InterCoast Colleges
School Catalog

July 1, 2016 to December 31, 2016

Website: www.intercoast.edu
INTERCOAST COLLEGES

CALIFORNIA CAMPUSES

ORANGE
MAIN CAMPUS
3745 W. Chapman Avenue Orange, California 92868
(714) 712-7900

AUXILIARY CLASSROOM
1515 S. Harris Court, Anaheim, CA 92806

CARSON
BRANCH CAMPUS
1 Civic Plaza Drive, Suite 110 Carson, California 90745
(310) 847-8400

RIVERSIDE
BRANCH CAMPUS
1989 Atlanta Avenue Riverside, California 92507
(951) 779-1300

WEST COVINA
BRANCH CAMPUS
2235 East Garvey Avenue North, W. Covina, CA 91791
(626) 337-6800

ROSEVILLE
BRANCH CAMPUS
1200 Melody Lane, Suite 100 Roseville, California 95678
(916) 786-6300

ELK GROVE
BRANCH CAMPUS
9355 East Stockton Blvd. Suite 100, Elk Grove, California 95624
(916) 714-5402

FAIRFIELD
BRANCH CAMPUS
2480 Hilborn Road, Fairfield, CA 94534
(707) 421-9700

Instruction is held at the campus of enrollment.

Students attending the Anaheim auxiliary classroom may also attend some classes at the Orange campus.

Otherwise, unless noted in the enrollment agreement, students will not be required to attend different locations in order to meet their course requirements.
A Message from the President:

On behalf of the Administration and Faculty of InterCoast, we wish to thank you for taking the time to visit our school(s). The education and skills training you will receive here at InterCoast is directed toward the development of technical skills and knowledge, along with the development of professional attitudes and behaviors related to study and work habits, interpersonal communication skills, self-discipline, and confidence.

In order to aid our students in achieving these objectives, InterCoast has established a professional work-like environment consisting of:

A faculty of mature and competent industry professionals who possess superior job-related knowledge, skills, and enthusiasm in teaching, with sensitivity and concern for you and your progress.

A classroom/work-like atmosphere that brings out the best effort in each student through the use of modern equipment and current resource materials.

A curriculum devoted to job-related subjects and tasks, which will enable you to focus in on the major areas of interest and employment skills development, thereby preparing you, in the shortest possible time, with the knowledge and skills that will enable you to gain respect, success, and the means of rewarding self-support.

A Career Services Department accomplished in assisting students with their externships and clinical experiences, as well as individualized career services assistance. The career services department often functions as a liaison between the employer and the student/graduate. This is a service provided to eligible graduates.

The Administration and Faculty of InterCoast know that your time here will be both an exciting and a challenging experience. We care about you and your need for success. By our combined efforts, your determination and hard work, and the expertise of our faculty and staff, achievement of your career goals is within your reach.

Geeta A. Brown

Students choose InterCoast Colleges for their Postsecondary Education because:

- Students want a specialized environment for training.
- Students want an education tailored to their specific goals.
- Students want an education that prepares them for the future.
- Students want and need employment assistance as a graduate.
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InterCoast Colleges, a private institution, was granted institutional approval to operate by the BPPE, Bureau for Private Postsecondary Education pursuant to California Education Code, Title 3, Division 10, Part 59, Chapter 8. The Bureau’s approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private Postsecondary educational institutions and does not imply endorsement or recommendation.

### Program Table

<table>
<thead>
<tr>
<th>Program</th>
<th>Clock Hours</th>
<th>Academic Credits**</th>
<th>Financial Aid Units</th>
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<td>ASSOCIATE OF APPLIED SCIENCE DEGREE IN SUBSTANCE ABUSE COUNSELING</td>
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<td>67</td>
<td>-</td>
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<tr>
<td>ADMINISTRATIVE MEDICAL ASSISTANT</td>
<td>750</td>
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<td>25</td>
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<tr>
<td>ALCOHOL AND DRUG COUNSELING STUDIES</td>
<td>905</td>
<td>41</td>
<td>-</td>
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<tr>
<td>BUSINESS TECHNOLOGY &amp; ADMINISTRATION</td>
<td>720</td>
<td>39</td>
<td>24</td>
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<tr>
<td>COMPUTERIZED ACCOUNTING</td>
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<tr>
<td>DENTAL ASSISTANT</td>
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<td>ELECTRICAL TRAINING PROGRAM</td>
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<td>FITNESS SPECIALIST</td>
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<tr>
<td>HVAC TECHNICIAN</td>
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<tr>
<td>MASSAGE THERAPY</td>
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<td>MENTAL HEALTH REHABILITATION TECHNICIAN</td>
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<tr>
<td>VOCATIONAL NURSING</td>
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<td>Clock Hour</td>
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</tbody>
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**Additional Information located on each Program's page details the breakdown of Academic Credits. The institution does not provide English-as-a-Second Language instruction.

Instruction is in residence with facility occupancy levels accommodating approximately 200-400 students at any one time, depending on campus location. Some courses are also available online. Graduates of InterCoast who successfully complete the course of study, are awarded an appropriate diploma (AAS Degree, Paralegal Specialist, Pharmacy Technician, and Vocational Nursing) or certificate (all other programs).

Prospective enrollees for on-campus programs are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

Persons seeking to resolve problems or complaints should first contact the instructor or Student Services Coordinator. Requests for further action may be made to the Campus President. Unresolved problems at the campus level may contact the President by email at president@intercoast.edu or by calling (818) 672-2100 x103.

### History of InterCoast

InterCoast was originally founded as a travel school in South Orange County. The first class started in May 1985. InterCoast received its initial accreditation from CNCE (now known as ACCET) in 1987. Currently, offers over 12 different career opportunities to its students. InterCoast is committed to optimum entry level training to meet the needs of the medical, legal, technical and business communities, and continues to improve all aspects of the training programs as needed.

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.

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 P.O. Box 980818, West Sacramento, CA 95798, Telephone (916) 431-6959 Toll Free: (888) 370-7589 Fax: (916) 263-1897 www.bppe.ca.gov.

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.

### Library

Resource materials consisting of reference books and other texts are located on campus and are available to students to help provide information which may aid them in their course of study, or which can further enhance their understanding and technological knowledge of their chosen field of study. Many resources can be accessed on the internet. Students are encouraged to go to the local library to further assist in research projects or homework.

### Housing

InterCoast does not maintain housing accommodations for students. Each campus is located in an area where housing is readily available in a variety of cost options.

### School of Nursing

The InterCoast Colleges, School of Vocational Nursing maintains a separate admission’s procedure, student handbook, and program policies. Students and prospective students should contact the Admissions Representative for information about the program.
MISSION STATEMENT & OBJECTIVES

Mission Statement

The central mission of InterCoast is to provide Associates Degree and Diploma educational career programs designed to prepare students to succeed in the medical, legal, business, and technical industries by enabling them to meet the highest expectations of employers for entry-level professions.

Objectives

Education and training at InterCoast is directed toward preparing students to:

- Develop technical skills, knowledge, and an understanding of their application.
- Develop professional attitudes and behaviors related to study and work habits, interpersonal communication skills, self-discipline and confidence.

In order to aid the students in achieving these objectives, InterCoast Colleges has established a professional work-like environment consisting of:

- A faculty of mature and competent industry professionals who possess superior job-related knowledge, skills, and enthusiasm in teaching and sensitivity and concern for students and their progress.
- An atmosphere that brings out the best effort in each student. It is well recognized that qualified students learn in proportion to the effort they can be stimulated to exert. The faculty, therefore, makes learning demands on the time, mental resources and the character of its students.
- A curriculum devoted to job-related subjects and tasks enabling the students to focus on their major areas of interest. Because students are directed along these paths, they make the most rapid progress and are equipped, in the shortest possible time, with the knowledge and skills that will gain them respect and the means of rewarding self-support. Curriculum Structure and Program Objectives are included in this catalog under Academic Information.

GENERAL INFORMATION

Approvals

InterCoast Colleges, a private institution, was granted institutional approval to operate by the BPPE, Bureau for Private Postsecondary Education pursuant to California Education Code, Title 3, Division 10, Part 59, Chapter 8. The Bureau’s approval means that the institution and its operations comply with the minimum standards established under the law for occupational instruction by private Postsecondary educational institutions and does not imply endorsement or recommendation. InterCoast Colleges has been accredited by ACCET, the Accrediting Council for Continuing Education and Training, since 1987.

Most of the InterCoast locations are approved for training through WIA, VA, TRA, EDD, State and Private Vocational Rehabilitation. The Vocational Nursing program is approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). The school has no pending petition in bankruptcy and has not filed a petition within the last five years.

Accreditation

InterCoast Colleges is nationally accredited by the Accrediting Council for Continuing Education and Training. Accreditation is the process whereby an association or agency, recognized by the U.S. Secretary of Education, grants public recognition to a school, institute, college, or university, which meets certain qualifications and educational standards, as determined through initial and periodic evaluations. The essential purpose of the accreditation process is to provide a professional judgment as to the quality of the educational institution or programs offered.

Records Retention

InterCoast maintains student records for each student that received Title IV assistance for a period of at least five years from the date of student withdrawal or graduation. Student transcripts are held indefinitely (effective January 1, 2010). Any records involved in any claim or expenditure which has been questioned by federal, state or accreditation audit are retained until the question is resolved or for five years.

Administration of Branches

The administrative staffing at each branch location shall reflect the purpose, size, and educational operations at that location. All InterCoast branches operate under the same policies and procedures of the main campus. The staff of the main and branch campus work closely with the corporate office staff in all operational areas.

Compensation

InterCoast Colleges will not compensate an employee involved in recruitment, enrollment, admissions, student attendance, or sales of educational materials to students on the basis of a commission, commission draw, bonus, quota, or other similar method.
Facilities
Each campus includes student classrooms, learning labs, a computer laboratory, a student resource center, restrooms, offices, reception area, audiovisual equipment, and other teaching aids. The lecture classrooms are normally designed to accommodate approximately 24 students at any given time. The computer laboratory classes are designed to accommodate up to 18 students depending on the campus. The average student/teacher ratio for lecture classes is 24:1 (Lecture) and for lab classes is an average of 18:1. The institutions provide facilities for the handicapped, and comply with those requirements relating to fire safety, building safety and health required by applicable law. A student break area is located adjacent to, or near the classroom areas for the convenience of all students. Vending machines are available for student use.

ADMISSIONS POLICIES

CRITERIA FOR ADMISSION

To enhance the success of its graduates and to insure that only qualified applicants are accepted, the following factors are carefully considered prior to acceptance:

1. Results of Aptitude Testing

The test is designed to measure one’s scholastic level. It is used as the required entrance exam and given to those candidates who express a desire to enroll in any of the programs being offered. Candidates for admission must meet or exceed the recommended minimum score levels for admissions consideration. The institution complies with the testing procedures outlined by the test publisher. Students will be given the Wonderlic entrance exam. The minimum passing scores for the Wonderlic is a minimum of 13 for all programs offered by the institution.

Ability to benefit is defined as the demonstrated aptitude to successfully complete the educational program to which the applicant has applied and to subsequently be employed in a training-related field. For students who will not receive Title IV federal financial aid, the institution must document the ability of applicants without completion of high school/GED equivalency (ATB) to benefit from training offered a nationally recognized, standardized test.

No enrollment agreement may be signed prior to the applicant’s demonstration of the aptitude to successfully complete the program to which he or she is applying (e.g. obtaining a passing score on the ability-to-benefit test or completing high school/GED equivalency). Ability to Benefit student who previously attended an accredited postsecondary educational institution must meet admissions guidelines as required under the U.S. Department of Education. Institutions that participate in the Federal Title IV programs must adhere to all policies and guidelines of the U.S. Department of Education, including the ineligibility of new ability-to-benefit students to participate in Title IV federal financial aid programs after July 1, 2012, except as permitted by regulation. InterCoast will refer students without completion of high school or GED equivalency to independently operated GED training programs or to GED programs conducted by InterCoast provided that: (1) the final GED testing is conducted by independent organizations and (2) any tuition charged for the institution’s GED training is consistently applied to all students.

2. Prior Educational Background

Applicants to the Vocational Nursing, Pharmacy Technician, Massage Therapy, and AAS Degree programs must provide evidence of a high school diploma, GED, or equivalent in order to be accepted in the program. Students must be at least 18 years of age, or possess a valid High School Diploma or GED equivalent for admissions. Candidates who do not possess a high school diploma or GED equivalent shall also be considered for admission, provided that they take and pass an independently administered “ability-to-benefit” examination. Effective 7/1/2012, only ATB students who previously attended an accredited postsecondary institution are eligible for enrollment. Individuals admitted as ability-to-benefit students will receive GED testing locations and will be encouraged to obtain this certificate before graduating from InterCoast Colleges. Students must show proof of a high school diploma, GED, or equivalent before the end of the first module. High School Diploma must be validated as received from an accredited high school. If official high school graduation cannot be verified, the student will not be permitted to continue in the program.

3. Placement Potential

During the admissions interview, each applicant is evaluated to determine his/her potential for graduate employment in his/her chosen field. Factors considered are job history, background, attitude, professional appearance, communication skills, and all negative legal history. Students who do not disclose full negative legal history or who falsify the admissions application will be denied admission.

4. Interest and Motivation

Of prime importance is the student’s desire to succeed. Evidence of a willingness to make sacrifices is necessary to successfully complete their career program. A proper attitude is essential if the student is to gain the maximum from the learning experience in order to prepare for a new career.
5. Availability of Time

Of equal importance to the student’s success is the availability of time to attend classes, and approximately 1.5 hours/day to complete classroom projects and homework. InterCoast does not provide ESL instruction. Prospective students whose native language is not English, may prove English proficiency through achieving a passing score on the entrance examination.

6. Interactive Distance Learning:

Availability of Time: Of equal importance to the student’s success is the availability of time to participate in online classes, and additional time to complete classroom projects or homework as assigned. The more time spent on preparation and studying, the better the opportunity for achieving success.

INTERCOAST DOES NOT DISCRIMINATE ON THE BASIS OF SEX, AGE, PHYSICAL HANDICAP, RACE, NATURAL ORIGIN, SEXUAL ORIENTATION, POLITICAL AFFILIATION, CREED OR RELIGION IN ITS ADMISSION TO OR TREATMENT IN ITS PROGRAMS AND ACTIVITIES, INCLUDING ADVERTISING, TRAINING, PLACEMENT ASSISTANCE, AND EMPLOYMENT. The institution follows all policies pertaining to the admission of students with special needs such as physical or mental handicaps or learning. Any special accommodation requests, if applicable, must be made in writing and documented by a physician. The Director is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

HOW TO APPLY FOR ADMISSION

All applicants are required to have an interview with an admissions representative, successfully pass the entrance examination, and successfully complete all other admissions requirements before being accepted into the training program. The interview usually lasts approximately one hour. During that time, the admission representative will discuss the various aspects of training, programs offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date. Applicants are encouraged to take a tour of the facility and observe classes if they desire. Applicants require the approval of the Director of Admissions, Campus President, and/or Nursing Program Director as applicable.

ADMISSIONS DEPARTMENT SCHEDULE AND CONTACT

The Admissions Offices are normally open from 9:00 a.m. until 8:00 p.m., Monday through Thursday and from 8:00 a.m. until 5:00 p.m. on Fridays; and from 9:00 a.m. until 1:00 p.m. on Saturday by advance appointment only. The campus admission representatives can be contacted by calling the admissions department at 1-877-CAREERS. Personal interviews for admission may be arranged by appointment during any of the normal admission hours.

PROGRAM SCHEDULES

InterCoast conducts classes throughout the year. These classes consist of structured modules, courses, or sections of instruction. Subject matter is based on strong educational principles to assure that education standards are maintained. The design is flexible to provide for the integration of new materials and techniques as they are developed. Class schedules are printed on the Enrollment Agreement. Break schedules are posted in the classroom.

InterCoast’s system of scheduling modules allows participants of most programs to commence training at the beginning of each module, term, or course of training, on a space available basis. Instructional techniques are employed so students receive the attention required to reach their objective. This combination of method, technique, and scheduling assure that diligent participants are able to attain their goal in an efficient and effective manner.

DISABILITIES ACCOMMODATIONS

InterCoast is committed to providing reasonable accommodations for all persons with disabilities. Accommodations are provided on an individualized, as-needed basis, determined through appropriate documentation of need. The Campus President is responsible for developing an Accommodations Plan for all students. All discussions will remain confidential. Accommodations are not provided retroactively so it is required that prospective students discuss needs upon enrollment into the program.

HOLIDAY SCHEDULE

InterCoast Colleges will not offer instruction on the following days/holidays:

*New Year’s Day    *Martin Luther King Day    *President’s Day    *Memorial Day
*Independence Day   *Labor Day           *Veterans Day        *Thanksgiving Day/Day After

Holidays of all religious beliefs are respected and allowed. Students will not be charged for breaks longer than five school days. The school may close up to three days per year for Faculty and Staff In-Service Training. InterCoast reserves the right to modify this schedule with reasonable advance notice.
CREDIT FOR PREVIOUS TRAINING

Credit for previous applicable educational training is accomplished by waiving courses, which are prerequisites to the satisfactory completion of the program. If course(s) for which the waiver is requested was taken at a postsecondary institution other than InterCoast, a postsecondary school or college transcript and course syllabi, course outline, or catalog or equivalent are required, the student must have earned a “C” grade or better, and the course must have been taken at an accredited school. InterCoast will determine the credit assigned for prior course work completed and reserves the right to reject all or a portion of any requests if course content is not compatible to the course that will be taken at InterCoast. Additionally, the student must have completed the coursework within five years from his/her enrollment date at InterCoast. There is a fee of $100 per unit charged for transfer credit outside of InterCoast and $50 per unit charge for transfer fee credit for courses taken at InterCoast.

There is no charge to the student for college evaluation of previous credit or proficiency testing. Except in a formal teach-out agreement, the institution accepts a maximum of 50% of the program’s credits for transfer. Requests for transfer must be made in writing by the enrollee and submitted to the Campus President or Director of Education prior to enrollment. The school maintains a written record of all credit for previous training granted to the student. The institution will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the student accordingly. Notification will be given to all agencies, including the VA. Tuition will be prorated accordingly. Transfer Credits are counted as both attempted and completed hours in the measurement of Satisfactory Academic Progress.

Financial aid awards may be adjusted if credits are transferred as acceptable. If the student does not agree with the Campus President’s decision, the student can appeal the decision to the “School’s Appeal Committee”. See appeals section for more information.

TRANSFER OF CREDIT

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at InterCoast is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in your program is also at the complete discretion of the institution to which you seek to transfer. InterCoast Colleges has entered into a Corporate Articulation Agreement with the University of Phoenix. The Credit Recognition Guide (CRG) executed by the organizations includes course-by-course transfer categories for courses that are designated to fulfill general education credits. It is the responsibility of the student to submit a request for prior learning assessment of their training to the University of Phoenix. Students must submit a certificate specifying the number of classroom hours and date of completion, official training record, or other verification of course completion.

All submitted coursework contained in the Credit Recognition Guide (CRG) and used by the University of Phoenix for credit evaluation will be subject to all University of Phoenix policies, procedures and fees in effect at the time of submission. Students who submit coursework for credit evaluation that does not appear in the CRG may be subject to additional evaluation fees. It is the responsibility of the student to pay any and all fees incurred in the evaluation process. Specifically, the University of Phoenix will charge a fee to transfer InterCoast credits to the University of Phoenix. Any and all fees, including transfer and evaluation fees are the responsibility of the student.

There is no guarantee that University of Phoenix will accept InterCoast credits. There is no guarantee that any credits awarded to students through University of Phoenix’s Prior Learning Assessment process will transfer to other colleges or universities. In addition, certain states may have restrictions on the amount of credit that can be awarded to students.

If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending InterCoast to determine if your credits will transfer. Units students earn at InterCoast in most cases will not be transferable to any other college or university. For example, if students entered InterCoast as freshmen, they will still be freshmen if they enter another college or university at some time in the future even though they earned units at InterCoast. In addition, if students earn a degree, diploma, or certificate in our programs, in most cases it will not serve as a basis for obtaining a higher level degree at another college or university. In addition, there may be a fee charged by the receiving institution. This fee is the responsibility of the student.

TUITION

Specific tuition and fees charged for each program may be found on the Program pages of the Catalog. Tuition is due on the first class session unless other arrangements have been made with the School and documented in the student’s file. Private tuition payments must be made upon enrollment and approved in writing by the Campus President. Tuition payments may be made through the school’s Business Office in the form of personal check, cashier’s check, money order, credit or debit card, private financing company, or through various alternative loan programs. Per ACCET standard, students are not financially obligated for greater than one year period at any time.

Failure to meet financial obligations may result in termination from the program. If a student falls behind in tuition payments by more than 60 days the institution has the right to suspend and/or terminate him/her from the program of study. A student must be up to date on tuition payment in order to attend his/her next term or class. If a student falls behind by more than 60 days, the student may not...
return to his or her studies without bringing all tuition and fee payments current. Transcripts will not be released until a student has paid tuition and fees in full. Delinquent tuition beyond 90 days may be turned over for collection efforts and may prevent the student from graduating.

InterCoast participates in various tuition assistance programs, including but not limited to Veteran’s Educational Benefits (VA), WIA, NAFTA, PAN, TRA, Vocational and State Rehabilitation, tribal programs, alternative loan programs, and employer-sponsored programs. Financial Aid is also available through the Title IV Programs under the U.S. Department of Education for those who qualify.

**VOCATIONAL REHABILITATION APPLICANTS OR WIA APPLICANTS**

Prospective students wishing to attend InterCoast Colleges under Veteran’s Educational Benefits (VA), Vocational Rehabilitation Benefits (either through a state agency or a private rehabilitation agency), WIA or other programs such as NATFA or TRA, should apply for these benefits through the appropriate agency. The Admissions Office will assist in the application process. When approval is received a student from a given agency, it should be submitted to the school’s Business Office, who then bills the appropriate agency for the amount approved. It is the student’s responsibility to obtain appropriate approvals and submit proper documentation to the school. Failure to obtain proper approvals from these agencies could result in the student being 100% financially responsible for the tuition and fees at the published rate.

**SPONSORED STUDENTS**

Information concerning employer sponsorship should be obtained directly from the student’s employer. Questions concerning tuition payment arrangements for sponsored students should be referred to the Business Office or Campus President.

**VETERANS AND ELIGIBLE PERSONS**

Some of InterCoast’s programs are approved for Veterans benefits, including Chapter 33, Post 9/11 benefits, effective October 1, 2011. Eligibility for benefits is determined by the VA. Detailed information concerning eligibility requirements and education benefits for veterans, eligible spouses or dependents, how to apply, programs covered and payment rate information is available on the Department of Veterans Affairs website www.GIBILL.va.gov, by calling 888-GIBILL-1 (888-442-4551) or contacting the nearest Veterans Regional Office.

Veterans eligible for VA benefits must be certified by InterCoast’s designated certifying official in order to receive VA educational benefits. Submission of VA documentation and evaluation of prior credits is required in order to initiate the process for VA enrollment certification, as follows:

- Copy of the DD-214 or Statement of Service (recommended but not required)
- Certificate of Eligibility or other documentation specifying chapter for certification (required)
- Transcripts for any prior college/university attended regardless of subject. Students are responsible for requesting academic transcripts from all schools attended before, during or after military service—whether or not benefits were received. (required)

This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to the completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length.

**Reimbursement to Veterans and eligible persons**: For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-888-442-4551.

**FINANCIAL AID**

InterCoast Colleges is an eligible institution under the Pell Grant, SEOG, Direct Loans, Subsidized Stafford Loans, Unsubsidized Stafford Loans, Additional Unsubsidized Stafford Loans, and Parent Loans for Undergraduate Students (PLUS) Programs. The institution also participates in the College Work Study Program. Students may also qualify for various alternative loan programs. For more information regarding eligibility for any of the programs, contact the InterCoast Financial Aid Office. Students will be asked to complete the Free Application for Federal Student Aid (FAFSA) and applications for all available loan programs, including alternative and institutional loans will be discussed. The student will be notified of his/her financial award. Students who default on Title IV loans received while attending the institution may be terminated and not eligible for re-enrollment, refresher courses, or career services. 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 according to the refund policy.

If Student’s financial aid is not disbursed because file is incomplete or student is determined to be ineligible due to documents submitted or failure to submit documents, the student understands that she/he is responsible for tuition. The Student must follow up on any missing documents to ensure that eligibility for aid and disbursements are complete.
### Payment Period/Mid-Point Chart
(Disbursement Increments after first 30 day disbursement)

<table>
<thead>
<tr>
<th>Program</th>
<th>Academic Year 1</th>
<th></th>
<th>Academic Year 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum FA Credits or Hours Required</td>
<td>Minimum FA Credits or Hours Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1st Payment Period</td>
<td>(midpoint)</td>
<td>3rd Payment Period</td>
<td>4th Payment Period</td>
</tr>
<tr>
<td>Administrative Medical Assistant</td>
<td>12.5 Units</td>
<td>12.5 Units</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Alcohol and Drug Counseling Studies</td>
<td>14.5 Units</td>
<td>12 Units</td>
<td>12 Units</td>
<td>N/A</td>
</tr>
<tr>
<td>Business Technology and Administration</td>
<td>12 Units</td>
<td>12 Units</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Computerized Accounting</td>
<td>12 Units</td>
<td>12 Units</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Electrical Training Program</td>
<td>12 Units</td>
<td>12 Units</td>
<td>6 Units</td>
<td>N/A</td>
</tr>
<tr>
<td>Fitness Specialist</td>
<td>450 Clock Hours</td>
<td>450 Clock Hours</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>HVAC Technician</td>
<td>12 Units</td>
<td>12 Units</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>375 Clock Hours</td>
<td>375 Clock Hours</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>12 Units</td>
<td>12 Units</td>
<td>4 Units</td>
<td>N/A</td>
</tr>
<tr>
<td>Mental Health Rehabilitation Technician</td>
<td>12 Units</td>
<td>12 Units</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Multimedia Specialist</td>
<td>12 Units</td>
<td>12 Units</td>
<td>6 Units</td>
<td>N/A</td>
</tr>
<tr>
<td>Paralegal Specialist</td>
<td>12 Units</td>
<td>12 Units</td>
<td>6 Units</td>
<td>N/A</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>400 Clock Hours</td>
<td>400 Clock Hours</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Vocational Nursing</td>
<td>450 Clock Hours</td>
<td>450 Clock Hours</td>
<td>690 Clock Hours</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### 30-day Conditional Enrollment Policy for Nursing Students

InterCoast may require a 30-day conditional enrollment for select applicants to the Vocational Nursing Program, at the discretion of the Director of Nursing. During this 30-day period, there is no tuition charged to the enrolled student; however, the student is responsible for textbook and supplies fees. When a student is enrolled in the 30-day conditional enrollment, the student agrees to meet weekly with a representative of the Student Services Department or with a Nursing Program administration representative to assess the student progress.

During these weekly meetings, the student and the InterCoast representative discuss student progress and the following criteria for student success: attendance, (including tardiness and early departures), academic progress, study habits and strategies, attitude, behavior, dress code, and professionalism.

Within the First 30 Calendar Days of Class the Student:
1. Must pass course work with a cumulative average of 75% or better
2. Must have no more than 2 Tardy or Leave Early posting to the attendance record
3. Must have zero unexcused absences and no more than one excused absence
4. Must successfully pass all skills
5. Must have no documented incidents of violation of the disruptive behavior policy
6. Must have no documented incidents of violation of the academic integrity policy

If the student’s performance in any of the above-listed areas is found to need improvement, the InterCoast representative will document the area of concern and work with the student to create a plan for improvement on a Student Advisement Form (Pink Slip). In every case the student must show measurable progress in that area within the 30-day period of provisional enrollment.

If at the end of the 30-day conditional enrollment period, the student is found to have insufficient progress in any of the above-listed areas, the Director of Nursing may refer the student to the Campus President for further action, including withdrawal from the program.

The student may withdraw for any reason during this 30-day period and pay no tuition for that period of enrollment. The application fee is nonrefundable. Criminal background check is processed during first 30 days, and therefore is nonrefundable. The student liability insurance fee is refundable to the student who withdraws during the 30-day conditional enrollment period. Students who disagree with the decision to remove the conditional student from the program may appeal the decision. The Campus President, working with the Director of the Nursing program, or the appeals committee has the discretion, at a later start date, to accept a student for re-entry when the student has made changes that indicate that the student will succeed in the Program.
CANCELLATION POLICY
Cancellation will occur when the student gives written notice of cancellation to the school at the address specified in the agreement by the first class session, or the seventh day after enrollment, whichever is later. A cancellation request can be initiated by the student or the school. If the institution cancels a program, a full refund will be issued to the enrolled student(s) at the time of the cancellation. The institution will refund any consideration paid by the student. Any refunds then due will be made within 45 days following the date of determination. The institution has the unilateral right to cancel a student who is determined to have not met admissions eligibility or who has not been truthful in his or her application for admission and the institution shall not have any further obligations to the student.

WITHDRAWAL POLICY
A withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance. If a student withdraws or is dismissed from the course of instruction after the period allowed for cancellation of the agreement, the school will remit a refund, less the allowable registration fee, within 45 days following the student's withdrawal. The student is obligated to pay only for the educational services rendered. If the student obtains a loan to pay for the program, the student will have the responsibility to repay the fully amount of the loan plus interest, less the amount of any refund. If the student withdraws after the period allowed for cancellation and prior to completion of the course he/she is enrolled in and prior to the completion of 60% of the program, a pro-rata refund will be made of the unused portion of the tuition. The amount charged to the student shall not exceed the pro rata portion of the total charges for academic year tuition. The calculation is based on the length of the completed portion of the course relative to its total length.

If the student withdraws after 60% of the program or academic year completion, there will be no refund due to or on behalf of the student. Withdrawal will be considered to have occurred not more than 14 days from the last date of actual attendance. Dismissal will be considered to have occurred on the date that action is taken by the school. Refund calculations are based upon sessions held as of the last date of attendance. This refund policy will be modified to conform to applicable state or federal statutes.

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:
1. 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.
2. 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.

TRIAL PERIOD
Any new student enrolling at InterCoast Colleges will receive a trial period of 21 calendar days beginning from the first day of the contracted start date. Any new student may cancel during the 21 day trial period without any financial obligations outside of the registration fee. In addition, during the 21 day trial period the student will not be considered a regular enrolled student and will not be eligible for any financial aid. If the trial period expires and the new student does not cancel his/her trial period enrollment, it will be considered as an agreement to continue in his/her contracted program and the acknowledgment of becoming a regular student. Once considered a regular student he/she is responsible for all program charges commencing the first day of the contracted date and if otherwise eligible, will become eligible for financial aid. The student has the right to opt out of the trial period. If the student chooses to opt out of the trial period, the student will immediately become a regular student and if otherwise eligible, will be eligible for financial aid. The student will be responsible for all charges beginning the 8th day of the scheduled class. Charges will commence from the first day of the contracted date. Students who restart their original program or enter into an enrollment agreement for a new program are not permitted to enroll under the trial period.

RETURN OF TITLE IV POLICY
Return of Title IV Funds requirements apply to a grant and/or loan recipient who withdraws from school before completing the payment period of enrollment. In this case, the institution is required to determine the percentage of aid earned by a Title IV recipient by calculating the percentage of the period that the student completed, and determining the amount of earned aid by applying the earned percentage to the total Title IV aid that was or could have been disbursed to the student. If the refund to the Title IV program is greater than the school’s refund amount under the pro-rata calculation, the institution will make such refund(s) to the Title IV program and bill the student for any unpaid tuition. The institution will perform a “Return to Title IV Calculation” after 14 calendar days of absences, which is determined to be the student’s withdrawal date.
ACADEMIC INFORMATION

METHOD OF INSTRUCTION

Classes are structured so that the student receives homework, practice problems, reviews, and regular examinations as a part of each course. InterCoast utilizes modern equipment and industry related software programs, complete with tutorials for many of the software programs. This equipment is located on the premises. “Hands-on” training on the equipment provides students with the skills required to further enhance their understanding and application of industry skills and techniques. Some classes may meet online. AAS degree students will take required General Education and AAS courses online and must have daily access to a computer and the internet in order to complete their assignments.

Students are expected to log in frequently when taking class online. The school shall transmit the first lesson and any materials to the student within seven days after the school accepts the student for admission. The school will transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent. If this occurs, the school shall remain obligated to provide the educational services it agreed to provide, but shall not be obligated to pay any refund after all the lessons and materials are transmitted.

CURRICULUM STRUCTURE

Students must be qualified and prepared to take advantage of the training program by dedication to a specific task, perseverance, self-discipline and hard work. Students must be prepared to make a full commitment to the training program. Each student is expected to spend whatever time is necessary after the class session studying, preparing for the next day’s class, and/or working on homework assignments.

HOMEWORK

The purpose of homework is to reinforce the classroom learning. Homework is important as it helps them build on what they have already learned in the classroom and prepares them for the next stage in their learning. Homework is also valuable for teachers, as it helps them assess the progress of their students. Research shows a clear link between the time spent by students on out-of-class study and student achievement. Homework activities may vary according to the needs of the various subject areas being studied. While some homework will consist of completing work begun in class and preparing for future lessons, students will also be given work to consolidate what they have learned and to help them progress to the next stage of their learning.

In addition to reading and studying for tests, students of some programs should expect to spend approximately 6-8 hours per week on graded homework assignments. Students are encouraged to seek assistance from their instructor in planning and completing any task that has been set.

COURSE CRITIQUES

Periodically, students are asked to evaluate various aspects of their education including the instructor’s methods in the classroom. The instructor being evaluated may receive a summary of any comments, but does not have access to the individual student evaluations.
SATISFACTORY ACADEMIC & ATTENDANCE POLICY

SATISFACTORY ACADEMIC PROGRESS POLICY

**Satisfactory Academic Progress Policy** requires students to maintain a 2.0 GPA and complete at a pace of at least 67% of all Financial Aid equivalent units attempted. Academic performance is based on three standards: grade point average (GPA), pace, and maximum time.

**Grade Point Average:** The minimum GPA requirement is 2.0

**Pace:** A student must earn at least 67% of their attempted hours. This calculation is performed by dividing the number of financial aid equivalent credit hours earned by the number of financial aid equivalent credit hours attempted.

**Required Completion Rate Sample Chart:**

<table>
<thead>
<tr>
<th>Financial Aid Equivalent Units Attempted</th>
<th>Financial Aid Equivalent Units Minimum Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td>18</td>
<td>12</td>
</tr>
<tr>
<td>24</td>
<td>16</td>
</tr>
</tbody>
</table>

**Maximum Time:** Students are expected to complete their program within a Maximum Time Frame of 150% of the required number of hours to graduate. A student may not receive financial aid for more than 150% of the attempted hours.

MAXIMUM TIME FRAME FOR COURSE COMPLETION

All enrolled students must satisfactorily complete their programs of study within a maximum time frame, defined as 150% of the students’ scheduled program length, as noted on the enrollment agreement, readmission forms, and/or transfer forms. All attempted credits and scheduled attendance up to the student’s last date of attendance are computed in the maximum time frame.

A student is considered a **graduate** upon completion of the program "on time", defined as within 30 days of the scheduled graduation date.

If at any time it is determined that students cannot complete their courses of study within the 150% time frame, they will be immediately terminated from the program.

If a student is a Transfer Student, the accepted transfer course work will be counted in the Maximum Time Frame. Transfer credits are counted as both attempted and completed credits for the purpose of calculating Satisfactory Academic Progress.

Modules may not be repeated more than once, and any repeated modules will be applied toward the maximum time frame.

SEMESTER CREDIT HOUR MEASUREMENT

A **Financial Aid Semester Credit Hour** (Unit) equals 1 (one) or any combination of 30 (thirty) hours in Theory, Lecture, Demonstration, Supervised Practice, Laboratory, and/or Externship. A clock hour equals 60 minutes of training, of which 10 minutes are allowed for a student break.

For **Academic Credit**, 1 unit equals the equivalent of either 15 hours of Lecture, 30 hours of Laboratory or Supervised Practice, or 45 hours of Externship.

**Clock Hour Measurement**
Courses which require specific hours for licensure are measured by clock hours by the institution.

**Incomplete**

A temporary grade issued for a course in which a student has not completed the necessary course work. Incompletes count in the evaluation of pace and maximum time, but not in the GPA calculation. Incomplete grades will revert to a letter grade ten days after the end of the module if not otherwise changed by the instructor.
Withdrawal

When a student withdraws from a program, this terminates his/her enrollment. A withdrawal results in a grade of “W” on the student’s transcript. All withdrawn hours count as attempts in evaluating pace and maximum time, but not GPA.

Transfer

Hours and/or credits completed at another school and accepted for credit at InterCoast is considered Transfer credits. All transfer hours and/or credits count in the SAP evaluation.

Module Repeat and “F” grades

All repeat attempts count in the SAP evaluation of pace and maximum time. All attempts count in the GPA evaluation. When a student repeats a course or module, all attempted hours count in the SAP evaluation. A student’s Satisfactory Academic Progress will be evaluated upon completion of every module when the final grade for that completed module is entered into the student’s academic records. Any student who receives an F grade any time during enrollment will be assessed for potential at-risk SAP failure.

ACADEMIC PROBATION POLICY

A student earning a cumulative grade point average below a 2.0 will be placed on academic probation in writing. The letter will be delivered in person when possible or by regular mail. If the grade point average is not brought up to a 2.0 or better at the end of the probation period, the student will be terminated from his/her training program. Probation status can be removed early if the student achieves the 2.0 grade point average prior to the expiration of the probationary period. VA benefits for VA students will be terminated upon failure to achieve satisfactory academic progress. Students who wish to challenge a decision relative to academic probation may appeal to the School’s Appeal Committee. Please see section under “Student Appeal Procedures Policy” for further information.

Financial Aid Participants ONLY:
Financial aid is disbursed after 30 days of enrollment, at midpoint of the academic year, and after the student earns the academic credits of one academic year.

Financial Aid Warning:
Failure to meet Satisfactory Academic Progress will result in the implementation of the Financial Aid Warning. A student will be placed on Financial Aid Warning for the next Payment Period. The student can still receive aid during the Warning period. The student’s progress will be assessed after the payment period is over. If the student does not meet the SAP standards the student is ineligible to receive any additional financial aid.

Financial Aid Appeal/Probation:
If a student is denied his or her financial aid due to failure to meet SAP in a subsequent payment period after notification of financial aid warning, a student can appeal the institution’s decision by submitting a written appeal. The student must have extenuating circumstances that prevented him/her meeting SAP standards. Students may not base their appeal on their need for financial aid or their lack of knowledge that their financial aid was at risk. An appeal can only be approved if the student is able to meet all standard requirements by the end of an additional payment period or the student strictly follows an academic plan that ensures the student will be meeting all standards again by a specific point in time. A student will be notified via email or letter on the approval/denial within 72 hours after the submission of a completed appeal form. If a student’s appeal is approved, the student will be given an academic plan and is placed on financial aid probation. Financial aid is reinstated during the probation period.

Limit on Reinstatement Appeals
Financial Aid Students who have become disqualified due to lack of satisfactory progress may only have one appeal consideration. Any second and subsequent requests for extended probation of aid eligibility will be denied except in the possible case where there are documented, extenuating circumstances presented.
GRADING POLICY

<table>
<thead>
<tr>
<th>Grade</th>
<th>%</th>
<th>Grade Point</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90.0 to 100%</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80.0 to 89.9%</td>
<td>3.0</td>
<td>Very Good</td>
</tr>
<tr>
<td>C</td>
<td>75.0 to 79.9%</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>60.0 to 74.9%</td>
<td>1.0</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>00.0 to 59.9%</td>
<td>0.0</td>
<td>Failure</td>
</tr>
<tr>
<td>CR</td>
<td>75.0% or better</td>
<td>n/a</td>
<td>Credit</td>
</tr>
<tr>
<td>NC</td>
<td>Less than 75.0%</td>
<td>n/a</td>
<td>No Credit</td>
</tr>
</tbody>
</table>

The student must make-up assignments and tests in order to achieve a grade and credit for the module(s) before the due date of grades, otherwise, the instructor will calculate the student’s final module grade based upon work submitted and grades earned for completed tests, assignments, and homework.

The nursing program maintains high expectations for students according to a regular evaluation schedule. Students are evaluated at the mid-point and end of each term and must meet the established minimum criteria in order to progress in the program. Students who do not meet the criteria may be academically dismissed from the program.

Credit/No Credit

The credit/no credit grade is issued only for Externship and Clinical coursework, and for courses for which credit for previous training was granted. Students may not petition for a Credit/No credit grade in any other courses/modules. Students earning a 75% or better will receive credit in a credit/no credit courses.

Module Incomplete

An incomplete grade is given under extenuating circumstances, and will not count in the calculation of the overall grade point average. Students who are unable to complete module coursework due to extenuating circumstances may petition for an incomplete grade. All petitions will be reviewed by the Campus President and/or Vice President of Academics, and, if the student is granted an “incomplete”, the student is allowed an extension for the completion of assignments projects and/or test for a given module. All incomplete work must be submitted within 10 days following the end of the module, unless other arrangements have been approved. If the work is only partially submitted or incomplete, the grade will be calculated with the completed points already earned.

Module Failure

A grade of F (Failure) is counted as hours attempted but not achieved and has a 0.00 value toward the grade point average (GPA). A student earning an F must repeat the module and/or work satisfactorily prior to graduation, or sooner if the cumulative GPA is less than 2.0. A student can receive financial aid to repeat a previously attempted and completed module or term only once in their program. The student will receive a notice in writing.

Module Withdrawal

A grade of W (Withdrawal) will not be considered as credits successfully completed and will not count in the calculation of the overall grade point average. A student must complete the module in its entirety upon readmission to the program.

Module Repetition

Repetitions of course work are counted as hours attempted. Students who received an “F” grade are eligible for module repetition. Eligibility for other module repetitions is made by the Campus President and/or Vice President of Academics. Student will incur additional charges for repeating modules. A student can repeat a module once, but the credits attempted will be applied toward the maximum time frame whether complete or not. A student may not repeat more than four modules in his or her program. All repeat attempts count in the SAP evaluation of GPA, pace and maximum time. When a student selects this option, all attempted hours count in the SAP evaluation.
ATTENDANCE POLICY

Students are expected to attend classes regularly and follow the schedules outlined in the enrollment agreements. Through consistent, uninterrupted attendance can a student gain the knowledge and expertise necessary to be successful. Students are required to sign in each day for credit to be given. Failure to do so may result in no credit being given for that day’s attendance.

To achieve attendance reliability standards students must be present for a minimum of 90% of the total program length. Attendance is recorded daily and satisfactory attendance progress is monitored at the end of each full module. Students that fail to maintain a minimum of 90% attendance will be placed on attendance probation for 60 days to provide an opportunity to achieve satisfactory attendance progress. Student progress toward achieving 90% is monitoring monthly during the probationary period.

Students who achieve the cumulative 90% attendance in less than the probationary period may be removed early from attendance probation and returned to good attendance standing. If satisfactory attendance progress is not achieved at the conclusion of the probationary period, the student will be terminated. A decision can be made by the Campus President at the end of the attendance probationary period to extend the probationary period if it is determined that the student, with improved attendance, has the ability to achieve the 90% attendance requirement. If at any time during the probation extension that it is determined the student will not achieve the 90% attendance requirement (ie: student’s absences are so excessive), or, if the institution believes that the student’s attendance and academic progress does not indicate that successful completion can occur, the student will be terminated from the program.

Students should keep in mind that this is an occupational course and attendance is just as important at the institution as it will be in the employment for which this course is preparing them. Any tardy or leave early of more than 15 minutes may result in a loss of professionalism points.

Under no circumstances is a student permitted to continue training if it is determined that the documented attendance probation stipulations have been violated. Veteran students will be terminated from the program and benefits discontinued if attendance requirements are not met.

Students must make up absences that occur during the externship or clinical component of the training program to ensure that all required extern hours are completed prior to graduation. If a module(s) is repeated, the attendance from the original module(s) will not count toward the attendance requirements for graduation.

- In a 90 hour or 3-5 unit module a student cannot exceed two (2) days absent in order to pass the module.
- Absences must be made up in order to achieve the minimum 90% attendance. Students should make up the missed time within three class days of the end of the module. Exceptions to the maximum make up hours can only be made by the campus president.
- If students miss six or more days in a 90 hour module (25%), they will receive a failing grade and will need to repeat the module if allowed per satisfactory academic progress policy.

RE-ENROLLMENT/RESTART POLICY

Any prior student who wishes to reenroll or restart at InterCoast must request and obtain approval from the Campus President. Credit may be given for classes already completed, provided that they were taken within five years from the date the student is requesting to return. Exceptions may be made by the Vice President of Academics. A student who has been authorized to restart may be required to sign a new Enrollment Agreement at the current tuition rate and meet with the Financial Aid Office to complete additional forms. Any prior tuition balances must be paid in full before the re-enrollment will be processed, unless other arrangements have been made by the Campus President. Students will incur additional charges for repeating modules. All re-enrollments/restarts are processed in accordance with all regulations, including financial aid, if applicable.

STUDENT APPEAL PROCEDURES

A student who wishes to appeal decisions pertaining to satisfactory academic progress, probation, suspension, termination, graduation requirements, attendance requirements or any decision relating to matters pertaining to disciplinary action must write a letter to the School Appeals Committee, which must be received within 14 calendar days following receipt of the school’s decision. The School Appeals Committee consists of the Vice President of Compliance and Academics and/or Campus President and any three of the following departments: Student Services, Financial Aid, Career Services, Education, and/or Administration. A student must provide written documentation to support his/her position and any mitigating circumstances. The student will be informed of the decision in writing within 30 days following the receipt of the appeal. The committee’s decision is final. Students who wish to appeal financial aid decisions should refer to the Financial Aid appeal process in the Catalog.
TARDINESS / EARLY DEPARTURE POLICY

Students are expected to be on time for each session of instruction, and are expected to attend for the entire session of class. A student is considered tardy for class if he/she arrives later than 15 minutes after the scheduled start of class. Excessive tardies and/or early departures can lead to probation or dismissal from school. Students who miss more than 50% of the daily scheduled class hours are considered absent from school and marked absent on the official attendance record.

- Tardy definition: Student arrives more than 15 minutes late to class.
- Leave early definition: Student leaves class or lab more than 15 minutes before the end of the class or lab.
- Consequences of Tardy or Leave Early
  - The tardy student may not be admitted to class during an active testing activity.
  - If a test, quiz, or skills evaluation has been given, the student will be required to take the test, quiz, or evaluation on the student’s first day back in class by making arrangements with the instructor.

ABSENTEEISM POLICY

If for any reason, a student must be absent from class, the student must contact the Student Services Coordinator immediately. Reoccurring absences may result in disciplinary action, just as it may on a job. Excessive absences may also lead to program interruption and/or dismissal. A student must achieve, at a minimum, 90% attendance reliability standards, and failure to achieve the attendance standard will result in the student being placed on attendance probation, as outlined under the section titled “Attendance Policy” in this catalog.

Excused Absences

Assignments and quizzes/exams may be made up with excused absences. Late work/testing must be taken/turned in on the student’s first day back in class. For an absence to be considered excusable, students must provide written notification or documentation for the reason for the absence to the Student Services Coordinator at the school. The Campus President or designee approves the excused absences. Failure to provide written notification will categorize the absence as unexcused. Only the following reasons will be considered as “excused”:

1. Personal illness/injury (verified by a physician’s statement or hospital report when possible.)
2. Illness of immediate family member (verified by a physician’s statement or hospital report when possible.)
3. Death in the family (verified by obituary or other official document when possible.)
4. Court appearance (verified by a legal court document when possible.)
5. Medical/Business appointment (unable to be scheduled at any other time of the day.)
6. Military obligation (verified by official notification when possible.)

Students absent more than 2 consecutive weeks will be dropped. Termination can occur earlier if the school determines the student has exceeded the allowable number of absences, is not showing that he/she is benefiting from the program, or as required by regulation.

Professionalism Grading Criteria for Attendance

Total points possible in each module for attendance | 50 Points available for attendance professionalism each module
---|---
LE | Leave Early | (Student leaves early before the end of class)
T | Tardy | (Student arrives late to class)
A | Absent | (Student is not present class, non-excused absence)
E | Absent (excused) | (Student is not present in class; approved excused absence)
P | Present | (Student shows up to class and leaves on time)

Other Professional Behaviors are outlined in the Student Professionalism Rubric attached to the course syllabus.

MAKE-UP TIME POLICY FOR EXCUSED ABSENCES

All Excused absences (clock hour programs only) require written documentation or letter from student immediately upon return and MUST be made up, as allowed per policy. Make up time opportunities will be posted and the student must sign up for and complete make up time during the available schedule before the end of the last date of the following module. The timeline in which to make up time may be extended by the Campus President if there are extenuating circumstances. Make up time cannot exceed 10% of the length of the program.
MAKE-UP WORK POLICY FOR EXCUSED ABSENCES

Students who miss time in any class for any reason are required to make up the work missed for the obvious educational/training reasons. If the work is not submitted, the student will receive a no credit for any assignments not completed and therefore a possible reduction in the overall module grade. Depending upon the class missed and reason, students may receive tutoring/remediation upon request and by appointment. Tutoring is offered at no charge to the student, provided it is offered during normal work schedule of the instructors.

LATE ASSIGNMENT POLICY FOR EXCUSED ABSENCES

Students must communicate the absence to the instructor and devise a plan to complete the assignments and exams. To receive full credit, a student must turn in their assignment on the day and time that it is due. Exceptions to the policy may be made by the Campus President. Assignments submitted late is subject to the following grade deductions for work not turned in by the due date:

1. **Homework**
   
   Each homework assignment is graded according to the points on the progress report (to total 70 points):
   
   a. 10% of the earned grade will be deducted for one day late, 20% of the earned grade will be deducted for two days late, and 30% of the earned grade will be deducted for three days late. After three days, the homework assignment will not be accepted and the student will receive a zero for that assignment.
   
   b. Homework grade is recorded on the student’s progress report.
   
   c. A student with an excused absence will not be penalized for late homework; however, homework must be turned up upon return to the institution.

2. **Tests and Quizzes**
   
   a. All tests must be taken during the scheduled test day in order to receive full credit.
   
   b. Each test is graded on 100 point scale
   
   c. The score is recorded on the student progress report
   
   d. If the student is absent on the test day, he or she will have the opportunity to take the test on the next test day. However, the student will lose 10% of the earned grade.
   
   e. If the student is absent on the next test day, the student will receive zero for the test.

3. **Lab/Performance Objectives**
   
   a. Each Lab/Performance Objective is graded either
   
   b. All Lab/Performance Objective points are typically on a 100 point scale or with points as stated in the syllabus, and are recorded on the student progress report
   
   c. Safety equipment must be worn in the lab at all time in the lab. The student will lose 10% of the earned grade for the lab. If the student is not wearing his / her safety equipment
   
   d. Lab assignments must be completed on the due date. If the student is absent during lab day, he or she will have the opportunity to complete the lab assignment on the next lab day, but will lose 10% of the earned grade for that lab objective once completed. If the student is absent on the next lab day, the student will receive zero for the missed lab.

LEAVE OF ABSENCE POLICY

If a student needs a brief interruption in his/her training program, but intends to return, the student may request a leave of absence from the institution. The request must be in writing. Leave of absences must not exceed 180 calendar days, or one half the program length, whatever period is a shorter duration. The student must submit a written, signed and dated request and must provide documentation.

If a leave of absence is approved, the student is expected to return where he/she left off. The institution, when issuing the leave, will not grant a leave if there is no reasonable expectation that the student will return to school at the end of the leave of absence period. All Title IV loan recipients who request a leave must be notified by the financial aid department prior to the leave that if he or she fails to return from the leave, it will impact the student’s loan repayment terms, including the exhaustion of some or all of the student’s grace period.

During a leave of absence, a student is ineligible for disbursement of direct student loans. The institution’s leave of absence policy allows the student to take multiple leaves, provided that the total number of days for the leave does not exceed the maximum allowed. Leave of absences can be consecutive. In other words, a student can take a month off, and then apply for another leave that begins when the original leave ends. If the student’s Leave of Absence is not approved, the student will be counted as absent, and if absences are excessive, the student may be withdrawn from the program. If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence, and resume training where the student left off, and without paying any additional tuition for the time taken during the Leave of Absence. Where possible, students are encouraged to begin their leave of absence after module completion, so that, when they return from an approved leave of absence, they may resume training in the next module or course.

If a student takes an approved leave of absence and does not return or extend the leave, the expected return date is used to determine the student’s withdrawal date.
CLINICAL PRACTICUM AND EXTERNSHIP TRAINING

Students are expected to begin the clinical practicum or externship component of their program as scheduled, and must follow the schedule outlined on the Enrollment Agreement. Hours must be completed before the student’s maximum program completion time. Clinical and Externship Sites are assigned, on the behalf of the student, by the Clinical Coordinator or the Career Services Coordinator. Should the student be terminated or leave voluntarily from a site, the school will assign one additional site at which the student must complete the remaining hours. The student may be required to repeat some or all clinical or externship hours as deemed appropriate by institution. If the student fails to complete externship or clinical experience or is terminated at the second site, the student may be terminated. Students are responsible for parking and transportation to and from the sites. Students must obtain site approval and complete all necessary documents prior to the start of any externship and/or clinical training. Externships and clinical practicum are scheduled up to 40 hours weekly, regardless of the session the students attend. Any change in the schedule noted in the enrollment agreement requires approval. Any student who interrupts externship or clinical training for more than 14 calendar days will be terminated. If a student has been officially dropped by the school, and permitted to re-enter the program, the time elapsed is not included in the calculation of the student’s maximum program completion time. Students who do not complete the stated clinical or externship hours or objectives may be required to repeat these hours/training. Students must submit to the school various required clinical and externship documents within 14 days following this component of the training, in order to be eligible for graduation. Failure to do so will result in termination from the program.

SUSPENSION AND DISMISSAL POLICY

InterCoast Colleges reserves the right to suspend or dismiss any student whose attendance, conduct, (see Student Conduct Policy) or academic standing does not meet the school’s standards, or who fails to abide by the school’s rules and regulations. Students are marked with an “unexcused” absent during any suspension period.

GRADUATION REQUIREMENTS

In order to graduate, students must:

1. Earn the required total number of credit hours for the program and pass all required courses with a minimum grades as prescribed in the catalog and complete required course work within the maximum time frame permitted and obtain a minimum cumulative grade point average of 2.0 or above.
2. Return all property belonging to the College
3. Submit required documentation as outlined in the School Catalog.
4. Meet all other obligations as outlined in the School Catalog.
5. Fulfill all financial obligations to the College prior to graduation. Payment of entire tuition is due upon enrollment, unless other arrangements have been approved by the institution in writing. Failure to meet financial obligations may result in termination from the program. If a student falls behind in tuition payments by more than 60 days the institution has the right to suspend and/or terminate him/her from the program of study. Students must be current on tuition payment in order to attend his/her next term or class. Official transcripts and completion documents will not be released to any student who has not paid his or her tuition and fees in full.
6. Graduates must attend the exit interview sessions with Student Services, Career Services, and Financial Aid Departments. Students will not receive their transcript, completion certificate and/or diploma until all financial obligations owed to the institution are paid and the student has ensured that a copy of their high school diploma or GED has been received by the institution.
STUDENT AWARDS

Graduate awards for outstanding achievement are assets to the graduates who earn them, particularly to present to employers when seeking training related employment. Awards are presented to deserving graduates based on performance and faculty recommendations. The following awards are issued to deserving students at the time of formal graduation:

- **Perfect Attendance Award:**
  Given to students who have missed no school days

- **President’s Honor Award:**
  Given to students with 3.85 GPA and a minimum of 95% attendance

- **Achievement Award:**
  Given to students who have shown significant improvement in school

STUDENT TRANSCRIPTS

School transcripts will be issued by the institution’s Office of Student Affairs, provided that certain conditions are met. Financial obligations to the institution must be fully satisfied and the student must complete his/her campus exit process, including student loan exit interviews if applicable.

InterCoast will not release official transcripts to a student (active, drop, or graduate), institution, company, or employer if there is a balance owing on the student account, regardless of whose obligation it is to pay the account in full. It is the student’s responsibility to satisfy financial obligations before submitting a transcript request. If a transcript was not released due to outstanding balances on the student’s account, it is the student’s responsibility to then resend the transcript request once the student’s balance has been paid.

In order to insure that the student’s records are confidential, InterCoast will issue official transcripts only upon receiving written authorization from the student. In accordance with federal law pertaining to the Family Educational Rights & Privacy Act, transcripts will not be released to a third party without the student’s written consent.

InterCoast may, as a courtesy, provide an unofficial transcript to the student, upon written request, provided that the student is current on any and all monthly institutional loan payment obligations, if applicable.

The cost to order an official transcript is $10 per transcript. To order a transcript, students are to submit a completed Transcript Request Form and money order or cashier’s check made payable to InterCoast and mailed to the following address:

InterCoast Colleges Office of Student Affairs, Attn: Transcript Request
P.O. Box 3585, Granada Hills, CA 91394-3585

Student may also pay the transcript fee with a credit or debit card by completing that information on the transcript request form found on the InterCoast.edu website. The completed Transcript Request Form can be scanned and emailed to: transcripts@intercoast.edu or submitted by secure eFax to (818) 717-7945, but will not be processed until payment is received/processed. Transcripts are mailed to the address as designated on the completed Transcript Request Form. All requests are processed in the order received. Requester should allow 10 business days in addition to postal mail time for records to arrive to the requested destination.

COMPLETION CERTIFICATE / DIPLOMA

Students will not receive their completion certificate and/or diploma until all financial obligations owed to the institution are paid in full, an exit interview has been completed, and the student has submitted any missing documentation for the student’s file.
STUDENT SERVICES/CONDUCT

STUDENT ADVISING POLICY

The staff at InterCoast is dedicated to aiding students in successfully completing their career program and their fulfillment of their career objectives. To enhance the academic program, the following advising services are available by appointment:

* Academic-Instructor-Campus President
* Career Guidance- Career Services Coordinator
* Financial Aid- Student Affairs Department
* Substance Abuse-ADC Instructor or Dean
* Campus Crime/Clery Act Campus Security Authority – Vice President of Compliance

STUDENT CONDUCT AND BEHAVIOR POLICY

Students are always expected to observe the standards of professional conduct, courtesy, and appearance. An important part of the training at InterCoast includes the development of professional attitudes and behaviors to assist students to meet the highest expectations of employment. InterCoast attempts to maintain a “work-like” environment in which students can grow and develop according to the professional expectations of employers. Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining oneself and dressing professionally are just a few of the ingredients that go into the makeup of a professional employee.

InterCoast students are encouraged to pursue the development of these positive attitudes and behaviors. Improper conduct and/or unprofessional behaviors are grounds for immediate dismissal. Students are asked to work in harmony with the institution, its administration and faculty and other students, to aid them to be as fully prepared as possible to succeed in the competitive job market.

Students are expected to treat others with respect. Students are to keep facilities neat and clean for the benefit of other students. A student may be dismissed for possession or use of drugs or alcohol, possession of weapons on school premises, and for behavior that creates a safety hazard to other persons at school, or for disrespectful behavior to others, or for use of profanity and/or derogatory language. In addition, the following behaviors may also result in dismissal from InterCoast: Defacing, stealing, or mutilation of school property (computers, furniture, restroom facilities, etc.), the inappropriate downloading of material from the internet, use of chat rooms or instant messengers on any school computer, inappropriate use of emails, falsification or misrepresentation of material information in any records, financial aid documents, or attendance sheets, whether inadvertent or deliberate, and activities that create a safety hazard to other persons at InterCoast. Observance of rules and regulations and maintenance of a professional manner are required at all times. Unruly conduct or any conduct that interferes with the progress of others and operation of the school is cause for dismissal, whether that behavior is explicitly outlined in the school catalog or not.

As of January 1, 2009, all JCAHO accredited facilities (which include many of InterCoast’s clinical and externship sites) were required to take action to create a code of conduct and establish a process for educating staff as well as identifying and managing unacceptable behaviors with a “zero tolerance” policy. InterCoast students should respect and adhere to these policies.

Accredited organizations need to establish an education process to help health care professionals understand that, although historically there has been a culture of tolerance of intimidating and disruptive behavior. This can no longer occur. According to JCAHO, these “intimidating and disruptive behaviors can foster medical errors, contribute to poor patient satisfaction and to preventable adverse outcomes, increase the cost of care, and cause qualified clinicians, administrators and managers to seek new positions in more professional environments.” In order to promote a professional practice and work environment, all InterCoast students must follow and maintain professional behaviors in compliance with the Student Conduct Code. Neither exclusively nor inclusively binding. The intent of this policy is to provide students with a framework that can assist them in making their own decisions regarding their own behaviors and those of their peers.

Definition of Disruptive Behavior

Disruptive behavior is a style of interaction with students, faculty, staff or others that interferes with student learning and causes distress among other students and faculty and affects overall morale within the learning environment. Disruptive behavior undermines the teaching-learning process and can lead to student and/or faculty dissatisfaction.

Disruptive Behavior, regardless of who initiates it, consists of the following:

- Rude language and/or sarcasm (written or verbal)
- Threatening mannerisms (verbal or non-verbal)
- Physical threats and abuse
What are examples of disruptive behavior?

- Raised voices or yelling or shouting in a hostile manner.
- Throwing things.
- Bullying or demeaning behavior.
- Abusive treatment of others.
- Sexual comments/innuendo, seductive, aggressive or assaulting behavior.
- Racial, ethnic or socioeconomic slurs.
- Disruption or disrespectful language.
- Insulting and verbal attacks that are personal in nature and go beyond the bounds of fair professional content.
- Uncooperative and/or defiant approach to problems.
- Refusal to complete tasks or carry out clinical or externship duties.
- Leaving the externship site or clinical unit without reporting off to site supervisor.
- Repeated violation of polices or rules.
- Physical attacks, pinching, patting the gluteus of another, slapping or unwanted touching.
- Inappropriate comments.
- Non-Constructive criticism, addressed to its recipient in such a way as to intimidate, undermine confidence, belittle or to imply stupidity or incompetence.
- Persistent hostility toward another.
- Abusive behavior such as patterns of malcontent and frequent outbursts of anger.
- Blames or shames others.
- Threatening to “get someone” in any way.
- Belittling or berating statements.
- Tirades in the classroom, labs, externship or clinical site.
- Unnecessary or consistent sarcasm or cynicism.
- Threats of violence, retribution or litigation.
- Behavior that disparages or undermines confidence in the faculty or school and/or its leaders.
- Public derogatory comments about another student, faculty or staff, or the institution.

Behavior that is perceived as disruptive, offensive, and/or threatening interferes with the learning of other students and impedes the delivery of our program of learning. This behavior may include speech or action that is not part of the learning process but is perceived to create an atmosphere of hostility, intimidation, ridicule or anxiety among other students, instructors or staff.

Documentation:

The instructor will document both the observation or report of disruptive behavior and the discussion with student, and bring the issue to the Campus President. The Campus President will decide the necessary response on a case-by-case basis may impose disciplinary actions that may include formal warning, probation, suspension and/or termination.

DRESS CODE POLICY

Dressing the part of a successful professional raises an individual’s self-esteem and confidence. InterCoast promotes professional dress at school in order to enable students to become comfortable with the type of apparel expected by a majority of employers. Employers occasionally visit the campus, sometimes unannounced; therefore all students are asked to always look their best.

The following is a list for women and men of inappropriate attire while a student at InterCoast.

- **Women:** Backless attire, bare midriff, halters, sleeveless or low-cut tops, baggy jeans/denims or slacks, tattered jeans/denims, headgear of any type other than religious, shorts, athletic attire, ragged or frayed clothing, flip-flops or heels higher than 3 inches. Dresses or skirts over 3 inches above the knee are unacceptable.

- **Men:** Shorts, athletic attire, baggy jeans/denims or pants, tattered jeans/denims, closed toed shoes without socks, ragged or frayed clothing, flip-flops and sandals, headgear of any type other than religious.

Allied Health students must be in uniform at all times. Hairstyle must be above the collar. For the purpose of infection control, fingernail length must be keep short and clean, no acrylic nails, and minimal jewelry. Only stud earrings are allowed. Students may wear a short sleeve white crew t-shirt under their uniform top.

Pants must be hemmed to a length that rests on the shoes without extending past the back bottom of the shoe. Pants must be of heavy enough material and with a waist-rise high enough that no undergarments are observable. A Hijab may be worn at shoulder length, tucked into scrubs, or worn up.
Massage Therapy students will be required to wear school issued scrubs with the InterCoast logo. Hair will be worn off the shoulder, no perfumes, and minimal makeup, minimal jewelry, nails properly maintained, facial hair is trimmed and neat, good personal hygiene is an imperative (students not in compliance with this expectation may be asked to leave without credit for that day) and footwear that is clean and well maintained (students must wear footwear while in school or clinic). Cuts, scrapes, rashes, etc. must be covered at all times, students are expected to consult with the instructor and receive a clearance if any of the aforementioned conditions exist. Cigarette smokers must take care for any lingering smell of smoke on clothing, hands, nails and breath. Chewing gum is not acceptable during class or clinical; breath mints are fine. Beepers or cell phones are not to be worn or “on” during the massage session.

Alcohol and Drug Counseling, HVAC Technician, and Electrician students must wear their designated polo shirts at all times. School ID badges must be worn at all times at school and at externship and clinical sites.

ANTI-DISCRIMINATION POLICY
InterCoast desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. Discrimination on the basis of gender, religion, disability, race, color or descent, or national or ethnic origin, sexual preference, or age is unacceptable behavior and InterCoast is committed to an environment free of discrimination. Full details of the policy, offenses, complaint procedure, and remedies are published in the school policy that all students and employees receive upon enrollment/hire.

ANTI-HARASSMENT POLICY
InterCoast Colleges is committed to providing a workplace free of sexual harassment (including harassment based on gender, pregnancy, childbirth or related medical conditions), as well as harassment based on such factors as race, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care leave status or veteran status. Full details of the policy, definition, non-retaliation policy, prevention, investigation and remediation procedures, and reporting procedures are published in the school policy that all students and staff receive upon enrollment/hire.

CULTURAL DIVERSITY
InterCoast strives to achieve an inclusive environment and increasing diversity in our educational program with cultural diversity as a core value. The school aspires to include the development of a culture where individuals move beyond mere tolerance, but also embrace and celebrate the richness of debate and dialogue based upon cultural differences. The school supports the development of a richly diverse student body as well as faculty and staff. The commitment to diversity means we are challenging ourselves and creating exciting opportunities for a culturally diverse learning environment. The school is and shall be supportive of cultural humility and that is incorporated into the educational experience and practiced at the institution.

CELL PHONE USE
Cell phones must be turned off or muted during class sessions, as the ringing may interfere with class activities. Cell phone usage is prohibited inside the classroom.

EATING / DRINKING / SMOKING POLICY
In order to maintain a clean, healthy, and professional learning environment, eating, drinking and smoking are restricted to defined areas.

PARKING POLICY
InterCoast has reserved parking areas available for student parking. Free parking is available at all campus sites. Students may not park in undesignated student parking areas. InterCoast is not responsible for parking violations, tow away fees, property theft, or property damage to vehicles. Vehicles should be kept locked at all times. Student parking decals, if required, must be placed in student vehicles before parking at the school premises.

STUDENT RECORDS POLICY
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The Family Rights & Privacy Act prohibits an institution from releasing school records or any other information about a student to any third party without the student’s written consent. InterCoast protects the privacy of all students. Students are guaranteed right to access to their own files. Student files are maintained for five years from the date of graduation or withdrawal. Effective January 1, 2010, student transcripts are maintained indefinitely.
HONOR SYSTEM POLICY (Academic Integrity)

True learning occurs only with the spirit and practice of integrity and honesty and ethical principles are necessary to guide professional development. InterCoast has adopted selected Codes of Conduct and Ethics for each Program. These codes form the basis for InterCoast’s Academic Integrity Policy. All InterCoast students must adhere to the tenets of their Program Code of Conduct and Ethics while enrolled in their InterCoast program of study.

If it is determined, upon investigation, that a student received unauthorized assistance in accomplishing assignments, quizzes and/or examinations, that student will be disciplined, up to and including dismissal. If applicable, any students who provided the unauthorized assistance may also be disciplined.

Any incident of academic dishonesty is considered a serious breach of School Policy and will result in immediate action, up to and including suspension or termination from the Program. Consequences may include, but are not limited to, a failing grade on an assignment, test, course, term, or module, suspension, or expulsion from the college. A consequence can be accelerated at the sole discretion of the institution, based upon the circumstances, as determined by the Program Director and the Campus President in consultation with the instructor.

In accordance with the School Catalog, a student who wishes to appeal decisions pertaining to satisfactory academic progress, probation, suspension, termination, graduation requirements, attendance requirements or any decision relating to matters pertaining to disciplinary action must write a letter to the School Appeals Committee which must be received within 14 calendar days of receiving the school’s decision. A student must provide written documentation to support his/her position and any mitigating circumstances. The student will be informed of the decision within 30 days following the receipt of the appeal. The committee’s decision is final.

Below is a list of offenses (not all-inclusive) that constitute academic dishonesty:
- Looking on another person’s test paper for answers
- Giving another student answers on tests, homework, or lab projects
- Sharing exam content with a student who will take a make-up exam is considered cheating by both parties
- Using any kind of “cheat sheets” on a test or project including texting or cell phone pictures
- Using a computer, calculator, dictionary, or notes when not allowed
- Discussing exam questions with students who are taking the same class at another time
- Plagiarism, or using the words or works of others without giving proper credit.
- Taking another student’s class notes without permission
- Using an annotated instructor’s edition of a text
- Having others do your homework for you
- Submitting the same paper for more than one class during your enrollment.
- Copying files from a lab computer or borrowing someone else’s disk with the work on it
- Bribing a student for answers or academic work such as papers or projects
- Buying or acquiring papers or test banks from any source
- Assisting others with dishonest acts
- Inaccurate recording, falsifying or altering records
- Breaches in confidentiality rules

TOP 10 QUESTIONS YOU SHOULD ASK YOURSELF ABOUT ACADEMIC INTEGRITY

10. If other people found out about your actions, could you defend what you did?
9. Is the action you are taking worth the risk and the stress?
8. Is it worth failing the course (or worse) if the instructor knew you cheated?
7. How would you feel about being expelled from school for this action?
6. Is your decision fair to all people concerned?
5. Does your decision make you proud of whom you are as a person?
4. Have you made a carefully thought-out, responsible, mature decision regardless of what everyone else is doing?
3. Is it the right thing to do?
2. If this action were to appear in the headlines of the newspaper tomorrow morning, would you feel proud?
1. If your family knew about your decision, would they be proud of you?
Forms of Academic Dishonesty
There are several other kinds of actions that are considered offenses against the standards of academic honesty, and among these are plagiarism, cheating, impersonation, aiding and abetting, collusion and falsification and fabrication, defined as follows:

Cheating
Cheating is any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment. Some forms of cheating include getting a copy of an exam or finding out an exam question before it is officially available; copying another person's answer to an exam question; consulting an unauthorized source during an exam (i.e. cell phone, calculator, cheat sheet, hand signals, color codes); submitting the work one has done for one class or project in a second class; submitting work prepared in collaboration with other members of a class without authorization from the instructor; submitting work prepared in whole or in part by another person and representing that work as one's own.

Plagiarism
Plagiarism is the adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment, and is a form of academic dishonesty. Any use of the work of others, whether published, unpublished or posted electronically (e.g., on web sites), attributed or anonymous, must include proper acknowledgement.

Impersonation
It is a breach of academic honesty to have someone else impersonate one's self in class, in a test or examination, or in connection with any other type of assignment or presentation in a course. Both the impersonator and the individual impersonated may be charged.

Aiding and Abetting
It is academic misconduct to encourage, enable, or cause others to commit a breach of academic honesty. Anyone who helps or enables another in cheating, impersonation, plagiarism, or any other breach of academic honesty will be subject to the penalties outlined in InterCoast's policy. The giver need not be aware of the fact that the receiver will misuse the academic work. Simply providing it enables the receiver to misuse it and thus maybe considered aiding and abetting. Examples of aiding and abetting include sharing a care plan/lab report/formula/assignment/old exam/computer program with another student in person or electronically by email, text, camera, or on a social networking site such as Facebook. Both the owner of the lab care plan/report/formula/assignment/old exam/computer program and the person who copied maybe disciplined.

Collusion
There is a significant difference between collaboration and collusion. Collaboration is working jointly with others and is often encouraged by course instructors. Collusion is working jointly with others when it is not permissible or when the instructor does not authorize working in a group. Permissible Collaboration includes:

- Group work that clearly follows the course director's instructions
- Sharing research findings or discussing course materials with other students when these contributions are fully acknowledged in one's individual work
  In contrast, collusion includes:
- Working with another student on an assignment when working in groups has not been approved by the instructor.
- Dividing sections of an assignment or project among a group and then presenting it as work having been completed individually.
- Splitting the tasks for group assignments unevenly where some students do most of the work while others do very little.

Fabrication and Falsification
It is a breach of academic honesty to fabricate (make-up) research or results. This includes: statistics, experimental results or data, research methodology, facts, quotations, references or bibliographic material and research and the ideas of others.

It is also a violation of academic honesty to falsify information. This includes:

- "Massaging" or dishonest reporting of research, lab results or data
- Starting from expected results and working backwards
- Misrepresenting the research and ideas of others
- Falsely reporting having met the responsibilities for a course, practicum or internship.
- Falsifying one's attendance in a course or fieldwork
- Falsifying letters of support or letters of reference
- Falsifying academic records and/or transcripts
- Misrepresenting the amount of work one has contributed to group assignments and activities
- Falsifying doctors' notes or other documentation related to petitions or missed work
- Modifying graded, returned material then submitting it for re-grading

Testing procedures
During exams, each student must follow these prescribed rules:

- No hats or outerwear are allowed in the testing area
- No talking is allowed during exams
- There will be several versions of each test distributed randomly for each exam session
- Only school calculators may be used for testing
- Seating will be arranged to physically separate desks as much as possible
- Students will move to another seat if requested by the instructor or proctor
- No cell phones are allowed in the testing area
- No backpacks, bags, or purses are allowed in the testing area
- No soda or drink containers are allowed in the testing area
- Only school-supplied pencils are allowed in the testing area
- Students will return completed answer sheets and test questions to the instructor individually
- Students who must leave the test area for weak bladder during an exam may not return to the testing area and must test by completing a makeup test
- Students who leave the test area for weak bladder and form a pattern of this behavior, (two or more incidents form a pattern) must show medical documentation to support this behavior

COPYRIGHT POLICY
InterCoast prohibits the illegal copying of copyrighted texts, publication, documents, and computer software or peer to peer file sharing. Instructors may only copy portions of texts for single use as handouts to illustrate lesson plans, as permitted by federal copyright law. Students may not illegally copy texts or software for distribution, use, or sale. If this policy is violated, the person responsible will be subject to disciplinary action, up to and including termination.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY
In accordance with the Drug Free Schools and Communities Act, InterCoast prohibits the unlawful possession, use, or distribution of illicit drugs and alcoholic beverages on its property or as part of any of its activities. Any student who is involved with the unlawful possession, use, or distribution of illicit drugs or alcohol is subject to expulsion from school and referral for prosecution for violations of applicable local, state, and/or federal laws. Students are encouraged to seek help, if needed, by contacting the Campus President or designee for a list of professional treatment centers in the local area. Conversations are held in strict confidence. The institution conducts a bi-annual review of its drug and alcohol abuse prevention policy and maintains records of its review.

SAFETY POLICIES
InterCoast is strongly committed to crime prevention and the safety of our school communities. Information has been prepared to increase awareness of the current programs and procedures that exist to protect the safety and well-being of students, employees, and guests.

As members of the school community, students are encouraged to take personal responsibility for his or her conduct and safety. Adopting a posture of individual responsibility will enhance the quality of life for all on-campus students. The cooperation and involvement of all students and staff members in crime prevention programs and by reporting all suspected criminal actions and emergencies is essential to minimize criminal activity. Victims or witnesses can report crimes confidentially to the anonymous link on the school website titled Silent Witness.

In an emergency, Dial 911. All members of the campus community are encouraged to report crimes that occur on the campus to the Campus President, and as soon as possible following discovery of the offense. The Campus President will ask questions to gain as much information as possible. It’s important for the Campus President to determine the following: What happened? Where it happened? When it happened? Is/was a weapon involved? Is/was a vehicle involved? What did the suspect look like? Is the suspect still there? Was anyone injured?
In regard to the Violence Against Women Act and the categories of Domestic Violence, Dating Violence, and Stalking, InterCoast has adopted the following affirmative consent standard in the determination of whether consent was given by both parties to sexual activity.

- “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity.
- It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity.
- Lack of protest or resistance does not mean consent, nor does silence mean consent.
- Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time.
- The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

PERSONAL PROPERTY

Students are asked to monitor all of their own personal property such as backpacks, books, wallets, purses and other personal items, as the school is not responsible for lost or stolen property.

GUESTS POLICY

Students are welcome to bring guests to tour the school during the school’s normal hours of operation with approval of the Campus President.

COMPUTER LABORATORY USE

InterCoast Colleges maintains a computer laboratory and is available to all students during non-scheduled class usage hours. Students are expected to demonstrate proper use of the computer equipment at all times. Any inappropriate uses of computer equipment including, but not limited to the inappropriate downloading of programs or materials from the internet, use of social networking sites, chat rooms or instant messengers on any school computer, and/or other mistreatment and unauthorized use of equipment may result in dismissal from the program. No smoking, eating, or drinking is permitted at any time in the computer laboratory.
STUDENT GRIEVANCE PROCEDURES

Adherence by all parties to the Code of Professional Behavior is required at all times during the grievance process.

First Step - Students who encounter difficulties, problems, or have complaints should, either orally or in writing, request an individual conference with the instructor or staff member to discuss the matter within 48 hours of the incident.

Second Step - If a satisfactory resolution to the problem is not reached, the aggrieved party should make an appointment to speak with the Program Director. If there is no Program Director the aggrieved party should meet with the Campus President.

Third Step - If the second step has not resolved the grievance within 3 days of the first step, the aggrieved party may present to the corporate office, in writing, all facts of the grievance using the available link on the school website, http://intercoast.edu or by sending an email to president@intercoast.edu

Within 14 calendar days upon receipt of the written information, the Campus President will schedule a Grievance Committee hearing. The time of the meeting will be communicated in writing to all parties. The Committee will consist of the Campus President, a member of the corporate staff, and three staff or faculty members not involved with the incident in question.

All persons, or their representatives, involved with the incident must be present at the time of the meeting. All parties involved will be given the opportunity to discuss the grievance. The Grievance Committee will excuse all parties involved in the grievance and immediately review and conclude the case. The decision of the Committee will be communicated to those involved in the incident within 14 days. The Committee’s decision is final.

No retaliation of any kind shall be taken against a student for participating in the complaint or grievance process. These procedures shall also protect data privacy rights. The college maintains a record of all complaints and grievances filed and are collected and archived in the Vice President of Compliance and Academics Office.

Complainants who have exhausted all complaint and grievance procedures provided under this policy and who seek further resolution may contact the School President in writing by email president@intercoast.edu.

Students who are still unable to resolve their complaint with the school may file a formal complaint with:

State Agency: Bureau for Private Postsecondary Education (BPPE) P.O. Box 980818 West Sacramento, CA 95798-0818 Fax: 616-263-1897 Phone: (916) 431-6959 or toll free (888) 370-7589

Accrediting Agency: Accrediting Council for Continuing Education and Training (ACCET) 1722 N St., NW Washington, D.C. 20036 (202) 955-1113

Vocational Nursing Students: Board of Vocational Nurses & Psychiatric Technicians (BVNPT) 2535 Capitol Oaks Drive, Suite 205 Sacramento, CA 25833 (916) 263-7800

Massage Therapy Students: A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at: One Capitol Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337
InterCoast Career Services – Student’s Commitment to Employment Assistance

InterCoast Career Services

InterCoast does not guarantee Employment

InterCoast employs a Career Services Coordinator to assist graduates in contacting companies in order to secure employment. The Career Services Coordinator acts as a liaison between students and the employment community. Employment assistance efforts require both the graduate and institution to work hand in hand in the efforts. The graduate is expected to work diligently to secure employment, utilizing the career development training, soft skills training, and technical skills training received. Graduates are encouraged to begin their employment search activities during externship and/or clinical training or within the last six weeks of schooling if applicable.

Many students obtain employment without the assistance of the Career Services staff; however, the institution is available to assist eligible graduates at any time. All graduates will be provided placement assistance unless they are not eligible (as noted below) and/or if the graduate has submitted a valid student waiver of placement assistance. Graduates waiving placement assistance may later resume placement assistance by notifying the Career Services Department that they again wish to be placed in an active job seeking status.

Successful job search is dependent upon a self-confident and well-prepared applicant with a well-planned strategy, and the Career Services Coordinator will assist in this effort. The Career Services Coordinator will work with each graduate until he/she is placed, assuming cooperation on the part of the graduate. The Career Services Department staff provides employment assistance to graduates to find employment opportunities in their career fields, matching their training, capabilities, and experience.

In order for graduates to be eligible for employment assistance, and in order to effectively utilize career services, graduates must:

1. Search for employment in a job that utilizes the skills and knowledge learned in their program of study, (Training Related Employment) or maintain a position with their current employer that results in an increase in responsibility, increase in pay, or promotion with that current employer.

2. Graduates must submit a completed and acceptable resume to the Career Services Coordinator. This resume must be submitted in electronic form to the campus career services coordinator’s email address.

3. The Career Services Department must receive timely updates from graduates on any change in name, address, telephone number, email, and social media. Additionally, the institution must be advised in writing of any changes in employment status or if graduate is temporarily unavailable for interview activity due to vacation or other activity.

4. Graduates must maintain email and telephone contact with the Career Services Department at least twice weekly during the active job search period. If an appointment is made with an employer or with the Career Services Coordinator and it cannot be kept, an immediate call to the employer and/or institution must be made.

5. Graduates should maintain a log of all job search activity and it is recommended that they keep the log current and suggested that they submit the activity weekly to the email noted above to receive feedback on their job search.

6. Graduates must notify the Career Services Coordinator of the results of all interviews. Graduates agree to inform the school of any job acceptances, regardless of how the employment was secured.

7. Graduates who default on student loan(s) received at InterCoast, or who owe a tuition balance, or refuse to follow the career services policies are ineligible for assistance.

Graduates must complete an exit interview with all departments, including financial aid (if applicable), student services, career services, education, and must meet with the Campus President. It is suggested that the student schedule the appointment to meet with the various department staff so that the exit is completed within one week following the last date of attendance.
INTERCOAST COLLEGES

Programs

For more information about graduation rates, the median debt of students who completed the program and other important information, visit www.intercoast.edu.

Not all programs are available at all locations.
AAS Degree in Substance Abuse Counseling
High School Diploma or GED Required

Program Description

This Program is designed for students seeking employment immediately upon graduation rather than providing credits to transfer to a four-year degree. Emphasis is placed on courses which enable the student to gain theoretical knowledge important for working in the field and to apply concepts to meet their occupational objectives. Upon completion of all requirements the student will be awarded an AAS (Associates in Applied Sciences) Degree.

This program provides the necessary knowledge, skill and attitude development needed to be effective in the treatment of alcohol and other drug dependency and abuse. The program is designed to provide students that do not have prior experience in the field of Alcohol and Drug Counseling with a competency based educational program that meets certification standards and provides the foundation for continuing education in counseling.

Program Objectives

The program’s goal is to provide the alcohol and drug treatment field with knowledgeable and skilled counselors. The objective is to meet the requirement and demand for certified counselors, secure employment, and provide the student with advancement opportunities. This program will provide the needed education and training for those seeking a new and fulfilling career as a Drug and Alcohol Counselor. This course exceeds the didactic and supervised fieldwork practicum requirement standards of the California Consortium of Addiction Programs and Professionals (CCAPP) for certification. After satisfactorily completing all courses, students will be apply for the IC&RC written examination and upon passing the exam will receive the status as an RADT II (Registered Alcohol & Drug Counseling Trainee – Level II). It should be noted that an additional 4000 hours of documented experience in the field will be required to apply for certification.

67 SEMESTER CREDIT HOURS CIP CODE: 51.1501 SOC - O*NET: 21-1011
MAXIMUM STUDENT/TEACHER RATIO LECTURE-45:1 LAB-24:1

Degree Requirements

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ADMINISTRATIVE MEDICAL ASSISTANT

Program Description

This program is designed for those students who desire knowledge and skills for employment in the area of administrative medical front office. Students will also develop an understanding of Microsoft Word.

Program Objectives

The program is designed to provide students with extensive and comprehensive training in body structure and the functions of the various body systems. Students will be certified in CPR, as well as administer first aid care of accidents and injuries. Students will develop administrative skills such as patient scheduling, obtaining and maintaining patient data, office bookkeeping, insurance billing and coding, and automated office information management, including typing, Microsoft Word, and computerized patient billing.

Occupational Objectives

Graduates will be qualified for entry-level positions in doctor’s offices, clinics, hospitals, or any other health care facility such as: Medical Front Office Assistant, Insurance Billing, Medical Office Receptionist, Medical Office Bookkeeping Clerk, etc.

Educational Requirements

<table>
<thead>
<tr>
<th>Course Title/Number</th>
<th>Lecture Hours</th>
<th>Laboratory Hours</th>
<th>Externship/Internship Hours</th>
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<th>Hours Outside of Class/Homework</th>
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750 HOURS

CIP CODE: 51.0713

MAXIMUM STUDENT/TEACHER RATIO LECTURE-45:1 LAB-24:1

SOC CODE: 43-6013

42 Weeks to Complete

This program prepares graduates for the following occupation:

Administrative Medical Assistant: [http://www.onetonline.org/link/summary/29-2071.00](http://www.onetonline.org/link/summary/29-2071.00)
ALCOHOL AND DRUG COUNSELING STUDIES

Program Description

This program provides the necessary knowledge, skill and attitude development needed to be effective in the treatment of alcohol and other drug dependency and abuse. The program is designed to provide students that do not have prior experience in the field of Alcohol and Drug Counseling with a competency based educational program that meets certification standards in California.

Program Objectives

This program will provide the needed education and training for those seeking a new and fulfilling career as a Drug and Alcohol Counselor. This course exceeds the didactic and supervised fieldwork practicum requirement standards of the California Consortium of Addiction Programs and Professionals (CCAPP) for certification. After satisfactorily completing all courses, students will be able apply for the IC&RC written examination and upon passing the exam will receive the status as an RADT II (Registered Alcohol & Drug Counseling Trainee – Level II). It should be noted that an additional 4000 hours of documented experience in the field will be required to apply for certification.

Occupational Objectives

The program’s goal is to provide the alcohol and drug treatment field with knowledgeable and skilled counselors. The objective is to meet the requirement and demand for certified counselors, secure employment, and provide the student will advancement opportunities.

Educational Requirements

<table>
<thead>
<tr>
<th>Course Title/Number</th>
<th>Lecture Hours</th>
<th>Laboratory Hours</th>
<th>Externship/Internship Hours</th>
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905 HOURS

CIP CODE: 51.1501

O*NET: 21-1011

MAXIMUM STUDENT/TEACHER RATIO

LECTURE-45:1 LAB-24:1

SOC CODE: 21-1011

50 Weeks to Complete

This program prepares graduates to be an Alcohol & Drug Counselor: [http://www.onetonline.org/link/summary/21-1093.00](http://www.onetonline.org/link/summary/21-1093.00)

Credits earned upon graduating from this certificate program are 100% transferrable to the AAS Degree in Substance Abuse Counseling at InterCoast Colleges.
BUSINESS TECHNOLOGY & ADMINISTRATION

Program Description

This program provides the necessary knowledge and skills to compete in today's business environment. The program is designed to provide extensive "hands-on" training with today's most popular software programs included in Microsoft Office programs. Basic office administration skills are also incorporated into the program including business communication, general office, customer service, human resources, business law and accounting.

Program Objectives

This program is designed to teach students the necessary skills in mastering Microsoft Office programs such as Word, Excel, Access, PowerPoint, and Outlook. Business specialty skills such as typing, business communications, general office, customer service, and human resources are of primary focus.

Occupational Objectives

Graduates will be qualified for entry-level positions in a wide variety of business, technical, industrial, professional, and government positions that require these computer skills. Graduates will be qualified to seek employment in occupational titles or job descriptions that include; Administrative Assistant, Office Manager, Administrative Manager, Administrative Specialist, Administrator, Director of Operations, Administrative Coordinator, Administrative Director, Administrative Officer.

Educational Requirements

<table>
<thead>
<tr>
<th>Course Title/Number</th>
<th>Lecture Hours</th>
<th>Laboratory Hours</th>
<th>Externship/Internship Hours</th>
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<td>90 Clock, 22.5 Credit</td>
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<tr>
<td>BTA114 Human Resources Recordkeeping</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td><strong>480 Clock, 32 Credit</strong></td>
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<td><strong>720 Clock, 180 Credit</strong></td>
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</table>

720 HOURS

CIP CODE: 52.0401
O*NET: 43-6011.00

MAXIMUM STUDENT/TEACHER RATIO
LECTURE-45:1 LAB-24:1

SOC CODE: 43-4160

40 Weeks to Complete

This program prepares graduates for the following occupation:

Administrative Assistant: http://www.onetonline.org/link/summary/43-6011.00
COMPUTERIZED ACCOUNTING

Program Description

This program provides the necessary knowledge and skills to compete in today’s accounting industry. The program is designed to provide “hands-on” training with today's most popular office software Microsoft Office, along with the accounting computer program, QuickBooks, are used to teach computerized accounting. Students will have the skills and knowledge to meet the hiring standards of an entry-level bookkeeping professional.

Program Objectives

The program is designed to provide students with training in Microsoft Office with Word, Excel, and Access, PowerPoint, and is specially designed to teach bookkeeping; therefore, preparing students for a more specialized career in accounts receivable/payables, payroll, or other areas of accounting. Students also learn the fundamentals of preparing State and Federal income tax returns.

Occupational Objectives

There is a continuous demand for Bookkeepers, Jr. Accountants, Accounting Clerks, Payroll Clerks, and other entry level accounting professionals in today’s accounting job market. Business, Government and private individuals need accurate financial information to make important decisions and conduct their business affairs efficiently. Professional bookkeepers/accountants using computers and the related software programs provide the figures, facts, interpretation and advice that are needed in most businesses.

Educational Requirements

<table>
<thead>
<tr>
<th>Course Title/Number</th>
<th>Lecture Hours</th>
<th>Laboratory Hours</th>
<th>Externship/Internship Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Clock Credit</td>
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<td>Clock Credit</td>
</tr>
<tr>
<td>PD100 Professional Development</td>
<td>45 3</td>
<td>45 1</td>
<td>0 0</td>
<td>90 4</td>
</tr>
<tr>
<td>BUS100 Microsoft Office</td>
<td>30 2</td>
<td>60 2</td>
<td>0 0</td>
<td>90 4</td>
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<td>BUS101 Business Law</td>
<td>90 6</td>
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<td>0 0</td>
<td>90 6</td>
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<td>BUS102 Business Communications</td>
<td>75 5</td>
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<td>90 5</td>
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<tr>
<td>CA111 Business Math &amp; Advanced Excel</td>
<td>45 3</td>
<td>45 1</td>
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<td>CA112 Introduction to Accounting</td>
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<td>30 1</td>
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<td>CA113 QuickBooks</td>
<td>15 1</td>
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<td>CA114 Tax Preparation</td>
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<td><strong>TOTALS</strong></td>
<td><strong>375 25</strong></td>
<td><strong>345 9</strong></td>
<td><strong>0 0</strong></td>
<td><strong>720 34</strong></td>
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| Hours of Work Outside of Class/Homework | 22.5 |

720 HOURS  
CIP CODE: 52.0302  
O*NET: 43-3031.00

MAXIMUM STUDENT/TEACHER RATIO  
LECTURE-45:1 LAB-24:1  
SOC CODE: 43-3031

40 Weeks to Complete

This program prepares graduates for the following occupation:

Bookkeeper: [http://www.onetonline.org/link/summary/43-3031.00](http://www.onetonline.org/link/summary/43-3031.00)
DENTAL ASSISTANT
High School Diploma or GED Required

Program Description

This program is designed for those students who desire knowledge and skills for employment in area of Dental Assisting.

Program Objectives and Delivery Methodology

The Dental Assistant program prepares students for an entry level position as a Dental Assistant. Skills taught include dental anatomy and physiology, histology and tooth morphology, dental pharmacology, chair side assisting, dental specialties and restorative techniques, radiography, dental imaging, matrix and wedge, suture removal and ethical and legal consideration of dental assisting. Students learn dental front office skills including insurance billing, scheduling patients, and maintaining records and patient confidentiality. The total clock hours in this program includes in-class instruction (640), out-of-class activities incorporating readings, written assignments, and research, and the externship (160) hours. Upon successful completion of the program, (including all academic, attendance, and financial requirements) students receive a Dental Assistant diploma. Graduation from this program does not automatically qualify all individuals for Dental Assistant licensing.

Occupational Objectives

Graduates will be qualified for entry-level positions assisting dentist, setting up equipment, preparing patient for treatment, and keeping records with job titles such as a Certified Dental Assistant (CDA), Dental Assistant (DA), Expanded Duty Dental Assistant (EDDA), Expanded Function Dental Assistant, Oral Surgery Assistant, Orthodontic Assistant (Ortho Assistant), Orthodontic Technician, Surgical Dental Assistant.

Educational Requirements

<table>
<thead>
<tr>
<th>COURSE TITLE/NUMBER</th>
<th>LECTURE HOURS</th>
<th>LABORATORY HOURS</th>
<th>EXTERNSHIP/ INTERNSHIP HOURS</th>
<th>TOTAL HOURS</th>
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<tr>
<td>DA01 Dental Science</td>
<td>40</td>
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<tr>
<td>DA02 Restorative Dentistry</td>
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</tr>
<tr>
<td>DA03 Radiography &amp; Radiation Safety</td>
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<td>40</td>
<td>0</td>
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<td>DA04 Dental Specialties</td>
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<td>DA05 Pharmacology</td>
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<td>DA06 Preventative Dentistry</td>
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<td>DA07 Dental Administration</td>
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<td>DA08 Dental Law and Ergonomics</td>
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<tr>
<td><strong>TOTALS</strong></td>
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<td><strong>320</strong></td>
<td><strong>160</strong></td>
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</table>

800 HOURS CIP CODE: 51.0601 O*NET: 31-9091.00

MAXIMUM STUDENT/TEACHER RATIO LECTURE-45:1 LAB-24:1 SOC CODE: 31-9091

40 Weeks to Complete Student will be awarded a Certificate of Completion upon Graduation

This program prepares graduates for the following occupation:

Dental Assistant: [http://www.onetonline.org/link/summary/31-9091.00](http://www.onetonline.org/link/summary/31-9091.00)
ELECTRICAL TRAINING PROGRAM (ETP)

Program Description

The Electrical Training Program is designed to provide related training in the electrical trade that will give students the proper course work in safety, Electrical Code, equipment, and knowledge of the trade. Instruction includes fundamentals of electricity and power distribution; basic trade mathematics; national electrical code requirements; commercial, industrial, and residential wiring requirements, and other control theory and fundamentals.

Program Objectives

This program will provide an overview of electrical occupations, including the training and the employment options available electrical industry. The training will allow students the opportunity to train in a variety of settings in electrical trades and to develop leadership skills necessary for managerial positions in the construction trades.

Occupational Objectives

The goal of this program is to prepare students for employment in any of the related areas of the electrical trade as an electrical trainee. This program will provide an overview of electrical occupations, including training and employment options available in the following areas: Safety and OSHA Standards, Electrical wiring, Residential wiring, Commercial and industrial wiring.

Educational Requirements

<table>
<thead>
<tr>
<th>Course Title/Number</th>
<th>Lecture</th>
<th>Laboratory</th>
<th>Externship/Internship</th>
<th>Total Academic</th>
<th>Hours of Work Outside of Class / Homework</th>
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<tbody>
<tr>
<td>PD100 Professional Development</td>
<td>45</td>
<td>3</td>
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<td>1</td>
<td>0</td>
</tr>
<tr>
<td>ATP111 Intro to Trades and Power</td>
<td>60</td>
<td>4</td>
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<td>0</td>
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<tr>
<td>ATP112 Basic Electricity</td>
<td>60</td>
<td>4</td>
<td>30</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>ATP113 AC Current &amp; Motors</td>
<td>60</td>
<td>4</td>
<td>30</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>ETP101 Conduit Bending, Conductors, Circuit Breakers &amp; Fuses</td>
<td>60</td>
<td>4</td>
<td>30</td>
<td>1</td>
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<tr>
<td>ETP102 Electronics Theory, Control Systems, Conductor Calculations</td>
<td>60</td>
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<tr>
<td>ETP103 Hazardous Locations &amp; Systems</td>
<td>60</td>
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<tr>
<td>ETP104 Transformers &amp; Distribution</td>
<td>60</td>
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<td>ETP105 Photovoltaics/Voice-Data-Video</td>
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<td>ETP106 Digital Logic/Motor Control</td>
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</table>

900 HOURS  CIP CODE: 46.0302  O*NET: 47-2111.00

MAXIMUM STUDENT/TEACHER RATIO  LECTURE-45:1 LAB-24:1  SOC CODE: 47-2110

50 Weeks to Complete

This program prepares graduates for the following occupation:

Electrical Trainee: [http://www.onetonline.org/link/summary/47-2111.00](http://www.onetonline.org/link/summary/47-2111.00)
FITNESS SPECIALIST

Program Description

This program will prepare students to work one-on-one or with two or three clients, either in a gym or in the clients’ homes. They help clients assess their level of physical fitness and set and reach fitness goals. Trainers also demonstrate various exercises and help clients improve their exercise techniques. They may keep records of their clients’ exercise sessions to monitor the clients’ progress toward physical fitness. They also may advise their clients on how to modify their lifestyles outside of the gym to improve their fitness.

Program Objectives

The program is designed to provide students with extensive and comprehensive training to prepare for employment. Students will learn basic principles and theories, and applications of different exercise activities. Students will learn and develop administrative skills such as client scheduling, obtaining and maintaining client data, and bookkeeping, necessary to work in a gym or private setting. Students will be certified in CPR and first aid.

Occupational Objectives

Fitness trainers and instructors work in health clubs, country clubs, fitness or recreation centers, gyms, hospitals, universities, yoga and Pilates studios, resorts, and clients’ homes. Graduates will be qualified to work as a Fitness Trainer, Fitness Worker, Personal Trainer, Group Exercise instructor, and/or Fitness Director.

Educational Requirements

<table>
<thead>
<tr>
<th>COURSE TITLE/NUMBER</th>
<th>LECTURE HOURS</th>
<th>LABORATORY HOURS</th>
<th>EXTERNSHIP/INTERNSHIP HOURS</th>
<th>TOTAL HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD100: Professional Development</td>
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<tr>
<td>FTS100: Dissecting the Personal Training Session</td>
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<td>FTS101: Anatomy &amp; Physiology of Exercise</td>
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<tr>
<td>FTS103: Client Assessments</td>
<td>45</td>
<td>45</td>
<td>0</td>
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<tr>
<td>FTS104: Human Movement</td>
<td>45</td>
<td>45</td>
<td>0</td>
<td>90</td>
</tr>
<tr>
<td>FTS105: Programming - Flexibility, Endurance, &amp; Strength</td>
<td>45</td>
<td>45</td>
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<tr>
<td>FTS106: Basic Nutrition</td>
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<tr>
<td>FTS107: Lifestyle Modification</td>
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<td>FTS108: Programming - Hypertrophy &amp; Power</td>
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<tr>
<td>FTS299: Portfolio Development &amp; Certification Preparation</td>
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</table>

900 HOURS  CIP CODE: 31.0507  O*NET: 31.0507.00

MAXIMUM STUDENT/TEACHER RATIO  LECTURE-45:1 LAB-24:1  SOC CODE: 31.0507

50 Weeks to Complete

This program prepares graduates for the following occupation: Fitness Trainer: [http://www.onetonline.org/link/summary/310507.00](http://www.onetonline.org/link/summary/310507.00)
HVAC TECHNICIAN

Program Description

The HVAC Technician Program is designed to prepare individuals to specialize in installing and maintaining heating and air-conditioning units in residential homes, retail stores, and other buildings.

Program Objectives

This program will prepare students to apply technical knowledge and skills to repair, install, service and maintain the operating condition of heating, air conditioning, and refrigeration systems. The program includes instruction in diagnostic techniques, the use of testing equipment and the principles of mechanics, electricity, and electronics as they relate to the repair of heating, air conditioning and refrigeration systems.

Occupational Objectives

The goal of this program is to prepare students for employment in any of the related areas of the trade such as Service Technician, Heating, Ventilation, Air Conditioning Service Technician (HVAC Service Technician), Heating, Ventilation, Air Conditioning Technician (HVAC Technician), Heating, Ventilation, Air Conditioning Installer (HVAC Installer), HVAC Specialist (Heating, Ventilation, and Air Conditioning Specialist), HVAC Technician (Heating, Ventilation, and Air Conditioning Technician), Air Conditioning Technician (AC Tech), Heating, Ventilation, Air Conditioning Mechanic (HVAC Mechanic), HVAC Installer (Heating, Ventilation, and Air Conditioning Installer).

Educational Requirements

<table>
<thead>
<tr>
<th>Course Title/Number</th>
<th>Lecture</th>
<th>Laboratory</th>
<th>Externship/Internship</th>
<th>Total Hours</th>
<th>Academic Hours</th>
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<tr>
<td>PD100 Professional Development</td>
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<td>90</td>
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<td>ATP111 Intro to Trades and Power</td>
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<td>4</td>
<td>30</td>
<td>1</td>
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<td>90</td>
</tr>
<tr>
<td>ATP112 Basic Electricity</td>
<td>60</td>
<td>4</td>
<td>30</td>
<td>1</td>
<td>0</td>
<td>90</td>
</tr>
<tr>
<td>ATP113 AC Current &amp; Motors</td>
<td>60</td>
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<td>0</td>
<td>90</td>
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<td>HVAC 101 Intro to HVAC and Refrigeration</td>
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<td>HVAC 102 Piping Fundamentals and Installation</td>
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<td>HVAC 103 Heating Systems</td>
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<tr>
<td>HVAC 104 Air Conditioning and Heat Pump Systems</td>
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720 HOURS

CIP CODE: 47.0201

O*NET: 49-9021.01

MAXIMUM STUDENT/TEACHER RATIO

LECTURE-45:1 LAB-24:1

SOC CODE: 49.9021

40 Weeks to Complete

This program prepares graduates for the following occupation:

MASSAGE THERAPY
High School Diploma or GED Required

Program Description
This program is designed for those students who desire knowledge and skills in massage. The program includes clinic supervised student massages. Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et. seq.

Program Objectives
The program is designed to provide students with extensive and comprehensive training in body structure and the function of the various body systems, as it relates to Massage Therapy. Students will learn basic principles and theories, and applications of different Massage Modalities. Students will learn and develop administrative skills such as client scheduling, obtaining and maintaining client data, and bookkeeping, necessary to work in a medical or private setting. Students will be certified in CPR and will learn basic vital signs and first aid.

Occupational Objectives
Graduates will be qualified to work in Spas, Doctor/Chiropractic Offices, Health Resorts, or as Independent Massage Therapists.

Educational Requirements

<table>
<thead>
<tr>
<th>Course Title/Number</th>
<th>Lecture Hours</th>
<th>Laboratory Hours</th>
<th>Externship Hours</th>
<th>Total Hours</th>
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<tbody>
<tr>
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<tr>
<td>MT211 Massage Fundamentals</td>
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<td>90 Clock</td>
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<tr>
<td>MT212 Swedish Massage</td>
<td>30 Clock</td>
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<tr>
<td>MT213 Specialized Massage</td>
<td>30 Clock</td>
<td>60 Clock</td>
<td>0 Clock</td>
<td>90 Clock</td>
</tr>
<tr>
<td>MT214 Contemporary Massage &amp; Bodywork</td>
<td>30 Clock</td>
<td>60 Clock</td>
<td>0 Clock</td>
<td>90 Clock</td>
</tr>
<tr>
<td>MT215 Business Mastery/Clinic</td>
<td>15 Clock</td>
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750 HOURS
CIP CODE: 51.3501
O*NET: 31-9011.00

MAXIMUM STUDENT/TEACHER RATIO
LECTURE-45:1 LAB-24:1
SOC CODE: 31-9010

40 Weeks to Complete

This program prepares graduates for the following occupation: Massage Therapist: [http://www.onetonline.org/link/summary/31-9011.00](http://www.onetonline.org/link/summary/31-9011.00)

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

(a) To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.

(b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.
MEDICAL ASSISTANT

Program Description

This program is designed for those students who desire knowledge and skills in both administrative front office and clinical back office. The program includes 180 hours of training in a medical facility in order to meet the requirements for testing as a Nationally Certified Medical Assistant with NCCT and as a Registered Medical Assistant with AMT, provided the student take and pass the respective exam. Students will also develop proficiency skills in Microsoft Word.

Program Objectives

The program is designed to provide students with extensive and comprehensive training in body structure and the functions of the various body systems. Students will develop a working knowledge of specimen collection and various laboratory procedures to include infection control, EKG, injections, and sterilization. Students will also learn proper techniques in assisting in minor surgical procedures and preparation of patients for diagnostic tests. Students will also be certified in CPR. Students will develop administrative skills such as patient scheduling, obtaining and maintaining patient data, medical office bookkeeping, insurance billing, Typing, Computerized Billing and Microsoft Word.

Occupational Objectives

Graduates will be qualified for entry-level positions in the medical field such as: Medical Assistant, front office and/or back office, Insurance Billing, EKG Technician, Medical Office Manager, Medical Office Bookkeeping Clerk, etc. (Program not approved for California Phlebotomy Certification)

Educational Requirements

<table>
<thead>
<tr>
<th>Course Title/Number</th>
<th>Lecture</th>
<th>Laboratory</th>
<th>Externship/Internship</th>
<th>Total</th>
<th>Hours of Work Outside of Class/Homework</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Clock</td>
<td>Credit</td>
<td>Clock</td>
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<td>Clock</td>
</tr>
<tr>
<td>PD100 Professional Development</td>
<td>45</td>
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<tr>
<td>AH100 Health Care Fundamentals</td>
<td>90</td>
<td>6</td>
<td>0</td>
<td>0</td>
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<td>AH101 Anatomy &amp; Physiology</td>
<td>90</td>
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<tr>
<td>AH102 Pharmacology</td>
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<td>MA113 Phlebotomy and EKG</td>
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<td>2</td>
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<tr>
<td>MA114 Clinical Exams</td>
<td>30</td>
<td>2</td>
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<td>MA115 Administrative Medical Assisting</td>
<td>45</td>
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<tr>
<td>MA116 Clinical Laboratory Skills</td>
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900 HOURS

CIP CODE: S1.0801

O*NET: 31.9092

MAXIMUM STUDENT/TEACHER RATIO

LECTURE-45:1 LAB-24:1

SOC CODE: 31-9092

45 Weeks to Complete

This program prepares graduates for the following occupation:

Medical Assistant: [http://www.onetonline.org/link/summary/31-9092.00](http://www.onetonline.org/link/summary/31-9092.00)
MENTAL HEALTH REHABILITATION TECHNICIAN

Program Description

This program provides the necessary knowledge, skill and attitude development needed to be effective in providing specific mental health rehabilitation services. Those services include community integration, intensive case management, assertive community treatment, skills development, and family psycho-education. The program is designed to provide students that do not have prior experience in the field of Mental Health with a competency based educational program in the most time effective manner available today.

Program Objectives

This program will provide the needed education and training for those seeking a new and fulfilling career as a mental health rehabilitation support assistant.

Occupational Objectives

The program’s goal is to provide the mental health field with knowledgeable and skilled assistants. The objective is to meet the requirement and demand for co-occurring disorder specialists, secure employment, and provide the student with advancement opportunities.

Educational Requirements

<table>
<thead>
<tr>
<th>Course Title/Number</th>
<th>Lecture</th>
<th>Laboratory</th>
<th>Externship/Internship</th>
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<tbody>
<tr>
<td></td>
<td>Hours</td>
<td>Hours</td>
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<td>*AD113 Case Management</td>
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<td>*AD114 Practice &amp; Theory of Counseling</td>
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<td>*AD115 Treatment &amp; Relapse Prevention</td>
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<td>MH101 Intro to Community Mental Health</td>
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<tr>
<td>MH102 Sexual Abuse, Trauma &amp; Recovery / Crisis Identification &amp; Resolution</td>
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<td>0</td>
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<td>MH104 Psychosocial Rehabilitation</td>
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720 HOURS

CIP CODE: 51.1502

O*NET: 21-1093.00

MAXIMUM STUDENT/TEACHER RATIO

LECTURE:45:1 LAB:24:1

SOC CODE: 29-2053

40 Weeks to Complete

This program prepares graduates for the following occupation:

Mental Health Rehabilitation Technician: [http://www.onetonline.org/link/summary/21-1093.00](http://www.onetonline.org/link/summary/21-1093.00)
MULTIMEDIA SPECIALIST

Program Description

This program is designed for those students who desire knowledge and skills in graphic design and production in order to become an entry level multimedia artist and animator. Students will also develop proficiency skills in Microsoft Office.

Program Objectives

This program prepares individuals to apply HTML, XML, Javascript, graphics applications, and other authoring tools to the design, editing, and publishing (launching) of documents, images, graphics, sound, and multimedia products on the World Wide Web. Includes instruction in Internet theory; web page standards and policies; elements of web page design; user interfaces; vector tools; special effects; interactive and multimedia components; search engines; navigation; morphing; e-commerce tools; and emerging web technologies. Students will develop design skills using the Adobe Creative Suite 5 software including Photoshop, Flash, Dreamweaver, InDesign, Acrobat 9, Premiere Pro, After Effects, Illustrator, Fireworks, and Audition.

Occupational Objectives

Graduates will be qualified for entry-level positions in the digital design field such as: Animator, Creative Director, Art Director, Artist, Graphic Artist, Graphic Designer, Illustrator, and Animation Director.

Educational Requirements

<table>
<thead>
<tr>
<th>Course Title/Number</th>
<th>Lecture Hours</th>
<th>Laboratory Hours</th>
<th>Externship/Internship Hours</th>
<th>Total Hours</th>
<th>Hours of Work Outside of Class/Homework</th>
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<tbody>
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<td>MMS100 Graphic Design-Illustrator</td>
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<td>MMS101 Photographic Design-Photoshop</td>
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<td>60</td>
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<tr>
<td>MMS102 Print Layout &amp; Production-InDesign/Acrobat</td>
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<tr>
<td>MMS103 Digital Photography, Intro to Portfolio Development</td>
<td>30</td>
<td>2</td>
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<tr>
<td>MMS111 Digital Video Production</td>
<td>30</td>
<td>2</td>
<td>60</td>
<td>2</td>
<td>90</td>
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<tr>
<td>MMS112 Sound Production &amp; Editing-Audition</td>
<td>30</td>
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<tr>
<td>MMS113 Digital Video Editing-Premiere Pro/AfterEffects</td>
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<td>MMS114 2D Animation-Flash/ActionScript</td>
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<tr>
<td>MMS115 Web Page Theory, Design &amp; Development-Dreamweaver/Fireworks</td>
<td>30</td>
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<tr>
<td><strong>TOTALS</strong></td>
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900 HOURS

CIP CODE: 11.0801

O*NET: 27-1014

MAXIMUM STUDENT/TEACHER RATIO LECTURE-45:1 LAB-24:1

SOC CODE: 27-1014

50 Weeks to Complete

This program prepares graduates for the following occupation:

PARALEGAL SPECIALIST
Program Description

This Clock Hour program concentrates on developing familiarity with the major aspects of the legal profession as a Paralegal. The student will be given study in specialized areas of the law, with those designated areas pertinent to Paralegals.

Program Objectives

The program is designed to provide students in the Paralegal Specialist Program with a complete understanding of the legal system from the law office through the State and Federal Court Systems and local agencies. Students will also develop an extensive knowledge in interviewing, investigation and trial preparation from the initial client interview through post trial procedures. Students will also be thoroughly trained in legal research through classroom and hands-on training at the Law Library.

Occupational Objectives

Graduates will be qualified for entry-level positions in the law field as a Paralegal.

Educational Requirements

<table>
<thead>
<tr>
<th>Course Title/Number</th>
<th>Lecture</th>
<th>Laboratory</th>
<th>Externship/Internship</th>
<th>Total</th>
<th>Hours of Work Outside of Class/Homework</th>
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</thead>
<tbody>
<tr>
<td>PD100 Professional Development</td>
<td>45</td>
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<td>0</td>
<td>90</td>
<td>4</td>
</tr>
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<td>BUS100 Microsoft Office</td>
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<tr>
<td>BUS101 Business Law</td>
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<td>BUS102 Business Communications</td>
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<tr>
<td>PS211 Wills &amp; Trusts / Bankruptcy Law</td>
<td>75</td>
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<tr>
<td>PS212 Civil Procedures &amp; Litigation / Torts</td>
<td>75</td>
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<td>0</td>
<td>90</td>
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<tr>
<td>PS213 Property Law</td>
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<td>PS214 Legal Research &amp; Writing</td>
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<tr>
<td>PS215 Immigration Law / Family Law</td>
<td>90</td>
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<td>PS216 Criminal Law &amp; Procedure</td>
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</table>

900 HOURS

CIP CODE: 22.0302

MAXIMUM STUDENT/TEACHER RATIO

LECTURE-45:1 LAB-24:1

SOC CODE: 23-2011

50 Weeks to Complete

This program prepares graduates for the following occupation:

Paralegal: http://www.onetonline.org/link/summary/23-2011.00
PHARMACY TECHNICIAN
**High School Diploma or GED Required for Admission

Program Description

This program is designed for those students who desire knowledge and skills in the career as a Pharmacy Technician or related position.

Program Objectives

This is an instructional program that prepares individuals to support pharmacists by providing assistance during patient consultation, counter dispensing operations, and prescription preparation: keeping patient and related health record information; and by performing a wide range of practice-related duties. Students will have the school knowledge required to sit for the national exam (PTCB).

Occupational Objectives

Upon obtaining registration in the State Board of Pharmacy, graduates will qualify to work as a Pharmacy Technician in both hospital and retail drug store pharmacies.

Educational Requirements

<table>
<thead>
<tr>
<th>COURSE TITLE/NUMBER</th>
<th>LECTURE HOURS</th>
<th>LABORATORY HOURS</th>
<th>EXTERNSHIP/INTERNSHIP HOURS</th>
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<td>PT 211 Pharmacy Fundamentals</td>
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<td>PT 212 Pharmacy Compounding</td>
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<td>PT 213 Pharmacy Calculations</td>
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<td>PT 214 Sterile Product Preparation</td>
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800 HOURS

CIP CODE: 51.0805

O*NET: 29-2052.00

MAXIMUM STUDENT/TEACHER RATIO

LECTURE-45:1 LAB-24:1

SOC CODE: 29-2052

45 Weeks to Complete

This program prepares graduates for the following occupation:

Pharmacy Technician: [http://www.onetonline.org/link/summary/29-2052.00](http://www.onetonline.org/link/summary/29-2052.00)

To work as a pharmacy technician in California, you must possess and keep current a registration as a pharmacy technician. To apply for registration you must complete at least 240 hours of instruction as specified in section 1793.6 (c) of Title 16 of the California Code of Regulations, file an application, including a photo and fee, and submit fingerprints via Live Scan.
VOCATIONAL NURSING

**High School Diploma or GED Required for Admission
Offered at the Fairfield Branch Campus only

Program Description

This certificate program is designed for those students who desire knowledge and skills in the field of vocational nursing. The vocational nursing program includes three terms of academic work and clinical experience which meets the basic curriculum guidelines set forth by the California Board of Vocational Nurses and Psychiatric Technicians (BVNPT).

Program Objectives

This program encompasses three consecutive terms. The program covers Nursing fundamentals, Medical/Surgical Nursing and Maternal/Child Nursing. Clinical rotations in Medical-Surgical Nursing are held at healthcare agencies in the local area. Nursing theory lectures are held on campus. Upon completion of the program, graduates are eligible to apply to the State of California Board of Vocational Nursing & Psychiatric Technicians (BVNPT), or their state of residency, to take the nursing licensure exam – NCLEX-PN.

Occupational Objectives

The program prepares the student to work in assisted living, long-term care facilities, doctor’s offices, hospitals, and other various health care agencies as an LVN.

<table>
<thead>
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</tr>
<tr>
<td>Semester 1</td>
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<tr>
<td>NUR100C Fundamentals of Nursing</td>
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<td>NUR200C Medical/Surgical Nursing I Clinical</td>
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<td>NUR300 Medical/Surgical Nursing II</td>
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<td>NUR301 Rehabilitation Nursing</td>
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<tr>
<td>NUR300C – Medical/Surgical Nursing II Clinical</td>
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<tr>
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66 WEEKS TO COMPLETE (Full Time) 1590 HOURS

CIP CODE: 51.3901 O*NET: 29-2061.00 SOC CODE: 29-2061
MAXIMUM STUDENT/TEACHER RATIO LECTURE-30:1 LAB-30:1 CLINICAL RATIO: 15:1

This program prepares graduates for the following occupation:
Licensed Vocational Nurse: [http://www.onetonline.org/link/summary/29-2061.00](http://www.onetonline.org/link/summary/29-2061.00)

Licensed Vocational Nurses must be licensed to practice in California by the Department of Consumer Affairs, Bureau of Vocational Nursing and Psychiatric Technicians (BVNPT). They have to meet educational requirements, pass a fingerprint background check, and pass the licensing examination known as the National Council Licensing Examination for Practical Nurses (NCLEX-PN).
2016 HOLIDAYS

DURING THE PERIOD (NO SCHOOL DAYS)

Independence Day  July 4, 2016
Labor Day  September 5, 2016
Veteran’s Day  November 11, 2016
Thanksgiving Day/Day After  November 24 & 25, 2016
Christmas Day Observed  December 26, 2016

OWNERSHIP

CORPORATION:  InterCoast International Training, Inc.
Geeta Brown, 100% Stockholder/President

CORPORATE STAFF LISTING

PRESIDENT:  Geeta Brown
EXECUTIVE DIRECTOR:  Christopher Brown
VICE PRESIDENT OF OPERATIONS - SOUTHERN CALIFORNIA
REGIONAL DIRECTOR OF CAREER SERVICES – SOUTHERN CALIFORNIA
REGIONAL DIRECTOR OF CAREER SERVICES – NORTHERN CALIFORNIA
VICE PRESIDENT OF ADMISSIONS:
REGIONAL DIRECTOR OF ADMISSIONS – SOUTHERN CALIFORNIA
VICE PRESIDENT OF STUDENT AFFAIRS AND FINANCIAL AID:
REGIONAL DIRECTOR OF STUDENT AFFAIRS – SOUTHERN CALIFORNIA
REGIONAL DIRECTOR OF STUDENT AFFAIRS – NORTHERN CALIFORNIA
CORPORATE DIRECTOR OF TECHNICAL PROGRAMS:
DENTAL PROGRAM DIRECTOR:

VA CERTIFYING OFFICIALS:

Geeta Brown, Alma Cuevas

2016 START SCHEDULES

Updated July 1, 2016

Morning Classes
(All Programs except Dental Assistant)
Classes Meet Monday thru Thursday from 7:45 am to 12:15 pm

|------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|

Evening Classes (All Programs)
Classes Meet Monday thru Thursday from 6:15 pm to 10:45 pm

|------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|

All Online Programs
Online course times vary

|------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|

Dental Assistant
Classes Meet Monday thru Friday from 8:00 am to 1:00 pm

|------------------------|---------|---------|---------|---------|---------|---------|

Vocational Nursing Start Dates
To be announced
Subject to BVNPT Approval
### AAS Degree in Substance Abuse Counseling – Online

<table>
<thead>
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<th>COST</th>
<th>ACADEMIC YEAR 1</th>
<th>ACADEMIC YEAR 2</th>
<th>ACADEMIC YEAR 3</th>
<th>PROGRAM TOTAL PRICE</th>
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<tr>
<td>Tuition</td>
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### Alcohol and Drug Counseling Studies – Online

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<tr>
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<th>ACADEMIC YEAR 2</th>
<th>ACADEMIC YEAR 3</th>
<th>PROGRAM TOTAL PRICE</th>
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<tbody>
<tr>
<td>Registration Fee NON-REFUNDABLE</td>
<td>$ 150.00</td>
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<td>$ 150.00</td>
</tr>
<tr>
<td>Tuition</td>
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<td>$ 20,295.00</td>
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<td>49.59</td>
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<td>$ 21,017.63</td>
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### Administrative Medical Assistant – Online

<table>
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<th>COST</th>
<th>ACADEMIC YEAR 1</th>
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<th>ACADEMIC YEAR 3</th>
<th>PROGRAM TOTAL PRICE</th>
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<tbody>
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<td>$ 14,200.00</td>
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### Business Technology & Administration – Online

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### Computerized Accounting – Online

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<th>PROGRAM TOTAL PRICE</th>
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### Mental Health Rehabilitation Technician – Online

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<tbody>
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### Paralegal Specialist – Online

<table>
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<th>PROGRAM TOTAL PRICE</th>
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<tbody>
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<td>$ 150.00</td>
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<tr>
<td>Tuition</td>
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### SCHEDULE OF CHARGES – ON CAMPUS PROGRAMS

#### AAS Degree in Substance Abuse Counseling – On Campus

<table>
<thead>
<tr>
<th>COST</th>
<th>ACADEMIC YEAR 1</th>
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<th>PROGRAM TOTAL PRICE</th>
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<tbody>
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#### Alcohol and Drug Counseling Studies – On Campus

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<th>PROGRAM TOTAL PRICE</th>
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#### Dental Assistant – On Campus

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#### Electrical Training Program – On Campus

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### Fitness Specialist – On Campus

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<th>PROGRAM TOTAL PRICE</th>
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### HVAC Technician – On Campus

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<th>PROGRAM TOTAL PRICE</th>
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</thead>
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### Massage Therapy – On Campus

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<th>PROGRAM TOTAL PRICE</th>
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### Medical Assistant – On Campus

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<th>ACADEMIC YEAR 3</th>
<th>PROGRAM TOTAL PRICE</th>
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<td>$ 150.00</td>
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### Multimedia Specialist – On Campus

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<th>PROGRAM TOTAL PRICE</th>
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### Pharmacy Technician – On Campus

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### Vocational Nursing – On Campus

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<th>ACADEMIC YEAR 3</th>
<th>PROGRAM TOTAL PRICE</th>
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### Business Technology & Administration – On Campus

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### Computerized Accounting – On Campus

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<th>ACADEMIC YEAR 3</th>
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<td>$ 150.00</td>
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### Mental Health Rehabilitation Technician – On Campus

<table>
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<th>ACADEMIC YEAR 3</th>
<th>PROGRAM TOTAL PRICE</th>
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<tr>
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CAMPUS STAFF LISTINGS

Orange Campus

Sr. Campus President: Christine Sanchez
Administrative Assistant: Cody Lewis
Director of Career Services: Sam Martinez
Admissions Representatives: Shaun Loy, Enjoli Smith
Director of Student Affairs: Grace Cisneros
Student Services Coordinator: Sandra Pulido
Tuition Coordinator: Robert Aguilar
FACULTY: Alex Glowacki, ADCS Faculty
Ayman Nour, Medical Assistant Faculty
David Cameron, James Martin, ETP Faculty
Donald Parra, HVAC Faculty

Director – IDL: Jered Madrid
Tuition Coordinator – IDL: Julie Curiel
Career Services Coordinator – IDL: Kristin Panganiban
Student Mentor – IDL: Breanna Ghelli

Online Faculty: James Cheeks, Theresa Bader, Beth Belzer, Sharyl Canahuati,
Mike Sanchez, Esther Wysinger, Adrien Rios

Orange Campus

Programs Offered

- Associates of Applied Science Degree in Substance Abuse Counseling: Online and at the Campus
- Alcohol and Drug Counseling Studies: Online and at the Campus
- Business Technology & Administration: Online
- Computerized Accounting: Online
- Mental Health Rehabilitation Technician: Online
- Electrical Training Program: On Campus
- HVAC Technician: On Campus and at the Auxiliary Classroom in Anaheim
- Medical Assistant: On Campus
- Multimedia Specialist: On Campus

The Orange campus is approximately 15,000 square feet and conveniently located on Chapman Avenue with easy access to shopping, restaurants, major freeways and bus stops. The campus has various lab and lecture rooms, administrative offices, computer lab, student cafeteria, and staff lounge. The school is housed in modern, centrally air-conditioned facility that is wheelchair accessible. A fully equipped computer provides students hands-on training and include computers with updated software, and printers. The student-to-computer ratio is one-to-one for each program. The Medical Lab contains the medical equipment necessary to practice all procedures taught in the program. Teaching labs for all medical programs, including Medical Assistant, contain real-world equipment to augment the student’s acclimation to patient care and other such needs that will be encountered in the professional setting. The Electrical lab is fully equipped for demonstration and safe hands on practice of all skills taught in the curriculum. The HVAC courses are taught at the Anaheim auxiliary classroom to provide a real world work environment with proper ventilation and equipment.
CARSON CAMPUS

CAMPUS PRESIDENT: Giery Mijangos
ADMINISTRATIVE ASSISTANTS: Maria Rios
DIRECTOR OF ADMISSIONS: Robert Magana
SR. ADMISSIONS REPRESENTATIVE: Steven Martinez
ADMISSIONS REPRESENTATIVES: Hernan Garzon, Michael Morales
STUDENT AFFAIRS: Dianne Mason
TUITION COORDINATOR: Johanna Caballero, Richard Koolmees
DIRECTOR OF CAREER SERVICES: Chanelle Brimmer
FACULTY: Alicia King, CADCII, Alex Glowacki, ADCS Faculty
Vincent Herrera, Debbie Jundt, Medical Assistant Faculty
Shirley Green, PD100 Faculty
Dino Hidalgo, ETP Faculty
Robert Montoya, ETP Faculty
Steve Coe, Fitness Faculty
Henry Le, AAS Math Faculty

CARSON CAMPUS PROGRAMS OFFERED
AAS Degree in Substance Abuse Counseling
Alcohol and Drug Counseling Studies
Electrical Training Program
Medical Assistant

The Carson campus is approximately 13,000 square feet and conveniently located with easy access to restaurants, major freeways, and bus stops. The campus has various lab and lecture rooms, administrative offices, computer lab, student cafeteria, and staff lounge. The school is housed in modern, centrally air-conditioned facility that is wheelchair accessible. A fully equipped computer provides students hands-on training and include computers with updated software, and printers. The student-to-computer ratio is one-to-one for each program. The Electrical labs are fully equipped for demonstration and safe hands-on practice of all skills taught in the curriculum. The Medical Assisting Lab contains the medical equipment necessary to practice all procedures taught in the program. Teaching labs for all medical programs, including Medical Assistant and Massage Therapy, contain real-world equipment to augment the student’s acclimation to patient/client care and other such needs that will be encountered in the professional setting.

ELK GROVE CAMPUS

CAMPUS PRESIDENT: Abraham Cicchetti
DIRECTOR OF ADMISSIONS: Eric Grayson
ADMISSIONS: Estevan Rodriguez, Tom Fay
ADMINISTRATIVE ASSISTANTS: Oliver Silva
RECORDS CLERK: Tashika Smith
TUITION COORDINATOR: Tamara Marsh
CAREER SERVICES DIRECTOR: Emily Lane
FACULTY: Myra Sanders, Pharmacy Technician Faculty
Dr. Anthony Scuderi, ADCS Faculty
Ginger Shepherd, ETP Faculty
Terry Gardner, AAS, Certified Electrician, Photovoltaic Certified, ETP Faculty

ELK GROVE CAMPUS PROGRAMS OFFERED
AAS Degree in Substance Abuse Counseling
Alcohol and Drug Counseling Studies
Electrical Training Program
Medical Assistant

The Elk Grove campus is approximately 7,870 square feet and conveniently located near the city of Sacramento with easy access to major freeways and bus stops. The campus has various lab and lecture rooms, administrative offices, computer lab, student cafeteria, and staff lounge. The school is housed in modern, centrally air-conditioned facility that is wheelchair accessible. A fully equipped computer provides students hands-on training and include computers with updated software, and printers. The student-to-computer ratio is one-to-one for each program. The Medical Lab contains the medical equipment necessary to practice all procedures taught in the program. Teaching labs for all medical programs, including Medical Assistant and Massage Therapy, contain real-world equipment to augment the student’s acclimation to patient/client care and other such needs that will be encountered in the professional setting. The Electrical and HVAC labs are fully equipped for demonstration and safe hands-on practice of all skills taught in the curriculum.
ROSEVILLE CAMPUS

CAMPUS PRESIDENT: Gilda DeLaRosa – Rodriguez (Acting)
DIRECTOR OF ADMISSIONS: Eric Grayson
ADMINISTRATIVE ASSISTANT/STUDENT SERVICES: Sonia Silva
FACULTY: George Moschke, AAS, CADCII, ADCS Faculty
Walter Masters, ETP Faculty
Ronald Cox, Daniel Overmyer, William Taylor, Craig Weinberg, HVAC Faculty

ROSEVILLE CAMPUS PROGRAMS OFFERED

Alcohol and Drug Counseling Studies
Electrical Training Program
HVAC Technician

The Roseville campus is approximately 9,000 square feet and conveniently with easy access to restaurants, major freeways. The campus has various lab and lecture rooms, administrative offices, computer lab, student cafeteria, and staff lounge. The school is housed in modern, centrally air-conditioned facility that is wheelchair accessible. A fully equipped computer provides students hands-on training and include computers with updated software, and printers. The student-to-computer ratio is one-to-one for each program.

FAIRFIELD CAMPUS

CAMPUS PRESIDENT: Carla Carter, MSN, MEd, BSN, RN
DIRECTOR OF ADMISSIONS: Justin Preston
ADMINISTRATIONS: Linelle Paclibare, Allen Douglas
ADMINISTRATIVE ASSISTANT: Nicole Jacildo
STUDENT AFFAIRS COORDINATOR: Sonia Silva
DIRECTOR OF STUDENT AFFAIRS: Tina Davis
CAREER SERVICES COORDINATOR: Shantell Lea
NURSING PROGRAM DIRECTOR: Carla Carter, MSN, MEd, BSN, RN
NURSING FACULTY: Maravic Macalino, MSN, BSN, RN
Joseph Sales, BSN, RN
Teresita Mondada, BSN, RN
Maria (Yoli) Ejanda, BSN, RN
Yolanda Clark, LVN
FACULTY: Beverly Sandhu, Medical Assistant Faculty
Heather Lasher, Kristian Raynor, Pharmacy Technician Faculty
Catherine Maloy, ADC Faculty
Paul Mercandante, PD100 Faculty
Michael Bertel, Louis Decaro, ETP Faculty
Robert Souza, HVAC Faculty

FAIRFIELD CAMPUS PROGRAMS OFFERED

AAS Degree in Substance Abuse Counseling
Alcohol and Drug Counseling Studies
Electrical Training Program
HVAC Technician
Vocational Nursing
Pharmacy Technician
Medical Assistant

The Fairfield campus is approximately 11,375 square feet and conveniently located with easy access to restaurants, major freeways, and bus stops. The campus has various lab and lecture rooms, administrative offices, computer lab, student cafeteria, and staff lounge. The school is housed in modern, centrally air-conditioned facility that is wheelchair accessible. A fully equipped computer provides students hands-on training and include computers with updated software, and printers. The student-to-computer ratio is one-to-one for each program. The Electrical and HVAC labs are fully equipped for demonstration and safe hands on practice of all skills taught in the curriculum. The nursing lab contains patient care beds, manikins and is fully equipped for simulation of all skills learned in the curriculum. The Medical Assisting Lab contains the medical equipment necessary to practice all procedures taught in the program. Teaching labs for all medical programs, including Medical Assistant and Massage Therapy, contain real-world equipment to augment the student’s acclimation to patient/client care and other such needs that will be encountered in the professional setting.
RIVERSIDE CAMPUS

SR. CAMPUS PRESIDENT: Jim Feist, MS, CADCII
ADMINISTRATIVE ASSISTANT Lissette Coronel, Caridad Correa
SR. ADMISSIONS REPRESENTATIVE: Marilyn Madrigal
ADMISSIONS: Katie Vandenberg, Jose Guardado
DIRECTOR OF STUDENT AFFAIRS: Juanita Adams
TUITION COORDINATOR: Lisa Lawrence
STUDENT SERVICES COORDINATOR: Raul Hidalgo
CAREER SERVICES: Michele Spaurwe, Roberta Ortiz
DENTAL PROGRAM DIRECTOR: Esther Rodgers, RDA
FACULTY: Parisha Martin, AAS Faculty
Russell Arnett, ADC Faculty
Sid Sarfaty, LAADC, ICADC, CADCII, SAP, ADCS Faculty
Pui Lok Choi, Fitness Faculty
Christian Csinsi, Jim DeBerry, Wilfredo Ilagan ETP Faculty
Finley Martell, PD100 Faculty
Mark Wynne, Trane Certified Universal HVAC, Type II HVAC, EPA Certified, HVAC Faculty
Lisa Whitehead, RDA, Dental Assistant Faculty

RIVERSIDE CAMPUS PROGRAMS OFFERED

Associates of Applied Science Degree in Substance Abuse Counseling
Alcohol and Drug Counseling Studies
Electrical Training Program
Fitness Specialist
HVAC Technician
Dental Assistant

The Riverside campus is approximately 17,000 square feet and conveniently located with easy access to major freeways, and bus stops. The campus has various lab and lecture rooms, administrative offices, computer lab, student cafeteria, and staff lounge. The school is housed in modern, centrally air-conditioned facility that is wheelchair accessible. A fully equipped computer provides students hands-on training and include computers with updated software, and printers. The student-to-computer ratio is one-to-one for each program. The Electrical and HVAC labs are fully equipped for demonstration and safe hands on practice of all skills taught in the curriculum. Teaching labs for Massage Therapy contain real-world equipment to augment the student’s acclimation to client care and other such needs that will be encountered in the professional setting.
WEST COVINA CAMPUS

CAMPUS PRESIDENT: Lisa Rhodes (Acting)
DIRECTOR OF ADMISSIONS: Victor Arreola
DIRECTOR OF STUDENT AFFAIRS: Shavonne Torres
TUITION COORDINATOR: Jorge Quintana
CAREER SERVICES: Gia Martinez

WEST COVINA CAMPUS PROGRAMS OFFERED

- Associates of Applied Science Degree in Substance Abuse Counseling
- Alcohol and Drug Counseling Studies
- Electrical Training Program
- HVAC Technician
- Medical Assistant
- Pharmacy Technician

The West Covina campus is approximately 15,125 square feet and conveniently located with easy access to restaurants, major freeways, and bus stops. The campus has various lab and lecture rooms, administrative offices, computer lab, student cafeteria, and staff lounge. The school is housed in modern, centrally air-conditioned facility that is wheelchair accessible. A fully equipped computer provides students hands-on training and include computers with updated software, and printers. The student-to-computer ratio is one-to-one for each program. The Electrical and HVAC labs are fully equipped for demonstration and safe hands on practice of all skills taught in the curriculum. The Medical Assisting Lab contains the medical equipment necessary to practice all procedures taught in the program. Teaching labs for Medical Assistant contain real-world equipment to augment the student’s acclimation to patient care and other such needs that will be encountered in the professional setting.