

GDS INSTITUTE

SCHOOL CODE: 1922081

SCHOOL CATALOG

2011

GENERAL INFORMATION

APPROVAL DISCLOSURE STATEMENT

GDS Institute located at 7916 Long Beach Blvd., South Gate CA 90280, is a private institution approved by the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94311. The Bureau's approval means the institution is in compliance with minimum state standards and does not imply any endorsement or recommendation by the state council. Institutional approval must be reappraised every three years and is subject to continuing review. Approved are the following programs

Course	Clock Hours	Weeks
Administrative Office Assistant	900 Hrs.	30
Certified Human Resources Administrator	900 Hrs	30
Computer Network Technology	900 Hrs	30
Energy Auditor	400 Hrs	20
Environmental Technology	720 Hrs.	22
Light Auto Mechanics	900 Hrs.	30
Medical Assistant	740 Hrs.	19
Solar Panel Installation	390 Hrs.	20

Instruction is in residence with a facility occupancy level that will accommodate 90 students at one time.

California statute requires that a student who successfully completes a course of study be awarded a certificate verifying the fact.

Prospective students are encouraged to visit the physical facilities of the school and discuss personal, educational, and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

All information in the content of this school catalog is current and correct and is so certified as true to the best of his knowledge and belief by:

Signature: _____
Salvador Franco, President

INSTITUTIONAL MISSION

As a technical and vocational school, we have pledged to provide the best possible education to individuals looking for an alternative to traditional degree-granting institutions. After completing the course curriculum, a graduate can expect to obtain the necessary skills and attitudes to achieve employment in their chosen field of study. Graduates can look forward to start working as entry-level office administrators, cake decorators, human resources administrators, computer networking techs, energy auditors, environmental technologists, auto mechanics, medical assistants, and solar panel installers.

The teaching staff is informed with the latest information in the field and presents the information using the latest teaching techniques.

The welfare of the Student will be the foremost duty of the school by providing a Student Services Department that will be responsible for the following:

- Teacher-Student Counseling
- Job Placement Assistance
- Internships

All staff and administrators will give the best service to our students at all times so that they may achieve their educational goals and realize their hopes and aspirations for a rewarding future.

HISTORY

GDS Institute was founded in 1993 and became incorporated in 1994 as a California corporation. Although established as a medical training institution, GDS has expanded its curriculum and educational objectives toward computers and telecommunications in response to the employment and training needs in the community of Los Angeles and surrounding areas. GDS Institute was officially opened and obtained approval from the Council for Private Postsecondary and Vocational Education in 1993 which is currently known as the Bureau for Private Postsecondary and Vocational Education.

ADMISSIONS POLICY

GDS Institute is open to all individuals who possess a sincere desire to be trained for a career opportunity in the medical field and cable industry. This will be assessed during the prospective student's personal interview with the admissions representative. All applicants are required to pass a school-administered test (PAR Test) which measures the applicant's aptitude to successfully complete the program. Applicants under the age of 18 wishing to attend our school may do so only upon parental permission. One parent of the applicant must be present during all admissions and financial interviews. To apply, call for an interview appointment. Your appointment time and date will be confirmed by telephone. The school requires a personal interview and school tour with each

applicant prior to acceptance into all programs. The school encourages the parents or the spouse to attend the interview. This gives both the applicant and the family an opportunity to see the school's equipment and facilities and to ask specific questions relating to the school, the curriculum and the career training being considered. The personal interview also gives the school the opportunity to meet the prospective student and to evaluate their qualifications and aptitude.

ENTRANCE REQUIREMENTS

It is the policy of GDS Institute to encourage prospective students to obtain their certificates of High School Graduation – G.E.D. Thus GDS Institute admits as regular students only those having a certificate of graduation diploma from a school providing secondary education or recognized equivalent of such a certificate (a 12th grade G.E.D.), or those showing the ability to benefit from the training offered. All students must demonstrate the Ability to Benefit.

Ability to Benefit is defined as:

1. Being able to pass the Admission Exam. The admission exam is the PAR Test. The school administers this test
2. The student must pass the test with a passing score of 24.
3. The student will take the PAR Test prior to enrollment or start date.
4. If a student does not achieve a passing score of 24, he/she may retake the PAR test after one week.
5. The student cannot be enrolled in any program offered by GDS Institute if he/she does not pass the PAR Test.

NON-DISCRIMINATION POLICY

GDS Institute does not discriminate on the basis of sex, age, race, national origin, creed, religion or handicaps that would not preclude employment or enrollment within their selected program area or in Admissions, Counseling, Training, Placement and Employment, or any other services. In addition, GDS Institute does not provide classes for English As A Second Language.

COURSE LISTINGS

ADMINISTRATIVE OFFICE ASSISTANT

The Administrative office Assistant course is designed to offer the individual with no previous computer skills, from the young person just out of high school, to the older person looking to acquire the training necessary to move confidently in to the office environment. This course provides the basic computer, and office skills required to apply for, and get office positions ranging from Administrative Office Assistant to Clerk Typist, Secretary, Computer Operator, Receptionists and other office employment requiring basic computer and communications skills.

Module	Subject	Clock Hours
I	Operating Systems	45
II	Keyboarding and Typing	25
III	Microsoft Office I	25
IV	Microsoft Office II	25
V	Word Processing and Keyboarding	100
VI	Data Entry Applications	100
VII	Spreadsheet Fundamentals	100
VIII	Business Presentations and Office Procedures	100
IX	Business English Communications	100
X	E-Mail, Scheduling, and Business Math	100
XI	Employment Preparation	20
XII	Internship	160

The Administrative Office Assistant Course includes 740 hours weeks of class instruction plus an Externship of 160 hours in length. The total length of the course is 30 weeks at 900 clock hours.

This course has open enrollment.

CLASS SCHEDULE

MONDAY – THURSDAY

9:00 AM – 5:00 PM

FRIDAY – OPEN LAB

CERTIFIED HUMAN RESOURCES ADMINISTRATOR

This course will provide a general survey of the theories and contemporary practices in the process of public and private administration. In addition to traditional topics in the field of personnel management, such as recruitment and placement, training and development, compensation and performance appraisals, the course will also focus on techniques for motivation, productivity and creativity associated with individual and organizational effectiveness. Participative management approaches and techniques known to be effective in the private sector will also be reviewed for their potential application in the public sector. Contemporary approaches to equal opportunity, labor relations and employee safety and health will also be covered.

Module	Subject	Clock Hours
I	Operating Systems	45
II	Keyboarding and Typing	25
III	Microsoft Office I	25
IV	Microsoft Office II	25
V	Word Processing and Keyboarding	100
VI	Spreadsheet Fundamentals	100
VII	Cultural Diversity	30
VIII	Ethics in America	30
IX	Critical Thinking	30
X	Elements of Supervision	70
XI	Interpersonal Communication	40
XII	Business Communication	40
XIII	Organizational Behavior	30
XIV	Administration of Human Resources	70
XV	Internship	240

The Certified Human Resources Administrator Course includes 660 hours weeks of class instruction plus an Externship of 240 hours in length. The total length of the course is 30 weeks at 900 clock hours.

This course has open enrollment.

CLASS SCHEDULE

MONDAY – THURSDAY

9:00 AM – 5:00 PM

FRIDAY – OPEN LAB

COMPUTER NETWORK TECHNOLOGY

This course provides the opportunity for the student to learn about computer networking. The student will learn all aspects of networking: servers, protocols, security, plementation, design, connectivity and troubleshooting.

Module	Subject	Clock Hours
I	Windows Applied Computing	110
II	Unix and Linux	110
III	Network Architecture	110
IV	Client Operating System	110
V	Server Operating System	110
VI	Help Desk Support	110
VII	Internship	240

The Computer Network Technology Course includes 660 hours weeks of class instruction plus an Externship of 240 hours in length. The total length of the course is 30 weeks at 900 clock hours.

This course has open enrollment.

CLASS SCHEDULE

MONDAY – THURSDAY

9:00 AM – 5:00 PM

FRIDAY – OPEN LAB

ENERGY AUDITOR

This course will focus on conducting energy audits, energy efficiency studies, and resource conservation studies, as well as performing energy models in order to provide detailed energy audits for all types of buildings and report data in a consistent manner, The development of technical strategies for quantifying energy savings and other resource reductions and develop plans and options for reducing energy consumption for facilities will be covered and the student will learn to compose concise and comprehensive reports presenting facility baselines (comparable to industry standards), energy consumption breakdown, energy efficiency and demand response measures.

Module	Subject	Clock Hours
I	Introduction to Energy	30
II	Energy Types and Delivery	40
III	Reduce Energy Cost	70
IV	Energy Audit Techniques	100
V	Internship	160

The Energy Auditor Course includes 240 hours weeks of class instruction plus an Externship of 160 hours in length. The total length of the course is 20 weeks at 400 clock hours.

This course has open enrollment.

CLASS SCHEDULE

MONDAY – THURSDAY 9:00 AM – 1:00 PM
FRIDAY – OPEN LAB

ENVIRONMENTAL TECHNOLOGY

This course will explore the different types of energy used in the world today. The principles of energy are explored as are the advances in our understanding of energy in have transforming society. The course also focuses on mastering the installation process of solar panels. Students will learn the nuts and bolts of installation and learn to contrast the financial returns of various systems. The course will delve into hands-on training and the fundamentals of PV theory and applications, system design & estimation, and hands-on installation of typical residential & commercial rooftop systems and will focus on conducting energy audits, energy efficiency studies, and resource conservation studies, as well as performing energy models in order to provide detailed energy audits

Module	Subject	Clock Hours
I	Introduction to Energy	30
II	Direct Current Electricity	30
III	Alternating Current Electricity	30
IV	Energy Types and Delivery	40
V	Solar Panel Installation	100
VI	Reduce Energy Cost	70
VII	Energy Audit Techniques	100
VIII	Internship	320

The Environmental Technology Course includes 400 hours weeks of class instruction plus an Externship of 320 hours in length. The total length of the course is 22 weeks at 720 clock hours.

This course has open enrollment.

CLASS SCHEDULE

MONDAY – THURSDAY

9:00 AM – 1:00 PM

FRIDAY – OPEN LAB

LIGHT AUTO MECHANICS

The Light Auto Mechanics course is designed to teach the field of automotive mechanics. The student will be immersed in the function of all systems required to make an automobile operate properly, how to diagnose those systems and to repair them in case of malfunction.

Module	Subject	Clock Hours
I	Shop Safety Procedures	10
II	Automotive Principles	40
III	Automotive Engines	40
IV	Electrical System	60
V	Electronic System	60
VI	Fuel Injection System	80
VII	Tune-Up	80
VIII	Automotive Emission Control	10
IX	Cooling/Heating System	20
X	Computer Diagnostic	60
XI	Brakes	80
XII	Theory of Transmissions	40
XIII	Automotive Safety	20
XIV	ASE Certification (Brakes)	60
XV	Internship	240

The Light Auto Mechanics Course includes 640 hours weeks of class instruction plus an Externship of 240 hours in length. The total length of the course is 30 weeks at 900 clock hours.

This course has open enrollment.

CLASS SCHEDULE

MONDAY – THURSDAY

9:00 AM – 5:00 PM

FRIDAY – OPEN LAB

MEDICAL ASSISTANT

The Medical Assistant course, which includes two weeks of Externship, prepares graduates for entry level positions as both Clinical And Administrative Assistants to Doctors in Clinics or Medical Offices, Health Organizations, Hospitals or other care settings. Graduates will have a thorough knowledge of Anatomy, Physiology, Laboratory Skills, Administrative and Clinical Duties, Medical Management, Billing Procedures, Typing and Associated Computer Skills. Upon successful completion of training, graduates will receive a Medical Assistant Diploma as well as Phlebotomy and EKG certificates, and a CPR card.

Module	Subject	Clock Hours
I	Operating Systems	25
II	Keyboarding and Typing	35
III	MS Office I	25
IV	MS Office II	25
V	Medical Terminology, Anatomy and Physiology I	100
VI	Medical Terminology, Anatomy and Physiology II	100
VII	Medical Billing	100
VIII	Medical Assistant I	100
IX	Medical Assistant II	100
X	Employment Preparation	30
XI	Externship	100

The Medical Assistant Course includes 640 hours weeks of class instruction plus an Externship of 100 hours in length. The total length of the course is 19 weeks at 740 clock hours.

This course has open enrollment.

CLASS SCHEDULE

MONDAY – THURSDAY 9:00 AM – 5:00 PM

FRIDAY – OPEN LAB

SOLAR PANEL INSTALLATION

This course will focus on mastering the installation process of solar panels. Students will learn the nuts and bolts of installation and learn to contrast the financial returns of various systems. The course will delve into hands-on training and the fundamentals of PV theory and applications, system design & estimation, and hands-on installation of typical residential & commercial rooftop systems

Module	Subject	Clock Hours
I	Introduction to Energy	30
II	Direct Current Electricity	30
III	Alternating Current Electricity	30
IV	Energy Types and Delivery	40
V	Solar Panel Installation	100
VI	Internship	160

The Solar Panel Installation Course includes 230 hours weeks of class instruction plus an Externship of 160 hours in length. The total length of the course is 20 weeks at 390 clock hours.

This course has open enrollment.

CLASS SCHEDULE

MONDAY – THURSDAY

9:00 AM – 12:00 PM

FRIDAY – OPEN LAB

ACADEMIC POLICIES

CHANGE OF PROGRAM

GDS Institute reserves the right to make program changes and/or adjustments including curriculum equipment, teaching materials and books, as necessary, to remain current with industry standards and advancements in technology. Any changes in tuition will not affect those students already enrolled.

CLOCK HOUR SYSTEM

GDS Institute has adopted the Clock Hour System. A clock hour is defined as a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction, recitation, laboratory or other academic related work.

Units you earn in our in any of our courses in most cases will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you entered another college or university at some time in the future even though you earned units here at our school. In addition, if you earned a degree, diploma, or certificate in any of our courses, in most cases it will probably not serve as a basis for obtaining a higher degree at another college or university.

FACILITIES

GDS Institute is located in the city of South Gate, which is accessed via the US105 or US10 freeways. The campus is contained in 6,000 square feet, consisting of classrooms, laboratory areas, conference facilities and administrative offices. The modern facilities are air conditioned and fully carpeted and meet all applicable city occupancy and fire safety codes. The facilities are designed to accommodate classes of 25 students per session with no more than 25 students assigned to an instructor. G.D.S. Institute provides student parking and is accessible by public transportation.

ATTENDANCE

Students are expected to attend all classes at the scheduled starting time and for the duration of the program. All absence and attendance is recorded. It is the responsibility of the student to telephone the registrar in advance to advise if they will be absent or late, just as it is necessary to inform an employer.

A. Absence: Satisfactory attendance must be maintained at all times. It is the responsibility of the student to acquire any notes or class material that he/she has missed; the instructor will determine if the student will be allowed to make up any missed exams or class work. A student must not miss more than two (2) days per month in order to maintain satisfactory attendance. Written notification of probation is issued to the student in the event that he/she misses three or more days per month. (See Below). Cases where a student must miss more than three (3) days due to emergency must explore the possibility of obtaining a leave of absence. (See Leave Of Absence Below)

B. Tardiness: Tardiness is a disruption to a good learning environment and is discouraged. It is the responsibility of the student to gather any course work that the student has missed due to tardiness. Three (3) incidents of tardiness, or leaving school early without permission or notification, within one (1) month will be considered one (1) absence and subsequently, nine (9) tardies are equal to three absences and will be subject to be put on probation (See Below).

C. Probation and Interruption for Unsatisfactory Attendance: Students with three absences in a one month period may receive written notification of probation for the duration of one month, exceptions can be made with serious documented medical absences. Once on probation, the student must meet satisfactory attendance. If the student achieves satisfactory attendance after probationary period ends, the student will no longer be on probation. If the student violates satisfactory attendance, that is, if three (3) or more absences are acquired while on probation, the student may be placed on suspension or terminated altogether. The executive committee will decide the penalty after meeting with the student as to why satisfactory absences policy was violated.

D. Make-up work: Students must make arrangements to make-up course work with the instructor, however, absences will remain.

LEAVE OF ABSENCE

Students may apply for a Leave of Absence (LOA) only in case of serious illness, death in the family, or other emergency circumstances. Written request are reviewed on an individual basis and must be approved by the Executive committee. Only one written request for a leave of absence will be considered during any twelve (12) month period. A LOA not to exceed thirty (30) calendar days (or up to sixty (60) calendar days for verified medical leave) will be granted for verified emergencies. Students who fail to return to class as scheduled following a LOA, will be withdrawn from the program. Any Students making regularly scheduled tuition payments to the school remain under that obligation during A leave of absence.

GRADING AND PROGRESS SYSTEM

Satisfactory academic progress is defined as meeting acceptable standards as defined by pre-determined objectives of the institution. These objectives are directly correlated to the performance standards set by G.D.S. Institute.

Students are graded by objective written tests based on materials presented in class lectures and required assignments, as well as on the acquisition of practical demonstrable skills. Any assignment not submitted timely or any test missed will be graded a zero. Students will have one week to makeup the required work or the zero will be included on the student's permanent record. Students are permitted to make up missed tests and/or assignments during the training program, however, part of the grade will be deducted. The final exam may be re-taken after one week with part of the grade deducted.

GDS Institute utilizes the following grading system:

Grade	Performance	Grade Point Avg.	Percentile
A	Excellent	4.0	90-100%
B	Above Average	3.0	80-89%
C	Average	2.0	70-79%
D	Below Average	1.0	60-69%
F	Failure	0.0	0-59%

STATEMENT OF SATISFACTORY ACADEMIC PROGRESS

The Elements of Satisfactory Academic Progress are:

1. Students are graded as they complete units of the curriculum. Grades are determined as a compilation of examination scores (written and laboratory/practical) and such other criteria and observations as the school deems appropriate in the training of technical personnel.

To maintain Satisfactory Academic Progress, a student must achieve a percentage score of 70% or higher in every module of the course and must have a percentage score of 70% or higher for the overall course.

2. To maintain Satisfactory Academic Progress, a student attending on a full time basis has a maximum time frame of 1.5 times the original length of the course in which to complete all graduation requirements. These are as follows:

Course	Course Length	Maximum Time Allowed
Administrative Office Assistant	30 Weeks	45 Weeks
Certified Human Resources	30 Weeks	45 Weeks
Computer Network Technology	30 Weeks	45 Weeks
Energy Auditor	20 Weeks	30 Weeks
Environmental Technology	30 Weeks	45 Weeks
Light Auto Mechanics	19 Weeks	29 Weeks
Medical Assistant	30 Weeks	45 Weeks
Solar Panels Installation	20 Weeks	30 Weeks

A student not maintaining Satisfactory Academic Progress at any time during the course period, may be placed on academic probation for one month. At the end of the probationary period, if the student has not corrected the progress deficiencies, the student shall be deemed ineligible to graduate and may be subject to termination at the discretion of the Executive committee.

In the case of deficiencies that the executive committee did not deem severe enough for termination, the student will then be obligated to extend his/her course of study according to the time frame described above. In the event that the student has not corrected any deficiencies or met all other requirements for graduation, by the end of the allowable time frame, the student shall be subject to expulsion at the discretion of the Executive committee.

CLOCK HOUR SYSTEM

Students attending G.D.S. Institute are expected to treat all personnel, other students, and the premises with consideration. Graffiti on walls, equipment, or furniture is not tolerated. Smoking, eating, visiting are not permitted in the classrooms. At the discretion of the Executive committee, Students may be suspended or terminated from school for any of the following reasons: cheating; serious incident of an intoxicated or drugged state of behavior; possession of drugs, alcohol, or weapons on school premises; behavior creating a safety hazard to other persons at the Institute; disobedient or disrespectful behavior to another student, an administrator, or faculty member; or any other determined infraction of conduct.

CANCELLATION/WITHDRAWAL AND REFUND RIGHTS

A student may cancel his/her contract with the school, without any penalty or obligation by the 7th business day. If student cancels by 7th business day, any payment made and any negotiable instrument signed by the student shall be returned within thirty (30) days following the school's receipt of the cancellation notice. If the student received any equipment, he/she must return the equipment within 30 days of the date in which the notice of cancellation was signed. If the equipment is not returned within the 30-day period, the school may keep an amount out of what the student paid that equals the cost of equipment. The total amount charged for each item of equipment shall not exceed the equipment's fair market value. The school is required to refund any amount over that as provided above and the student may keep the equipment. To cancel the contract for school, mail or deliver a signed and dated copy of the cancellation notice to GDS Institute.

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

When a student withdraws after the 7-day period, all tuition fees shall be refunded on a pro-rata basis, less a registration fee not to exceed \$100. In special cases where the student may not be able to continue, or it is impractical to complete the program due to prolonged illness, accident, death in the family or other circumstances, the student will be responsible for any indebtedness to the school.

Once purchased, supplies become the property of the student, unless they are returned (in good condition, allowing for reasonable wear and tear, some supplies may not be returnable due to health or safety reasons) within ten (10) days following the date of Student's withdrawal.

Refund Policy

GDS will refund 100% of the course cost to the student if the class is canceled before the start date of the class.

If a student prepays the course before the first day of class and withdraws on the first day of class, 100% of the course cost will be refunded.

If a student withdraws before the end of the 7-day cancellation period (midnight of the 7th day following the start date), then 100% of the course cost will be refunded.

If a student withdraws after the 7-day cancellation period, the the school will collect the \$100 registration fee and provide a pro-rated refund of any monies paid to the school up to 60% completion of the course.

If a student withdraws after completion of 60% or more of the course, the school will retain 100% of the monies paid to the school.

Refunds due as result of withdrawal will be made within 30 days from the day of termination or withdrawal. If the student does not return from Leave of Absence period of 30 days (or up to 60 calendar days for verified medical leave), refunds will be made within 30 days from the end of the Leave of Absence period. Within 30 days of any refund, the student will receive a Notice of Refund stating the amount of the refund and to whom the refund will be made.

SATISFACTORY COMPLETION

In order to graduate, G.D.S. requires that all students complete 100% of all classroom and practical/laboratory instruction in a prescribed course, and discharged all financial obligations to the school. Students completing these requirements will receive a diploma in their program of study.

TUITION AND FEE SCHEDULE

Program Title	Tuition	Registration	Total
Administrative Office Assistant	\$8400	\$100	\$8500
Certified Human Resources Administrator	\$8400	\$100	\$8500
Computer Network Technology	\$8400	\$100	\$8500
Energy Auditor	\$4800	\$100	\$4900
Environmental Technology	\$8400	\$100	\$8500
Light Auto Mechanics	\$8400	\$100	\$8500
Medical Assistant	\$8400	\$100	\$8500
Solar Panels Installation	\$4800	\$100	\$4900

NOTICE OF STUDENT RIGHTS

You have the right to cancel the contract with the school for course instruction, including any equipment such as books, materials, supplies, or any other goods related to the instruction offered in the enrollment agreement, until midnight of the date, that is one business day for every ten days of scheduled program length, rounded up for any fractional increments thereof, to a maximum of fifty days of instruction, when you would have a cancellation period of midnight of the 7th business day from which you attended your first class. Business day means a day on which you were scheduled to attend a class session. Read the Notice of Cancellation form an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, as the school registrar for a sample copy.

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 refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract as the school for a description of the refund policy.

If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau For Private Postsecondary And Vocational Education at the address and telephone number printed below for information.

If you have complaints, questions, or problems which you cannot work out with the school, write or call:

The Bureau For Private
Postsecondary Education (BPPE)
2535 Capital Oaks Drive, Suite 400
Sacramento, California 95833
(916) 431-6959

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898

STUDENT SERVICES

JOB PLACEMENT ASSISTANCE

While the school provides placement assistance, no guarantee for either employment or income level can be made. Agencies and companies contact the school for likely candidates for employment. Vacancies in the field will be posted on the bulletin board.

TRANSPORTATION

Public transportation is available with stops located close to the campus. It may also be possible for students to arrange for transportation by another student if schedules are compatible.

STUDENT RECORDS AND RIGHT OF PRIVACY

The Family Educational Rights and Privacy Act (FERPA) enable all students to review their academic records, including grades, attendance, and counseling reports. Student's records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State of California requires the school to maintain these records for a minimum of five years. Student may request a review of their records by writing to the Director of the School. All such reviews will be scheduled during regular school hours under appropriate supervision.

COMPLAINT PROCESS

Students wishing to discuss any problems or complaints that they may have are free to discuss them with their instructors. In cases where the instructors cannot help the student, he/she is encouraged to talk to the Associate Director. If the Associate Director is unable to assist the student then an appointment can be made with the Director to discuss the any complaint. The director will investigate the complaint thoroughly including interviewing of all people and revision of all documents pertinent to the complaint. A record of the complaint will be kept in the student's file and in the complaint log. Resolution to the complaint will be completed within 10 days. If there are problems or complaints that cannot be resolved satisfactorily with the school, the student should contact:

The Bureau For Private
Postsecondary Education (BPPE)
2535 Capital Oaks Drive, Suite 400
Sacramento, California 95833
(916) 431-6959

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898

SCHOOL CALENDAR

G.D.S. Institute is holds classes weekdays and weekends. Classes start weekly and a scheduled of starting days for each program will be issued by the registrar upon request. Classes are not scheduled on the following holidays:

Holiday	Dates
Martin Luther King Day	January 17, 2011
President's Day	February 21, 2011
Good Friday (Observed)	April 24, 2011
Memorial Day	May 30, 2011
Independence Day	July 4, 2011
Labor Day	September 5, 2011
Veteran's Day	November 11, 2011
Thanksgiving Day	November 24 and 25, 2011
Christmas and New Year	December 16, 2011 through January 3, 2012