



Fremont College[®]
www.fremont.edu

CATALOG

May 23, 2011 – December 31, 2011

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Chancellor and CEO - Fremont College, Founder - Fashion Umbrella and The Sabrina Kay Collection

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Dr. Mark Young

George Bozanic and Holman G. Hurt Chair in Sports and Entertainment Business - University of Southern California

CHANCELLOR'S WELCOME

Welcome to Fremont College and the first step to your great transformation. As your choice of College, we will provide the knowledge, discipline, and ethics you need to succeed in your chosen field. We applaud your commitment to bring your personal aspiration to fruition.

Investing in your higher education may be one of the wisest decisions you can make in creating a prosperous future for you and the ones you love. We are privileged to be a part of your decision. I can assure you that the staff and faculty at Fremont College are committed to assisting you in your journey to a successful career.

This will be a busy yet exciting time for you. I hope you enjoy the exhilarating educational experience at Fremont College. Please know that your success is as important to us as it is to you. If you're committed to your future, the faculty, staff, and advisors of Fremont College will be committed to being your partner throughout your journey. Congratulations on joining the team of students and future alumni of Fremont College.

Best Regards,



Dr. Sabrina Kay
Chancellor & CEO

INTRODUCTION

Fremont College was founded on the principal idea that education is the foundation for growth and that students should have the opportunity to develop their full potential. The College traces its origin to the school's founding in St. Joseph, Missouri in 1879, as Platt College. A Lakewood, California campus was established in 1986 and became independent in 1989. In 1990, the College moved to Cerritos.

The College expanded its facilities in early 1995 to accommodate the addition of the Associate of Arts degree in Paralegal Studies. The Massage Therapy program was added in 2003. The following year, the school was renamed Western College.

In 2006, the College became Fremont College, and undertook a major expansion plan. The College added new degree programs, relocated to a new modern facility, and established an advisory board of prominent community and business leaders for each program. Fremont College also gained authorization to offer certain programs and courses via distance education. Fremont College now offers associate and bachelor degrees in business entirely online.

In 2010, the College expanded to a second campus located in midtown Los Angeles. All programs offered at the Cerritos campus are available at the Los Angeles campus as well. At the same time, the College relocated its institutional administrative offices to the Los Angeles location as well.

LEGAL CONTROL

Fremont College LLC, which owns Fremont College, is a California limited liability company. Fremont College LLC is a subsidiary of Fremont Private Investments, Inc., located in Los Angeles, California.

MISSION

Fremont College's mission is to close the gap between the traditional classroom and the 21st century workplace by providing an effective educational experience based on research and innovative instructional methods.

PURPOSE

Fremont College's purpose is to educate its students and provide them with opportunities to develop the thought processes, knowledge, and skills needed to succeed in today's evolving job market, as well as the lifelong learning skills that will enable them to continuously adapt to a changing environment.

OBJECTIVES

The College's objectives are to:

- Implement a collaborative learning model to engage diverse learners
- Continuously improve our instructional methods to integrate andragogy
- Promote research, entrepreneurship, and technology innovation
- Ensure relevance to our corporate partners' learning needs
- Empower our graduates to contribute to the community

Fremont College's degree programs are specifically designed to align with the college mission and purpose which is to "close the gap between the traditional classroom and the 21st century workplace by providing an effective experience based on research and innovative instructional methods". Research has revealed that American employers consistently require graduates to have the following skills:

- Written Communication
- Oral Communication
- Teamwork & Collaboration
- Critical Thinking and Problem-Solving
- Professionalism and Work Ethic¹

Fremont College seeks to ensure that its graduates will demonstrate:

- Communication competence through language expression (oral and written).
- The ability to make decisions based on commonly accepted ethical standards and practices.
- The ability to effectively collaborate with others to achieve a common goal.
- Understanding structures of intellectual inquiry through critical awareness of multiple approaches, methods, and assumptions of different academic disciplines and how these are applied to social and professional problems.
- Personal accountability, effective work habits, i.e. punctuality, working optimally with others, and effectively managing time and work responsibilities.
- The ability to work and collaborate with others asynchronously and via distance.

PROFESSIONAL ACTION LEARNING METHOD

Fremont College employs a proprietary learning model, Professional Action Learning Embedded with Industry™, which brings real-world concepts, current affairs, projects, and scenarios into the classroom, challenging our students by embedding industry practices into their learning.

Unlike children, adults must be involved in the planning and evaluation of their education to get the most out of their experience. Fremont College encourages students to bring their personal and professional experiences into the classroom or online to create a curriculum with immediate relevance to their careers or personal lives.

Our curriculum was developed by leaders in each field we teach, and our faculty members are experienced professionals who share with our students their knowledge and real-world lessons that they have gained through years of practice. Combining the best minds, concepts, and experiences in the fields of business, law, and health and wellness, we challenge our students to contribute to the active learning process. Our students are taught to synthesize diverse theories and present the results to each other in order to cultivate a deeper learning environment. They are encouraged to participate in teams to complete challenging projects. Then, our students put their new knowledge and skills into action by immediately practicing in a real-world environment. Most courses include distance learning components so that students learn how to work with others in a manner expected in the 21st century workforce. Many courses are taught 100% online using a high touch collaborative teaching method. At Fremont College, each student's learning process is stimulated by participating, questioning, and teaching.

ACCREDITATION AND APPROVALS

Fremont College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award Bachelor of Arts degrees (BA), Associate of Arts degrees (AA), Associate of Science degrees (AS),

¹ The Ill-Prepared U.S. Workforce. The Conference Board, 2009.

and Diplomas via distance education, on-ground, or a combination of both (blended). The ACCSC is listed as a nationally recognized accrediting agency by the U.S. Department of Education. This accreditation qualifies Fremont to participate in several Federal Financial Aid Programs, which provide grants and loans to eligible students.

Fremont College is approved to operate in the State of California by the Bureau for Private Postsecondary Education.

Fremont is also qualified to accept tuition assistance from the Department of Veterans Affairs, and the California Department of Rehabilitation.

The college's Paralegal Studies Program is approved by the American Bar Association.

APPROVAL DISCLOSURE STATEMENT

Fremont College's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Fremont College, under section 94890(a) (1) of CPPEA, is approved through February 1, 2014. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at P.O. Box 980818, West Sacramento, CA 95798-0818, 888.370.7589.

The following programs are approved:

Associate of Arts Degree in Paralegal Studies
1185 clock hours [105 quarter credit hours]

Associate of Arts Degree in Business Administration
900 clock hours [90 quarter credit hours]

Associate of Arts in Design Interpretation
1065 clock hours [90 quarter credit hours]

Associate of Science Degree in Sports & Rehabilitation Therapy
1125 clock hours [90 quarter credit hours]

Bachelor of Arts in Business Leadership
2145 clock hours [195 quarter credit hours]

Bachelor of Arts in Design Entrepreneurship
2145 clock hours [180 quarter credit hours]

Diploma in Massage Therapy
775 clock hours [60 quarter credit hours]

All resident courses are taught at either 18000 Studebaker Rd., Suite 900A, Cerritos, CA 90703 or 3440 Wilshire Blvd. 10th Floor, Los Angeles, CA 90010.

DEFINITION OF A UNIT OF CREDIT

Fremont College measures student progress in quarter credit hours. Each academic year equals at least thirty (30) weeks and at least forty-five (45) quarter credit hours. A quarter-credit hour is defined as follows: One (1) credit hour equals ten (10) clock hours of lecture or twenty (20) clock hours of lab or thirty (30) clock hours of internship. Students are expected to commit two hours to class preparation for every

hour of lecture time. Each academic quarter equals at least fifteen (15) credit hours. Clock hours consist of 50 minutes of instruction or lab in all non-paralegal courses. Per ABA requirements, clock hours in the Paralegal Studies program consist of 60 minutes of classroom instruction.

CATALOG COPIES AND REVISIONS

Each student is provided a catalog. Should a student lose, misplace or accidentally deface a catalog, he/she may request another copy. Students are required to read and comply with the policies of this catalog.

Fremont College maintains the right to revise programs of study, hours, delivery method, calendar, policies, personnel, equipment, and textbooks at any time without changing the objectives of a program.

ADMISSIONS REQUIREMENTS

Admissions requirements to the College and to the individual programs include:

- An initial interview with a Fremont Admissions Representative
- Proof of graduation from an accredited high school, college or its equivalent that must be demonstrated by one of the following criteria:
 - Copy or original of applicant's high school or college transcript indicating that the applicant fulfilled the requirements for graduation from an accredited high school or college.
 - Copy or original of applicant's recognized equivalency certificate such as the General Equivalency Diploma (GED), or copy or original of the GED transcript showing fulfillment of the requirements for a GED.
 - Copy of applicant's high school diploma.
 - Copy of applicant's Certificate of Release or Discharge from Active Duty that confirms that the applicant while in the military completed coursework showing fulfillment of the requirements for a GED.
 - Copy of applicant's certificate of completion of a home school program if the applicant's home state recognizes the home school. Documentation of the state's recognition must be evidenced in the applicant's records
 - In lieu of these, ability-to-benefit students who receive a passing score on an ATB test approved by the U.S. Department of Education and proctored by an outside agent may also be admitted to the College in the Massage Therapy Program only.
- A letter of recommendation
- An entrance essay
- A completed Fremont Admissions Application and Enrollment Agreement
- Completion of either the Wonderlic Scholastic Level Exam (Wonderlic SLE) or the Career Programs Assessment Test (CPAT) with the passing scores below.
- Completion of the Paralegal Program Admissions Test with a minimum score of 80, for candidates applying to the Paralegal Program.
- Acceptance interview conducted by a designated School Official.
- Completion of the online readiness assessment.
- A laptop computer is required for all programs at Fremont College. The laptop must meet the following specifications:
 - Windows Computers:
 - Windows XP, Vista, or 7
 - 28.8 kbps modem (56K recommended)
 - Soundcard & Speakers
 - Internet Explorer 8.0
 - Webcam and microphone
 - Apple Computers (recommended for design students)

- Mac OS X or higher (in classic mode)
- 28.8 kbps modem (56K recommended)
- Soundcard & Speakers
- Safari 4.0
- Webcam and microphone

Passing Scores for the Wonderlic SLE and CPAt for non- ability-to-benefit applicants are as follows:

| Wonderlic SLE | | CPAt | |
|---------------------------------|----|---------------------------------|-----|
| Massage Therapy | 12 | Massage Therapy | 126 |
| Sports & Rehabilitation Therapy | 14 | Sports & Rehabilitation Therapy | 130 |
| Paralegal Studies | 14 | Paralegal Studies | 135 |
| Business Administration | 14 | Business Administration | 130 |
| Design Interpretation | 14 | Design Interpretation | 130 |
| Business Leadership | 16 | Business Leadership | 140 |
| Design Entrepreneurship | 16 | Design Entrepreneurship | 140 |

* Fremont College graduates choosing to enroll into an additional program will have the testing requirement waived.

Each candidate for admission is evaluated on the basis of individual merit and potential and will be considered without regard to race, color, religion, national origin, sex, age or handicap.

The College complies with the provisions of Title I of the Civil Rights Act of 1964 and 1974 and the Rehabilitation Act of 1973 and all amendments thereto.

ABILITY TO BENEFIT (ATB) STUDENTS

Students without a high school diploma or equivalent may enroll in Fremont College's Massage Therapy diploma program if they successfully pass the approved Wonderlic® ability to benefit exam. In lieu of completing the approved ability to benefit exam, students have the option to submit to Fremont College transcripts from an accredited college or university demonstrating the successful completion of at least 6 credits of college-level work. The credits cannot be in remedial or developmental coursework, nor earned through alternative methods such as testing out, and must be applicable to a certificate or degree at Fremont College

DISTANCE LEARNING ADMISSIONS REQUIREMENTS

Students applying to the online Associate of Arts in Business Administration or Bachelor of Arts in Business Leadership program must successfully pass the online Wonderlic Scholastic Level Exam or SLE-Q with a score of at least 14 for Business Administration or 16 for Business Leadership . Students must also complete an online readiness assessment. Students are required to complete an online learning orientation in order to address any risk factors indicated by this assessment.

ADMISSIONS PROCEDURE

Following acceptance, each applicant is required to submit a registration fee of \$75 along with an Enrollment Agreement to the College. The signed and accepted application for admission details the obligations of the student and the College during the student's period of attendance.

*Immediate payment of the Registration Fee may be waived by the Executive Committee in case of extenuating circumstances

RE-ENTRY POLICY

Students who have previously dropped from Fremont College are allowed to apply for re-entry one time. Students wishing to re-enter are to contact Student Affairs or Admissions to set up an appointment to meet with the re-entry panel. Students will be required to submit a letter explaining the circumstances of their drop and what has changed that will lead to successful completion of the program. The panel's decision is final.

CONDITIONAL ACCEPTANCE

Fremont College acknowledges that in some instances a student may be unable to submit proof of graduation from high school or successful completion of a GED before their first day of class. Students who fall into this category will be given thirty (30) days from the beginning of their first term to provide acceptable high school proof of graduation or GED and will be considered conditionally accepted to Fremont College. In the event that a student is unable to provide acceptable documentation, the student's enrollment will be cancelled and the student will be immediately terminated from Fremont College. Students will have no financial aid ramifications nor will they have any balance due to the college. In rare circumstances, requests for exceptions can be made to the Chancellor; however, proof of graduation must be submitted prior to the end of the student first term.

VALIDITY OF A HIGH SCHOOL DIPLOMA

Fremont College requires that all students submit proof of graduation from high school or successful completion of a GED anytime within the first thirty (30) days of their first term. In some instances, a high school diploma or transcripts are submitted that are not valid or are from an entity that does not provide secondary school education. In the event that Fremont College or the Secretary has reason to believe that this is the case the student may supply one of the following:

- High School Diploma
- Final High School Transcript
- Official evaluation of a Foreign Diploma

In the event that the submitted documentation is not approved, the student's enrollment will be cancelled and all Title IV funds received by the student will be refunded. The decision on the validity of the high school diploma is final and cannot be appealed.

TRANSFER OF CREDIT POLICIES

Students with previous postsecondary education from a regionally or nationally accredited school may be eligible to receive credit for previous courses. Courses will be eligible for transfer only if they were completed with a grade of C (2.0) or higher.

Technical and occupationally-related courses will be accepted only if they were completed within the last five (5) years. This time requirement may be waived if the course was applied to the completion of a Diploma, an A.A. or higher degree. For Wellness courses, students must demonstrate competency for hands-on-techniques in addition to transcript evaluation. Students requesting a transfer evaluation must submit the following:

1. Official (sealed) transcript from previous College(s).
2. Catalog from previous College(s) with course description or course syllabus outlining course objectives for the course that the student completed (if requested).

In awarding transfer credits, Fremont College considers the comparability of the nature, content, and level of the learning experience to the program offered by Fremont College in light of the student's education goals. An official copy of the student's transcript must be on file with Fremont College.

Students will be required to attend their scheduled course if the College has not received the documentation required to complete the evaluation before the start date of the course, or within 30 days of the student's enrollment start date, whichever comes first.

The Program Dean evaluates the units completed by the student at other institutions and will submit a recommendation regarding the award of transfer credits to the Chief Academic Officer. The Chief Academic Officer will make the final decision on the award of transfer credit. Students will receive results of the evaluation from the Registrar's office within 30 business days of the receipt of the official transcript.

Fremont College has established a minimum residency requirement to ensure that all graduates are qualified and properly trained to the standards of quality education set forth by the College. Transfer credit from external institutions may not exceed 40% of the student's total program. With written approval from the Chancellor, the maximum percentage of transfer credits may be increased to 50%.

The following types of units may be accepted for credit:

- (A) Units earned at institutions approved by the Bureau for Private Postsecondary Education, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education;
- (B) Challenge examinations and standardized tests such as the College Level Placement Tests (CLEP) for specific academic disciplines.

TRANSFER OF CREDIT POLICIES FOR LEGAL SPECIALTY COURSES

Students who have completed equivalent legal specialty courses from an ABA-approved program of study may obtain transfer credit to fulfill the program requirements in two legal specialty courses: PS201A/PA 120 (Introduction to Law & Ethics) and PS201B/PA 125 (Civil Procedure), provided that the student provides official transcripts verifying the successful completion of this coursework to the Registrar prior to commencing any legal specialty courses at Fremont College.

CREDIT FOR EXPERIENTIAL LEARNING

Fremont College does not offer credit for life experience or prior experiential learning.

INSTRUCTIONAL FACILITIES

The Cerritos campus of Fremont College is made up of approximately 10,000 square feet of classrooms, laboratories, administrative and student services offices. The computer laboratory setting of instruction will accommodate a maximum of thirty (30) students. Computer laboratories are equipped with modern features to include internet technology and access, Microsoft Office applications, as well as additional legal and case management software. Wellness classrooms are equipped with full-sized Earthlite massage tables, lotions, anatomical models, and audiovisual equipment. Lecture classrooms will accommodate a maximum of thirty-five (35) students. Special parking, sidewalks, and restrooms are available for disabled persons.

The Los Angeles campus of Fremont College also is made up of approximately 10,000 square feet of classrooms, laboratories, administrative and student services offices. This campus features two modern computer labs, both of which include internet technology and printers. The PC lab utilizes thin-client technology running Windows OS, Microsoft Office, as well as additional legal and case management software. The second computer lab utilizes iMac computers and related software, including software specifically associated with the design curricula offered by the College. Wellness classrooms are equipped with full-sized Earthlite massage tables, lotions, anatomical models, and audiovisual equipment. Lecture classrooms will accommodate a maximum of thirty-five (35) students. Special parking, sidewalks, and restrooms are available for disabled persons.

Online students also have access to learning resources and department contacts through their personal student home page. Textbooks for online courses are typically an e-book.

LIBRARY & LEARNING RESOURCE SYSTEM

Both Fremont College campuses have an integrated learning resource system that offers students access to both physical and digital library materials. The Cerritos and Los Angeles campuses have libraries with reference books, instructional books, and industry periodicals, as well as a PC lab in Cerritos and Mac and PC labs in Los Angeles. Students also have access to the LIRN college online resource library and *InfoTrac*, which contain thousands of periodical and scholarly research articles.

Library resources available for use include multimedia resources, as well as current magazine publications, legal references, and fine arts books. Resources are accessible on campus in the library. Students may access the on-campus library Monday thru Friday 9:00 am to 6:00 pm. There is a check-in check-out system for removing resources from the library.

The Paralegal Studies library consists of Federal and California state code books, case reporters, digests, as well as legal periodicals and practice guides in specialized areas of law. In addition, all qualified Paralegal Studies students have access to either Westlaw or LexisNexis, which provide a continuously-updated database of cases, statutes, and legal articles.

For blended and online courses, Fremont College uses the eCollege Learning Management System. All courses, regardless of delivery method, feature an online grade book and online access to course materials and supplements.

HOUSING

Fremont College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Cerritos, CA rental properties start at approximately \$740 per month. Rental properties in Los Angeles, CA, start at approximately \$550 per month. Any student requiring housing assistance is encouraged to contact the school prior to beginning classes for information on local apartment availability.

TUITION AND OTHER COSTS

Please refer to the tuition and fee schedule published in the back of this catalog for the current schedule of tuition and fees. All tuition and fees are payable in advance unless other arrangements are made with the College. If financial aid is used for payment of the program, the student will be responsible for the repayment of all financial assistance (student loans) plus any interest, less the amount of any refund. Failure to repay federal loans may result in legal action against the student, negative credit reports, wage garnishments and/or the loss of federal income tax refunds. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. For further details, please see the Financial Aid Department at the College.

FEDERAL FINANCIAL AID PROGRAMS

Fremont College offers Title IV Financial Aid Programs. The eligible programs are Federal Pell Grants, Federal Direct Loan Programs, FSEOG (Federal Supplemental Education Opportunity Grants), and Federal College Work Study. Fremont College is also eligible to participate in the Department of Veteran Affairs, Veterans' Benefit programs.

CALIFORNIA CANCELLATION AND REFUND POLICIES

Following are the key terms and conditions of the College's cancellation and refund policies:

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 if you have completed 60% or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following addresses: Fremont College, 18000 Studebaker Road, Suite 900A, Cerritos, CA 90703; or 3440 Wilshire Blvd, 10th Floor, Los Angeles, CA 90010. This can be done by mail or by hand delivery.
3. The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. 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.
4. 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.

Withdrawal from the Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund for the current course if you have completed less than 60 percent of the scheduled days through the last day of attendance in that course. The refund will be 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 of withdrawal. Any course that is completed with a grade is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absences in excess of maximum set forth by the institution, and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 21 consecutive days.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 21 days. After July 1, 2011, the student's Date of Determination (DOD) will be no later than 14 days from their Last Date of Attendance (LDA).

For programs beyond the current "payment period," if a student withdraws prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

FEDERAL RETURN TO TITLE IV POLICY

A recipient of Federal Title IV financial aid who withdraws from school during a payment period or period in which the student began attendance will have the amount of Title IV funds he/she did not earn calculated according to federal regulations (34 CFR 668.22). Any student who withdraws will have Pell Grant recalculated based on the number of credits the student attempted. In regards to Federal Student Loans, for students who have completed less than one course, this calculation will be based on the student's last date of attendance (See Fremont College's withdrawal policy). After July 1, 2011, the loan calculation for all students will be based on the student's last date of attendance.

The percentage of Title IV financial aid that is earned for a payment period is the number of calendar days the student has been enrolled for the payment period up to the day the student withdrew, divided by the total calendar days in the payment period.

The percentage is multiplied by the amount of Title IV financial aid for the payment period for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The amount of Title IV financial aid that has not been earned for the payment period, and must be returned, is the

complement of the amount earned. The amount of Title IV financial aid earned and the amount of Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed or could have been disbursed for the payment period upon which the calculation was based.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return a portion of the unearned funds equal to the lesser of the institutional charges multiplied by the unearned percentage of funds or the entire amount of unearned funds in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. Academic Competitiveness Grants (ACG)
6. Federal Supplemental Educational Opportunity Grants (FSEOG)
7. Other Title IV Programs

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, the student (or parent, if a Federal PLUS Loan) must return or repay, as appropriate, the remaining amount. Any loan funds that must be returned by the student (or parent for a PLUS loan) are repaid in accordance with the terms and conditions of the promissory note. If the student is required to return unearned grant funds, the student is required to return the amount of the unearned grant funds that exceeds 50 percent of the grant funds received.

If the amount disbursed to the student is less than the amount the student earned, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. The school will notify the student and or parent of post-withdrawal disbursement once an amount can be determined.

Through June 30, 2011, a student will have earned 100% of their Title IV Federal Loan aid for the payment period if the student earns at least one grade for the term; however, Pell Grant will be recalculated based on the number of credits the student attended.

After July 1, 2011, for the purpose of determining when the refund must be paid, the students Date of Determination (DOD) will be no later than 14 days from their Last Date of Attendance (LDA).

ADVISING AND GUIDANCE

Fremont College strives to develop close communication between the students and the administration. Students should feel free to contact Student Services for personal, vocational, and academic guidance. Fremont also has policies and procedures to support students who are experiencing academic and attendance problems or are on probation. The College's institutional accrediting commission requires these policies and procedures, which are described below:

Referral Services

Although Fremont College does not provide direct assistance, various resources and referrals are available from the Student Services Department.

Students can request resource assistance by visiting the Student Services Department or by following the information for online support listed in our learning management system. Updated information about any outside resources is available, including information binders. These resources include:

1. Transportation
2. Childcare

3. Crisis counseling
4. Temporary housing/shelter
5. Low cost medical assistance and insurance options

Tutoring

Students in need of extra assistance because of academic difficulties may arrange for tutoring through their instructor, the librarian, the Program Dean, the Chief Academic Officer or Student Services. Students in online courses can also request online student tutoring through student services. Tutoring is available by appointment only and can be coordinated directly with Student Services. There is no cost to the student for tutoring.

INTERNATIONAL STUDENTS

Fremont College is certified under the Student and Exchange Visitors Program (SEVP) to train F-1 and M-1 students.

All classes at Fremont College are taught in English. Fremont does not offer an English as a Second Language program. International students must submit an official Test of English as a Foreign Language (TOEFL) score. Minimum scores are as follows:

- 500 on the paper-based TOEFL for degree programs, 480 for non-degree programs
- 173 on the computer-based TOEFL for degree programs, 157 for non-degree programs
- 61 on the internet-based TOEFL for degree programs, 54 for non-degree programs.

In lieu of the TOEFL, international students may demonstrate English proficiency by passing the Wonderlic Scholastic Level Exam with a score of at least 14.

ATTENDANCE POLICY

Each student is required to regularly attend each class in the program in which the student is enrolled. Attendance is directly tied to academic performance; therefore, attendance is required for lecture and lab sessions, and attendance is recorded for each class session. Fremont College does not differentiate between an excused and a non-excused absence. Students will be automatically withdrawn after missing 21 consecutive days of scheduled class time. Each student is directly responsible to the individual instructor and/or Chief Academic Officer for absences and for making up work missed. Hours of make-up work will not be accepted as hours of class time. Attendance in online courses is achieved by logging in to the course and completing assignments.

REPEATED/FAILED COURSES

In the event that a student received a failing grade in any course, the student must repeat the course and receive a passing grade in order to graduate. In the event that any course is failed more than three (3) times, the student will no longer be eligible to continue in that program. All repeated courses will be charged a seven hundred fifty (\$750) dollar retake fee.

LEAVE OF ABSENCE

Fremont College encourages all students to maintain 100 percent attendance. However, the school understands that certain emergency and health-related circumstances might occur which prevent attendance. A leave of absence is typically granted for military, medical, or health-related reasons. Students must provide written documentation and request a leave of absence in writing prior to starting the

leave of absence. Request for medical or health-related leaves of absence must be submitted to and approved by the Director of Operations or Program Director. All other requests must be submitted and approved by the Director of Operations. A Leave of Absence may be granted only at the beginning of a term or module, and may not exceed 180 calendar days in a 12 month period. Failure to return from the excused leave of absence may result in dismissal from school and may affect the student's financial aid disbursement.

GRADING POLICY

The College's grading system for each class is:

| | | | |
|----------------|---------------|----|------|
| Excellent | 92.5 – 100 | A | 4.00 |
| | 89.5 – 92.49 | A- | 3.75 |
| | 86.5 – 89.49 | B+ | 3.50 |
| Above Average | 82.5 – 86.49 | B | 3.00 |
| | 79.5 – 82.49 | B- | 2.75 |
| | 76.5 – 79.49 | C+ | 2.50 |
| Average | 72.5 – 76.49 | C | 2.00 |
| | 69.5 – 72.49 | C- | 1.75 |
| | 66.5 – 69.49 | D+ | 1.50 |
| Below Average | 60.0 – 66.49 | D | 1.00 |
| | 60 or below | F | 0.00 |
| Unsatisfactory | | | |
| Retake | | RT | 0.00 |
| Equivalent | | EQ | 0.00 |
| Enrolled – | Not Attending | X | 0.00 |
| Withdraw | | W | 0.00 |

The grade point average required for completion of a program is a minimum average passing grade of 2.0 with no grade lower than a 1.0 for any course.

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of a module may result in an Incomplete being entered in the student's record. With the approval of the instructor and Program Dean or Chief Academic Officer, a student will have up to 3 weeks to amend the "Incomplete" grade. In the event a new grade is not received by the registrars' office after 3 weeks from the completion date of the course, the "Incomplete" grade will become a failing grade.

If a student withdraws from the institution, a grade of "W" ("Withdraw") will be recorded on his/her transcript, and the student must retake and complete the course with a passing grade if the student chooses to re-enter or re-enroll.

If a student fails a course, the student must successfully repeat the course prior to graduation. Repeating a course will incur additional tuition charges. The fee to repeat the course will be \$750. Courses repeated during a student's program of study will be indicated with an (RT) on the student's transcript. When a student successfully repeats a course due, the original grade will not be used in the calculation of his or her cumulative grade point average. If the student successfully completes the repeated course, only the passing grade will be computed in the student's cumulative grade point average. The "Incomplete," "Retake," "Equivalent," or "Withdraw" grades do not affect the student's GPA.

Refresher and non-credit remedial programs are not offered.

CHANGE OF GRADE

When a final grade has been recorded in the student record, the grade may not be changed without approval of the instructor and Program Director. Students who feel that they have received an erroneous grade may appeal the grade to the Chief Academic Officer no later than 30 days from the completion of the course.

MAKE-UP WORK

A student is responsible for all work missed during an absence and must contact the instructor for make-up work. Make-up work may be assigned at the discretion of the instructor.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress ensures that students are progressing through their program of study in a timely manner. In order to be considered to be making satisfactory progress toward a diploma or degree, a student must both maintain specified cumulative grade point averages and specified completion rate. To determine satisfactory progress, a student's cumulative grade point average and completion rate will be evaluated every ten weeks.

At the end of each 10 week evaluation period, if the student has less than the cumulative grade point average and/or does not meet the completion rate as specified in the following chart based upon the number of evaluation periods of attendance, he or she will be placed on Academic Warning. The student may receive financial aid during the Warning period. If the student fails to achieve the required cumulative grade point average or specified completion rate at the end of the Academic Warning period, he or she will be placed on Academic Probation. The student may receive financial aid while on Academic Probation. If the student fails to achieve the required cumulative grade point average or specified completion rate at the end of the Academic Probation period, he or she will be disqualified from financial aid eligibility for lack of Satisfactory Academic Progress and terminated from the College. Students who wish to continue in their program must submit an appeal to their respective Program Dean

| Number of Weeks in Attendance | Required GPA at End of Period | Required Completion Rate |
|--------------------------------------|--------------------------------------|---------------------------------|
| 10 | 2.00 | 60.00% |
| 20 | 2.00 | 66.67% |
| 30 | 2.00 | 66.67% |
| 40 | 2.00 | 66.67% |
| 50 | 2.00 | 66.67% |
| 60 | 2.00 | 66.67% |
| 70 | 2.00 | 66.67% |
| 80 | 2.00 | 66.67% |
| 90 | 2.00 | 66.67% |
| 100 | 2.00 | 66.67% |
| 110 | 2.00 | 66.67% |
| 120 | 2.00 | 66.67% |

It should be noted that students are expected to complete the requirements for their course in the scheduled time frame, but in no case may the credit hours attempted exceed 1.5 times the credit hours required to complete the program.

Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits. Such a student will be enrolled for a probationary period upon re-entry. With respect to financial aid, a student must complete that evaluation period with at least a 2.0 GPA before financial aid can be awarded. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is re-entering the same curriculum. It does not apply to voluntary withdrawals.

SATISFACTORY ACADEMIC PROGRESS APPEALS PROCESS

A student who is not meeting the SAP standards after 10 weeks on Academic Probation will be terminated from financial aid eligibility. He or she may appeal this termination to the Program Dean based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student's appeal must be received on or before the first Wednesday of the first week of their following term.

The appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible.

The Program Dean will review the information submitted in the context of the student's entire academic record, and notify the student of his or her decision within 24 hours. This decision is final.

The Program Dean's notice to the student will outline the requirements of the academic plan the student must follow if the appeal is granted. The terms of the academic plan must ensure the student will be able to complete the program within the maximum timeframe. The student will be on academic probation the subsequent quarter and will be eligible for financial aid.

At the end of the probationary term, the student's progress will be evaluated based upon the academic plan. If the student is again meeting the SAP standards, or he or she has met all of the terms of the academic plan, the student will be eligible for financial aid. In all subsequent terms the student must again meet the SAP standards or the terms of the academic plan to remain eligible for financial aid.

If the student fails to meet the terms of the academic plan at the end of the probationary quarter, the student's financial aid eligibility is terminated. Second appeals in this situation will only be granted at the discretion of the Program Dean, and based upon very exceptional circumstances.

TERMINATION POLICY

Fremont College believes that a positive and constructive working relationship between the College and students is essential to the fulfillment of the College's mission. The College may suspend or terminate the enrollment of a student for cause. Such a suspension or termination may result when:

- A student fails to abide by the student code of conduct or the rules and regulations of the school ;
- A student engages in lewd or lascivious conduct;
- A student is abusive to any member of the staff, faculty, or student body;
- A student fails to attend classes on a regular basis;
- A student is excessively absent;
- A student has engaged in plagiarism or has exhibited academic dishonesty;

- A student is found to be using alcohol or any illegal or illicit substance on campus;
- A student fails to maintain the minimum GPA;
- A student fails to meet his/her financial obligations to the College;
- The College determines that a student's conduct or performance demonstrates an unwillingness or inability to understand the subject matter being taught.

STUDENT CONDUCT POLICY

Students are expected to conduct themselves in a manner conducive to learning and the learning of others. Conduct violations or any violation of the school's policies will be cause for disciplinary action, up to and including dismissal. Any insubordination to the staff, use of alcohol or drugs, theft, malicious destruction of school property, or any other act of this nature will be grounds for immediate dismissal.

Fremont College recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As members of Fremont College, students have responsibilities and duties commensurate with their rights and privileges. In this policy, Fremont College provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Fremont College mission.

Any student who is found to have violated the student conduct policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal, as further described below.

Elements/Violations

The following is a list of behaviors that violate Fremont College Student Conduct Policy; although not exhaustive, this list provides examples of unacceptable student behaviors.

1. Persistent or gross acts of willful disobedience or defiance toward school personnel
2. Assault, battery, or any other form of physical abuse of a student or school employee
3. Fighting
4. Verbal abuse of a student or school employee
5. Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees
6. Any conduct that threatens the health or safety of one's own self or another individual. Threats to commit self-harm and/ or actual incidents of self-harm by any student are a violation of this code.
7. Harassment by any means of any individual, including coercion and personal abuse.
Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person
8. Any form of unwanted sexual attention or unwanted sexual contact
9. Violations by guest of a student on school property. Students are responsible for the actions of their guests
10. Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty or staff member
11. Interference with the normal operations of the school (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other school activities)
12. Use of cell phones and pagers during scheduled classroom times
13. Unauthorized entry into, or use of, school facilities

14. Forgery, falsification, alteration or misuse of school documents, records or identification
15. Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials
16. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by school officials
17. Extortion
18. Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
19. Breach of peace on school property or at any school-sponsored or supervised program
20. Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on school property, or at any function sponsored or supervised by the school. Being under the influence of illegal or controlled substances on school property, or at any school function is also prohibited
21. Use, sale, possession or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school. Being under the influence of alcohol on school property or at any school function is also prohibited
22. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school sponsored functions
23. Smoking in classrooms or other school buildings or areas unless designated as a smoking area
24. Failure to satisfy school financial obligations
25. Failure to comply with direction of school officials, faculty, staff or security officers who are acting in the performance of their duties
26. Failure to identify oneself when on school property
27. Violation of federal, state or local laws and school rules and regulations on school property or at school sanctioned or school sponsored functions
28. Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the school
29. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of Fremont College and/or its reputation
30. Any violation of the institutions policies on the responsible use of technology including but not limited to
 - The theft or abuse of computer, email, Internet or Intranet resources
 - Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
 - Unauthorized transfer of a file
 - Unauthorized downloading of copyrighted materials in violation of law
 - Unauthorized use of another individual's identification and/or password
 - Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - Use of computing facilities to send obscene or abusive messages
 - Use of computing facilities to interfere with normal operation of the school's computing system
32. Abuse of the Fremont College disciplinary system, including but not limited to:
 - Failure to obey the summons of a disciplinary body or school official
 - Falsification, distortion, or misrepresentation of information before a disciplinary body or school official
 - Disruption or interference with the orderly conduct of a disciplinary proceeding
 - Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
 - Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding

- Failure to comply with the sanction(s) imposed under the student conduct policy
 - Influencing or attempting to influence another person to commit an abuse of the disciplinary system
33. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

Disciplinary Procedures: Complaint

- a. Any member of Fremont College i.e. faculty, staff, student, may file a complaint against any student for misconduct or for otherwise being in violation of Fremont College policies. The complaint shall be prepared in writing and directed to the Dean of Student Affairs or his/her designee. Complaints should be submitted as soon as possible after the alleged violation occurred.
- b. The Dean of Student Affairs or a designee shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the student conduct policy, and to impose sanctions for such violations
- c. Unless otherwise provided by law, Fremont College generally will not disclose the name of the person making the complaint to the accused student ("STUDENT") unless it determines in its sole discretion that the circumstances warrant it

Notification and Adjudication

- a.) Within a reasonable period of time after the complaint is received, the Dean of Student Affairs or his/her designee will notify the STUDENT of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. The STUDENT will meet with the Dean of Student Affairs or his/her designee to discuss the complaint and alleged violation. The Dean of Student Affairs or his/her designee will render and communicate the decision to the STUDENT.
- b.) If a good faith effort has been made to contact the STUDENT to discuss the alleged violation and the STUDENT fails to appear for the meeting, the Dean of Student Affairs or his/her designee may make a determination of violations of Fremont College policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the STUDENT.
- c.) The Dean of Student Affairs or his/her designee's determination shall be made on the basis of whether it is more likely than not that the STUDENT violated a rule, regulation or policy of Fremont College

Procedures Regarding Student Dismissals

When the Administration proposes to dismiss/expel a student from the Fremont College, the following procedures should apply unless the student elects to forego them.

- a.) The charges against the student shall be presented to the STUDENT in written form, including the time, place and nature of the alleged offense(s). A time shall be set for a hearing not less than two nor more than fifteen calendar days after the STUDENT has been notified of the charges and his/her proposed dismissal from school. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Affairs or his/her designee
- b.) Hearings shall be conducted by the Director of Operations or his/her designee (herein referred to as the "Hearing Officer") and may also include faculty, staff and students according to the following guidelines:
 - Hearings normally shall be conducted in private
 - Admission of any person to the hearing shall be at the discretion of the Dean of Student Affairs or his/her designee.
 - In hearings involving more than one STUDENT, the Hearing Officer, in her or her discretion, may permit the hearing concerning each student to be conducted separately

- The complaining party (which may be a member of the Administration) and the STUDENT may present witnesses at the hearing. Those witnesses may be questioned by the Hearing Officer
- Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Hearing Officer at his/her discretion
- All procedural questions are subject to the final decision of the Hearing Officer
- After the hearing, the Hearing Officer shall determine whether the STUDENT has violated the rules, regulations or policies that the STUDENT is charged with violating. The Hearing Officer will issue a written determination. If the Hearing Officer determines that a violation has occurred, the Hearing Officer's determination will also address whether dismissal from Fremont College is an appropriate sanction for the offense(s)
- The Hearing Officer's determination shall be made on the basis of whether it is more likely than not that the STUDENT violated a rule, regulation or policy of California Design College
- The Hearing Officer shall provide the STUDENT with a copy of the determination, including information regarding the student's right of appeal there from.

Interim Suspension

Fremont College may immediately remove or suspend a student from school without applying or exhausting these procedures when, in Fremont College sole judgment, the student poses a threat of harm to himself, to others, or to property of Fremont College or a member of Fremont College

During the interim suspension, students shall be denied access to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Dean of Student Affairs or designee may determine to be appropriate.

Student Involvement in Conduct Proceedings

At the discretion of the Director of Operations or his/her designee, students of Fremont College may participate in the adjudication of disciplinary proceedings including hearings and appeals.

Violations of Law

If a student is charged with a violation of federal, state or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety or welfare of Fremont College community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Fremont College will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

Search of Student's Property

Fremont College reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of Fremont College staff that a serious risk to the health, safety and welfare of students, and/or the school community exists. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing.

Sanctions

Fremont College may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). Fremont College reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. **Warning:** A notice in writing that a student has failed to meet some aspect of the school's standards and expectations
2. **Probation:** Probation is used for repeated violations or a specific violation of a serious nature. The Dean of Student Affairs or his/her designee defines the terms of probation.
3. **Suspension:** Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, use school facilities, participate in or attend school activities, or be employed by the school during his/her suspension.
4. **Expulsion:** The student will be expelled from Fremont College immediately. The student will not be permitted to continue his or her studies at the school and may not return to the school or any time or for any reason.
5. **Restitution:** Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.
6. **Discretionary Sanctions:** The student will be required to complete an educational service, attend counseling, or have restricted privileges.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

Appeal Procedures

Students have a right to appeal disciplinary actions when they believe they have been treated in an arbitrary or biased fashion or without adherence to Fremont College policies and procedures.

- The student must initially obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property in accordance with the directions indicated in the decision
- The student must write a letter of appeal in the student's own words, addressed to the Director of Operations of Fremont College or his/her designee. This letter must state the grounds for believing the decision was arbitrary or biased or that it was without adherence to Fremont College policies and procedures. It must be delivered to the Director of Operations or his/her designee within seven calendar days following the student's receipt of the decision.
- The Director of Operations or his/her designee may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision. The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The committee will report back to the Director of Operations or his/her designee with its recommendation following its review of the appeal. The Director of Operations or his/her designee will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

Responsible Use of Technology Policy

Technology facilities and equipment belong to Fremont College and are for the express use of only currently enrolled Fremont College students, faculty, and staff for class projects, assignments and school-related purposes. Any use of these technology resources for commercial purposes, personal financial gain, or entertainment is not permitted.

DRESS CODE

With the exception of the Massage and Sports and Rehabilitation Therapy programs (students in these programs are required to wear either institutional polo shirts or scrubs for core classes), Fremont College does not have a formal dress code for students. However, any student arriving for class in attire that creates a distraction may be asked to leave. Should this occur, a student will be marked as absent for the class session. A professional environment is expected and encouraged.

DRUG ABUSE POLICY

Fremont College supports the federal Drug-Free Schools and Communities Act. Informative materials on controlled substance use and effects, counseling, treatment and rehabilitation programs, and hot-line telephone numbers in the area are provided to students and staff. Information on the laws regarding California drug and alcohol penalties for possession and trafficking is available in the Student Services Department.

DISABLED STUDENTS

Any student who is considered temporarily or permanently disabled must obtain a physician's statement certifying that he or she may engage in "substantial gainful activity." For this purpose, "substantial gainful activity" may be defined as the ability to work and earn money or to attend school.

A signed statement acknowledges that the loan the borrower receives may not be discharged due to any disability existing at the time the loan is made, unless the disabling condition substantially deteriorates to the extent that the definition of total and permanent disability is met.

Fremont College will reasonably accommodate applicants and students with disabilities. Students in need of accommodations must inform the student services department and medical documentation will be required.

GRADUATION REQUIREMENTS

Upon successful completion of all required courses in a program, the graduate will be awarded a Bachelor of Arts Degree, Associate of Arts Degree, Associate of Science Degree, or Diploma, provided all financial obligations to the College have been met. A minimum GPA of 2.0, with no grade lower than a 1.0 GPA for any course that applies to the diploma or degree, is required to receive a diploma or degree.

GRADUATION CEREMONIES

Graduation ceremonies are scheduled on an annual basis. All students, including students in online programs, who have completed the guidelines above-within that one-year period, are eligible to participate. Students will be notified by mail and officially invited to attend. Graduates must alert the school of any address/name changes after completing the program.

All graduates are encouraged to return for the official ceremonies. This is an opportunity for graduates to celebrate their success, visit with former classmates, and share information about current employment experiences with their former instructors.

STUDENT RECORDS AND RIGHT OF PRIVACY

Fremont College shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program.

Fremont College shall maintain, for each student granted a degree or certificate by Fremont College, permanent records of all of the following:

- (1) The degree or certificate granted and the date on which that degree or certificate was granted.
- (2) The courses and units on which the certificate or degree was based.
- (3) The grades earned by the student in each of those courses.

Student records are maintained for a minimum of five years and transcripts are maintained indefinitely.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar or other appropriate official written requests that identify the records they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.

Parental rights of access to educational records depend on the student's financial status: either dependent or independent.

If the adult student is financially independent, parents have no right of access without the student's consent. If, however, the student is a financial dependent, a parent/guardian's request for educational records is honored by the College. It is the student's responsibility to clarify and document his/her financial status and acknowledge acceptance of the College's disclosure policy upon admission and to update such information via the Registrar.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend records they believe are inaccurate or misleading. They should write the College official responsible for the record, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right of a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception permitting disclosure without consent is to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his or her tasks.

A College official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to an official of another school in which a student seeks or intends to enroll.

The student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
Department of Education
Independence Avenue, SW
Washington, DC 20202-4605

FERPA RELEASE OF INFORMATION

Directory Information

In compliance with the Family Educational Rights and Privacy Act, the College treats the following student information as directory information, which can be disclosed without a specific release of information from the student: name, field of study, degrees/awards, participation in officially recognized activities, dates of attendance, level of enrollment.

Students may restrict the release of directory information by written request to the Registrar.

Non-Directory Information

In compliance with FERPA guidelines, a student must provide self-identifying information in a signed and dated written request to the College Registrar for the release of non-directory information. The receipt of a written request by fax satisfies this requirement.

Electronic Files

The Family Educational Rights and Privacy Act does not differentiate between the medium of storage or the method of transmission. There is no legal difference between the level of protection afforded to physical files over those that are stored or transmitted electronically or in any other form.

TRANSFER OF FREMONT COLLEGE CREDITS

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at Fremont College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or diploma you earn in one of our educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the degree, diploma or 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 Fremont College to determine if your degree, diploma or credits will transfer."

Fremont College has no influence over the transferability of its credits to other institutions. Such decisions are entirely decided by those institutions.

The catalog and other materials distributed by Fremont College do not intend to create a promise or guarantee of future educational opportunities or future employment. Upon completion of studies at the College, a student may request a copy of his or her final transcripts from the Registrar. Additionally, the Registrar may also inform the student of any active articulation agreements in place with other institutions of higher learning. However, there is no guarantee that any such agreements may be in place or that any or all units earned at Fremont College will transfer to another college, university or institution of higher learning.

TRANSFER OR ARTICULATION AGREEMENTS

Fremont College has entered into articulation agreements with the following institutions for graduates of the Associate of Arts degree program in Paralegal Studies:

California University of Pennsylvania

Taft University System, Inc.

University of Phoenix

With the above exceptions, Fremont College has not entered into any transfer or articulation agreements with any other college or university.

STUDENT SUCCESS LAB

The College encourages all students to spend extra time studying and practicing their skills by offering open lab hours. Students who want to convene study groups or receive tutoring are welcome to make these arrangements with other students and/or instructors during hours of the open labs or the hours when instructors are available outside of scheduled classes. Students who are taking blended or online courses are encouraged to use the open lab to complete coursework.

PLACEMENT SERVICES

The mission of Fremont College is to close the gap between the traditional classroom and the 21st century workplace. To accomplish its mission, the College is committed to emphasizing the importance of education and assisting graduates in finding employment in the field for which they have been trained. The College maintains an active career planning assistance program for qualified graduates. Graduates are given job referrals and the majority of our graduates who seek employment find it in the field for which they were trained. However, the College cannot guarantee employment. The on-campus Career Services Department strives to see that each graduate is trained in the job seeking process. Career planning begins at orientation, at which time the importance of student attendance and participation in class is stressed. Online students are supported by the on-campus Career Services Department for the campus to which he or she is enrolled.

During the course of training, a Career Services Representative will meet with students to review the following:

1. Goal-setting and time management
2. Writing effective resumes and cover letters
3. Conducting creative job searches
4. Interviewing
5. Presenting a positive image
6. Delivering written and oral presentations
7. Networking
8. Following-up with prospective employers

CERTIFIED MESSAGE THERAPIST REQUIREMENTS

The California Massage Therapy Council (CAMTC) was established in 2009 to evaluate the qualifications of massage therapists in the State of California. The requirements for certification as a Certified Massage Therapist are as follows:

- Completion of a minimum of 500 hours of massage education and training at an approved massage therapy school
- Successful completion of a background check, including fingerprinting, from the Department of Justice and Federal Bureau of Investigation
- Submission of an application for certification with the CAMTC

Fremont College provides assistance with the certification process during the course of the student's program. Massage Therapy or Sports Rehabilitation graduates may be denied licensure and/or certification if they have been convicted of specific felony or misdemeanor as identified by the licensing agency to which they are applying and under these circumstances, Fremont College cannot be held responsible for failure to provide placement assistance for those positions requiring licensure for which they are ineligible.

PROGRAMS CURRENTLY OFFERED

Fremont College offers a Bachelor of Arts Degree in Business Leadership, a Bachelor of Arts Degree in Design Entrepreneurship, an Associate of Arts Degree in Business Administration, an Associate of Arts Degree in Design Interpretation, an Associate of Arts Degree in Paralegal Studies, an Associate of Science Degree in Sports & Rehabilitation Therapy, and a Diploma in Massage Therapy.

Business Leadership Bachelor of Arts

This Bachelor of Arts program is designed to prepare graduates with the business, technical, and legal skills necessary to begin or advance a career in business leadership, working in legal departments, human resources, or general areas. Students will develop the quantitative, qualitative, interpersonal, technical, and legal skills required to lead in today's complicated business climate. Graduates of the program will be equipped to work in any number of business fields or they may choose to pursue an entrepreneurial path.

Business Administration Associate of Arts

Fremont's Business Administration program equips graduates with the skills needed to launch their careers. Our faculty members act as guides for students through a journey of intellectual growth and development. At Fremont College, we cultivate a synthesis of creative and analytical skills to prepare students for workplace challenges. Students may choose to seek employment at any number of reputable firms or pursue an entrepreneurial path. Ultimately, our objective is to provide students with the skills they need in order to execute their ambitions and aspirations.

Design Entrepreneurship Bachelor of Arts

The Design Entrepreneurship program is designed to train students in the skills needed to launch or manage a creative design business. Students are expected to develop a thorough knowledge of business acumen skills required to successfully operate a business, including accounting, sales, leadership, and ethics. Students will also learn about the various fields of design, including fashion, web, graphic, and accessory design. By completing this program, graduates will develop an effective understanding of aesthetic and practicality concerns in the design of products and services in the creative industries.

Design Interpretation Associate of Arts

The Design Interpretation Associate of Arts degree equips students with the skills needed to pursue an entry-level career in the design industry. Through instruction and classroom experiences, students will be able to understand the basic design principles, develop an understanding of the elements of business operations in the design industry and the concepts of design marketing and the product development cycle. In addition to these areas, students will be provided with instruction aimed at providing them with the technical knowledge to use design software packages. By the conclusion of the program, students will have the ability to develop and produce a professional design portfolio.

Paralegal Studies Associate of Arts

Paralegal Studies encompasses many facets of law and includes, but is not limited to, property, probate, family law, torts, civil procedures, contracts, and legal research and writing. The field is very broad and far-reaching and has applications in everyday life. Students in this program may become entry-level paralegals working under the direct supervision of an attorney. This program was designed for the beginning student with a passion to be the best. Whether the goal is to be a contract paralegal or work at one of the nation's leading firms, Fremont's Paralegal Studies program will give students the start they need. (Note: Paralegals may not provide legal services directly to the public except as permitted by law.)

Sports & Rehabilitation Therapy Associate of Science

Sports & Rehabilitation Therapy is a growing field for students interested in helping athletes work through injuries and enhancing performance. Students will learn the basic techniques used by sports therapists to provide services to athletes for conditioning, improving performance, and rehabilitating injuries. More specifically, students will learn and understand the human skeletal, muscular, and nervous systems; will be proficient in physical assessment through various means of testing; and will be skilled at utilizing various therapeutic techniques, based on a thorough understanding of the theories of sports therapy. Students graduating from this program will be prepared to work as entry-level sports and rehabilitation therapy assistants.

Massage Therapy Diploma

Massage Therapy is one of the most popular branches of alternative medicine. This program provides instruction in anatomy, physiology, and kinesiology. Several specialized massage techniques such as deep tissue, sports, shiatsu, Swedish, and seated massage are taught. Graduates can explore opportunities in clinics, chiropractic offices, sports facilities, spas, or private practice. Throughout the program, students will use a wide range of equipment including massage tables and massage chairs. In addition, they will use a variety of massage oils, gels, lotions, and creams. Students graduating from this program will be equipped to apply for state certification in California, and to take the NCBTMB examinations, which are used or recognized in statute or rule in 38 states plus the District of Columbia.

To obtain a Bachelor of Arts, Associate of Arts or Associate of Science degree, individuals must successfully complete all courses from their major course of study and their general education requirements. To obtain a Diploma, individuals must successfully complete the courses listed in the major course of study, any required general education courses and any applicable prerequisites.

DISTANCE LEARNING

Fremont College offers certain courses and programs via distance learning using an online format. Courses taught online have the same course descriptions, expected learning outcomes, general topics, prerequisites, and credit hours as their corresponding on-ground courses. For online courses, approximately one week may elapse between receipt of student homework assignments or projects and the electronic response or evaluation. To be eligible to take classes via Fremont's distance education program, students must complete an Online Student Orientation and confirm that they have the access to technology which will enable them to complete their coursework. Fremont College reserves the right to adjust course delivery to include online, blended, or hybrid delivery formats.

Business Leadership Bachelor of Arts Degree

Vocational Objective: This program is designed to prepare graduates with the business, technical, and legal skills necessary to begin or advance a career in business leadership, working in legal departments, human resources, or general areas. Students will develop the quantitative, qualitative, interpersonal, technical, and legal skills required to lead in today's complicated business climate. Graduates of the program will be equipped to work in any number of business fields or they may choose to pursue an entrepreneurial path. This program is also available via online delivery.

Degree Requirements

To earn a Bachelor of Arts degree in Business Leadership, students must maintain satisfactory academic progress, and fulfill the following degree requirements:

- Unit Requirement: Students must complete a minimum of 195 quarter units.
- General Education Requirement: Students must complete a minimum of 45 quarter units of General Education courses.
- Business/Legal Core Requirement: Students must complete a minimum of 120 quarter units in the business/legal fields (BA, AC, IM, HR, or PS courses).

| Course No | Course Titles | Quarter Units | Clock Hours | Prerequisites |
|-----------|---|---------------|-------------|---------------|
| BA101A | Personal Competencies | 4.5 | 48 | |
| BA101B | Using your Strengths | 3.0 | 32 | |
| BA102A | Salesmanship & Persuasion | 4.5 | 48 | |
| BA102B | Customer Service and Leadership | 3.0 | 32 | |
| BA201A | Introductory Accounting | 4.5 | 48 | |
| BA201B | Financial Statement Analysis | 3.0 | 32 | |
| BA202A | Financing Your Company | 4.5 | 48 | |
| BA202B | Business Plan Writing | 3.0 | 32 | |
| BA203A | Branding & Product Development | 4.5 | 48 | |
| BA203B | Global Brand Management | 3.0 | 32 | |
| BA204A | Teamwork & Collaboration | 4.5 | 48 | |
| BA204B | Business Ethics | 3.0 | 32 | |
| IM401A | E-Tailing | 4.5 | 48 | |
| IM401B | Social Networking | 3.0 | 32 | |
| IM402A | Search Engine Optimization | 4.5 | 48 | |
| IM402B | Search Engine Marketing | 3.0 | 32 | |
| AC201A | Financial Reporting | 4.5 | 48 | |
| AC201B | Auditing | 3.0 | 32 | |
| AC202A | Accounts Payable | 4.5 | 48 | |
| AC202B | Accounts Receivable | 3.0 | 32 | |
| BA301A | Business Research Methods | 4.5 | 48 | |
| BA301B | Advanced Business Research Methods. | 3.0 | 32 | BA301A |
| BA302A | Organizational Strategies in Sustainable Business | 4.5 | 48 | |

| Course No | Course Titles | Quarter Units | Clock Hours | Prerequisites |
|-----------|--------------------------------------|---------------|-------------|---------------|
| BA302B | Sustainable Business Management | 3.0 | 32 | |
| | Business | 90.0 | 960 | |
| PS201A | Introduction to Law & Ethics | 6.0 | 72 | |
| PS201B | Civil Procedure | 4.0 | 48 | |
| PS202A | Intellectual Property | 6.0 | 72 | |
| PS202C | Employment Law | 4.0 | 48 | |
| PS203A | Legal Research & Writing | 6.0 | 72 | |
| PS203B | Advanced Research & Writing | 4.0 | 48 | |
| PS204A | Property & Probate | 6.0 | 72 | |
| PS204B | Family Law | 4.0 | 48 | |
| PS205A | Contracts | 6.0 | 72 | |
| PS205B | Legal Practice Technology | 4.0 | 48 | |
| PS206A | Torts | 6.0 | 72 | |
| PS206B | Business Organizations | 4.0 | 48 | |
| | Legal | 60.0 | 720 | |
| GE102A | Quantitative Reasoning | 4.5 | 45 | |
| GE102B | Advanced Quantitative Reasoning | 3.0 | 30 | GE102A |
| GE104A | Critical Thinking & Analysis | 4.5 | 48 | |
| GE104B | Advanced Critical Thinking | 3.0 | 32 | GE104A |
| GE105A | English Composition | 4.5 | 45 | |
| GE105B | Speech Communication | 3.0 | 30 | |
| GE106A | Persuasive Writing | 4.5 | 45 | |
| GE106B | Human Interaction & Behavior | 3.0 | 30 | |
| GE301A | Environmental Science | 4.5 | 48 | |
| GE301B | Sustainable Technology | 3.0 | 32 | |
| GE302A | Digital Arts Appreciation | 4.5 | 48 | |
| GE302B | Multimedia and the Humanities | 3.0 | 32 | |
| | General Education | 45.0 | 465 | |
| CA101A | Interdisciplinary Studies | 4.5 | 48 | |
| CA101B | Continuing Interdisciplinary Studies | 3.0 | 32 | |
| | Total | 195.0 | 2145 | |

Design Entrepreneurship Bachelor of Arts Degree

Vocational Objective: The Design Entrepreneurship Bachelor of Arts degree equips students with the skills needed to begin a career in the design industry. Graduates are expected to achieve the following learning objectives: Understanding of basic design principles; understanding of business functions of a design company; technical knowledge to use design software packages; ability to develop and produce a professional portfolio; understanding of branding and the product development cycle; thorough knowledge of business acumen skills required to successfully operate a business, including accounting, sales, leadership, and ethics; understanding of the various fields of design, including fashion, web, graphic, and animation; recognition of aesthetic and practicality concerns in the design of products and services in the creative industries.

Degree Requirements

To earn a Bachelor of Arts Degree in Design Entrepreneurship, students must maintain satisfactory academic progress, and fulfill the following degree requirements:

- Unit Requirement: Students must complete a minimum of 180 quarter units.
- General Education Requirement: Students must complete a minimum of 45 quarter units of General Education courses.
- Design/Business Requirement: Students must complete a minimum of 120 quarter units in the Design/Business fields (DE, GD, FD, AD, WD, or BA courses).

| Course Number | Course Titles | Quarter Units | Clock Hours | Prerequisites |
|---------------|-----------------------------------|---------------|-------------|---------------|
| DE201A | Design & Merchandising | 4.5 | 60 | |
| DE201B | Visual Merchandising | 3.0 | 40 | |
| DE202A | Digital Catalog Design | 4.5 | 60 | |
| DE202B | Computer Publishing | 3.0 | 40 | |
| DE203A | Computer Portfolio Development I | 4.5 | 60 | |
| DE203B | Computer Portfolio Development II | 3.0 | 40 | DE203A |
| DE204A | Computer Technical Drawing | 4.5 | 60 | |
| DE204B | Technical Package Production | 3.0 | 40 | |
| GD401A | Computer-Assisted Illustration | 4.5 | 60 | |
| GD401B | Advanced Illustration | 3.0 | 40 | GD401A |
| GD402A | Graphic Design Software Apps. | 4.5 | 60 | |
| GD402B | Graphic Design Production | 3.0 | 40 | |
| FD401A | Fashion Knock-off | 4.5 | 60 | |
| FD401B | Production Pattern Making | 3.0 | 40 | |
| FD402A | Garment Construction | 4.5 | 60 | |
| FD402B | Fashion Collection | 3.0 | 40 | |
| AD401A | Accessory Design | 4.5 | 60 | |
| AD401B | Accessory Materials | 3.0 | 40 | |
| AD402A | 3D Conceptualization and Design | 4.5 | 60 | |
| AD402B | Model Building | 3.0 | 40 | |

| Course Number | Course Titles | Quarter Units | Clock Hours | Prerequisites |
|---------------|--------------------------------------|---------------|-------------|---------------|
| WD401A | Principles of Web Development | 4.5 | 60 | |
| WD401B | User Interface Design | 3.0 | 40 | |
| WD402A | Web Design & Coding | 4.5 | 60 | |
| WD402B | Content Management Systems | 3.0 | 40 | |
| | Design | 90.0 | 1200 | |
| BA101A | Personal Competencies | 4.5 | 48 | |
| BA101B | Using your Strengths | 3.0 | 32 | |
| BA102A | Salesmanship & Persuasion | 4.5 | 48 | |
| BA102B | Customer Service and Leadership | 3.0 | 32 | |
| BA201A | Introductory Accounting | 4.5 | 48 | |
| BA201B | Financial Statement Analysis | 3.0 | 32 | |
| BA202A | Financing Your Company | 4.5 | 48 | |
| BA202B | Business Plan Writing | 3.0 | 32 | |
| BA203A | Branding & Product Development | 4.5 | 48 | |
| BA203B | Global Brand Management | 3.0 | 32 | |
| BA204A | Teamwork & Collaboration | 4.5 | 48 | |
| BA204B | Business Ethics | 3.0 | 32 | |
| | Business | 45.0 | 480 | |
| GE102A | Quantitative Reasoning | 4.5 | 45 | |
| GE102B | Advanced Quantitative Reasoning | 3.0 | 30 | GE102A |
| GE104A | Critical Thinking & Analysis | 4.5 | 48 | |
| GE104B | Advanced Critical Thinking | 3.0 | 32 | GE104A |
| GE105A | English Composition | 4.5 | 45 | |
| GE105B | Speech Communication | 3.0 | 30 | |
| GE106A | Persuasive Writing | 4.5 | 45 | |
| GE106B | Human Interaction & Behavior | 3.0 | 30 | |
| GE301A | Environmental Science | 4.5 | 48 | |
| GE301B | Sustainable Technology | 3.0 | 32 | |
| GE302A | Digital Arts Appreciation | 4.5 | 48 | |
| GE302B | Multimedia and the Humanities | 3.0 | 32 | |
| | General Education | 45.0 | 465 | |
| CA101A | Interdisciplinary Studies | 4.5 | 48 | |
| CA101B | Continuing Interdisciplinary Studies | 3.0 | 32 | |
| | Total | 180.0 | 2145 | |

Business Administration Associate of Arts Degree

Vocational Objective: The Business Administration degree equips graduates with the skills needed to begin a career in the business field. Students will receive training in the quantitative, qualitative, interpersonal, and technical skills required to succeed in the business world. Students may choose to seek employment at any number of institutions or pursue an entrepreneurial path. Ultimately, Fremont's program objective is to provide students with the tools they need in order to execute their ambitions and aspirations.

Degree Requirements

To earn an Associate of Arts degree in Business Administration, students must maintain satisfactory academic progress, and fulfill the following degree requirements:

- Unit Requirement: Students must complete a minimum of 90 quarter units.
- General Education Requirement: Students must complete a minimum of 30 quarter units of General Education courses.
- Business/Legal Requirement: Students must complete a minimum of 45 quarter units in the business field (BA, AC, HR, or IM courses).

| Course Number | Course Titles | Quarter Units | Clock Hours | Prerequisites |
|---------------|---------------------------------|---------------|-------------|---------------|
| BA101A | Personal Competencies | 4.5 | 48 | |
| BA101B | Using your Strengths | 3.0 | 32 | |
| BA102A | Salesmanship & Persuasion | 4.5 | 48 | |
| BA102B | Customer Service and Leadership | 3.0 | 32 | |
| BA201A | Introductory Accounting | 4.5 | 48 | |
| BA201B | Financial Statement Analysis | 3.0 | 32 | |
| BA202A | Financing Your Company | 4.5 | 48 | |
| BA202B | Business Plan Writing | 3.0 | 32 | |
| BA203A | Branding & Product Development | 4.5 | 48 | |
| BA203B | Global Brand Management | 3.0 | 32 | |
| BA204A | Teamwork & Collaboration | 4.5 | 48 | |
| BA204B | Business Ethics | 3.0 | 32 | |
| IM401A | E-Tailing | 4.5 | 48 | |
| IM401B | Social Networking | 3.0 | 32 | |
| IM402A | Search Engine Optimization | 4.5 | 48 | |
| IM402B | Search Engine Marketing | 3.0 | 32 | |
| | Business | 60.0 | 640 | |
| GE102A | Quantitative Reasoning | 4.5 | 45 | |
| GE102B | Advanced Quantitative Reasoning | 3.0 | 30 | GE102A |
| GE104A | Critical Thinking & Analysis | 4.5 | 48 | |
| GE104B | Advanced Critical Thinking | 3.0 | 32 | GE104A |
| GE105A | English Composition | 4.5 | 45 | |
| GE105B | Speech Communication | 3.0 | 30 | |

| | | | | |
|--------|--------------------------------------|-------------|------------|--|
| GE106A | Persuasive Writing | 4.5 | 45 | |
| GE106B | Human Interaction & Behavior | 3.0 | 30 | |
| | General Education | 30.0 | 305 | |
| CA101A | Interdisciplinary Studies | 4.5 | 48 | |
| CA101B | Continuing Interdisciplinary Studies | 3.0 | 32 | |
| | Total | 90 | 945 | |

Design Interpretation Associate of Arts Degree

Vocational Objective: The Design Interpretation Associate of Arts degree equips students with the skills needed to pursue an entry-level career in the design industry. Through instruction and classroom experiences, students develop an understanding of the basic design principles, the elements of business operations in the design industry, and the concepts of design marketing and the product development cycle. In addition students will be provided with instruction aimed at providing them with the technical knowledge to use design software packages. By the conclusion of the program, students will have the ability to develop and produce a professional design portfolio.

Degree Requirements

To earn an Associate of Arts Degree in Design Interpretation, students must maintain satisfactory academic progress, and fulfill the following requirements:

- Unit Requirement: Students must complete 90 quarter units.
- General Education Requirement: Students must complete a minimum of 30 quarter units in General Education courses.
- Design Requirement: Students must complete a minimum of 45 quarter units in design courses (DE, GD, FD, AD, or WD courses).

| Course Number | Course Titles | Quarter Units | Clock Hours | Prerequisites |
|---------------|-----------------------------------|---------------|-------------|---------------|
| DE201A | Design & Merchandising | 4.5 | 60 | |
| DE201B | Visual Merchandising | 3.0 | 40 | |
| DE202A | Digital Catalog Design | 4.5 | 60 | |
| DE202B | Computer Publishing | 3.0 | 40 | |
| DE203A | Computer Portfolio Development I | 4.5 | 60 | |
| DE203B | Computer Portfolio Development II | 3.0 | 40 | DE203A |
| DE204A | Computer Technical Drawing | 4.5 | 60 | |
| DE204B | Technical Package Production | 3.0 | 40 | |
| BA202A | Financing Your Company | 4.5 | 60 | |
| BA202B | Business Plan Writing | 3.0 | 40 | |
| BA203A | Branding & Product Development | 4.5 | 60 | |
| BA203B | Global Brand Management | 3.0 | 40 | |
| FD401A | Fashion Knock-Off | 4.5 | 60 | |
| FD401B | Production Pattern Making | 3.0 | 40 | |
| FD402A | Garment Construction | 4.5 | 60 | |
| FD402B | Fashion Collection | 3.0 | 40 | |
| | Design | 60.0 | 760 | |
| BA101A | Personal Competencies | 4.5 | 48 | |
| BA101B | Using Your Strengths | 3.0 | 32 | |
| GE102A | Quantitative Reasoning | 4.5 | 48 | |

| Course Number | Course Titles | Quarter Units | Clock Hours | Prerequisites |
|----------------------|--------------------------------------|----------------------|--------------------|----------------------|
| GE102B | Advanced Quantitative Reasoning | 3.0 | 32 | GE102A |
| GE104A | Critical Thinking & Analysis | 4.5 | 48 | |
| GE104B | Advanced Critical Thinking | 3.0 | 32 | GE104A |
| GE105A | English Composition | 4.5 | 45 | |
| GE105B | Speech Communication | 3.0 | 30 | |
| GE106A | Persuasive Writing | 4.5 | 45 | |
| GE106B | Human Interaction & Behavior | 3.0 | 30 | |
| | General Education | 30.0 | 305 | |
| CA101A | Interdisciplinary Studies | 4.5 | 48 | |
| CA101B | Continuing Interdisciplinary Studies | 3.0 | 32 | |
| | Program Totals | 90.0 | 1065 | |

Paralegal Studies Associate of Arts Degree

Vocational Objective: This American Bar Association-approved program is designed to prepare students with the skills necessary to fill entry-level positions in legal departments, as paralegals, working under the direct supervision of an attorney. Upon completion of the program, the student will have acquired an Associate of Arts degree as well as the technical knowledge and work skills necessary to serve a variety of employers, including city, county, and state governments; law firms; legal clinics; and state and federal courts. Paralegals may not provide legal services directly to the public, except as permitted by law.

Degree Requirements

To earn an Associate of Arts Degree in Paralegal Studies, students must maintain satisfactory academic progress, and fulfill the following degree requirements:

- Unit Requirement: Students must complete a minimum of 105 quarter units.
- General Education Requirement: Students must complete a minimum of 30 quarter units of General Education courses, including GE105A and GE105B (or equivalent).
- Legal Specialty Requirement: Students must complete a minimum of 60 quarter units in PS courses.

| Course No | Course Titles | Quarter Units | Clock Hours | Prerequisites |
|-----------|---------------------------------|---------------|-------------|--|
| PS201A | Introduction to Law & Ethics | 6.0 | 72 | - |
| PS201B | Civil Procedure | 4.0 | 48 | PS201A |
| PS202A | Intellectual Property | 6.0 | 72 | GE105A, GE105B, PS201A, PS201B |
| PS202C | Employment Law | 4.0 | 48 | GE105A, GE105B PS201A, PS201B, |
| PS203A | Legal Research & Writing | 6.0 | 72 | GE105A, GE105B PS201A, PS201B, |
| PS203B | Advanced Research & Writing | 4.0 | 48 | GE105A, GE105B, PS201A, PS201B, PS203A |
| PS204A | Property & Probate | 6.0 | 72 | GE105A, GE105B, PS201A, PS201B |
| PS204B | Family Law | 4.0 | 48 | GE105A, GE105B, PS201A, PS201B |
| PS205A | Contracts | 6.0 | 72 | GE105A, GE105B PS201A, PS201B |
| PS205B | Legal Practice Technology | 4.0 | 48 | GE105A, GE105B PS201A, PS201B, |
| PS206A | Torts | 6.0 | 72 | GE105A, GE105B PS201A, PS201B |
| PS206B | Business Organizations | 4.0 | 48 | GE105A, GE105B PS201A, PS201B, |
| | Paralegal | 60.0 | 720 | |
| GE102A | Quantitative Reasoning | 4.5 | 45 | |
| GE102B | Advanced Quantitative Reasoning | 3.0 | 30 | GE102A |
| GE104A | Critical Thinking & Analysis | 4.5 | 48 | |

| Course No | Course Titles | Quarter Units | Clock Hours | Prerequisites |
|------------------|---------------------------------|----------------------|--------------------|----------------------|
| GE104B | Advanced Critical Thinking | 3.0 | 32 | GE104A |
| GE105A | English Composition | 4.5 | 45 | |
| GE105B | Speech Communication | 3.0 | 30 | |
| GE106A | Persuasive Writing | 4.5 | 45 | |
| GE106B | Human Interaction & Behavior | 3.0 | 30 | |
| | General Education | 30.0 | 305 | |
| BA101A | Personal Competencies | 4.5 | 48 | |
| BA101B | Using your Strengths | 3.0 | 32 | |
| BA102A | Salesmanship & Persuasion | 4.5 | 48 | |
| BA102B | Customer Service and Leadership | 3.0 | 32 | |
| | Business | 15.0 | 160 | |
| | Program Totals | 105.0 | 1185 | |

Sports & Rehabilitation Therapy Associate of Science Degree

Vocational Objective: The program's goal is to provide a wide variety of career opportunities to graduates seeking to work in the Sports & Rehabilitation Therapy fields. Graduates of the program will be equipped to work for the following types of institutions: athletic teams, sports clinics, rehabilitation centers, hospitals, fitness clubs, or other organizations requiring sports and rehab therapy training.

Degree Requirements

To earn an Associate of Science degree in Sports and Rehabilitation Therapy, students must maintain satisfactory academic progress, and fulfill the following degree requirements:

- Unit Requirement: Students must complete a minimum of 90 quarter units.
- General Education Requirement: Students must complete a minimum of 22.5 quarter units of General Education courses
- Wellness Requirement: Students must complete a minimum of 67.5 quarter units in Wellness (MT or ST) courses.

| Course Number | Course Titles | Quarter Units | Clock Hours | Prerequisites |
|---------------|--|---------------|-------------|---------------|
| MT101A | Fundamentals of Massage (Including Ethics) | 4.5 | 60 | |
| MT101B | Nutrition, Hygiene, Health & Wellness | 3.0 | 40 | |
| MT102A | Anatomy & Physiology – Systems of Control | 4.5 | 60 | |
| MT102B | Pathology | 3.0 | 40 | |
| MT103A | Swedish Massage | 4.5 | 60 | |
| MT103B | Massage Clinic – Swedish | 3.0 | 40 | |
| MT104A | Anatomy & Physiology – Somatic Tissues | 4.5 | 60 | |
| MT104B | Deep Tissue & Neuromuscular Therapy | 3.0 | 40 | |
| MT105A | Anatomy & Physiology – Body Systems | 4.5 | 60 | |
| MT105B | Anatomy & Physiology – Palpation | 3.0 | 40 | |
| MT106A | Chinese Medicine & Acupressure / Shiatsu | 4.5 | 60 | |
| MT106B | Massage Clinic – Deep Tissue | 3.0 | 40 | |
| MT107A | Sports & Specialized Massage | 4.5 | 60 | |
| MT107B | Hydrotherapy Spa & Reflexology | 3.0 | 40 | |
| ST201A | Applications of Sports Therapy & Pathology | 4.5 | 60 | |
| ST201B | Biomechanics & Assessments | 3.0 | 40 | |
| ST202A | Range of Motion, Therapeutic Exercise & Procedures | 4.5 | 60 | |
| ST202B | Skilled Rehab Therapy | 3.0 | 40 | |
| | Sports / Massage Therapy | 67.5 | 900 | |

| Course Number | Course Titles | Quarter Units | Clock Hours | Prerequisites |
|----------------------|---------------------------------|----------------------|--------------------|----------------------|
| BA101A | Personal Competencies | 4.5 | 48 | |
| BA101B | Using Your Strengths | 3.0 | 32 | |
| GE102A | Quantitative Reasoning | 4.5 | 45 | |
| GE102B | Advanced Quantitative Reasoning | 3.0 | 30 | GE102A |
| GE104B | Advanced Critical Thinking | 3.0 | 32 | GE104A |
| GE105A | English Composition | 4.5 | 45 | |
| GE105B | Speech Communication | 3.0 | 30 | |
| GE106A | Persuasive Writing | 4.5 | 45 | |
| GE106B | Human Interaction & Behavior | 3.0 | 30 | |
| | General Education | 22.5 | 225 | |
| | Total | 90.0 | 1125 | |

Massage Therapy Diploma

Vocational Objective: This program is designed to provide the didactic and clinical training necessary to prepare students for entry-level positions as Massage Therapists. Students will be provided with knowledge and skills in anatomy, physiology and kinesiology, deep tissue, sports, shiatsu, seated and specialized massage techniques. Upon completion, students will have acquired the skills to work in a variety of professional environments including clinics, chiropractic offices, sports facilities, spas; and; private practice. The program exceeds the 500 hours required for graduates to become California Certified Massage Therapists.

Degree Requirements

To earn a Diploma in Massage Therapy, students must maintain satisfactory academic progress, and fulfill the following degree requirements:

- Unit Requirement: Students must complete a minimum of 60 quarter units.
- General Education Requirement: Students must complete a minimum of 7.5 quarter units of General Education courses.
- Massage Requirement: Students must complete a minimum of 52.5 quarter units in MT courses.

| Course Number | Course Titles | Quarter Units | Clock Hours | Prerequisites |
|---------------|--|---------------|-------------|---------------|
| MT101A | Fundamentals of Massage (Including Ethics) | 4.5 | 60 | |
| MT101B | Nutrition, Hygiene, Health & Wellness | 3.0 | 40 | |
| MT102A | Anatomy & Physiology – Systems of Control | 4.5 | 60 | |
| MT102B | Pathology | 3.0 | 40 | |
| MT103A | Swedish Massage | 4.5 | 60 | |
| MT103B | Massage Clinic – Swedish | 3.0 | 40 | |
| MT104A | Anatomy & Physiology – Somatic Tissues | 4.5 | 60 | |
| MT104B | Deep Tissue & Neuromuscular Therapy | 3.0 | 40 | |
| MT105A | Anatomy & Physiology – Body Systems | 4.5 | 60 | |
| MT105B | Anatomy & Physiology – Palpation | 3.0 | 40 | |
| MT106A | Chinese Medicine & Acupressure / Shiatsu | 4.5 | 60 | |
| MT106B | Massage Clinic – Deep Tissue | 3.0 | 40 | |
| MT107A | Sports & Specialized Massage | 4.5 | 60 | |
| MT107B | Hydrotherapy Spa & Reflexology | 3.0 | 40 | |
| | Massage Therapy | 52.5 | 700 | |

| Course Number | Course Titles | Quarter Units | Clock Hours | Prerequisites |
|----------------------|---------------------------------|----------------------|--------------------|----------------------|
| BA101A | Personal Competencies | 4.5 | 48 | |
| BA101B | Using Your Strengths | 3.0 | 32 | |
| BA102A | Salesmanship and Persuasion | 4.5 | 48 | |
| BA102B | Customer Service and Leadership | 3.0 | 32 | |
| GE104B | Advanced Critical Thinking | 3.0 | 32 | GE104A |
| GE105A | English Composition | 4.5 | 45 | |
| GE105B | Speech Communication | 3.0 | 30 | |
| GE106A | Persuasive Writing | 4.5 | 45 | |
| GE106B | Human Interaction & Behavior | 3.0 | 30 | |
| | General Education | 7.5 | 75 | |
| | Program Total | 60.0 | 775 | |

COURSE DESCRIPTIONS

General Education Courses

GE102A QUANTITATIVE REASONING

Presents an overview of various mathematical concepts and quantitative problem solving techniques; Includes construction and interpretation of graphs, functional relationships, descriptive statistics, geometry and spatial visualization, math of finance, and basic probability.

GE102B ADVANCED QUANTITATIVE REASONING

Prerequisite: GE102A Quantitative Reasoning

Expansion of the topics covered in GE102A, providing additional training in the use of quantitative methods; Topics include the applications of quantitative evidence, as well as interpreting data through use of tables and spreadsheets created in Excel.

GE104A CRITICAL THINKING & ANALYSIS

Identifies concepts basic to clear communication, persuasion, argument, fact and opinion, in a real-world, problem-solving context geared toward working adults; Discussions include approaching issues and problems in a reasoned way, considering purpose, language, awareness of argument structure and other concepts.

GE104B ADVANCED CRITICAL THINKING

Prerequisite: GE104A Critical Thinking & Analysis

Continues with advanced topics in critical thinking; the application of theories of logic and analysis and utilization of these principles to formulate and undermine arguments are also discussed; an emphasis will be placed on in-class interaction and debate to refine skills learned in the course.

GE105A ENGLISH COMPOSITION

Provides the fundamentals of expository writing and the use of word processors as writing tools; Topics of emphasis include the structure the basic elements of a good essay including proper sentence and paragraph structure, correct punctuation and the understanding of the correct use of the parts of speech.

GE105B SPEECH COMMUNICATION

Demonstrates practical communication skills useful for communicating in workplace relationships; Additional areas include listening, nonverbal communication, assertiveness, self-awareness, intercultural communication, conflict resolution and the communication process. The basic elements of improving interpersonal communication such as, how to reduce communication apprehension, speech preparation, oral presentations delivery techniques and communication within small groups are also covered.

GE106A PERSUASIVE WRITING

Presents an introduction to the study and practice of persuasive discourse using both the rhetorical and behavioral science tradition; Issues examined include: audience analysis, motives and values, effective use of language; opportunities are provided to present and analyze persuasive materials orally and in writing as a way of developing communication and critical abilities.

GE106B HUMAN INTERACTION & BEHAVIOR

Introduces the study of human behavior; Topics covered include the history and origins of psychology, perception, motivation, learning, memory, development, adjustment, personality, mental health, and the social and biological basis of behavior.

GE301A ENVIRONMENTAL SCIENCE

Provides an examination of environmental science and environmental studies including the risks associated with growth in a developing world, environmental impact of population growth on natural resources, mineral and resource extraction, water resource uses, and renewable and non-renewable sources for power generation.

GE301B SUSTAINABLE TECHNOLOGY

Offers an introduction to sustainable technology management and strategies that can be used to incorporate the development and deployment of sustainable technologies; Topics include management processes needed to maximize renewable/non-renewable energy resources and the economics of sustainability.

GE302A DIGITAL ARTS APPRECIATION

Presents a historical and theoretical foundations of digital media art, tracing how information technologies seeded the growth of a new expressive medium; Focus is placed on the critical issues related to dependence on new and emerging technologies, and the development of an appreciation of how art-making practices have shaped (and been shaped by) trajectories of technological change.

GE302B MULTIMEDIA AND THE HUMANITIES

Gives an aesthetic consideration of the most effective ways to integrate written/oral and visual language; Special attention will be paid to corporate communication issues and the public sector, film, television, print, performance, and visual communication, as well as movements in digital or cyber communications and other emerging technologies.

Business Courses**AC201A FINANCIAL REPORTING**

Understanding balance sheets, income statements and statements of cash receipts and disbursements and how the information on these statements is used for business decision-making. Additional topics include methods of researching publically available financial statement information.

AC201B AUDITING

Introduces basic terminologies, concepts, and approaches to performing a quality external or internal audit; Concepts defining what audits are, how they are conducted, how they are recorded, and how they are followed up are also topics of discussion.

AC202A ACCOUNTS PAYABLE

Examines the A/P functions within the organization; Topics include source documents, purchasing processes, purchase orders, journal entries, document flow, internal controls, disbursements, vendor management and others.

AC202B ACCOUNTS RECEIVABLE

Explores strategies used to work with customers to conduct cash collections; other points of emphasis include journal entries, internal controls, credit, the aging report and providing effective payment incentives.

BA101A PERSONAL COMPETENCIES

Facilitates discovery of personal competencies and optimal working style through use of a variety of modern assessments; Emphasis is placed on identifying individual key strengths and operating processes, and providing an understanding of one's relation to managers and co-workers in the office environment

BA101B USING YOUR STRENGTHS

Leverages participants' unique personal competencies, strengths, and working style to optimize performance in the office; Discussion on how competencies affect operating results in a team environment

will be discussed as will the ability to utilize personal strengths to effectively work with teammates and managers.

BA102A SALESMANSHIP AND PERSUASION

Discusses the process of selling a product; Content includes principles and techniques used in prospecting, approaching, meeting objection and closing a sale; emphasis placed on attitudes and attributes found within successful salespersons.

BA102B CUSTOMER SERVICE & LEADERSHIP

Introduces the skills and strategies that lead to successful implementation of customer service programs; Topics include strategies utilized to improve customer satisfaction and examining research to measure programs effectiveness.

BA201A INTRODUCTORY ACCOUNTING

Provides basic accounting concepts including the accounting cycle, data entry using manual and computerized systems, analysis and use of financial statement data; Additional focus will include topics such as profit and loss and forecasting.

BA201B FINANCIAL STATEMENT ANALYSIS

Discusses preparation and analysis of financial information using generally accepted accounting principle; Content includes financial statement fundamentals, cash, receivables, inventory, payables, long-term assets, long-term debt, stockholders equity, cash flow statements, internal controls, and financial statement analysis. Course incorporates computer component.

BA202A FINANCING YOUR COMPANY

Provides an introduction to the basics of finance and budgeting with an emphasis on entrepreneurial ventures; Topics covered include budget building, projections, and time value of money, taxes, and other considerations in raising capital for institutions.

BA202B BUSINESS PLAN WRITING

Describes effective writing and presentation of business plans: Techniques utilized to analyze feasibility and develop a business plan for an entrepreneurial concept are offered, as well as effectively packaging the completed for presentation to potential supporters and investors.

BA203A BRANDING & PRODUCT DEVELOPMENT

Presents an overview of marketing and brand management, as well as its role in the sale of products and services; Topics include principles of marketing, techniques of effective branding, product development for the consumer market, and an introduction to marketing research and analysis.

BA203B GLOBAL BRAND MARKETING

Introduces an examination of the challenges of marketing and branding in an increasingly international market, including how culture and brand affect product success in diverse marketplaces; The need for products and concepts to be redesigned to appeal to different consumers is also discussed.

BA204A TEAMWORK & COLLABORATION

Presents theoretical and practical tools to become a more productive team member and leader; Themes include characteristics of high performing teams, leadership strategies, avoiding dysfunctional team dynamics, and managing diverse and virtual teams.

BA204B BUSINESS ETHICS

Investigates moral issues which arise in the conduct of business, marketing and advertising; Focus is placed on theories of ethics, corporate responsibility and social justice, conflicts of interest, environmental issues, problems of discrimination, and the rights of employees and consumers.

BA301A BUSINESS RESEARCH METHODS

Presents basic business-related research techniques and strategies; Areas of study include the need for research, the research process, problem solving, the research instrument development, data collection and data analysis.

BA301B ADVANCED BUSINESS RESEARCH METHODS

Expands the basic business-related and legal research methods to include research-based problems for development and presentation. The primary area of focus will be a discussion of the applications of research methods from the fields of business, law, and environmental science.

BA302A ORGANIZATIONAL STRUCTURES IN SUSTAINABLE BUSINESS

Identifies sustainable technology management and strategies that can be used to incorporate the development and deployment of these technologies; Topics include: regulatory frameworks, globalization, urbanization, life cycle, organizational strategies, resources, supply chain, and entrepreneurship.

BA302B SUSTAINABLE BUSINESS MANAGEMENT

Discusses principles and practices of creating and managing a green business; Processes will be emphasis for developing and implementing a strategy for sustainable business operations as well as discussing plans aimed at improving existing green business methods.

IM401A E-TAILING

Focus on creating customized and interactive Web pages; Content includes processes and commands (tags) to create, format and link documents tables, graphics, styles, forms, frames, scripts, multimedia, and other features of the Web page guidelines of effective Web presentation in designing a Web page, and Web site organization.

IM401B SOCIAL NETWORKING

Examines how consumers are influenced by YouTube, MySpace, Facebook, and other social networking sites; Additional topics include how to apply viral marketing techniques using popular social networking channels and the ethics of using social networking technology.

IM402A SEARCH ENGINE OPTIMIZATION

Provides techniques to increase website traffic, including distinguishing between organic and paid sites; Application of tools such as PageRank and instruction on how to employ important SEO strategies and utilities such as Google Analytics will also be featured.

IM402B SEARCH ENGINE MARKETING

Introduces principles of conducting a successful web-based marketing campaign. Areas of emphasis will include recognizing target groups and demographics, identifying keywords related to a given website and the PPC campaign process.

Design Courses

DE201A DESIGN &MERCHANDISING

Offers an overview of the fashion industry from the primary industry to retailing with emphasis placed on merchandising practices of retail organizations; The elements of effective branding are points of emphasis along with discussion on how to turn the creative idea into a business, including developing a target market, proper positioning of product, implementation of marketing techniques and key intellectual property issues.

DE201B VISUAL MERCHANDISING

Identifies the components of display necessary for the effective visual presentation of goods and services in the retail store setting, but increasingly in the online space; an examination of current trends in visual

merchandising as well as concepts that designers need to effectively leverage to prove successful in the industry.

DE 202A DIGITAL CATALOG DESIGN

Introduces the use of design software to produce catalogs that showcase designs in an attractive and organized manner; Introduces the technical skill to scan photographs and line sheets to create realistic images; design components necessary for creation of a successful portfolio will also be identified.

DE202B COMPUTER PUBLISHING

Centers on computer publishing software and how it is applied to today's design industries; Topical discussions include layout concepts, typography techniques, branding, color palates, and translation from design to print; Integrates word processing and graphics to facilitate the designing of printed pages and manipulates text and graphics to produce professional looking publications.

DE203A COMPUTER PORTFOLIO DEVELOPMENT I

Discusses the development of the technical presentation skills necessary to create a professional portfolio that showcases a body of work; Examination of sample portfolios, the concepts of layout, fundamentals of design, correct use typography and the appropriate placement of images are emphasized.

DE203B COMPUTER PORTFOLIO DEVELOPMENT II

Prerequisite: DE230A Computer Portfolio Development I

Continues topics introduced in DE203A focusing this time on creating a personal portfolio utilizing the skills and concepts introduced in the previous course; A body of work (either personal or otherwise) will be used as the focal point of the portfolio created.

DE204A COMPUTER TECHNICAL DRAWING

Introduces applications of technical drawing software utilized within the apparel industry; Students are provided the opportunity to integrate fashion design development with computer-aided systems with an emphasis on fashion innovation and concept design exploration enhanced by computer applications; discussion will focus on current trends in the application of technology in fashion design.

DE204B TECHNICAL PACKAGE PRODUCTION

Explores how technical packages (tech-packs) are utilized in the fashion supply chain; Discussion on how these tools connect visions from creative designers to the manufacturers that bring clothes to market; emphasis will be placed on the development, creation, and applications of tech-pack production and their use in the manufacturing process.

FD401A FASHION KNOCK-OFF

Examines the "Knock Off" process where an existing garment is taken and a pattern for reproduction is created using a variety of techniques; Final projects for this class are a knock-off jacket and a pair of pants.

FD401B PRODUCTION PATTERN MAKING

An understanding of the manual "Production Pattern" making process is developed while examining the manufacturing side of the industry; Includes an analysis of garment construction, grading (measurement specification), and marker making (pattern layout put on top of the fabric for the cutter to follow).

FD402A GARMENT CONSTRUCTION

Provides the various techniques necessary to use an industrial sewing machine effectively and safely; allows for opportunities to practice perfecting the skills and techniques needed to create basic seams, seam finishes, pockets, bias bindings, zippers, sleeves, cuffs, and collars; Step-by-step instructions will ensure a complete awareness of the how's and why's of garment construction as well as the importance of cost sheets, pattern cards, markers, pattern layout, and proper fabric cutting.

FD402B FASHION COLLECTION

Introduces the fundamentals of design collections and the use of unifying themes and contrasts through design elements, fabrics, and other techniques to produce attractive and marketable collections; Examination of the collections of top apparel designers will provide an understanding that their success is dependent on their ability to produce cohesive and innovative designs a consistent basis.

GD401A COMPUTER-ASSISTED ILLUSTRATION

Offers the fundamentals of computer-assisted illustration for both the experienced designer and those with little or no prior illustration training; The use of the basic tools common to most design software applications are provided and reinforced through exercises illustrating common forms such as people and products.

GD401B ADVANCED ILLUSTRATION

Prerequisite: GD401A Computer-Assisted Illustration

Refinement of illustration techniques and exploration of different methods of rendering is provided; a sense of greater insight into use of applying creativity to the subject being rendered is gained through a deeper understanding of manipulative techniques and extended use of color.

GD402A GRAPHIC DESIGN SOFTWARE APPLICATIONS

Offers skills used in creating designs and products from a blank page using available graphic design software packages, including an overview of the various tools, filters, and functions that assist designers in communicating their creative vision; Analysis and revision of existing as well as the creation of original designs is utilized for concept reinforcement.

GD402B GRAPHIC DESIGN PRODUCTION

Emphasis is placed on communicating the creative vision through the utilization of various tools, filters and functions; Allows for the further awareness of the understanding of personal vision by developing designs from the conceptual level; introduces basic package design concepts.

AD401A ACCESSORY DESIGN

Introduces the designing and manufacturing of accessories processes; begins with trend analysis which provides information as to current direction of the industry as well as marketing strategies and presents additional topics including preparation of specification sheets and the necessary processes needed to work with manufacturers to ensure accurate production on accessory products.

AD401B ACCESSORY MATERIALS

Discusses the variety of materials available to designers including leather, a variety of furs and skins, stitching material of all kinds, and many different kinds of synthetics; Focus will also be placed on what materials to use and when to these materials to their best effect.

AD402A 3-D CONCEPTUALIZATION & DESIGN

Emphasis placed on the means to effectively take designs from concepts on a page to manufacturing, including the ability to think and design in three dimensions; Skills needed to transition from concept to design by rendering drawings using pencil, ink, and paper followed by the use of design modeling software will be developed.

AD402B MODEL BUILDING

Provides the means by which production of proto-types and simple models of items such as handbags and belts ensure accuracy of design; Key topics include the preparation of drawings and sketches that explain features of proposed design concepts, the use of photographic and video techniques to capture information regarding use of products, and developing the analytical skills enabling the suggestion of general recommendations regarding manufacturing processes and materials.

WD401A PRINCIPLES OF WEB DEVELOPMENT

Offers principles for planning and designing attractive and informative Web pages and Web sites, including an exploration of the factors that affect Web layout and design, such as browser choice, screen resolution, navigation, connection speed, typography, graphics and color; Additional topics include major concepts, theoretical perspectives, empirical findings, and historical trends in interactive media; Basic research methods in interactive media, including research design, data analysis, and interpretation, and the language and concepts of the field of interactive design through effective communication and design.

WD401B USER INTERFACE DESIGN

Introduces the techniques and technologies used to enhance the web user experience; Concepts of user interface and modern web practices will be covered as well as how users view the Internet.

WD402A WEB DESIGN AND CODING

Development of skills needed to code a new Web site as well as make content and structural modifications to an existing site are points of emphasis; Discussion regarding the various coding languages that drive Web sites will be conducted, and application of processes examined will be utilized in the creation a web page.

WD402B CONTENT MANAGEMENT SYSTEMS

Presents how content management systems provide an interface between an internal database and Web content; Valuable tools for dynamic Websites will be emphasized, and instruction will be provided as will an understanding of how content management systems function; Activities include practice with leading CMS products.

Legal Studies Courses

PS201A INTRODUCTION TO LAW & ETHICS

Introduces the American legal system, its history and development, the State and Federal court systems, the alternative dispute resolution process, civil litigation and trial procedures, fundamental legal concepts and the substantive areas of the law; Additional topics include the paralegal's role in the public and private sector, the basic concepts of substantive law and the court system, conducting a client interview and intake, preparation of simple legal forms and creation of a legal file, and the ethical rules for the paralegal profession.

PS201B CIVIL PROCEDURE

Prerequisite: PS201A Introduction to Law & Ethics

Presents an overview of civil procedure, the litigation process, ethics in litigation, and the process of establishing and maintaining the client relationship; Other areas of discussion include the court system in California and the concepts of subject matter jurisdiction, and personal jurisdiction; An introduction to the concepts of arbitration and alternative resolutions is also included.

PS202A INTELLECTUAL PROPERTY

Prerequisites: PS201A Introduction to Law & Ethics, PS201B Civil Procedure, GE105A English Composition, GE105B Speech Communication

Topics include different types of intellectual property, preservation and protections of intellectual property, prosecution and litigation; United States Patent and Trademark procedures and requirements and the commercial value of intellectual property including contracts, non-disclosure agreements are surveyed as well as discussion on common intersections with international laws.

PS202B CRIMINAL LAW & PROCEDURE

Prerequisites: PS201A Introduction to Law & Ethics, PS201B Civil Procedure, GE105A English Composition, GE105B Speech Communication

Discussions covering substantive criminal law and the procedural rules by which criminal cases are filed, prosecuted, defended, and ultimately tried in a courtroom. The first half of the course details the history of

America's criminal law system, the various types and degrees of crimes and their required elements while the second half addresses the actual procedure(s) that drive the criminal justice system, from the initial commission of a crime to the eventual jury trial.

PS202C EMPLOYMENT LAW

Prerequisites: PS201A Introduction to Law & Ethics, PS201B Civil Procedure, GE105A English Composition, GE105B Speech Communication

Surveys basic labor, employment and human resource law including hiring, personnel practices, wage and hour laws, employee benefits, workplace health and safety compliance and labor regulations. Other topics include worker's compensation and labor boards such as the WCAB and the NLRB, liability insurance, anti-discrimination and sexual harassment, termination and layoffs, employment contracts and confidentiality agreements, drug testing and background checks, and laws affecting businesses such as OSHA, ADA, and the FMLA.

PS203A LEGAL RESEARCH AND WRITING

Prerequisites: PS201A Introduction to Law & Ethics, PS201B Civil Procedure, GE105A English Composition, GE105B Speech Communication

Develops skills necessary to analyze the facts in situations that arise, conduct the requisite legal research, and produce a cognizant and comprehensible written memoranda, including inter-office memos, legal research memos, position letters or court required documents; Other subjects introduce available legal authorities, such as printed court cases reinforced with legislative codes, legal encyclopedias and commercially available practice guides.

PS203B ADVANCED RESEARCH AND WRITING

Prerequisite: PS201A Introduction to Law & Ethics, PS201B Civil Procedure, GE105A English Composition, GE105B Speech Communication, PS203A Legal Research and Writing

Builds on skills introduced in PS203A and focuses on computerized research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and points and authorities.

PS204A PROPERTY AND PROBATE

Prerequisites: PS201A Introduction to Law & Ethics, PS201B Civil Procedure, GE105A English Composition, GE105B Speech Communication

Presents an overview of real property law with particular emphasis on estates in land, recording statutes, title insurance and landlord-tenant law; Additional topics include exploration of the use of wills and trusts in American law as well as probate procedures and settling estates without probate in California.

PS204B FAMILY LAW

Prerequisite: PS201A Introduction to Law & Ethics, PS201B Civil Procedure, GE105A English Composition, GE105B Speech Communication

Introduces the use of research materials in family law matters such as termination of marital status, dissolution, OSC motions to establish and modify child custody, visitation, child support, spousal support, and enforcement of orders. Techniques for preparing judicial council forms required in typical family law court proceedings are also provided.

PS205A CONTRACTS

Prerequisites: PS201A Introduction to Law & Ethics, PS201B Civil Procedure, GE105A English Composition, GE105B Speech Communication

Provides an introduction to contract law and the necessary formalities to create binding contractual obligations, including the requirements of mutual assent (the process of offer and acceptance), consideration, and the statute of frauds; the doctrines of reliance and restitution and the theories for enforcing a contractual obligation are also addressed.

PS205B LEGAL PRACTICE TECHNOLOGY

Prerequisite: PS201A Introduction to Law & Ethics, PS201B Civil Procedure, GE105A English Composition, GE105B Speech Communication

Examines the procedure and practical application of technology and digital information in a legal environment and in handling client evidence; Topics include digital discovery procedures, Federal Rules regarding technology and evidence, as well as legal practice software, including databases and case management tools, public and government records searches, docketing, billing and calendaring systems, document scanning and imaging, and litigation support systems.

PS206A TORTS

Prerequisites: PS201A Introduction to Law & Ethics, PS201B Civil Procedure, GE105A English Composition, GE105B Speech Communication

Provides an introduction to the basic principles of liability for harm caused to the person or property of others; Discussions include the general elements of the plaintiff's prima facie case, the various types of tortious conduct, the relevant privileges, defenses that can be raised by the defendant, and the underlying principles or policies justifying and limiting liability.

PS206B BUSINESS ORGANIZATIONS

Prerequisite: PS201A Introduction to Law & Ethics, PS201B Civil Procedure, GE105A English Composition, GE105B Speech Communication

Includes an examination of business organizations, including sole proprietorships, general partnerships, limited partnerships, limited liability companies, and corporations in California. Federal and state securities regulations, including the areas of registrations and exempt transactions are also examined.

Massage Therapy Courses

MT101A FUNDAMENTALS OF MASSAGE THERAPY, INCLUDING ETHICS

Presents the foundation and scientific art of therapeutic touch; the course includes discussion of the history of massage; the fundamentals of assessment procedures, and postural and gait assessment for developing a care plan. Professionalism, ethics and legal issues in practicing massage are discussed.

MT101B NUTRITION, HYGIENE, HEALTH, AND WELLNESS

Discusses hygiene, sanitation, safety and body mechanics, and the fundamentals of assessment procedures for developing a care plan; Practice in activities that emphasize stress maintenance, utilizing the body, mind and spirit. CPR and First Aid training and certification testing are included.

MT102A ANATOMY AND PHYSIOLOGY – SYSTEMS OF CONTROL

Introduces the fundamentals of anatomy and physiology and medical terminology including the nervous and endocrine systems; Emphasis is also given to the importance of different systems working together to attain homeostasis.

MT102B PATHOLOGY

Presents the theory and understanding of indications and contraindications to massage; Discussion includes common disease conditions and clinical reasoning for intervention processes utilizing massage, and identifying the need for referral to licensed medical professionals when necessary.

MT103A SWEDISH MASSAGE

The theory and practice of basic Swedish massage strokes, integrating them into a full body Swedish massage are introduced; Proper usage of body mechanics will be emphasized to enhance efficient delivery of massage techniques; Preparation for massage, including equipment, supplies and set-up procedures are emphasized. Client draping and positioning will also be discussed and practiced.

MT103B MASSAGE CLINIC – SWEDISH

Provides an opportunity to apply massage techniques; Full body massages are performed to develop personal style of delivery, beginning with proper set-up procedures, establishment of rapport with the client and delivery of a massage with effective flow and delivery.

MT104A ANATOMY AND PHYSIOLOGY - SOMATIC TISSUES

Presents the structure and function of the skeletal and muscular systems with emphasis placed on the origin, insertion and action of various muscles. Additional topics include discussion of the basic principles of kinesiology, biomechanics and dysfunctional patterns

MT104B DEEP TISSUE AND NEUROMUSCULAR THERAPY

Discusses the theory of physiologic mechanisms of deep tissue massage and different manipulation techniques using a variety of tools for deeper massage. Instruction and review of the use of proper body mechanics and body positioning. Incorporating deep tissue techniques in a general Swedish massage

MT105A ANATOMY AND PHYSIOLOGY – BODY SYSTEMS

The structure, function and pathology of the integumentary, cardiovascular, lymphatic (immune), respiratory, digestive, urinary and reproductive systems with relationship to massage is covered using a system-by-system approach detailing the effects of manipulation through various massage techniques; Additional topics of discussion include the basic principles of kinesiology, biomechanics and dysfunctional patterns.

MT105B ANATOMY AND PHYSIOLOGY - PALPATION

Covers the use of palpation (examination by touch) to recognize, identify and explore various structures of the body, including specific muscles, tendons, ligaments, bones, and joints. The ability to recognize the effect when specific structures are manipulated through massage is also emphasized.

MT106A CHINESE MEDICINE AND ACUPRESSURE/SHIATSU

Explores the conceptual foundations of Chinese Medicine and its Eastern applications; discusses the basic theory of Yin/Yang, Chi, fundamental substances, the five element and meridian theories; Also introduces the basic foundations of modalities used in Traditional Chinese Medicine as well as the basic theory and applications of acupressure/shiatsu techniques.

MT106B MASSAGE CLINIC – DEEP TISSUE

Provides an opportunity to apply massage techniques from general Swedish, deep tissue, complementary and muscle specific therapies while performing various techniques applicable to their assessments of client's complaints; Muscles of the lower back, gluteals and lower extremities are emphasized for review.

MT107A SPORTS AND SPECIALIZED MASSAGE

Introduces the basic theory, components and practical study of sports massage and lymphatic drainage while discussing practical application and integration of these techniques into a regular massage session; Introduces of the topic of "special population" as it applies to massage with discussion of applicable manipulations to best serve the individual with special needs; Development of the communication skills that are important when working with clients with special needs, including pregnancy massage, and basic infant massage.

MT107B HYDROTHERAPY SPA AND REFLEXOLOGY

Presents the history and practice of incorporating hot and cold applications with massage emphasizing the physiological effects, indications and contraindications, and usage of hydrotherapy in a spa environment; The basic theory and application of reflexology, emphasizing the reflex points in the hand and foot, warm up strokes, reflex point correlations with body organs and proper positioning during treatment or application. Hot stone therapy is also introduced.

Sports and Rehabilitation Therapy Courses

ST201A APPLICATIONS OF SPORTS THERAPY AND PATHOLOGY

Covers the basic applications of sports therapy, as well as the implications of various medical pathologies for rehabilitation; Points of emphases include inflammatory processes, disease mechanisms, muscular and skeletal injuries, vascular disturbances and degenerative conditions. An additional point of emphasis is the importance of referral to licensed medical professionals when necessary (when, what and how).

ST201B BIOMECHANICS AND ASSESSMENTS

Discusses the basic principles and applications of mechanical laws to living structures; provides an understanding of biomechanical dysfunctional patterns in relation to the expected function for the regions of the body along with assessments through various data collection techniques; Emphasis on providing actual practice in the evaluation of functional and structural deviations by observation and palpation.

ST202A RANGE OF MOTION, THERAPEUTIC EXERCISE AND PROCEDURES

Emphasizes the different types of joint movements, including description and application of the theory of joints and their components, terminologies, end-feels, and body planes through hands-on experience in the application of each movement; Additional topics include the theory of therapeutic exercise for the improvement and maintenance of a condition as well as isometric, isotonic, flexibility and stretching exercises and their proper integration to various conditions.

ST202B SKILLED REHAB THERAPY

Examines the study of movement in a rehabilitation context; various approaches to the study of movement and their utility in rehabilitation; Emphasis on mechanisms required for functional physical activity and the role of rehabilitation interventions in maximizing function; Movement analyses, rehabilitation models, and clinical research to make decisions about movement evaluation and intervention will also be stressed.

Interdisciplinary Studies Courses

CA101A INTERDISCIPLINARY STUDIES

Prepares students for success in the modern workplace. Students will collaborate in teams to complete entrepreneurial projects using their knowledge and training from both general education and occupationally-related courses. The course is designed to equip students with a deeper understanding of workforce demands and the experience of working with individuals with different skills sets.

CA101B CONTINUING INTERDISCIPLINARY STUDIES

Provides students with the skills of managing teams, meeting deadlines, and delivering a professional presentation. Students will complete their interdisciplinary projects and present their findings to classmates, receive feedback, and refine their projects into actionable business plans.

STUDENT COMPLAINT / GRIEVANCE PROCEDURES

Students seeking to resolve problems or complaints relating to their coursework should first contact the instructor in charge. Students with administrative issues should first contact the Dean of Student Affairs. Requests for further action may be submitted in writing and should be mailed to:

**Fremont College
18000 Studebaker Rd. Ste 900A
Cerritos, CA 90703**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212**

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of Operations, Tony Wong.

STRF DISCLOSURES

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, who is a California resident, or are enrolled in a residency program, and prepays 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, 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, 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 students who are California residents or are enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary and Vocational 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, 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 material failure began earlier than 30 days prior to closure, the period 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.

CONSUMER DISCLOSURES

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

Bureau for Private Postsecondary Education
 P.O. Box 980818
 West Sacramento, CA 95798-0818
www.bppe.ca.gov
 P: 888.370.7589

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.

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.

Fremont College has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

ACADEMIC CALENDAR

| Modules | Start Date | End Date |
|------------------|-------------------|-----------------|
| Module 1 | 1/3/2011 | 2/4/2011 |
| Module 2 | 2/7/2011 | 3/11/2011 |
| Module 3 | 3/14/2011 | 4/15/2011 |
| Module 4 | 4/18/2011 | 5/20/2011 |
| Module 5 | 5/23/2011 | 6/24/2011 |
| Module 6 | 6/27/2011 | 7/29/2011 |
| Module 7 | 8/1/2011 | 9/2/2011 |
| Module 8 | 9/6/2011 | 10/7/2011 |
| Module 9 | 10/10/2007 | 11/11/2011 |
| Module 10 | 11/14/2011 | 12/16/2011 |

TUITION SCHEDULE

| Program | Program Tuition | Appl. Fee* | Registration Fee | STRF* | Graduation Fee | Total Charges |
|---------------------------------------|-----------------|------------|------------------|----------|----------------|---------------|
| BA in Design Entrepreneurship | \$63,000 | \$10 | \$75 | \$157.50 | \$100 | \$63,342.50 |
| BA in Business Leadership | \$59,040 | \$10 | \$75 | \$147.50 | \$100 | \$59,372.50 |
| AA in Design Interpretation | \$31,500 | \$10 | \$75 | \$80.00 | \$100 | \$31,765.00 |
| AA in Business Administration | \$29,520 | \$10 | \$75 | \$75.00 | \$100 | \$29,780.00 |
| AA in Paralegal Studies | \$29,520 | \$10 | \$75 | \$75.00 | \$100 | \$29,780.00 |
| AS in Sports & Rehabilitation Therapy | \$27,990 | \$10 | \$75 | \$70.00 | \$100 | \$28,245.00 |
| Diploma in Massage Therapy | \$18,660 | \$10 | \$75 | \$47.50 | \$100 | \$18,892.50 |

* Non-refundable

** Charges reflect costs for students who are not required to repeat courses

*** Tuition based on full-time study

- Transcript Fee: First official copy- no charge. Additional copies- \$5.00 or \$10 for rush processing.
- Course Repeats: The class repeat fee is \$750 for any failed classes.
- Returned Checks: Returned checks will be subject to a \$20 fee.

HOLIDAY SCHEDULE 2011

Fremont College will observe the following holidays:

| | |
|-----------------------|------------------|
| Friday, December 30, | New Year's Day |
| Monday, May 30 | Memorial Day |
| Monday, July 4 | Independence Day |
| Monday, September 5 | Labor Day |
| Thursday, November 24 | Thanksgiving Day |
| Monday, December 26 | Christmas Day |

There are no classes December 19, 2011 through December 30, 2011.

COLLEGE FACULTY

George Abdelmalak, M.B.A.

Business Leadership

B.A. Logic and Ethics, San Diego State University, 2000

M.B.A. Organizational Management and Finance, Pepperdine University, 2008

Over 15 years experience in sales management.

John Butler, D.C., NCTMB, CMT

Dean, College of Wellness

D.C. Cleveland College of Chiropractic, 1996

Over 25 years experience as a Chiropractic and Bodywork practitioner as well as over 10 years' experience as a clinical instructor in massage and chiropractic studies.

Allison Denney, CMT

Sports and Rehabilitation Therapy / Massage Therapy

Massage Therapy Diploma, Boulder College of Massage Therapy, 2000

B.A. Philosophy and Religion, Ithaca College, 1992

Over 10 years experience as a massage therapist practicing Swedish Massage, Deep Tissue, Prenatal and other specialty massage techniques.

Daniel Else

General Education / Business Leadership

B.A. History, 2002

M.A. Educational Psychology, California State University, Long Beach, 2004

Ed.D. Educational Instruction, Argosy University, in progress

Over 10 years experience as an educator including psychology, research methods, motivation, education and English.

Harry Enfijian, J.D.

Paralegal Studies

A.B. English and Political Science, University of California, Davis, 1996

J.D. University of California, Los Angeles, 2001

10 years experience as a practicing attorney.

Lance Followell

Sports and Rehabilitation Therapy / Massage Therapy

Diploma, Platt College, 2004

A.A. Long Beach City College, 1984

B.S. Kinesiology / Athletic Training, California State University, Long Beach, 2006

Over 7 years experience as a private practitioner in massage therapy as well as over 6 years' experience as an instructor in sports and rehabilitation and massage therapies.

Sarah Gallagher

Business Leadership

B.S. Commerce, University of Virginia

Over 10 years experience in sales and interactive marketing and project management specializing in social media including term as California Director of New Media Development for Obama for America.

Nichet Gray

Design Interpretation / Design Entrepreneurship

M.Ed. Argosy University

B.S. Business and Management, University of Redlands

Over 5 years experience in retail management and visual merchandising as well as 5 years experience as an adjunct instructor for design. Designer for a startup company; Founder and Chairman of Developing Inner-City Entrepreneurs (D.I.C.E.) an organization to introduce and educate business and entrepreneurship to inner-city children.

John Hsiao

General Education

B.A. English, California State University, Long Beach, 2004

M.A. English, California State University, Long Beach, 2007

Over 5 years experience as a higher education English instructor, teaching writing, composition and literature.

George Huang

General Education

B.A. Psychology, University of California Berkeley, 1995

M.F.A. Screenwriting, University of Southern California, 2005

Over 5 years work experience as a consultant in creative writing, personal expression and psychological paradigms and as a General Education instructor.

Barbara Ingle

Business Leadership

B.S. Business Administration - Management, City College of Seattle, 1991

M.A. Business - Leadership/Human Resources, 1993

Over 10 years experience teaching in-person and on-line courses for major universities and companies in the U.S. and Germany as well as teaching and curriculum development for online courses for Microsoft and several universities.

Vicky LaCelle

Paralegal Studies

Certificate Management of Business Contracts, University of California Extension, 2009

Certificate Paralegal, University of California Extension, 1994

B.S. Biological Sciences, University of California, Irvine, 1993

Management of Business Contracts Certificate, University of California, Irvine

Over 15 years experience as a practicing paralegal for law firms and corporations.

Gregg Lenahan, J.D.

Paralegal Studies

B.A. Psychology, University of California, Santa Barbara, 1981

J.D. Southwestern University School of Law, 1987

Over 25 years experience as an attorney for law firms and as a solo practitioner.

Teena Lewis

Sports and Rehabilitation Therapy / Massage Therapy

Certificate Massage Technician, IPSB, 2000

Certificate Advanced Massage Technician, IPSB, 2001

Certificate Thai Massage, 2003

B.S. Health Science, California State University, Dominguez Hills

Over 15 years experience as a personal trainer and massage therapist.

Kerry Lorimer

Sports and Rehabilitation Therapy / Massage Therapy

Certificate Massage, RanZanRyu Seifukujitsu Institute, 2001

Certificate Massage Therapy, California Healing Arts College, 2001

A.A. Liberal Arts, Leeward Community College, Hawaii, 1988

B.A. Social Science, San Francisco State University, 1992

Over 6 years experience as a massage therapist and massage therapy instructor.

Carole McSweeney

Paralegal Studies

A.A. Fashion Institute of Design Merchandising, 1997

BFA Paralegal, Mount St Mary's College, 1999

Whittier College of Law, 1999-2000 law student

Over 10 years experience as a paralegal for a variety of Southern California law firms.

Arline Melkonian, J.D.

Dean, College of Paralegal Studies

B.A. English, University of California, Los Angeles, 1998

J.D. Pepperdine University School of Law, 2002

Over 9 years experience as an attorney

Carla Miaule

Business Leadership, Paralegal Studies

B.A. History, California State University, Northridge

MBA Pepperdine University, 2007

Over 10 years experience as an educator and paralegal for corporations.

Sarah Nocktonick

Sports and Rehabilitation Therapy / Massage Therapy

A.A. Graphic Design, City College of San Francisco, 2008

B.A. Japanese Studies, University of Kansas, 1994

Over 5 years experience as a massage therapist and yoga instructor.

Iowayna Pena

Sports and Rehabilitation Therapy / Massage Therapy

A.A. General Education, Mt. San Antonio College, 2002

B.S. Kinesiology & Health Science, California State University, Fullerton, 2006

Over 8 years experience as an athletic trainer.

Mark Rebernik, J.D.

Paralegal Studies

B.A. New York University, 1975

J.D. Pace University School of Law, 1979

Over 15 years experience as a litigation paralegal

Tim Short

Dean of Online Education / General Education

M.A. Psychology, California State University, San Bernardino, 2000

Over 10 years experience as an instructor in psychology.

Marc Titel

Business Leadership / General Education

B.A. Marketing, California State University Polytechnic University, Pomona

M.B.A. Marketing, California State University, Fullerton, 1978

Over 12 years experience as a business owner and instructor and over 10 years experience as City Council Member of Lakewood including several terms as Mayor.

Koffa Toeque

Design Entrepreneurship / Business Leadership

M.A. Education, Argosy University, 2007

Over 4 years experience as an educator.

Warren Washington, Ph.D.

Business Leadership / General Education

Ph.D. Educational Leadership and Human Behavior, Alliant University, 1977

Over 35 years experience within the educational community.