



SIERRA VALLEY COLLEGE
— *of* COURT REPORTING —

4747 North First Street, Building D
Fresno, California 93726
(559) 222-0947

January, 2012 to January, 2013

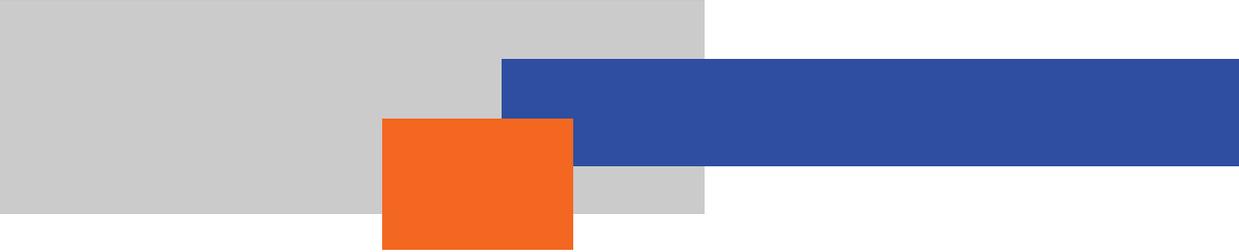
Exceptional Education ...Since 1973

Catalog of Courses



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Mission

Sierra Valley College of Court Reporting's mission is to train a person in skills so that he or she may become a self-supporting member of the community. From the beginning, Sierra Valley College of Court Reporting has endeavored to build a system of training based upon striving for excellence in all aspects of the court reporting field. Our objective is to build integrity and relationships with the students and to produce highly-skilled, competent graduates who would be a credit to the profession, school, and community.

Accreditation

Sierra Valley College of Court Reporting is accredited by the Accrediting Council of Independent Colleges and Schools (ACICS) to award diplomas and certificates. The Council is listed as a nationally-recognized accrediting agency by the United States Department of Education. The College offers diploma courses in Court Reporting.

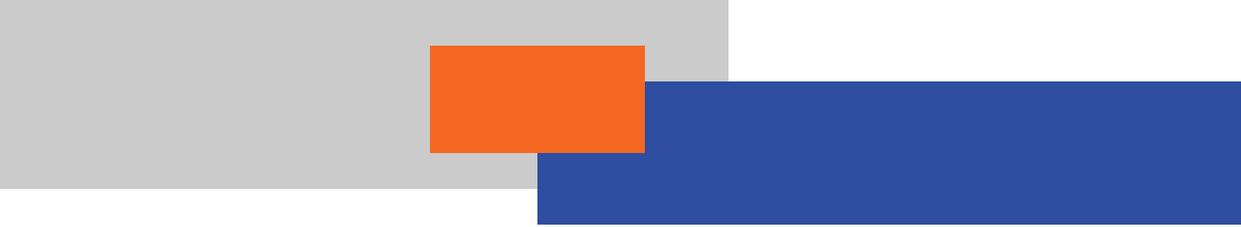
The Council can be contacted at:

ACICS
750 First Street, NE, Suite 980
Washington, DC 20002
(202) 336-6780

Documentation of Approvals and Accreditation is available for review with the Director of the institution.

State Licensing agency:

BPPE
Bureau For Private Postsecondary Education,
P.O. Box 980818, West Sacramento, CA 95798-0818.
www.bppe.ca.gov - phone: 888-370-7589



Approvals and Recognition

U.S. Department of Education

Sierra Valley College of Court Reporting is certified to participate in programs of student financial assistance under the Higher Education Act of 1965, as amended, by the U.S. Department of Education, Office of Postsecondary Education, Office of Student Financial Assistance.

Court Reporters Board of California

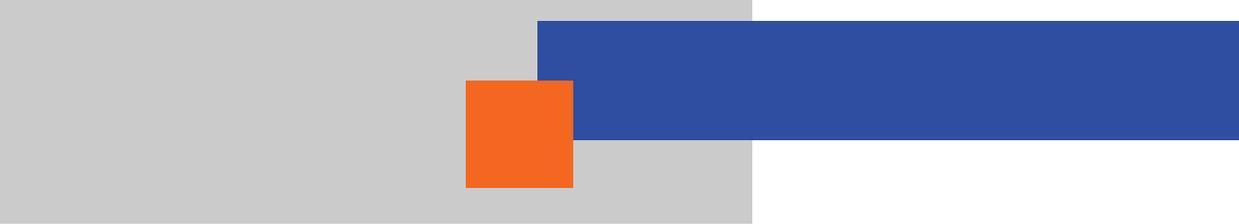
Sierra Valley College of Court Reporting is recognized as an approved school for certification of students eligible for state certification.

Specialized Program Approvals

Sierra Valley College of Court Reporting is recognized as an eligible training institution by the State of California for Veteran's training; Social Security Administration; State Department of Rehabilitation for training under the rehabilitation program; and by the State Department of Employment Development for JTPA and other programs.

Memberships

Sierra Valley College of Court Reporting is a member of the Association of Reporter Training Schools and holds associate membership in the National Court Reporters Association, California Court Reporters Association, and National Association of Student Financial Aid Administrators.



Admissions

Entrance Requirements

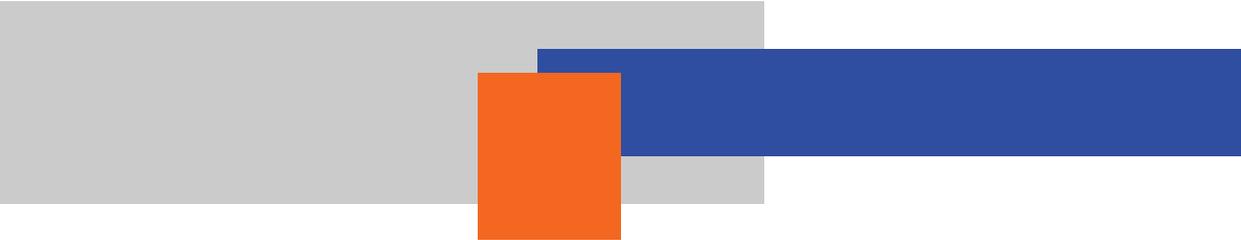
Sierra Valley College of Court Reporting is coeducational and nondiscriminatory and accepts those, as students, who meet the following standards and conditions:

1. High school diploma or its equivalent
2. Submittal of an official transcript from all previously attended educational institutions
3. Personal interview with the director or an admissions representative
4. Successful completion of the entrance test
5. Payment of registration and tuition fees

Graduation Requirements

A student is eligible for a court reporting diploma upon completion of all academics with a cumulative grade point average of 2.0 or greater, attaining 200 words a minute on the stenotype machine from four-voice live dictation at 97.5% accuracy, being qualified and certified by Sierra Valley College of Court Reporting to take the state certification examination, and passing all portions of the State licensure requirement and obtaining a license as a California CSR.

A student is eligible for a court reporting certificate upon completion of all academics with a cumulative grade point average of 2.0 or greater, attaining 200 words a minute on the stenotype machine from four-voice live dictation at 97.5% accuracy, being qualified and certified by Sierra Valley College of Court Reporting to take the state certification examination, and passing all portions of the State licensure requirement and obtaining a license as a California CSR.



Faculty

Patrick McIlhargey

Instructor: English, Vocabulary, Court Reporting Reader

BA, Linguistics, Calif. State University, Fresno

MA, Linguistics, Calif. State University, Fresno

Gale B. Munce

Instructor: Anatomy, Medical Terminology, Dictation

Fresno City College

Raquel Watkins

Court Reporting Reader

BA, English, Calif. State University, Fresno

Amelia Ryan

Court Reporting Reader

BA, English, Calif. State University, Fresno

Jennifer Rasmussen

Court Reporting Instructor

California Certified Shorthand Reporter (CSR)

Stephanie Velasquez

Court Reporting Instructor

BA, English, Calif. State University, Fresno

Sandra MacFarlane

Court Reporting Reader

Samantha Specht

Keyboarding/Word Processing—Part-Time

BA, Calif. State University, Fresno

Christopher Dorian

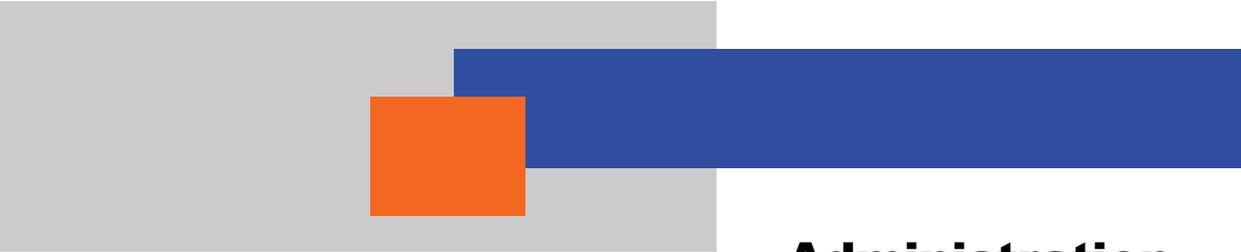
Law—Part-Time

JD - McGeorge Law

Karla Day

Court Reporting Instructor

California Certified Shorthand Reporter (CSR)



Administration

Rick Urgo

Director

Instructor: English

Court Reporting Reader

BA, English, Calif. State University, Fresno

Karla Day, CSR

Program Director

Instructor: Dictation, Court Reporting

California Certified Shorthand Reporter (CSR)

Margarita Brittsan

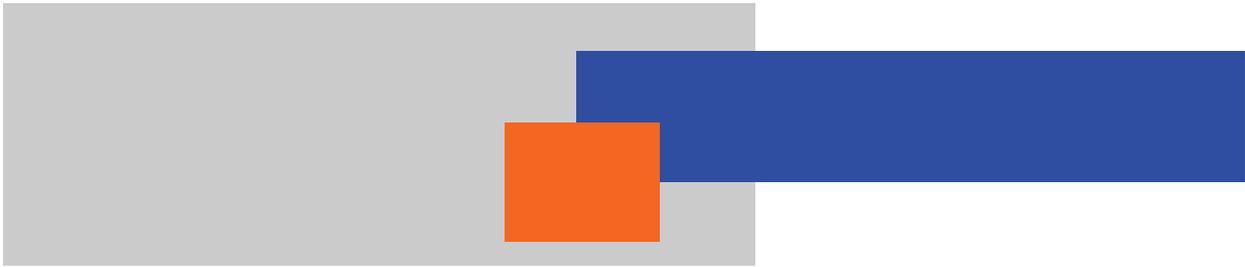
Fiscal/Financial Aid Officer

Phyllis L. Miller

Admissions

Samantha Specht

Job Placement



SCHOOL CALENDAR

School Holidays

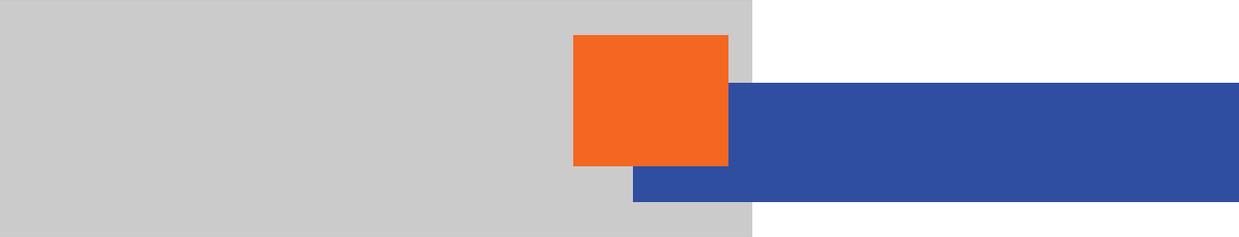
2012

M. L. King, Jr.	Mon-Jan 16
Presidents' Day	Mon-Feb 20
Spring Break	Apr 2 to Apr 6
Memorial Day	Mon-May 28
Summer Vacation	Jun 28 to Jul 6
Labor Day	Mon-Sep 3
Veteran's Day	Mon-Nov 12
Thanksgiving	Nov 22 & Nov 23
Christmas Vacation	Dec 21 to Jan 4, 2013

School Starts

2012

Winter Quarter	Jan 9 to Mar 28
Spring Quarter	Apr 10 to Jun 27
Summer Quarter	Jul 10 to Sep 26
Fall Quarter	Oct 1 to Dec 20
Winter Quarter	Jan 7, 2013



Instructional Facilities

Sierra Valley College of Court Reporting is housed in a modern 16,000 square-foot campus comprised of three buildings located at 4747 N. First Street in Fresno, California. The fully-equipped facilities include the following training aids and furnishings:

- dictating rooms containing comfortable chairs, podia simulating the court bench, and remote-controlled light panels for multiple voice dictation
- lecture rooms equipped with desks, podium, and white boards
- computer labs equipped with the latest computer hardware
- student lunchroom and lounge
- library for study
- separate offices for administration and staff
- bookstore and storage areas
- faculty resource center

This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire, safety, and health. Parking for the handicapped and ramped exits are provided.

Instructional and Administration Hours

Class Hours:

Court Reporting - 8:00 a.m. to 12:50 p.m. Monday through Friday

Office Hours:

7:30 a.m. to 5:00 p.m.; Saturday by appointment

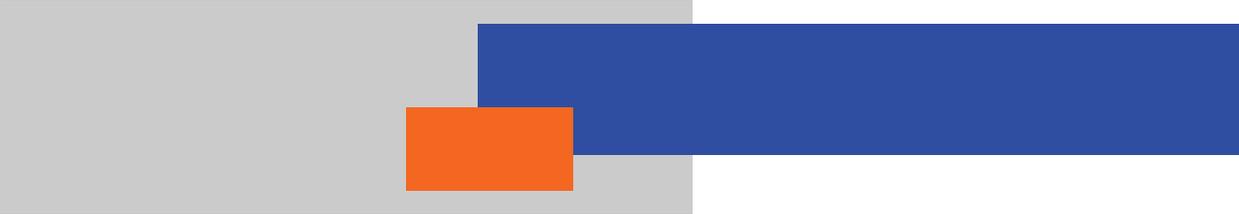
www.sierravalleycollege.edu

COURT REPORTING

Guardians of the Record







Tuition and Fees

Application Fee..... \$75

Tuition.....\$12,000 per year

The tuition is based on four (4) quarters of twelve (12) weeks each covered over 48 weeks totaling 1120 hours. Normal completion of this program is 3 1/2 years. However, there are students who complete in a shorter time as there are students who will take longer.

Books and Supplies:

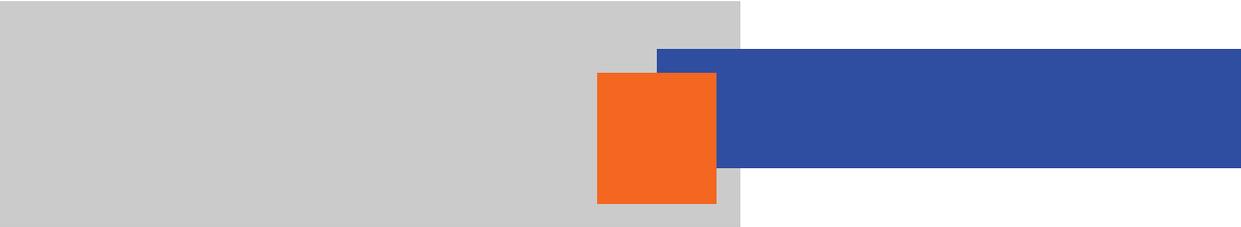
Books and supplies for the court reporting program will average approximately \$100—\$200 per quarter. Variations in this cost will depend on the number of academics required in any one quarter and the amount of machine paper used.

Students will have to purchase a steno machine by the end of the first quarter. Costs of these machines vary depending on age. See the financial aid office for a list of used and new machines available.

Refund Information

STUDENT’S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: **SIERRA VALLEY COLLEGE OF COURT REPORTING** , 4747 N. 1st Street, Fresno, CA 93726. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

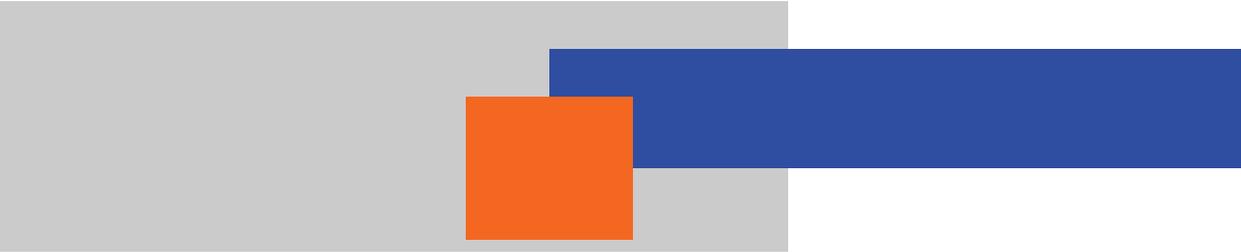


Course Outline

OBJECTIVE: This program is designed to prepare a student to qualify for the California Certified Shorthand Reporters Board examination. Graduates will possess the skills and the background to enter the field as reporters in court, general reporters, convention reporters, or hearing reporters on a professional level.

Course	Hours	Units
CR100 Machine Shorthand Theory	448	22
CR105 Transcription	326	15
CR110 Machine Speed Building (80 wam)	168	8
CR120 Machine Speed Building (120 wam)	336	16
CR130 Machine Speed Building (160 wam)	504	25
CR135 Four-Voice Live Dictation (150 wam)	120	6
CR140 Machine Speed Building (200 wam)	504	25
CR145 Four-Voice Live Dictation (175 wam)	230	11
CR150 Apprenticeship Training	50	0
CR160 Computers for Court Reporters	56	2.5
CR165 Transcript Prep./ CAT	56	2
CR170 Essentials of Success	28	2.5
EE100 English Grammar I	56	5.5
EE200 English Grammar II	56	5.5
EE250 English Grammar III	56	5.5
EE300 Vocabulary/Spelling I	56	5.5
EE400 Vocabulary/Spelling II	56	5.5
LL100 Law I	56	5.5
LL120 Law II	56	5.5
MD100 Medical I	56	5.5
MD110 Medical II	56	5.5
KB100 Keyboarding	168	8
<hr/>		
Totals	3470	190

Academics: 10 Hours = 1 Qtr Unit
 Skills: 20 Hours = 1 Qtr Unit



Course Descriptions

CR100- Machine Shorthand Theory

Prerequisite: none

A solid foundation in the mechanics of writing machine shorthand based upon accuracy of notes, ability to read notes, phonetics, and proper hand and finger techniques for relaxed writing using a computer-compatible theory. The passing of two five-minute tests at 60 wam and successful passing of steno notes exams are required to advance. 448 hours, 22 Units.

CR105– Transcription

Prerequisite: none

Development of techniques for rapid, accurate typing into acceptable transcript form from machine notes. Emphasis is on accuracy and proofing within prescribed time limits. Continuous—326 Hours, 15 units.

CR110- Machine Speed Building (80 wam)

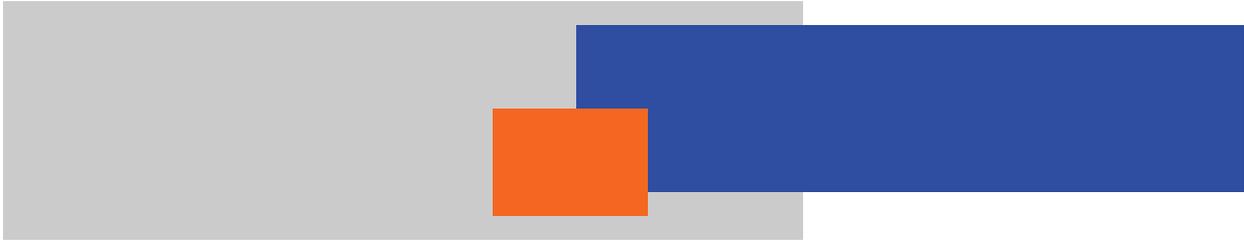
Prerequisite: Completion of CR100

Introduction to timed dictation combined with continued drill on numbers, brief forms, phrasing, endurance, retention, and maintenance of accuracy and clean notes. Speed tests at 60 wam and 80 wam are given. 168 Hours, 8 Units.

CR 120- Machine Speed Building (120 wam)

Prerequisite: Completion of CR110

Continuation of drilling in areas outlined in CR110 but at higher speeds. Introduction of two-voice and four-voice dictation. Introduction to jury charge, opinion, and congressional material. Speed tests at 100 wam and 120 wam are given. 336 Hours, 16 Units.



CR130- Machine Speed Building (160 wam)

Prerequisite: Completion of CR120

Continuation of drilling in areas outlined in CR120 but at higher speeds. Continued emphasis on jury charge, opinion, and congressional material. Introduction of live 4-voice dictation and continued multiple-voice dictation using light boards. Speed tests at 140 wam, 150 4-voice, and 160 wam at 98.5% are given. 504 Hours, 25 Units.

CR 135- Four-Voice Live Dictation

Prerequisite: Completion of CR120

Concentrated drilling in identification of multiple speakers while taking dictation direct from actual transcripts of court cases. Five-minute tests are given at 150 wam, live 4-voice. 120 Hours, 6 Units.

CR 140- Machine Speed Building (200wam)

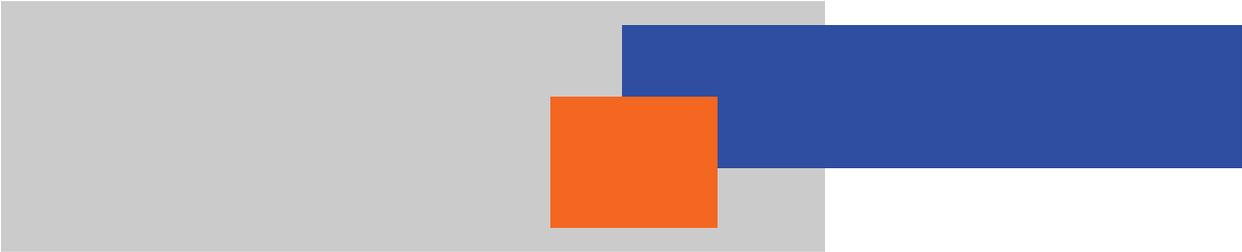
Prerequisite: Completion of CR130

Continuation of drilling in areas outlined in CR130 but at higher speeds. Continued emphasis on jury charge, opinion, congressional, and CSR drill material. Speed tests at 180 wam, 175 wam 4-voice, 200 wam 4-voice, and 200 wam are given. In addition, one qualifying exam is given each week to advanced students to be eligible for State CSR examination. 504 Hours, 25 Units.

CR145- Four-Voice Live Dictation

Prerequisite: Completion of CR130

Concentrated drilling in identification of multiple speakers while taking dictation direct from actual transcripts of court cases. Five-minute tests are given at 175 wam and 200 wam live 4-voice. 230 Hours, 11 Units.



CR 150- Apprenticeship Training

Prerequisite: Completion of 180 wam Speed

Arrangements are made to provide actual experience by sitting in with CSRs at depositions, court trials, and administrative hearings enabling the student to report under actual conditions.
50 Hours, 0 Units

CR 160- Computers for Court Reporters

Prerequisite: none

This course is designed to teach basic computer concepts including hardware, software, DOS, and Windows; basic word processing features using Microsoft Word. 56 Hours, 2.5 Units.

CR 165– Transcript Preparation/ CAT

Prerequisite: CR160

An introduction to computer-aided transcription (CAT) and real-time reporting with emphasis on editing, dictionary build, and transcript preparation. 56 Hours, 2 Units.

EE100- English Grammar I

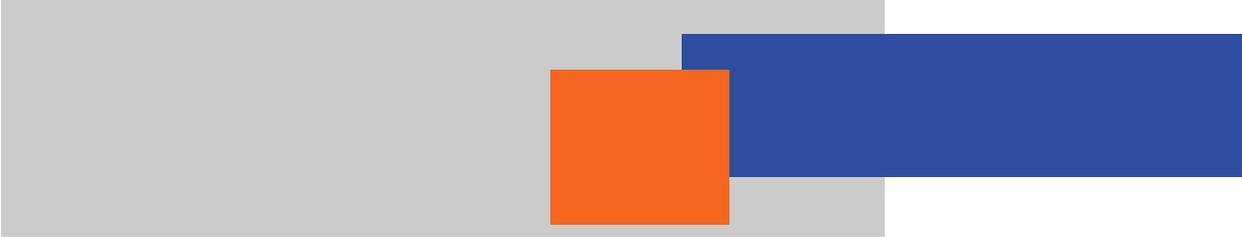
Prerequisite: none

A thorough, comprehensive study of basic English grammar with special emphasis on development of grammatical skills as they pertain to the professions of court reporting and business. 56 Hours, 5.5 Units.

EE200- English Grammar II

Prerequisite: Completion of EE100

A more comprehensive extension of usage of the grammatical skills studied in English I, particularly in structure and punctuation. 56 Hours, 5.5 Units.



EE250- English Grammar III

Prerequisite: completion of English I, II

An application of English I and English II to court reporting. 56 Hours, 5.5 Units.

EE300- Vocabulary/Spelling I

Study of basic literary terminology from simple usage through advanced and technical terms. Students are encouraged to develop, and are assisted in developing, an intense word curiosity. Basic root words, prefixes, and suffixes are emphasized along with the spelling rules and guides. 56 Hours, 5.5 Units.

EE400- Vocabulary/Spelling II

Prerequisite: Completion of EE300

A more comprehensive extension of advanced word recognition with emphasis on developing a larger and more functional vocabulary along with a greater awareness of correct word usage. 56 Hours, 5.5 Units.

LL100- Law I

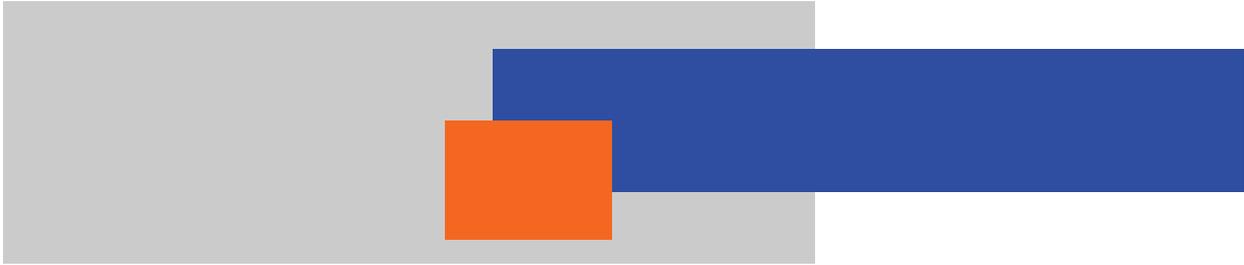
Prerequisite: none

An extensive course in the legal terminology needed in the field of jurisprudence. Areas covered include civil procedure, trial, criminal law, torts, contracts, wills, domestic relations, commercial law, property, corporation, agency, etc. In addition, there is also a study of American jurisprudence covering judicial structure, procedure, and decorum. 56 Hours, 5.5 Units.

LL120- Law II

Prerequisite: Completion of CR110 and LL100

Study of State and Federal court structure, civil and criminal procedure from initiation of action through appeal; proper use of reference materials; proper form of citations and quotations therefrom; laws governing duties and responsibilities of a notary public; legal terminology; and ethics. 56 Hours, 5.5 Units.



MD100- Medical I

Prerequisite: none

Prefixes, suffixes, and word roots for building a medical vocabulary are learned. 56 Hours, 5.5 Units.

MD110– Medical II

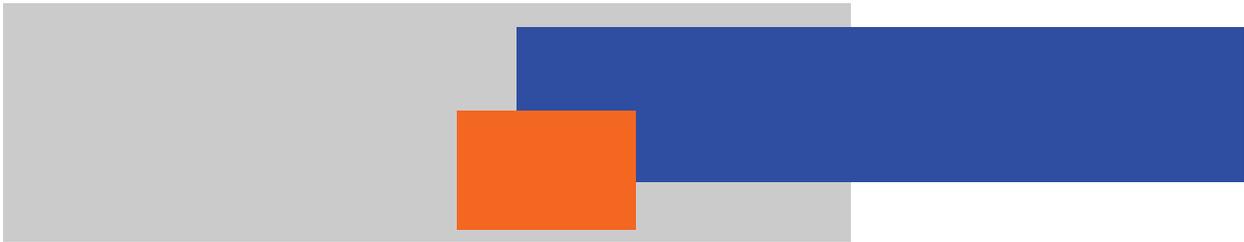
Prerequisite: none

Study of the structure and functions of the parts of the human body and the terms used in physical examinations and diagnoses. 56 Hours, 5.5 Units.

KB100- Keyboarding (to 60 wam)

Prerequisite: none

Keyboard mastery and fundamentals for beginning typists. Development of accuracy and speed building for advanced students. Objective: 60 net words a minute for five minutes. 140 Hours, 6.5 Units.



Student Information

Attendance Requirements-

Sierra Valley College of Court Reporting requires regular attendance by all students. A minimum of 80% attendance is essential in all classes scheduled for continued enrollment. Attendance falling below 80% can result in being placed on probation. Further violations result in suspension for 30 days with re-entry made possible only after consultation with the associate director.

Conduct-

Students are expected to conduct themselves as professionals in an adult, considerate manner toward the faculty and their fellow students. Dismissal may result from socially unacceptable behavior after consultation with the associate director or college director and at the discretion of the college director.

Grading Standards-

Academic Courses are Graded as Follows:

- 90-100% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- Below 60% = F

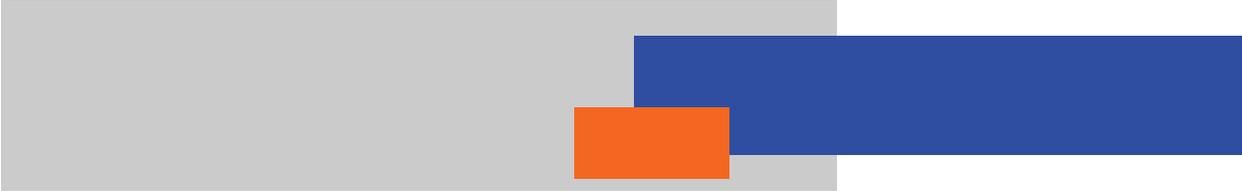
In addition to the above grades, a student may be awarded a W, WF, or Incomplete should the student withdraw from a class for various reasons. These are explained on Page 25 under Course Repetitions.

Machine Speed Building is Graded as Follows:

All machine speed building classes are graded on a “Pass” basis only. Speeds up to and including 140 wam are graded at 99% accuracy. Speeds from 140 wam to 200 wam are graded at 98.5% accuracy. Speeds above 200 wam are graded at 97.5% accuracy. Qualifying exams are graded at 97.5% accuracy.

Transfer Students-

Transfer students in the court reporting program may enter classes any Monday morning following completion of registration. After consultation with the court reporting director, the transfer student will be placed in the speed class agreed upon. If, after a three-month period, the student cannot pass the speed entered into, he or she will be placed in the next lower speed class.



Student Lounge and Lunchroom-

A separate lunch and break area is provided with vending services, microwave, and sink. A specially-designed storage area for stenotype machines is provided. A library and study room, stocked with reference books, dictionaries, magazines, and internet-linked computers is available to assist students in expanding their general technical vocabularies. Law books are available for citation reference.

Counseling-

All members of the staff are regularly available to provide individual instruction and help for those needing special assistance.

ESL-

Sierra Valley College of Court Reporting does not provide English as a Second Language services to students.

Placement Assistance-

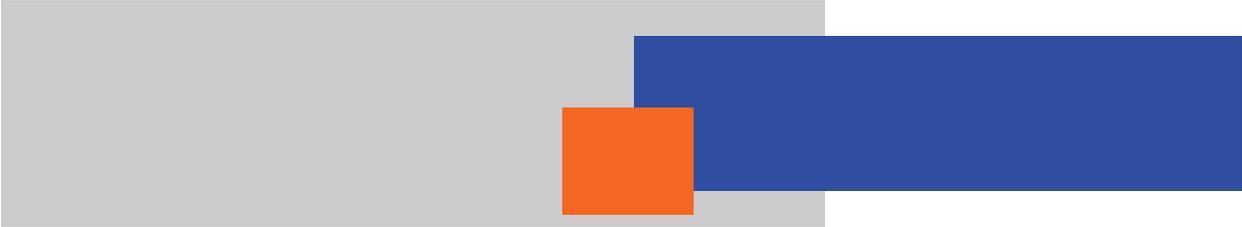
Through contacts with working reporters, lawyers, court administrators, reporting agencies state-wide, various businesses, government agencies, and active participation in the organizations listed on page 2, assistance in placement is provided all graduates. No guarantee of placement can be made, however.

Student Records-

An official student transcript card is maintained for each student from the first day of classes. It is a record of all academic grades, speed achievements, and attendance. It is filed with the associate director and is available for student evaluation with the associate director at any time. Official transcripts can be sent, at the student's written request, to any other institution, providing the student has no outstanding financial obligations. Transcripts are kept forever.

Employment Data-

Average first-year salaries and percentage of graduate placements can be obtained from the admissions office or from the job placement coordinator upon request. Statistics are based on the previous four graduating classes and updated every six months.



Financial Assistance-

Sierra Valley College of Court Reporting is authorized to participate in Title IV Federal Financial Aid programs by the U.S. Department of Education, Office of Postsecondary Education, Office of Student Financial Assistance.

Eligible students at Sierra Valley College of Court Reporting may apply for financial aid to assist in meeting their educational expenses under the Federal Pell Grant, William D. Ford Federal Direct Student Loan Program, and the Federal Family Educational Loan Program.

Any student not meeting the standards of progress listed on page 24 will not be eligible for student financial assistance.

For financial aid purposes, all credit units are converted at 20 hours per unit regardless of class or program.

See page 30 for detailed financial aid programs.

California CSR Board

IN ORDER FOR A PERSON TO QUALIFY FROM A SCHOOL TO TAKE THE STATE LICENSING EXAMINATION, THE PERSON SHALL COMPLETE A PROGRAM AT A RECOGNIZED SCHOOL. FOR INFORMATION CONCERNING THE MINIMUM REQUIREMENTS THAT A COURT REPORTING PROGRAM MUST MEET IN ORDER TO BE RECOGNIZED, CONTACT:

THE COURT REPORTING BOARD OF CALIFORNIA

2535 CAPITOL OAKS DRIVE, SUITE 230

SACRAMENTO , CA 95833

(916) 263-3600

Veteran's Credit Evaluation Policy

The Court Reporting program is approved for Veteran's training.

Students with previous training in the course to be pursued will be tested upon enrollment and given appropriate credit. Evaluation will be based upon an official transcript of record and a written exam. Credit allowed will be recorded and the length of the course shortened proportionately. In addition, the student and the Department of Veteran's Affairs shall be notified.

A veteran who remains on probation for grade point deficiency below a 2.0 cumulative GPA beyond two quarters, will have his veteran's benefits discontinued and any further certification of benefits terminated.



Satisfactory Progress Standards

The following are the minimum Standards of Satisfactory Academic Progress for a student at Sierra Valley College of Court Reporting enrolled in the Court Reporting program. Successful program completion will require a student to meet these minimum standards.

Maximum Program Length

Court Reporting is normally a three and one half (3 1/2) year program. A year consists of four 12-week quarters. A student must finish the program in 20 quarters maximum. Failure to complete the program in the allotted time could result in dismissal from the institution.

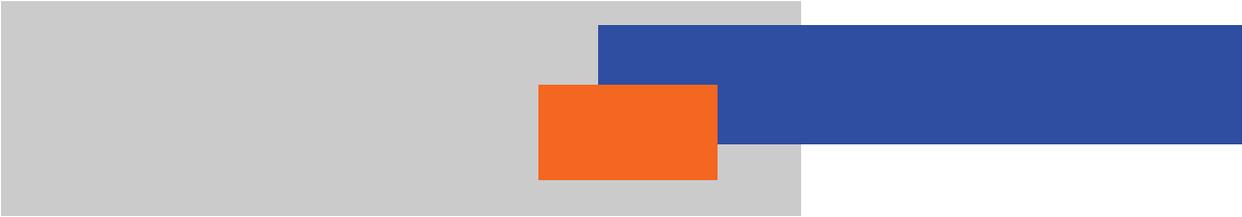
Evaluation Points

Student progress will be evaluated at the end of each 4-quarter interval.

Minimum Academic Achievement

The following standards are the minimum standards for the evaluation points for all students.

<u>Period</u>	<u>Min. Speed</u>	<u>Min. CGPA</u>	<u>Min. Class Compl. %</u>
4 quarters	80 wam	1.5 GPA	55%
CR110 - The passing of two (2) five-minute tests at 60 wam and three (3) five-minute tests at 80 wam at 99% accuracy are required to advance.			
8 quarters	120 wam	2.0 GPA	60%
CR120 -The passing of three (3) five-minute tests at 100 wam and three (3) five-minute tests at 120 wam at 99% accuracy are required to advance.			
12 quarters	160 wam	2.0 GPA	65%
CR130 -The passing of three (3) five-minute tests at 140 wam, two (2) five-minute tests at 160 wam and one (1) five-minute test at 150 wam 4-voice at 98.5% are required to advance.			
16 quarters	180 wam	2.0 GPA	100%
CR140 -The passing of two (2) five-minute tests at 180 wam and one (1) five-minute test at 175 4-voice at 98.5% accuracy are required to advance.			
18 quarters	200wam	2.0 GPA	100%
CR140 -The passing of two (2) five-minute tests at 200 wam required to advance to qualifiers.			
20 quarters	200 wam	qualified	100%
CR140 -The passing of one qualifier at 200 wam at 97.5 % accuracy to advance to State CSR testing.			



Probation—Academic

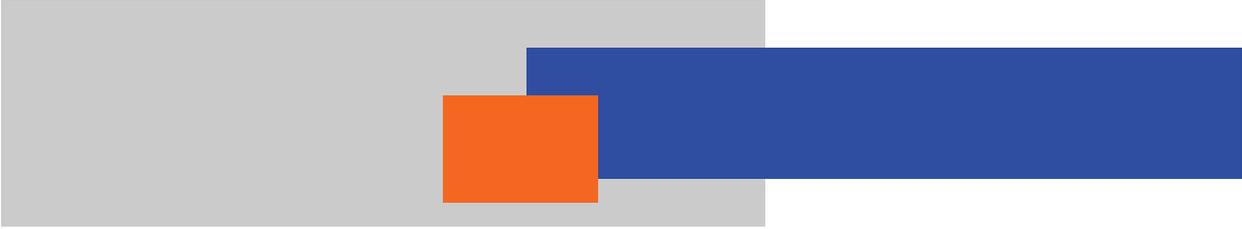
A student will be placed on probation if, during an evaluation-point check of his/her progress, it is determined that his/her cumulative grade point average (CGPA) or successful course completion rate may fall below the graduation standard for his/her program at the next evaluation point. A student will be ineligible for federal financial aid during any periods of academic probation. The minimum class completion percentages required will not be reduced or altered due to any periods of academic probation.

Probation - Attendance

Attendance reaching the minimum of 80% in any class during a given quarter will result in a student's being placed on probation for that class through the end of the quarter. A student on attendance probation will be required to attend 100% of the probation period unless mitigating circumstances warrant special consideration. Further violations will result in suspension for not less than 30 days with re-entry made possible only after consultation with the associate director. A student on attendance probation may still be eligible for federal financial aid funds as long as the probation period is not violated subjecting the student to withdrawal. The CGPA and minimum class completion percentages are not affected by periods of attendance probation. A student withdrawn for violating attendance probation will be ineligible for federal financial aid during that period.

Course repetitions, incompletes, and withdrawals

A student may withdraw from an academic class without penalty thereby receiving a W prior to reaching 50% of the term. After 50% a student may withdraw but will receive a grade of WF which will be factored into the CGPA. A student may receive an incomplete if he/she withdraws after 80% and completes the final assignments within a 30-day period. After 30 days, if the student has not completed assigned classwork and received a passing grade, a WF will be recorded and factored into the CGPA. Any failed academic class must be repeated at the earliest scheduled opportunity and the subsequent grade will replace the failed grade however the failed grade remains factored into the CGPA. The minimum class completion percentage requirements will not be reduced or altered due to any withdrawals, incomplete grades, or repeated classes.



Application of Standards

These standards apply to all students enrolled in any program.

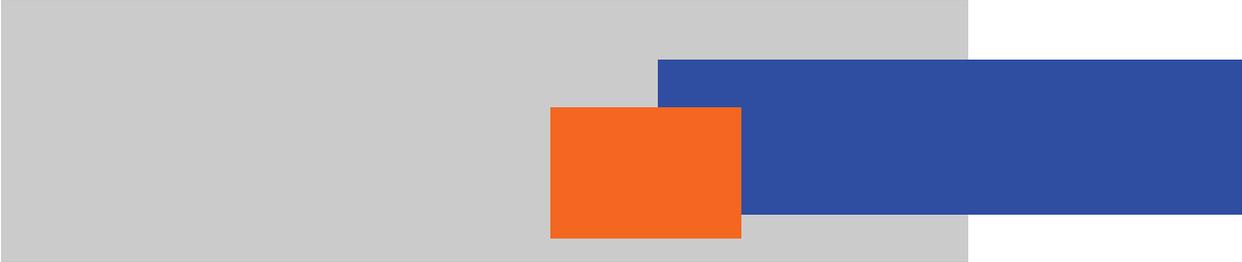
Appeals

Should a student disagree with the application of these satisfactory progress standards, or feels that he/she has mitigating circumstances that warrant special consideration, he/she must first discuss the situation with the appropriate instructor. If still unsatisfied, the student may then appeal to the associate director. If still unsatisfied, the student may then appeal in writing to the school director. Should the college grant the student's appeal, the student will be placed on a specified period of probation and will be considered making satisfactory progress during that period. The minimum class completion percentages required and the CGPA will not be affected or altered due to probationary periods as a result of an appeal.

Extended Enrollment Status

An institution may continue a student in an extended enrollment status after he/she has been determined not to be making satisfactory progress for an unlimited period of time providing the following is disclosed:

1. Disclosure is discussed and agreed to in writing;
2. Student is not eligible for financial aid;
3. Student must seek to correct academic deficiencies;
4. If student exceeds the maximum timeframe, he/she will receive a certificate of completion and not a diploma.



Reestablishing satisfactory progress

A student may reestablish satisfactory progress after failing to maintain the minimum standards previously outlined. The following requirements must be met:

1. The student must retake courses previously failed;
2. The student must achieve the minimum speed level required;
3. The student must be evaluated by the associate director to determine desire, academic, and skill ability.

Student Grievance Policy

The following grievance procedure is in effect at Sierra Valley College of Court Reporting:

Any problem should be worked out with the appropriate instructor first. If the problem cannot be resolved, then it should be referred to the Director. If the problem cannot be resolved with the Director, then a formal written complaint should be filed with the President of the college. These complaints will be addressed in writing by the President, and final disposition will be taken.



Consumer Information

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.

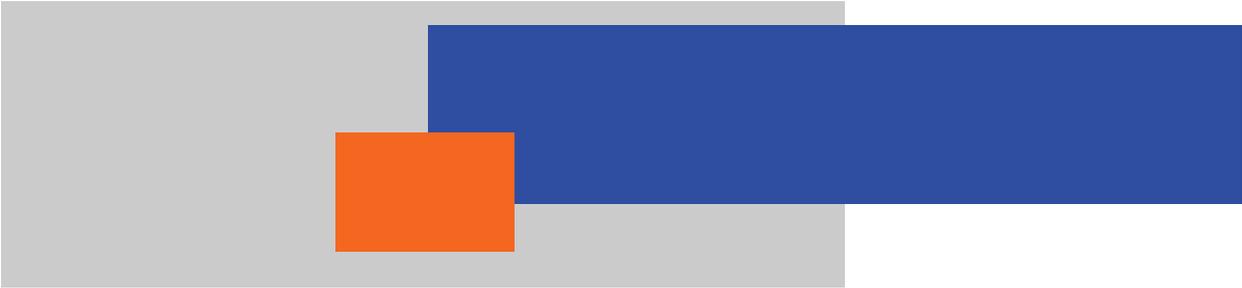
Student Loans

The institution has met all requirements for the administration of any program under Title IV of the Federal Higher Education Act of 1965 (P.L. 89-329), extensions of that act, amendments to the act, and rules and regulations adopted under the act.

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

Leave of Absence

A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during the program when a student is not in attendance. It is Sierra Valley College of Court Reporting's policy that all LOAs will commence once all of the following criteria have been met: 1) The student has requested a LOA in writing and given reason for the LOA. 2) A time of no less than 20 school days and no more than 40 school days has been set. 3) The student has not taken a previous LOA within the preceding 12 months. All LOAs are processed by the Director of the school.



Bureau for Private Postsecondary Education (BPPE)

Complaints

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free number (888) 370-7589 or by fax (916) 263-1897

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

What it Takes to Become a Court Reporter

Becoming a licensed CSR requires passing a three-part licensing exam, usually after attending a State-approved court reporting school. Having an out-of-state license or appropriate work experience can also qualify you for the exam. CSR school programs are designed to take three to four years. Courses are self-paced, challenging, and require self-discipline and a high degree of motivation. The curriculum is largely skills-based, and practice builds speed levels required to take the licensing exam, which requires 200 words per minute with a 97.5 percent accuracy rate. Academic homework is also required.

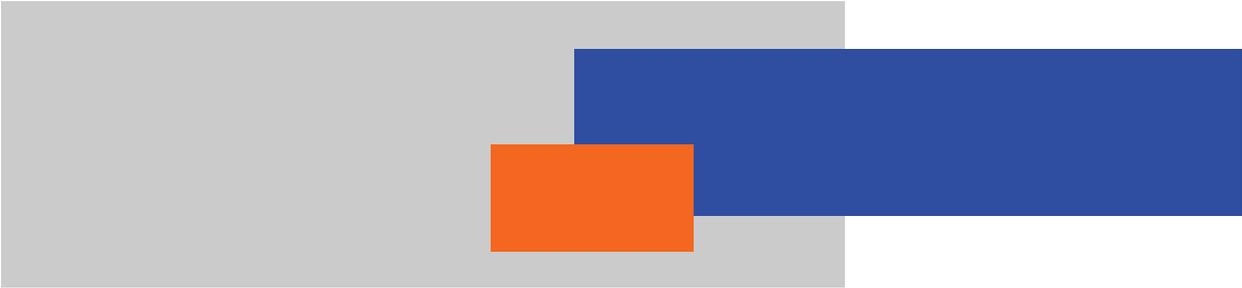
Right to cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The specific date by which the student must exercise his or her right to cancel or withdraw is based on the signing of the agreement.

You may cancel your enrollment agreement and receive a refund by providing a written notice to: Director, Sierra Valley College of Court Reporting, 4747 N. First Street, Bldg. D, Fresno, CA 93726.

Dismissal Policy

Court Reporting is normally a 3 1/2 year program. A year consists of four 12-week quarters. A student must finish the program in 21 quarters maximum. Failure to complete the program in the allotted time could result in dismissal from the institution.



Tuition and Fees

THE APPROXIMATE AMOUNT FOR FEES AND CHARGES THE STUDENT IS OBLIGATED TO PAY FOR EACH YEAR IS: \$ 14,105.00. You are responsible for this amount. If you get a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any refund.

THE APPROXIMATE TIME FRAME FOR THE COMPLETION OF THIS PROGRAM IS 3.5 YEARS. THE ESTIMATED COST OF THE ENTIRE PROGRAM, BASED ON THIS TIME FRAME, IS:\$45,000.

Federal Financial Aid Information

Financial Assistance, in the form of grants and loans, is available to eligible applicants who have the ability and desire to benefit from the training offered at **Sierra Valley College of Court Reporting**.

To receive financial assistance you must:

1. Usually have financial need
2. Be a U.S. citizen or eligible non-citizen
3. Have a social security number
4. If male, be registered with selective service
5. While attending school, be making Satisfactory Academic Progress

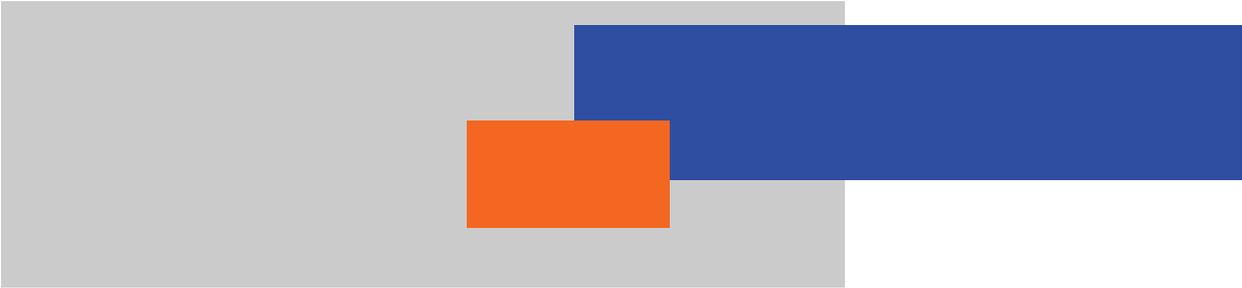
Sierra Valley College of Court Reporting will provide a Free Application for Federal Student Aid (FAFSA) and other financial aid related forms to assist in determining funding eligibility.

Financial Aid Programs

The following are brief descriptions of the Federal financial aid programs available at **Sierra Valley College of Court Reporting** under the Title IV program.

Federal Pell Grant

A Federal Pell Grant is an award that does not have to be repaid. Funds are awarded to students with "exceptional need."



Direct Subsidized Loan

This loan is a low interest loan made by the U.S. Department of Education to students. The federal government pays the interest on the loan during school attendance, for a six-month grace period following school attendance, and during any periods of deferment. Eligibility for a Direct Subsidized Loan is based on "financial need."

Direct Unsubsidized Loan

This loan is a low interest loan made by the U.S. Department of Education to students. The student pays all the interest on the loan. A student does not have to demonstrate "need" in order to obtain this loan.

Direct Plus Loan

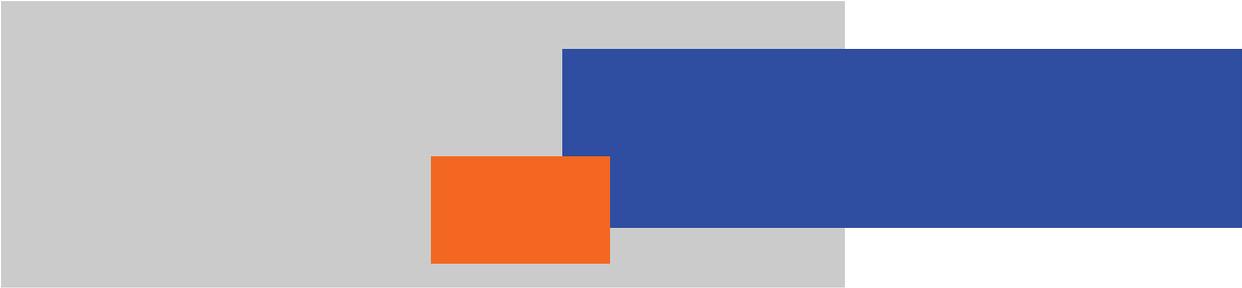
This loan is a low interest loan made by the U.S. Department of Education to parents of a "dependent" student. The loan application is subject to the U.S. Department of Education's approval of the borrower's credit report.

Return of Federal Financial Aid Funds

If the student is a recipient of the "Title IV" funds previously described and withdraws from school prior to completing the program of study, the student may not be able to keep all the financial aid funds received in order to pay the educational expenses.

The school will calculate the amount of financial aid earned up to the last date of attendance using a formula mandated by the U.S. Department of Education. If the amount of Federal Financial Aid Funds received is more than the amount of the aid earned, the difference must be returned to the appropriate "Title IV" program in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct Plus Loan
4. Federal Pell Grant



Student Tuition Recovery Fund

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in an educational program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment fee, if either of the following applies:

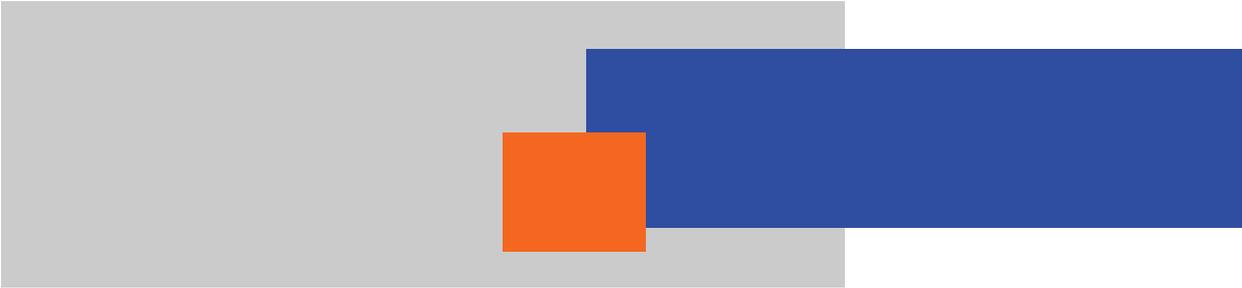
1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third-party payer, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by approved by, or registered to offer Short-term Career Training with, the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident, or are enrolled in a residency program, prepaid tuition, paid the STRF assessment fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the decline material failure began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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



NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Housing Information

Sierra Valley College of Court Reporting does not provide dormitory facilities. However, there are a number of housing units available within a five mile radius of the College. They are: Palazzo at Campus Pointe, (291-6400) rental range of \$375—\$915; Jefferson Commons, (227-7600) rental range \$384—\$754; Fashion Square Apartments, (226-4466) rental range—\$600-\$750. It is not the responsibility of the college to find or assist a student in finding housing.

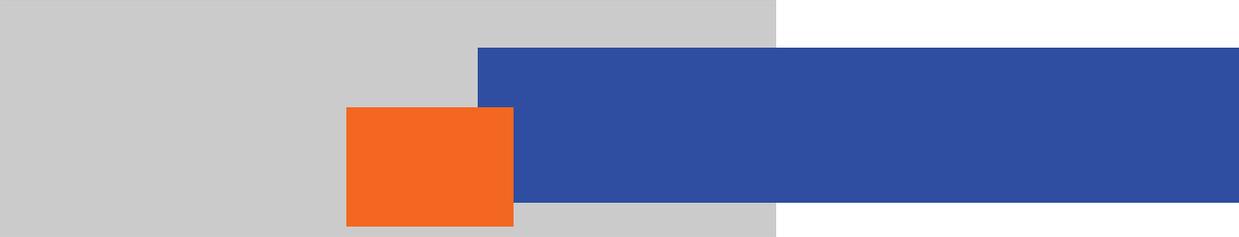
Language Proficiency

Sierra Valley College of Court Reporting requires a high school level of English language proficiency. A high school diploma or GED is required to attest to this proficiency. A transcript of record to that effect is needed upon entry to the program.

Approval to Operate

Applications to renew an approval to operate that had been pending action before the former Bureau for Private Postsecondary and Vocational Education on June 30, 2007, shall be deemed processed as follows: Applications received after January 1, 2006, shall be granted an approval to operate until 2013 to coincide with the anniversary date of the current approval to operate date.

Students seeking to enroll in institutions approved under Education Code §94802(b) shall be notified in writing by the institution, prior to executing an enrollment agreement, that, although the institution was approved to operate by the former Bureau, the institution's application for reapproval to operate has not been reviewed by the bureau pursuant to this chapter.



LEGAL CONTROL

Sierra Valley College of Court Reporting is a private, co-educational, post-secondary institution. The college was incorporated under the laws of the State of California in 1977. All stock in Sierra Valley College of Court Reporting is owned by Donald D. Goodpaster,.

Board of Directors -

- Donald D. Goodpaster.....President, Chairman
- David R. Emerich, Attorney.....Legal Advisor
- Guy R. Goodpaster.....Marketing Advisor
- James H. Rozzi.....Financial Advisor

Revised September 2012