

HARBOR CAREER COLLEGE

CATALOG

August 27, 2012 – September 30, 2012

**4201 Wilshire Blvd. #515
Los Angeles, CA 90010
(323) 936-1624**

www.HarborCareerCollege.edu

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Approval Disclosure Statement

Harbor Career College (HCC) is a private institution and was granted institutional approval from the Bureau for Private Postsecondary and Education (BPPE) pursuant to §94915 of the California Education Code. The Bureau's approval means that the institution and its operations comply with minimum standards established under law for occupational instruction by private postsecondary educational institutions. Institutional approval must be re-approved periodically and is subject to continuing review. The following training programs are approved:

Program	Clock Hours	Credit Hours	Length in Weeks
Clinical Massage Therapy (CMT)	500	24.5	20
Massage Therapist (MT)	900	43.0	36
Medical Assistant (MA)	900	40.0	38
Phlebotomy Technician 1 (PT1)	80	1.5	4
Physical Therapy Aide (PTA)	480	24.50	24

Instruction is conducted in-house with facility occupancy levels accommodating 80 students at the Los Angeles campus. Prospective enrollees are encouraged to visit the school's facilities and to discuss their personal educational and occupational plans with school personnel before signing an enrollment agreement.

California statute requires that a student who successfully completes a program of study be awarded an appropriate diploma or certificate verifying that fact.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818; www.bppe.ca.gov, Tel: (916) 431-6959 or (888) 370-7589 / Fax (916) 263-1897. 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 other 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 website at www.bppe.ca.gov.

All information contained in this school catalog is current and correct, and is so certified by Ronald S. Schaechter, President.

Signature  Pres.

Ronald S. Schaechter, President

School History, Mission, & Approvals

HISTORY AND OWNERSHIP

Harbor Career College (also referred herein as “the College” or “the school”) was established in 1995, as Meridian Institute, to provide entry-level training in various career opportunities. The school was purchased by the Career Education Group, LLC and took over operations of the campus in 2011. The name was changed in July 2012. HARBOR CAREER COLLEGE has continued to update and improve its program offerings and facilities. Innovative and experienced instructors were hired to contribute their expertise in expanding the services and training programs offered by the school. On December 14, 1999, the college received full accreditation from the Accrediting Bureau of Health Education Schools (ABHES). Harbor Career College is a “dba” name of Career Education Group, LLC. The college has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years.

MISSION STATEMENT AND EDUCATIONAL PHILOSOPHY

The mission of Harbor Career College is, *“To provide quality and valued–training programs and services to our students in order for them to obtain the skills and competencies needed for entry-level positions in their chosen fields; to locate employment opportunities for our graduates; and to promote an environment for employees and students, which fosters teamwork, personal growth, and respect for the individual.”*

Harbor Career College is dedicated to providing trade and technical training relevant to the needs of the communities it serves. The school’s educational philosophy is to:

- Offer technical programs so that students can achieve their career, educational, and personal goals;
- Provide training using actual on-the-job situations so graduates can have the skills and competencies needed for entry-level employment;
- Ensure only relevant equipment and materials are used in the training of students; and
- Hire qualified instructors.

ACCREDITATION, STATE LICENSURE, AND APPROVALS

Harbor Career College is approved to operate by the Bureau for Private Postsecondary Education (BPPE) of the State of California. This approval means the Bureau has determined and certified that this institution meets minimum standards established by the Bureau for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty. The following is the contact information for the BPPE:

BPPE 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833 Phone: (888) 370-7589

Harbor Career College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is a national accrediting agency recognized by the U.S. Department of Education under provision of Public Law 82-550 and subsequent legislation that requires the evaluation of such agencies and issuance of an official list by that governmental office. The following is the contact information for ABHES:

ABHES 7777 Leesburg Pike, Suite 314 N, Falls Church, VA 22043 Phone: (703) 917-9503

Additionally, Harbor Career College is recognized, authorized, and/or approved, by the following agencies:

- **U.S. Department of Veterans Affairs:** Approved under the provisions of Title 38, United States Code, to train eligible persons and veterans at all campuses.
- **Student and Exchange Visitor Information System (SEVIS):** Approved to enroll non-immigrant alien students using F-1 or M-1 visas.
- **California Department of Health Services:** Approved to provide training to qualified individuals in Phlebotomy.
- **National Center for Competency Testing (NCCT):** Approved as an official testing site for national certification exams.
- **National Healthcare Association (NHA):** Approved as an official testing site for national certification exams.

Class & Facilities Information

FACILITIES, EQUIPMENT, AND STUDENT-TEACHER RATIOS

The **Los Angeles** campus is 5,000 square feet and conveniently located near the business district of the city of Los Angeles, West Hollywood, and Hollywood with easy access to major freeways and bus stops. The campus has various lab and lecture rooms, administrative offices, computer lab, student library, student and staff lounge.

The school, located on the fifth floor of a modern, elevator equipped and centrally air-conditioned facility, and is wheel chair accessible. Fully equipped computer and medical labs afford students hands-on training and include computers with updated software, printers, and medical equipment. The student-to-computer ratio is one-to-one for each program. Teaching labs for all medical programs contain real-world workstations to augment the student's acclimation to patient care and other such needs that will be encountered in the professional setting. Students also have access to a current resource library to supplement their training. Campus facilities and equipment comply with federal, state, and local laws, including those regarding fire safety, building safety, and health regulations.

Lecture Classes: For all programs, the maximum number of students in a class is 20. The maximum student-to-teacher ratio for all programs is 20 to 1. Teaching assistants are provided, as necessary, to accommodate instructors with larger classes.

Lab Setting The maximum number of students in a lab is 20; and the maximum teacher-to-student ratio is 20 to 1.

CLASS SESSIONS AND SCHEDULES / CLOCK HOUR CONVERSION

HARBOR CAREER COLLEGE offers year-round enrollment, as all programs consist of a series of modules. Classes are held at 4201 Wilshire Blvd., Suite 515, Los Angeles, CA. Start dates always occur on Monday (or Tuesday when the school is closed on Monday for a recognized holiday) for all programs and for all sessions. The beginning of a module offers an opportunity to join the program. Program schedules are as follows:

CMT, MT and PTA Programs: Classes are held Monday-Friday either 9:00AM to 2:30PM or 5:30PM to 11:00PM.

MA Program: Classes are held Monday-Friday either 9:00AM to 1:30PM or 6:00PM to 10:30PM.

PT1 Program: Classes are held Monday-Friday either 9:00AM to 1:30PM or 6:00PM to 10:30PM.

Clock Hour Conversion

One semester unit is converted from clock hours attended per each program. Semester credits are granted for the successful completion of either 15 clock hours of instruction in a lecture setting; 30 clock hours of instruction in a laboratory setting; or 45 hours of instruction in an externship setting. A clock hour is defined as a 60-minute span for lecture or lab, during which 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break.

CAMPUS HOLIDAYS AND BREAKS

Harbor Career College does not hold classes on the following holidays: New Year's Day; Martin Luther King Jr. Day; Presidents Day; Good Friday; Memorial Day; Independence Day; Labor Day; Yom Kippur (*if occurs on a weekday*), Veterans' Day; and Thanksgiving (2 days). In addition to these holidays, school will be closed for summer and winter break, as follows:

Summer Break 2012:	July 2, 2012 – July 6, 2012 (<i>classes resume on July 9th</i>)
Winter Break 2012/13:	December 24, 2012 – January 4, 2013 (<i>classes resume on January 7th</i>)
Summer Break 2013	July 1, 2013 – July 5, 2013 (<i>classes resume on July 8th</i>)

When school is closed for a holiday, either an alternate class session is offered or an assignment is issued during the module in which the holiday occurs. Instructors announce this session or assignment prior to the holiday for students to plan accordingly. If a student does not attend the scheduled session or does not submit the assignment(s) in a timely manner, s/he will be marked absent for the applicable holiday. (*See Make-up Policy regarding absences.*) No alternate session or assignment is given for winter/summer breaks since this period of time does not count toward the student's enrollment.

Class & Facilities Information

OPERATING SCHEDULE

HARBOR CAREER COLLEGE's campus facilities are open Monday through Friday, generally from 8:30 am to 11:00 pm. Administrative offices are open generally Monday through Thursday from 8:30 am to 7:00 pm, and Fridays from 8:30 am to 5:00 pm. Administrative staff is available during evening hours by appointment.

EQUAL OPPORTUNITY STATEMENT

It is HARBOR CAREER COLLEGE's policy that all admissions, employment, and promotion processes are free from conscious or inadvertent discrimination because of race, age, sex, religion, creed, color, national origin, physical handicap, political affiliation, sexual orientation, or beliefs. This policy applies to hiring for all positions and admission of students for all programs.

Reasonable accommodations will be made for students with disabilities, in accordance with state and/or federal law. If an applicant with a disability wishes to enroll, s/he must first contact the campus director to discuss possible options to facilitate his/her enrollment and training. Consideration for such students will be made on a case-by-case basis.

Admissions Policies & Procedures

REQUIREMENTS

In order to be admitted to his/her desired program, an applicant must do all of the following:

- Provide a valid high school diploma/transcript, GED, California High School Proficiency Certificate, or demonstrate the ability to benefit (see section below titled *Entrance Test*). A high school diploma or equivalent is required for admission to the following programs: Phlebotomy Technician 1, Clinical Massage Therapy and Massage Therapist. Veteran applicants may submit a valid DD-214 form (**see page 16**).
- Be at least 18 years old. If younger than 18, the applicant must provide a valid high school diploma or equivalent for admission to any program.
- Pass a nationally recognized entrance test. See below for information on the Entrance Exams.
- Interview with an admissions representative.
- Tour the campus in the company of an admissions representative.
- Be in good physical and mental health in order to adequately progress through the program.
- Provide a valid third-party evaluation of foreign transcripts or diploma, as applicable.

PROCEDURES

Interested applicants will interview with an admissions representative (AR), during which a campus tour will be given. The AR will provide detailed information on HARBOR CAREER COLLEGE's programs and discuss the applicant's qualifications to assist in determining the best way to meet his/her career objective. All applicants will meet with a financial representative to discuss potential tuition financing programs. In order to be formally accepted to the College, all applicants must do the following:

1. Complete, sign, and date an Application for Admission;
2. Make financial arrangements to cover the cost of tuition and fees; and
3. Read and sign all required pre-enrollment disclosures, such as the HARBOR CAREER COLLEGE School Catalog, Notice of Student Rights, Notice of Cancellation, School Performance Fact Sheet (Completion & Placement Rates Disclosure), and Enrollment Agreement.

ENTRANCE TEST

Applicants for all programs must take either the Wonderlic Basic Skills Test (WBST) – commonly known as the ATB test – or the Career Programs Assessment test (CPAt), both of which are standardized, nationally recognized entrance exams. Those without a high school diploma or equivalent must take the ATB test and may enroll in only the Medical Assistant or Physical Therapy Aide programs. Those with a high school diploma or equivalent must take the CPAt and may enroll in any program. Either of these tests previously taken and passed in a language other than English will not be accepted. Below are minimum scores, designated by program.

MA or PTA	ATB (either version): Verbal – 200 / Quantitative – 210
CMT, MA, MT, PT1 , PTA	CPAt (Form B): Language Usage – 40 ; Reading Skills – 42 ; and Numerical Skills – 41 CPAt (Form C): Language Usage – 40 ; Reading Skills – 39 ; and Numerical Skills – 39

If not passed the first time, the alternate form or version must be taken no sooner than seven days after the initial exam. If failed again, applicants must wait one month to test again for CPAt and two months for ATB.

Attendance & Academic Policies

ATTENDANCE STATUS

Full-time students are required to be enrolled for a minimum of 16 clock hours per week. Half-time enrollment requires a minimum of 12 clock hours per week. Part-time enrollment is defined as less than 12 clock hours per week.

To demonstrate continuous enrollment status, students must be attending a scheduled module or be on an approved leave of absence. At times, a student may have to repeat a module for attendance only that s/he has already passed, while waiting for a needed module to recycle through the schedule offering. During modules being repeated for attendance only (designated as ATT801, ATT802, etc.), the student will not be responsible for lecture material, assignments, or exams; however, s/he is required to be in class daily or the cumulative attendance percentage will be negatively affected. During these “attendance only” modules, students may review material from previous modules, enhance lab skills, and/or complete additional assignments for supplemental training, as issued by the instructor or program director.

ATTENDANCE POLICY

Student attendance is regularly documented through use of daily sign-in sheets on which students sign their full names (no initials) in blue or black ink. Students are expected to be in class on time, as repeated absences or patterns of coming late or leaving early will result in disciplinary action. Students are strongly advised to call the school to inform their instructor of an upcoming absence, if possible. **In order to receive attendance credit for the day, a student must attend at least one full class session. Absences that are made up before a module final exam will count toward a student’s cumulative percentage but will not count toward the module grade.** Failure to abide by HARBOR CAREER COLLEGE attendance policy will adversely affect academic progress and can lead to probation, suspension, or termination. The Phlebotomy Technician 1 program requires 100% attendance. Any time missed must be made up the next time that days curriculum will be taught.

Minimum Standards (Excluding Externship)

A student must attend classes a **minimum of 80% overall** for all programs except for PT1, in order to successfully complete the program. Additionally, a student must attend a **minimum of 80% of each module** in order to sit for the module final exam. Students in the PT1 program must complete 100% of the scheduled class hours. A student must also attend **more than half** of each module or s/he will receive an automatic “F” grade requiring the module to be repeated during its next scheduled rotation. A student will receive an “Incomplete” if s/he attends more than half of a module but less than the minimum required to test on schedule. Any absences made up after missing half the module but before the scheduled test date will count toward only the student’s cumulative attendance percentage. These made-up absences will not excuse the student from an “F” or “Incomplete” or from repeating the module. No student may begin his/her externship if the overall cumulative attendance is not at least 80 percent.

Tardies/Early Departures

A **tardy** is defined as arriving more than 15 minutes late for the first class session. The 15-minute grace period for tardies applies to only the first class session. Students must arrive at the start of subsequent sessions or they will be marked tardy. An **early departure** is defined as leaving before a class session ends

For all programs, five (5) tardies and/or early departures equal one day of absence. Calculation of absences resulting from tardies/early departures count against both the student’s cumulative attendance percentage and the evaluation criteria for module grades.

Termination for Consecutive Absences

For all programs except Phlebotomy Technician 1, a student will be terminated for missing ten (10) consecutive class sessions. A class session does not include a holiday during which school is closed. Consecutive absences that are made up by time or assignment will not excuse the student from this policy. Phlebotomy students will be terminated for missing three (3) consecutive class sessions.

Attendance & Academic Policies

GRADING SYSTEM

Harbor Career College uses the following scale as its standard grading system.

GRADE	PERCENT	DESCRIPTION	GRADE POINTS
A	90-100	EXCELLENT	4.0
B	80-89	GOOD	3.0
C	70-79	AVERAGE	2.0
D	60-69	BELOW AVERAGE	1.0
F	0-59	FAIL	0.0

GRADE	DESCRIPTION
CR	CREDIT RECEIVED
FRP	FAILED / REPEATED / PASSED
FRF	FAILED / REPEATED / FAILED
NG	NO GRADE / NO CREDIT
I	INCOMPLETE
W	WITHDRAWN
No percent values apply and no grade points are awarded for the descriptors above.	

ACADEMIC STANDARDS

Harbor Career College evaluates student academic performance on a 4.0 grading scale, whereby a cumulative grade point average (GPA) of 2.0 must be maintained for consideration of making satisfactory academic progress. However, a final module grade of "D" is considered passing for these programs.

Grading Formula: Final module grades are determined by total points received resulting from a weighted application of grading criteria, i.e., module exam (60%), quizzes/assignments/lab skills (30%), and attendance (10%). For example, a module test score of 80% is multiplied by 60% (resulting in 48 value points). This score is added to the resulting score for the other two grading criteria to determine a student's overall module grade. If a student fails the final exam for any given module in any program, s/he will receive a failing grade for the module regardless whether the calculation of other grading criteria would have resulted in a passing grade.

CPR TRAINING

Students are provided CPR training during some programs and will receive a Basic Life Support Card upon passing the requisite exam. Students must achieve a **minimum score of 85%** (equivalent to a "B" letter grade), in accordance with guidelines set forth by the American Heart Association (AHA). A lower score is considered failing. If a student fails the initial exam, s/he may retake another version but must do so the same day. If a student does not retest the same day or fails the retest, s/he must repeat the course when offered again, if available. Alternatively, the student must obtain CPR certification during enrollment by completing a course conducted by AHA at his/her own expense.

The CPR test serves as a quiz and, therefore, the score is calculated as part of the 30% grading criteria for determining a grade for the module. The final score achieved (whether passing or failing) will be averaged with other scores (e.g., quizzes, assignments, lab skills) and then multiplied by 30% to determine the value points. A student who fails the retest may obtain certification through AHA, as noted above.

Attendance & Academic Policies

SATISFACTORY ACADEMIC PROGRESS (SAP)

SAP is conducted formally for all programs at certain intervals to determine whether a student is maintaining the minimum standards for both attendance and GPA. Students in all programs are expected to have made sufficient progress at these intervals to allow for program completion within the maximum timeframe, which is 150% of the normal length of the program. If a SAP monitoring interval falls within a module, the student's progress will be calculated at the end that module.

SAP is monitored four times during each program's academic year: 1) at the quarter-point (25%); 2) at the midpoint (50%); 3) at the three-quarter-point (75%); and 4) at the program completion date (100%).

At each monitoring point, the student's cumulative attendance percentage, cumulative GPA, and cumulative number of credit hours successfully completed are assessed. If a student's enrollment is extended beyond the normal length, SAP also will be assessed at a maximum of two additional intervals: the 125% point of the program and the 150% point, the latter of which will serve as the revised expected completion date.

The table below reflects the minimum number of credit hours, for each program, that must be successfully completed at each interval. All program requirements must be completed within the maximum timeframe, as measured in credit hours. The last row of the table indicates the maximum number of *attempted* credit hours allowed in order to complete the program within the established maximum timeframe.

	CMT	MT	MA	PT1	PTA
25%	4.08	7.17	6.67	0.25	4.08
50%	8.17	14.33	13.33	0.50	8.17
75%	12.24	21.51	20.01	0.75	12.25
100%	16.32	28.68	26.68	1.00	16.32
125%	20.40	35.85	33.35	1.25	20.40
150%	24.50	43.00	40.00	1.50	24.50
Maximum number of attempted credit hours	36.74	64.51	60.01	2.25	36.75

Maximum Timeframe: In order to graduate, a student must successfully complete their program within the established maximum timeframe. Periods of approved leave of absence (LOA) and periods of non-enrollment after voluntary or involuntary withdrawal do not count as time elapsed toward the maximum timeframe.

PROBATION

Probation serves as a method for both students and staff to acknowledge a student's substandard performance in attendance, academics (GPA) and/or conduct. Probation will occur if the student's cumulative attendance or GPA is below the stated minimum standards required at any of the SAP monitoring points or if s/he is determined to have exhibited misconduct (e.g., foul language, disrespect to staff/students, etc.). The campus director also has the discretion to place a student on probation at any time, if deemed necessary, for incidents such as repeated tardies/early departures, disruptive attitude/bad behavior, or if found to be in violation of any other school policy.

Students placed on probation will sign and receive a written notice indicating the duration of and reasons for the probation, including corrective actions required to remain in good standing. If the student fails to comply with the stated corrective actions, s/he will be terminated. Exceptions may be made due to extenuating circumstances, at the discretion of the campus director, and only upon receipt and approval of applicable supporting documentation. A student's refusal to sign the probationary form will not exempt him/her from the conditions of probation and may lead to further disciplinary action including termination. Periods of an approved leave of absence (LOA) and periods of non-enrollment after voluntary or involuntary withdrawal do not count as time elapsed toward the probationary period.

Unless otherwise stated for a specific reason, the probationary period is thirty (30) calendar days but may be longer for academic (GPA) probation if the projected end date falls within a module. If so, the end date of the probationary period may be the module end date. At management's discretion, the student may be released from probation prior to the end of the documented probationary period if all conditions have been met. If the student has not satisfied the

terms of probation but has made substantive improvement, the campus director may extend the probationary period for fifteen (15) calendar days. If the extension date falls within a module for academic probation, the extension may be

Attendance & Academic Policies

until the module end date. If the student fails to comply with the extended probationary conditions, s/he may be suspended or terminated.

COURSE INCOMPLETES

A student will receive an “Incomplete” grade for a module if s/he (1) attends more than half of the module but does not satisfy the minimum attendance requirement by module test day or (2) has sufficient attendance to test but does not sit for the scheduled module final exam. A grade of Incomplete cannot be given as a final grade. The “I” grade will automatically change to an “F” grade if the student does not sit for the make-up exam within the program’s allotted time period. This will require the student to repeat the module. (*See Make-up Policy and section titled Course Repetitions for conditions specific to each program.*) If a student is terminated with a grade of “Incomplete” for any module, the “I” will be changed to a “W” (Withdrawn) and be reflected as such on the student’s academic record.

MAKE-UP

This policy applies to making up absences and module exams in all programs. Students are strongly advised not to miss class unless absolutely necessary, as make-up work cannot fully replace direct instruction and classroom participation. To sit for a module final exam for full credit, all required absences must be made up no later than the day before the exam. Therefore, students should make every effort to request a make-up log for time or assignment(s) as soon as possible. **Missed quizzes cannot be made up; in such cases, a zero point value will be applied to the grading criteria.** In most instances, missed time will be made up by assignment, as a student cannot make up attendance by sitting in another class or module.

If class is missed, it is the student’s responsibility to acquire any assignments issued. Any work assigned during a module (e.g., homework, projects, etc.) that is not completed and submitted to the instructor by the due date will be recorded as a zero and calculated accordingly in the student’s final grade for the module. To make-up scheduled class hours by time or assignment, the student must submit the Petition Request form to Student Services for a make-up log. Students in the Phlebotomy Technician 1 program must make up their time missed time at the next session which covers the same material that was missed.

Attendance Make-up: Absences that are made up before a module final exam will count as a day present toward the student’s cumulative percentage but will not count toward the module grade. If not made up prior to the module exam, absences must be made up no later than 14 calendar days from the module end date; otherwise, the absence(s) will be permanent on the student’s attendance record.

Module Exam Make-up: If a missed module exam is not made up within the established timeframe for a particular program, the student will receive an “F” grade and will have to repeat the entire module when offered again. **The highest numerical score applied to a make-up exam is 75% (or 85% for the CPR exam), regardless whether the actual score attained is higher.** This score will be calculated with other grading elements to determine the overall final grade for the module. Students must consult directly with their instructor or program director to schedule and sit for a make-up test. The exam will be administered outside the student’s normal class schedule.

Make-up Timeframes: Module exams must be made up within 14 calendar days. Failure to take the make-up module exam within the stated timeframes will result in an automatic “F” for the module, and the student will have to repeat the module in its entirety.

Make-up During Level Breaks: If a missed module exam is for the last module to be completed in any given level and the following week is a scheduled break, the student must sit for and pass the exam during the break. Otherwise, s/he will not be able to progress to the next level when it begins. As a result, the student will have to wait for the next needed or available module to recycle through the schedule offering, which will extend their enrollment.

COURSE REPETITIONS

A student must repeat (retake) any failed module to attain a passing grade. Grades earned for repeated modules will replace the original grade in determining academic progress and GPA; however, all module final grades will be on the student’s transcript. **A student cannot repeat a module s/he passed in order to obtain a higher grade.** There are limits as to how many times a student can repeat a particular module or a certain number of modules in a level, depending on the program (*see below*). To repeat a failed module during the next available offering, students in all programs must submit the Petition Request form to Student Services. If the request is not voided before the module

start date, the student will be obligated to the schedule and tracked accordingly for attendance and academic

Attendance & Academic Policies

purposes. **The Course Repetition policy does not apply to extern modules. Students in all programs should refer to the Maximum-F Rule Policy for additional information regarding limits on repeating failed modules.**

Students can take any module a maximum of three (3) times but must pass it by the third attempt. Therefore, a student may repeat any failed module a maximum of two (2) times. There is no charge for the first time a failed module is repeated. However, a student must remit payment before being scheduled to repeat the module a second time. If a student fails a module after repeating it the second time, s/he will be terminated from the program.

Charge for Repeating a Module: The cost for repeating a module a second time is calculated at a “per-credit hour” rate. The program tuition amount is divided by the program’s total clock hours. That number is then multiplied by the total number of hours for the repeated module (e.g., 45, 90, 96) to determine the cost to be charged. The tuition amount is taken from the Program Tuition Chart reflected in the School Catalog applicable to the student’s enrollment.

MAXIMUM “F” GRADES ALLOWED BEFORE TERMINATION

Students will be terminated for failing a certain number of modules or the same module after a certain number of times, depending on the program. This policy applies to all modules and levels, excluding externship. **For all programs, this policy applies regardless whether any failed modules have been repeated and passed, and includes “F” grades resulting from remediation and from “Incompletes” that were not made up in time.**

A student may receive an “F” as a module final grade no more than four (4) times overall during the normal length of the program. If a student attains a fifth module grade of “F”, s/he will be terminated from the program.

EXTERNSHIP

Externship is part of the program, therefore, students are not to be paid during this training. Students in all programs must complete externship with a satisfactory grade in order to complete the program successfully and receive a diploma. Except where noted for a particular program, externship is subject to the same policies and procedures as the rest of the program. A student will not be allowed to begin externship if s/he has not met minimum attendance requirements and/or has not passed all modules. Certain extern sites may require a criminal background check prior to placement at their site. (*See section titled Background Checks / Physical Exams under General Policies & Information.*)

The site will assign an extern supervisor who will evaluate student progress and performance, along with ongoing follow-up by HARBOR CAREER COLLEGE. Lengths and schedules may vary depending on the program and site. (*Refer to individual program outline and course description.*) Completing less than the projected weekly hours may result in an extension to the student’s expected completion date. However, any hours completed in excess of the amount scheduled weekly may not count toward the student’s completion total. The specific site will be determined by HARBOR CAREER COLLEGE in conjunction with the student’s completed Extern Questionnaire. **Evening schedules cannot be guaranteed. Additionally, student travel up to 20 miles from campus to the site may be required.**

Externship for all programs may consist of one or more modules. If a student withdraws or is terminated during externship, any hours completed during the module will be voided. As a result, the student must repeat all hours that were previously completed during that module. A student may request to change an externship site only one time, unless prohibited by specific policy to a program. **If a student fails to complete externship after attending a second site, s/he may be terminated from the program.**

Extern schedules will be the same amount of hours per day as for the in-house schedule and are processed through the Career Services department.

Extern During Breaks: Externship schedules may occur during summer/winter and/or program level breaks. If so, students are strongly advised to continue extern training with no interruption, as doing so will result in voided hours for the module and in their expected completion date being extended indefinitely. If a student’s request for interruption is received and approved, s/he is further advised that the availability of sites cannot be guaranteed. Therefore, students whose externship is interrupted for any reason (e.g., LOA, request to change site) will more than likely be placed at another site upon their return to school and only after those students who are already in line for placement.

LEAVE OF ABSENCE

Attendance & Academic Policies

A student may be granted an approved Leave of Absence (LOA) for emergency circumstances that prohibit him/her from attending school. Requests for LOAs must be made through and approved by the Student Services department. Such requests will be considered on an individual basis and are subject to the following conditions:

1. An LOA must be requested in writing, via a specific form provided to the student upon request, which must be completed in full. However, if unforeseen circumstances prevent a student from completing the form prior to taking an LOA, the School may grant the request if it documents its decision and collects the written request later.
2. In no event can a student take an LOA for less than one week. If an approved LOA begins during a week, the remaining days of that week will be counted as one full week toward the total number of allowable weeks for LOA.
3. The maximum timeframe for any approved leave of absence is one half the program length or 180 calendar days, whichever is shorter.
4. A maximum of two (2) leaves of absence may be taken during any twelve (12) month period, and the total number of days/weeks for both LOAs cannot exceed one half the program length or 180 days, whichever is shorter. The 12-month period begins on the first day of the student's initial LOA. An additional LOA may be granted to military personnel called for duty, upon receipt of applicable documentation.
5. If a leave of absence begins during a module, the student will be withdrawn from the module, and it will be rescheduled in its entirety upon the student's return. This includes extern modules.
6. A student must return from an LOA at the beginning of a module that s/he has yet to successfully complete; a student cannot return into a module that s/he has already passed.
7. Upon return from an LOA, a student's expected completion date will be extended, at minimum, for the number of weeks of the LOA period; and the extension can include additional weeks depending on the schedule rotation upon the student's return. Students are advised that they may also be required to attend an alternate class session (e.g., afternoon instead of evening) or different class sessions concurrently, at times, in order to complete the program within the allowable maximum timeframe.
8. Students who fail to return to class on the scheduled "return date" following a leave of absence will be automatically terminated from the program. A student may return earlier than the scheduled return date as long as s/he returns at the beginning of a module that s/he has yet to successfully complete.
9. Students making tuition payments to the School remain under that obligation during a leave of absence.
10. Students will not be eligible for any financial assistance, nor will any training/enrollment verification forms be processed during a leave of absence.

BACKGROUND CHECK AND PHYSICAL EXAM

Students may be subject to a criminal background check during the admissions process and possibly again before extern placement, depending on the site. If the check is unfavorable, the applicant may be denied admission or be ineligible for extern placement. The cost of the background check is covered by Meridian. Before being formally admitted to a program, a student who receives an unfavorable background check will have to sign an advisory form regarding their potential ineligibility for placement in off-site training, if s/he still wishes to enroll.

Students in all programs may be required to provide valid documentation of a physical exam detailing immunizations at least a few weeks prior to extern placement or clinical training. Students will be informed if they must provide such documentation, as it depends on HARBOR CAREER COLLEGE's extern agreement with certain sites. For all programs, a doctor will visit the campus to conduct a physical exam, if sufficient numbers of students needing the exam warrant a visit. Otherwise, students must visit the doctor designated by HARBOR CAREER COLLEGE to take a physical exam. In all cases, the cost of the physical exam is covered by HARBOR CAREER COLLEGE.

Students are strongly advised that placement at a given site may be jeopardized if the requirements involving either a background check or physical exam are not met in a timely manner.

SUSPENSION AND TERMINATION

Attendance & Academic Policies

Students are required to follow all rules and abide by all regulations while on campus or at extern and to exhibit respect for others and self-discipline at all times. **HARBOR CAREER COLLEGE strives to maintain a safe learning/working environment and has a zero tolerance policy for making threats to staff or students.** A student may be suspended or terminated for any of the following reasons:

1. Cheating or falsification/misrepresentation of material information in any School records including, but not limited to, application/enrollment paperwork, quizzes/exams, homework, and sign-in (attendance) sheets, whether inadvertent or deliberate;
2. Copyright infringement and/or unauthorized use/distribution of school materials, for which the appropriate authorities will be notified for possible prosecution under the fullest extent of the law;
3. Stealing, defacing, or mutilating any School property (e.g., computers, labs, classrooms, offices, restrooms);
4. Disobedience or disrespect toward an instructor or administrative staff member;
5. Disrespect toward another student or behavior creating a safety hazard to students and/or other persons at the School, as well as making any threatening comments while on campus, including breaks, or at externship;
6. Possession of drugs, alcohol, or weapons on school premises;
7. Excessive absenteeism, including tardies and early departures;
8. Failure to meet financial obligations; or
9. Any other determined infraction of misconduct.

A student who is suspended from school is marked absent for all days s/he is on suspension and is not exempt from applicable school policies regarding poor attendance. A student's refusal to sign the suspension form will not exempt him/her from the conditions of suspension and may lead to further disciplinary action including termination. If terminated for consecutive absences, the date of determination of the student's withdrawal will be the tenth consecutive day of absence for purposes of determining an applicable refund. Students have the right to appeal suspension or termination (*see section on Appeals*).

GRADUATION REQUIREMENTS

Upon successful completion of the training program, a student will earn a diploma and final official transcript, provided the student meets all of the following conditions:

1. Achieves a minimum cumulative grade point average (GPA) of 2.0;
2. Achieves a minimum cumulative attendance percentage of 80;
3. Is present on the last scheduled day of the program; and
4. Satisfies all financial obligations to the School and completes an exit interview with the financial department.

Diplomas and final transcripts are issued generally within four to six weeks of the completion date. During this time, graduates can request a formal letter verifying completion of the program provided the above conditions are met.

General Policies and Information

ORIENTATION FOR NEW STUDENTS

Each department conducts a short presentation to all new starts, which is normally held before the first class session. The orientation includes an introduction to HARBOR CAREER COLLEGE staff and a detailed overview of various HARBOR CAREER COLLEGE policies as outlined in this catalog.

DRESS CODE

Prospective students are provided the dress code policy during the enrollment process, which identifies more stringent requirements for certain programs. During the admissions process, applicants sign an acknowledgement form that they agree to abide by the policy and have received a copy of the policy. Extern sites also may dictate a dress code policy somewhat different than that from HARBOR CAREER COLLEGE. If so, the site's policy will override HARBOR CAREER COLLEGE's. **Students are strongly advised to adhere to the dress code, as failure to do so can result in not being admitted to class or being dismissed from campus or extern and marked accordingly for attendance. Repeated infractions also can result in probation, suspension, or termination.**

COMPUTER LAB

HARBOR CAREER COLLEGE provides a computer lab, a variety of software directly related to the various programs, and general applications such as typing tutors and applications for word processing and spreadsheet/database. Students are prohibited from downloading or using any external software on HARBOR CAREER COLLEGE computers, which are to be used only for school/program purposes.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Harbor Career College complies with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Confidentiality of student and staff records is strictly protected. However, students who are adults, parents of minors, or guardians of "tax dependent" students have the right to inspect and challenge the information contained in the student's record. The school complies with Title IX of the 1972 Educational Amendments, the Equal Opportunity Act of 1972 (Title VII) of the Civil Rights Act of 1964, and Section 504, Rehabilitation Act of 1973. Student information will not be disclosed without the student's written consent or request. However, FERPA allows schools to disclose relevant information about a student, without consent, to regulatory agencies or to comply with a judicial order or lawfully issued subpoena.

TRANSCRIPTS AND RECORDS

Copies of unofficial or partial transcripts are available to a student upon request. Official and/or sealed transcripts can be mailed to other institutions upon written request and permission from the student. Students must complete the Petition Request form to be processed by the Student Services department for receipt of their transcript. A student will be provided one official transcript upon request at no charge. An administrative fee of five dollars (\$5.00) will be required for any additional transcripts. HARBOR CAREER COLLEGE will withhold a student's transcript or grades if the student is in default on their tuition contract or is not in good financial standing. If the student has made partial payment to his or her tuition obligation, the institution may withhold only that portion of the grades or transcript that corresponds to the amount of tuition or loan obligation that the student has not paid. If the student's course of study consists of only one course, the institution may withhold the grade(s) or the transcript until the tuition or loan obligation is paid in full. All grades received during a student's enrollment will be reflected on the transcript, including the following: F, W, FRP, and FRF (*see section on Grading System for grade descriptions.*)

HARBOR CAREER COLLEGE maintains a file for each student that contains all requisite information on their enrollment, financial, and academic progress. Upon written request, a student may review his/her file during enrollment in the presence of a HARBOR CAREER COLLEGE employee and/or request to have the file copied, excluding any and all test materials. No officer, administrator, or employee of Harbor Career College shall release information concerning any enrolled/terminated student or graduate to a third party without the student's prior written consent with the exception of any regulatory agency. State law requires that this educational institution maintain school and student records for a five-year period. For graduates, a copy of the diploma and official transcript are maintained permanently.

General Policies and Information

SEXUAL HARASSMENT

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature while at the College. No student, applicant, faculty member or other employee of Harbor Career College shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that s/he is a victim of sexual harassment by any student, applicant, faculty member or other Harbor Career College employee should bring the matter immediately, in person, to the attention of the campus director or HARBOR CAREER COLLEGE president or call the telephone number specified in this catalog. Any questions about this policy or potential sexual harassment should also be brought to the attention of the aforementioned school officials. Harbor Career College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action, if warranted.

VETERANS INFORMATION

Instead of a high school diploma or equivalent, veterans may submit a valid DD-214 form for admission to a program. Additionally, veteran applicants must provide the original or certified copy of transcripts for any postsecondary educational training, as applicable. An evaluation of these transcripts will be done to determine if any prior credits can be accepted toward their enrollment at HARBOR CAREER COLLEGE. All veteran applicants will meet with a VA certified school official in addition to the admission requirements included in this catalog.

HARBOR CAREER COLLEGE also maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the program, withdraws or is terminated at any time prior to completion. The policy also provides that the amount charged to the veteran or eligible person for tuition, fees, and other charges for a portion of the program does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other costs that the length of the completed portion of the program bears to its total length. For information or resolution of specific payment problems, the veteran should call the DVA at (800) 827-1000.

Veteran students who fail to comply with probationary conditions will be terminated. To remain eligible for veterans' benefits, veterans and eligible persons must complete their program of study in the originally contracted length of time; therefore, the maximum timeframe policy does not apply. **Veterans and eligible persons who have not met the conditions of attendance or academic probation by the end of the probationary period will be reported promptly to the VA, and their benefits will be interrupted.**

TRANSFER OF CREDIT

The transferability of credits you earn at HARBOR CAREER COLLEGE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in your chosen program of study is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma 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 (HARBOR CAREER COLLEGE) will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending HARBOR CAREER COLLEGE to determine if your credits or diploma will transfer. Students are advised that HARBOR CAREER COLLEGE has not entered into an articulation or transfer agreement with any other college or university for the purpose of accepting transfer of credit. Upon receipt of a student's written request to transfer out, HARBOR CAREER COLLEGE will offer guidance regarding the transfer process. Assistance may include, but is not limited to, providing the student an official transcript, syllabi, and/or course outlines/descriptions. HARBOR CAREER COLLEGE has not entered into an articulation agreement or transfer agreement with any other college or university.

General Policies and Information

Students previously enrolled in an accredited institution may submit their academic record/transcript for review and consideration of possible transfer of credit when applying to HARBOR CAREER COLLEGE. Instead of accepting a transfer of credit, HARBOR CAREER COLLEGE may administer a comprehensive exam for each course/module to measure or affirm the applicant's previous education and training. A minimum score of 70% on each exam is required in order to receive credit for that particular course. The maximum amount of the program that can be reduced by a transfer of credit is 30%, excluding externship, unless special circumstances warrant further consideration by the director of operations. Students who are granted such credit may also have their tuition reduced on a pro rata basis.

CREDIT EVALUATION

Students with documented prior training in their chosen program of study can be tested for consideration of receiving applicable credit for that training. Such requests and valid documentation must be presented and approved prior to signing the enrollment agreement. The evaluation will be based on a written and/or oral exam, as well as an assessment of lab skills, if applicable. Credit allowed will be reflected on the enrollment agreement, and the length of the program will be shortened accordingly. Any applicable third party (e.g., rehabilitation counselor, DVA, etc.) will be notified of the student's adjusted enrollment.

COURSE CHALLENGE

Prospective enrollees and students may challenge a course (module) to be exempt from having to take that particular module during their enrollment. The applicant or new student will take the applicable module exam(s) to demonstrate sufficient knowledge of the material. All requests to challenge any course(s) must be submitted to HARBOR CAREER COLLEGE within the first week of enrollment, and all course challenge exams must be completed by the second week of enrollment.

The cost to challenge a course is \$100.00 per 0.75 credit hours. For example, the challenge of a two-week module of 1.5 credits will be \$200.00. If the challenge test is passed, the student will receive credit for the course, and the transcript for the course will reflect "Cr" to denote credits earned. If the student fails the "challenge test", s/he will be required to take the course and achieve a passing grade to earn credit; and the fee paid for the challenge test will be applied toward the tuition of the program. The maximum percentage of the program that a student may challenge is 30%, excluding externship.

RE-ENTRY

Students who were terminated or who voluntary withdrew from their program must submit a letter requesting approval to re-apply. The letter must clearly demonstrate that the condition(s) causing dismissal have been corrected to afford HARBOR CAREER COLLEGE management a measure of confidence in the student's ability to succeed. Upon such approval, the applicant may apply for another enrollment and must follow all admissions policies and procedures, except for the entrance test. Scores on the entrance test are good for life, unless minimum requirements were revised and the student's previous scores do not meet the new minimum standards. Applicants approved to re-enter the program will be evaluated by the program director or a designee for evaluation of retained skills. This evaluation will determine whether the student's level of retained skills and knowledge is sufficient to warrant excusing the student from repetition of certain courses in the program. The length of any allowable LOA will be based on the student's new re-entry schedule.

If a student was terminated for not fulfilling his/her financial obligation to HARBOR CAREER COLLEGE, s/he must make arrangements to satisfy any outstanding balance to be considered for readmission. Students who are terminated or voluntarily withdraw a second time will not be eligible to reapply for 12 months from the date of determination of their second termination.

PERSONAL PROPERTY / LIABILITY

HARBOR CAREER COLLEGE is not responsible for loss or damage to personal property or for personal injury. This includes, but is not limited to, inadvertent needle sticks during medical program lab sessions or externship, contact with blood, or any other potential hazard that may occur while on the school grounds or at a school function outside the facility. HARBOR CAREER COLLEGE strongly advises students to obtain their own health insurance coverage for the period of their enrollment in order to cover any potential costs due to unforeseen injuries while enrolled.

General Policies and Information

DRUG AND ALCOHOL PREVENTION PROGRAM

In compliance with federal and state law, Harbor Career College maintains a program to prevent the illicit use of drugs and the abuse of alcohol by its students and employees. All enrolled students are informed that unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited and must sign a statement indicating that they are aware and will abide by HARBOR CAREER COLLEGE's

Drug Prevention program. Students violating this policy will be subject to immediate termination. The program consists of:

1. Distribution of the *Drug & Alcohol Abuse Policy Statement* form (provided at time of enrollment) that describes the perils of drug abuse, including life threatening factors and other health risks associated with the use of illicit drugs and alcohol. Students are required to sign and date this form for inclusion in their file.
2. Availability of drug and alcohol counseling, community treatment or rehabilitation programs and/or services.
3. Referrals to workshops and seminars with outside experts conducting lectures on anti-drug abuse.

JOB PLACEMENT ASSISTANCE

Placement assistance is a privilege of any graduate who requests it and who follows HARBOR CAREER COLLEGE guidelines. The Career Services department has experienced and dedicated staff to provide graduates with job placement assistance. Placement assistance is available to all students who successfully complete the requirements for graduation in their respective program but may be denied to a student/graduate who is uncooperative with HARBOR CAREER COLLEGE staff. **HARBOR CAREER COLLEGE does not guarantee placement.**

While the securing of positions cannot be guaranteed, every avenue is pursued to assist students in obtaining desirable employment. HARBOR CAREER COLLEGE will do everything possible to provide students with the best and most up-to-date job placement opportunities. Although locating a job close to the student's home is desirable, sometimes the best jobs are located within a reasonable distance from the student's home. Prior to externship and job placement, the Career Services department will instruct and guide students/graduates with career planning, interviewing techniques, résumé preparation, completing job applications, professional job counseling, professional attire workshops, interview follow-up, networking, and time management.

To assist staff in their career placement, students must adhere to the following guidelines:

- First impressions are vital. Being neatly dressed and having a clean appearance greatly enhance your chances of making a good impression. Smoking or chewing gum is not acceptable during job interviews; and excessive jewelry or body piercing may be cause for distraction during an interview.
- Being punctual for your interviews is crucial. In addition, you must advise your placement coordinator promptly of any cancellation or rescheduling of your interview(s), as s/he must be regularly informed of the status and results of your interviews – past, present, or future.
- The Career Services department always attempts to find employment within the student's area of interest; however, this may not always provide opportunities. In such cases, the department will look in other areas within a reasonable distance from the student's chosen area.
- The chance of placing a student is tremendously improved if the student also aggressively seeks employment opportunities and informs the Career Services department of his/her contacts and activities.
- The Career Services department never warrants, guarantees, or promises a particular level of compensation. Compensation depends solely the discretion of employers and their assessment of the graduate's ability to meet the requirements for hire.
- It is essential that the student not only to be proficient in his/her field of study but also be able to sell his/her abilities during an interview.

OUR PLACEMENT SERVICES ARE ALWAYS AVAILABLE TO HARBOR CAREER COLLEGE GRADUATES!

PLACEMENT DOES NOT STOP WITH THE GRADUATE'S FIRST EMPLOYMENT SITE.

WE ENCOURAGE OUR GRADUATES TO RETURN FOR JOB PLACEMENT ASSISTANCE AT ANY TIME.

General Policies and Information

SMOKING

Harbor Career College maintains a smoke-free environment. Smoking areas are designated outside the school facility. Smoking is not permitted in restrooms, classrooms, or other interior areas of the College. Violation of this policy will result in disciplinary action.

FOOD AND DRINKS / STUDENT LOUNGE

No food (including candy and gum) or open drinks are allowed in school classrooms, unless approved by HARBOR CAREER COLLEGE management. Only closed-lid bottles are permitted. Additionally, no food may be eaten in the front entrance areas, lobbies, hallways, bathrooms, or stairwells. A student lounge is available for eating and leisure during breaks. Students are strongly advised to respect the rights of all students and staff by maintaining a clean environment.

PERSONAL CALLS AND VISITS

Students cannot use HARBOR CAREER COLLEGE's office telephones for personal use, and cell phones must be turned off during class. Messages will be taken if HARBOR CAREER COLLEGE receives a call for a student. If the call appears to be a valid emergency, every effort will be made to find the student and relay the message.

Visitors are welcome to HARBOR CAREER COLLEGE and must check in at the front desk. A guided tour will be arranged by appointment. **Children are not allowed in classrooms or labs at any time and cannot be left unattended.** Students are strongly advised that, due to federal privacy laws, HARBOR CAREER COLLEGE staff will not reveal a student's status to anyone visiting the campus, including family members. Exceptions will be made to those persons indicated by the student on his/her Buckley Amendment form or to comply with a judicial order or lawfully issued subpoena.

FIELD TRIPS AND GUEST SPEAKERS

Field trips to program-related medical clinics, laboratories, or hospitals may be scheduled by the instructor. The purpose of field trips is to augment classroom instruction by exposing students to the working world in their respective career field. Guest speakers may be invited to reinforce classroom training. Students are required to attend all scheduled field trips instead of attending school for that day or they will be marked absent.

TUTORIAL ASSISTANCE

Harbor Career College provides tutorial assistance for students experiencing academic difficulties, and such students may be required to participate in remedial classes outside of regular class time. Instructors make every effort to identify students in need of assistance. However, students are urged to take the initiative in seeking help directly with their instructor or program director.

STUDENT ACADEMIC ADVISEMENT

HARBOR CAREER COLLEGE's faculty and staff are available to advise students on academic problems and, if necessary, to provide referral to special counseling services when deemed appropriate. All efforts will be made to provide a supportive environment to assist each student in maintaining his/her academic progress in order to successfully complete the program.

CHANGE OF ADDRESS

Students must submit a Petition Request form indicating any change of address or telephone number(s) immediately to the Student Services department. Request forms are available at the front desk.

GENERAL ASSISTANCE (HOUSING, CHILD CARE, TRANSPORTATION)

HARBOR CAREER COLLEGE understands that students may require assistance regarding personal issues while enrolled. HARBOR CAREER COLLEGE does not have dormitories or housing availability. HARBOR CAREER COLLEGE maintains information pertaining to local temporary housing, child-care facilities, babysitting services, and local transportation, all of which will be provided upon request. If you are seeking part-time employment while at school, please see the Career Services department. If other information is required, please make your request at the front desk.

General Policies and Information

FACULTY QUALIFICATIONS

Instructors must have a combination of at least three years of work-related experience and training or education in the occupation/job title category for which they are hired to teach.

APPEALS

Students may appeal decisions on probation, suspension, termination, and denial of credit transfer if they believe them to be unjust. A written appeal must (i) specify the basis for the request, (ii) include any relevant documentation, and (iii) be submitted to the campus director within five (5) days of such a decision. After review by management, the School will respond to the appeal within three (3) days of it being filed.

COMPLAINT PROCEDURE

When problems arise, students should make every attempt through HARBOR CAREER COLLEGE's formal complaint procedure to find a fair and reasonable solution to the matter. Students are encouraged to bring any complaints first to the attention of their instructor who will attempt to resolve the problem. If the instructor is unsuccessful or unable to assist the student, then s/he will notify Student Services.

If the problem still cannot be resolved, the campus director will be notified; and s/he will investigate the complaint by gathering information and documentation. Upon the director's review and determination, the student will be informed of the decision and a summary of the decision maintained on file. However, only after the student has exercised all the available channels within HARBOR CAREER COLLEGE's formal complaint procedure, and the problem(s) has not been resolved, the student has the right, and is encouraged, to take the following steps:

1. Contact the ABHES office by mail. All complaints must be submitted in writing. The complaint must state in narrative format the specific allegations in sufficient detail and with sufficient supporting documentation to permit understanding of the nature of the complaint and its factual support.
2. The written complaint and supporting documentation must be emailed to Complaints Specialist, info@abhes.org, or mailed to Complaints Specialist, 7777 Leesburg Pike, Suite 314 North Falls Church, Virginia 22043.

Unresolved complaints may also be directed to the state licensing agency: Bureau for Private Postsecondary Education (BBPE) at P.O. Box 980818, West Sacramento, CA 95798-0818; Tel: (916) 431-6959 or (888) 370-7589 / Fax ((916) 263-1897; or visit www.bppe.ca.gov.

WIA participants also may be directed to their respective WIA representatives. Participants are requested to see the Student Services department for their counselor's address and phone number.

INTERNATIONAL STUDENTS

International students that are attending Harbor Career College under a student visa must consult with the International Student Advisor at Harbor Career College regarding school policies to determine how these policies may impact their status. This includes minimum attendance and academic requirements, probation, termination, leave of absence, extensions and change of address. Certain circumstances may have a negative impact on your status as a student and could result in termination of your visa.

Federal regulations require F-1 visa students to be enrolled full time and working toward an educational goal. The student must immediately speak to an International Student Advisor when they are placed on probation or terminated from the program. Students who have been dismissed will have their SEVIS record terminated and will be required to leave the country within 15 days of termination. Federal regulations state that academic probation or suspension is NOT an acceptable reason for program extension. Such a student who is not able to complete his or her program by the program end date may not be eligible for an extension of stay unless other compelling reasons exist. Extensions must be based on legitimate academic or medical reasons.

If an international student moves from their current address, they have 10 days to contact the International Student Advisor at the college. Students who do not report their change of address may be terminated for failure to maintain status.

Leave of absence requests for medical reasons must be accompanied by a letter from a licensed physician indicating you are unable to be enrolled in the current semester. You are allowed to remain in the country during the semester as long as you register for the following semester. Only one year of medical leave is allowed and may be authorized in semester increments only. F-1 students are permitted one vacation per year following one academic year and intend to register for the following term. Under certain circumstances, an F-1 student may take a temporary leave from college. If you leave the country for more than five consecutive months, you will need to restart your F status with a new SEVIS record. Students should consult with the International Student Advisor prior to traveling. You must have a current I-20 endorsed for travel and your SEVIS record must be accurate and up-to-date.

General Policies and Information

TUITION PAYMENT

Tuition is payable in advance and due at the time of enrollment, and students may enroll under one of the HARBOR CAREER COLLEGE's tuition payment plans. Several payment plan options exist, and a qualified staff will assist students in financial advising and applying for aid through financial assistance programs. HARBOR CAREER COLLEGE does not participate in Federal Title IV financial aid program. Students who fail to make a good-faith effort to process their financial assistance paperwork or to make payments in a timely manner may be subject to disciplinary action.

Financial arrangements must be made with the financial department and prior to enrollment. Private payments are made through HARBOR CAREER COLLEGE's business office or an authorized designated party. Payments may be made with cash, check, money order, or credit card, and are payable to Harbor Career College. Checks returned for insufficient funds will be charged the current processing fee, as published in this catalog. If tuition payments made by check are returned more than once for insufficient funds during the term stated on the enrollment agreement, all future payments must be in cash or by money order.

Past Due Accounts:

Delinquent tuition payments over 30 days may cause an interruption to a student's training. Delinquent tuition beyond 180 days may be turned over to an outside agency for collection efforts. Students who have been dismissed for non-payment of tuition will not be considered for re-admittance until all delinquent tuition payments have been paid in full. HARBOR CAREER COLLEGE reserves the right to withhold student transcripts for completed clock/credit hours that have not yet been paid.

CANCELLATION

You have the right to cancel the enrollment agreement for the program of instruction, including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the agreement, until midnight of the 5th calendar day (2nd day for Phlebotomy program) after any of the following: (a) the first class you attended; (b) you received a copy of a notice of cancellation; or (c) you received a copy of the agreement and applicable disclosures. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the front page of the enrollment agreement. You can do this by mail, hand delivery, or email; or, you may cancel by telephone.

If HARBOR CAREER COLLEGE has given you any equipment (books/supplies), you must return it to the School within 10 days following the date of your notice of cancellation. If you fail to return equipment in good condition within the 10-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for equipment, it is yours to keep without further obligation. If you cancel the agreement, the School will refund any money that you paid, less any deduction for equipment not returned in good condition, within 45 days after receipt of your notice of cancellation.

Additionally, the School also may reject an applicant for enrollment; and, an applicant accepted by the institution may cancel his/her agreement prior to the scheduled class start or may never attend class (no show). The School may consider a withdrawal after the class start as a cancellation or no show and, therefore not consider the applicant as a new start. Additionally, the School reserves the right to postpone or cancel a scheduled program or course if the registration is insufficient to establish a class.

REFUNDS AFTER WITHDRAWAL FROM PROGRAM

As a student at HARBOR CAREER COLLEGE, you have the right to withdraw from your program of study at any time. If you withdraw or are dismissed after the period allowed for cancellation of the agreement, which is until midnight of the 5th calendar day (2nd calendar day for Phlebotomy program) following the first class you attended, HARBOR CAREER COLLEGE will remit a refund, less any applicable registration fee, not to exceed \$100.00 (\$10.00 for VA), within 45 days following the date of determination of your withdrawal.

Any equipment, as indicated in your enrollment agreement as a separate charge, that you receive must be returned within 10 days following the date of your withdrawal/dismissal. Additionally, any such equipment (e.g., books, supplies, scrub uniforms) must be returned unused in order to have those charges applied to your refund. If you fail to return any unused equipment within this 10-day period, or such equipment received is deemed to have been used, the School may offset the documented cost of that equipment against any applicable refund. In any event, you will never

General Policies and Information

be charged for more than the equipment charges stated in your contract. For a list of these charges, see the front page of your enrollment agreement.

Pro Rata Refund Policy

HARBOR CAREER COLLEGE applies a 60% pro rata refund calculation for students who withdraw or are terminated from their training before completing the stated period of enrollment. Under a 60% pro rata refund calculation, HARBOR CAREER COLLEGE will retain only the percentage of charges proportional to the period of enrollment completed up to 60% or less by the student.

After completing more than 60% of the program, HARBOR CAREER COLLEGE will retain 100% of the charges for the enrollment period. The percentage of the period of enrollment completed by the student is calculated by dividing the total number of program hours in the period of enrollment into the number of scheduled hours completed in the period as of the student's last date of attendance. A refund is calculated using the following steps:

1. Determine the total institutional charges for the period of enrollment.
2. Divide the total institutional charges by the total number of hours in the period of enrollment to determine the tuition charges per hour.
3. The total institutional charges are calculated by multiplying the total scheduled hours completed as of the student's last date of attendance by the tuition charges per hour, and then adding costs for the registration fee, STRF, and unreturned equipment (e.g., books, supplies, and scrub uniforms).

The refund will be any amount in excess of the total institutional charges (calculated in step 3) against the total payment paid to the School. The amount not paid by the student for the total institutional charges is the amount the student owes to the School.

If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the date of determination of your withdrawal/termination. If the amount that you owe is more than the amount that you have already paid, then you will have to make arrangements to pay the balance.

Refund Examples

1. **Student completed 60% or less of the program:** A student enrolled in a 720-clock hour program, but was terminated after completing 200 clock hours. The student paid \$5,000 as of the withdrawal date but did not return any unused books/supplies within the 10-day period (charges listed below):

Tuition:	\$ 13,300.00
Books/Supplies:	450.00
Registration Fee:	100.00
STRF Fee:	32.50

- (a) Tuition charge per hour is \$18.47 (\$13,300.00 divided by 720 clock hours)
- (b) Total institutional charges equal \$4,276.50 (\$18.47 x 200 hours) + \$100 reg fee + \$32.50 STRF fee + \$450 books/supplies not returned
- (c) Refund amount is \$723.50 (\$5,000.00 – \$4,276.50)

2. **Student completed more than 60% of the program:** A student enrolled in a 1,620-clock hour program, but was terminated after completing 1,100 clock hours. The student paid \$20,000 as of the withdrawal date but did not return any unused books/supplies within the 10-day period (charges listed below):

Tuition:	\$ 28,100.00
Books/Supplies:	750.00
Registration Fee:	100.00
STRF Fee:	70.00

- (a) Tuition charge per hour is \$17.35 (\$28,100.00 divided by 1,620 clock hours)
- (b) Total institutional charges equal \$29,020.00 (\$28,100.00 + \$100 reg fee + \$70.00 STRF fee + \$750 books/supplies not returned); total tuition is charged since student completed more than 60%
- (c) Balance owed by student is \$9,020.00 (\$29,020.00 – \$20,000.00)

General Policies and Information

DETERMINATION OF WITHDRAWAL DATE

The student's withdrawal date is the last date of physical attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence (LOA) is set retroactively to the last date of attendance before the LOA started. A student on an approved LOA retains in-school status.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by and/or registered with the BPPE to offer short-term career training. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program, as required by law, or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of instruction within 30 days of the school being closed, or if the decline began earlier than 30 days prior to closure, a time period of decline as determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989. However, you must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if both of the following apply to you:

1. You are a student who is a California resident 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 arrangement to repay the third party.

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

1. You are not a California resident; and/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.

Tuition & Program Information

TUITION CHART

Program	Tuition	Books & Supplies ¹	Reg. Fee ²	STRF Fee	Total
Clinical Massage Therapy	\$4,800.00	\$225.00	\$100.00	\$12.50	\$5,137.50
Massage Therapist	\$7,235.00	\$225.00	\$100.00	\$20.00	\$7,580.00
Medical Assistant	\$7,350.00	\$325.00	\$100.00	\$20.00	\$7,795.00
Phlebotomy Technician 1	\$1,170.00	\$82.50	\$100.00	\$2.50	\$1,355.00
Physical Therapy Aide	\$4,600.00	\$225.00	\$100.00	\$12.50	\$4,937.50

¹ Scrub uniforms for all programs are included in the fee for books/supplies.

² The registration fee is refunded if a student cancels enrollment within the first 5 calendar days of instruction (within 2 days for Phlebotomy programs).

HARBOR CAREER COLLEGE reserves the right to revise tuition/fees and/or curricula/textbooks at any time, as required.

Any changes in tuition or fees will not affect those students in attendance at the time of such changes.

OTHER FEES

Course Challenge: A \$100.00 fee per 0.75 credit hours is charged for each course challenged by a student. Refer to the section titled Course Challenge under General Policies and Information.

Program/Session Change: A \$100.00 fee will be charged for any approved request to change a program or session (schedule) of a program. Written requests must be received one week prior to the requested change date.

Transcript/ID Badge: A \$5.00 fee will be charged for any additional transcripts issued after the first one, which is provided at no charge. A \$5.00 fee will also apply to replace an ID badge.

Returned Check: A \$30.00 fee will be charged if a check is returned unpaid to HARBOR CAREER COLLEGE. This fee is added to the amount of the bounced check, and the total payment must be paid by cashier's check or money order.

Late Payment: A \$10.00 fee will be charged for late payments 10 or more days delinquent on agreed-to tuition installments made directly with HARBOR CAREER COLLEGE, unless the student has made prior arrangements with the administrative office.

Additional Uniforms and Text Books: Charges will be at the current rate. Used books, if available, will be charged at one half the current price.

Phlebotomy Test and License: Upon successful completion of the Phlebotomy Technician 1 Program, students are required to sit for a National Exam and apply for a license from the State of California in order to work as a phlebotomist. **Fees for the exam and license are NOT included in the tuition. These are extra fees to be paid by the student directly to the Exam and the State.**

Massage Therapy Test and License: Upon successful completion of the Clinical Massage Therapy program or the Massage Therapist program, students are required to obtain a license in order to work as a Massage Therapist in California. Although not a requirement for employment, one can also obtain certification as a Massage Therapist. **Fees for the license and exam are NOT included in the tuition. These are extra fees to be paid by the student**

Clinical Massage Therapy (334.374-010)

Educational Objective

The Clinical Massage Therapy Program provides students with the knowledge and skills necessary to obtain employment as an entry level Massage Therapist. Upon completion of the program, students will have a basic understanding of anatomy, physiology and kinesiology, will be able to provide therapy using a variety of massage techniques, including Swedish, shiatsu, reflexology, sports and deep tissue massages. Graduates will be eligible to apply for a California Massage Therapy License and obtain entry level employment in chiropractic offices, health spas, health clubs, resort hotels, cruise lines and health clinics. The program is delivered residentially.

PROGRAM OUTLINE

Module	Course Title	Weeks	Clock Hours	Credit Hours
CMT100	ANATOMY/PHYSIOLOGY/KINESIOLOGY	5	125	7.0
CMT101	PATHOLOGY	2	50	2.5
CMT102	PATIENT CARE	4	100	4.5
CMT200	BUSINESS PRACTICES	1	25	1.5
CMT300	CLINICAL MASSAGE THERAPY I	4	100	4.5
CMT301	CLINICAL MASSAGE THERAPY II	4	100	4.5
TOTALS		20	500	24.5

- **High school diploma or GED is required for program admission**
- **Graduates must be licensed by the state prior to being able to work as a massage therapist in California. Additional charges will be required for the license. These charges are the responsibility of the student and are not part of the college tuition.**
- **Felony convictions may negatively impact your chances of obtaining a state license.**

Clinical Massage Therapy (Description)

CMT 100 – ANATOMY/PHYSIOLOGY/KINESIOLOGY: The study of Anatomy and Physiology is an essential part of a massage therapy education. Learners in this program will understand the organization of tissue structure and the mechanisms and mechanics, which control their functions. This knowledge will greatly enhance the learner's ability to use precaution and appropriate touch in the practice of massage and bodywork.

CMT 101 – PATHOLOGY: The student will learn basic information related to disease and disorders of the body and their impact on massage therapy techniques. In addition, students will learn to have an awareness of his/her body while giving massage and various stretch techniques to use before and after giving massage.

CMT 102 – PATIENT CARE: The student will receive an overview of proper hygiene and nutrition as it relates to the human body and Massage Therapy. Students will be taught how nutrition and hygiene plays a role on wellness and disease transmission. Topics will include proper diet, safeguards to prevent the spread of disease and how to implement proper techniques in the Massage Therapy office. Patient assessment, patient record keeping, CPR and first aid are also covered during this module.

CMT 200 – BUSINESS PRACTICES: This course will introduce the student to the business side of a Massage Therapy office. Instruction includes reception, scheduling appointments, telephone techniques, office equipment, record keeping, billing, collections and basic accounting. Students will learn the legal and ethical issues related to being a Massage Therapist. Students will also be taught how to interview for a job and how to develop a resume.

CMT 300 – CLINICAL MASSAGE THERAPY I: Students will receive theory on how each technique impacts the human body and what effects the massage will have on the patient. Students will also be taught the massage techniques used for Swedish, deep tissue, lymphatic, reflexology and myofascial massage. Students will also experience hands-on practice of these techniques during lab sessions.

CMT 301 – CLINICAL MASSAGE THERAPY II: Students will receive theory on how each technique impacts the human body and what effects the massage will have on the patient. Students will also be taught the massage techniques used for acupressure, aroma, herbal, shiatsu, stone and sports massages. Students will also experience hands-on practice of these techniques during lab sessions.

Massage Therapist (334.374-010)

Educational Objective

The Massage Therapist Program provides students with the knowledge and skills necessary to obtain employment as an entry level Massage Therapist. Upon completion of the program, students will have a basic understanding of anatomy, physiology and kinesiology, will be able to provide therapy using a variety of massage techniques, including Swedish, shiatsu, reflexology, sports, deep tissue, pregnancy and geriatric massages. The students will also learn how to operate and manage a massage therapy business. Graduates will be eligible to apply for a California Massage Therapy License and obtain entry level employment in chiropractic offices, health spas, health clubs, resort hotels, cruise lines and health clinics. The program is delivered residentially.

PROGRAM OUTLINE

Module	Course Title	Weeks	Clock Hours	Credit Hours
MT100	ANATOMY AND PHYSIOLOGY	4	100	5.5
MT 101	PATHOLOGY/KINESIOLOGY	4	100	5.5
MT 102	PATIENT CARE	4	100	5.5
MT 200	BUSINESS PRACTICES	4	100	6.5
MT 300	MASSAGE THERAPY I	4	100	4.5
MT 301	MASSAGE THERAPY II	4	100	4.5
MT 302	MASSAGE THERAPY III	4	100	4.5
MT 303	MASSAGE THERAPY IV	4	100	4.5
MT 400	EXTERNSHIP	4	100	2.0
TOTALS		36	900	43.0

- **High school diploma or GED is required for program admission**
- **Graduates must be licensed by the state prior to being able to work as a massage therapist in California. Additional charges will be required for the license. These charges are the responsibility of the student and are not part of the college tuition.**
- **Felony convictions may negatively impact your chances of obtaining a state license.**

Massage Therapist (Description)

MT 100 – ANATOMY AND PHYSIOLOGY: The study of Anatomy and Physiology is an essential part of a massage therapy education. Learners in this program will understand the organization of tissue structure and the mechanisms, which control their functions. This knowledge will greatly enhance the learner's ability to use precaution and appropriate touch in the practice of massage and bodywork.

MT 101 – PATHOLOGY/KINESIOLOGY: The student will learn basic information related to disease and disorders as well as the mechanics of the body and their impact on massage therapy techniques. In addition, students will learn to have an awareness of his/her body while giving massage and various stretch techniques to use before and after giving massage.

MT 102 – PATIENT CARE: The student will receive an overview of proper hygiene and nutrition as it relates to the human body and Massage Therapy. Students will be taught how nutrition and hygiene plays a role on wellness and disease transmission. Topics will include proper diet, safeguards to prevent the spread of disease and how to implement proper techniques in the Massage Therapy office. Patient assessment, patient record keeping, CPR and first aid are also covered during this module.

MT 200 – BUSINESS PRACTICES: This course will introduce the student to the business side of a Massage Therapy office. Instruction includes reception, scheduling appointments, telephone techniques, office equipment, record keeping, billing, collections and basic accounting. Students will learn the legal and ethical issues related to being a Massage Therapist and operating a business as well as guidelines and strategies for starting a Massage Therapy business. Students will also be taught how to interview for a job and how to develop a resume.

MT 300 – MASSAGE THERAPY I: Students will receive theory on how each technique impacts the human body and what effects the massage will have on the patient. Students will also be taught the massage techniques used for acupressure, aroma and herbal therapy, shiatsu and stone massage. Students will also experience hands-on practice of these techniques during lab sessions.

MT 301 – MASSAGE THERAPY II: Students will receive theory on how each technique impacts the human body and what effects the massage will have on the patient. Students will also be taught the massage techniques used for Swedish, lymphatic, reflexology and energy massages. Students will also experience hands-on practice of these techniques during lab sessions. Students will also experience hands-on practice of these techniques during lab sessions.

MT 302 – MASSAGE THERAPY III: Students will receive theory on how each technique impacts the human body and what effects the massage will have on the patient. Students will also be taught the massage techniques used for deep tissue, myofascial and hydro massage therapies. T.

MT 303 – MASSAGE THERAPY IV: Students will receive theory on how each technique impacts the human body and what effects the massage will have on the patient. Students will also be taught the massage techniques used for pediatric, geriatric, pregnancy and sports massage therapies. . Students will also experience hands-on practice of these techniques during lab sessions.

MT 400 – EXTERNSHIP: The four week course will provide the student with practical hands-on experience at a Massage Therapy office. The student will report to the externship site each day and provide massage treatments to patients under the direction of the externship site supervisor. Front office and back office skills will be used during the externship.

Medical Assistant (079.362-011)

Educational Objective

This program prepares the students for entry-level positions in the medical field as a front and/or back office medical assistant. Positions are available in clinics, hospitals and doctors' offices. Upon successful completion of the training, the graduate will be able to perform EKG, prepare strips for evaluation, collect specimens, collect patient data, perform vital signs, provide CPR and first aid, perform simple lab tests such as urinalysis and hematocrit, prepare patients for physical examinations, assist physicians in minor surgeries, schedule patients, file patient data. Anatomy and physiology, as well as medical terminology, are emphasized. The program is delivered residentially.

PROGRAM OUTLINE

Module	Course Title	Weeks	Clock Hours	Credit Hour
MA 100	MEDICAL OFFICE PROCEDURES & RECORDS MANAGEMENT	2	45	2.5
MA 101	FUNDAMENTALS OF MEDICAL TERMINOLOGY & BODY STRUCTURE/CPR/FIRST AID	2	45	2.0
MA 200	ANATOMY & PHYSIOLOGY I (Skeletal Systems-Positioning & Draping-Pediatrics)	2	45	2.5
MA 201	ANATOMY & PHYSIOLOGY II (Muscular System-Injections-EKG-Cardiology-Circulatory System)	2	45	2.5
MA 202	ANATOMY & PHYSIOLOGY III (Integumentary System-Lymphatic and Immune Systems-Microbiology)	2	45	2.5
MA 203	ANATOMY & PHYSIOLOGY IV Digestive System-Nutrition-Urinary System-Urinalysis)	2	45	2.5
MA 204	ANATOMY & PHYSIOLOGY V (Nervous System-Special Senses-Psychology Terminology)	2	45	2.5
MA 205	ANATOMY & PHYSIOLOGY VI (Reproductive System-Pregnancy-Childbirth-Endocrine System)	2	45	2.5
MA 206	ANATOMY & PHYSIOLOGY VII (Respiratory System-Vital Signs-Physical Exams-Patient History & Charting)	2	45	2.5
MA 300	CLINICAL ASSISTANT I (Medical Insurance-Intro to Lab-OSHA & Federal Regulations-Law & Ethics)	2	45	2.0
MA 301	CLINICAL ASSISTANT II (Basic Pharmacology-Dosage Calculations-Prescription Interpretation)	2	45	2.0
MA 302	CLINICAL ASSISTANT III (Medical Asepsis-Assisting Minor Office Surgery- Inventory)	2	45	2.0
MA 303	CLINICAL ASSISTANT IV (Wound Care-Quality Control-Collection Procedures-CLIA 88)	2	45	2.0
MA 304	CLINICAL ASSISTANT V (Hematology-Phlebotomy)	2	45	2.0

Medical Assistant (079.362-011)

MA 305	CLINICAL ASSISTANT VI (Therapeutic Communication-Coping with Stress-Rehabilitation)	2	45	2.0
MA 306	CLINICAL ASSISTANT VIII (Managed Care-Government Insurance-HIPAA)	2	45	2.0
MA 400	EXTERNSHIP	6	180	4.0
TOTALS		38	900	40

Medical Assistant (Description)

MA 100 – MEDICAL OFFICE PROCEDURES & RECORDS MANAGEMENT: Covers the importance of maintaining a medical office environment that fosters a feeling of embracing and welcoming patients. The student learns the role of a medical receptionist, scheduling appointments, establishing a matrix and maintaining schedules and follow-up appointments. Proper telephone techniques and the importance of interpersonal skills are also discussed along with effective written communication for the medical office. The student will also learn various basic record filing systems and their uses. Additional, the importance of creating and maintaining accurate and secure medical/business records is covered. Various financial practices, including pegboard/write-it-once system, billing and collection of patient accounts and accounting terminology are discussed. The student will also learn various credit arrangements for patient fees and banking procedures, including types of accounts and services.

MA 101 - FUNDAMENTALS OF MEDICAL TERMINOLOGY & BODY STRUCTURE/CPR/FIRST AID: Students will be trained in CPR and First Aid, including burns, acute illnesses and other such emergencies. Upon successful completion of the requirements mandated by AHA, the student will receive a Basic Life Support card. Medical terminology relating to each system is also covered, along with the importance of accurate and complete medical record entries. This module provides an overview of the integral workings of the human body. The student will learn basic information of the diseases and disorders of the specific body systems.

MA 200 THROUGH 206 – ANATOMY & PHYSIOLOGY I-VII: These modules provide an overview of the integral workings of the human body. The student will learn common diagnostic examinations utilized to diagnose diseases and disorders, as well as basic information of the diseases and disorders of the specific body systems. Medical terminology related to each system is also covered along with the importance of accurate and complete medical record entries. Students will be training in skills such as EKGs, urinalysis, vital signs, injections, venipuncture, capillary samples and microscope use.

MA 300 THROUGH 306 – CLINICAL ASSISTANT I-VII: These modules cover medical insurance and the many options available for coverage. Students will learn the terminology necessary to understand and submit medical insurance claims, managed care, government insurance, as well as billing and coding procedures. Additionally, these modules cover the proper procedures for venipuncture, capillary samples, and for assisting the physician with surgical procedures, including instrument identification, sterilization, sterile tray set-up, how to maintain the sterile field and basic principles of wound care. Students will be taught correct procedures for inoculating various types of culture media utilized in the medical office. Instruction of basic pharmacology will include learning the names of basic medications, how they are used and proper storage. Medical mathematics is also taught to ensure accuracy in calculation medication dosages, as is medical terminology with emphasis on pharmacology, abbreviations, and medication names. Proper care of laboratory instruments and equipment, quality control OSHA and CLIA regulations, HIPAA and other federal regulations that apply to the medical office are also covered. The student will learn therapeutic communication, coping skills and various rehabilitation modalities, body mechanics, and safe techniques for transferring or lifting patients.

MA 400 - EXTERNSHIP: This module provides the student, upon successful completion of the classroom portion of the program, the opportunity to work in an actual medical environment. This work allows students to continue the learning process about this profession as well as the opportunity to directly apply the knowledge and skills they have gained during their classroom training. Externship also serves as a method for applying valuable hands-on experience when students begin the search for regular employment. **Externships are normally conducted in affiliated clinics generally during daytime working hours from 9AM to 4PM and scheduled for 30 hours per week (6 hours per day) for 6 weeks.**

Phlebotomy Technician 1 (079.364-022)

Educational Objective

The Phlebotomy Technician 1 program prepares students for entry level employment as a Phlebotomy Technician 1 in the State of California. Students will receive training in obtaining blood specimens by venipuncture and micro-collection techniques. Students will also learn specimen collection and processing and will become proficient in venipuncture and capillary punctures. In addition to classroom training, an externship in a clinical laboratory is required before graduation, during which the student must perform at least 50 venipunctures and 10 skin punctures. Additionally, the student should observe a minimum of two (2) arterial punctures. The program is delivered residentially.

PROGRAM OUTLINE

Module	Course Title	Weeks	Clock Hours	Credit Hour
PHT100	Beginning Didactic	1	20	0.5
PHT200	Advanced Didactic	1	20	0.5
PHT300	Practical Clinical	2	40	0.5
TOTALS		4	80	1.5

- **High school diploma or GED is required for program admission and state license.**
- **Graduates must pass a national exam and become licensed by the state prior to being able to work as a phlebotomist in California. Additional charges will be required for the exam and license. These are the responsibility of the student and are not part of the college tuition.**
- **Felony convictions may negatively impact your chances of obtaining a state license.**

Phlebotomy Technician 1 (Description)

PHT100 – BASIC DIDACTIC: Provides students with the knowledge of infectious control, universal precautions and safety, basic anatomy and physiology of organ systems, circulatory system, proper selection and preparation of skin puncture site and antiseptics, blood collection equipment, tubes and additives, proper order of draw, universal precautions. Practical experience in butterfly, syringe, and finger puncture techniques, as well as venipuncture with vacutainer.

PHT200 – ADVANCED DIDACTIC: Covers advanced infectious diseases and biohazards; infection control; blood borne pathogens; anticoagulation theory; communication, interpersonal relations, stress management, professional behavior, ethics and legal implications, quality assurance and accurate lab results, appropriate selection of equipment, specimen transport and processing.

PHT300 – PRACTICAL CLINIC: Perform 50 successful venipunctures and 10 skin punctures on real patients in clinical setting, and observe at least two arterial punctures.

Physical Therapy Aide (076.224-010)

Educational Objective

This program provides students with basic knowledge and skills that will qualify them to work as entry-level Physical Therapy Aide. The course will train the student to prepare patients and treatment area for physical therapy treatment and assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed-registered Physical Therapist. Our program is designed to provide students with complete and comprehensive training in Physical Therapy Aide. Graduates are prepared to obtain entry-level positions in hospitals and clinics. Program is delivered residentially.

PROGRAM OUTLINE

Module	Course Title	Weeks	Clock Hours	Credit Hours
PTA100	BASIC MEDICAL TERMINOLOGY	2.5	50	3.0
PTA101	ANATOMY AND PHYSIOLOGY	5.9	118	7.0
PTA200	MASSAGE	3.6	72	4.0
PTA201	PHYSICAL THERAPY AIDE	9.5	190	9.5
PTA300	EXTERNSHIP	2.5	50	1.0
TOTALS		24	480	24.5

Physical Therapy Aide (Description)

PTA100 - BASIC MEDICAL TERMINOLOGY: Basic contents of this class that are covered will be, Insurance Terminology, Medical Terminology, Provider Abbreviations, Medical Abbreviations, and Medical Symbols.

PTA101 - ANATOMY AND PHYSIOLOGY: Learners in this program will understand the organization of tissue structure and the mechanisms, which control their functions. This knowledge will greatly enhance the learner's ability to use precaution and appropriate touch in the practice of massage and bodywork.

PTA200 – MASSAGE: Covers most widely taught types of massage. Massage improves the circulation, ease muscle aches and tension, improve flexibility and create relaxation.

PTA201 - PHYSICAL THERAPY AIDE: Students discover how to provide help to improve a patient's mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. How to aide the Physical Therapist whose patients include accident victims and individuals with disabling conditions such as low-back pain, arthritis, heart disease, fractures, head injuries, and cerebral palsy.

PTA300 – EXTERNSHIP: Upon satisfactory completion of all didactic requirements, the student goes for on-the-job training where learned skills are put into practice. Externship is done at a medical clinic or doctor's office connected with the college.

Advisory Board

CMT/MT/PTA Programs

Alfred Derak, D.C.
Chiropractor

Steven Katz, D.C.
Chiropractor

Laurent Rubens, D.C.
Chiropractor

Irina Kasabov
Physical Therapy Aide

PT 1 Program

Jesse Antonio
Office Manager

Lucy Castillo
Office Manager

Sylvia Irigoyen
Office Manager

Irina Vartanova
Office Manager

MA Program

Thelma Chamul
Clinical Supervisor

Michelle Lerer
Practice Manager

Heather Maupine
Office Manager

Claudia Soto
Office Manager

Academic Calendar

Clinical Massage Therapy Program

Start Dates	Grad Dates
August 20, 2012	January 18, 2013
September 24, 2012	February 22, 2013
October 8, 2012	March 8, 2013
November 5, 2012	April 5, 2013
November 12, 2012	April 12, 2013
December 10, 2012	May 10, 2013

Massage Therapist Program

Start Date	Grade Date
September 24, 2012	June 14, 2013

Phlebotomy Technician 1 Program

Start Date	Grad Date
August 14, 2012	September 12, 2012
August 29, 2012	September 28, 2012
September 17, 2012	October 15, 2012

Staff and Faculty

Corporate Officers

Jeffrey J. Meisel, CEO, Owner

Ronald S. Schaechter, President, Owner

Staff

Douglas Stichler	Campus Director
Tereza Malakian	Admissions Representative
Astgik Mkrtchyan	Reception
Laura Nick	International Student Representative
Sherry Carcamo	Career Services Representative
Asher Begin	Student Services Representative

Instructors

Brian Alexander, Massage Therapy Instructor
Diploma, Nova Institute of Health Technology, Los Angeles, CA

Nancy Gaitan, Phlebotomy Instructor
Diploma, American College of Medical Technology, Gardena, CA

Jaime Garibay, Phlebotomy Instructor
Diploma, Angeles College of Nursing, Los Angeles, CA

Lucy Perera, Phlebotomy Instructor
Diploma, Bryman College, Reseda, CA