

# United College

Catalog

Items in this catalog have the same size font as majority of the text in this document
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Catalog is updated every year.
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Prior to enrollment, an institution shall provide a prospective student a catalog either in writing or electronically
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United College
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<b>Catalog 2023, PRINTED 1/3/23</b>
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Campus and Class location: 835 N. Western Ave., Los Angeles, CA 90029
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(323)461-3926 Unitedcollege.org UNITEDCINFORM@GMAIL.COM
Address Where class sessions will be held: 835 N. Western Ave., Los Angeles, CA 90029
This catalog will cover 1/1/2023 to 12/31/2023
The institution is a private institution and is approved to operate by BPPE. <b>This means compliance with state standards as set forth in the CEC and 5, CCR.</b> Bureau does not endorse the programs. Bureau approval does not mean that institution exceeds minimum state standards.
The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years and has not resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). (CEC §94909(a)(12))
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.
<p><b>Mission: United College is dedicated to develop analytic minds. We would like to provide the skills that allows the student to compete for jobs.</b></p> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>• United College intends to make the learning process more easy and efficient by using hand on practice in school very similar to the work place. We would like to make the gap between theory and practice smaller by providing instructors that do what they teach.</li> <li>• United College intends promote the desire to lifelong learning for career success and develop great communicators and thinkers.</li> <li>• To use current technology to enhance learning.</li> <li>• To survey and analyze data to improve our teaching methods, student learning, our educational system, learning resources, libraries, staff and student services.</li> <li>• We would like to use new technology to provide excellent quality service to the students and community.</li> <li>• We would like to ethically build a financially strong institution that will develop to a major university.</li> </ul>
The facility has office for administration and classrooms. Classrooms have 6 tables @ 8 feet each and 30 chairs and 2 white boards for instruction and equipment. United

College Administration has 3 desks, 2 printers and 4 computers. The institute has 5 classrooms:

- Room A, size 221 square feet
- Room J, 187 square feet
- Room B, 140 square feet
- Room I, 150 square feet
- Room F, 85 square feet

reception C 60 square feet ,  
office and filing area kitchen.

**PHYSICAL THERAPY AIDE:** Several physical therapy machines. Machine types are as follows:

Item	Specification
Ultra Sound	Sonicator 716 from Mettler Electronics
Intrafrential	220 Sys Stim 220 from Mettler Electronics
Hyroculator	6 bags capacity
Scale	Healthometer
Muscle Stimulator	Sys Stim 208 A. Mettler Electronics
Muscle Stimulator	Amrex 320
traction Table,	Leander
Electric Massage Table	Anatomotor
Ultra sound and Muscle stimulation combo	Hand free Ultra Sound HF27 Hill Laboratory Company
3 Therapy Tables	Best Massage
3 Heavy duty Therapy Tables	Earthlight
Iontophoresis Machine	Phoresor PM900 from Iomed
Weights	5lb,10lb
Strength Tape	Iron Made
2 white boards	8 feet each
Plastic skeleton	3 feet tall

The school's library contains many books in basic sciences, physical therapy and Medicine. It also has DVD's in muscle work. The college has 2 computers internet ready computers for students. Students may use school WIFI as needed for their own devices. The school secretary can provide them with

WIFI code. The students can use library books for reference only. There is no check out. The library is located in room F. Procedure to access the library: The students can access the room by contacting the school secretary. The student may select a book and read them in room F or reception area. **The library can be accessed from 11 am to 5 pm Monday to Friday.**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

*Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818*

*Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)*

*Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897  
(916) 574-8900 or by fax (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 Toll-free telephone #: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site : [www.bppe.ca.gov](http://www.bppe.ca.gov)

**“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”**

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

**United College does not have any transfer agreement with other institutions.**

United College does not offer degree programs.

**Requirements For Admissions**

Each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Ed. Code. **§94904:** Before an ability-to-benefit student may execute an enrollment agreement, the institution shall have the student take an

independently administered examination from the list of examinations prescribed by the United States Department of Education pursuant to Section 484(d) of the federal Higher Education Act of 1965 (20 U.S.C. Sec. 1070a et seq.) as it is, from time to time, amended. The student may not enroll unless the student achieves a score, as specified by the United States Department of Education, demonstrating that the student may benefit from the education and training being offered. **Test used: Wonderlic Basic Skills Test (WBST) passing score: Verbal – 200 Quantitative - 210**

**Units Obtained in Other Institutions.**

With regards to units obtained in other institutions, the student has to document such learning by presenting transcripts, course content, notes or examinations the student has taken. It is required that students demonstrate their knowledge, skills, and academic achievement for prior experiential learning and units obtained in other institutions through student work products, including tests, essays, written projects, oral presentations, theses, and dissertations. The student is awarded grades or credits based on evaluation by duly qualified faculty. The school will not charge a fee. Check class fee section. The student has 5 working days to appeal the school for decisions for credits given. The institution has not entered into an articulation to transfer agreement with any other college or university. The school allows transfer of credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA.)

**Credits for Prior Experiential Learning**

\*The school gives credits for prior experiential learning. Students can learn up to 10% of clock hours for material they have learned in military, workshops, seminars and volunteer activities. They have to demonstrate their knowledge in practical exams, test, and essays. The student is awarded grades or credits based on evaluation by duly qualified faculty. The school will not charge a fee. Check class fee section. The student has 5 working days to appeal the school for decisions for credits given.

**Foreign Students and Educational United College**

This institution does not provide/offer immigration status sponsorship or any type of student visa (INS Form I-20). Students who have obtained student visas while attending other institutions in the United States cannot maintain their student visa status based on enrollment in United College. College does not offer ESL. English language proficiency test is **Wonderlic test with passing score verbal of 200 and 210 Quantitative, or highschool graduate level documented by diploma/GED.**

. All instructions are in English.

Program offered:

Physical Therapy Aide

**Objective:**

The purpose of the course is to provide the students with the skills needed for a Physical Therapy Aide by covering these subjects: anatomy, terminology, ethics, instrumentation and techniques for applying physical therapy for problems involving: musculoskeletal, nervous system and cardiovascular system. Rules for patient protection, record keeping, documentations, exercises and physical therapy modalities used in physical therapy and rehabilitation centers. Safety, hygiene, transportation, disinfection, rehabilitation are discussed.

**Length of the educational service:**

This course is taught for 4 consecutive weeks

Classes are going to take place on Monday to Friday from 11 a.m. to 4:00 p.m.

These are the start and finish dates for each session.

1/4/2023 to 1/29/2023	7/3/2023 to 7/31/2023	12/1/2023 to 1/2/2023
2/1/21 to 2/26/2023	8/1/2023 to 8/29/2023	
3/30/2023 to 4/28/2023	9/1/2023 to 9/29/2023	
5/1/2023 to 5/29/2023	10/2/2023 to 10/30/2023	
6/1/2023 to 6/29/2023	11/1/2023 to 11/29/2023	

**Total clock hours:**

100 hours

**Instructional method:**

The anatomy section of the course will be given in lecture form. The instructor will use transparency, handouts, and blackboard to demonstrate the subject matter more clearly. The practical section involves demonstration of the modalities on human body while the instructor verbally explains the procedure.

**Equipment:**

Gloves, Patient gowns, Sanitizers, Disinfectants, Anatomical Charts & Models, Hot Packs, Ultra Violet Machine, Treatment Table, Ultra Sound Machine, Lotions, Lubricants and Traction

Sequential outline of the subject matter:

Subject	Course Description	Total Hours	Lecture hours	Lab hours	Week
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<u><b>Physical Therapy Aide Module 1 (Physical therapy Terminology)</b></u>	Basic Word Structure • Suffixes and Prefixes • Organization of the Body • Body Systems and Their Functions • Diagnostic Tests and Procedures • Common Abbreviations and Symbols	<b>20</b>	10	10	1	
<u><b>Physical Therapy Aide Module 2 (Introduction to Physical Therapy)</b></u>	The Rehabilitation Team • The Role of the Physical Therapy Aide • <u>Career Opportunities</u> for the Physical Therapy Aide • Physical therapy Ethics and Physical therapy Law • Legal Issues in the Workplace • Communicating Effectively in the Physical Therapy Setting • Physical therapy Terminology and the Physical therapy Record	<b>10</b>	10	0	1,2	
<u><b>Physical Therapy Aide Module 3 (Scientific Principles, Physical therapy Disorders, and Safety Issues)</b></u>	• Basic Structure and Function of the Human Body • Applied Anatomy and Physiology of the Musculoskeletal System • Joints and Movement • Diseases and Disorders of Bones and Joints • Using Physical Therapy to Treat Common Physical therapy Disorders • Using Physical Therapy to Treat Burns and Amputation • Using Physical Therapy to Treat Genitourinary Disorders • Safety in the Workplace • Practicing Good Body	<b>20</b>	20	0	2,3	

	<p>Alignment and Movement</p> <ul style="list-style-type: none"> <li>• Asepsis and Infection Control &amp; Performing Proper Hand Washing</li> <li>• The Human Skeleton &amp; Major Muscles of the Body</li> </ul>				
<p><b><u>Physical Therapy Aide</u></b>  <b><u>Module 4 (Patient Preparation and Physical Therapy Modalities)</u></b></p>	<ul style="list-style-type: none"> <li>• Preparation for Patient Care</li> <li>• Body Mechanics, Verbal Commands and Transporting Techniques</li> <li>• Turning and Positioning the Patient</li> <li>• Supine, Prone, Side-lying, and Sitting Positions</li> <li>• Transferring the Patient &amp; Preparation for Beginning of Transfer</li> <li>• Standing, Sitting, and Bathtub Transfers</li> <li>• Draw sheet Transfers &amp; Pneumatic Lift Transfers</li> <li>• One-person Transfers from Floor to Wheelchair</li> <li>• Assisting with Ambulation and Gait Training</li> <li>• Therapeutic Exercises &amp; Range-of-motion Exercises</li> <li>• Physical Therapy Agents and Modalities</li> <li>• Heat Therapies and Cold Therapies &amp; Specialized Clinical Procedures</li> <li>• Traction, Ultrasound, and Reflex Tests</li> </ul>	<b>20</b>	<b>10</b>	<b>10</b>	<b>3,4</b>
Externship		<b>29</b>	<b>0</b>	<b>0</b>	<b>4</b>
Final Exam		<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>
Total		<b>100</b>	<b>50</b>	<b>20</b>	<b>4</b>



There is no licensing exam for Physical Therapy Aide.

The institution or any of its degree programs are not accredited by an accrediting agency recognized by the United States Department of Education. The institution is unaccredited and does not offer a degree program. Therefore, the known limitations of the non-degree program, including, but not limited to, all of the following:

(A) A graduate of the degree program will not be eligible to sit for the applicable licensure exam in California and other states. United College does not offer degree programs.

(B) A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. United College does not offer degree programs.

(C) That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Tuition for Class	\$2000	
Registration fee (non-refundable);	\$250	
Equipment;	\$0	
Lab supplies or kits	\$0	
Textbooks, or other learning media;	\$100	
Uniforms or other special protective clothing;	\$0	
in-resident housing	\$0 School does not offer housing	
Tutoring	\$0 per hour	
Assessment fees for transfer of credits;	\$0	
Fees to transfer credits;	\$0	
Student Tuition Recovery Fund fee (non-refundable);\$2.5 of \$1000 institutional charges	\$2.5 of \$1000.00 institutional charges	
Total Charges	\$2,355	
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE	\$2,355	
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$2355	

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Any other institutional charge or fee:	See below	
Extra Transcripts	\$0	

Charges paid to an Entity other than institution	\$0	
Total Any other institutional charge or fee:	\$0	
<b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:</b>	\$2355	

**94899.5.(a) Institution that offer short-term programs designed to be completed in one term or four months, may require payment of all tuition and fees on the first day of instruction**

**Ed. Code §94899.5(b)** For those programs designed to be four months or longer, an institution shall not require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the institution may require full payment.

**Ed. Code §94916** An institution extending credit or lending money to an individual for institutional and noninstitutional charges for an educational program shall cause any note, instrument, or other evidence of indebtedness taken in connection with that extension of credit or loan to be conspicuously marked on its face in at least 12-point type with the following notice:

"NOTICE"

"YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE."

**Ed. Code §94918** In making consumer loans to students, an institution shall also comply with the requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code. Among other requirements, the Act requires creditors who deal with consumers to make certain written disclosures concerning finance charges and related aspects of credit transactions (including disclosing an annual percentage rate) and comply with other mandates, and requires advertisements to include certain disclosures.

**76215. Student Tuition Recovery Fund Disclosures (a)** A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are

enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.” (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: “It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection 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.”

“STUDENT’S RIGHT TO CANCEL”

You have the right to cancel the enrollment agreement and obtain a refund of the institutional charges, less the non-refundable application fee, paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If you cancel after the first class session, or the seventh day after enrollment, whichever is later, your refund will be prorated based on the number of completed hours.

Withdrawal

You may withdraw from the College at any time by submitting a written request to the College or appearing in person. The amount of fees and charges refunded to you depends on when you withdraw. In order to cancel your enrollment, you must send a written request to the School Director by registered mail or in person. Your request will be considered effective the date it is received by the College. After the enrollment period stated above if a student is absent for a seven day period, the student will be considered dropped from the program. The refund policy for students who have completed 60% or less of the period of attendance shall be a pro rata refund. Any money owed will be refunded to you or a third party agency within 30 days of the effective date of your cancellation or withdrawal. If there is a balance due to the school, a bill will be sent to you.

The withdrawal date shall be the last date of recorded attendance. The student will be determined to have withdrawn from school on the earliest of: The date you notify the college of your intent to withdraw. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog. The date you fail to attend classes for a seven day period and fail to inform the school that you are not withdrawing. The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA. You have the right to withdraw from a course of instruction at any time. You are obligated to pay only for educational services rendered and for equipment. All refunds will be made within 30 days from the date of cancellation or withdrawal (as described above). If Student does not return from an approved Leave of Absence period as stated in School Catalog, refunds will be made within 30 days from the end of the approved Leave of Absence period. Within 30 days of any refund the Student will receive a NOTICE OF REFUND stating the amount of the refund and to whom the refund was made. If you obtain equipment, you shall be liable for the amount, if any, by which the documented

cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the School has charged in the contract. In any event, you will never be charged more than the equipment charges stated in the contract.

**Refund Policy: Procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund: The student should cancel in writing, in person or electronically. The following formula is used to calculate refund: A pro rata refund pursuant to section 94919© or 94920(d) or 94927 of the cod shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:**

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

The date by which the student must exercise the right to cancel or withdraw (1<sup>st</sup> day of class or 7 day after enrollment, which ever later).

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Faculty for Physical Therapy Aide: Dr. Bijan Gabai DC

**QUALIFICATIONS:**

- Licensed Chiropractor more than 30 years
- Excellent at developing and maintaining rapport with patients and physicians
- Used physical Therapy Modalities and techniques including ultrasound and electrical muscle stimulation, manual therapy, massage therapy, muscle work, applied kinesiology, hot packs, infrared, traction machines, weight machines,
- Practice focused on rehabilitation from injuries after surgeries under medical supervision, and therapy for injuries induced in incidents related work, auto and sport.

The school does not participate in Federal and state financial programs.

UC does not extend and credit or loans. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled

to a refund of the moneys not paid from federal student financial aid program funds.

**DRUG & ALCOHOL ABUSE POLICY STATEMENT** The college strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy. To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment and termination of enrollment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program. This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets. Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through: The Student Services office. This institution continues to make a good faith effort to provide a school and workplace free from the illicit use and possession of drugs and alcohol. Any individual associated with UNITED COLLEGE who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency: Walden House Transitional Treatment Center or Good Rehab Clinic 1355 South Hill Street United College in a good faith effort to comply with the Drug-Free Schools and Communities Act of 1989, (Public Law 101-226) Drug Free Workplace Act of 1988 (Public Law 101-690); 34 CFR 84 Government-Wide Requirements for Drug-Free Workplace; 34 CFR 86 Drug and Alcohol abuse Prevention 34 CFR 668.14(c)., UC will notify all students and employees of its policies, and of the sanctions which will be applied for violations of these policies, relating to the

possession, use and/or distribution of illicit (illegal) drugs and alcohol. This information has been developed to meet our obligations to UNITED COLLEGE students and employees. illegal drugs are included:

- Alcohol is the most commonly abused substance in the work/school place. It can lead to poor judgment and coordination, drowsiness and mood swings, liver damage and heart disease.
- Marijuana is an addictive drug, although many still believe that it is harmless. It can cause short-term memory impairment, slowed reaction time, lung disease and infertility.
- While cocaine and crack can speed up performance, their effect is short-lived. More lasting risks are short attention span, irritability and depression, seizure and heart attack.
- Prescription drugs are often used to reduce stress. However, they are not safe either, unless they are taken as directed. If abused, they can lead to sluggishness or hyperactivity, impaired reflexes, addiction and brain damage.
- Other drugs, such as PCP, LSD, heroin, mescaline and morphine, have a wide variety of negative health effects — from hallucinations and mental confusion to convulsions and death. Our commitment to our students is to take responsible actions to prevent possession, use and/or distribution of illicit drugs and alcohol and, when practicable, to help those students who need help with alcohol or drug issues overcome those problems by advising of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees. Should these efforts to prevent or remediate a problem fail, punitive actions may be initiated. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.

#### STUDENT CONDUCT At UNITED COLLEGE,

A staff member/student falsifies information, they may be subject to probation, suspension, or dismissal. This includes, but is not limited to:

1. Unsatisfactory Academic or Attendance performance.
2. Use, consumption, distribution, or being under the influence of alcohol or illegal drugs on school premises or at any school-sanctioned activity.
3. Disruptive, boisterous, vulgar, or obscene behavior, or any behavior inconsistent with professional conduct standards of California State law.
4. Negative undermining behavior or comments against student /staff or our School(s).
5. Cheating on exams or assignments.
6. Harassment, verbal, or physical threats, abuse, aggressive behavior or violence against any Faculty or Staff member.

7. Sexual advances, innuendoes, or sexual activity regardless of location.
8. Carrying a concealed or potentially dangerous weapon.
9. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
10. Instigation and/or participation in rebellious activities against the school and/or its student(s).
11. Solicitation, which reflects unfavorably upon the school and/or its students.
12. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of any gang colors, gang attire, or gang turf behavior, etc.
13. Verbal confrontation with any employee and/or student.
14. Fighting (physical or verbal).
15. Breach of privacy or confidentiality.
16. Taking and/or using any personal property or school property without written permission from the owner/school.
17. Immodest or inappropriate dress worn while in/on school premises.
18. Failure to abide by the Rules and Regulations of the school.
19. Failure to meet financial requirements or pay tuition (or any other charges) when due.
20. Breach of school enrollment agreement.
21. Falsifying school records.
22. Failure to maintain appropriate hygiene.
23. Any other conduct deemed unprofessional, inappropriate, or unethical by the School Director.

### **Financial Aid Programs and Financial Aid Disclosures.**

We do not offer Federal or State financial Aid. All fees have to be paid before the first day of class. There is no payment plan. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
  - The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.
- “Notice - Any holder of this consumer credit contract is subject to all claims and



defenses that the debtor could assert against the seller of the goods or services obtained pursuant hereto or with the proceeds hereof, recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.”

**Grading**(for either class )

The grading is on A, B, C, D grade scale. The instructor will provide comments during written and practical exam for correction and improvements. There is a quiz after each module.

Attendance	30%
Class participation	10%
Quizzes	30%
<u>Final Exam</u>	<u>30%</u>
	100%

Letter Grade	Percentage range associated with grade
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Grades are based on satisfactory performance of skills being learned and application of technique, satisfactory completion of all assignments, attendance, punctuality, participation, verbal and/or written examinations, as well as other evaluation criteria specified for each course by the instructor. Instructors closely monitor students throughout the course in their progress in these areas.

Fail = Less than 60% successful completion of coursework

I = Incomplete\*

PP = Provisional Pass [Essentials Only/Pass]

W = Withdraw

NC= No Credit

When hands-on testing is given students receive immediate verbal and/or written feedback. If the student's hands-on work is not acceptable, recommendations for improvement and/or tutorials are given. New grades may be earned by retaking classes at full cost and passing them. Students

wishing to know a specific grade prior to submission of the final Student Evaluation to Student Services should make a request to the Head instructor.

The students have to maintain 2.0 gpa overall or better.

### **Attendance Policy**

Students are expected to attend classes regularly at scheduled times. It is the student's responsibility if he or she will be absent to notify the school. An emergency can occur during student's course of training. When this happens, the student may be allowed one (1) absence per month. An absence is considered when a student more than 30 minutes late be made up immediately within 2 week's time frame for both theory and clinical. Students will be placed on probation after two (2) absences and will be terminated from the program after three (3) absences in any give month with option to join the next class based on space availability. All absences are to be made up. The student will make this arrangement with the instructor or Program Director/Program Manager. All absences and make-up days must be documented. However, absences will remain on record.

### **Tardiness Policy**

A student must be present in or before the scheduled starting time and return promptly from scheduled breaks and lunch. Any student arriving after theory/clinical/skills sessions have started (15 minutes after) or any student leaving before the end of the sessions will be considered tardy (30 minutes early).

### **Probation and Dismissal (rules and regulations)**

Students will be placed on probation after two (2) absences and will be terminated from the program after three (3) absences in any give month with option to join the next class based on space availability. Probation applies to students who have not achieved Satisfactory Academic Progress. Probation may be assigned to students who have not achieved satisfactory academic progress by the end of a previous Warning period. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on Probation will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period of thirty (30) days. If at the end of the probationary period, the student

has still not met both the attendance and academic requirements required for satisfactory academic progress they are subject to termination of enrollment. A student may be terminated from school for any serious or repeated incidents of intoxication or drugged state. Such as possession of weapons, drugs or alcohol upon school premises, behavior creating a safety hazard to a student, administrator, faculty member or any misconduct such as disobedient or disrespectful behavior. Any determined infraction of conduct rules will also be grounds for termination. A student dismissed for unsatisfactory or unprofessional behavior or conduct, may request re-admittance into their program by following the procedure set forth under Reinstatement as noted in this catalog.

## LEAVE OF ABSENCE

Only written requests for a leave of absence will be considered and such leave may be granted to a student at the discretion of the school Registrar. A general Leave of Absence may be requested for a period of up to 180 calendar days. If more than one leave of absence is granted within a twelve (12) month period. The combined time of the leave of absences may not exceed 180 calendar days. Failure to return from an approved leave of absence will result in cancellation of your enrollment status.

### DEADLINES FOR LEAVE OF ABSENCE

- Before a given quarter: to ensure a full refund, submit a fully completed and properly endorsed leave of absence form before the first week of classes.
- During a given quarter: students who wish to drop course for which they are registered must submit a leave of absence form to school director before the deadline (the end of the third week of classes).

Submitting a Leave of Absence form, after the third week of school, results in 'W' notations on the transcript. After the term withdrawal refund deadline, a leave of absence is granted only for approved health or emergency reasons with supporting documentation. See the Leave of Absence form for deadlines.

### Impact

Students should review all possible ramifications of taking a leave of absence. Students are encouraged to check with student advisor.

### Procedures

Obtain the Leave of Absence form from the director.  
Discuss plans to take a leave of absence with advisor.

Student must discuss plans and obtain a signature from advisor. Submit completed and signed Leave of Absence form to school director. If unable to meet in person, follow the steps above and fax the completed form to school director.

## STUDENT GRIEVANCES

When grievances arise, a student should make every attempt to find a fair and reasonable solution by first notifying his/her Instructor. If the grievance is not satisfied, an appointment should be made with the Executive Director. The Director or Executive Director will then take all necessary steps to try to resolve the grievance. This can include meeting with the faculty member or classmates of the student with the grievance to reach a decision. Once a resolution is made, the Director's will then notify the student of the resolution in writing, within 3 business days. It is not always possible for each student to be satisfied with the resolutions for their grievance. At United College we do our best to resolve any issues, because we feel that each student is important. If the student has exercised the above procedures, and the grievance has not been resolved the student has the right to file a complaint with our California State Agency.

### Student Rights Policy

Students have the right to review their own academic records.

- Fair and effective teaching and grading
- Information privacy
- Due process and impartial hearing for any disciplinary matter

## STUDENT SERVICES

Advising is available to all students. Instructors or Administrators will meet with each student to discuss any personal, classroom, or financial problem when needed. Each student will have a review of his / her progress each month. Those students experiencing academic or other problems will be advised by an Instructor and/or the Director to help overcome whatever difficulty is being experienced.

### TUTORING

Tutoring is available after class hours.

Support Services:

Information on emergency support/referral services, child-care, transportation, professional counseling services available within the community and academic tutoring radius. The student may inquire in the administration office. Our facility is conveniently located near hospitals and will refer students to them whenever the need should arise. In case of emergencies 911 will be called.

**LIBRARY (RESOURCE CENTER)** A reference library is available to all students to help provide information, which may aid them in their program of study. Students may use the reference books while visiting the library or checked out. If you would like an article or information copied, please let student services know and they will be happy to accommodate you.

#### **SMOKING**

Smoking is not permitted anywhere inside the school facility or building.

#### **TELEPHONES**

The Receptionist Desk will only take emergency calls for students. School phones are not intended for personal use by students.

#### **OFFICE EQUIPMENT**

Students are not to use any of the office equipment as this is reserved for office staff only.

#### **ADDITIONAL INFORMATION**

United College will provide additional information upon request. Available data can include, but is not limited to: Course outlines for any or all programs, Job analysis for vocational programs, detailed tool lists for optional supplies, labor market data, etc.

#### **ACADEMIC ADVISING**

Academic Advising is an opportunity to exchange information designed to help students reach their educational and career goals. Advising is a shared responsibility between an adviser and the student. Ultimately, it is the responsibility of the student to make decisions about his/her life goals by creating a plan to reach those goals.

Academic advisers can assist in this process by helping the student understand options, determine resources and, when necessary, identify alternatives.

**While students are urged to keep parents informed of plans and progress, the advising relationship uniquely is between the academic adviser and the student.**

### **Student Responsibilities**

- Make advising appointments in advance, especially during busy registration periods.
- Come to appointments on time, and cancel if you cannot attend
- Come prepared for appointments by writing down questions/concerns in advance. During the advising period for registration, also come with a list of courses you are interested in taking the following semester.
- Accept responsibility for making your own plans and decisions. An advisor may provide advice, not make your plans or decisions for you.
- Define a primary plan to achieve your goals but also have an acceptable alternative.
- Become an educated consumer so you can make well informed decisions; ask for guidance and advice from reliable sources, get advice from multiple sources, and when the advice you receive does not meet your goals or "feels" wrong, get a second opinion. Ultimately, all decisions are yours.
- Be aware of the UNITED COLLEGE policies, procedures and practices, and when needed, ask for clarification.
- Create positive relationships with UNITED COLLEGE advisors, faculty, and staff.
- Read all University correspondence sent to you via the US mail and email. Respond if required.

Take advantage of College resources that will improve educational experience.

### **Adviser Responsibilities**

- An adviser may provide assistance in helping a student learn how to make practical academic plans and decisions, how to discover a range of options available to the student, based on the student's stated goals, and how to think through the consequences of the student's own choices.
- Assist in development of an academic/career plans consistent with student's stated goals, interests and abilities.
-

- Provide accurate information about policies, procedures and requirements.
- Create positive working relationships with students, other UNITED COLLEGE advisors, staff and faculty.
- Assist student in understanding the rationale and potential of a liberal arts education
- When appropriate refer students to other University resources and services.

### **Expected Outcomes of Academic Advising**

- Students will know how and where to access accurate information about policies, procedures and requirements.
- Student will be encouraged to make decisions that support their goals, abilities and aspirations.

### **JOB PLACEMENT ASSISTANCE**

Limited placement assistance is provided to graduates at no additional charge. However, there is no guarantee of employment or any level of wages. Graduates may take advantage of placement assistance services provided by placement coordinator. Upon graduation, the student's name is recorded in a placement register for the follow-up process.

#### **Placement United College**

Assistance is provided by reviewing the listings of prospective employers seeking employees, their job requirements, salary, and other pertinent information. Students are referred to interviews and the results of these interviews are recorded in the placement register. The school may show prospective students this register upon request. An Employment Preparation Plan is provided to each student. Preparation plans include topics such as resume preparation, job searching, the interview process, how to retain employment, and how to advance in their occupation. **EMPLOYMENT PREPARATION** Employment Preparation is provided by school director who will prepare the student(s) to meet the employers' demands. Some of the skills emphasized are: Applications and resumes, interview techniques (through simulated interviews), personal grooming, communication skills and placement orientation, etc. This training is to guide the student to achieve personal incentive, self-direction, attitude control, and self-confidence and in general improve basic life skills. The result of this preparation is to show the student how to turn goals into reality.

## Housing

- A) School does not have dormitories
- B) Housing: the rent cost of a 1 bedroom, 1 bathroom housing that is located reasonably close to our institution is between \$950 and \$2,200. A two bedroom ranges \$1,200 to \$2700.
- C) The institution has no responsibility to find or assist students with finding housing

## Record Retention Policy

Section 94900: a) United College shall maintain records of name, address, email address, and telephone numbers of each student who is enrolled in each educational program in that institution. b) United College shall maintain, for each student granted degree or certificate by the institution, permanent records of all of the following: (1) The degree or certificate that was granted and the date on which the certificate or degree was granted. (2) The courses and units on which the certificate or degree was based. (3) The grades earned by the student in each of those courses. (4) **Student transcript**  
71920. Student Records.

**Student's transcripts are maintained permanently. Students' records will be maintained for five years from the students completion or withdrawal.**

- (a) The institution shall maintain a file for each student who enrolls in the institution whether or not the student completes the educational service.
- (b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:
  - (1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
    - (A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit **Test used: Wonderlic Basic Skills Test (WBST) passing score: Verbal – 200 Quantitative – 210.**
    - (B) Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;
    - (C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
    - (D) All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;
  - (2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
  - (3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
  - (4) Records of the dates of enrollment and, if applicable, withdrawal from the



institution, leaves of absence, and graduation; and

(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:

(A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;

(B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;

(C) Credit for courses earned at other institutions;

(D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;

(E) The name, address, website address, and telephone number of the institution.

(6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;

(7) The dissertations, theses, and other student projects submitted by graduate students;

(8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;

(9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;

(10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;

(11) Copies of any official advisory notices or warnings regarding the student's progress; and

(12) Complaints received from the student.

**Distance Education**

None

After an approval to operate has been granted, an institution that maintains an Internet Web site shall provide on that Internet Web site all of the following: (1) The school catalog (2) A School Performance Fact Sheet for each educational program offered by the institution. (5) The institution's most recent annual report submitted to the bureau. (3) Student brochures offered by the institution. (4) A link to the bureau's Internet Web Site. Brochure N/A