SAN DIEGO DENTAL CAREERS
4690 GENESEE AVENUE
SAN DIEGO, CALIFORNIA 92117

FOR INFORMATION CALL:
(858) 334-9018

OR FAX:
(858) 576-7373

WWW.SANDIEGODENTALCAREERS.COM

05/01/25-05/01/26

GOVERNING BODY

Steven T. Hurst, DDS Director

WELCOME

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. San Diego Dental Careers is approved by the State of California through the Department of Consumer Affairs and the Bureau for Private and Postsecondary Education, and that approval to operate means compliance with the state standards as set forth in the CEC and 5, CCR, which is part of the Department of Consumer Affairs.

STATEMENT OF INSTITUTIONAL PHILOSOPHY AND PURPOSE

San Diego Dental Careers is dedicated to training individuals for their career in Dental Assisting in the shortest practical time at a reasonable cost. It is our goal to provide students with the knowledge and technical proficiency that will make them employable for entry-level positions upon graduation.

We are a private Dental Assisting school, small enough to be concerned with individual student progress. Students learn by demonstration, study and practice in lecture, laboratory settings. They work with equipment and instruments under the supervision of faculty. Students receive personal attention in classes that are limited in size, not to exceed 25 students per laboratory or lecture session.

HISTORY OF THE SCHOOL

SDDC's classroom is within a 12 operatory state-of-the-art dental practice. The dental practice was founded in 1965 and has been serving the people of San Diego for over 50 years. The success of the dental practice is based on quality and exceptional customer service. The students who attend SDDC are trained to become dental office team members who can carry on the tradition of high-quality dentistry and exceptional customer service.

LOCATION OF CLASS SESSIONS

4690 Genesee Avenue San Diego, CA 92117

LOCATION

We are located in North Clairemont at 4690 Genesee Avenue. The cross street is Mt. Herbert. The office is half way between Clairemont Mesa Blvd. and Balboa Ave. on Genesee Ave. Class sessions are held at 4690 Genesee Avenue San Diego, CA 92117

BUSINESS OFFICE HOURS

The Business Office is open from 8:00a.m. to 5:00 p.m., Monday, Tuesday, Wednesday, Thursday and Saturday and 8:00 to 1:00pm on Friday.

PROFESSIONAL CREDENTIALS

The instructors at SDDC are members of: American Dental Association, California Dental Association and San Diego Dental Society. Our head classroom instructor Kim Cates is a Registered Dental Assistant. She has over 40 years of experience in dental offices, and graduated from San Diego College of Medical and Dental Assistants in 1983. Dr. Bridget Hurst and the Director, Dr. Steve Hurst, graduated from the UCLA, School of Dentistry in 1993, with a Degree in Doctor of Dental Surgery and have been training dental assistants for the past 30 years.

CREDIT FOR PREVIOUS TRAINING

San Diego Dental Careers does not accept any transfer of credits from any other college or university and has not entered into an articulation or transfers agreement with any other college or university. We do not award credit for prior experiential learning.

ACCREDITATION

San Diego Dental Careers is not Accredited by an accrediting agency recognized by the United States Department of Education.

TRANSFERABILITY DISCLOSURE

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at San Diego Dental Careers is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Dental Assistant Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 San Diego Dental Careers to determine if your certificate will transfer.

ENTRANCE REQUIREMENTS

The school is open to all individuals who have graduated from high school, transcripts or successfully completed the GED and possess a sincere desire to be trained for career opportunities in the fields of dental assisting.

The program prepares students to work in the dental field as a dental assistant (U.S. Bureau Labor Statistics code: 31-9091)

Every effort is made to determine, in advance, the prospective student's likelihood of making satisfactory progress in the dental career program. A personal, in office interview/tour with one or more faculty members is required before enrollment.

Applicants may apply for admission provided they are a high school graduate or have high school equivalency (GED)

The school retains the right to require proof of a high school diploma, date of graduation, or GED.

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.

We do not offer visa services or vouch for student status, and any associated charges. And will not enroll students from other countries.

All classes are taught in English and we do not offer any services in any Foreign Language. San Diego Dental Careers does not offer English-as-a-Second Language instruction. Student must be able to read and write at a High School level. Student must have proof of a GED, High School Diploma or higher education in order to attend the school.

SDDC does not accept the ability-to-benefit students.

ENROLLMENT PROCEDURE

Applicants should apply for admission as soon as he or she has decided upon a career in the dental healthcare field. To apply for admission an applicant may call for an interview appointment. Applicants outside the area may call or write to request an appointment. The time and date of the appointment will be confirmed by telephone.

1. Personal Interview- The school requires a personal in office interview with each applicant prior to acceptance into the program. The school encourages the parents or the spouse to attend the interview with the applicant. This gives both the applicant and the family an opportunity to see the school's equipment and facilities and to ask specific questions regarding the school, curriculum, and the career training being considered. The personal interview also gives the school the opportunity to meet prospective students and to evaluate their qualifications and aptitude.

2. Enrollment for Training-The following items are required to be completed at the time of application for enrollment.
   A. Registration Form

B. Contract for Educational Services

3. Acceptance by School -

Once the completed Enrollment Agreement and items mentioned in section 2 have been submitted, the school's acceptance committee reviews the application and the applicant is informed of their decision. If the school does not accept an applicant all fees paid by the applicant to the school are refunded.

PHYSICAL DESCRIPTION OF THE SCHOOL

San Diego Dental Career's classroom is located within a beautiful 12 operatory, state-of-the-art dental practice. On site there is a dental laboratory equipped with workstations for preparation of models and other dental lab work. There are 10 dental x-ray units with digital capability and 4 dental x-ray stations equipped for developing and processing dental x-rays. There is a state-of-the-art digital panoramic x-ray machine as well.

EQUIPMENT

Equipment and instruments are available for instruction of students. Knowledge and proficiency are attained by demonstration, actual operation of equipment and practice of techniques. Some of the major items of equipment include, but are not limited to the following:

Twelve dental operatories with dental x-ray units, complete dark room facilities, x-ray duplicators, triturator (amalgamator), ZOOM bleaching system, Diagnodent Laser and all necessary lab equipment.

ATTENDANCE

For purposes of this policy, days missed does not include days absent during an approved leave of absence.

Each student's attendance record will be reviewed at the end of each five-week grading period. If a student is absent more than 8 hours without making up those course hours in any five-week period, they will receive a warning. A student may not miss in excess of 16 course hours of the scheduled 80 total course hours without making those course hours up. At the end of the program, if a student has missed in excess of 16 course hours without making up those course hours, he/she will not be eligible for graduation. In the event of extenuating circumstances, the Director may use his discretion.

MAKE-UP POLICY

Any lectures missed may be made-up by reading the appropriate chapters in the text and answering the questions provided by the instructor in writing. They must be turned in before the next grading period.

If a student is absent during an exam he/she may take a make-up test within one week of his/her return.

Students present at the time a test is administered are obligated to take the test or be given a zero.

TARDINESS POLICY

Students are required to be punctual - to arrive on time for class and to stay for the entire session. Students will be graded on punctuality in the didactic and laboratory sections each 4-week grading period. Their punctuality grade will be reduced one letter grade for each late arrival in whichever section the infraction occurs (didactic or lab). Early departures will be counted as time absent and are subject to the absence policy.

APPEAL PROCESS

A student may appeal inability to graduate for unsatisfactory attendance based upon extenuating circumstances. The appeal should be submitted in writing to the School Director. In such cases the Director may determine that the student is making satisfactory progress towards completion of the program, despite the failure to conform to attendance policy requirements. A student who has their appeal accepted will continue with the program.

CERTIFICATES

A certificate will be issued to students upon completion of all academic requirements. Any student on Records Hold must satisfy outstanding obligations before a certificate will be issued. A thirty-dollar fee will be assessed for all duplicate requests.

LEAVES OF ABSENCE

Leaves of absence will only be granted for military duty, pregnancy, medical reasons and those granted through the discretion of the Director of the School. Leaves of absence are subject to all other provisions of this policy.

Leaves of absence shall be reasonable in duration, not to exceed twenty-one (21) calendar days exclusive of Christmas vacation and summer vacation. One leave of absence may be granted during a 12-month period.

A written request for a leave of absence must be presented to the school by the student. This request will be reviewed by the Director of the School. After review the Director will approve or deny the request and contact the student in writing, of the results.

Students must adhere to the following criteria when requesting a leave of absence:

1. Students must present a written request of a leave of absence. This written request must include the reason for the leave, dates of the leave, and the student's signature.

2. The School Director will review the request and determine the next available start date within the 21-day time frame.

3. The School Director will approve or deny the request and inform the student of their decision in writing.

4. The leave of absence will commence from the first day of absence and cannot exceed the amount of time requested by the student.

5. If the student requests a Leave of Absence and the student has already missed 20 course hours the leave will not be granted.

6. A student cannot be granted a Leave of Absence to avoid being dismissed because of lack of satisfactory progress or failure to fulfill the requirements of the attendance policy.

7. A student cannot request a leave of absence until they have completed one 4-week grading period.

8. A military leave of absence can be requested at any point in the student's program.

9. All leave of absence files must have appropriate documentation before the leave is granted. Medical leaves must be documented with a note from a physician. Military leaves must be documented with military order papers. All other types of leave must be documented by a memo from the school director.

   If a student does not return within the allowed 21-day leave of absence the student will be withdrawn from the program.

TRANSCRIPTS

The office maintains academic records of all course work completed at the school permanently. Transcripts will be released only after the receipt of a signed written request.

Transcripts issued to the student will be marked "Issued to Student". Students are allowed one transcript at no charge. There will be a $5.00 fee for each additional transcript.

No "official" transcript(s) may be released if records are on hold for financial reasons or missing documentation. (See Records on Hold procedure.) Students may request an "unofficial" transcript in this case. The word "unofficial" will be stamped on the transcript.

Third party transcripts from other institutions cannot be released to any individual or institution.

RECORDS

A. Length of Record Maintenance -

San Diego Dental Careers will maintain student records for each student, whether or not the student completes the educational service, permanently after the date of the student's graduation, withdrawal or termination.

B. The student records will be retrievable by student name and shall contain all of the following applicable information:

1. Written records and transcripts of any formal education or training relevant to the student's qualifications for admission i.e. high school diploma or GED;

2. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid or tuition financing;

3. Copies of all tests given the student before admission;

4. Records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation;

5. A transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given the student;

6. If applicable, a copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;

7. 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;

8. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for equipment, the method of calculation the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent;

9. Copies of any official advisory notices or warnings regarding the student's progress;

10. Complaints received from the student, including any correspondence, notes memoranda or telephone logs relating to a complaint;

C. Academic and financial records will be stored in different files.

D. San Diego Dental Careers will maintain an exemplar of all notices and disclosures provided to students and a record of the time period within which each notice and disclosure was provided.

E. SDDC will maintain records of student attendance.

F. A printed or digital copy of the records will be maintained at the school's principle place of business, 4690 Genesee Avenue, San Diego, California, 92117. The records will be available during normal business hours for inspection and copying by the Council or the Attorney General.

G. If the original record cannot be stored at the facility, it will be stored on computer disc without loss of information or legibility permanently. Devices shall be maintained in reasonably close proximity to the stored records at SDDC's administrative location in California.

H. If SDDC closes, the owner will be responsible to arrange at his expense for the storage and safe keeping in California of all the records required to be maintained permanently. The records will be immediately available for inspection and copying at no charge during normal business hours by any entity authorized by the Act to inspect and copy records.

I. The records will be maintained permanently. The school's principle place of business, 4690 Genesee Avenue, San Diego, California, 92117 is locked and has an alarm system activated when the school and office are closed. The records are kept in an area off limits to the public.

RECORDS ON HOLD

Academic records will be placed on hold for any of the following reasons:

1. An outstanding financial obligation to San Diego Dental Careers.

2. Possession of library or school equipment.

Individuals will be prevented from doing any of the following until the hold is removed:

1. Re-start school from a withdrawn status

2. Obtain an official transcript

3. Receive an official certificate

SCHOOL HOLIDAYS

Students will be notified of any scheduled class breaks or holidays at the beginning of the program.

ENGLISH-AS-SECOND-LANGUAGE

All classes are taught in English and we do not offer any services in any Foreign Language. San Diego Dental Careers does not offer English-as-a-Second Language instruction. Student must be able to read and write at a High School level. Student must have proof of a GED, High School Diploma or higher education in order to attend the school.

SDDC does not accept the ability-to-benefit students.

ANTI-DRUG AND ALCOHOL ABUSE POLICY

It is the policy of the school that NO students shall be involved with unlawful use, possession, sale, or transfer of illegal drugs and/or narcotics in any manner that may impair their ability to perform.

The school is a drug-free work and educational environment and is committed to enforce all policies related to such, **including contacting law enforcement officials if caught on the premises using drugs or alcohol. The school is committed to confidentiality if a student wishes to contact us for assistance in obtaining help.**

DRUG & ALCOHOL ABUSE ADVISING PROGRAM

The school's Director is responsible for advising students and staff who may misuse or abuse alcohol or drugs. Several programs are available throughout the San Diego County area for referral. For further information please call Mid-city Drug Abuse Services at (619) 228-2870.

CONDUCT

Students must adhere to high standards of scholarship and conduct. Students must adhere to conduct that will not interfere with the learning process of any other student, the classroom presentation by the teacher, or the progress of the class in general. Those whose conduct reflects discredit upon themselves or San Diego Dental Careers will be subject to termination.

The administration of the school reserves the right in the exercise of their judgment, to dismiss a student for any of the following reasons:

A. Non-conformity with the rules and regulations of the school.

B. Conduct that reflects unfavorably upon SDDC or its students.

C. Unsatisfactory academic progress.

D. Excessive absences or tardiness.

E. Failure to pay charges when due.

F. Cheating.

G. Falsifying school records.

H. Breach of school enrollment agreement.

I. Demonstrating poor judgment or inability to function properly that could put patient's safety in jeopardy.

J. Poor health.

K. Entering the school or classroom while under the influence or effects of alcohol, drugs or narcotics of any kind.

L. Carrying a concealed or potentially dangerous weapon.

M. Disorderly conduct which interferes with the learning process of any other student, a classroom presentation by the teacher, or the progress of the class in general.

N. Instigation and/or participation in rebellious activities against the school or its students.

O. Solicitation which reflects unfavorably upon the school or its students.

P. Profanity.

Q. Vandalism.

A student dismissed for unsatisfactory conduct may be readmitted only at the discretion of the director.

DRESS CODE

In preparing for a professional role, students are required to wear scrubs and closed toed shoes.

1. Scrubs are to be worn to class daily and in the office unless directed otherwise. They must be clean, wrinkle-free, fit correctly and in good repair.

2. Shoes are to be closed toed duty shoes or athletic shoes. Shoes are to be clean, and in good repair.

3. Underclothing should be appropriate and not showing. Male students should wear white socks.

4. Acceptable jewelry includes small stud earrings, one in each ear for females, none for males; wedding/engagement rings; and a watch with a second hand. No facial rings or tongue rings are allowed.

5. Hair must be kept clean and neatly arranged in a simple, off-the-collar style. Barrettes and hair clips must be functional, not decorative.

6. Beards and/or mustaches must be well-trimmed.

7. Fingernails are to be kept short, filed and free of dirt. Only clear or light colored nail polish is acceptable.

8. Make-up should compliment your features and not be excessive. Mascara, eye shadow, eyebrow make-up and lipstick are acceptable if used with discretion.

9. Proper daily hygiene and use of antiperspirant are essential since students will be interacting closely with patients.

10. Gum chewing while in uniform is unprofessional and not permitted.

11. A white lab coat is permitted but not required.

12. Students who report to class without the appropriate uniform may have points taken off their grades on appearance and professional development. Repeated offenses may result in being sent home and counted as absent.

MEASURE OF PROGRAM DURATION

The school measures its academic accomplishment in course hours. Ending date or graduation date from your program is a “scheduled” graduation date. The actual length of each program can be influenced by in-service days, holidays and other unscheduled events that could cause interruptions in scheduled training.

GRADING SYSTEM

Grades are based on tests and manipulative performance. The minimum acceptable subject area grade is 70% for advancement.

If a student withdraws from a course, voluntarily or otherwise, before the completion of that course, the school will record a "W" (withdraw) for the student for that course. A "W" graded course will not count toward graduation nor be used in the cumulative grade average. If the student returns to school all course work graded "W" must be repeated.

If, when evaluated, the student is unable to perform certain procedures properly, the

student will be required to attend make-up hours for additional training in the unsatisfactory areas.

Letter Grade	Percent Grade	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
E/F	Below 65	0.0
INCOMPLETE	I	No Effect
WITHDRAWL	W	No Effect
REPEATED COURSE	S	No Effect
LEAVE OF ABSENCE	U	No Effect

SATISFACTORY PROGRESS POLICY

A student must maintain a cumulative 2.0 grade average or be on probation. The course hours attempted cannot exceed one and one-half (1.5) times the course hours required to complete the program.

For determining satisfactory progress, the program is broken down into two 5-week grading periods. At the end of each grading period, the student's cumulative grade average will be determined.

PROBATION

If the student has less than the required 2.0 cumulative grade average, he/she will be placed on probation. If the student fails to achieve a 2.25 grade average for the next evaluation period and any evaluation period in which the student is on probation, the student will be terminated. The student is removed from probation upon achieving a cumulative 2.0 grade average.

INCOMPLETE

Students who receive an incomplete grade must satisfactorily complete, within the maximum time frame allowed for the program, the required work to remove the incomplete grade prior to graduating. Failure to do so will result in the incomplete becoming a 0.00 and be included in determining the cumulative point average.

REPETITIONS

Students will be allowed to repeat a failed test once. Only the second grade will be used in calculating the cumulative grade average.

MAXIMUM TIME FRAME

To be maintaining satisfactory progress, course hours attempted cannot exceed 1.5 times the course hours the program required for graduation.

EXAMPLE: SDDC requires 80 course hours to be successfully completed for graduation, therefore, a student who attempts 120 course hours before successfully completing 80 course hours will have exceeded the maximum time frame.

WITHDRAWALS

A student who withdraws other than at the end of a grading period will receive a grade of "W" which is not calculated in their cumulative GPA.

APPEAL PROCESS

A student may appeal the determination of satisfactory progress based upon extenuating circumstances. The appeal should be submitted, in writing, to the School Director. In such cases, the Director may determine that the student is making satisfactory progress towards a diploma, despite the failure to conform to the standards of satisfactory progress. A student who has their appeal accepted will continue on probation.

GRADUATION

Upon satisfactory completion of all school and clinic work and payment of all monies due, the student is awarded a certificate in Dental Assisting, CPR certification and Radiation Safety Program certification. You are not required licensing to work as a Dental Assistant.

San Diego Dental Careers does not have approval from the Dental Board of California to instruct the California Practice Act and the OSHA approved 8hour Infection Control. We do provide you with the information for the facility and location that provides them. You will take these classes with Professional Dental Enterprises on the second week of class.

EDUCATION COSTS

A schedule of the total education costs is as follows:

LENGTH IN WEEKS	10
COURSE LENGTH IN HOURS	80
STUDENT TUITION RECOVERY FUND (STRF)	$____(non-refundable)
REGISTRATION FEE	$200 (non-refundable)
TUITION	$4,355.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: $4555.00

ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $4555.00

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: $4555.00

(Alternative plan) Half of the tuition due on first day of class $2177.50 and second half at week 5 of the program $2177.50.

Tuition and all payments due are the full responsibility of the student and are payable as stated in the student's Enrollment Agreement. Failure to keep all payments current may result in termination. Student is responsible for supplying their own scrubs and closed toed shoes.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

Hypothetical Refund Example:
If a student pays the entire tuition of $4355, a registration fee of $200 for a total of $4555 but then decides to withdraw after 30 course hours of the program. The refund amount would be determined as follows:

a. Subtract the $200 registration fee
b. Divide the tuition ($4355) by the total number of hours of the program (80). $4355 divided by 80 = $/hour of instruction.
c. The hourly cost for instruction is $54.44.
d. Multiply this number by the number of hours the student attended (30 hours in this example). $54.44 x 30 = $1633.20 (this is the amount that the student owes for instruction received) plus the non-refundable

registration fee $1633.20 + $200 = $1833.20

e. The amount that the student owes ($1833.20) is subtracted from the total amount student paid ($4555). $4555-$1833.20=$2721.80 in this example the school would owe the student $2721.80. This amount would be refunded to the student.

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

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

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, *888) 370-7589 or by fax (916) 263-1897*
(916) 574-8900 or by fax (916) 263-1897.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

This institution does not participate in federal and state financial aid programs, and therefore student are not eligible for federal financial aid programs.

We offer private lending only with approved credit, which the student would have to fill out a loan application and be approved before the first day of class.

Students enrolled in San Diego Dental Careers is an unaccredited institution and is not eligible for federal aid programs.

San Diego Dental Careers **does not** have a pending petition in bankruptcy, nor is it operating as a debtor in possession, nor has it filed a petition within the preceding five years, nor has it 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.

REFUND POLICY

Buyers Right to Cancel

You have the right to cancel this agreement and obtain a refund of charges paid through attendance at the first day of class session, or the seventh day after enrollment, whichever is later. During this cancelation period, the school shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed

$250. The refundable amount would include any textbooks issued to students during the cancelation period. You can do this by mail or hand delivery. The written notice, if sent by mail is effective from the postmarked date. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement. Notice should be mailed or given to the Director, Dr. Steven Hurst 4690 Genesee Avenue San Diego, California 92117. If you cancel this agreement, the school will refund any money that you paid within 30 days after your notice is received. This program has been reviewed and approved by the Bureau for Private and Postsecondary Education, which is part of the Department of Consumer Affairs.

We are a private institution that has been reviewed and approved by the Bureau for Private and Postsecondary Education, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. which is part of the Department of Consumer Affairs. This does not mean that the Bureau for Private Postsecondary Education endorses the program or that the Bureau approval means that SDDC exceeds minimum state standards.

Withdrawal from Course

You have the right to withdraw from the course of instruction at any time. If you withdraw after the period of cancellation, which is until midnight of the 7th day following the first class you attend, the school will remit a refund less the registration fee. San Diego Dental Careers will refund the unused portion of tuition fees if the student withdraws from the program at any time prior to completion of 60% of the course, or otherwise fails to complete 60% of the program. The refund policy for students who have completed less than 60% of the program shall be a pro rata refund and shall be calculated as follows:

2. Divide the total paid by the number of hours in the program.

3. The quotient is the hourly charge for the program.

4. The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.

5. The refund shall be any amount in excess of the figure derived in (4) above that was paid by the student.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the program when any of the following occurs:

a. You notify the school of your withdrawal or the actual date of withdrawal.
b. The school terminates your enrollment.
c. You fail to attend classes for 3 consecutive Saturdays (24 consecutive course hours). In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

A full refund of tuition and fees will be made in the event the school discontinues a program and this prevents the student from completing.

The percentage of program completion is calculated by dividing the number of hours comprising the period of enrollment in which the student has been charged into the number of course hours completed in that period as of the last recorded day of attendance by the student.

For students who use CareCredit for their financing refunds are granted in accordance with the above policy but any processing fees or finance charges charged by CareCredit will be deducted from the refund amount.

GRADUATE SERVICES

SDDC does not guarantee employment for our graduates. The faculty will, however, assist students in their job search upon successful completion of studies by offering information on job opportunities, temporary assignments, and guidance in interviewing techniques. The more flexible a graduate can be regarding initial employment the easier it is for the school to assist in placement.

Because graduates who are actively interviewing for jobs are often unavailable by telephone, the graduate is asked to call the school twice a week while actively seeking employment. This procedure keeps the school informed of a graduate's employment status and allows the school to keep the graduate current with job listings.

Students will improve placement opportunities by continued communication with the school.

Graduates of San Diego Dental Careers are eligible to call the school at anytime after they successfully complete the program and have met all financial obligations. The graduate must observe all rules and regulations of the school as they relate to placement.

NON-RESIDENTIAL

The school does not maintain dormitory facilities. SDDC does not have dormitory facilities under its control and it doesn't operate a dormitory facility. Students must arrange for their-own housing. San Diego Dental Careers is not responsible to find or assist a student in finding housing.

Here is a list of Apartments that are located within 1.5 miles from San Diego Dental Careers: *Diane Apartments:* 4820 Clairemont Mesa Blvd. San Diego, CA 92117 *Phone #*

858-925-5296 price range is $1295-1695. *Elivia Apartments:* 5325-5385 Clairemont Mesa Blvd San Diego, CA 92117 *Phone # 844-753-5472* price range is $1295-1653. *Pacific Sands Apartments:* 5550 Balboa Arms Drive San Diego, CA 92117 *Phone # 858-877-9643* price range $1545-2295 Also, there is one Hotel close by: *California Suites Hotel:* 5415 Clairemont Mesa Blvd San Diego, CA 92117 *Phone # 877-298-2066*

LIBRARY

San Diego Dental Careers has a library available for student use. The library contains textbooks, DVDs, magazines, and a computer with internet access. The library is available Monday 8am – 9pm, Tuesday 8am – 5pm, Wednesday 8am-5pm, Thursday 8am – 9pm, Friday 8am – 1pm and Saturday 8am – 5pm. Access is available upon request.

APPLICATION FOR READMISSION

To be eligible for readmission, students must complete an application and have no outstanding debt(s) with the school.

The application will be reviewed by: the education department to establish each student's level of desire to complete the program; a final review will be conducted by the Director.

Once an applicant is approved for readmission, an Enrollment Agreement Addendum will be signed by the student.

SCHOOL HOURS

MONDAY, TUESDAY, WEDNESDAY, THURSDAY, SATURDAY 8:00 – 5:00

FRIDAY 8:00 – 1:00

STUDENT SERVICES

Program directors are available to give guidance and assistance in the solution of both educational and other personal problems.

Full or part time employment assistance is provided by the Director and faculty.

The School Director is also available to advise any student who desires assistance.

Students experiencing personal problems which require professional counseling will be referred to the appropriate agencies.

The staff of the school makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for both vocational and academic advising.

STUDENT COMPLAINT/ GRIEVANCE PROCEDURE

Students are encouraged, at all times, to communicate their concerns verbally to members of the faculty and administration for amicable solutions. If the student is unable to resolve the situation orally, a written grievance may be submitted to the school director. The procedure is as follows for submitting a written complaint:

1. The written grievance must be submitted to the school director. An "Incident Report" form is available for students use, but is not required in submitting the written grievance.

2. The School Director will verify that the student has made a verbal attempt to resolve the concern with the faculty or staff.

3. The School Director will call a grievance committee meeting within 24 hours of receipt of the written grievance which will consist of, but not limited to, due to the personal circumstances of each concern, the following: (A) School Director; (B) appropriate faculty or staff.

4. In addition, all persons involved with the incident must be present at the time of the meeting. Evidence will be presented by the student and then by all other parties involved. Minutes will be taken.

5. The committee will immediately meet in the absence of those involved to review the evidence and vote on a decision. The decision of the committee will be communicated immediately.

At San Diego Dental Careers we have an open door policy, please do not hesitate to approach the administration with any questions or concerns you might have regarding any aspect of your education as a dental health care professional**.**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at *1747 N. Market Blvd. Ste 225, Sacramento, CA 95834*
P. O. Box 980818, West Sacramento, CA 95798-0818,
Web site address: 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 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov)

EMERGENCY TELEPHONE NUMBER

Each student will provide the school with one or more telephone numbers where a family member may be reached in the case of emergencies. Only in the case of an emergency will a student be called out of class to take a telephone call.

PREGNANCY

Students should notify the appropriate program director and their instructors immediately, in writing, when pregnancy is suspected. The student's physician must provide written authorization for the student to remain in an active status due to the x-ray equipment in the building. The student may obtain a physician's authorization form from the school, which their physician must sign. A Release of Responsibility form must also be signed by the student.

PARKING

Please park in the designated parking areas. Spaces reserved for handicapped students and visitors only are clearly marked.

PERSONAL BELONGINGS

Purses, clothes, books, etc., should not be left unattended, as the school does not assume responsibility for loss or theft. Lost materials are the student’s responsibility to purchase. Students are expected to furnish such incidentals as paper, notebooks, pencils and pens.

CHILDREN

Children are not permitted to attend any class with their parent, nor are they allowed on school premises while a parent is attending class.

EATING/SMOKING

Students are welcome to pause, relax, eat and drink in the student lounge. Smoking is not allowed in the building. Absolutely no food, beverage or smoking is allowed in the clinic.

CHANGE OF NAME/ADDRESS/ TELEPHONE NUMBER

Any change of name, address, or telephone number must be reported to your instructor or the director as soon as the change occurs.

REENROLLMENTS/RESTARTS

REENROLLMENTS

Any student who reenrolls (previously cancelled) must sign a new Enrollment Agreement at the current tuition rate. This procedure is for students that never started class.

RESTARTS WITHIN NINE MONTHS

Any student, who restarts WITHIN nine (9) months from their last date of attendance, must sign a new Enrollment Agreement (including course hour's fees and scheduled completion dates) on or before the first day of class. Students reentering will receive credit for all prior SDDC payments received and will NOT be charged any increase in tuition that may have occurred in the interim. Any increase in the books and/or supplies WILL be charged. Students must be current on their payments before they are allowed to restart.

RESTARTS AFTER NINE MONTHS

Students who restart (previously withdrawn) AFTER nine (9) months from their last date of attendance must sign a new Enrollment Agreement at the current program cost. The student will be given credit for prior SDDC training if the student can demonstrate knowledge of the required program work. This will be demonstrated by retaking the exams from the lecture areas where credit is requested and passing them with a score of 70% or higher and passing laboratory evaluations with 2.0 average or higher.

Students will only be allowed to restart one (l) time. NO EXCEPTIONS.

PRIVACY ACT FOR STUDENTS

The Family Educational Rights and Privacy Act of 1974 enables all students to review their records, including grades, attendance and advising reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. Students may request a review of their records by writing to the School Director.

STATEMENT OF NON-DISCRIMINATION

No person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination because of sex, race, age, creed, physical handicap or national origin.

CONSUMER INFORMATION

The School Director is designated to disseminate all consumer information. The director can be contacted by calling (858) 560-9696.

IMPORTANT INFORMATION

In keeping with the school philosophy of an immediate response to the needs of students and employers, the school reserves the right to make modifications in the program content and the structure of the curriculum and schedules without additional charges to the student, and within regulatory guidelines. Information contained in the addendum of this catalog becomes an official part of the catalog and supersedes any contradictory information contained herein. Information contained in this catalog is true and correct.

Information contained in this catalog is true and correct so certified as true by Steven T. Hurst, DDS, School Director. For information call (858) 560-9696.

Steven T. Hurst, DDS, School Director

PROGRAM DESCRIPTION

The course will be 10 weeks in duration consisting of 8 hours of instruction per week per student. Each section below must be completed with a grade of 73% or higher to pass. Final exams will be instrument identification, setting up the operatories for specific procedures and the sterilization/disinfection process. All exam grades must be 73% or higher for completion of the course.

DENTAL ASSISTING

DA101: THE BASICS OF DENTAL ASSISTING, 3 COURSE HOURS

This course will define dentistry and cover how the dental team works together to accomplish ultimate patient service and exceed patient expectations. Topics such as patient communication, office image and practice flow will be emphasized. Preparing the patient, mixing materials, passing instruments, moisture control and charting notes will be introduced.

DA102: DENTAL ANATOMY: ALL ABOUT TEETH, 3 COURSE HOURS

This course will be a comprehensive study of the human dentition. The student will learn about deciduous and adult dentitions, tooth identifications, tooth anatomy, dental disease, and naming the surfaces of the teeth.

DA103: OVERVIEW OF DENTISTRY, 3 COURSE HOURS

In this course the student will learn an overview of dentistry. The class will cover such topics as: diagnostics, preventive dentistry, restoration dentistry, oral surgery, prosthodontics, cosmetic dentistry, orthodontics and emergency dentistry.

DA104: DENTAL EQUIPMENT, INSTRUMENTS & PROCEDURES, 3 COURSE HOURS

In this course the student will become familiar with the dental equipment in an office. They will also study dental instruments, set-ups and clinical dental procedures in detail.

DA105: DENTAL MATERIALS – SUPPLIES USED IN THE DENTAL OFFICE, 3 COURSE HOURS

This course is designed to give the student an in depth look at dental materials and supplies used in dentistry. It will cover clinical as well as laboratory materials, the expense of dental materials and how to manage them.

DA106: PATIENT RECORDS MANAGEMENT AND DENTAL CHARTING, 2 COURSE HOURS

The student will learn about the importance of the patient information sheet and how it is vital to patient care. Dental exams and the patient chart will also be studied.

DA107: WORKPLACE SAFETY AND EMERGENCIES IN THE DENTAL OFFICE, 3 COURSE HOURS

This course will cover one of the most important aspects of dental assisting – protecting the assistant and the patient through workplace safety responding to and treating medical emergencies in the dental office will also be covered.

INFECTION CONTROL (Off SITE, 8 hour infection control class following OSHA guidelines)

DA108: DENTAL RADIOLOGY, 32 COURSE HOURS

This is an intensive course that, upon completion, will certify student to take x-rays.

DA 109: CARDIOPULMONARY RECUSSITAITON, 8 COURSE HOURS

Students will learn about medical emergencies in the dental office and become certified to perform CPR.

DA201: MATRIX BANDS AND ISOLATION METHODS, 3 COURSE HOURS

This course is designed to teach the student about the tofflemire matrix band system and clear matrix system for interproximal filling. And placement of temporary filling. In addition to cotton isolation with cotton rolls, dry angles and gauze with bite block and rubber dam, this will be reviewed and demo on typodont models.

DA203: COMPUTER LAB, 1 COURSE HOUR

This course will allow the student to work within the software to practice scheduling appointments,

data entry and the computerized charting programs.

DAL101: FOUR HANDED DENTISTRY, 6 COURSE HOURS

This course covers the basics of chair side assisting including passing instruments and suctioning.

DAL102: OPERATORY SET UP AND BREAK DOWN, 6 COURSE HOURS

This course teaches students how to prepare the Operatory for a patient and how to clean up after a procedure.

DAL103: IMPRESSIONS AND MAKING MODELS, 6 COURSE HOURS

This course shows students how to take dental impressions, how to pour them up in stone and how to trim the models.