

Masters Vocational College, Inc.

Student Catalog

July, 1st 2020 – June 30th 2021



MASTERS VOCATIONAL COLLEGE, INC.

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MASTERS VOCATIONAL COLLEGE, INC.

MVC MISSION

Our Mission at Masters Vocational College, Inc. is to empower individuals pursuing new careers, or advancing their expertise.

MVC VISION

Our vision as an institution is to reinvigorate the manufacturing industry through our educational programs. Students will become professionals in the trade of their choice by obtaining key skills, knowledge, and strong work ethic. Ultimately, creating opportunities and making an impact in their families, communities, socially and economically.

History

Masters Vocational College, Inc. was created in 2005 by CEO Pablo Foster, where he started with a vision to change people's lives, help the community and bring opportunities for quality training to the area. Mr. Foster wanted all levels of the community to be able to receive quality training for blue collar type jobs, such as CNC Machinist, Machining, Electrician, HVAC, and Computer Aided Design.

Educational Philosophy

Masters Vocational College, Inc. is dedicated to delivering quality training to all individuals, and equipping students to compete in today's job market. MVC provides a job-oriented education, business ethics, integrating technology, both theory and hands on training, to meet student's educational needs, and the experience employers prefer. Leading by example, CEO, skilled instructors, and office staff, attend advanced workshops, and Tech Shows to learn the latest technologies available for a successful program.

Approval Disclosure Statement

Revised 7/4/18

Masters Vocational College, Inc
1660 Chicago Avenue, Suite M-13
Auxiliary classroom
2060 Chicago Avenue, Suite C-2
Riverside, California 92507
951-328-9799
www.mastersvoc.com

MASTERS VOCATIONAL COLLEGE, INC.

Accreditation and Approval Statement

Masters Vocational College, Inc. 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 and Division 7.5 of Title 5 of the California Code of Regulations. Institutional approval # 27053596

Postsecondary Educational institutions. Institutional approval must be renewed every five years and is subject to continuing review.

According to the statement as described in 94909.a

(A) Masters Vocational College provides any public and/or prospective student a copy of our Student Catalog in physical or Digital format upon request. Students shall be given a Physical copy and will be sent a digital copy of the student Catalog prior to the signing of the Enrollment Agreement.

(B) "Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888)370-7589 or (916) 574-7589 or by fax (916) 263-1897.

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

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

MASTERS VOCATIONAL COLLEGE, INC.

Masters Vocational College, Inc. Advisory Board

Develop an advisory board that consists of professional people and one member of the community.

Allen Hoglan, Accountant
Dorret Foster, Healthcare Provider
Sue Kirtland, Compliance
Terrance Pierson, General Contractor
Greg McNair, Electrical Contractor
Marta Foster, Volunteer

Corporate Officers

Pablo Foster, President CEO and Executive Director. Mrs. Elida Foster is the CFO.

Legal Status

Masters Vocational College, Inc. is a California for Profit corporation.
The college does not have any pending petition in bankruptcy, is not operating as a debtor in procession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Ownership

Masters Vocational College, Inc. was created by CEO, Pablo Foster, and CFO Elida Foster . Which he had started with a vision to change peoples lives and empowering the community.

Services in this catalog

This catalog is approved for : July 1, 2020 – June 30, 2021. The catalog is updated annually, but is not limited to mandated changes.

MASTERS VOCATIONAL COLLEGE, INC.

Board of Directors

Masters Vocational, Inc. Board of directors is committed to providing Quality, Skills and Success to all those who are in need of skill training, to start a new career or upgrading there skills, by utilizing the latest technology.

Administration

Pablo Foster Chief Executive Officer

Elida Foster Chief Financial Officer

Admissions

Celia Ross Recruitment /Admissions

Supportive Staff

Elida Foster Administrative support/Career

Student Affairs

Joseph Kratofil Student Services/Placement

Instructors

William Kratofil, CNC-8 yrs

Ron Piotroski, CNC-30 yrs

Joshua Foster, HVAC -4yrs

Pablo Foster, CNC, HVAC, Elect-20+ yrs

Paul Foster, Industrial Designer-6yrs

Terrance Pierson, Architectural/General

Contractor-30yrs

CNC

Specialized Instructor IV

HVAC/Electrical

CNC/HVAC/Electrical

CAD

Construction Technology

MASTERS VOCATIONAL COLLEGE, INC.

Masters Vocational Facilities

Masters Vocational College, Inc. is located in the city of Riverside County of Riverside, 1660 Chicago Avenue, Ste M-13. Close to the I-215 / 60 freeways. The building is approximately 8,000 sq. ft which houses the administrative offices as well as; instructional classrooms, computer lab, shop area, reference manuals and break room. Masters Vocational College, Inc. Facilities include, handicapped accessible restrooms and Parking. There is no smoking inside the training facility, keeping a smoke-free environment for students and staff. All school facilities and equipment meet federal, state and city ordinances and regulations, including but not exclusive of fire, building and health safety. **CNC Machinist Classes are held in suite 1660 Chicago Ave, M-13, and HVAC, Electrician, and Construction Technology Classes are held at 2060 Chicago Ave, Suite C-2, Riverside, CA.**

The prospective student will be provided with a copy of the student catalog so that the student can make an educated decision about the benefits of attending Masters Vocational College. The student Catalog will be provided in either the form of a physical hard copy or an electronic digital copy via Email.

We conduct a tour of our facility; allowing the prospective student to see the types of tools and equipment we have for training. After they express interest in a program, we will discuss different funding that may be available according to the geographic location and programs that may be available to the student. (Example: WIA, WIOA, TAA, TRA, Vocational Rehabilitation Voucher or Educational Private loans.)

Before making a decision on Private loan, we will discuss the disclosure of cost as well as interest rates.

MASTERS VOCATIONAL COLLEGE, INC.

Admission Requirements

Admission Requirements are based largely upon the applicant's ability to meet the requirements of his/her occupational goals. Work ethic is taken in consideration, such as, the desire to pursue a new career, self motivated and committed to learn their craft. Applicants must fulfill the following requirements in order to be enrolled as a regular student at Masters Vocational College.

- The Institution ensures a prospective student is able to benefit from program through minimum requirements of obtaining a High School Diploma, GED, previous college credits, and/or foreign country education.

Admission and Registration Procedures

- 1) The applicant complete admission application. Applications and catalogs can be mailed upon request. The applicant is given a catalog. (Hard Copy or Electronically Emailed prior to enrollment)
- 2) The applicant is given a tour, the catalog Student Performance Fact Sheets are reviewed with applicant. Applicant will then meet with the financial aid/accounting team.
- 3) Interested applicants are given an assessment entrance test. Prospective student must pass with a minimum of 70% score. If student fails, he/she may retake the test within 1-7 days after exam was taken. Upon scoring a minimum of 70% or more, prospective student will be notified by admissions414141. All paperwork must be signed before program starts, Applicants will be given Orientation information.
- 4) On the day of program start date, final admission documents must be completed. Students must bring in needed information. Students will then be given a copy for the following forms; Enrollment Agreement, Student Tuition Recovery Fund, Students Rights, Notice of Cancellation, Grievances Policies, and School Rules. Student will then be giving a copy of all forms signed.
- 5) After completing all required forms, students will be placed and begin, the program of their choice.

Enrollment Start dates for all Programs begin weekly on Mondays. Any required paperwork, funding information, accounting information and enrollment agreements are required before admission.

Disabled Students

Masters Vocational College, Inc. affirms its programs are available to all who qualify without regard to disability, according to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Disabilities Accommodations

Masters Vocational College is committed to providing reasonable accommodations for all persons with disabilities. Accommodations are provided on an individualized, as-needed basis, determined through appropriate documentation of need. The Campus President is responsible for developing an Accommodations Plan for all students. All discussions will remain confidential. Accommodations are not provided retroactively so it is suggested that prospective students discuss needs upon enrollment into the program. If you are a student with a disability applying to Masters Vocational College, you may share information about your disability on your application for admission, if you choose. Although you are neither required nor expected to reveal any information about your disability, medical, psychological or other personal circumstances, you may choose to mention it in your personal insight questions. Any information concerning your disability will be held in strict confidence in accordance with College's policy and federal and state laws.

MASTERS VOCATIONAL COLLEGE, INC.

Academic Progress

Satisfactory Progress is defined as each student maintaining a cumulative grade point average of 70% = C or better. For determining satisfactory progress and facilitating discussion of the student's training progress, a progress report is administered to the student monthly, for all programs.

Grading Format

A = Excellent.....	90% -100%
B = Good.....	80% -89%
C = Satisfactory.....	70% -79%
D = Poor.....	60% -69%
F = Failing.....	Below 60%
I = Incomplete	
P/F = Pass/Fail.....	Credit/No Credit Assigned

Each student is expected to maintain attendance and progress that allows completion of the program within 36 weeks / 900 hours for any given program, at a cumulative minimum attendance of 80%. Graduation Requirement Students must have a cumulative grade point average of 70% or "C" grade and 80% cumulative attendance in order to be considered for completion. Upon successfully completing the program, meeting all completion requirements, students will receive a Certificate. The Certificate will be available to graduates no later than 30 days from last day of attendance unless Student Services receives a written request to provide it earlier.

Quantitative Standard

The student is required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at least 80% of the scheduled class hours on a cumulative basis during each evaluation period. All students must complete a certain percentage of modules attempted in order to make progress toward their goal. There are two parts to this standard:

Pace of progression: Students must complete at least 67% of the total (cumulative) modules attempted. For example, a student has attempted 20 modules at MVC. They successfully completed 13.5 of those modules. Their completion would be 67.5% (modules completed divided by modules attempted equals completion percentage – $13.5 \div 20 = 67.5\%$).

Maximum Time Frame: The Maximum Time Frame for completion of a degree or certificate is 150% of the published length of the program. All modules attempted at Masters Vocational College will be included since the Maximum Time Frame is based upon modules attempted

Qualitative Standard

The student's academic average is reviewed to determine qualitative progress. The minimum required is 70% at the conclusion of each evaluation period. All students Masters Vocational College must have a Cumulative Grade Point Average (GPA) of 2.0.

MASTERS VOCATIONAL COLLEGE, INC.

Evaluation

All students will be evaluated at the end of each semester to determine if they are meeting the standards listed above.

*If you have attempted less than 12 modules at MVC, then you will be required to maintain a 2.0 Cumulative GPA and must complete 50% of the courses you attempt to maintain SAP. Once you have attempted 12 or more modules, you will be held to the standard as explained above.

Grade Standards

All semester modules at MVC include:

Attempted modules include: number of competencies Completed are modules with a grade of: A, B, C, D, CR, P Transfer credits from other institutions will be included as attempted and completed modules in the SAP calculation. Courses in which a student receives a grade of F, NC, NP, FW, W, I, IB, IC, ID and/or IF will not be counted as completed modules for satisfactory academic progress purposes, but will be counted as attempted modules. Only practicum/labs that are required, recommended or academically beneficial should be taken at the same time as the corresponding course.

Incomplete grades are not given, and students must repeat any classes in which they earn less than a 70% average. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

Warning

If a student fails to meet the cumulative 80% attendance or 70% grade average for any evaluation period, or both, he or she will be placed on warning for the next evaluation period. Failure to achieve an 80% attendance or a 70% grade average, or both, at the end of the warning period will result in the administrative withdrawal of the student.

Students will be notified in writing when they are placed on warning and the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling, from the School Director, as appropriate, when they are placed on warning.

The institution will notify a student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress.

MASTERS VOCATIONAL COLLEGE, INC.

SAP Warning (WA):

If a student fails to meet the cumulative 80% attendance or 70% grade average for any evaluation period, or both, he or she will be placed on warning for the next evaluation period. Failure to achieve an 80% attendance or a 70% grade average, or both, at the end of the warning period will result in the administrative withdrawal of the student.

Students will be notified in writing when they are placed on warning and the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling, from the School Director, as appropriate, when they are placed on warning.

The institution will notify a student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress. Warning timeframe is on a quarterly basis. If after the "Warning" quarter students are still not meeting the SAP standard, they will become Ineligible.

SAP Warning Students' Responsibilities

Students on Warning Status are encouraged to meet with a Counselor to complete an official and current two month Student Educational Plan (SEP) within the current year. To schedule an appointment to meet with an Academic Counselor to complete an SEP, please call (951) 328-9799. Warning status students must improve their academic standing. Students who do not meet the SAP standards after their Warning period will be declared Ineligible for financial assistance.

SAP Ineligible (IN):

A student can become Ineligible for two reasons:

- 1) Student failed to meet SAP standards after their "Warning" quarter and/or
- 2) Student exceeds the 150% Maximum Time Frame of program of study under the quantitative standard Appeal Process Students on a SAP Ineligible status can be Appeal Approved ONCE ONLY during their lifetime at MVC. In order to appeal, the student must have extenuating circumstances that occurred during the period that the student did not meet SAP. To appeal, the student must document the circumstance for not meeting SAP and must provide official documentation.

Note:

If a student fails to meet the terms of their Appeal Ineligible for any reason, the student WILL NOT be ALLOWED to Appeal again.

Some examples of Extenuating Circumstances that must be supported by providing official documentation may include:

- Death of an immediate family member
- Documented illness
- Major accident or injury of yourself or an immediate family member
- Victim of a Crime
- Homelessness

MASTERS VOCATIONAL COLLEGE, INC.

***NOTE:**

In order for a two year Student Education Plan to be official, official transcripts from ALL other colleges or universities must be on file at Masters Vocational College. If a student's official transcripts are not on file, then the student's two year Student Educational Plan is invalid.

Students planning to graduate from Masters Vocational College, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to MVC. See This is why All Official Transcripts from previously attended colleges or universities must be received at Masters Vocational College in order for a Counselor to complete an official nine-month Student Educational Plan that will be accepted for your FA Appeal or FA Student Loan.

Students who have exceeded the Maximum Time Frame must have one of the following valid reasons:

- One time change of major or goal after student has completed one major/goal.
- Returned for a second goal
- Completed Basic Skills courses

Appeal Process

The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

Before an appeal may be granted, a written academic plan must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The School Director will assess all appeals, and determine whether the student may be permitted to continue in school on a warning status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the School Director's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained.

MASTERS VOCATIONAL COLLEGE, INC.

Appeal Documents:

The three (3) documents that must be submitted if the student has exceeded the Maximum Time Frame are:

- Extenuating Circumstance Appeal form with a written statement explaining the valid reason for exceeding the Maximum Time Frame
- Current (created within the last year) official Nine-month Student Educational Plan. Students must attach confirmation that they have completed SAP Counseling

NOTE:

After reviewing the appeal, the SFS office will render a decision, and the student will be notified in writing of the decision. MVC students must submit their Appeal to Masters Vocational College only.

Maximum Time Frame

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. For example, the **Machinist** program, 36 weeks in length, must be completed within 54 calendar weeks. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn.

Transfer and Readmitted Students

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the Institute.

The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. If the student transfers in 500 hours, and therefore must complete 400 hours at the Institute ($400/25$ hours per week = 16 weeks), the maximum time frame is 16 weeks x 150% or 24 weeks.

Repeated Courses

Repeated course modules will be counted in the pace of progression calculation as attempted modules. When courses are repeated, only the earned modules associated with the higher grade will be counted in the pace of progression calculation as completed modules. If both grades are equal, only the earned modules from the earlier course will be included as completed modules in the pace of progression calculation. Adding and/or dropping modules after the first grant disbursement will require a review and possible adjustment of any future disbursements.

SAP Satisfactory (SA):

A student is meeting Satisfactory Academic Progress as long as the student maintains a cumulative GPA of 2.0 (Qualitative Standard), a pace of progression percentage rate of 67% (Quantitative Standard) and the student has not exceeded the Maximum Time Frame of their selected program of study (Quantitative Standard).

MASTERS VOCATIONAL COLLEGE, INC.

Code of Conduct & Infractions

- 1) Incidents of alcohol or drug related behavior.
- 2) Possession of any illegal substance on school premises.
- 3) Possession of weapons on school premises.
- 4) Behavior creating a unsafe environment to faculty and others.
- 5) Damage or destruction of school property.
- 6) Cheating or changing grades on test.
- 7) Stealing, or conspiracy to commit or become an accessory to a crime on school property.
- 8) Disrespectful or lewd behavior towards students, staff or faculty including profanity and illicit sexual advancements.

Probation and Dismissal Policy

Students will be placed on academic probation if the students' cumulative GPA at the evaluation points is less than that required at each evaluation point and or the students successful class and completion rate falls below the minimum standard of 70%. Students will be notified in writing that he/she has been placed on academic probation. Students on academic probation will remain eligible to receive financial aid during the probation period. Students who are placed on academic probation will be given 4 weeks to raise their cumulative GPA and /or class completion ratio to the required level. If, at the end of the probationary period, the required cumulative GPA and/or class completion ratio has not been achieved, the student will not be eligible to receive financial aid and may be terminated from the program.

Sexual Harassment Policy

Masters Vocational College, Inc. will strive to maintain a learning environment free from sexual harassment for all students and employees. Sexual Harassment is prohibited by law, all offenders will be subject to disciplinary action in compliance with state and federal constitutional due process requirements. All complaints dealing with sexual harassment must follow Masters Vocational College, Inc. general grievance procedure. The student must complete a form and present it to the Director.

COPYRIGHT POLICY

Masters Vocational College prohibits the illegal copying of copyrighted texts, publication, documents, and computer software or peer to peer file sharing. Instructors may only copy portions of texts for single use as handouts to illustrate lesson plans, as permitted by federal copyright law. Students may not illegally copy texts or software for distribution, use, or sale. If this policy is violated, the person responsible will be subject to disciplinary action, up to and including termination. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov.

MASTERS VOCATIONAL COLLEGE, INC.

Class Size

Class size will vary within each program. There is a maximum student ratio of 1 to 20 students per instructor for both lecture, and hands-on (lab). The classroom consist of training equipment, video, DVD's, and the shop will consist of machine equipment, HVAC, electrical equipment, computers, tools and student program manuals, power point presentations.

Re-Entry

A student who has canceled or has been terminated may desire to re-enter the program, he / she must notify the school and follow the Entrance Admission Procedures. A student who has been terminated for any reason must have an interview with the School Director to determine if he / she should be reinstated. The final decision will be made by the School Director.

Student Grievance Policy

STEP 1- If a student has a question or grievance regarding a program policy or procedure, he/she should direct the question or concern to the instructor first. The instructor will respond to the written question or concern within three (3) days.

STEP 2- If the problem is not resolved to the student's satisfaction by means of open discussion, the student may present the complaint to the Administrator. The grievance will be reviewed and a written response will be given within seven working days.

STEP 3- If the response does not resolve the grievance to the student's satisfaction, a written Response should be submitted to the School Director. The grievance will be reviewed and a written response will be given within seven working days.

STEP 4- If the written response does not resolve the grievance to the student's satisfaction, a formal meeting will be scheduled after school hours. The meeting will be private. The meeting should be scheduled through Administration. The School Director and all persons involved in the grievance will be present.

Upon conclusion of the meeting a formal written response will be given to the student within (3) working days which will summarize the meeting's discussions and any resolutions to the grievance. If the resolutions listed in the written response from the formal meeting do not resolve the grievance, the student can always contact the Bureau for Private Postsecondary Education at the address listed below at any time.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION.

1747 North Market, Suite 225

Sacramento, CA 95834

Telephone: (916) 574-8900

Toll free: (888) 370-7589

Or by fax: (916) 263-1897

www.bppe.ca.gov

MASTERS VOCATIONAL COLLEGE, INC.

Suspension and Termination

Masters Vocational College, Inc. reserves the right to suspend or terminate any student whose attendance, academic standing, or personal behavior does not comply with the standards, rules and regulations of this institution. Students who have been suspended or terminated, can only be reinstated with the approval of the college director.

Discipline

Students are expected to conduct themselves in a professional manner at all times. Foul language, possession of unperceived drugs or alcoholic beverages, disrespectful behavior is considered unsatisfactory, and are grounds for immediate dismissal. A student who conducts him / her self in a manner detrimental to the safety of school staff, instructors, or other students, will be immediately expelled.

Leave-of-Absence Policies

In rare instances, a Leave of Absence may be granted to students experiencing significant hardship (including, but not limited to, medical reasons, or family-related issues) that may interrupt their program of study. Student may be granted a ninety (90) day leave and must return on a given date specified in the Leave of Absence Form. Fail to return will result in your termination of your training program. At the time of a request for a LOA, a student must be satisfactory progressing academically when asking for a LOA. **The student must make the request in writing.**

To request a LOA, the student must contact Admissions office, and complete the **Leave of Absence Request** form. The LOA will be reviewed, and must be approved by the Chief Executive Officer. The student will be notified within two business days, in person, or phone call. LOA will then be noted in the student's record.

- ⦿ Students with an approved LOA must be enrolled after the leave expires. If the LOA is granted, the time absent does not count against the student's time limit to obtain certificate.
- ⦿ Students returning from an approved LOA must reactivate their status by contacting the Admission Office for procedures.

Masters Vocational College, Inc
1660 Chicago Avenue, Suite M-13
Riverside, California 92507
951-328-9799

MASTERS VOCATIONAL COLLEGE, INC.

Graduation Requirements – Standards for student achievement

The grading system is as follow:

Scale of Achievement 70%

Grade	Definitions	Points
A	Excellent	95-100
B	Very Good	80-94
C	Average	70-79
D	Less than Satisfactory	60-69
F	Failing	00-59

A student must comply with the following requirements in order to receive a diploma.

1. Completion of the total number of hours required by the student's program.
2. Have a minimum grade point average (GPA) of 2.0 or higher.
3. Passing all finals, quizzes, exams shop projects with a minimum average of 70%.
4. Participate in an Exit Interview with the Placement Department, Accounting.
5. Program projects, and check-offs must be complete.
6. Students must be present for a minimum of 80% of the total program length.
7. Complete Program completion Checklist.

ESL Instruction

The institution does not provide English as a Second Language Instruction at this time.

Program Changes

Masters Vocational College, Inc. May amend, add or delete classes, programs, policies, equipment, tuition fees, and / or facilities with prior notice of the scheduled changes.

Reasonable accommodation will be made for students impacted by such a change. In addition, the school may provide sub instructors other than those identified in this catalog.

MASTERS VOCATIONAL COLLEGE, INC.

Student Services

Recommended Study Time

To successfully complete the required course assignments, MVC recommends that a student should spend at least one hour of personal study time. The amount of time will vary according to the individual student's abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time.

Make up Work

Each student is responsible for making up any work missed due to absences. He / she should make arrangements with the instructor to establish the terms of the make-up work. Make up time cannot exceed 7 school days from missed day.

Student Records

Student's records are maintained for at least five years from the date of student's graduation, termination or withdrawal, and are retained by the school and are available to students upon individual request and completion of necessary forms. Diplomas and Transcripts are available upon written request. The college retains transcripts for life.

Family Education Rights and Privacy Act

Masters Vocational College, Inc. complies with the confidentiality and student accessibility provisions of the Family Right and Privacy Act of 1974 (P.L. 93~380, Section 438), commonly known as the Buckley Amendment. Confidentiality of student records is strictly protected. Information on students is not available to anyone without a) written request / release from the student, b) a court order, or c) accreditation agency requirements. However, students, or parents of minor students and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of a specific student.

Drug Information

According to the provisions of federal law, information concerning use and misuse of chemical substances shall be available as well as resource information of all chemical dependency programs in the community. Random drug test can be done. Notices concerning this matter will be posted in a conspicuous place at the school.

Equal Opportunity

Masters Vocational College, Inc. does not unlawfully discriminate in educational opportunities on basis of race, religion, color, nationality, gender, age, or marital status and is subject to Title 9 of the Civil Right Act of 1964 as amended.

Disabled Students

Masters Vocational College, Inc. affirms its programs are available to all who qualify without regard to disability, according to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Disabilities Accommodations

Masters Vocational College is committed to providing reasonable accommodations for all persons with disabilities. Accommodations are provided on an individualized, as-needed basis, determined through appropriate documentation of need. The Campus President is responsible for developing an Accommodations Plan for all students. All discussions will remain confidential. Accommodations are not provided retroactively so it is suggested that prospective students discuss needs upon enrollment into the program. If you are a student with a disability applying to Masters Vocational College, you may share information about your disability on your application for admission, if you choose. Although you are neither required nor expected to reveal any information about your disability, medical, psychological or other personal circumstances, you may choose to mention it in your personal insight questions. Any information concerning your disability will be held in strict confidence in accordance with College's policy and federal and state laws.

MASTERS VOCATIONAL COLLEGE, INC.

Advisement

Academic advisement is available for all students from the first day of class and as needed until graduation. If a student is unable to stay after hours, the student can speak to the instructor and make arrangements for remedial support.

Job Placement

All graduates are encouraged to contact the Job Placement Office for information about current opportunities. Although, job placement is not guaranteed, our main purpose is to assist our students find jobs and to provide support services to enable them to keep their jobs and continue their overall professional development. To that end, we will provide assistance through a job referral service, as well as other services such as: interview techniques, resume preparation, and contacting potential employers in our local and surrounding communities. Job Placement will be available to alumni for up to two years after graduation. The Placement and Student Services Department also prepares for Graduations.

Exit Interviews

Students, completing internships will be expected to participate in a standard Exit Interview with the Job Placement Department. Whether the student elects to participate in or waive placement privileges, the Exit Interview is essential in explaining Masters Vocational College, Inc.'s extensive student Tracking, Assessment System and the role each student will play in it throughout the coming year. Students must meet with the accounting department and complete an exit interview with that department as well. Placement must complete the exits.

Housing information

Masters Vocational College does not have dormitory facilities under its control; Masters Vocational College is not responsible to find or assist a student in finding housing. Estimation of the approximate cost or range of cost of the housing in Riverside, the fair market rents range from \$800 to \$2,072. Fair Market Rents are used to establish the payment standards for the Section 8 Housing Choice Voucher Program.

Library/Resources

The college does not have a library at this time. Students may use study aids, reference books, internet, videos for research, DVD's, CD's and the computer room, from Monday through Friday. Students must notify staff of any material that is needed to be checked out.

Break Room

The School provides a break area, vending machines, tables, chairs, refrigerator and microwaves for the convenience of the students and staff to use during school hours. **There is no eating in the classrooms at anytime. Only water is permitted in the classroom. Please keep the break room clean, and pick up your trash.**

Lost Articles

We are not responsible for any lost articles. We advise not to bring anything of value to reduce the risk of thievery. All items should be in your backpacks or with you at all times.

Dress Code

All students are required to wear appropriate clothing while in training. Tank tops, shorts, sandals or sandals with thongs are never permitted (work boots/shoes is recommended). Shirts with sleeves, tee shirts, jeans are appropriate for shop students. If the student is issued a training uniform, scrub set they are required to wear it for the duration of their training period.

MASTERS VOCATIONAL COLLEGE, INC.

Informal Complaint

Step One:

Masters Vocational College requires that you first make every effort to informally resolve a complaint or concern. It is important that you talk directly with the staff, or administrator with whom you have a complaint in order for them to have an opportunity to hear your concerns and work with you to resolve the issue. As a professional courtesy, you are advised to:

Contact college employees by phone or email to schedule an appointment
Be clear about what your concern is and how you would like the issue resolved.

If your complaint or concern has not been resolved to your satisfaction, you may move into the Formal Complaint process listed below. If you have questions or would like assistance with this process, please contact: Joe@mastersvoc.com or Jacqui@mastersvoc.com.

Formal Complaint

Step Two:

You may utilize the formal complaint process after exhausting the informal complaint process directly with the person with whom you have a complaint or concern. To submit a formal complaint, you must use the MVC Complaint form on our website. This form must be printed and completed in writing; once completed please submit it to the Office of Administration.

After your Student Formal Complaint Form has been submitted, you will receive notification via email that it has been received; this notification will occur within five (5) business days. You will be provided information regarding next steps in the process and may be asked for additional information, if necessary.

Within this step of the process, complaints involve the faculty or the MVC Administrator or Staff Supervisor.

If your complaint or concern has not been resolved to your satisfaction, you may appeal the decision made by the MVC Administrator or Staff Supervisor by continuing the complaint process into Step Three listed below. Questions can be directed to: Joe@mastersvoc.com

Step Three:

To appeal a decision made by the MVC Administrator or Staff Supervisor with whom you worked to resolve your complaint or concern, you need to submit an email to Joe@mastersvoc.com stating your desire to appeal the current decision and providing the following information:

- Brief outline of steps you have taken toward resolving the issue
- Decision given by the MVC Administrator or Staff Supervisor
- Reason for appealing this decision
- Possible solution(s) you see to the issue
- Contact information (phone, email, etc.)

After your email requesting an appeal has been submitted, you will receive notification via email that it has been received; this notification will occur within five (5) business days. You will be notified of the next steps in the process and be given information as to who will contact you in the near future.

Within this step of the process, complaints involve the faculty or Masters Vocational College President. Decisions of the President are final and cannot be appealed.

MASTERS VOCATIONAL COLLEGE, INC.

NOTICE TO STUDENTS: GRIEVANCE PROCEDURE

This institution is approved to operate by the Bureau For Private Postsecondary Education operate mean compliance with state standards .Approval to When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure. First, refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION.

1747 North Market, Suite 225
Sacramento, CA 95834
Telephone: (916) 574-8900
Toll free: (888) 370-7589
Or by fax: (916) 263-1897
www.bppe.ca.gov

Note: Complainants will receive an acknowledgement of receipt within 15 days.

In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to BPPE (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

MASTERS VOCATIONAL COLLEGE, INC.

Transfer of Previous Credits

Credit for previous applicable educational training is accomplished by waiving courses, which are prerequisites to the satisfactory completion of the program. If course(s) for which the waiver is requested was taken at a postsecondary institution other than Masters Vocational College, a postsecondary school or college transcript and course syllabi, course outline, or catalog or equivalent are required, the student must have earned a "C" grade or better, and the course must have been taken at an accredited school. Masters Vocational College will determine the credit assigned for prior course work completed and reserves the right to reject all or a portion of any requests if course content is not compatible to the course that will be taken at Masters Vocational College. Additionally, the student must have completed the coursework within five years from his/her enrollment date at Masters Vocational College. There is a fee of \$150 per unit charged for transfer credit outside of Masters Vocational College and \$40 per unit charge for transfer fee credit for courses taken at Masters Vocational College. All transfer fees are due and payable upon enrollment unless other arrangements are made and are non-refundable. There is no charge to the student for college evaluation of previous credit or assessment testing. Except in a formal teach-out agreement, or transfer from a closed institution, the institution accepts a maximum of 30% of the program's credits for transfer. Requests for transfer must be made in writing by the enrollee and submitted to the Campus Director prior to enrollment. The school will maintain a written record of all credit for previous training granted to the student. The institution will conduct an evaluation of previous education and training for all eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the student accordingly. Notification will be given to all agencies as required. Tuition will be prorated accordingly.

Transfer Credits are counted as both attempted and completed hours in the measurement of Satisfactory Academic Progress. If the student does not agree with the Campus Director's decision, the student can appeal the decision to the School's Administration office.

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

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

"Masters Vocational College, Inc. has not entered into an articulation or transfer agreement."

"Masters Vocational College, Inc. does not award credit for prior experiential learning."

* If the credits that you earn at Masters Vocational College are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Masters Vocational College to determine if your credits will transfer. Credits students earn at Masters Vocational College in most cases will not be transferable to any other college or university. If students earn a degree, diploma, or certificate in our programs, in most cases it will not serve as a basis for obtaining a higher level degree at another college or university. Certain states may have restrictions on the amount of credit that can be awarded to students. In addition, there may be a fee charged by the receiving institution. This fee is the responsibility of the student. Masters Vocational College will providing guidance, and an official transcript, with course outlines completed.

Vocational College has not entered into a transfer agreement with any other college or university.

MASTERS VOCATIONAL COLLEGE, INC.

“STUDENT’S RIGHT TO CANCEL,”

Cancellations, Withdrawals, and Refunds

Buyers/Students Right to Cancel

Student has the right to cancel their agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh day after enrollment, whichever is later. After the end of the cancellation period, student will also have the right to withdraw at any time; and student has the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled clock hours in the current payment period (also known as period of attendance) in their program through the last day of attendance. After completion of more than 60% of the scheduled clock hours in the period of attendance, the student is not entitled to a pro rata refund, and any funds remaining in the student’s account will be considered additional earned tuition. Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee of \$75, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

The following procedures apply to students who wish to cancel the enrollment agreement or drop/withdraw from the institution:

Student must notify admissions office, their intent to cancel or withdraw. Student may notify by mail, in person, or email; to following address: **1660 Chicago Ave Ste. M-13, Riverside, CA 92507.** Office Phone Number: **(951)328-9799**

If notice is hand delivered or emailed, student will be notified of approval by admissions within 3 business days, to proceed with Cancellation or Withdrawal procedures. Admissions will contact student via phone call and/or email to confirm cancellation or withdrawal process is complete. If student mails a written cancellation/withdrawal notice, he/she will be notified within 5-7 business days by admissions to confirm process is complete.

"If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 45 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 45 days of the date you signed a cancellation notice. If you do not return the equipment within this 45-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value.

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

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

1747 North Market, Suite 225

Sacramento, CA 95834

Phone: (916) 574-8900

Toll free: (888) 370-7589

Or by fax: (916) 263-1897, www.BPPE.CA.GOV

MASTERS VOCATIONAL COLLEGE, INC.

Rejection of Applicant: If an applicant is rejected for enrollment by Masters Vocational College, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid must be made to the applicant, less a maximum application/registration fee of \$75 if such charges are clearly itemized in the enrollment agreement as nonrefundable

Program Cancellation: If Masters Vocational College cancels a program subsequent to a student's enrollment, the institution must refund all monies paid by the student

Cancellation Prior to the Start of Class or No Show: If an applicant accepted by Masters Vocational College, cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid, less a maximum application/registration fee of \$75, if such charges are clearly itemized in the enrollment agreement as being nonrefundable, and any actual housing costs incurred Masters Vocational College. The only exception is for an international student who is recruited outside of the United States or its territories, receives an I-20 from the institution, enters the country, and subsequently cancels prior to the start of class or is a no-show. In this event, Masters Vocational College may only retain a maximum total of \$500 for any non-refundable charges clearly identified and itemized in the enrollment agreement, including any application/registration fee, courier fees, and travel cancellation insurance.

Withdrawal or Termination After the Start of Class and after the Cancellation Period:

Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

a) During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000. b) After the first week and through sixty percent (60%) of the period of financial obligation, tuition charges retained must not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000. (See example.) Institutions that do not retain any unearned tuition may assess an administrative fee associated with withdrawal or termination not to exceed \$100. After sixty percent (60%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

REFUND EXAMPLE:

Assume that a student enrolls in a program with 900 clock hours. The total program cost is \$19,225 plus registration \$75.00 and books \$350.00 supplies \$250.00 the total amount of registration, books and supplies is \$675.00, Total program including fees = \$19,900.00

1. Program Cost \$19,225 / 900 Hours = \$21.36 (Program Hourly Charge)
2. 450 (Hours Attended) x \$21.36 (Program Hourly Charge) = \$10,287.50
3. The refund would be any amount paid toward tuition by the student in excess of \$10,287.50 according to the stated refund distribution order.

Once 60 percent of the enrollment period in the entire program has occurred (including absences), there will be no refund to the student.

PROGRAM	BOOKS	SUPPLIES	REGISTRATION	PROGRAM COST	TOTAL AMOUNT PAID
900h / 100%	\$350.00	\$250.00	\$75.00	19,225.00	19,900.00
450h / 50%	\$350.00	\$250.00	\$75.00	\$9612.50	\$10,287.50
90h / 10%	\$350.00	\$250.00	\$75.00	\$1922.40	\$2,597.40

REFUND INFORMATION: The student has a right to a full refund of all charges less the amount of \$75.00 for registration fee if he/she cancels this agreement prior to or on the seventh day after enrollment, whichever is later. Methods of payment: Check. The school will also refund money collected and sent to a third party on the student's behalf such as license or application fees.

MASTERS VOCATIONAL COLLEGE, INC.

Student Tuition Recovery Fund

State requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund.

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. **Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, CA 95834, (916) 5748900 or (888) 370-7589.**

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

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Bureau for Private Postsecondary Education
1747 North Market, Suite 225 Sacramento, CA 95834
Phone: (916) 547-8900
Fax: (916) 263-1897

Website: www.bppe.ca.gov
E-mail: bppve@dca.ca.gov

Masters Vocational College, Inc.

Make-up Work and Incompletes

Make-up assignments and extensions requires approval from the instructor, Education director. The work has to be documented as a part of the student's permanent record. The amount is at the instructors descretion. An "incomplete" will not be given as a final grade. However, at the end of the program students may be granted an extension to complete the required course assignments. Tests must be taken that were required. The maximum grade possible for the make-up tests is minus points. Students that do not make up required course assignments and tests within the extension period will receive a failing grade of "F" for the course. This grade will be averaged in with the other grades to arrive a cumulative GPA.

Retests

Students are allowed to retest, please let the instructor know that you need to retest. Exams, quizzes or final exams with below 70% will need to retest.

Attendance Requirements

We believe that the qualities necessary for a successful career must be maintained while a student is in training. Satisfactory attendance and punctuality are crucial qualities that are mandated by professionals who are looking to promote themselves and increase their employment stability. Students must complete a minimum of 80% of attendance to graduate from the program.

Smoking Policy

Smoking or vaping inside the facility is NOT allowed. A specific area located on the back of the facility has been designated as the only smoking area. Areas surrounding the facility are not to be used for smoking. Smoking is allowed only before or after after class hours and during breaks. Smoking materials must be discarded in appropriate containers.



Hours of Operation

Instructional Hours
Monday through Thursday

Morning Session
9:00am – 3:30pm

Monday through Thursday
8:00am- 4:30pm

Fridays
9:00am-2:00pm

Holiday Schedule

School Will Be **Closed** on the Following Days in 2020 – March 2021

Independence Day	July 1 - 5, 2020
Labor Day	September 2, 2020
Columbus Day	October 14, 2020
Veteran's Day	November 11, 2020
Thanksgiving Holiday	November 25 - 28, 2020
Winter Break	December 23, 2020– January 3, 2021
Martin Luther King, Jr.	January 20, 2021
President's Day	February 17, 2021
Spring Break	April 3, 2021 – April 13, 2021
Memorial Day	May 25, 2021
Independence Day	July 4, 2021

Course	Period of Attendance	Tuition	Other Fees	Total Charges
CNC Machinist	600hrs / 24weeks	\$10,575	Registration \$75 Books \$875 Supplies \$375	\$11,900
HVAC	660hrs / 26weeks	\$10,575	Registration \$75 Books \$875 Supplies \$375	\$11,900
Machinist	900hrs / 37weeks	\$18,575	Registration \$75 Books \$875 Supplies \$375	\$19,900
Electrician	900hrs / 37weeks	\$18,575	Registration \$75 Books \$875 Supplies \$375	\$19,900
Construction Technology	900hrs / 37weeks	\$18,575	Registration \$75 Books \$875 Supplies \$375	\$19,900
Computer Aided Design	900hrs / 37weeks	\$18,575	Registration \$75 Books \$875 Supplies \$375	\$19,900

Disclaimer: the period of attendance and the period covered by the Enrollment Agreement are the same.

MASTERS VOCATIONAL COLLEGE. INC

Vocational Training Programs

CNC Machinist		
Course code: 51-4012	Program Title: CNC Machinist	Credits: 48

Length of Program:

600 Clock Hours

24 Weeks

Prerequisites:

Basic Mathematics

Course Description:

In this course participants will explore and learn OSHA safety, geometric symbols, blueprint, precision measuring instrument, machine shop practice and shop theory. The student will learn C.N.C. programming, operations on Mills and Lathes, and CAD/CAM technology. Students will gain machine shop theory, shop safety, shop flow and functions; shop inventory, maintenance for a Machine Shop, needed tools, and codes through and instructor-led training in the shop environment..

SUBJECTS	COURSE OBJECTIVE	THEORY HOURS	LAB HOURS	CREDIT
Safety/OSHA	Understand safety regulations, first aid, protective gear, and fire safety; complete OSHA 10 certification.	15	10	2
Math	Demonstrate understanding of basic geometry figures, and related math.	50	50	8
Precision Measurement Instruments	Perform measurements using flexible steel scale, calipers, micrometer.	25	25	4
CAD/ Blueprint Reading	Interpret blueprint and sketches; prepare multi-view drawings; sketch dimensions and tolerances.	50	25	6
Machine Shop Practice and Shop Theory	Mill machines: Explain digital readouts; by using CAD/ software; operate machine at proper speeds and feeds; demonstrate proper set-up procedures, and milling operations. Lathe machines: Operate lathe at different speeds and feeds; perform turning operations, knurling, boring, grooving, and parting operations.	25	100	10
CNC Programming and Operation	Operate computer, Understand and interpret 'G' codes, and 'M' codes; special machine cycles; Understand and edit set-up and inspection sheets; write basic mill and lathe programs by using CAD/ software. Wire EDM set-up and programming.	35	140	14
CNC Operation and Hands-on	Program CNC Machines, machine set-up and operations; Complete final CAD/ project.	25	25	4
TOTAL:		225	375	48
TOTAL HOURS: 600				
TOTAL CREDIT HOURS: 48				
TOTAL CONTRACT HOURS: 600				

MASTERS VOCATIONAL COLLEGE. INC

Vocational Training Programs

CNC Machinist		
Course code: 51-4012	Course Title: CNC Machinist	Credits: 48

Length of Program:

600 Clock Hours 24 Weeks

Program

Supplies:

Surface Grinders
Automatic Bandsaws
Drill Press
Manual Mills
Manual Lathes
80 gal Industrial Air compressor
32" Computer Monitor
CNC Mill Fadal
CNC Lathe-Fanuc
CNC Cincinnati
Calipers
Micrometers
Scale Rulers
Indicators
Allen Wrench Sets
Combination Wrench Sets

Soft Hammer/Dead Blow
MVC Machinist Manual
MVC CAD Projects
MVC Fadal Machine Manual
Safety Glasses
Shop Apron
Tool Boxes
CNC Program Manual

MASTERS VOCATIONAL COLLEGE. INC

Vocational Training Programs

HVAC		
Course code: 49-9021	Program Title: HVAC	Credits: 41.5

Length of Program:

660 Clock Hours

26 Weeks

Prerequisites:

Basic Mathematics

Course Description:

In this course participants will explore and learn OSHA safety, measurements, blueprints, heating and air conditioning systems(both residential and commercial); equipment installation, heat pumps, boilers, chillers, wiring systems, electricity, EPA principles, and renewable energy such as photovoltaic installations and systems. Students will be exposed to on the field projects. Student will be taught math skills related to the electrical field. At the end of this course students will be able to repair heating and cooling in homes and in businesses; install heating, cooling, and trouble shoot problems; repair furnace and condensers. Student will also become EPA certified.

SUBJECTS	COURSE OBJECTIVE	THEORY HOURS	LAB HOURS	CREDIT
Safety/OSHA	Understand safety regulations, first aid, protective gear, and fire safety; complete OSHA 10 certification.	15	10	2
Math	Demonstrate understanding of basic geometry figures, and related math.	25	25	4
Measurements	Perform measurements using flexible steel scale, calipers, micrometer.	25	10	2
Blueprint Reading	Interpret blueprint and sketches; prepare multi-view drawings; sketch dimensions and tolerances.	30	20	4
Trade Related Electricity	Interpret electrical diagrams, single phase and three phase; Understand industrial motors; system troubleshooting and AC/DC safety practices.	50	35	5.5
Heating System Residential and Commercial	Interpret diagrams; estimator program. Explore heating system installation; residential main panel assembly; residential wiring systems. Learn technical terms for parts and applications.	50	75	8
Air Conditioner System Residential and Commercial	Explore controls, AC diagrams and flow systems; residential troubleshooting, single and three phase; commercial troubleshooting. Learn technical terms for parts and trade related tools.	50	75	8
EPA Certification	Learn EPA principles and applications, safety practices, Freon handling and containment, thermodynamics and their applications. Explore green technology-solar panel.	40	25	3
Renewable Energy Technology	Photovoltaic Installation; photovoltaic load calculations/hybrid systems.	40	20	3
Building Codes	NEC-Code Standards	20	20	2
TOTAL:		345	315	41.5
TOTAL HOURS: 660				
TOTAL CREDIT HOURS: 41.5				
TOTAL CONTRACT HOURS: 660				

This program does NOT lead student to obtain HVAC Contractor License (C-20) Student will obtain EPA Certification, see details on page 38.

MASTERS VOCATIONAL COLLEGE. INC

Vocational Training Programs

HVAC		
Course code: 49-9021	Program Title: HVAC	Credits: 41.5

Length of Program:

660 Clock Hours

26 Weeks

Program Supplies:

Screwdriver Sets
Wire Stripper
Wrench Sets
Clamp Volt Meters
Refrigerant Gauges
Nut Driver Sets
Scatter Valve Wrenches
Service Valve Wrenches
Vacuum Pumps
Oxygen Acetylene Sets
HVAC Text Books Modern Refrigeration and Air condition
Small HVAC Translators
Calculators
EPA Manuals
Math Books
HVAC Program Manuals

MASTERS VOCATIONAL COLLEGE. INC

HVAC Technicians are required to pass an EPA-approved test to earn Section 608 Technician Certification.

The tests are specific to the type of equipment the technician seeks to work on. Tests must be administered by an EPA-approved certifying organization (**Masters Vocational College, Inc.**)

Section 608 Technician Certification credentials do not expire.

To Become EPA Certified, student must get a passing score of 70% per Test Section. All technicians

must achieve a passing score in Section "A" (CORE QUESTIONS) to be certified in any of the other

three Sections. **Test Sections: A, I, II, & III**

If Student has successfully completed Section "A", along with any other three Sections of the Test, it is reflected on Student's Certification Card.

**If student wishes to retake the Certification Test,
Student only needs to complete the Section(s) in which they failed to
achieve a score of 70% or better.**

MASTERS VOCATIONAL COLLEGE, INC.

Vocational Training Programs

Construction Technology		
Course code: 47-2061	Course Title: Construction technology	Credits: 72

Length of Program:

900 Clock Hours

Prerequisites:

Basic Mathematics

37 Weeks

Course Description:

This course will teach the student OSHA safety, English, trade related math. The student will learn Blueprint reading, Industrial Tool Operation and its functions. The program will cover Electrical, Woodwork/Framing, and local building codes for the area. Students will learn sustainable design concepts as well as Project Management, in order to be a part of a team. The student will be introduced and become familiarized on how to assist with the assigned portion of a project. Students will be able to work with electricians, and construction professionals on projects, and assist with wiring, woodwork and framing while helping with different material properties. Students will be able to train on LEED and USGCB Systems

SUBJECTS	COURSE OBJECTIVE	THEORY HOURS	LAB HOURS	CREDIT
Safety/OSHA	Understand safety regulations, first aid, protective gear, and fire safety; complete OSHA 10 certification.	15	10	2
Math	Demonstrate understanding of basic geometry figures, and related math.	50	50	8
Measurements	Perform measurements using flexible steel scale, calipers, micrometer.	25	25	4
Blueprint Reading	Interpret blueprint and sketches; prepare multi-view drawings; sketch dimensions and tolerances.	50	25	6
Industrial Tool Operation	Learn basic drafting standards; 3D modeling and visualization.; prototyping.	25	75	8
Electrical	Learn space planning, architectural drafting, 3D modeling and rendering. Residential Wiring, AC motors and Estimations	25	75	8
Woodwork / Framing	Standard framing and safety, Material Estimation, material properties and applied uses.	25	75	8
Local Building Codes & Safety Regulations	Proper Electrical and Plumbing applications, space planning, egress fire and safety standards, Proper Truss and Framing Assembly	25	75	8
Sustainable Design Concepts	Study of different building types and attributes. Introduction to LEED and USGCB Systems. Application of sustainable systems.	15	35	4
Project Management	Project Management Software, Project Scheduling and Estimation	40	60	8
Hands-on Practice	Hands-on Practice		100	8
TOTAL:		390	510	72
TOTAL HOURS: 900				
TOTAL CREDIT HOURS: 72				
TOTAL CONTRACT HOURS: 900				

MASTERS VOCATIONAL COLLEGE. INC

Vocational Training Programs

Construction Technology		
Course code: 47-2061	Program Title: Construction Technology	Credits: 72

Length of Program:

900 Clock Hours

37 Weeks

Course Supplies:

Computer
Project Management Software
Blueprints/software
Tools
Shoes(Steel toe)
Mechanical Pens/Pencils
Calculators
3D Modeling
Construction Text Book
Building materials
Hammers

MASTERS VOCATIONAL COLLEGE. INC

Vocational Training Programs

Electrician		
Course code: 47-2111	Program Title: Electrician	Credits: 72

Length of Program:

900 Clock Hours 37 Weeks

Prerequisites:

Basic Mathematics

Course Description:

This course will introduce the student to electricity and it's functions. Learn about connecting electrical wires in structures, volts gauge and learn about telecommunications. The students will learn computer design related to electrical equipment. Also, electrical measurements will be introduced to the students, such as the micrometer, protractor, understand light wiring, residential wiring systems; understand industrial motors, work with alarm techs, and install phone systems, be able to understand the network and AC/DC. Finals, exams will be given throughout the Program. Completion of Shop Projects is required. The student will be able to train as a entry level electrician.

SUBJECTS	COURSE OBJECTIVE	THEORY HOURS	LAB HOURS	CREDIT
Safety/OSHA	Understand safety regulations, first aid, protective gear, and fire safety; complete OSHA 10 certification.	15	10	2
Math	Demonstrate understanding of basic geometry figures, and related math.	50	50	8
Measurements	Perform measurements using flexible steel scale, calipers, micrometer.	25	25	4
Blueprint Reading	Interpret blueprint and sketches; prepare multi-view drawings; sketch dimensions and tolerances.	50	25	6
Trade Related Theory	Learn basic electrical theory, Ohm's Law, series circuits, parallel circuits, combination circuits. Explore basic electro-magnetic principles, capacitance, rectifiers, inductance, AC/DC theory, power factor, single and three phase systems; trade related tools and applications.	100	25	10
Residential Wiring	Interpret diagrams. Perform light wiring; residential main panel assembly, residential wiring system, and lighting systems. Over-current devices, grounding systems. Learn about the purpose and intent of electrical NEC and local codes.	75	100	14
Commercial Wiring	Learn CNC controls, motors, motor controllers/ process controllers; generation/power supplies, transformers, services and distribution systems; NEC-Code requirements. Interpret diagrams.	75	100	14
Renewable Energy Technology	Photo voltaic Installation; photovoltaic load calculations/hybrid systems.	25	50	6
Specialty Systems	Learn about low voltage principles, fire alarms, security systems, HVAC and AC systems	25	25	4
Personal and Job-Site Management	Cover testing, personal development, and job-site management	25	25	4
TOTAL:		465	435	72
TOTAL HOURS: 900				
TOTAL CREDIT HOURS: 72				
TOTAL CONTRACT HOURS: 900				

This program does NOT lead student to obtain Electrical Contractor License (C-10)

MASTERS VOCATIONAL COLLEGE. INC

Vocational Training Programs

Electrician		
Course code: 47-2111	Program Title: Electrician	Credits: 72

Length of Program:

900 Clock Hours

37 Weeks

Course Supplies:

Screwdrivers (6 in one)

Volt Meters

Wire Strippers

Drills

Drill Bits

Soft Hammers

Safety Glasses

Tool Bags

Apron

Pressure Gauges

Calculators

Math Textbooks

Small Electricity book for HVAC

MVC Electrical Program Manual

Residential Electrical Textbooks

Commercial Electrical Textbooks

MASTERS VOCATIONAL COLLEGE. INC

Vocational Training Programs

Machinist		
Course code: 51-4041	Program Title: Machinist	Credits: 72

Length of Program:

900 Clock Hours

36 Weeks

Prerequisites:

Basic Mathematics

Course Description:

In this course participants will explore and learn OSHA safety, geometric symbols, blueprint, precision measuring instrument, machine shop practice and shop theory. The student will learn C.N.C. programming, operations on Mills and Lathes, and CAD/CAM technology. Students will gain machine shop theory, shop safety, shop flow and functions through and instructor-led training in the shop environment. Finals, and exams will be given throughout the Program. Completion of Shop Projects is a requirement.

SUBJECTS	COURSE OBJECTIVE	THEORY HOURS	LAB HOURS	CREDIT
Safety/OSHA	Understand safety regulations, first aid, protective gear, and fire safety; complete OSHA 10 certification.	15	10	2
Math	Demonstrate understanding of basic geometry figures, and related math.	50	50	8
Measurements	Perform measurements using flexible steel scale, calipers, micrometer.	25	25	4
Blueprint Reading	Interpret blueprint and sketches; prepare multi-view drawings; sketch dimensions and tolerances.	50	25	6
Trade Related Theory	Complete Chapter Review techniques. Learn proper terms for operations; names for tools and supplies	20	30	4
Machine Shop Practice and Shop Theory	Mill machines: Explain digital readouts; by using CAD/ software; operate machine at proper speeds and feeds; demonstrate proper set-up procedures, and milling operations. Lathe machines: Operate lathe at different speeds and feeds; perform turning operations, knurling, boring, grooving, and parting operations.	50	75	10
CNC Programming and Operation Mill	Operate computer, Understand and interpret 'G' codes, and 'M' codes; special machine cycles, set-up and inspection sheets; write basic mill programs by using CAD/ software.	50	100	12
CNC Programming and Operation Lathe	Operate computer, Understand and interpret 'G' codes, and 'M' codes; special machine cycles, set-up and inspection sheets; write basic lathe programs by using CAD/ software.	50	100	12
Emerging Technology	Plasma programming, set-up, and operations.	25	50	6
CNC Operation and Hands-on	Program CNC Machines, machine set-up and operations; Complete final CAD/ project.	25	75	8
TOTAL:		360	540	72
TOTAL HOURS: 900				
TOTAL CREDIT HOURS: 72				
TOTAL CONTRACT HOURS: 900				

MASTERS VOCATIONAL COLLEGE. INC

Vocational Training Programs

Machinist		
Course code: 51-4041	Program Title: Machinist	Credits: 72

Length of Program:

900 Clock Hours

37 Weeks

Program

Supplies:

Surface Grinder
Automatic Bandsaw
Drill Press
Manual Mill
Manual Lathe
80 gal Industrial Air Compressor
Computer Monitor
CNC Lathe Puma-Fanuc
CNC Mill Fadal
CNC Cincinnati
Chiron Pallet Changer
CNC Cincinnati
Wire EDM Machines
Calipers
Micrometers
Scale Rulers
Indicators
Allen Wrench Sets
Combination Wrench Sets
Soft Hammer/Dead Blows
MVC Machinist Manual
MVC CAD Projects
MVC Fadal Machine Manual
Safety Glasses
Program Manuals

MASTERS VOCATIONAL COLLEGE. INC

Vocational Training Programs

Computer Aided Design		
Course code: 17-3019	Course Title: Computer Aided Design	Credits: 72

Length of Program:

900 Clock Hours

37 Weeks

Prerequisites:

Basic Mathematics

Course Description:

This course will teach the student about OSHA safety, use of geometric symbol, blueprint, sketches, setup sheets and inspections sheets, prepare multi-view drawings, Solid Modeling, 3-D Solid Works designs, mechanical and architecture designs. Student will learn building construction codes and regulations. This course will introduce the student to machines in relation to computers such as CNC Machines; learn from Non-traditional programming and design concepts; CNC Mills, and CNC Lathe programming. Learn how to create engineering CAD designs, full assemblies, how to handle measurement equipment for the machinery, digital readouts, and caliper/micrometer. Finals, exams will be given throughout the Program. Completion of Shop Projects are required for completion.

SUBJECTS	COURSE OBJECTIVE	THEORY HOURS	HOURS	CREDIT
Safety/OSHA	Understand safety regulations, first aid, protective gear, and fire safety; complete OSHA 10 certification.	15	10	2
Math	Demonstrate understanding of basic geometry figures, and related math.	50	50	8
Measurements	Perform measurements using flexible steel scale, calipers, micrometer.	25	25	4
Blue print Reading	Interpret blueprint and sketches; prepare multi-view drawings; sketch dimensions and tolerances.	50	25	6
Mechanical Design	Learn basic drafting standards; 3D modeling and visualization.; prototyping.	50	100	12
Architectural Design	Learn space planning, architectural drafting, 3D modeling and rendering.	50	75	10
Manufacturing and Building Practice	Introduction to 9001 System, simulated manufacturing environment practice, and real world building standards application.	50	75	10
CNC Mill and Lathe Programming	Operate computer, Understand and interpret 'G' codes, and 'M' codes; special machine cycles, set-up and inspection sheets; write basic mill and lathe programs by using CAD/software. Wire EDM set-up and programming.	50	75	10
Sustainable Design Concepts	Study of different building types and attributes. Introduction to LEED and USGCB Systems. Application of sustainable systems.	50	75	10
TOTAL:		390	510	72
TOTAL HOURS: 900				
TOTAL CREDIT HOURS: 72				
TOTAL CONTRACT HOURS: 900				

MASTERS VOCATIONAL COLLEGE. INC

Vocational Training Programs

Computer Aided Design		
Course code: 17-3019	Program Title: Computer Aided Design	Credits: 72

Length of Program:

900 Clock Hours

37 Weeks

**Program
Supplies:**

CNC Mill Machine
CNC Lathe Machine
Program Manual
Math Textbook
Safety video
CAD software
Calculators
Engineering Principles
Machining Fundamentals
Safety Glasses
Blueprint software

MASTERS VOCATIONAL COLLEGE. INC

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Riverside, CA 92507
Auxiliary Classroom: 2060 Chicago Avenue, Suite C-2
Riverside, CA 92507
Telephone Number: (951) 328-9799
Fax: (951) 680-0281

The college is approved to operate by:
Bureau for Private Postsecondary Education
Approval to operate means compliance with state standards.

The information contained in this bulletin is true and correct in content and policy.

Signature of School Official

Date