ICOHS COLLEGE

01/01/2023 - 12/31/2023

2023 CATALOG

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CAMTC School Code: SCH0055
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ICOHS College reserves the right to update school policies and procedures at its sole discretion. For the most updated version of the catalog, please refer to the website. www.icohs.edu

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GENERAL INFORMATION

ICOHS College is located at 1770 4th Avenue, San Diego, CA 92101. We are committed to helping every student identify and fulfill his or her dream while traveling a rich and satisfying path of balance for the body, mind, and spirit.

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.

The school catalog is available digitally to all interested parties, including prospective students, via the website (link at bottom of front cover). The catalog can also be made available in hard copy and/or link sent to prospective students, or other interested parties, via email, upon request.

ICOHS College is a private non-profit 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 the Title 5 of the California Code of Regulations. ICOHS College is approved by the Accrediting Council for Continuing Education and Training (ACCET).

ICOHS College does not have a pending petition in bankruptcy, does not operate as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Inspiring The Path Of Balance

We have decades of study, professional experience and academic innovation invested in providing the courses you need to succeed! We take an avid interest in your progress, create an environment that forges life-long relationships and strive to provide an experience that includes academic greatness, personal insights and fun. It is our responsibility to see that you master the skills you need in your chosen specialization. Then we go one step further, teaching you how to build and maintain a thriving professional practice.

ICOHS College students find their time here exciting, challenging and fulfilling. Many of our graduates tell us that their experience at ICOHS College ignites a passion they have long been seeking in their lives. With an ICOHS College education, these same benefits can be yours.

History Of The School

ICOHS College was originally founded by Doug Peterson in 1984 as the Institute of Health Sciences. In 1990, under the direction of Seymour Koblin and the Board of Directors, the name of the school changed to The School of Healing Arts to better reflect the community- oriented vision of holistic health. For over 30 years, the School of Healing Arts has played an important role in helping students receive training in the field of Eastern and Western approaches to massage, nutrition, herbs, exercise, and other holistic health modalities.

In 2015, the Board of Directors envisioned the School of Healing Arts playing an even more vital role in providing education that is relevant, practical, and meaningful for the community. This vision ultimately led to the institution changing the name from the School of Healing Arts to ICOHS College.

In 2018, ICOHS College broadened their program offerings to include IT Technology programs.

As a private non-profit 501c3 institution, ICOHS College works with the Board of Directors: Kieu L. Vo, Ronald M. Sahmel and Dr. Lucy Scantlebury. The institution's operations are governed by the Board of Directors.

Mission Statement

ICOHS College is committed to providing education and professional career training that is Relevant, Practical and Meaningful. Education is facilitated in a dynamic, compassionate, and personalized environment whereby students are inspired through the pursuit of a path of balance to reach their fullest growth potential.

Creating a dynamic, compassionate, and personalized learning environment is at the heart of the institution. Our approach in reaching this goal equates to our core values.

The cornerstones on which ICOHS College were founded are:

- **STUDENTS COME FIRST**
  The curriculum is designed to fulfill the state requirements and best prepare students for the workplace. ICOHS College is committed to helping individuals discover and develop their unique gifts and talents.
- **QUALITY AND RELEVANT EDUCATION**
  Students are encouraged to evaluate their learning styles, their gifts and graces and their personality profiles. Students are also encouraged to understand their dreams and fears while developing their personal and professional skills.
- **COMPASSIONATE AND ENCOURAGING ENVIRONMENT**
  ICOHS College is committed to providing ongoing support to individuals that are committed to owning and growing their own private practices or businesses.
- **SERVICE AND GIVING BACK**
  ICOHS College is actively involved in volunteerism as a way of providing service and showing gratitude to the community.

School Affiliations

In keeping with our high standards, ICOHS College is approved (approval to operate means compliance with State standards and operating in compliance with all agency/organization standards) by the following organizations:

- **Accredited by the Accrediting Council for Continuing Education & Training ("ACCET"). – School Code: 1474**
  - ACCET is listed by the U.S. Secretary of Education as a nationally recognized accrediting agency. In support of ACCET's standards, ICOHS College upholds the following principles of professional ethics:
    - To provide programs of study that are educationally sound, up to date, of high quality and are demonstrably effective.

- To maintain fair, ethical and clearly stated advertising, admission, and enrollment practices by accurately and fairly representing our institution and its services to all people.
- To provide effective student counseling and motivational programs that recognize individual differences and ensure successful student retention, graduation and employability where applicable.
- To demonstrate the ultimate benefit of private educational training programs through satisfied participants.
- To maintain an effective peer review system that ensures proper and ethical administration of all financial aspects of the institution.
- To promote the concept of voluntary self-regulation inherent in the accreditation process.
- To demonstrate a commitment to the people we serve through local community involvement and participation.
- To demonstrate the effectiveness of private educational training, thereby providing essential skills to support a productive American workforce.
- To promote continuing education and training programs of the highest quality and integrity.

- **American Massage Therapy Association (AMTA) – School Code: 83676**
  - The Association was established in 1943 to promote the practice of professional Massage Therapy. AMTA is the largest and most influential organization in the field. ICOHS College has been affiliated with the AMTA for over 25 years and is a member of the AMTA's Council of Schools (COS).

- **Federation of State Massage Therapy Boards (FSMTB) – School Code: 022240-00**
  - The Federation of State Massage Therapy Boards (FSMTB) governs the Massage & Bodywork Licensing Examination (MBLEx) and is designed to provide a standard examination for massage students for entry-level scope of practice in gaining licensure. The FSMTB was established in 2005 with the intent to build a support system working towards implementing regulations and procedures for the requirements to establish safe and effective Massage Therapy and Bodywork practices.

- **California Bureau For Private Postsecondary Education (BPPE) (Approval To Operate Means Compliance with State Standards) – School Code: 3705371**
  - ICOHS is a non-profit institution, approved to operate by the California Bureau for Private Postsecondary Education (BPPE). 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 California Code of Regulations.
  - The Bureau establishes educational standards that are intended to serve as the minimum standard for instructional quality and institutional stability for private postsecondary schools in California. The Bureau responds to student complaints

and oversees a fund designed to help reimburse a student's tuition if a school closes unexpectedly. The Bureau is also responsible for approving education and training programs for veterans.

- **California Massage Therapy Council (CAMTC) – School Code: SCH0055**
  - The California Massage Therapy Council (CAMTC) was created by an act of the California Legislature and began accepting applications for Massage Therapist voluntary state certification in 2009. In 2014, CAMTC was re- authorized, with legislative changes becoming effective as of January 1, 2015.
  - While CAMTC does not accredit schools, it does approve massage schools. CAMTC also has the responsibility to determine that the training and curricula massage schools provide meets the legal requirements for applicants to obtain certification, including but not limited to minimum standards for training and curriculum and general education guidelines.
  - CAMTC is required by California Business and Professions Code section 4600 et. seq. to:

    1. Create and implement a voluntary certification program for the massage therapy profession that will enable consumers to easily identify credible Certified Massage Therapists (CMTs);

    2. Ensure that certified massage professionals have completed sufficient training at approved schools; and

    3. Approve massage schools. As of July 1, 2016, CAMTC only accepts education from massage school programs that have been CAMTC approved.

  - California Massage Therapy Council's mission is to protect the public by certifying massage professionals in California that meet the requirements in the law, and approving massage programs that meet the minimum standards for training and curriculum. Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of California Code of Regulations.
  - For massage therapy schools, California state-recognized certification makes it easy to prepare students for a successful career by:

    - Requiring only one certificate to work in the entire state of California;
    - Standardizing eligibility for all cities and counties;
    - Offering affordable fees for massage professionals; and
    - Further legitimizing the massage therapy profession.
- **CompTIA**
  - CompTIA’s Academic Partner Program provides ICOHS College valuable tools and resources to assist in recruiting, training, certifying and upgrading the skills of students in IT. CompTIA’s Academic program is designed to help schools with the latest technologies, industry trends, training, promote certification and enhance student career opportunities.

- **Department of Veteran Affairs (VA) – School Code: 34001105**
    - ICOHS College is approved to train Veterans and eligible persons by the California State Approving Agency for Veterans Education (CSAAVE). CSAAVE is administered by the California Department of Veterans Affairs. ICOHS College's approval is based on this catalog and the Veterans' Information Bulletin. Students who wish to receive veteran benefits need to notify the Department of Veteran Affairs (DVA). The ICOHS College program is approved as accredited under Section 3675, Chapter 36, Title 38, U.S. Code.
- **Department of Defense (DOD) – School Code: DoDI NUMBER 1322.25**
    - ICOHS College is a signatory of the Department of Defense (DOD) Voluntary Education Partnership Memorandum of Understanding (MOU) which allows our institution the opportunity to further our commitment to excellence in educating service member students. By following the guidance of the DOD MOU, we are able to ensure that all service members have access to what they need to make informed decisions about their Tuition Assistance (TA) benefits and choosing the right program that will fit their educational goals. TA benefits is available to qualifying individuals currently serving in the Armed Forces. Each service branch has specific TA policies and annual funding limits.
- **National Certification Board of Therapeutic Massage and Bodywork (NCBTMB)**
    - ICOHS College is an approved continuing education provider for NCBTMB, as well as an "Assigned School". Upon successful completion of ICOHS' Professional Massage Therapist and/or Holistic Health Practitioner programs, our graduates may take the National Certification Examination offered by NCBTMB. This voluntary test has been established to measure professional development in the field.
- **U.S. Immigration and Customs Enforcement Student and Exchange Visitor Program (SEVP) –SEVIS SND214F00378000**
    - COHS College is approved to issue Form I-20 for M-1 student visas.
- **U.S. Department of Education – School Code: OPE ID 04265500**
    - ICOHS College is an eligible institution approved by the United States Department of Education to participate in the following programs:
        - Direct Loans (William D. Ford): subsidized and unsubsidized
        - Federal Pell Grants
        - Federal Supplemental Educational Opportunity Grants (FSEOG)
        - Direct PLUS (parent loan)
        - Federal Work Study Program
- **Vocational Rehabilitation and Employment Services (VR&E)**

- ICOHS College works closely with Vocational Rehabilitation and Employment (VR&E) to help Veterans and Service members with job training.

Truth And Candor

ICOHS College staff and faculty are committed to maintaining the highest standard of integrity in every aspect of its operations and to assuring complete transparency, candor, and accuracy in all of its communications with students, accrediting agencies and the public. Furthermore, policies and procedures are aimed at eliminating errors while communicating with students and the public.

Program and Course Schedules

ICOHS College's operates on a 5-week term consisting of 10 terms in one year and an additional term in the winter intersession. Students have the flexibility to have a full-time job while going to school with morning and evening courses. Classes are delivered online, onsite, and hybrid (online and onsite).

Campus Location & Facilities

ICOHS College is located near Balboa Park and Downtown San Diego. Classes are held on the ICOHS College campus located at 1770 4th Avenue - Floor 2, San Diego, CA 92101. Our beautiful, designed space provides students with the resources for success.

- General and Specialized Classrooms
- Computer Lab
- Massage Practice Rooms
- Routers and switches for the Networking courses
- Student Kitchen
- Student Lounge
- Student Massage Clinic
- Zen Meditation Room
- Coffee Shop

The campus is well-equipped with audio-visual equipment, massage tables, massage tables for bodywork classes, computer lab equipment, and study areas.

On-Campus Class Hours

- Tuesday – Thursday (AM schedule)
  - 9:30 A.M. – 4:00 P.M. – Includes a 30-minute lunch break
- Monday - Thursday (PM schedule)
  - 5:45 P.M. - 10:15 P.M.

Administrative Hours

- Tuesday – Thursday
  - 8:30 A.M. - 6:00 P.M.
- Friday
  - 8:30 A.M. - 5:00 P.M.

STUDENT'S RIGHT TO KNOW

The most current pre-enrollment information is given upon enrollment. This will include the graduation, placement, and licensure rates for the most recent award year. This information may also be found on the website: www.icohs.edu

Non-Discrimination

ICOHS College does not discriminate in admission or access to our program on the basis of age, race, ethnic origin, color, sex, disability, sexual orientation, religion or national origin. As required by Section 504, 34 Code of Federal Regulations, applicants are considered on the basis of individual merit without regard to disability, gender, sexual orientation, marital status, age, religion, creed, and race, national, ethnic origin or any other status protected by law. This Federal Regulation applies to admission, employment, financial agreements, and all other matters within ICOHS College. The School's administration is designated to coordinate School compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a). All service members of the armed services will not be denied admissions, based on reasons related to their service.

Request for accommodation, auxiliary aid, or service, should follow:

- Notify Student Services by email or telephone*:

  studentservices@icohs.edu

  858.581.9460

*Student Services or the Registrar will respond within two weeks of the request.

Equal Opportunity *ICOHS College is an equal opportunity employer/program.*

ACADEMIC PROGRAMS

PROFESSIONAL MASSAGE THERAPY

Credential: Certificate
CIP Code 51.3501
O-Net Number 31-9011.00
Maximum Student to Teacher Ratio 25:1
Program Offered: On-Campus
Program completes in approximately 8 months

The objective of the Professional Massage Therapy program is to offer students an education in massage therapy which exceeds the minimum requirements to obtain certification through the California Massage Therapy Council (CAMTC) to work as a Massage Therapist in the State of California. Education and professional career training provided by integrating a balance of Western and Eastern holistic health principles and practices. Students will learn in-depth about the body and effective methods for applying a variety of massage and bodywork techniques for supporting the health and well-being of future clients. Upon completion of certification, graduates will be qualified to work in franchised massage clinics, day spas, hotels, fitness centers, chiropractors' offices, health clubs, etc. or in their own private practice.

Self-employment is a common vocational objective after completion of the academic program.

CODE	PROGRAM COURSES	CLOCK HOURS	ONLINE MATERIAL	LIVE LECTURE LAB	HANDS -ON HOURS
HHF 101	Fundamentals of Massage	90	25	10	55
SCI 101	Anatomy and Deep Tissue Palpation	90	55	10	25
SCI 102	Science of Movement	90	60	5	25
WMM 101	Western Modalities	90	25	5	60
SCI 103	Body Systems	90	55	10	25
EMM 101	Eastern Modalities	90	20	10	60
CD 101	Career Development	90	80	10	0
TOTAL		**630**	**320**	**60**	**250**

HOLISTIC HEALTH PRACTITIONER

Credential: Certificate
CIP Code 51.3306
O-Net Number 31-9011.00
Maximum Student to Teacher Ratio 25:1
Clinic 15:1
Program Offered: On-Campus
Program completes in approximately 13 months

The objective of this program is to focus on the interconnectedness of physical, psychological, social, spiritual, and environmental well-being, and how that integrates aspects of Eastern and Western medicine to promote, maintain, and optimize wellness, while providing a higher level of education for those wishing to further enhance their credibility in the profession. Graduates of this program will be qualified to meet licensing requirements to practice as a Holistic Health Practitioner to obtain the City of San Diego HHP Permit; or may continue to practice as a state certified Massage Therapist. The State of California does not issue certification or licensure for Holistic Health Practitioner or Nutrition/Herbal Consultant or related occupations. Graduates may work in wellness centers, integrative medical clinics, hospitals, rehabilitation centers, corporate wellness programs, health resorts, health clubs, luxury spas, chiropractic/acupuncture offices, health food stores, or in their own practice.

Self-employment is a common vocational objective after completion of the academic program.

CODE	PROGRAM COURSES	CLOCK HOURS	LECTURE HOURS	HANDS-ON HOURS
HHF 101	Fundamentals of Massage	90	30	60
SCI 101	Anatomy and Deep Tissue Palpation	90	40	50
SCI 102	Science of Movement	90	35	55
WMM 101	Western Massage Modalities	90	35	55
SCI 103	Body Systems and Special Populations	90	55	35
EMM 101	Eastern Massage Modalities	90	35	55
CD 101	Career Development	90	90	00
HMA 102	Holistic Massage Applications	90	30	60
EMM 102	Energy Medicine Modalities	90	40	50
HEA 102	Holistic Healing Applications	90	35	55
CLI 102	Advanced Clinic	100	35	65
TOTAL		**1000**	**460**	**540**

IT SYSTEMS ADMINISTRATOR

Credential: Certificate
CIP Code 11.1001
O-Net Number 31-9011.00
Maximum Student to Teacher Ratio 25:1
Lab 15:1
Program offered Online, Hybrid, or On-Campus
Program completes in approximately 12 months

The IT Systems Administrator Program will provide students with the skills and knowledge to pursue certifications and careers in computer and network-related administration. Being able to trouble-shoot and manage software are primary objectives of the certificate program. Students will understand security measures, antivirus, intranet, software installation, technical support for hardware and software. The IT Systems Administrator program prepares the student with a comprehensive set of skills necessary to become employable in network and systems administration. The student will develop the technical and professional skills needed to be an efficient worker in today's computerized workplace.

CODE	PROGRAM COURSES	CLOCK HOURS	LECTURE HOURS	HANDS-ON HOURS
ITF 100	IT Fundamentals	90	45	45
PC 101	PC Hardware	90	53	37
PC 102	PC Software	90	40	50
NET 101	Introduction to Networking	90	40	50
NET 102	Advanced Networking Concepts	90	40	50
CD 101	Career Development	90	55	35
SIS 101	Server 2016 Install and Storage	90	50	40
SN 102	Server 2016 Networking	90	27	63
SI 103	Server 2016 Identity	90	67	23
SP 101	Security Professional	90	45	45
TOTAL		**900**	**462**	**438**

IT NETWORK SPECIALIST

Credential: Certificate
CIP Code 11.1001
O-Net Number 15-1152.00
Maximum Student to Teacher Ratio 25:1
Lab 15:1
Program offered Online, Hybrid, or On-Campus
Program completes in approximately 12 months

The IT Network Specialist Program teaches students how to install, configure, and administer the networking equipment and network services that are common in LAN and WAN environments. The program completes in approximately 12 months. The IT - Network Specialist program will teach you how to:

- Install and manage network operating systems,
- Install and troubleshoot client and server computer hardware and software.
- Manage various types of directory services.
- Implement network and user security.
- Monitor network event logs for problem resolution.
- Install, configure, and troubleshoot network hardware.

CODE	PROGRAM COURSES	CLOCK HOURS	LECTURE HOURS	HANDS-ON HOURS
ITF 100	IT Fundamentals	90	45	45
PC 101	PC Hardware	90	53	37
PC 102	PC Software	90	40	50
NET 101	Introduction to Networking	90	40	50
NET 102	Advanced Networking Concepts	90	40	50
CD 101	Career Development	90	55	35
RS 101	Introduction to Networks	90	51	39
RS 102	Switching, Routing, and Wireless Essentials	90	52	38
RS 103	Enterprise Networking, security, and Automation	90	52	38
SP 101	Security Professional	90	45	45
TOTAL		**900**	**473**	**427**

CYBER SECURITY SPECIALIST

Credential: Certificate
CIP Code 11.1006
O-Net Number 15-1232.00
Maximum Student to Teacher Ratio 25:1
Lab 15:1
Program offered Online, Hybrid, or On-Campus
Program completes in approximately 12 months

The objective of this certificate program is to prepare students to manage computer operations and control systems configurations from a specific site or network hub. Students will have the concepts to safeguard organizational data. Advance understanding in cyber threats, information assurance, and digital crime investigation as part of the IT program. Students should understand IT prior to enrolling in this certificate program.

CODE	PROGRAM COURSES	CLOCK HOURS	LECTURE HOURS	LAB HOURS
ITF 100	IT Fundamentals	90	45	45
PC 101	PC Hardware	90	53	37
PC 102	PC Software	90	40	50
NET 101	Introduction to Networking	90	40	50
NET 102	Advanced Networking Concepts	90	40	50
CD 101	Career Development	90	55	35
SP101	Security Professional	90	45	45
CLD 101	Cloud Administration	90	53	37
CSA 102	Cybersecurity Analyst	90	50	40
PEN 101	Penetration Testing Fundamentals	90	44	46
TOTAL		**900**	**465**	**435**

ASSOCIATE OF SCIENCE IN INFORMATION TECHNOLOGY

Credential: Degree
CIP Code 11.0901
O-Net Number 15-1121.00
Maximum Student to Teacher Ratio 25:1
Lab 15:1
Program offered Online, Hybrid, or On-Campus
Program completes in approximately 21 months

The associate of science degree in information technology focuses on CompTIA certifications and Cisco CCNA. Students will learn the technology courses prior to taking the general education courses in critical thinking, business communications, business math, and introduction to business. Students will have a strong knowledge of installing and managing network operating systems, troubleshoot both hardware and software systems, and manage various aspects of directory services.

Class Code	Program Courses	Clock Hours	Lecture Hours		Hands-on Hours		Quarter Credits
			Clock	Credit	Clock	Credit	
PC101	PC Hardware	90	53	5.30	37	1.85	7.15
PC 102	PC Software	90	40	4.00	50	2.50	6.50
NET 101	Introduction to Networking	90	40	4.00	50	2.50	6.50
NET 102	Advanced Networking Concepts	90	40	4.00	50	2.50	6.50
GE 100	Career Development and Study Skills	90	58	5.80	32	1.60	7.40
SIS 101	Server Install and Storage	90	50	5.00	40	2.00	7.00
SN 102	Server Networking	90	27	2.70	63	3.15	5.85
SI 103	Server Identity	90	67	6.70	23	1.15	7.85
RS101	Introduction to Networks	90	51	5.10	39	1.95	7.05
RS102	Switching, Routing, and Wireless Essentials	90	52	5.20	38	1.90	7.10
RS103	Enterprise Networking, Security, and Automation	90	52	5.20	38	1.90	7.10
GE 101	Critical Thinking	55	35	3.50	20	1.00	4.50
GE 102	Business Communication	55	35	3.50	20	1.00	4.50
GE 103	Business Math	55	35	3.50	20	1.00	4.50
GE 104	Introduction to Business	55	35	3.50	20	1.00	4.50
TOTAL		**1210**	**670**	**67**	**540**	**27**	**94**

ICOHS COLLEGE

2023 ACADEMIC CALENDAR

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	4	5
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

ACADEMIC SESSIONS

Session 1	1/2 – 2/5	Session 6	6/26 – 7/30
Session 2	2/6 – 3/12	Session 7	7/31 – 9/3
Session 3	3/13 – 4/16	Session 8	9/5 – 10/8
Session 4	4/17 – 5/21	Session 9	10/9 – 11/12
Session 5	5/22 – 6/25	Session 10	11/13 – 12/17

HOLIDAYS

Jan 16	Martin Luther King Day	Nov 11	Veteran's Day
Feb 20	President's Day	Nov 23	Thanksgiving
May 29	Memorial Day	Dec 18-31	Winter Break
Jul 04	Independence Day		
Sep 04	Labor Day		

LEGEND: START DATES HOLIDAYS MAKE-UP DAY

TUITION & FEES SCHEDULE

ACADEMIC PROGRAM FEES

PROGRAM	Clock Hours	Program Tuition*	Application Fee *(non-refundable)*	Tech Fee	Student Tuition Recovery Fund (STRF)	Educational Materials & Supplies	Estimated Total Charges	Fees Total & STRF
Professional Massage Therapy	630	$11,970	$75	$315	$35.00	$1,674.11	$14,034.11	**$14,069.11**
Holistic Health Practitioner	1,000	$19,000	$75	$495	$52.50	$1,820.31	$21,390.31	**$21,442.81**
Cybersecurity Specialist	900	$24,300	$75	$450	$70.00	$2,702.09	$27,527.09	**$27,597.09**
IT Network Specialist	900	$21,600	$75	$450	$60.00	$2,036.09	$24,161.09	**$24,221.09**
IT Systems Admin	900	$21,600	$75	$450	$60.00	$1,904.09	$24,029.09	**$24,089.09**
Associate of Science in Information Technology	1210	$29,040	$75	$675	$80.00	$1,947.09	$31,737.09	**$31,817.09**

*__All prices are effective October 10, 2022__ and subject to change without notification. California residents must pay the state-imposed assessment of fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges rounded to the nearest thousand dollars for the Student Tuition Recovery Fund (STRF). IT programs' tuition cost equates to $24/hr except for the Cybersecurity program. The Cybersecurity Specialist programs' tuition cost equates to $27/hr. Massage therapy and holistic health programs' tuition cost equates to $19/hr.

Test Preparatory Course Fees

Course Name/Code	Clock Hours	Test Prep Course Tuition*	Application Fee (non-refundable)	Tech Fee	Student Tuition Recovery Fund (STRF)	Educational Materials & Supplies	Estimated Total Charges	Fees Total & STRF
A+ Test Prep CA 101	180	$4,320	$50	$90	$12.50	$356.00	$4,816.00	**$4,828.50**
Network+ Test Prep CN 101	90	$2,160	$50	$45	$5.00	$237.00	$2,492.00	**$2,497.00**
Security+ Test Prep CS 101	90	$2,160	$50	$45	$7.50	$316.00	$2,571.00	**$2,578.50**
Server+ Test Prep CK 101	90	$2,160	$50	$45	$5.00	$237.00	$2,492.00	**$2,497.00**
Cloud+ Test Prep CC 101	90	$2,160	$50	$45	$5.00	$237.00	$2,492.00	**$2,497.00**
CySA+ Test Prep CY 101	90	$2,160	$50	$45	$7.50	$316.00	$2,571.00	**$2,578.50**
PenTest+ Test Prep CP 101	90	$2,160	$50	$45	$7.50	$316.00	$2,571.00	**$2,578.50**

*All prices are **effective November 5, 2022** and subject to change without notification. California residents must pay the state-imposed assessment of two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges rounded to the nearest thousand dollars for the Student Tuition Recovery Fund (STRF). All program tuition costs equates to $19/hour with the exception of the Cybersecurity Specialist program. The Cybersecurity Specialist program has 270 hrs at $24/hr for the last three courses in the series.

MISCELLANEOUS FEES*

MISCELLANEOUS FEES	COST
Unofficial Transcripts	$10
Continuing Education Units Transcripts	$10
Official Transcripts	$15
SOHA Official Transcripts Request	$35
Duplicate Certificate	$35
Make-up Fee	$35/hr
Express Mail - US (non-refundable)	$35
Express Mail - International (non-refundable)	$75
Late Payment Fee	$25
International Student Processing Fee	$2,500
Credit Transfer Fee (non-refundable)	$4/hour (up to $100)

*All prices are **effective November 5, 2022** and subject to change without notification.

Note: *Future Tuition & Fees Schedule to be release subsequently every year. Available at www.icohs.edu/disclosures*

Terms and Methods of Payment

Terms and Methods of Payment Tuition and fees are charged to a student at the start of the program. Payment is not required at this time; however, arrangements for funding must be made at the start of the program. Failure to complete payment arrangements may result in an administrative hold placed on a student until satisfactory payment arrangements are finalized. At the student's option, ICOHS College accept payment in full for tuition and fees once the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement. Methods of payment accepted are cash, check, MasterCard, and Visa. If a student is delinquent with payment of fees, the Business Office will contact the student. If appropriate arrangements cannot be made, the student may be prevented from attending class and/or dismissed. ICOHS College will withhold institutional services including grades, transcripts, and diplomas for students who are not current with their scheduled tuition payments or who have defaulted on a Federal Student Loan.

ENROLLMENT PROCESS AND REQUIREMENTS

It is ICOHS College's intention to accept applicants who are deemed capable of successfully completing the training and subsequently becoming gainfully employed in the industry. Students interested in ICOHS College are encouraged to visit the campus or participate in an Open House prior to enrolling. In addition, an Admissions Representative will schedule a personal interview, tour of our facility, and provide relevant information to the student to ensure ICOHS College is the right fit for the student.

An applicant will receive an acceptance, or a denial letter based upon the results of the interview and application process. ICOHS College seeks to find candidates that can demonstrate successful completion of the program and fosters ICOHS College Mission Statement and core values. If an applicant receives a denial letter, he/she can appeal by writing a letter to the Executive Director stating why they should be re-considered into the program. Upon receiving, the Executive Director will form a committee to review the request.

Admission

Admission to ICOHS College is contingent upon the prospective student meeting the following criteria:

- Completing an interview with an admissions and financial aid representatives or Veteran School Certifying Official for eligibility.
- Complete online application.
- High School diploma or equivalencies (GED, HiSET, TASC, and/or completion of post-secondary education).
- Provide government issued identification such as driver's license, passport, etc.
- Pay the application fee as stated in the application and establish a payment plan (if applicable).
- ***Interactive Distance Learning Applicant*** Complete IDL Readiness Survey and Interactive Distance Learning Acknowledgement Form.
- ***International Student Applicant*** Provide financial documents required for student visa and show proof of English proficiency by taking an onsite entrance exam if English is a second language. Students with a TOEFL score of 79 will have shown proof of English proficiency. Foreign transcripts must be evaluated by an approved evaluator and translated in English. Please speak with the admissions office for further details.
- ***Massage Programs*** Must be 18 years or older and provide disclosure of whether or not the prospective student has violated any provision of the California Massage Therapy Act that would prevent them from qualifying for state certification though CAMTC; by committing any act punishable as a sexually related crime or being required to register as a sex offender.

English Proficiency ICOHS College does not provide English-as-a-Second-Language instruction. All courses are taught in English. We require students to speak English when an instructional setting necessitates the use of English for educational or communication purposes

Enrollment Process

ICOHS College follows a systematic and consistent process of enrollment for all prospective students and programs. The enrollment process is as follows:

1. All inquiries and leads are reviewed by the Admissions Representative. These inquiries are obtained from various sources including: internet, agencies, job fairs, referral, walk-ins, phone inquiries, website traffic, and paid advertisement.
2. The Admissions Representative will schedule an appointment in person and/or virtually for an initial assessment in determining a program most suitable for the prospective student. At the same time, an appointment will be scheduled with a Financial Aid Representative and/or Veteran School Certifying Official.
3. During the appointment with the prospective student, the Admissions Representative will discuss the following:
   A. Overview of ICOHS College, program, and community.
   B. Student expectations and responsibilities through ICOHS College Readiness Surveys.
   C. Educational goals and career opportunities.
   D. Delivery mode and what will be expected from students.
   E. A tour of the facility and support services.
   F. Disclosures and catalog will be provided to students during admissions consultations.
   G. Questions and answers students may have about the program and fees, academics, student services, etc.
4. Simultaneously, the prospective student may be working with the Financial Aid Representative to explore financial aid options.
5. If the prospective student decides that ICOHS College is a good fit, an online application and Readiness Survey (IDL Programs only) are submitted by the student. If ICOHS College determines that the student is eligible, and the student would like to be considered for enrollment, an Enrollment Agreement Form will be generated for the prospective student to review and sign.
6. All qualified prospective students will be notified if they have been accepted into the program.
7. Information regarding orientation, and first day of class will communicated by the Student Services and Academics Departments.

Student Requirements For Online/Hybrid Programs

- **Computer Skills**
  - Students should have experience using a personal computer, knowing how to use a keyboard and a mouse, save and open files, navigate the file systems, install software, and print documents.
- **Internet/Browser Basics:**
  - Students should know how to open and close browsers, bookmark URLs; input URLs; input URLs into the location/address bar; print from the Web, navigate the Web; download files from Web sites, install software, clear browser history and cookies.
- **Email:**
  - Students should know how to save and organize emails, as well as send and open attachments. Students will be issued an ICOHS College email account that must be used for all college correspondences and used as log-in for all college work.
- **Internet Access:**
  - To ensure the best possible user experience, IDL students must have a high-speed internet connection of no less than 10mbps; slower speeds will result in decreased performance and a sub-optimum experience.

Annual Notification for All ICOHS College Students

- Voter Registration, California https://registertovote.ca.gov/
- Annual Safety Report
- Electronic Notification Authorization renewal
- FERPA (Family Educational Rights and Privacy Act
- Title IX video link https://youtube/v3RFZ0SglsQ. The Student Services and Career Placement Coordinator is responsible for the implementation of Title IX.

Provision Of Services for Students With Accommodation Requirements

ICOHS College is committed to providing equal access to educational opportunities for all students, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. As such, ICOHS College is committed to providing reasonable accommodations for students with disabilities or other special needs. The campus, classrooms, and all facilities are handicap accessible, including the elevator.

To request additional accommodations:

The school expects students with disabilities to take an active role in communicating their needs since students can best describe their strengths and challenges. Disclosures and requests received at any time will be considered, however the school also recognizes that it is most effective when the disclosures of disabilities are made prior to students arriving on campus.

To submit a disclosure/request for accommodation a student must:

- Submit the request in writing to Student Services.

- ICOHS College may require recent diagnostic documentation (physician's diagnosis, listing specific accommodations) to Student Services.

Once the appropriate request/documentation has been received, Student Services, Compliance and the Executive Director will review for reasonable accommodation. The student will be notified of the determination, in writing, within 10 days of the submission.

If the student does not agree with the determination, they may appeal the decision, within two weeks of the determination, by contacting the Registrar and submitting all previously requested documents and information. The Registrar will respond within two weeks of receiving the appeal.

Students may contact the Academic Team:

- By Telephone: 858-581-9460
- By Mail: ICOHS College
  1770 4th Avenue – Floor 2
  San Diego CA, 92101
- By Email: Academics@icohs.edu

Re-Enrollment

Students may reapply to be readmitted to the institution. Remittance to the School following withdrawal for any reason will be at the discretion of the School's Executive Director and Faculty.

Students accepted for readmission are entitled to the same rights and privileges and are subject to the same regulations as any student. For readmitted students, grades will remain the same for courses completed in the prior year. Incomplete courses will have to be repeated from the beginning.

Students re-entering after 180 days will be charged at the current tuition rates for newly entering students. Students returning within 180 days will keep the initially contracted rate. Transfer or credit may apply if the program or courses are the same.

Transfer of Credits

- Students may transfer credits from previous institutions by submitting a Credit Transfer Form, which can be obtained from the Admissions Office.
- To receive transfer credits the student must provide an official school transcript from the previous school(s) and other supporting documentation such as course descriptions and syllabi as deemed necessary to validate the transfer credit.
- The documentation must be evaluated and considered of equivalent nature to courses offered at ICOHS College to be granted transfer credit. Only classes awarded a passing grade (C or 2.0) will be considered for transfer (an exception to this rule may be considered for classes taken for No Credit). The ICOHS College Academic Team will decide whether the courses are transferable and notify the student within two-weeks of receiving the request.

- Transfer credits may be given for courses completed within the past five years. If an active practicing professional in the field has previous coursework from up to ten years ago the previous coursework may be transferable if it meets all other criteria
- Based upon comparable academics, the Academic Team will decide whether the courses are transferable. Those that may be eligible are asked to submit official transcripts, syllabi, course descriptions and/or other supporting documentation along with the transfer of credit form. If the courses are determined to be transferable and approved by the Academic Coordinators, the transfer credits may be transferred to cover one or more courses offered at ICOHS College.
- The Registrar is notified of the change and the student's information including their academic plan, payment rates, payment plans and all other relevant documents are updated. Students will be notified of the status of their transfer credits within two weeks. Transfer Credits will appear as (TC) on the student's transcript.
- ***IT Certifications*** ICOHS College will consider valid Vendor Certifications that aligns with program(s) outcomes.
- ***Experiential Learning Transfer Credit*** ICOHS College does not recognize experiential learning as an equivalency for transfer credits.
- ***Articulation Agreement*** ICOHS College does not have articulation agreements with any other colleges or universities.
- ***Challenge Exams for Credit*** Students who believe they are sufficiently competent to receive credits in a subject may request credit for some classes through a Challenge Examination without additional charges. Prospective students must complete the Challenge Exam prior to enrollment. The Challenge Exam may contain oral, written and/or practical portions. To receive credit, a prospective student must score at least an 80% on the exam; the decision of the examining instructor is final.
- ***Veteran Student Requirements*** All previous education and training of students receiving VA benefits will be evaluated, credit granted when appropriate, the program length reduced proportionately, and the student notified. Tuition will be prorated on a percentage of the course(s) accepted. Courses accepted for prior credit may affect federal financial aid and VA certification.

  No more than 33% of courses from the program's content may be acceptable for transfer. For courses accepted for credit, tuition will be prorated on a percentage of the course(s) accepted. ICOHS College reserves the right to accept or reject any or all credit hours earned at other institutions. Students may not transfer credit hours for courses taken at another institution and also receive credit for the same course taken at ICOHS College. Transfer credits must be directly applicable to courses required in the selected program. Official Transcripts must be on file before transfer credit can be approved. Unofficial transcripts are acceptable for VA education benefits (GI Bill®) student files ONLY.

  The VA student must complete a Transfer Credit Form and submit transcripts for both military service and for all coursework to the School Certifying Official (SCO). VA beneficiaries must provide all transcripts of educational training that is above High School level. Unofficial transcripts are acceptable only if no credit is transferable from the outside institution. Courses accepted for prior credit may affect federal financial aid and Veteran Administration (VA) certification. The SCO will notify the student within 5 school days of

receiving the above information of the prior credit evaluation findings. ICOHS College will retain and evaluate this documentation to determine if the VA beneficiary is eligible to transfer prior earned credits to the program of study. To begin school, all prior academic credits (including military credit) must be evaluated.

Note: If the VA student fails to provide the SCO with the Prior Credit Evaluation Form, both military and college transcripts, and Certificate of Eligibility within 30 days of the program start date, the SCO will terminate certification until the proper paperwork is submitted.

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 https://www.benefits.va.gov/gibill

Please note:

- Per ACCET policy, ICOHS College will only allow credit earned from another institution if that institution is recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation, unless the institution can demonstrate a compelling reason.
- Only a student who has been accepted for a program is allowed to transfer in credits. No more than 33% of the program's total coursework may be accepted for transfer. ICOHS College reserve the right to transfer more than 33% of transferrable credits when students transfer from within the institutional programs.
- ***Appeal Process*** Students will have two-weeks upon notification of their credit transfer to appeal the request. Additional documentation may be requested. ICOHS College will respond to appeals within two-weeks upon notification of the appeal. Senior Management will review all appeals and make a final decision. ICOHS College reserves the right to accept or reject any or all credit hours earned at other institutions.
- A $4.00 fee will be assessed to each transferable hour up to but not exceeding $100.00. To receive credit for transfer hours, students must have their transcripts evaluated at the time of enrollment. For credits being transferred in after initial enrollment, the transfer fee of $4.00 will be incurred by the student and the transfer credits will be added to the student's account if the transfer credit is deemed worthy.
- In determining the acceptability of documented course materials to be transferred, ICOHS College may ask the student to demonstrate competency in the subject(s) to be transferred. If the training is more than 10 years old, students may take a challenge test for a fee of $100.00. An application is required to be eligible for a challenge test and is available from the Academic Team Challenge tests may not be used in lieu of a class hour's completion.
- For the Professional Massage Therapist and Holistic Health Practitioner program, CAMTC will only accept transfer classes from a CAMTC approved school.

Notice Concerning Transferability of Credits and Credentials Earned At Our Institution

The transferability of credits a student earns at ICOHS College is at the complete discretion of the institution to which the student seeks to transfer. Acceptance of the certificate earned is also at the complete discretion of the institution to which a student may seek to transfer. If the credits a student earns at ICOHS College is not accepted at the institution they seek to transfer to, the student 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 ICOHS College will meet their educational goals. This may include contacting an institution to which a student may seek to transfer to after attending ICOHS College, to determine if they will award credit for the courses completed. ICOHS College will provide an official transcript, syllabi, or course outline as needed to facilitate the credit transfer process.

Definition of Clock Hour to Credit Conversion

For Academic Purposes: ICOHS College uses the following Carnegie Method for clock-to-credit hour conversions for lecture and laboratory:

- ***Lecture Hours:*** Instructional hours consisting of theory or new principles.
- ***Lecture Credit Hours:*** Quarter Credits – Must teach a minimum of 10 Lecture hours to award 1 quarter credit (divide lecture hours by 10).
- ***Laboratory Hours:*** Instructional hours used to develop and reinforce practical skills and knowledge of a previously introduced theory/principle, consisting of supervised student practice.
- ***Laboratory Credit Hours:*** Quarter Credits – Must teach a minimum of 20 laboratory hours to award 1 quarter credit (divide laboratory hours by 20).

For Purposes of Title IV Federal Financial Aid: ICOHS College measures our programs for financial aid purpose in Quarter Credit Hours as follows:

Quarter Credit hours definition of credit hour: Measures credit hour in terms of the amount of time in which a student is engaged in academic activity (courseware, labs, hands on, lectures, and homework) are 25 clock hours:1; that is a minimum of 25 hours to award 1 quarter credit (divide program allowable homework hours by 25).

Certifications

Industry certification exams are highly encouraged at ICOHS College as it provides our graduates a competitive edge in the career ladder. However, this is completely optional. Certifying entities include CompTIA, Cisco, California Massage Therapy Council (CAMTC), and National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

IT Examination Vouchers and Tracking

Upon enrollment, students are eligible for one voucher per exam correlating to their respective enrolled program. If a student fails an examination, they may use one of their vouchers for a retake. No more than two (2) vouchers can be used for the same examination. If a student would like to take more examinations beyond the allocated vouchers included in their program (listed below), they will have an out-of-pocket cost incurred. Listed below are the allocated vouchers for each IT programs:

- IT Network Specialist: 5 vouchers
- IT Systems Administrator: 5 vouchers
- Cybersecurity Specialist: 7 vouchers
- Associate of Science in Information Technology: 5 vouchers

Please Note:

***California State Certification*.** In California, applicants must apply for certification as a Certified Massage Therapist (CMT). The California legislature established a non-profit organization, the California Massage Therapy Council (CAMTC), to certify California massage therapists to work anywhere in California without also obtaining a city or county massage permit or certificate. ICOHS College graduates are eligible to apply for CAMTC certification. The State of California currently requires a minimum of 500 hours of on-site training or more of Massage Therapy education from a CAMTC approved school, with a minimum of 100 hours of instruction in the following subjects:

- Anatomy
- Physiology
- Contraindications
- Health & Hygiene
- Business & Ethics

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in the *Massage Therapy Act, codified at California Business and Professions Code sections 460, 4600-4621, and Government Code section 51034.*

City Or County Permits Or Licenses California cities and counties have a variety of massage rules, regulations, and fees. Some California cities require minimal hours of training while other cities require comprehensive training, and some fees are modest while others are expensive. ICOHS College's Holistic Health Practitioner program meets the 1000-hour educational requirements to obtain the City of San Diego HHP Permit.

Outside The State Of California Students who wish to pursue their professional massage therapy practice outside of the State of California after they graduate, whether as a private practitioner or as an employee of an organization, are responsible for checking that State's requirements on their own behalf.

Business Licenses Massage Therapists who have a private practice should note that they are responsible for obtaining a business license in the city or country in which they operate. Please consult with a lawyer or other professionals to ensure city, state, and federal laws are followed.

FINANCIAL AID INFORMATION

Federal financial assistance to students is available through Title IV, for those that qualify. Assistance received from Federal financial aid programs must be used for educational purposes. Financial Aid Representatives are available to answer questions and provide information regarding the application process. Here are the following programs ICOHS College participates for financial aid:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Direct Loans: unsubsidized/subsidized
- Federal PLUS Loans
    - A student loan offered to parents of students enrolled at least half time, or graduate and professional students, at participating and eligible post- secondary institutions.
- Private Student Loans
    - ICOHS College is on the list of approved schools for the Sallie Mae Career Training Loan. This is a private, credit-based loan that is subject to approval by Sallie Mae. You have the option to apply on your own or with a cosigner.

Payment Plan ICOHS College partners with TFC, a third-party vendor that offers loan programs for qualified applicants. Students electing this "pay as you go" option will pay the monthly amount at the first of every month. The payment plan option is not impacted by subsequent tuition increases. Methods of payments accepted are cash, check, MasterCard, and VISA.

Late Payment Fees Failure to make tuition payments in full by the first day of the term will result in the assessment of late payment fees and a warning letter stipulating the deadline to arrange for payments. Late payment charges may be assessed each month that the account has an overdue, outstanding balance. The late payment fee is $25. It is the student's responsibility to ensure that payment arrangements are made in a timely manner in order to avoid fees. If course and enrollment fees are not paid in full by the deadline stipulated on the late notice, the student's enrollment may be administratively withdrawn, and their balance will be sent to collections. Students are notified when their balance is sent to collections.

Application For Federal Financial Aid

To apply for Federal Financial Aid, a student must:

- Complete the Free Application for Federal Student Aid (FAFSA)
- Submit their federal income tax return for the most recent tax year or submit a non-filing statement.

Financial aid is not guaranteed from one award year to the next. Students must re-apply for every academic year they attend school. Unless applicants can establish independent status, they must provide parental information on the FAFSA and include copies of their parents' tax returns. Some FA students may be required to submit further documents for verification. All verification documents must be submitted in a timely manner to meet enrollment requirements.

Loan Repayment Responsibility

Students, who receive loans to pay for their course of instruction are responsible for repaying the full amount of the loan, plus interest, less the amount of any refund. Students who have received federal student financial aid funds are entitled to a refund of the money's not paid from federal student financial aid program funds. Defaulting on loans could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages. Students with a credit balance will receive notification and a check no more than 14 days from the date of the created credit balance. Students can sign an authorization to hold and roll over a Federal Student Aid (FSA) credit balance to the next payment period.

Student Loan Fund Release Policy (Disbursement)

Annual Financial Aid awards will be divided by the number of terms for which the student is enrolled and disbursed by term as long as the student meets the eligibility requirements for the aid. If all paperwork, Stafford entrance test, verification and loan funds are received, student loan funds may post to the student's school account within the first two weeks of the first day of the term. However, Department of Education rules allow fourteen (14) days from the first day of the term to return excess payments to students. Any questions regarding delay in financial aid refund after aid has dispersed to the student's statement should be directed to the Financial Aid Office.

Scholarships

ICOHS College aims at supporting our students in achieving their academic goals through a combination of different types of financial assistance programs and institutional need-based scholarship. The amount of the scholarship may range between $500.00-$3,000.00 based upon the financial aid award package. The scholarship program at ICOHS College is dependent upon a set amount of funds available based upon the yearly budget. Prospective candidates may access and download the Institutional Scholarship Application form by visiting www.icohs.edu or by requesting it directly from the Financial Aid Team.

Eligibility & Application Prospective candidates must fill out the FAFSA to become eligible to apply. This qualifying step is essential to determine financial aid need-based eligibility. Once qualified, the Institutional Scholarship Application must be completed in its entirety to include an essay for consideration. If selected for award, prospective candidates must maintain eligibility throughout the program for the scholarship to remain awarded. Any candidate who fails to maintain eligibility will be notified and the scholarship award will be rescinded for failure to maintain eligibility.

Application Requirements:

- Must apply prior to the start of your program upon meeting with Financial Aid.
- Must be accepted and enrolled in an ICOHS College program.
- Must submit a 500-word essay on the topic below:
    a) Why do you want to be in the holistic field? **OR**

       Why do you want to be in the computer field?

    b) Explain the importance of (your major) in today's society?

c) Why ICOHS College?

Eligibility Requirements:

- Successfully complete the corresponding program of study as reflected in the Enrollment Agreement at ICOHS College with NO interruption in enrollment status.
- Requests for withdrawal or administratively withdrawn from the program will automatically disqualify the student. This will cause the scholarship award to be rescinded. Students will be responsible for repaying any outstanding financial obligation to the institution.
- Must maintain a 2.5 GPA at all times during the corresponding program of study.
- Must adhere to ICOHS College Satisfactory Academic Progress (SAP) policy.

Selection Selection is determined based on the scholarship application, essay submission, and financial aid award package. The Financial Aid Team will submit the scholarship application package to the Scholarship Committee for review.

Award Process The Selection Committee will review the scholarship application package and send an email notification of the award determination results to the Financial Aid and Admissions Team. If awarded, a scholarship award letter will be generated, recorded, and sent to the student as a congratulatory confirmation by the Financial Aid Team. The recipient of this scholarship understands that the scholarship will be credited towards tuition and will not be distributed to students directly. In addition, the ICOHS College Scholarship will be awarded towards the end of the program.

Veterans Assistance Or Gi Bill®

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 website at www.benefits.va.gov/gibill.

ICOHS College is approved in certain courses for veterans' enrollment. Individuals interested in receiving student assistance should contact the Veterans Administration Office in the student's locality to determine eligibility for benefits. Types of training programs include the Post-9/11 GI Bill®, Montgomery GI Bill®, Reserve Educational Assistance Program, Veterans Educational Assistance Program, and Survivors and Dependents Educational Assistance Program.
For more information on Veterans Education Benefits, visit
http://www.benefits.va.gov/gibill/education_programs.asp

ICOHS College does not impose any penalty, including assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds while awaiting payment of VA funds under chapter 31 and 33. ICOHS College requires veteran students to submit a Certificate of Eligibility (COE) for entitlement to educational assistance no later than the first day of a course of education. Students must submit a written request to use such entitlement. Students must provide additional information necessary to the proper certification of enrollment by the educational institution. ICOHS College may also require additional payment or impose a fee for the amount that is the difference between the

amount of the student's financial obligation and the amount of the anticipated or actual VA education benefit disbursement.

CANCELLATION AND REFUND POLICY

- Students have the right to cancel their enrollment, including any equipment or other goods and services included in the agreement, and receive a full refund (upon return of "any equipment, or other goods and services" including textbooks, less any non-refundable fees not to exceed $200.00) prior to the start of the program, through attendance of the first-class session up to the fourteenth day after enrollment, whichever is later. This is considered a cancellation.
- If ICOHS College cancels a program after a student's enrollment, the student will receive a full refund within 45 days of the cancellation date.
- Rejection of an applicant: If an applicant is rejected for enrollment by the institution, 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.
- If an applicant accepted by ICOHS College, does not attend class during the cancellation time, they will be considered a No-show.
- If an applicant accepted by ICOHS College cancels prior to the start of scheduled classes, or never attends class (no-show), the applicant will receive a full refund (less any non-refundable fees, not to exceed $200.00) within 45 days of the cancellation date.
- As required by the Bureau for Private Postsecondary Education (BPPE) Ed Code 94919, a cancellation shall occur when the school receives written notice (e-mail, letter, or delivered in person) of the student's request to cancel. Written notice of cancellation is to be sent to: ICOHS College, 1770 4th Avenue – Floor 2, San Diego, CA 92101.

The student is due a refund, as applicable, within 45 days of ICOHS College receiving the Notice of Cancellation.

Students receiving federal student financial aid funds are entitled to a refund of monies not paid from federal student financial aid program funds, if applicable.

Trial Period (First 14 Calendar Days Of Program Start)

A student who withdraws from the program within the first 14 calendar days of their program start date will be considered a cancellation, not a withdrawal, and will have all charges refunded and all payments returned to the individual or applicable funding source, less the non-refundable fees of up to $200.00, as itemized in the enrollment agreement as being non-refundable.

Withdrawals

ICOHS College will first perform the Return to Title IV (R2T4) policy in accordance with Federal regulations for any student receiving Title IV funds. Students may withdraw from ICOHS College at any time after the cancellation period by notifying ICOHS College at 1770 4th Avenue – Floor 2, San Diego, CA 92101. The effective date of withdrawal is based on the Date of Determination (DoD). Which is the date the institution is made aware of the withdrawal. The enrollment status of such students is changed to "withdrawn". The student will immediately be withdrawn from ICOHS College and the student's future classes will be deleted from his/her schedule.

If a student is absent for fourteen (14) calendar days in an Academic Session and does not communicate directly with ICOHS College regarding the nature of the absence(s), he/she will be considered withdrawn from the program. Should a student decide to continue the program, he/she will be required to reapply.

The student will receive a pro-rated refund if the student completed 60% or less of the scheduled hours in the current Period of Financial Obligation. Period of Financial Obligation is defined as follows:

- The training period for which a student is legally obligated to pay, which may be less than the total period of enrollment, if tuition is charged in smaller increments, such as by quarter. Under no circumstances may a period of financial obligation exceed a 12-month period.

The refund will be calculated based on the last day of attendance (LDA) according to the pro-rate refund policy described below. The refund will not include any non-refundable fees, including the application fee, up to $200.00 as defined by the Enrollment Agreement. If the student has completed more than 60% of the period of attendance for which the student was charged, the student is no longer eligible to receive a refund. Refunds are based on the actual hours attended by the student.

To determining a refund under this section, a student shall be considered withdrawn from the program of instruction when any of the following occurs:

- The effective date the student notifies ICOHS College of the student's withdrawal.
- ICOHS College terminates the student's enrollment for failure to maintain satisfactory academic progress.
- The student fails to abide by the policies and regulations of ICOHS College and/ or the student fails to meet any financial obligations to ICOHS College.
- The student is absent 14 calendar days and does not communicate directly with ICOHS College regarding the nature of the absence(s) and does not officially withdraw from the program.
- If the student fails to return from a Leave of Absence (LOA), the DoD (Date of Determination) will be the date the student was scheduled to return from their LOA. A refund will be calculated based on the student's last date of attendance.
- As mandated by the State of California BPPE, the refund calculation will be based upon the total tuition charged, divided by the total scheduled hours of the course(s). This is considered the per hour rate. This rate is multiplied by the number of hours the student attended in the course (including time absent before the last day attended) to determine the amount the student owes.
- When a student withdraws from the program a refund (if applicable) shall be issued, by check or credit card, within 45 calendar days of receipt of the Notification of Withdrawal. ICOHS College will only refund funds to the person or company from whom the funds originated.
- ICOHS College does not impose any administrative withdrawal fees.

Refund Calculation Sample (HHP Program)

Last date of attendance after 130 hours of instruction = 13% of the program completed

$19,000.00 tuition / 1000 hours = $19.00 per hour rate
$19.00 per hour rate X 130 hours of instruction = $2,470.00 owed to ICOHS College
$19,000.00 Tuition paid - $2,470.00 owed to ICOHS College + $0.00 refundable charges = $16,530.00

Refund Amount: $16,530.00 (funds are refunded to the respective funding source).

Return To Title IV (R2T4)

ICOHS College will first perform the Return to Title IV (R2T4) policy in accordance with Federal regulations for any Student receiving Title IV funds. This policy applies to Title IV recipients who withdraw (officially, unofficially) or are dismissed from enrollment at ICOHS College. It is separate and distinct from the Institutional Cancellation and Refund Policy which applies to all withdrawn students. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures as defined by federal regulation.

The Return of Title IV funds is administered by the Financial Aid Office of ICOHS College, and it is the Financial Aid Office and/or the Registrar Office that is designated to accept notification of official withdrawals.

The Department of Education specifies how the school must determine the amount of Title IV program assistance that the student earns if they withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Direct Loans and Direct PLUS Loans.

Though a students' aid is posted to their school account at the start of each period, students earn the funds as they complete the period. If a student withdraws during a payment period or period of enrollment (the school will define these for the student), the amount of Title IV program assistance that a student has earned up to that half point is determined by a specific formula. If a student received (or the school or parent received on a student's behalf) less assistance than the amount that was earned, the student may be able to receive those additional funds. If a student received more assistance than earned, the excess funds must be returned by the school and/or student.

The amount of assistance that a student has earned is determined on a pro rata basis. For example, if the student completed 30% of a payment period or period of enrollment, 30% of the assistance originally scheduled to be received is earned. Once a student has completed more than 60% of the payment period or period of enrollment, all assistance that was scheduled to be received for that period is earned. If the student did not receive all the funds earned, a post – withdrawal disbursement may be due. If the post- withdrawal disbursement includes loan funds, the school must obtain permission from the student/ borrower before it can disburse the funds. A student may choose to decline some or all of the loan funds so that additional debt will not be incurred. The school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees. The school needs permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give permission (some schools ask for this when a student enrolls), you will be offered the funds. However, it may be in a student's best interest to allow the school to keep the funds to reduce the debt owed to the school.

If the student (or the school or parent receives on behalf of the student) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of

the institutional charges multiplied by the unearned percentage of student funds, or the entire amount of excess funds.

The school must return this amount even if the student did not keep this amount of your Title IV program funds. If the school is not required to return all the excess funds, the student must return the remaining amount.

For any loan funds that the student must return, the student (or the parent for a Direct PLUS Loan) is to repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to be received. The student does not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. The student must decide with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when the student withdraws are separate from any institutional refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return. If the student doesn't already know the school's institutional refund policy, the student should ask the school for a copy. The school can also provide the student with the requirements and procedures for officially withdrawing from school.

If the student has any questions about Title IV program funds, call the Federal Student Aid Information Center at 1-800-433-3243. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

When A Student Is Considered To Have Withdrawn A student is considered to have withdrawn from a payment period or period of enrollment if, in the case of a program that is measured in clock hours, the student does not complete all of the clock hours and weeks of instructional time in the payment period or period of enrollment that the student was scheduled to complete.

Student Withdraws Before Title IV Funds Are Disbursed If the student paid all school charges/fees and then ceased enrollment prior to Title IV funds being disbursed, the school is responsible for determining if Title IV funds could have been disbursed. The school must determine the Title IV funds earned by the student and follow the procedures for making a post-withdrawal disbursement.

R2T4 Calculation Students who receive Title IV aid (Federal Pell, Federal Subsidized and/or Federal Unsubsidized loans and PLUS loans) and withdraw from ICOHS College are subject to the Return of Title IV aid regulations. (Federal law now requires that a Student must "earn" the aid that they receive.) When a Student withdraws, the Financial Aid Office at ICOHS College is required to determine the amount "earned" using the Return of Title IV regulations. This calculation is based on the number of hours the Student attended divided by the number of hours for which the aid was disbursed. If the Student completes 60% or more of the hours, all the aid has been earned. If a Student completes

59% or less of the hours in a given payment period, the earned and unearned portion will be calculated.

The “unearned” portion of the tuition will be returned to the appropriate Title IV program. ICOHS College will then bill the Student for the amount of tuition that was returned in excess of the ICOHS College’ refund policy.

The “unearned” portion of the aid that was disbursed directly to the Student will also be calculated. If applicable, the Student will owe repayment to the Title IV programs. The Student will receive an overpayment letter and will be given 45 days to make the repayment of Title IV funds. The Student will be ineligible for further Title IV aid until the funds are repaid or satisfactory payment arrangements have been made with the Department of Education.

Repayment of Pell Grant(s) is also calculated for any Student completing 59% or less of the hours in each payment period. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.

For a student who withdraws after the 60% mark of scheduled attendance in the time period or period of enrollment, there are no unearned funds; the student has earned 100% of the Title IV funds scheduled to be received.

If the calculation determines the amount of funds disbursed to the student is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement (PWD) if conditions for a late disbursement are satisfied. If the calculation determines the amount of funds disbursed to the student is greater than the amount earned by the student, the unearned funds must be returned to the Department of Education.

Please Note:

A. ICOHS College responsibility regarding the Return of Title IV funds are as follows:

- Provide students with the information contained in the R2T4 Policy.
- Identify students who have withdrawn and will be affected by the R2T4 Policy.
- Perform the R2T4 calculation, guidelines & standards provided by the Department of Education.
- Return all unearned Title IV Funds in compliance with the Dept. of ED requirements.
- Within 14 school business days, but no later than 45 days after the school determined date of withdrawal.
- Process any post-withdrawal of earned funds due the student.

B. Post-withdrawal disbursement to student’s account for outstanding institutional charges:

- Within 14 school business days, but no later than 180 days after the school determined date of withdrawal.
- Post-withdrawal disbursement to students for earned Title IV funds in excess of outstanding current institutional charges.

- Loans – Within 14 school business days, but no later than 180 days from the school determined date of withdrawal.
- Grants – Within 14 school business days, but no later than 45 days from the school determined date of withdrawal.

C. Provide notifications to students (parents):

- Written notification providing the student (or parent) the opportunity to accept all or part of a post withdrawal disbursement of Title IV loan funds.
- Within 30 days of the school's determined date of withdrawal.
- Notification to student (or parent) of outcome of late request for a post-withdrawal disbursement to a student; request received by school after the specified period and schools chooses not to make the disbursement.
- Within 14 school business days.
- Notification to students of grant overpayment.
- Within 30 days of school determined the date of withdrawal.

D. Provide notifications to the Department of Education

Referral of student to Debt Resolution Services if student does not pay overpayment in full, does not enter into repayment agreement, or fails to meet terms of repayment agreement.

- Within 14 school business days.
- Referral of student to NSLDS if student does not pay overpayment in full, does not enter into repayment agreement, or fails to meet terms of repayment agreement.
- No later than 45 days from the date the student is notified of overpayment.

Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid recipients, repayment on Federal Loans begins six (6) months from their last date of attendance. Students who took a full 180 day Leave of Absence (LOA) and who did not return from the LOA will go into immediate repayment.

The R2T4 does not dictate the schools institutional refund policy and is not based on the student's education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from the schools Institutional Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to the school to cover education charges. If the school is required to return federal funds, the school will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. The school will refund any unearned Title IV aid due within forty-five (45) days of the date of determination, which is no later than fourteen (14) days from the last date of attendance.

Any Student who has withdrawn or been dismissed is accorded all terms and conditions of the ICOHS College refund policy. If a refund is due on a Student's account for which Title IV payments have been made, ICOHS College will deposit the refund to the Student's Title IV account.

The refund will not exceed the amount awarded to the Student from the account. All students who receive Title IV funds and withdraw with a refund due will have the refund amount refunded according to the following refund distribution policy:

- Direct Loans: Unsubsidized Subsidized Federal Loan
- Federal PLUS Loan
- Federal Pell Grant
- Other Student Financial Aid Programs
- Other Federal State, Private, or Institutional Sources of Aid

If the student received Federal Financial Aid, Loan Exit counseling is required at ICOHS College to be completed within 30 days of his/her Date of Determination (DOD). If the Student cannot be reached within 15 days, then the loan exit counseling paperwork will be mailed to the student and must be returned by the date indicated on the paperwork.

The calculation for the percent of completion of the payment period is as follows:
The school will determine the actual date the student started the payment period and the last date of attendance and will determine the scheduled clock hours within that period. The number of clock hours the student was scheduled to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Days a student was on a Leave of Absence are not included in this calculation.

Students who owe an overpayment of Pell grants because of withdrawal from the program, initially will retain their eligibility for Title IV funding for forty-five (45) of the earlier of (1) date the school sends the student notification of the over award (2) the date the school was required to notify the student of overpayment. Within thirty (30) days of determining that the student's withdrawal created a repayment of all or part of the Pell Grant, the school must notify the student that she/he must repay the overpayment or make satisfactory arrangements to repay. The student will be notified of overpayment of Title IV funds and that the student's eligibility for additional Title IV aid will cease if the student fails to take a positive action by the forty fifth (45th) day following notification from the school.

The student will have the options of payment of the overpayment in full or arranging a repayment agreement with the Department of Education. If the student fails to take action to repay during the forty-five (45) days allotted, the school will report this to NSLDS.

If the school's Institutional Refund Calculation indicates the student owes an outstanding tuition and/or fee charges, the debt to the school must be paid in full before the release of transcripts.

The student's responsibility regarding the return of Title IV funds are as follows:

- When possible, the student should notify the financial aid office in writing of official withdrawal.
- If the student cancels the decision to withdraw, the student must notify the school in writing within three business days of the date of the original withdrawal.

- School charges, which were previously paid by FSA funds, might become a debt that the student will be responsible for paying upon the return of Title IV funds.
- Return unearned Title IV Funds that were disbursed to the student where the student was deemed ineligible, based on the R2T4 calculation.
- Loans – according to terms of the loan.
- Grants – within 45 days of the date the school sent or were required to send notice.
- Submit response instructing school to make post-withdrawal disbursement 14 calendar days from the date the school sent the notification to accept a post- withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs.
- Student borrowers of the Direct Stafford Loans are required to attend or complete online Exit Counseling before leaving school.

Federal Refund vs State/Accreditation Refund Requirements

In addition to the Return of Title IV requirements for federal financial aid recipients, ICOHS College is required by the Accrediting Council for Continuing Education & Training (ACCET) to calculate a prorated refund for all withdrawn students regardless of if the student did or did not receive the Title IV funds. In some instances, the student may, after Title IV funds are returned, owe a balance to ICOHS College to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return.

Student Tuition and Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges rounded to the nearest thousand dollars for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.

Questions regarding the STRF may be directed to the:

Bureau for Private Postsecondary Education
1747 North Market, Suite 225, Sacramento, CA 95834
(916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, and/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.

ACADEMIC STANDARDS

Grading and Evaluation Criteria

The following system/numeric grading scale is used for the evaluation of a student's academic ability:

Grade	Grade Point	100%-point Scale
A	4.0	90%-100%
B	3.0	80%-89%
C	2.0	70%-79%
D	1.0	60%-69%
F	0.0	59%-below

Incompletes

If the student fails to submit all required coursework and assessments, the student will receive an incomplete grade ("I") on their transcript. Incomplete grades have a 0.00 value towards GPA calculation. Students will have one week after the session to submit all required coursework and assessment, before the grade is changed to the grade earned.

Withdrawals

If a student withdraws from a course, the grade "W" will be issued and included as an attempted course in calculation of pace of completion and MTF to complete the program. Withdrawal from a course after the 80% attendance mark will result in an "F" grade and will impact the GPA for that Session.

Repeated Courses

Courses in which an "F" or a "W" grade is earned must be retaken at normal tuition rates the next time the course is offered. The student may not progress to the next sequential course in the respective series until the "F" or "W" has been remedied. When a student repeats a course in which an "F" or "W" has been earned, only the new grade will be calculated in the student's GPA.

Students needing or wishing to repeat a class must register for it as if it were a regular course. Students may repeat a course no more than one time. Further repeats are not allowed without permission from the Executive Director and the Registrar.

Credit Transfer

Transfer hours accepted by ICOHS College are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours. Course incompletes, withdrawals, or transfers of credit from other institutions are not included when computing GPA. 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. See Credit Transfer Policy.

Completion of Course Within Designated Period of Time

Transfer hours accepted by ICOHS College are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours. Course incompletes, withdrawals, or transfers of credit from other institutions are not included when computing GPA.

Graduation Requirements

To be eligible for graduation and Certificate, students must meet the following requirements:

- Satisfactory completion of all coursework
- A minimum cumulative grade point average of 2.0 (70%)
- A minimum cumulative attendance or cumulative completed assignments of 80% (including make-up work)
- Have paid their tuition in full or have entered into a payment plan agreement for payment of tuition
- Financial Aid exit counseling
- Pre-Graduation Audit Form
- Completion & Placement Form

Attendance and/or graduation from a CAMTC approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code Sections 4600 et. seq.

**To meet the qualification of the California Massage Therapy Council (CAMTC) students in the Massage Therapist program must complete at least 500 supervised hours of massage education and training in the Massage Therapist program. If students fall short of requirements, they will need to make-up these hours. Completion of all 500 hours is a requirement for CAMTC certification.

Attendance Policy

Class attendance is essential part of the educational objective at ICOHS College. Students are expected to attend classes for their respective program that they have registered. Attendance is taken at the beginning of the class and at the end to ensure students are accounted for the hours of instructions attended for on-site programs. For hybrid modality, students are expected to come on campus at least once per week. For online delivery, students must demonstrate that they are progressing through the assigned work on a weekly basis. Students are advised to be in consistent communication with their instructors about their attendance throughout the course.

In general, the minimum acceptable cumulative attendance rate is 80% of required program hours.

Tardies And Early Departures

Students are considered late if they arrive after the designated class start time. A tardy or early departure is recorded accordingly based on the time missed. Repeated tardiness and/or early departures are applied toward a student's cumulative attendance rate thereby

affecting the student's overall cumulative average, and consequences are implemented in line with the above stated warning procedures.

Excused Absences

All absences, regardless of the reason, are recorded as an absence in accordance with the actual time and/or day(s) missed. However, students are excused from class in special circumstances that include the following specific reasons:

- Military Duty
- Family Emergency
- Jury Duty
- Medical Illness or Condition

When requesting an excused absence, the student must notify ICOHS College Academics Department or their instructor (verbally or in writing) prior to or on the day of the absence. Documentation is required in all situations. If the student makes no attempt to contact ICOHS College regarding their absence, the absence will be considered unexcused. Excused absences cannot exceed ten percent of the clock hours in the payment period.

Excused absences will count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences. Work must be completed within one week of return and accordingly with the curriculum listed on the syllabus for the days absent. The instructor will determine the best methods of make-up depending on what was missed. See Make-up Attendance.

Recording and Tracking Attendance

Attendance rosters are generated by the Campus Cafe database system and given to instructors to use in class. Instructors record attendance (including tardies and early departures) to ensure an accurate and timely record is available via an attendance roster. Attendance taking procedures are explained to instructors during the new instructor orientation. Completed attendance rosters are given to the Registrar and input into the Campus Cafe database system. The Registrar audits and updates the attendance data and files it for recordkeeping on a weekly basis.

Time is recorded in 15-minute increments.

• between 1-15 = 15 minutes of instruction missed

• between 16 – 30 = 30 minutes of instruction missed

• between 31 – 45 = 45 minutes of instruction missed

• between 46 – 60 = One clock hour of instruction missed

Time is recorded in 15 - minute increments.

• P = Present

• A = Absent (A student is considered to be absent if they do not show up for any portion of the class meeting)

• T = Tardy (A student is considered to be tardy if he/she arrives to class fifteen minutes Or more after the start of class)

• ED = Early Departure (A student will receive an early departure mark if he/she leaves before the instructor dismisses class)

• No-show = If an applicant accepted by ICOHS College, does not attend class during the cancellation time period, they will be considered a No-show.

Students do not agree with any of the attendance data you must submit a written appeal to the Academics Department as soon as possible, but no later than 30 days after the date where the attendance was recorded incorrectly.

Consecutive Classes Missed

Any student who has unexcused absences of fourteen (14) consecutive calendar days in an Academic Session will be administratively withdrawn without an approved LOA. This is tracked by the Registrar Office and notification from the respective instructor.

Student Notification

Aside from the School Catalog, students are also informed of the attendance policy during the PowerPoint presentation at the new student orientation. In addition, students can access their Student Portal to view their attendance records.

Make-Up Work

Students are responsible for completing all required assignments and examinations. Students have one week to make-up all incomplete assignments. It is the responsibility of the student to meet with their instructor to ensure they are progressing in their course. Make-up work must be comparable to the content, time, and delivery of the classes missed.

VA Attendance Notification

Students using VA benefits are monitored on a weekly basis for attendance. Students are required to meet and maintain your attendance requirements. The goal is 100% of your attendance requirement. ICOHS College requires 80% attendance during any 5-week period. If students fail to maintain the 80% attendance requirement, a student can be placed on Academic Probation. If at the end of the Academic Probation period, the student is not meeting minimum satisfactory attendance requirements, the SCO will terminate certification. VA education benefit certification can be reinstated if the student subsequently demonstrates satisfactory academic requirements. In the event a student is placed on Academic Probation for attendance a second time, the SCO will terminate certification. Students may appeal this decision in writing to the Executive Director. Students are notified within 5 business days of a decision at such time the resolution will be final.

LEAVE OF ABSENCE

A leave of absence ("LOA") is an approved period that the student is away from ICOHS College (not currently participating in class), while maintaining a status of student.

- A LOA may be granted, with appropriate documentation, for emergency situations such as:
  - military duty,
  - serious illness,
  - debilitating injury
  - jury duty,
  - family emergency
  - death of relative
- The student submitting the leave of absence must be in good academic standing (without any unresolved academic, financial, or disciplinary issues).
- A student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence, with as much notice as possible, unless unforeseen circumstances prevent the student from doing so.
- The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.
- If the student does not return following the leave of absence period, ICOHS College will consider the student as having permanently withdrawn and will apply its refund policy, which will be based on the time elapsed in the student's program, as measured in clock hours, as of the last date of attendance.

Allowable Length Multiple LOA's may be granted if they do not exceed 180 days in total in any 12-month period or one-half the published program length, whichever is shorter. An approved LOA may be extended for an additional period provided that the extension request meets all the above requirements, and the total length of the leave of absence does not exceed the limit. The student's maximum time frame will be extended by the number of days in the leave of absence.

Financial Aid Awareness Students on approved LOA need to be aware that the LOA may affect financial aid. Therefore, the Financial Aid Representative will meet with the student and provide information regarding the following:

  - loan obligations
  - possible revisions in his/her aid package
  - deferment options
  - notifications to lending institutions
  - deferments may be canceled
  - effects on veteran-benefits
  - grace periods exhausted
  - consequences of not returning to ICOHS College at the expiration of the LOA

Requesting a Leave of Absence To request a LOA, the student must submit a written, signed and dated LOA Form to the Registrar that includes:

- The specific reason for leave.
- The specific date of the student's return.

- The written LOA request must be completed prior to the beginning date of the leave. If unforeseen circumstances prevent the student from requesting the LOA in advance, the reason for this delay must be documented, with a signed request collected at a later date.

Approval LOA's are at the discretion of the institution. The student will not be charged any additional charges because of the leave of absence. No leave of absence will be granted without approval from the Registrar and/ or Executive Director. The length and frequency of leaves of absence must not impede student progress and must be reasonable within the context of the institution's curriculum. The Director of Education or the Registrar will decide if the student must restart the course or pick up from the point the student left off.

Veteran Student Information

Students who receive Veteran Affairs (VA) educational benefits must understand that VA benefits, including tuition and fees, the monthly housing allowance, and book stipends are based in whole or in part on the number of clock hours certified. The school is required to monitor and report enrollment status to the VA. Accordingly, any violation of the school attendance policy will result in the adjustment or termination of VA benefits. Adjustments in enrollment will likely affect payment of VA benefits, and reductions in enrollment may result in a debt to the VA for any education benefits already received.

The school will report enrollment as follows:

- VA students who officially withdraw, the actual last date of attendance (LDA) must be determined and reported.
- VA students who are administratively withdrawn or stop attending without officially withdrawing, the actual last date of attendance (LDA) must be determined and reported.
- VA students who complete the term with all non-punitive "F" and/or non-punitive grades, the school will determine and report the actual last date of attendance for each course.

A. Break Pay

The VA no longer authorizes break pay (effective August 1, 2011). If a VA student is going to be absent beyond 14 consecutive scheduled class days, he/she must request a leave of absence per the Leave of Absence policy. VA students will not receive VA benefits during Leave of Absence.

B. Military Deployment

Active Duty/Selected Reserve VA students must provide copies of their orders for military training/ deployment for the GI Bill® file and request a Leave of Absence. A notification from the school to the VA will be processed.

SATISFACTORY ACADEMIC PROGRESS

The SAP policy is consistently applied to all students and complies with the guidelines established by ICOHS College accrediting/state agencies and the federal regulations established by the US Dept. of ED. Students must meet formal standards that measure their Satisfactory Academic Progress ("SAP") toward graduation as well as pace of course completion in the specified time frame. Meeting SAP policy is the qualitative (grade point average) and quantitative (attendance) measure of a student's progress toward completing a program of study. Student progress, GPA, and attendance is evaluated at various times throughout the program to ensure SAP is being met.

Quantitative and Qualitative Factors (On-Campus)

- Minimum cumulative grade point average of a "C" or higher. 70% on a 100% scale or 2.0 on a 4.0 scale.
- Minimum cumulative attendance rate of 80% on a 100% scale

Quantitative and Qualitative Factors (Hybrid and Online)

- Minimum cumulative grade point average of a "C" or higher. 70% on a 100% scale or 2.0 on a 4.0 scale.
- Minimum cumulative assignment* completion rate of 80% of all assignments.

**On-campus Lab attendance is a course requirement for Hybrid programs and is under the umbrella of "assignments."*

Evaluation Schedule

Evaluation period for each program is incrementally. Each program is divided into evaluation periods or increments, based upon the published program length, as follows:

- Financial Aid Purposes: ICOHS College evaluation periods or increments for determining student financial aid eligibility aligns with payment periods. These evaluation periods or increments may not be longer than 50% of the program or 50% of an academic year, whichever is less.
- Academic Purposes: To ensure that students are informed of their progress on a regular and timely basis, evaluation periods or increments for academic purposes may be no longer than 25%, 50%, 75% of the program or 25%, 50%, 75%, of the academic year, whichever is less.

For the Associate of Science Program, measured in credit units, evaluation both for academic and financial aid are measured after each quarter and payment period.

Withdrawals, Incompletes, & Repeats

Withdrawals and incompletes will be calculated in the total SAP evaluation. Repeat courses are calculated with the highest earned GPA.

Maximum Timeframe

Students must complete the educational program within the maximum time frame based on attending at least 80% of the scheduled hours. Maximum Timeframe for all programs is calculated at 150% of scheduled hours. The student must be able to graduate within the Maximum Timeframe. In the case of Leave of Absence ("LOA"), the maximum time frame will be extended by the number of days in the LOA.

Program Length

Program	FT/PT Classification	Program Hours	Maximum Program Length(in clock hours)	Hours Per Week
Professional Massage Therapy	Full-time	630	945	18
Holistic Health Practitioner	Full-time	1,000	1,500	18
Cybersecurity Specialist	Full-time	900	1,350	18
IT Network Specialist	Full-time	900	1,350	18
IT Systems Administrator	Full-time	900	1,350	18
Associate of Science in Information Technology	Full-time	1,210	1,815	18

Consequences for Not Meeting SAP

Students are informed of their responsibility to maintain the requirements and performance levels for success in accordance with the program enrollment agreement and at orientation. The Instructor, Student Services/Career Placement Coordinator or Director of Education will notify any student not making Satisfactory Academic Progress via email and attempt to contact them as well in person or by phone. Furthermore, the Registrar will formally notify students via email. The Registrar will put students on Academic Warning, escalating to Academic Probation, or recommendation for Dismissal. A student who has not achieved the required GPA, or who is not successfully completing his or her educational program at the required credit progress, is no longer eligible to receive assistance under the Title IV, HEA programs.

Academic Warning Status given to a student indicating an immediate or impending problem with the student due to poor attendance, failing grades, lack of progress or bad conduct.

- Unsatisfactory Progress – Not testing or progressing in the program as scheduled.
- Unsatisfactory Attendance – Not maintaining 80% of cumulative attendance hours for Hybrid students.
- Unsatisfactory GPA – Cumulative GPA less than 2.0 (i.e. less than a C or 70%).
- Unsatisfactory Conduct – Not abiding by the Code of Conduct or other policies.

Failure to successfully complete the terms of the Academic Warning or return to Good Standing at the end of the 5- week Academic Warning will result in an escalation to Academic Probation. An Individualized Learning Plan will be created to help students meet SAP requirements.

Academic Probation Academic Probation is status assigned to a student for a 5-week period after the student has failed to meet SAP standards, successfully appeals and, if applicable, has had financial aid reinstated.

Failure to successfully return to Good Standing (meet SAP policy as stated above) at the end of the Academic Probation period will result in dismissal from the program and potentially the loss of Title IV financial aid eligibility.

Removal of academic probation requires that a student return to meeting the Qualitative and Quantitative requirements of SAP by the end of the 5-week Academic Probation.

Appeal Process

The student may submit a written appeal (Appeal Form) to the school administration within five business days of not making SAP. If a student is determined as not making SAP, the student may appeal the negative determination due to:

- Death of a relative
- Injury or illness of the student
- Other special circumstances

The student must include any substantiating documentation including a definitive statement from a student as to why s/he failed to meet SAP standards and what has changed in the student's situation that will allow him/her to meet SAP standards at the end of the next SAP evaluation. If the student fails to appeal this decision, the decision will stand.

An appeal hearing will take place within ten business days of receipt of the written appeal. This hearing will be attended by the student and the Academic Team. A decision on the student's appeal will be within five business days. The Registrar will communicate to the student in writing of the result of the appeal. This decision will be final. If such an appeal is granted, the student is placed on Financial Aid Probation for one evaluation period.

Prior to the student being granted an appeal, ICOHS College will develop an Individualized Learning Plan with the student that, if followed, will ensure that the student is able to meet the

institution's satisfactory academic progress standards by the end of the subsequent evaluation period.

If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

Re-Admitted Students

If an appeal is granted, the student is placed on Academic Probation for one evaluation period. If ICOHS College grants an appeal, additional conditions may be imposed for the student's continued eligibility to receive Title IV, such as changing schedules.

As a result of being placed on Academic Probation, an Individualized Learning Plan will be initiated by the Academic Team, detailing the SAP requirements and steps necessary to be removed from Academic Probation. Students may re-establish satisfactory progress and Title IV aid (as applicable) by meeting SAP requirements at the next evaluation period. Failure to show progress is grounds for immediate dismissal from the program without the option to appeal again.

Dismissal Policy

Students who fail to meet financial obligations, satisfactory academic progress (SAP), attendance, leave of absence, student conduct, and ethics are subject to dismissal.

Non-Credit & Remedial Courses

Course Incompletes, Repeats, and Non-Credit Remedial Courses do apply at this institution, and therefore, has direct effect upon the school's Satisfactory Academic Progress Standards.

Financial Aid Warning, Probation, and Appeals

Financial Aid Warning Financial aid warning is a status assigned to a student who fails to make Satisfactory Academic Progress at an institution that evaluates academic progress at the end of each payment period. A student on Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period despite a determination that the student is not making Satisfactory Academic Progress.

Financial Aid Warning status may be assigned without an appeal or other action by the student. This status may only be used by schools that check SAP at the end of each payment period and only for students who were making SAP in the prior payment period for which they were enrolled or who were in the first payment period of their program.

An evaluation will happen at the conclusion of the payment period and if SAP remains unsatisfactory, the student will be dismissed from their program.

Financial Aid Probation Financial aid probation means a status assigned by an institution to a student who fails to make Satisfactory Academic Progress and who has appealed and has had eligibility for aid reinstated. A student on financial aid probation may receive Title IV, HEA program funds for one payment period. While a student is on financial aid probation, the student to fulfill specific terms and conditions specified in an Individualized

Learning Plan (ILP). At the end of one payment period on financial aid probation, the student must meet the ICOHS College's Satisfactory Academic Progress standards or meet the requirements of the ILP developed by the Academic Team for Title IV, HEA funds.

Financial Aid Appeal An Appeal is the process by which a student who is not meeting ICOHS College's SAP policy requests reconsideration of eligibility for Title IV. A student may reestablish his or her eligibility to receive assistance under the Title IV, HEA programs by following the Academic Appeal process in the previous section and return to meet SAP policy by the end of the 5-week session.

Disbursement Of Title IV With Unsatisfactory SAP

A student not making SAP under this policy may nevertheless receive disbursement of Title IV, HEA program funds under the following provisions:

A. For the payment period following the payment period in which the student did not make satisfactory academic progress, the institution may:

    • Place the student on Financial Aid Warning, and disburse Title IV, HEA program funds to the student; or

    • Place a student directly on Financial Aid Probation and disburse Title IV, HEA program funds to the student.

B. For the payment period following a payment period during which a student was on Financial Aid Warning, the institution may place the student on Financial Aid Probation, and disburse Title IV, HEA program funds to the student if:

    • The institution evaluates the student's progress and determines that student did not make satisfactory academic progress during the payment period the student was on financial aid warning;

    • The student appeals the determination; and

    • The institution determines that the student should be able to meet the institution's satisfactory academic progress standards by the end of the subsequent payment period; or

    • The institution develops an academic ILP for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress standards by a specific point in time.

C. A student on financial aid probation for a payment period may not receive Title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress, or the institution determines that the student met the requirements specified by the institution in the academic ILP for the student.

Incomplete Grades Any student not done with all coursework and exams by the 100% date receives an Incomplete, "I," grade. At the end 150% maximum date, the instructor enters the earned grade for the course up to that point.

Instructors will identify any Incomplete grades within 5 days during the weekly Critical Care meeting:

• The appropriate faculty member will create a plan with the student identifying the last possible date to complete with in the 150% maximum time frame (or sooner).

• While working on the following course, the student will continue working on the incomplete course until the 150% maximum date.

• A student may also continue working on the incomplete course within the 150% maximum allotted time (or sooner) without moving to the following course. This may affect progress and funding and the student understands they should consult with FA before making the choice to not work on the courses concurrently.

Course Repeats Student who fail a course will have the opportunity to retake under the following guidelines:

• If the student falls below a 2.0 the student will be on Academic Warning and Financial Aid Warning.

• The student must meet the 150% of time for the payment period to complete the course and earn the

required credits for eligibility.

• The student must raise their GPA to at least 2.0 to be eligible for graduation.

VA Student Course Repetition Notice The Department of Veteran Affairs does not permit re-certification of courses successfully completed in the past. If a required course is failed or did not receive the minimum grade considered “passing”, the VA will pay for the student to repeat the course one time in pursuit of program certificate. They will not pay for repeated courses in order to boost GPA or to get a better grade (if you passed the course).

NOTE: Be aware that repeat courses can result in over-payments from VA. This only happens if you repeat the class more than once. It is in the student’s best interest to ensure satisfactory progress to pass the class the first time it’s repeated, otherwise the VA may create a debt against the student.

Re-Enroll within 180 Days ICOHS College considers students who withdraw and then reenter the same program within 180 days as in the same payment period they were in at the time of the withdrawal. The student retains their original eligibility for that payment period as though they did not cease attendance.

Re-Enroll after 180 Days ICOHS College considers a student who withdraws from a program re- entering more than 180 days after withdrawal, as a new enrollment. Transfer of credit may apply if the program or courses are the same.

STUDENT SERVICES AND CAREER SUPPORT

Student success is one of ICOHS College's core values and competencies. At ICOHS College, we provide academic counseling, computer and technology support, and personal support. Areas of personal support are the following: snack and drink corner near the Student Services Office, on campus meditation room, and veterans and ICOHS resource center.

Housing Information

ICOHS College provides a list of housing options for students and work with International Education Management for homestay placement options. ICOHS College does not assume responsibility for student housing. The institution does not have dormitory facilities under its control, nor does it offer student housing assistance. According to rentcafe.com for San Diego, CA, rental rates average approximately $2,433 per month (https://www.rentcafe.com/average-rent-market-trends/us/ca/san-diego/). ICOHS College will refer a student to other agencies regarding housing, personal advice, etc.

Please contact our Students Services at Studentservices@icohs.edu for further assistance.

Certification Preparation

ICOHS College's curriculum is designed with career development in mind. Students are required to complete several courses within their programs to assist with job placement and career training.

The Career Development course helps students learn about general business concepts, communication, marketing, business planning, resume writing and interviewing.

CAMTC Reimbursement Program for PMT and HHP students: ICOHS College has a reimbursement program for PMT and HHP students. Students may be reimbursed for CAMTC application fees (via an issued meth) if they submit their receipt from their CAMTC submission to Studentservices@ICOHS.edu.

Career Planning

ICOHS College offers lifetime job placement assistance. We offer our students resume and cover letter review and support, mock interviews, and access to our list of partners and companies that want to hire them! So regardless of how long ago a student has graduated, they can always return to ICOHS College for job placement assistance.

The Career Services Department aids include professional advice, skills, and strategies for career planning such as:

- Registration assistance for the MBLEx and technology exams
- Applying for massage and technology certifications
- Refining a resume and cover letter
- Job Search Strategies
- Setting up interviews with employers
- Role-playing interview scenarios
- Community outreach opportunities
- Networking opportunities

Though lifetime placement assistance is provided, it is understood that ICOHS College does not and cannot promise or guarantee neither employment nor level of income or wage rate to any student or graduate.

Before pursuing a program at ICOHS College, student understands and acknowledges that self-employment is a common vocational objective after completion of the academic programs.

STUDENT CODE OF CONDUCT AND ETHICS

The ICOHS College is a community committed to the highest intention for fostering the core values of the institution. We expect our community members to honor the Code of Conduct and Ethics described in our school catalog.

In addition, to the ICOHS College Code of Conduct and Ethics, ICOHS College requires students to meet certain conduct and employability standards. These rules of conduct are like those of a work environment. Violation of the school's rules of conduct may lead to suspension, probation, or termination from ICOHS College.

Violations include but are not limited to discrimination, dishonesty, disrespectful conduct toward others, cheating, plagiarism, unprofessional behavior, use of profanity, insubordination, harassment (physical, verbal, emotional or intimidation), violence or threats of violence, violation of safety rules and use of or being under the influence of alcohol or drugs on campus. These and other negative behaviors that jeopardize the well- being of our learning community may include the following and are deemed unacceptable: ICOHS College enforces Zero Tolerance for violence or threats of violence in any form (verbal or physical), any violation will be grounds for immediate dismissal from the school.

Drugs/Alcohol
The ICOHS College maintains a drug and alcohol-free environment. The unlawful possession of, use or distribution of illicit or non – prescribed prescription drugs is strictly prohibited. Violations of state, federal or local regulations with respect to illegal drugs or alcohol are subject to criminal prosecution and campus disciplinary action including termination. Drug and alcohol prevent/awareness programs are available to students through the Student Services department.

Integrity
Academic cheating, plagiarism, unauthorized copying, exam theft or sharing all indicate a lack of academic integrity and are subject to campus disciplinary action including termination.

System And Network Security
Students may not attempt to circumvent user authentication or security of any host, network, or account ("cracking"). This restriction includes, but is not limited to, accessing data not intended for the Student, logging into a server or account the student is not expressly authorized to access, or probing the security of other networks. Students may not attempt to interfere with service to any user, host, or network ("denial of service attacks"). This restriction includes, but is not limited to, "flooding" of networks, deliberate attempts to overload a service, and attempts to "crash" a host. Students may not use any kind of program/script/ command, or send messages of any kind, which are designed to interfere with a user's terminal session, by any means, locally or by the Internet. Students who violate systems or network security may incur criminal or civil liability.

ICOHS College will cooperate fully with investigations of violations of systems or network security, including cooperating with law enforcement authorities in the investigation of suspected criminal violations.

Respect Students and Staff

Please treat others the way you want to be treated. We trust our students to use their good common sense and good judgment in helping us to make a pleasant classroom environment. This includes but is not limited to refraining from the use of profanity, not being insubordinate and not harassing others.

Being On Time

Being late is unprofessional and disrespectful to oneself and others. Do your best to be on time. However, sometimes it is unavoidable. In these instances, enter class as quietly as possible and take the nearest seat to the door.

Electronic Recording

Electronic recording is only permitted with individual instructor approval for the express purpose of enhancing the student's learning ability. Any recordings are for personal use only and may not be shared or publicly displayed without express written consent of the Executive Director or Compliance Officer.

Copyright Infringement Prevention Policy

It is the policy of the ICOHS College to respect the copyright protections given by federal law to owners of print, digital materials, and software. It is against school policy for faculty, staff, or students to use school equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected materials or software except as permitted under copyright law (especially with respect to "fair use") or specific license.

As a general matter, copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner.

Copyright laws are designed to protect the creator of original works, which are creative expressions, from others using and profiting their work, without permission. It is the policy and practice of ICOHS College to encourage creativity and original thinking of our students and staff while protecting the creativity and original thinking of others. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination, expulsion, and other legal actions. For more information, please see the website of the US Copyright Office, www.copyright.gov.

Please Note:

- The software provided through ICOHS College for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.
- ICOHS College regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to disciplinary action. Violations can result in loss of computing privileges, among other sanctions.
- In order to inform and discourage copyright violations the Copyright Protections Policy is posted at every copy machine on campus.

Discrimination & Harassment
ICOHS College does not accept discriminatory or harassing behavior in word, deed or conduct directly or indirectly, such as cyber-bullying. ICOHS College does not tolerate sexual harassment or discrimination or harassment in any form including, but not limited to harassment and/or discrimination based on any of the following: race, ethnicity, class, culture, gender, sexual, orientation or identity, age, ability or disability, or religion.

Illicit Materials
Pornography, 'hate group' websites or anything else generally considered offensive will not be tolerated and training could be terminated.

Cell Phones
Cell phones should not be used in the classroom or hands-on lab unless the instructors have permitted their use. If a student needs to answer a cell phone, please answer it outside the classroom or hands-on lab.

Perfume & Cologne
Please be mindful of any strong or offensive smells. It is important to recognize that strong or offensive smells may disrupt other students' learning and performance.

Smoking Areas
ICOHS College is a smoke free zone. Do not smoke within 25' of the campus.

Weapons Free Zone
ICOHS College has a zero tolerance for any weapon on campus. Weapons are defined as items that can cause death or injury, including but not limited to firearms, knives, and tasers. Students who violate this policy will be immediately terminated from the program.

Photo Release
ICOHS College staff members take photographs of students on a variety of occasions. These include photographs taken of each individual when they begin orientation at ICOHS College and photographs of classroom and ICOHS College activities (e.g., classroom instruction, volunteer events and social events). Individual photographs are used for several reasons:

- To confirm a student's identity
- To assist ICOHS College staff members in keeping student records accurately filed
- To create a student ID card
- To share our program with prospective students and other community members

Such photographs are property of ICOHS College and are to be used solely for school business purposes. On occasion, photographs may be displayed (e.g. on the bulletin board) to inform students and staff of ICOHS College activities. Many of the photographs include more than one person.

When photographing ICOHS College activities in the classroom, it is expected that the group being photographed will be advised in advance, and that anyone not wishing to be photographed will be excluded from the views being photographed. When students are included in such photographs, it should not be assumed that the agreement to be in the photograph constitutes permission to use the photograph in published materials.

Keeping A Tidy School

We ask that students help keep ICOHS College facilities clean by not eating in the classrooms. At ICOHS College, the student lounge includes a refrigerator and microwave for student use. After each class, please dispose of trash and wipe down the tables and all equipment. Practicing professional and responsible skills in school will carry over into the workplace.

Procedure for Children Attending Class

The classroom and the workplace are not the best places for children. ICOHS College asks that students, instructors, and employees of ICOHS College do not bring children to class or work.

Procedure for Pets Attending Class

The classroom and the workplace are not the best places for pets. ICOHS College asks that students, instructors, and employees of ICOHS College do not bring pets to class or work. Exceptions may be made for service animals.

Disciplinary Committee

In the case that an issue arises (violation of code of conduct/ethics or other school policies) at ICOHS College, the following procedures are to be followed:

- An incident report should be completed by the respective parties.
- Academic Team will collect all incident reports.
- The Academic Team will collect information from respective parties, interview respective parties, and ask for a written account of the occurrence.
- All interviews and conversations will be clearly documented.
- If the issue is deemed “unresolvable” then the issue will go to the disciplinary committee (may consist of Administrative Staff and volunteer Faculty members) to discuss the issue. A disciplinary committee will form, meet, and discuss the occurrence. As an outcome of this meeting, a resolution will be identified. The meeting will be documented by a member of the disciplinary committee and given to the Academic Team.
- If necessary, a follow-up to the disciplinary committee meeting will occur.
- Academic Team will inform all involved parties of the resolution.

Unfair Business Practices as Related to Massage

Business Professional Code Disclaimer

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

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

Dress Code

ICOHS College students dress in a manner that reflects employability standards. Students are to dress in a business casual professional manner. At minimum male students should wear slacks or dress denim and appropriate shirts with collar. Female students should wear dresses, skirts, slacks or dress denim and appropriate shirts/blouses. Dress denim is defined as no holes, no sagging, no tears and fitting appropriately. Students may not wear hats, shorts, cutoffs, tank tops, screen tee- shirts, sweats or pajamas, flip flops, or slippers. Hair is to be clean and neat at all times. Style should not interfere with job performance. Beards and mustaches must be clean and neatly trimmed.

Dress Code (HHP & PMT Programs)

We ask that ICOHS College students dress in a professional manner. It may be best to wear clothing that is comfortable and easy to move in and easy on and off to give and receive massage.

Hygiene And Draping (HHP and PMT Programs)

During massage training students are in very close proximity to and touching fellow students, it is important to be clean and free from possibly offensive odors such as cigarettes, onions, garlic, etc. Regular bathing and use of deodorant is encouraged. Dressing and undressing will take place under a Drape. During massage practice all students and instructors will practice appropriate draping procedures to assure that the private areas of all recipients remain respectfully covered, and just those parts being worked on are exposed. Professional draping techniques will be taught and practiced; assuring that the genitals, gluteal cleavage and female breasts always remain covered.

Not Allowed	Allowed
Shorts (no shorter than three inches above the knee)	Shorts
See-through Clothes	Scrubs
Derogatory Graphic Tees	Jeans
Pajamas	Polo Style Shirts
House Slippers	Collared Shirts
Ripped Jeans	Vests/Sweaters
Exposed Midriffs or Cleavage	ICOHS College Shirt

COMPLAINT AND GRIEVANCES PROCEDURE

Should a problem arise, ICOHS College will work with students to find a resolution. The complainant may prepare a letter with the following information regarding the complaint:

- Complainant's full name, mailing address, and other means of contacting him/her (e.g. telephone, fax number, e-mail address, etc.);
- Name, address and telephone number of the organization and/or the individual the complaint is being filed against (respondent);
- A clear, concise statement of the facts describing the complaint(s), including the date(s) the alleged violation(s) occurred;
- If known, the provisions under the law, regulations, grant, or contract believed to have been violated;
- A description of the attempts made to resolve the matter with the organization and/or the individual where the alleged violation occurred;
- Complainant's requested remedy; and
- Complainant's signature, and in the case of a minor, the parent or guardian's signature.

Please Note the Following:

- The absence of any of the requested information will not be a basis for dismissing the complaint. A grievance or complaint may be amended to correct inaccuracies and add additional information any time up to the time of the Hearing. Grievances or complaints may not be amended to add new issues. The one (1) year time period in which a grievance or complaint may be filed is not extended for grievances or complaints that are re-filed with amendments.
- When the complainant is a minor (17 years and under), a parent or legal guardian must sign the complaint and must attend any formal hearings. In this event, decisions will be issued to the parent/ guardian with a copy to the minor.
- The official filing date of the complaint is the date the written complaint is received by ICOHS College. Upon receiving the Complaint Form, the School will make every effort to find a fair solution and will notify the involved parties of the resolution within two (2) weeks. Formal reports will be promptly investigated and resolved. ICOHS Executive Leadership will interview the appropriate parties.
- If, after hearing the response, the student does not feel that the resolution is appropriate, an appeal may be requested by sending a letter to the Executive Director. Should a complaint involve harassment or discrimination of any kind, in accordance with the Clery Act of 1972 and Title IX regulations and other federal laws, the schools' Title IX Coordinator will assist with documentation and investigation of allegations; as well as provide necessary counseling and support referrals. ICOHS College prohibits sexual misconduct, this policy applies to all members of the ICOHS College community including: students, faculty, administrators, guest speakers, vendors, contractors.

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

Bureau for Private Postsecondary Education
1747 North Market, Suite 225, Sacramento, CA 95834, or
P.O. Box 980818, West Sacramento, CA 95798-0818,
Or by calling 888-370-7589, by faxing 916-263-1897.

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

Students in the PMT and HHP programs or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the:

California Massage Therapy Council
One Capitol Mall, Suite 800, Sacramento, CA 95814,
Or by www.camtc.org, or phone (916) 669-5336, or fax (916) 669-5337.

Notice To Students: ACCET Complaint Procedure

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

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

- Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
- The letter of complaint must contain the following information:
    - Name and location of the ACCET institution;
    - A detailed description of the alleged problem(s);
    - The approximate date(s) that the problem(s) occurred;
    - The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/ or other students;
    - What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;

- The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved;
- The status of the complainant with the institution (e.g. current student, former student, etc.).

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

. *SEND TO:*

ACCET CHAIR, COMPLAINT REVIEW COMMITTEE

1722 N Street, NW Washington, DC 20036 Telephone: (202) 955-1113

Email: complaints@accet.org

STUDENT RECORDS

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

- The right to inspect and review the student's education records within 45 days after the day the School receives a request for access. A student should submit to the Office of the Registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask ICOHS College to amend a record should write to the Office of the Registrar and clearly identify the part of the record the student wants changed and specify why it should be changed. If ICOHS College decides not to amend the record as requested, ICOHS College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before ICOHS College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. ICOHS College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the School in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a

disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the School who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. ICOHS College will make a reasonable attempt to notify each student of these disclosures.

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

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

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

- To other school officials, including teachers, within ICOHS College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a) (1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial assistance for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid,

determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Retention Of Student Records

Students' complete files, including application documents for the ICOHS College, SEVIS I-20 documents, financial statements, academic progress reports, and other documents, are kept in a secured electronic format.

Campus Café is the primary secure cloud-based student information system where documents are uploaded to each student profile. Features include tracking, status, content management, reporting, and auditing among others. Campus Café can be used to create a single record of the entire student lifecycle, from applicant to alumni, and it manages workflow across various college operations.

Microsoft SharePoint is a secure cloud-based platform used to collaborate and share files and information, streamlining collaboration and project management. It provides a secure platform for team members to exchange files and share information. Student records are securely kept in the online departmental file libraries accessed only by authorized users.

ICOHS College maintains an internal local network server. Documents are archived and purged once a year into our local network storage.

Change Of Name

Any student who experiences a name change during their program at ICOHS College must submit a written request. They must show official documentation of the name change (driver's license,

social security card, passport, etc). The name change will be reflected on all official documents following the request.

Transcripts/Certificates

Students may request a transcript or a duplicate certificate via the online Transcript Request Form at www.icohs.edu for a fee. ($10.00 fee for unofficial transcripts, $15.00 fee for official transcripts, and a $35.00 fee for a duplicate certificate). Allow seven (7) business days for preparation. ICOHS College will notify the student when their request is available for pickup. The student must satisfy all financial obligations before any records are released. If students have any questions, please contact the Registrar.

Teachout

In the event of unforeseen circumstances, should ICOHS College have to close as a School and a business, a teach-out plan will be implemented. ICOHS College would no longer accept new students but would continue to offer courses to those currently enrolled for one year in San Diego. Students who are not able to complete their training program within this time frame due to personal schedule conflicts will be directed to other institutions that may offer similar programs.

COURSE DESCRIPTIONS

PROFESSIONAL MASSAGE THERAPY

HHF 101 Fundamentals of Massage
Prerequisites: *None*

Students learn and master techniques for a full-body Swedish massage. Best practices are introduced in proper body mechanics, therapist self-care, session management, contraindications, and draping methods. Additional components include: the history of massage, indications and contraindications of massage, the use of oil and creams, the art of presence, grounding, and centering. Massage terms, directional terms, and medical terminology will also be covered to facilitate professional communication. The course introduces students to safety and sanitation procedures required for client interactions, documentation skills and SOAP charting. In addition to classroom experience, students are encouraged to engage in practice massage sessions outside of scheduled class hours.

SCI 101 Anatomy and Deep Tissue Palpation
Prerequisites: *HHF101*

Students undertake a detailed exploration of muscles, bones, and joints of the human body. Emphasis is placed on the relationships among muscle attachments, bony landmarks, and prominent joint structures. Students begin to learn about human movement with relation to levers and their association to planes of movement. The laboratory portion of the course will include palpation, pin, and stretch, and drawing on the body and students learn and practice on-site chair massage.

SCI 102 Science of Movement
Prerequisites: *HHF101*

This course builds on and complements the muscular and skeletal anatomy with a more advanced look into the movement of the body in relation to levers and their association to planes of movement. Concurrently the tissues involved in movement, including the actions and attachments of skeletal muscles along with the biomechanics, posture, and gait assessment within a massage therapist's scope of practice.

WMM 101 Western Massage Modalities
Prerequisites: *HHF101, SCI 101, SCI 102*

Students master enhanced techniques for a full-body massage, building from the knowledge base acquired in Fundamentals of Massage. This course provides advanced rehabilitative theory and technical skills to work with clients experiencing myofascial pain symptoms of the upper and lower body. Techniques such as Myofascial Release, Trigger Point Therapy and Cross Fiber Friction will be introduced and practiced with emphasis on developing upon a basic treatment protocol. Students will expand their anatomical knowledge and palpation skills in the context of rehabilitative massage. This class is an introduction to the techniques, purpose, goals, and effects of sports massage. Also included is plenty of hands-on time for practicing the delivery of sports massage for post-event sessions. Students will also be introduced to other independent modalities or as a complement to other therapies. Documentation skills and SOAP charting skills are refined and practiced. In addition to classroom experience, students are

encouraged to engage in practice massage sessions outside of scheduled class hours.

SCI 103 Body Systems and Special Populations
Prerequisites: *HHF101, SCI 101, SCI 102*

This course introduces students to the organization of the body on a chemical, cellular, tissue and system level. Integrating structures focused on the skeletal/articular, muscular, and nervous systems in detail and explores the endocrine, cardiovascular, lymphatic/immune, integumentary, respiratory, digestive, urinary, and reproductive systems. This course integrates the theories, principles, and techniques learned across the curriculum, from both a population and a condition perspective. The focus of the class is the critical thinking skills needed to design an individualized treatment plan to meet a client's specific needs. Students learn and discuss the unique considerations for treating special populations, including older adults, persons with disabilities, terminal illnesses, and women in pregnancy. Special conditions are discussed with emphasis on considerations such as indications, contraindications, techniques, and adaptations. This course identifies considerations for providing massage safely to people in a variety of ages and stages of life, as well as an understanding of some common pathological conditions seen in practice.

EMM 101 Eastern Massage Modalities
Prerequisites: *HHF101, SCI 101, SCI 102*

This class is an introduction to Traditional Chinese Medical theory and modalities specific to the field of massage therapy. Observation and practice of modalities are required during the laboratory experience. A fundamental understanding and practical application of Traditional Chinese Medicine (TCM) theories of Qi, Yin/Yang, 5 elements, meridian location, acupoint locations as applied to massage therapy. Students will learn and perform eastern bodywork such as Thai Massage and Tui Na to support the health of their clients from an eastern philosophy and integrate these techniques into their massage practice to create positive change in a clients' condition. Substantial attention will be paid to practitioner body mechanics and self-care techniques to ensure the practitioners' continued well-being.

CD101 Career Development
Prerequisites: *HHF101*

This course is focused on developing massage profession specific job search skills to compete in today's job market. Students develop a clear and concise resume, cover letter, and practice effective interviewing skills. Students explore self-assessments to focus their massage therapy practice in the areas of branding and business planning. Students will have a variety of opportunities to practice massage modalities and techniques taught throughout the program in professional supervised settings.

HOLISTIC HEALTH PRACTITIONER PROGRAM

HMA 102 Holistic Massage Applications
Prerequisites: *HHF101, SCI 101, SCI 102, SCI 102, SCI 103, WMM 101, EMM 101, CD 101*

This course serves as an overview of the skills and knowledge required for a massage therapist to be successful in an advanced practice or clinical setting. Students will learn a holistic approach to musculoskeletal injuries. Advanced massage modalities and techniques are introduced to address complicated presentations and varying tissue states. In addition, this course will provide students with an understanding of the differences among various populations, and how these differences may appear in a variety of environments.

EMM 102 Energy Medicine Modalities
Prerequisites: *HHF101, SCI 101, SCI 102, SCI 103, WMM 101, EMM 101, CD 101*

Students explore the relationship between the body, mind, and the human bio field. This course introduced students to techniques for working with the subtle aspects of the body, emotions, and the subconscious mind. Practices for healing are explored that engage the chakras, the meridians, chi, breathwork, auric fields, sacred geometry, acupressure, sound healing and much more. In addition, students will learn how to set strong and flexible energetic boundaries necessary for utilizing energy medicine modalities into their massage and bodywork practice.

HEA 102 Holistic Healing Applications
Prerequisites: *HHF101, SCI 101, SCI 102, SCI 103, WMM 101, EMM 101, CD 101*

This course focuses on the development of a holistic approach to clients as well as practitioner self-care centered around living a balanced lifestyle. Students will learn how to establish trust, build therapeutic relationships with clients and approach client concerns from a place of empathy. This course explores evidence-based information on practices that promote optimal health and well-being for the body, mind, and spirit while offering an overview of all major complementary and alternative therapies such as healthful nutrition, herbs, mindfulness, meditation, and breathwork. In addition, students will learn best practices when providing holistic care within a massage therapy practice.

CLI 102 Advanced Clinic and Wellness
Prerequisites: *HHF101, SCI 101, SCI 102, SCI 103, WMM 101, EMM 101, CD 101, HMA 102, EMM 102, HEA 102*

Students provide massage therapy treatment sessions in the teaching clinic under the supervision of the clinical instructor. Students participate in various aspects of clinic operations including provision of care, communication regarding client care and services, case management, clinic flow, and documentation. Treatment sessions can be integrated and incorporate both relaxation and rehabilitative techniques with eastern, western, energy and other holistic applications as learned in the classroom. Students enhance their identity and role in a clinical environment through critical thinking, individualized treatment plans, and in-depth clinical interactions. Students perform treatment sessions that focus on client symptoms and goals, incorporating techniques and adapting the session to meet client needs with consideration for diverse populations.

IT SYSTEMS ADMINISTRATOR

ITF 100 Fundamentals
Prerequisites: *None*

This course provides students the IT Fundamentals. Students learn foundational concepts related to computer hardware and software, networking, databases, programming, information systems, and data security. The course includes a number of hands-on labs to reinforce the concepts students are learning.

PC 101 Hardware
Prerequisites: *None*

Students will learn computer components and specifications, how to troubleshoot PC Hardware problems and understand how to solve computer maintenance issues. This course is designed to prepare you to pass the CompTIA A+ Core 1 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

PC 102 Software
Prerequisites: *PC 101 or equivalent*

Students will learn to install various operating systems, understand software concepts, such as, creating, managing, and troubleshooting virtual machines, while implementing various operating systems parameters in Microsoft and Linux environments. Students will learn how to troubleshoot software issues, understand operating system security postures, and understand how to solve computer software issues. This course is designed to prepare you to pass the CompTIA A+ Core 2 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

NET 101 Introduction to Networking
Prerequisites: *PC 102 or equivalent*

This course covers all the objectives of the CompTIA Network+ certification test. The topics of focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools.

NET 102 Advanced Networking Concepts
Prerequisites: *NET 101 or equivalent*

This course covers the second half of the objectives of the CompTIA Network + certification test. The topics of focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools. This course will prepare students to take the CompTIA Network+ certification exam.

CD 101 Career Development
Prerequisites: *None*

Course objectives and coverage include introduction to career services, goal setting, advanced resume, and cover letter, understanding the hiring process, networking and social media, job searching and the market, interview prep and salary worth, understanding how to answer common questions, mock interview and the follow up process.

SP 101 Security Professional

Prerequisites: *NET 102 or equivalent*

This course teaches the skills required to be an entry-level computer and network security technician. Completion of this course identifies the student as a knowledgeable professional in the field of security, one of the fastest-growing fields in IT. Security threats are increasing in number and severity and the gap between the need for security professionals and qualified IT personnel is the largest of any IT specialty. Even in a troubled economy, most businesses plan to maintain or increase their investment in security.

SIS 101 Server Install and Storage

Prerequisites: *NET 102 or equivalent*

This course can benefit you in two ways. If you intend to pass the CompTIA Server+ certification examination, this course can be a significant part of your preparation. But certification is not the only key to professional success in the field of server management. Today's job market demands individuals with demonstrable skills, and the information and activities in this course can help you build your sysadmin skill set so that you can confidently perform your duties in any entry-level server administration role.

- Understand server administration concepts.
- Understand virtualization and cloud computing.
- Understand physical and network security concepts.
- Manage physical inventory and assets.

SN 102 Server Networking

Prerequisites: *SIS 101 or equivalent*

This course can benefit you in two ways. If you intend to pass the CompTIA Server+ certification examination, this course can be a significant part of your preparation. But certification is not the only key to professional success in the field of server management. Today's job market demands individuals with demonstrable skills, and the information and activities in this course can help you build your sysadmin skill set so that you can confidently perform your duties in any entry-level server administration role.

- Manage server hardware.
- Configure storage management.
- Install and configure an OS.
- Troubleshoot OS, application, and network configurations.

SI 103 Server Identity

Prerequisites: *SN 102 or equivalent*

This course can benefit you in two ways. If you intend to pass the CompTIA Server+ certification examination, this course can be a significant part of your preparation. But certification is not the only key to professional success in the field of server management. Today's job market demands individuals with demonstrable skills, and the information and activities in this course can help you build your sysadmin skill set so that you can confidently perform your duties in any entry-level server administration role.

- Maintain and manage servers post-installation.

- Manage data security.
- Manage service and data availability.
- Decommission servers.

IT NETWORK SPECIALIST

ITF 100 Fundamentals
Prerequisites: *None*

This course provides students the IT Fundamentals. Students learn foundational concepts related to computer hardware and software, networking, databases, programming, information systems, and data security. The course includes a number of hands-on labs to reinforce the concepts students are learning.

PC 101 Hardware
Prerequisites: *None*

Students will learn computer components and specifications, how to troubleshoot PC Hardware problems and understand how to solve computer maintenance issues. This course is designed to prepare you to pass the CompTIA A+ Core 1 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

PC 102 Software
Prerequisites: *PC 101 or equivalent*

Students will learn to install various operating systems, understand software concepts, such as, creating, managing, and troubleshooting virtual machines, while implementing various operating systems parameters in Microsoft and Linux environments. Students will learn how to troubleshoot software issues, understand operating system security postures, and understand how to solve computer software issues. This course is designed to prepare you to pass the CompTIA A+ Core 2 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

NET 101 Introduction to Networking
Prerequisites: *PC 102 or equivalent*

This course covers all the objectives of the CompTIA Network+ certification test. The topics of focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools.

NET 102 Advanced Networking Concepts
Prerequisites: *NET 101 or equivalent*

This course covers the second half of the objectives of the CompTIA Network+ certification test. The topics of focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools. This course will prepare students to take the CompTIA Network + certification exam.

CD 101 Career Development
Prerequisites: *None*

Course objectives and coverage include introduction to career services, goal setting, advanced resume and cover letter, understanding the hiring process, networking and social media, job

searching and the market, interview prep and salary worth, understanding how to answer common questions, mock interview and the follow up process.

SP 101 Security Professional

Prerequisites: *NET 102 or equivalent*

This course teaches the skills required to be an entry-level computer and network security technician. Completion of this course identifies the student as a knowledgeable professional in the field of security, one of the fastest-growing fields in IT. Security threats are increasing in number and severity and the gap between the need for security professionals and qualified IT personnel is the largest of any IT specialty. Even in a troubled economy, most businesses plan to maintain or increase their investment in security.

RS 101 Introduction to Networks

Prerequisites: *NET 102 or equivalent*

This course teaches knowledge and skills related to network fundamentals, LAN switching technologies, routing technologies, infrastructure services, and infrastructure maintenance. is the course that develops the knowledge and abilities to achieve Cisco Certified Entry Network Technician (CCENT) . The CCENT certification is a tangible first step in achieving other associate-level certifications. CCENT certified professionals have the knowledge and skill to install, operate, and troubleshoot a small enterprise branch network, including basic network security The Cisco certification validates the skills required for entry-level network support positions, the starting point for many successful careers in networking.

RS 102 Routing, Switching, And Wireless Essentials

Prerequisites: *RS 101 or equivalent*

RS102 is the second of three courses that make up Cisco Certified Network Associate (CCNA). This course covers a breadth of topics, including network fundamentals, network access, IP connectivity, IP services, security fundamentals. In addition, CCNA includes security and automation and programmability. This course provides the foundation for achieving further CISCO certification.

RS 103 Enterprise Networking, Security, and Automation

Prerequisites: *RS 102 or equivalent*

RS103 is the third of three courses that make up Cisco Certified Network Associate (CCNA). This course covers a breadth of topics, including security, automation, and programmability. This course is the final in a three-part preparation for CISCO certification.

CYBERSECURITY SPECIALIST

ITF 100 Fundamentals
Prerequisites: *None*

This course provides students the IT Fundamentals. Students learn foundational concepts related to computer hardware and software, networking, databases, programming, information systems, and data security. The course includes a number of hands-on labs to reinforce the concepts students are learning.

PC 101 Hardware
Prerequisites: *None*

Students will learn computer components and specifications, how to troubleshoot PC Hardware problems and understand how to solve computer maintenance issues. This course is designed to prepare you to pass the CompTIA A+ Core 1 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

PC 102 Software
Prerequisites: *PC 101 or equivalent*

Students will learn to install various operating systems, understand software concepts, such as, creating, managing, and troubleshooting virtual machines, while implementing various operating systems parameters in Microsoft and Linux environments. Students will learn how to troubleshoot software issues, understand operating system security postures, and understand how to solve computer software issues. This course is designed to prepare you to pass the CompTIA A+ Core 2 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

NET 101 Introduction to Networking
Prerequisites: *PC 102 or equivalent*

This course covers all the objectives of the CompTIA Network+ certification test. The topics of focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools.

NET 102 Advanced Networking Concepts
Prerequisites: *NET 101 or equivalent*

This course covers the second half of the objectives of the CompTIA Network+ certification test. The topics of focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools. This course will prepare students to take the CompTIA Network + certification exam.

CD 101 Career Development
Prerequisites: *None*

Course objectives and coverage include introduction to career services, goal setting, advanced resume and cover letter, understanding the hiring process, networking and social media, job searching and the market, interview prep and salary worth, understanding how to answer common questions, mock interview and the follow up process.

SP 101 Security Professional

Prerequisites: *NET 102 or equivalent*

This course teaches the skills required to be an entry-level computer and network security technician. Completion of this course identifies the student as a knowledgeable professional in the field of security, one of the fastest-growing fields in IT. Security threats are increasing in number and severity and the gap between the need for security professionals and qualified IT personnel is the largest of any IT specialty. Even in a troubled economy, most businesses plan to maintain or increase their investment in security.

CLD 101 Cloud Administration

Prerequisites: *PC 101, PC 102, Net 101, Net 102, SP 101 or equivalent*

Students will gain knowledge of cloud environments and be able to apply this knowledge to the management and installation of cloud systems and infrastructure. Students will engage with cloud networks, storage, network security, maintenance and performance. Students will be able to troubleshoot and supervise a cloud environment and implement disaster recovery, if necessary.

CSA 102 Cybersecurity Analyst

Prerequisites: *PC 101, PC 102, Net 101, Net 102, SP 101 or equivalent*

Students will learn to expand on their cybersecurity knowledge to assess, analyze, and respond to different cybersecurity threats. They will gain knowledge of necessary software and systems used to resolve threats and learn techniques to protect different operating systems from cybersecurity vulnerabilities and establish necessary firewalls and security monitoring.

PEN 101 Penetration Testing Fundamentals

Prerequisites: *PC 101, PC 102, Net 101, Net 102, SP 101 or equivalent*

The PenTest Fundamentals course prepares students for vulnerability assessment and penetration testing. A tenant of CyberSecurity, penetration testing skills allow students to understand legal and compliance requirements of penetration testing, plan and scope a testing engagement, analyze results and provide a written report with proposed remediation techniques. This course prepares students to take the CompTIA PenTest+ exam for industry certification.

ASSOCIATE OF SCIENCE IN INFORMATION TECHNOLOGY

PC 101 Hardware

Prerequisites: *None*

Students will learn computer components and specifications, how to troubleshoot PC Hardware problems and understand how to solve computer maintenance issues. This course is designed to prepare you to pass the CompTIA A+ Core 1 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

PC 102 Software

Prerequisites: *PC 101 or equivalent*

Students will learn to install various operating systems, understand software concepts, such as, creating, managing, and troubleshooting virtual machines, while implementing various operating systems parameters in Microsoft and Linux environments. Students will learn how to troubleshoot software issues, understand operating system security postures, and understand how to solve computer software issues. This course is designed to prepare you to pass the CompTIA A+ Core

2 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

NET 101 Introduction To Networking
Prerequisites: *PC 102 or equivalent*

This course covers all the objectives of the CompTIA Network+ certification test. The topics of focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools.

NET 102 Advanced Networking Concepts
Prerequisites: *NET 101 or equivalent*

This course covers the second half of the objectives of the CompTIA Network+ certification test. The topics of focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools. This course will prepare students to take the CompTIA Network + certification exam.

GE 100 Career Development And Study Skills
Prerequisites: *None*

Course objectives and coverage include introduction to career services, goal setting, advanced resume and cover letter, understanding the hiring process, networking and social media, job searching and the market, interview prep and salary worth, understanding how to answer common questions, mock interview and the follow up process.

SIS 101 Server Install and Storage
Prerequisites: *NET 102 or equivalent*

This course can benefit you in two ways. If you intend to pass the CompTIA Server+ certification examination, this course can be a significant part of your preparation. But certification is not the only key to professional success in the field of server management. Today's job market demands individuals with demonstrable skills, and the information and activities in this course can help you build your sysadmin skill set so that you can confidently perform your duties in any entry-level server administration role.

- Understand server administration concepts.
- Understand virtualization and cloud computing.
- Understand physical and network security concepts.
- Manage physical inventory and assets.

SN 102 Server Networking
Prerequisites: *SIS 101 or equivalent*

This course can benefit you in two ways. If you intend to pass the CompTIA Server+ certification examination, this course can be a significant part of your preparation. But certification is not the only key to professional success in the field of server management. Today's job market demands individuals with demonstrable skills, and the information and activities in this course can help you build your sysadmin skill set so that you can confidently perform your duties in any entry-level server administration role.

- Manage server hardware.
- Configure storage management.

- Install and configure an OS.
- Troubleshoot OS, application, and network configurations.

SI 103 Server Identity

Prerequisites: *SN 102 or equivalent*

This course can benefit you in two ways. If you intend to pass the CompTIA Server+ certification examination, this course can be a significant part of your preparation. But certification is not the only key to professional success in the field of server management. Today's job market demands individuals with demonstrable skills, and the information and activities in this course can help you build your sysadmin skill set so that you can confidently perform your duties in any entry-level server administration role.

- Maintain and manage servers post-installation.
- Manage data security.
- Manage service and data availability.
- Decommission servers.

RS 101 Introduction to Networks

Prerequisites: *NET 102 or equivalent*

This course teaches knowledge and skills related to network fundamentals, LAN switching technologies, routing technologies, infrastructure services, and infrastructure maintenance. is the course that develops the knowledge and abilities to achieve Cisco Certified Entry Network Technician (CCENT) . The CCENT certification is a tangible first step in achieving other associate-level certifications. CCENT certified professionals have the knowledge and skill to install, operate, and troubleshoot a small enterprise branch network, including basic network security The Cisco certification validates the skills required for entry-level network support positions, the starting point for many successful careers in networking.

RS 102 Routing, Switching, And Wireless Essentials

Prerequisites: *RS 101 or equivalent*

RS102 is the second of three courses that make up Cisco Certified Network Associate (CCNA). This course covers a breadth of topics, including: network fundamentals, network access, IP connectivity, IP services, security fundamentals. In addition, CCNA includes security and automation and programmability. This course provides the foundation for achieving further CISCO certification.

RS 103 Enterprise Networking, Security, and Automation

Prerequisites: *RS 102 or equivalent*

RS103 is the third of three courses that make up Cisco Certified Network Associate (CCNA). This course covers a breadth of topics, including: security, automation, and programmability. This course is the final in a three-part preparation for CISCO certification.

GENERAL EDUCATION COURSES

GE101 Critical Thinking

Prerequisites: *successful completion of the certificate level courses*

Students will be able to comprehend, analyze, and create inductive and deductive arguments. This course presents a variety of topics essential to a student's development in critical thinking in additions to arguments, such as informal fallacies, modes of persuasion, perspective and bias, language and meaning, culminating in the development of reasonable strategies for belief formation. *This is an elective course. Students may substitute for

GE102 Business Communication

Prerequisites: *successful completion of the certificate level courses*

Students will be able to develop all types of business communication including letters, memos, electronic communication, written reports, oral presentations, and interpersonal communication. The course also includes topics of resumes, application letters, interviewing tips, and employment follow-up documents. Prerequisite(s): Successful completion of the certificate level courses

GE103 Business Math

Prerequisites: *successful completion of the certificate level courses*

Students will be able to apply math fundamentals to business applications. Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes, and other business topics. Prerequisite(s): Successful completion of the certificate level courses

GE104 Introduction to Business

Prerequisites: *successful completion of the certificate level courses*

Students will be able to understand business in an increasingly global society with an introduction to business terminology, concepts, environments, systems, strategies, and current issues. Topics include an overview of the business environment, business ethics, entrepreneurship, global business, management, marketing, production, information systems, and financial elements of business. Prerequisite(s): Successful completion of the certificate level courses.

TEST PREPARATORY COURSES

Test preparation courses, commonly referred to as "Test Prep", cover the most current examination areas. They provide practice in proven study techniques using the latest technology tools from our academic partners.

CA 101 A+ Test Prep

Prerequisites: *A+ Instructor Led Program or Training Course (recommended/optional)*

Students will receive an online test preparation companion tool featuring an adaptive question-first design quickly assessing what students already know and what they still need to learn. Once ready, students will demonstrate their knowledge on a timed practice test complete with performance-based questions. Support is provided by real time analytics providing personalized remediation and feedback. This test prep course helps students master information quickly, recall it when it counts, and test with confidence covering topics across all CompTIA A+ Core

Series certification test objectives including:

- Hardware
- Software Troubleshooting
- Troubleshooting
- Operating Systems
- Networking
- Security
- Mobile Devices
- Virtualization & Cloud Computing
- Operational Procedures

CN 101 Network+ Test Prep

Prerequisites: *Network+ Instructor Led Program or Training Course (recommended/optional)*

Students will receive an online test preparation companion tool featuring an adaptive question-first design quickly assessing what students already know and what they still need to learn. Once ready, students will demonstrate their knowledge on a timed practice test complete with performance-based questions. Support is provided by real time analytics providing personalized remediation and feedback. This test prep course helps students master information quickly, recall it when it counts, and test with confidence covering topics across all CompTIA Network+ certification test objectives including:

- Networking Fundamentals
- Network Implementations
- Network Operations
- Network Security
- Network Troubleshooting

CS 101 Security+ Test Prep

Prerequisites: *Security+ Instructor Led Program or Training Course (recommended/optional)*

Students will receive an online test preparation companion tool featuring an adaptive question-first design quickly assessing what students already know and what they still need to learn. Once ready, students will demonstrate their knowledge on a timed practice test complete with performance-based questions. Support is provided by real time analytics providing personalized remediation and feedback. This test prep course helps students master information quickly, recall it when it counts, and test with confidence covering topics across all CompTIA Security+ certification test objectives including:

- Threats, Attacks, & Vulnerabilities
- Technologies & Tools
- Risk Management
- Architecture & Design
- Cryptography & PKI
- Identity & Access Management

CK 101 Server+ Test Prep

Prerequisites: *Server+ Instructor Led Program or Training Course (recommended/optional)*

Students will receive an online test preparation companion tool featuring an adaptive question-first design quickly assessing what students already know and what they still need to learn. Once ready, students will demonstrate their knowledge on a timed practice test complete with performance-based questions. Support is provided by real time analytics providing personalized remediation and feedback. This test prep course helps students master information quickly, recall it when it counts, and test with confidence covering topics across all CompTIA Server+ certification test objectives including:

- Server Hardware Installation & Management
- Server Administration
- Security & Disaster Recovery
- Troubleshooting

CC 101 Cloud+ Test Prep

Prerequisites: *Cloud+ Instructor Led Program or Training Course (recommended/optional)*

Students will receive an online test preparation companion tool featuring an adaptive question-first design quickly assessing what students already know and what they still need to learn. Once ready, students will demonstrate their knowledge on a timed practice test complete with performance-based questions. Support is provided by real time analytics providing personalized remediation and feedback. This test prep course helps students master information quickly, recall it when it counts, and test with confidence covering topics across all CompTIA Cloud+ certification test objectives including:

- Cloud Architecture & Design
- Operations & Support
- Cloud Security
- Troubleshooting
- Cloud Deployment

CY 101 CySA+ Test Prep

Prerequisites: *Cloud+ Instructor Led Program or Training Course (recommended/optional)*

Students will receive an online test preparation companion tool featuring an adaptive question-first design quickly assessing what students already know and what they still need to learn. Once ready, students will demonstrate their knowledge on a timed practice test complete with performance-based questions. Support is provided by real time analytics providing personalized remediation and feedback. This test prep course helps students master information quickly, recall it when it counts, and test with confidence covering topics across all CompTIA CySA+ certification test objectives including:

- Threat and Vulnerability Management
- Software and Systems Security
- Compliance and Assessment
- Security Operations and Monitoring

CP 101 PenTest+ Test Prep

Prerequisites: *PenTest+ Instructor Led Program or Training Course (recommended/optional)*

Students will receive an online test preparation companion tool featuring an adaptive question-first design quickly assessing what students already know and what they still need to learn. Once ready, students will demonstrate their knowledge on a timed practice test complete with performance-based questions. Support is provided by real time analytics providing personalized remediation and feedback. This test prep course helps students master information quickly, recall it when it counts, and test with confidence covering topics across all CompTIA PenTest+ certification test objectives including:

- Planning & Scoping
- Information Gathering & Vulnerability Identification
- Attacks & Exploits
- Reporting & Communication
- Penetration Testing Tools

ADMINISTRATIVE STAFF

Kieu L. Vo – Executive Director
Pauline Buller – Academic Director (Massage Programs)
Hayder Saeed – Academic Director (IT Programs)
Kevin Espley – Student Services and Career Placement Manager
Tanya Pulley – IT Academics & IT Lab Coordinator
Kevin Miller – Marketing Manager
Yumi Matsuura - Editor
Andrew Santos – Marketing Specialist
Beverly McGinley - Admissions Supervisor
Briana Sumler – Admissions Advisor
AJ De la Paz - Registrar and Compliance Coordinator
Jessica Cheng – Business Office Administrator
Chris Danek -- Accounting and Finance Coordinator
Caleb Alvarez – IT Specialist and Support
Mariami Tsivtsivadze – Front Desk & Administrative Support

SCHOOL FACULTY

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