Student Services for assistance with completing the financial aid package. Please keep in mind, not all students will be eligible. The United States Department of Education Title IV Federal Financial Aid Programs award students financial assistance on the basis of financial need to those individuals who qualify.

A. TYPES OF FINANCIAL AID

1| Federal Pell Grant
The Federal Pell grant provides financial aid to eligible students for tuition, book/materials and registration fees. Students must have a high school diploma or equivalent and have not earned a bachelor's, graduate, or professional degree.

2| Federal Supplemental Education Opportunity Grant (FSEOG)
The FSEOG is awarded depending on financial need. Each school receives a limited amount of FSEOG funding and is awarded based on qualifications and availability. Students are recommended to apply as early as possible

3| Federal Work Study
Federal Work Study provides part-time jobs for undergraduate students with financial need, allowing students to earn money to help pay education expenses. LAPC does not offer on-campus work study employment; however, your employer will usually be a private nonprofit organization or a public agency and work performed must be in the public interest. These jobs must be relevant to your course of study; there may be further restrictions on the types of jobs you can be assigned.

4| Subsidized and Unsubsidized Loans
Subsidized and unsubsidized loans are federal loans for eligible students to help cover the cost of your education. These loans are sometimes referred to as Stafford Loans or Direct Stafford Loans.

5| Direct Plus Loan
The Department of Education makes these loans to eligible parents through the Direct Loan Program. To be eligible, the student must have an adverse credit history, in addition to other requirements.

5| Veterans Education Benefits
VA education benefits help Veterans, Service members and their qualified family members with needs like paying for college.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.

B. FINANCIAL AID PROCEDURES

1| Financial Aid Process
Upon completion and acceptance of the admission procedures, the student starts the financial aid process. The student completes the financial aid application to determine eligibility for financial aid with the assistance of a Financial Aid Officer. Students must provide proper documentation and income information. Without providing required documentation, financial aid may be denied.

2| Financial Aid Eligibility
To be eligible for United States Department of Education Title IV Federal Financial Aid, the student must demonstrate financial need, be a United States citizen or an eligible non-citizen, and provide a valid Social Security card.

As supporting documentation for an eligible non-citizen, one or more of the following documentations may be required:

- Alien Registration Card (Greencard)
- I-94 with Refugee, Asylum or Parolee Status
- I-551 Stamped Passport

Students also must be enrolled as a regular student in an eligible Degree program, sign a statement regarding Selective Service registration status, if applicable, attend classes regularly and meet Satisfactory Academic Progress.

All students are required to submit:
- Social Security Card
- Proof of Citizenship or Eligible Non-citizen Status
- Driver's License or California ID Card

For students whose first language is not English, they must pass the admission requirements to be in this program. The English as a Second Language (ESL) is an avocational program and is not part of the Federal Financial Aid program.

3| Financial Aid Application

To apply for the Financial Aid program, students submit their income and other required documentation by completing a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The student signs the application with the parent, when applicable, and LAPC submits the application to the Federal Central Processor for processing. LAPC receives an Institutional Student Information Record (ISIR) electronically.

C. OTHER FINANCIAL AID INFORMATION

1| Eligible Programs

At this time, LAPC is approved for participation in the Title IV Federal Student Aid program for the Associate of Occupational Studies (AOS) in Accounting and the Certificate of Computerized Accounting (CAC).

2| Repayment of the Loan

Students who obtain a loan to pay for an educational program will have the responsibility to repay the full amount of a loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

3| Academic Year

LAPC uses Semester Credit Hours to define and measure a student's academic course level, progress and program length. Students participating in financial aid must enroll for a minimum of 24 Semester Credit Hours within a minimum of 30 instructional weeks. For financial aid awarding purposes, each Academic Year consists of two Payment Periods. Each Payment Period is defined to be a minimum of 12 Semester Credit Hours and 15 weeks of instruction.

4| Payment Schedules

Payment schedules for Title IV recipients vary depending on start date and class schedule. Disbursement of funds follow the United States Department of Education regulations; each payment period is a minimum of 15 weeks. Disbursement is based on qualifications. Funds are disbursed by the Financial Aid Office once the student completes a minimum of 15 weeks, earns a minimum of 12 financial aid semester credits and meets the Satisfactory Academic Progress requirements as published in this catalog. For more information, please contact Student Services who will make an appointment with a Financial Aid Officer.

5| Attendance Requirements

For the purpose of financial aid second disbursement for Title IV recipients enrolled in the Associate of Occupational Studies in Accounting (AOS), the student must attend a minimum of 90% of the clock hours of the first payment period.

6| Conversion of Clock Hours to Semester Credit for Academic and Financial Aid Purposes

LAPC uses Semester Credit Hours to determine awards for its programs. LAPC applies the United States Department of Education rules and regulations to convert the clock hours to credit hours for academic and Financial Aid purposes. This policy is required to factor in a weighted criterion for the student's homework outside the classroom to be part of the final grade for the course.

7| Definition of Academic and Financial Aid Semester Credit Hours

One Semester Credit Hour is equivalent to a minimum of 15 Clock Hours of lecture, a minimum of 30 Clock Hours of laboratory work. A Clock Hour is defined as a 50-minute classroom period with a 10-minute break. The final grade for the course partly includes a weighed criterion for student homework outside the classroom. One Financial Aid Semester Credit Hour is equivalent to one Academic Semester Credit Hour. LAPC does not include externship hours in any of the programs.

Notice of Student Rights

1. You may cancel your contract with the school, without any penalty or obligation, on the first day of class, or by midnight of the date that is the seventh business day following enrollment, whichever is later, as described in the Notice of Cancellation form that will be given to you on

    _____
    (First day of class)

    Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for another copy.

2. After the end of the cancellation period, you also have the right to withdraw at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a copy of the refund policy.

    If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number printed below for information.

3. If you have any complaints, questions, or problems which you cannot work out with the school, write, or call:

Bureau for Private Postsecondary Education (BPPE)	Council on Occupational Education (COE)	Commission on English Language Program Accreditation (CEA)
P.O. BOX 980818 West Sacramento, CA 95798-0818 t. (888) 370-7589 | f. (916) 263-1897 www.bppe.ca.gov	7840 Roswell Road, Building 300 Suite 325, Atlanta, GA 30350 t. (800) 917-2081 | f. (770) 396-3790 www.council.org	1001 North Fairfax Street, Suite 630 Alexandria, VA 22314 t. (703) 665-3400 | f. (703) 519-2071 www.cea-accredit.org

The signature below confirms the student's receipt of this Notice of Student Rights.

Signature: _____   Date:_____

LOS ANGELES PACIFIC COLLEGE

Notice of Cancellation

_____
(Date of the first day of class; or, midnight of the date that is the seventh
business day following enrollment, whichever is later)

You may cancel this contract with the school, without any penalty
or obligation, by the date stated above.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep the amount out of what you paid that equals the cost of the equipment. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the enrollment contract, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

Los Angeles Pacific College
3325 Wilshire Blvd., Suite 550
Los Angeles, CA 90010

I cancel my contract for enrollment on _____ (date).

_____
(Student's Signature)
(*Signature in this area represents cancellation of contract*)

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

If you have any complaints, questions, or problems, which you cannot work out with the school, write or call:

Bureau for Private Postsecondary Education (BPPE)	Council on Occupational Education (COE)	Commission on English Language Program Accreditation (CEA)
P.O. BOX 980818 West Sacramento, CA 95798-0818 t. (888) 370-7589 | f. (916) 263-1897 www.bppe.ca.gov	7840 Roswell Road, Building 300 Suite 325, Atlanta, GA 30350 t. (800) 917-2081 | f. (770) 396-3790 www.council.org	1001 North Fairfax Street, Suite 630 Alexandria, VA 22314 t. (703) 665-3400 | f. (703) 519-2071 www.cea-accredit.org

The signature below confirms the student's receipt of this Notice of Cancellation.

Signature: _____   Date:_____

"The transferability of credits you earn at Los Angeles Pacific College (LAPC) is at the complete discretion of an institution to which you may seek to transfer.

Acceptance of the <u>credits / degree / diploma / certificate</u> you earn in _____ (name of the program) is also at the complete discretion of the institution to which you may seek to transfer.

If the <u>credits / degree / diploma / certificate</u> that you earn at LAPC are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason, you should make certain that your attendance at LAPC will meet your educational goals. This may include contacting the institution to which you may seek to transfer after attending the LAPC to determine if your <u>credits / degree / diploma / certificate</u> will transfer."

LAPC Schedule of Holidays

January	Martin Luther King Jr's Birthday
February	Presidents' Day
April	Good Friday* (Students & Faculty only)
May	Memorial Day
June	Juneteenth
July	Independence Day
September	Labor Day
October	Columbus Day
November	Veterans Day Thanksgiving & Day after
December	Winter Recess* (Students & Faculty only)