SOUTHCAL CAREER COLLEGE

SCHOOL CATALOG

10-1-2011 to 9-30–2012

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Welcome to Southcal Career College!
Southcal Career College is your first step into the healthcare related careers or fashion careers.
We hope that your time here will be not only pleasant, but also rewarding and meaningful.
We believe that the educational services we provide will help you accomplish your educational goals.

SCHOOL STATEMENTS

Southcal Career College is a private, non-degree granting educational institution and is approved to operate by the Bureau for Private Postsecondary Education. 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 is provided to you prior to signing an enrollment agreement.

All instructions are held on campus at 9550 Flair Dr., Suite 306, 302, El Monte, CA 91731 with exception of clinical rotation of the Nursing Assistant and Home Health Aide Training programs per the requirements of the California Department of Public Health (Refer to Clinical Sites, p. 18).

Two programs that we offer will lead to employment in an occupation or job title for which a state certificate is required. These programs are: Nursing Assistant Training Program and Home Health Aide Program. These two programs are also approved by the California Department of Public Health. Upon successful completion of the Nursing Assistant Training Program, students are eligible to take the Statewide Nursing Assistant Competency Examination to become a Certified Nursing Assistant. Students will receive Home Health Aide Certificate upon successful completion of Home Health Aide Program.

Southcal Career College is not accepting international students and not offering distance education.

Southcal Career College has no pending petition in bankruptcy, and is not operating as a debtor in possession. Southcal Career College has not filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 USC Section 1101 et seq.)

Any question a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

MISSION AND OBJECTIVES

The mission of Southcal Career College is to give our students the opportunities they need for skill development and the practical experience necessary to be successful in their chosen career or to help students satisfy their personal goals. To fulfill its mission, the administration of the college strives to provide an educational environment that offers students opportunities for career, personal, and social growth.

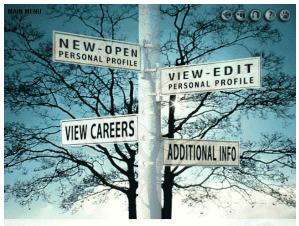
To foster the mission statement of Southcal Career College, our career and vocational training programs strives to:

- **promote** self-knowledge, self-confidence, and self-motivation in the pursuit of a productive and rewarding career.
- **challenge** students to grow, experiment, and explore as they begin preparation for the lifelong process of career development.
- **encourage** critical thinking and informed decision-making, the articulate communication of thoughts and ideas, and the utilization of the best career planning tools available.
- **empower** students by promoting personal initiative, leadership, and the development of professional skills in their field of choice.
- **support** the application of personal and spiritual values in the development and implementation of successful career plans for the contemporary world.

More specifically, Southcal Career College provides:

- Allied health career programs to suit individual student needs. Students have the option of choosing short-term courses such as the Nursing Assistant Training Program, Home Health Aide Training Program, or Medical Assisting Program, present the student with the knowledge needed for immediate employment. We also encourage students continue their education in healthcare. They begin with a CNA or MA, then progress to become a Licensed Vocational Nurse.

- Fashion career programs that prepare students the extensive training and in-depth instruction to prepare students who want to enter the fashion industry. We offer a selection of courses to students in Fashion Design, Pattern Making Design, and a Computer Aided Pattern Design Course. (GERBER system). **(Remark: Due to budget constraint, Fashion Career Programs are temporarily not accepting any application)**.



FACILITIES AND SURROUNDINGS

Welcome to Southcal Career College and City of El Monte

Southcal Career College is located in the City of El Monte, California, which is a small suburban town in Los Angeles County. Our neighbors are Arcadia to the north, Monterey Park to the west, Pico Rivera to the south, and West Covina to the east. The main freeways are Interstate 10 and 605. The Metrolinks public busses are available serving City of El Monte. The El Monte Public Library is located across the street from Southcal Career College. Address: 3224 Tyler Ave, El Monte, CA 91731, Telephone: (626) 444-9506. http://www.colapublib.org/libs/elmonte/index.php

Southcal Career College is on the third floor of a five-story commercial building. The total square footage of the building is about 65,000. We occupy suite 306 and 302. There total 2,400 square footage including 1800 sqft of offices and classrooms and 600 sqft of common area and restrooms (outside the suites). The rooms are divided into lecture classrooms, Nursing/Medical Skills Lab, Pattern Making Lab, Multi-Media Learning Lab and library, and offices. We have different equipments helping students learning careers in nursing and medical assisting fields, and garment industry.

In the Nursing/Medical Skills Lab, we have three simulated hospital patient units, including patient beds, bedside tables, over-bed tables, and manikins. Examples of equipments that are needed to learn basic skills as nursing assistants, home health aides, and medical assistants include equipments to measure vital signs, such as blood pressure cuffs, stethoscopes, and thermometers; equipments for patient activity, such as wheelchair and gait belts; equipments for patient hygienic care, such as bedside commode and upright scale for height and weight. Supplies are also available for students to practice skills, including supplies for infection control, isolation gowns, gloves, masks, mouth care, bed bath, shaving, nail care, and hair care, etc. Those equipments and supplied are needed to help students to learn skills in order to meet the course objectives.

In the Pattern Making Lab, we have pattern making table, single needle sewing machine, over lock sewing machine, blind stitch sewing machine, cover stitch sewing machine, cutting table, women's dress forms, children dress form, and Gerber Computer System. **(Remark: Due to budget constraint, Fashion Career Programs are temporarily not accepting any application. Pattern Making Lab is temporarily closed)**.

Our Multi-Media Learning Lab and Library provides TVs, VCRs, DVD players, and personal computers for students to utilize enhancing students' learning by watching or reviewing some teaching videotapes/DVDs and computer instructional programs. Many textbooks and periodicals are available for students' reference.

Examples of teaching videos/DVDs are:

1 – Nursing assistant infection control
2 – Measuring vital signs
3 – Moving and turning
4 – Transfer and ambulation
5 – Personal care
6 – Providing oral care
7 – Elimination needs
8 – Toileting and incontinence care
9 – Feeding
10 – Range of motion exercise
11 – Bed making
12 – CPR – new guidelines for health care providers
13 – Measuring weight
14 – Position techniques
15 – Bathing
16 – Warm and cold application
17 – Abnormal signs and symptoms
18 – Understanding Stroke
19 – Alzheimer's Disease and related Disorders
20 – Caring for an Aging Society
21 – Cross-cultural Communication

Examples of computer instruction programs are:

1 – Vital Signs
2 – Asepsis
3 – Oral and Topical Medication
4 – Injectable Medication
5 – Intravenous Medication
6 – Perioperative Nursing
7 – Hygiene
8 – Skin Integrity and Wound Care
9 – Activity
10 – Nutrition
11 – Uninary Elimination
12 – Indwelling and Intermittent Catheters
13 – Bowel Elimination
14 – Oxygenation
15 – Tracheostomy Care
16 – Intravenous Therapy
17 – Central Venous Access Devices
18 – Administrative Medical Assisting
19 – Clinical Medical Assisting

ADMISSION REQUIREMENTS

The school does not discriminate on the basis of age, handicap, sex, race, religion, or national origin, and suspected discriminatory practices should be reported to the school director immediately.

Southcal Career College is a non-degree granting educational institution providing short term career training programs, therefore, Southcal Career College does not accept any transfer credits from other institutions. Southcal Career College is not entered into any articulation or transfer agreement with any other college or university.

Ability to Benefit (ATB) Test

In December 1990, the United States Department of Education issued a policy required the testing of students who did not possess a high school diploma or a GED (General Educational Development) credential but who wishes to: 1) enroll in postsecondary education and 2) apply for federal financial aid. Students are required to pass the Ability-To-Benefit (ATB) test if they do not have a high school diploma or GED from the United States and are seeking federal financial aid (The College Board, 2006, http://www.mccnh.edu/pdf/caps/ATBpoliciesprocedures.pdf.).

Since Southcal Career College does not participate any federal and state financial aid programs, therefore, students passing a U.S. Department of Education approved ATB test is not mandated by the school for admission. However, to ensure students possessing sufficient "ability to benefit" (ATB) from our educational program(s), all applicants are required to hold a high school diploma or GED and pass the school entrance exam if they are applying for a specialty program, such as the Nursing Assistant Training Program.

Entrance Test

To ensure students are possessing sufficient "ability to benefit" from the instruction, all applicants are required to hold a high school diploma or GED and pass the school entrance exam if they are applying for a specialty program, such as the Nursing Assistant Training Program.

NATP Entrance Test	Passing Score
Nursing Assistant Reading Locator	60

Nursing Assistant Training Program (NATP)

Incoming students must be at least 18 years of age who must attend Mandatory Orientation and provide American Heart Association CPR Health Care Provider Level, plus the Health Occupations History & Physical Examination including a TB skin test and malpractice insurance. Students must provide current fingerprint documentation prior to patient contact. Forms and instructions will be provided at the Mandatory Orientation.

Incoming students must provide valid identification (driver's license and/or permanent residency) and original Social Security card prior to registration. Incoming students must provide their own transportation and meet expenses and responsibilities incurred as part of this program.

Incoming students must hold a high school diploma or equivalent and pass the NATP Entrance Test, Nursing Assistant Reading Locator with minimum score of 60%.

Home Health Aide (HHA) Training Program

The admission requirements of HHA Training program are the same as CNA Training Program. The only addition is that students who apply for the HHA Training Program must hold a valid CNA certificate issued by the California Department of Public Health.

Medical Assistant Program

Applicants must:

- be at least 18 years of age
- possess a high school diploma or equivalent
- possess a California Drivers License or Photo ID
- possess a Social Security Card

Medical Assistants deal with the public; therefore, they must be neat and well-groomed and have a courteous, pleasant manner. Medical Assistants must be able to put patients at ease and explain physicians' instructions to them. They must respect the confidential nature of medical information. Clinical duties require a reasonable level of manual dexterity and visual acuity.

Fashion Career Programs

Admission requirements require individual commitment to professional educational goals and objectives. Regular students must be over the age of 18 and have completed high school or a higher level of education **(Remark: Due to budget constraint, Fashion Career Programs are temporarily not accepting any application)**.

ACADEMIC POLICIES

Cancellation Policy and Refund

Students have right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Students may cancel the contract for school, without any penalty or obligations on the seventh day following the first class session as described in the Notice of Cancellation form. Student must cancel enrollment agreement by providing a written Notice of Cancellation to the School Director. Cancellation is effective on the date written Notice of

Cancellation is received. Notice of Cancellation form will be given to students at the first class they go to **(Appendix A, Notice of Cancellation Form)**.

Cancellation is effective on the date the written Notice of Cancellation is received. Refund will be paid within 30 days upon receiving the Notice of Cancellation. If students have used the textbooks and materials, the textbooks and materials cannot be refunded. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Full refund will be paid within 30 days. Southcal Career College is NOT offering distance education. Refunds policy of distance education is not applicable.

Withdrawal Policy and Refund

After the end of the cancellation period, the student may withdraw from a course at any time to submit the written Notice of Withdrawal to School Director, and receive a pro rata refund for the unused portion of the tuition and other refundable charges. All used textbooks and materials cannot be refunded. Withdrawal is effective on the date the written Notice of withdrawal is received. Refund will be paid within 30 days upon receiving the Notice of Withdrawal. The Notice of Withdrawal form is available in the front office.

Refunds are based on the total number of clock hours in the student's program of study. Refunds will be calculated as follows:

1. Total amount paid for the program – (minus) registration fee (Not to exceed $100) or other nonrefundable items (Such as STRF fee, used textbooks and materials) = (equal) Amount to be paid for instruction.

2.

$$\text{Amount paid for instruction} \times \frac{\text{Hours of instruction paid for but not yet received}}{\text{Total number of hours for which the student has paid}} = \text{Amount to be refunded}$$

For example, assume that a student enrolled in a Nursing Assistant Training Program and withdraws after completing 75 hours of instruction (50% of 150 hours). The student will receive a prorated refund calculated as follows:

$$\underset{\text{Total amount paid for program}}{\$2{,}575} - \underset{\text{All non-refundable items}}{\$250} \times \underset{\text{Student paid for 150 clock hours but only received 75 hours of instruction}}{\frac{150 - 75}{150}} = \underset{\text{Amount refunded}}{\$1{,}162.50}$$

Leave of Absence Policy

Since Southcal Career College is a non-degree granting, short term career training institution, and not participating in the Federal Financial Aid program, students who anticipate a prolonged absence

from a program are highly recommended to file a leave of absence for the purpose of preserving their nonrefundable registration fee.

Petitions for leaves of absence should be filed in advance. Each leave commences with the first regular day of non-attendance of that quarter. Medical and military leaves may be considered retroactively if supported by individual circumstances but those leaves must be filed no later than third day of that quarter of non-attendance. Personal and planned educational leaves cannot be retroactive since they constitute an agreement which must be set in advance. The maximum duration for any leave is two quarters. The nonrefundable registration fee can be carried over to the next quarter. Otherwise, a new registration process needs to be carrying out to submit a new nonrefundable registration fee to register to that program.

Leaves of absence will not be approved for students subject to disqualification or dismissal due to academic deficiencies or disciplinary action.

For requesting the Leave of Absence, students are required to submit the Leave of Absence Request Form to the School Director. The form is available in the office upon request **(Appendix C, Leave of Absence Request Form)**.

Attendance Policy

Since Southcal Career College provides short-term career training and is also regulated by other regulatory agency, such as the California Department of Public Health, regular attendance is highly anticipated by the school to ensure students success in the program. Thus, students are expected to attend all class sessions, laboratories, and/or clinical experiences. The attendance expectations for each program will be provided in writing in the Student Handbook and reviewed during the first day of class.

- Faculty recognizes that unforeseen circumstances may result in a student being absent from class, laboratory, and/or clinical. A student may accumulate no more than 5% of total instructional hours in the program including theory and laboratory/clinical hours. Campus laboratory hours will be made up at the discretion of the instructor.
- For clinical absence, an excused absence will be made up at the discretion of the course instructors. Documentation (from physician, etc.) may be necessary to be eligible for "excused absence" status. An unexcused clinical absence cannot be made up. The student will earn an unsatisfactory in all objectives being evaluated in clinical that day.
- Promptness is an expectation for class and laboratory/clinical sessions beginning with the first class and/or laboratory sessions of the course. Repeated tardiness beyond seven (7) minutes may constitute an unexcused absence. Three tardies equal one absence.
- If students accumulated absence for more than 5% of total instructional hours in the program, they are violating the attendance policy may result in program failure.
- If the absence is accumulated for more than 3% but less than 5% of the total instructional hours, students are to be temporarily put on probation.

Students may be excluded from the laboratory/clinical for failure to meet course objectives, lateness, inappropriate dress, or behavior that does not conform to professional standards. Those who are excluded from the clinical setting will be counted as "absent" for each exclusion.

Grading Standards Policy

Classroom Lecture Grading

For **classroom lecture component**, all tests/quizzes/exams will be graded to the **hundredth place. NO rounding** will be applied. Test score between:

90% to 100%	= A (Excellent),	GPA = 4.0
80% to 90%	= B (Above Average),	GPA = 3.0
70% to 80%	= C (Average),	GPA = 2.0
60% to 70%	= D (Below Average),	GPA = 1.0
59% and Lower	= F (Failed),	GPA = 0.0.
I	= Incomplete training	
W	= Withdrawal	

Laboratory/Clinical Grading

For laboratory/clinical component, performance in the laboratory/clinical setting will be evaluated as "satisfactory" or "unsatisfactory". Credit for laboratory/clinical is applied to the grade book as satisfactory (S) or unsatisfactory (U). ***The laboratory/clinical section must be passed - i.e., evaluated as satisfactory - in order to receive credit for lecture; the lecture must be passed in order to receive credit for the laboratory/clinical.*** Students who do not complete all assigned course work, written papers, and all other assignments, both for lecture and laboratory/clinical, will not be admitted to the final examination; thus, they will receive an **unsatisfactory** grade for the laboratory/clinical course, a "0" for the final examination, and will receive a failing grade (F).

THE DETERMINATION OF SATISFACTORY OR UNSATISFACTORY PERFORMANCE IS BASED UPON THE DEGREE TO WHICH THE STUDENT ACHIEVES THE OBJECTIVES OF THE COURSE. The objectives have been formulated and are used to assist the student in focusing upon the learning experiences to be gained, and to evaluate the student in the actual client care setting.

Probation policy

A written probation notice is given to the student, by the instructor when it is necessary to indicate to the student that his/her behavior in the classroom or laboratory/clinical setting does not meet course and program objectives **(Appendix D, Student Contract/Notification Form).** A student may be on probation at any point during the program for any of the following reasons:

Academic Probation

Student has a grade point average of less than 2.0 in the program studying.

Progress Probation

1. **Absence** - Student has accumulated for more than 3% but less than 5% of the total instructional hours in the program, students are to be temporarily put on probation. Students are not allowed to have accumulated absence for more than 5% of the total instructional hours in the program.

2. **"No Call and No Show"** to the program.

3. **Physical Jeopardy** - defined as any action or inaction on the part of the student that threatens clients and/or another individual's physical well-being.

4. **Emotional Jeopardy -** defined as any action or inaction on the part of the student that threatens client's and/or another individual's emotional well-being.

5. **Failure** to meet specific course objectives and/or clinical objectives.

6. Demonstration of a **lack of personal or professional integrity and ethics** by repeatedly failing to accept responsibility for own actions.

Dismissal Policy

Southcal Career College reserves the right to terminate a student based on the following circumstances:

1. Non-compliance with course, program, and college policies.
2. Failure to maintain a "D" or better in all required classes
3. Attendance problems: Missing classes consecutively for two weeks and/or three consecutive absences without notifying the school.
4. Negligence or conduct contrary to accepted rules/standards of practice that might result in harm to a client in the clinical setting.
5. Failure to comply with the policies, procedures and standards of care of the facility where the student is assigned for clinical experience.
6. Abandonment of assignment is leaving an assigned clinical area prior to the end of the "clinical day" without the permission/knowledge of the assigned clinical instructor or program director.
7. Unsafe or incompetent laboratory/clinical practice
8. Falsification or failure to complete college admission information, such as, but not limited to medical form, CPR certification, and/or medical assisting/CNA/HHA student data sheet.
9. Non -payment of the tuition or fees due to Southcal Career College.
10. Any usage of illegal drugs, weapons or violent behavior.
11. Theft or deliberate destruction of school property.
12. Cheating, plagiarism or engaging in other academic dishonesty.
13. Sexual harassment.
14. Causing, attempting to cause, or threatening to cause physical injury to another person.
15. Unlawful harassment creating a hostile environment.

Policy on Academic Dishonesty

Academic dishonesty is defined as giving or receiving help during tests; submitting papers or reports which are not entirely the work of the reporting student; citing source material improperly. When a student is accused of academic dishonesty, the resolution of the accusation is between the instructor and the student. If the solution is unsatisfactory, there is an inherent right to appeal. The appeal shall be in accordance with the Student Grievance Procedure.

Policy on Collaboration

Each student will do all work independently and without collaboration. Any removal or copying of test items from the program, talking during testing, and/or collaboration on written papers will constitute violation of the ethical standards of the college will result in a grade of zero for the work.

Policy on Plagiarism

Assignments, papers, and homework are to reflect the student's knowledge of the topic after consulting various forms of resources. To avoid plagiarism proper documentation is required for any resources which are quoted or paraphrased. Plagiarism is considered a serious offense and is considered academic dishonesty.

Policy on Credit for Experiential Learning

Southcal Career College is a non-degree granting institution providing short term career training programs in the Fashion and Allied Health fields. Southcal Career College **does not** award credit for prior experiential learning.

LABORATORY/CLINICAL POLICIES

Allied health career programs are required to complete laboratory and clinical practicum hours in order to graduate from the program. These laboratory and clinical policies are pertaining to allied health career programs.

Essential Functions for Success in the Allied Health Career Programs

Students should be aware that the allied health career programs entail significant physical demands.

- ✓ The student must be capable of performing prolonged, extensive or considerable standing/walking and lifting, positioning, pushing and/or transferring patients including 8-12 hour shifts consistent with clinical facilities scheduling.
- ✓ Possess the ability to perform fine motor movements with hands and fingers.
- ✓ Possess the ability for extremely heavy effort; e.g., lift/carry 50 lbs. or more.
- ✓ Perform considerable reaching, stooping, bending, kneeling and crouching.

Infection Control Precautions

Each student will receive the training required by the OSHA blood-borne pathogens standard [29 CFR 1910.1030] when and if adopted by the State of California §CCR, Section 5193. Infection control is the responsibility of all students in allied health career programs. Failure to comply with infection control policies and practice may result in disciplinary action.

Student Health Status

Clinical agencies require students to have a current physical on file. Incoming students will have a complete physical exam processed no more than three months prior and on file in the office. A student diagnosed with an illness or pregnancy during progression in the program **must provide a medical release from their health care practitioner.** The release must state that the illness or pregnancy will not prevent their continuance in the program and **that there are no restrictions** on activity.

Criminal Background Check Requirement

All students enrolled in the Nursing Assistant Training Program and Home Health Aide Program are required to obtain live scan fingerprinting criminal background check and submit the live scan form to the California Department of Public Health (CDPH) prior to patient contact. The School Director will provide written verifications for all students who have been fingerprinting to the clinical agency. If the student has been convicted of a felony, the acceptance of the student's initial nursing assistant application to the California Department of Public Health will be based on the CDPH determination.

Malpractice Liability Insurance

Liability insurance is offered through a blanket college policy that provides malpractice insurance for all students enrolled in allied health career programs.

Clinical Assignments

In certain instances there are limitations imposed by clinical/affiliating agencies. Under these circumstances, adjustments need to be made in clinical assignments. Students must be prepared to accept an assignment to any facility being utilized by the program. Every effort will be made to provide advance notice of schedule changes so that students are able to make changes in child care, planning work, etc.

Care to Family Members or Relatives

Students are not permitted to give care during any regularly scheduled laboratory/clinical affiliation to members of their family or relatives who are hospitalized.

Student Injury Policy

Injuries sustained by allied health career programs students at the clinical facilities are to be reported to the instructor immediately. The instructor will report to the School Director. Injured student will be referred to the medical attention as needed.

Absences

Regular class attendance is a student obligation. **No right or privilege exists that permits a student to be absent from any given number of class meetings.** A student is responsible for all the work—including tests and written work—of all class meetings.

If a student is going to be absent from the assigned clinical agency or if arrival will be delayed, he/she must notify the instructor no later than thirty minutes prior to the hour of the scheduled arrival time. The method of instructor contact or area to leave messages will be given by the instructor during orientation to the clinical facility.

Tardiness

Although there are occasional times when tardiness occurs due to circumstances beyond an individual's control, repetitive tardiness is not acceptable behavior for allied health career programs students. Under these circumstances, the tardiness raises questions concerning the student's role responsibility and the following procedures will be implemented:

- ✓ On the day of the third tardy, the tardy will be recorded as one absence (either lecture or laboratory/clinical).
- ✓ This absence may affect satisfactory completion of a course by preventing the student from meeting objectives in the program.
- ✓ Excessive absences are grounds for dismissal from the program (see dismissal policy).

Special Circumstances

Students are not permitted to function in the laboratory/clinical agency unless a clinical instructor from the school is present and in charge.

Faculty Delay

If the faculty member is delayed and has not contacted the students within thirty minutes of the expected time of meeting, one student is to volunteer to notify the School Director of the delay at (626) 575-8580.

Clinical Dress Code

All statements are subject to specific regulations in a given agency or hospital.

A professional image is an important aspect of the role of an allied health care provider. Although style and fashion trends change for non-professional activities, general principles for daily student nurse dress codes do not. Failure to adhere to the dress code and good grooming will be interpreted as failure to adhere to practices protecting the health/safety of others and will result in failing from the program.

Hair

1. Hair must not impair vision
2. Hair must be styled so that it does not present a liability for spreading contamination of any kind. Hair must be styled so clients' anxiety is not increased based on appearance
3. Hair must be clean
4. Hair may only reach shoulder length with nothing hanging in the face or eyes at any time
5. Simple, unobtrusive hair accessories that are the same color of the hair or white may be worn
6. Style must not allow for hair that swings freely (i.e. no swishing ponytails)
7. Styles that involve heavy gel, spikes of any kind or length, or colors that do not reflect natural hair tones are not permitted.

Allied health care providers should never be a source of contamination. The following items are potential contaminants:

1. Acrylic nails are proven to be sources of contamination
2. Any opening into the body creates a portal for potential infection or carrier status for organisms.
3. Nail polish, if worn, must be a light color and in good repair.
4. Nails are to be clean, neat, short in length, natural and appropriate for daytime wear in a professional environment and must conform to facility guidelines/requirements
5. The only visible jewelry permitted, which involves piercing, is small earrings. Earrings may not dangle in the lobe of the ear. Only 1 pair of earrings may be worn at a time.

Uniforms

The uniform identifies an individual as a student in the Southcal Career College and reflects a positive and professional image of the individual and the school.

Each student is expected to be in a full, clean, pressed uniform when in the clinical agency/unit with Southcal Career College photo ID in place. Clean uniforms will be worn on campus during skills days per instructor.

Women

1. White, tailored, one-piece, short or three-quarter sleeved uniform dress or a uniform pant-suit.
2. Dress hem length is to be at or below the center of the knee and appropriate for clinical activities.
3. Pants suit top should be of sufficient length to cover the upper body torso and hips.
4. No scrubs, shorts, culottes, or leggings.
5. White maternity nurse's uniform may be worn by pregnant women.
6. Undergarments should be all white including full length slip under dresses.

Men

1. White short-sleeved uniform.
2. White washable trousers; uniform type, no jeans or scrub pants.
3. No scrubs shirts or shorts.
4. Solid, white T shirt should be worn beneath uniform top

Identification

All students are required to wear a Southcal Career College Photo I.D. badge at all times while in the clinical setting including hospitals, long-term care facilities, clinics and/or at any clinical-related activity (i.e. conferences). Please note some clinical agencies require their own photo I.D. badge.

Shoes & Hose

1. All-white leather oxford or loafer type.
2. NO canvas tennis shoes
3. NO clogs, sandals, high heels, open toes, sling or open back, high-tops, or boots are permitted.
4. White leather tennis shoes with white soles are permitted but without any colored trim or manufacturer's colored ID.
5. Shoes are to be clean, including laces, at all times.
6. Women: skin colored/neutral hose, or plain white socks with uniform pantsuit; no patterns or colored trim.
7. Men: plain white socks.

Cover Garments

1. White lab coat (with emblem) are allowed while working in the clinical units.
2. Cover jackets may be worn in accordance with hospital policy.
3. No sweaters may be worn with the uniform.

Accessories

1. White fanny-packs are allowed.
2. A watch with a sweep second hand.

Jewelry

Any opening into the body creates a portal for potential infection or carrier status for organisms. Because of this, the only permitted visible jewelry, that involves piercing are small earrings that do not dangle from the lobe of the ear. Only 1 pair of earrings may be worn at a time. The only authorized jewelry to be worn while in the clinical setting is a plain band-type ring and post earrings. Only one pair for clip/pierced ears is permitted and needs to be 5 mm. or smaller in size. Placement of earrings is to be in the earlobe only. No necklaces. Male students may wear one earring in one ear as long as the standards of size and placement are maintained. Body piercing ornaments/jewelry is not permitted (i.e. nose, tongue, umbilical). **Tattoos cannot be visible**.

Clinical Sites

The following clinical sites are contracted with Southcal Career College to provide clinical practicum training to students who enroll in Nursing Assistant Training Program or Home Health Aide Program:

1. El Encanto Healthcare Center Nursing Home
   Address: 555 S El Encanto Rd, City of Industry, CA 91745
2. Keiro Nursing Home
   Address: 2221 Lincoln Park Ave Los Angeles, California 90031.
3. Tender Care Home Health Services
   Address: 208 West Las Tunas Drive, San Gabriel, CA 91776

GRIEVANCE POLICY

A grievance procedure defines an administrative process through which students or employees may seek resolution of complaints or grievances arising from a decision made about them.

Informal Procedure

A student who has a complaint or request is expected first to resolve the complaint informally. The effort must include discussions with the specific instructor, or staff member involved. A demonstrated lack of good faith by any party in attempting to resolve complaints informally may be considered with all other factors in reaching an ultimate decision on the merits of any grievance.

Formal Procedure

If all reasonable informal efforts to resolve the complaint fail, a student may formalize it as a grievance. A formal grievance must be filed within 45 days from the time the student believes, or reasonably should have known, that an occurrence has affected his/her status. This period of 45 days includes all informal efforts to resolve the grievance. The student must submit the grievance in writing to the School Director. The School Director will conduct an investigation of the grievance and may interview the student for further clarification. After the investigation, the School Director may either grant or deny the redress sought or provide remedies. The decision will be issued no later than 14 days following receipt of the written grievance. If the School Director does not grant redress satisfactory to the student, the student has 14 days to appeal the decision to the college Chief Executive Officer upon written receipt of the appeal. The Chief Executive Officer has 14 days to notify the student of his decision, either grant or deny the redress sought or provide other remedies. The Chief Executive Officer's decision is final. The student will be further advised that any unresolved grievances may be directed to the Bureau for Private Postsecondary Education.

FEES AND TUITION

Total cost of tuition depends upon the program you wish to take. Below is the cost of different programs.

Fashion Career Programs

(Remark: Due to budget constraint, Fashion Career Programs are temporarily not accepting any application).

There is a one-time $100 nonrefundable registration fee for all students. STRF fee is nonrefundable.

	Tuition Fee	Registra-tion Fee	Book Fee	Tools Fee	Materials Fee	STRF Fee	Total Fee
Fashion Design (504 hours in 42 weeks)	$5,880	$100	$70	$50	$100	$20	$6,220
Computer Aided Pattern Making Design (504 hours in 42 weeks)	$5,880	$100	$55	$100	$100	$20	$6,255
Pattern Making Design (360 hours in 20 weeks)	$3,480	$100	$70	$120	$150	$10	$3,930

Tuition and fee are subject to change without further notification.

Allied Health Career Programs

There is a one-time $100 non-refundable registration fee for all students. STRF fee is nonrefundable.

	Tuition Fee	Registra-tion Fee	Book Fee	STRF Fee	Total Fee
CNA Training Program (150 hours in 11 weeks)	$2,325	$100	$140	$10	$2,575
HHA Training Program (40 hours in 4 weeks)	$850	$100	$45	$5	$1,000
Medical Assistant Program (415 +160 hours in 27 weeks)	$9,060	$100	$400	$25	$9,585

Tuition and fee are subject to change without further notification.

STUDENT RIGHTS AND RESPONSIBILITIES – STUDENT TUITION RECOVERY FUND (STRF)

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

1. The school closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeda under a federally quaranteed 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. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-day prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a Violation of the Act.

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

GRADUATION POLICY

In order to graduate, a student must complete the whole program with passing grades within a maximum time schedule in three to ten months, depending upon each subject course and program. Each student must also fulfill all academic, financial and/or other obligations. Upon completion of the training course or program, each qualified student will receive a Certificate of Award or a Diploma.

GRADUATION REQUIREMENTS

Allied Health Career Programs

Students enrolled in the Allied Health Programs must complete all required courses and achieve a minimum grade point average of 2.0 in order to be graduated. Following completion of the nursing assistant training program, graduates will be qualified to take the Statewide Nursing Assistant Competency Examination to become a Certified Nursing Assistant.

Fashion Career Programs

A passing grade of "D" or above is required for all the courses (Fashion design, Pattern making design, Computer aided pattern design). All grades appearing on the official transcript are used in calculating the Grade Point Average (GPA). An incomplete grade will apply when a student is unable to complete the whole course or is unable to take the final exam. An incomplete grade can be made up within one year as requested by the student. Otherwise, the student will receive an "F" grade on their record. Students also need to complete 95% of the total instructional hours to meet the graduation requirements. **(Remark: Due to budget constraint, Fashion Career Programs are temporarily not accepting any application)**.

TRANSFERABILITY OF CREDITS AND CREDENTIALS

The transferability of credits you earn at Southcal Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the enrolled program at the Southcal Career College is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this school is 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 school will meet your educational goals. This may include contacting the institutions to which you may seek to transfer after attend Southcal Career College to determine if your diploma or certificate will transfer.

STUDENT SERVICES

Financial Aid Programs

Southcal Career College does not participate in any federal and state financial aid programs, so students are **not eligible** to receive either federal or state student loans or financial aid to attend the college. If a student obtains a loan to pay for an educational program, the student is responsible for repaying the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Multi-Media Learning Lab and Library

Southcal Career College has Multi-Media Learning Lab and Library provides TVs, VCRs, DVD players, and personal computers for students to utilize in order to enhance students' learning by watching or reviewing some teaching videotapes and computer programs. will provide the library services. Reference books and periodicals from related fields are available for students to utilize (Refer to the Catalog, p. 4 and 5 for detail information).

Student Housing

Southcal Career College does not on-campus housing for students. Southcal Career College has no responsibility to find or assist students with housing. However, many apartments are available and located within 2-3 miles distances form the school. Students should not have difficulty finding accommodations near campus. The approximate cost of leasing is from $900 to $1200 per month.

JOB PLACEMENT AND CAREER PLANNING ASSISTANCE

Southcal Career College will provide academic, career and personal counseling. If the student needs additional help, the instructor will arrange the necessary time for personal tutoring. Southcal Career College will assist in preparing our graduates into the related fields through counseling, referral, resume/employment application form preparation, and interview skills. Certain fees may be applied for additional services, such as individualize one-on-one interview skills training. Southcal Career College does not guarantee employment placement due to discretion of potential employers.

RETENTION OF STUDENT RECORDS

As a non-degree granting institution, all students' records will be retained for 5 years.

LANGUAGE PROFICIENCY INFORMATION

Southcal Career College does not offer ESL classes. If students need additional help, the instructor will arrange the necessary time for personal tutoring. All textbooks, handouts, and teaching materials used in career training programs are written in English. Due to unique English/Chinese bilingual background of some instructors, some instructors will translate English into Chinese when students requesting instructor to speak Chinese.

As a result, the level of Chinese proficiency of these instructors is measured by using the ILR (Interagency Language Roundtable) Skill Level for Translation Performance. After the rating, these instructors are at the **Professional Performance Level,** which they combine competency and expertise to produce an accurate and reliable translation.

The Interagency Language Roundtable (ILR)

The Interagency Language Roundtable (ILR) is an unfunded Federal interagency organization established for the coordination and sharing of information about language-related activities at the Federal level. It serves as the premier way for departments and agencies of the Federal government to keep abreast of the progress and implementation of techniques and technology for language learning, language use, language testing and other language-related activities. (http://www.govtilr.org/skills/AdoptedILRTranslationGuidelines.htm)

Translation is the process of transferring text from one language into another. It is a complex skill requiring several abilities. A successful translation is one that conveys the explicit and implicit meaning of the source language into the target language as fully and accurately as possible. An individual's translation performance level depends on (1) command of two languages, (2) ability to exercise congruity judgment and apply a translation methodology, (3) familiarity with the cultural context of both languages, (4) knowledge of terminology in specialized fields, and (5) ability to finalize the product within time constraints and according to specifications.

Skill Level Descriptions for Translation

Individuals should be assigned to tasks within their performance range. To facilitate this correspondence, the Skill Level Descriptions for Translation are divided into three bands: Minimal Performance (levels 0+ to 1+), Limited Performance (levels 2 and 2+), and Professional Performance (levels 3 to 5).

Examples of tasks and texts appropriate for each level are provided. Each level implies control of all functions at the lower levels. The "plus level" designation is used to describe performance which substantially exceeds the next lower skill level but for any reason does not fully meet the criteria for the next higher level.

The **Minimal Performance Levels** (0+ to 1+) are characterized by weaknesses in all of the requisite skills. Translation is not possible at these levels.

The **Limited Performance Levels** (2 to 2+) are characterized by weaknesses in one or more of the requisite skills. Renditions prepared by individuals at these levels should not be considered

professional translations, and should be subject to rigorous quality control with feedback as a means of development toward professional status.

It is at the **Professional Performance Level 3** that all necessary skills begin to align and enable production of a reasonably accurate and reliable translation.

At **Professional Performance Level 4** (and above) an individual's competence and expertise combine to produce an accurate and reliable translation of a variety of texts ranging from simple to complex.

Rating the Level

Level 5 (Professional Performance) :
Can successfully translate virtually all texts, including those where lack of linguistic and cultural parallelism between the source language and the target language requires precise congruity judgments and the ability to apply a translation methodology. Expression is flawless. At this level, the translator consistently excels in a number of specialties, and is generally regarded as one of the arbiters of translating very high level language by persons competent in dealing with such material. Nonetheless, the resulting product may be subject to quality control.

Level 4+ (Professional Performance Plus) :
Can successfully apply a translation methodology to translate texts that contain highly original and special purpose language (such as that contained in religious sermons, literary prose, and poetry). At this level, a successful performance requires not only conveying content and register but also capturing to the greatest extent all nuances intended in the source document. Expression is virtually flawless. Can produce fully accurate translations in a number of subject fields. When the need arises to perform in areas outside of specialization, a translator at this level is able to reach a successful level of performance given the time necessary for acquiring the relevant knowledge of the subject matter. The resulting product is a professional translation which may be subject to quality control.

Level 4 (Professional Performance) :
Can successfully apply a translation methodology to translate a wide variety of complex texts that contain difficult, abstract, idiomatic, highly technical, and colloquial writing. Able to capture subtleties, nuances, and tone and register (such as official, formal, and informal writing). Such texts range from commentary reflecting a specific culture to analysis and argumentation. Linguistic knowledge and familiarity with source language norms enable an individual at this level to translate handwritten documents and other texts that represent spontaneous expression characteristic of native speakers. Expression reflects native usage and consistent control of target language conventions. Can translate materials outside the individual's specialties, but may not reach the absolute subject matter accuracy of the specialist in the given field. The resulting product is a professional translation which may be subject to quality control.

Level 3+ (Professional Performance) :
Can generally translate a variety of texts, such as many scientific or financial reports, some legal documents and some colloquial writings. Can convey the meaning of many socio-cultural elements embedded in a text as well as most nuances and relatively infrequent lexical and syntactic items of

the source language. Expression reflects target language norms and usage. May be able to operate in fields outside areas of specialty. The resulting product is a draft translation, subject to quality control.

Level 3 (Professional Performance) :
Can translate texts that contain not only facts but also abstract language, showing an emerging ability to capture their intended implications and many nuances. Such texts usually contain situations and events which are subject to value judgments of a personal or institutional kind, as in some newspaper editorials, propaganda tracts, and evaluations of projects. Linguistic knowledge of both the terminology and the means of expression specific to a subject field is strong enough to allow the translator to operate successfully within that field. Word choice and expression generally adhere to target language norms and rarely obscure meaning. The resulting product is a draft translation, subject to quality control.

Level 2+ (Limited Performance):
Can render straightforward texts dealing with everyday matters that include statements of fact as well as some judgments, opinion, or other elements which entail more than direct exposition, but do not contain figurative language, complicated concepts, complex sentence structures, or instances of syntactic or semantic skewing. In these types of texts, the individual can read source language materials and render them accurately into the target language, conveying the key points and/or main ideas, supporting facts, most of the details, and some nuances. Can usually operate in more than one narrowly defined subject field, using both linguistic knowledge of the languages involved and familiarity with the subject matter. A tendency to adhere to source language structures may result in target language expressions that may appear to be correct but are awkward or perhaps unidiomatic. Such expressions may sometimes obscure meaning. The resulting product is not a professional translation and must be subject to quality control.

Level 2 (Limited Performance) :
Able to render into the target language some straightforward, factual texts in the standard variety of the source language. Can typically render accurately uncomplicated prose (such as that used in short identification documents, simple letters, instructions, and some narrative reports) that does not contain figurative language, complex sentence structures, embedding, or instances of syntactic or semantic skewing. Can normally rely on knowledge of the subject matter to operate within one given subject field, consisting of a narrow body of material that is routine, repetitive, and often predictable. Expression in the target language may be faulty, frequently reflecting the structure and word order of the source language. To the extent that faulty expression may obscure or distort meaning, accuracy will suffer. The resulting product is not a professional translation and must be submitted to quality control.

Level 1+ (Minimal Performance):
Able to scan source language texts for specific categories, topics, key points and/or main ideas, generally rendering an accurate report on these but often missing supporting facts and details. Can to some extent render factual materials, such as records or database entries, often relying on real-world knowledge or familiarity with the subject matter. Oversight and review of the product are necessary.

Level 1 (Minimal Performance):
Able to make word by word transfers, not always with accuracy. May be able to identify documents by their label or headings and scan graphic materials, such as charts and diagrams, for items of specific interest. Constant oversight and review of the product are necessary.

Level 0+ (Minimal Performance)
Able to transfer very little information from one language into another, usually representing isolated words and/or phrases. Accuracy is haphazard. Constant oversight is required.

Level 0 (Performance)
Has no practical ability to transfer information from one language into another.

FACULTY

The Southcal Career College faculty is made up of highly trained professionals. Our entire faculty graduated from an accredited colleges or universities in the United States with many years experience, education, and training in current practices of subject they are teaching. They also maintain their knowledge by completing CE courses that are related to subject they are teaching. Faculty who teach Nursing Assistant Training Program and Home Health Aide Program are currently practicing registered nurse (RN) and approved by the California Department of Public Health.

Faculty Introduction

Allied Health Career Programs

Susie Chen, DNP, MN, MA, RN
Dr. Chen received her Doctor Degree in Nursing Practice from the Western University of Health Sciences, Master Degree in Nursing from UCLA and Master Degree in Teaching from Oklahoma City University. She is approved as nursing instructor from the Board of Registered Nursing, Board of Vocational Nursing and Psychiatric Technician, California Department of Public Health. She is also approved as Nursing Director from the Board of Registered Nursing and Board of Vocational Nursing and Psychiatric Technician. She has more than 25 years teaching experiences in the different level of nursing education, including CNA, LVN, ADN, BSN, and MSN.

Sheila Huang, RN
Ms. Huang graduated from East Los Angeles College Associate Degree Registered Nursing Program. She has more than 8 years clinical experience working as a RN in the fields of Home Health and Medical Surgical unit. She is approved by the California Department of Public Health to teach Home Health Aide Program.

Tsuiling Tsai, LVN, RN
Ms. Tsai graduated from Mount San Antonio College Associate Degree Registered Nursing Program and is now pursuing her higher education studying in the BSN Program at the California State University, Fullerton. She has more than 10 years working experience as LVN and RN. She is approved by the California Department of Public Health to teach Nursing Assistant Training Program. She has been teaching Nursing Assistant Training Program for more than 6 years.

Fashion Career Programs

Remark: Due to budget constraint, Fashion Career Programs are temporarily not accepting any application. As a result, the current faculty list may not be valid when the program is accepting application. Therefore the school decided not to provide faculty list to the public.

DESCRIPTION OF PROGRAMS

Allied Health Career Programs

Nursing Assistant Training Program

Objectives

Nursing Assistant Training Program is to prepare the student for California Certification as a **CNA**. It is designed to provide the student with job skills needed to become qualified CNA to work with residents of long term care facilities and patients in hospitals. Upon successful completion of the course, they will be eligible to take the Competency Examination for certification through the California Department of Public Health.

Job Title

Certified Nursing Assistant (CNA)

Prerequisite

CPR for Healthcare Provider Card

Total Instructional Hours

The program consists of 50-hour theory and 100-hour clinical practicum

Course Description

The Certified Nursing Assistant Program is designed to provide the students with both theoretical knowledge and clinical experience in the field of long-term care nursing. The theoretical content presents the concepts that are basic to nursing assistant and principles underlying the psychophysiologic aspects of resident care. The clinical experience will provide the students the opportunity to increase their awareness of the role of the nursing assistant within the healthcare team, to improve communication skills, and to master basic nursing skills and procedures.

The program is designed according to Title 22, California Code of Regulation, Chapter 2.5 Article 3 §71835(n), which consists of 50-hour theory, and 100-hour clinical practicum. Upon successful completion of 150 hours instruction, students are eligible to take the Statewide Nursing Assistant Competency Evaluation Examination to become a Certified Nursing Assistant.

Module 1 Introduction

Minimum Number of Hours: Theory 2, Clinical 0.
This module covers the introduction of health care, including the history, health care facilities, health care organization, health care team, chain of command, and the nursing team. The role of nursing assistant and professionalism are also discussed.

Module 2 Patients' Rights

Minimum Number of Hours: Theory 2, Clinical 1.
This module covers the information of ethics, legal issues and law, advanced directives, the patient's Bill of Rights, resident rights, and patient abuse.

Module 3 Interpersonal skills

Minimum Number of Hours: Theory 2, Clinical 0.
This module covers the information of verbal and nonverbal communication, effective communication, communication blocks, and communication impairments, including the communication with the vision-impaired patient, hearing-impaired patient, speech-impaired patient, and confused patient.

Module 4 Prevention and management of catastrophe and unusual occurrences

Minimum Number of Hours: Theory 1, Clinical 1.
This module covers the information of the different types of accidents, risk factors, restraints, accident prevention, reporting accidents and errors, fire safety, and emergency management planning. Patient's environment including furniture and equipment, care and use for cleaning equipment, and maintaining patient's unit are also discussed.

Module 5 Body mechanics

Minimum Number of Hours: Theory 2, Clinical 4.
This module covers the information of basic principles of body mechanics and the guidelines for correct body mechanics. Transfer techniques, ambulation, and positioning techniques are also discussed.

Module 6 Medical and surgical asepsis

Minimum Number of Hours: Theory 2, Clinical 8.
This module covers the information of the importance of infection control, microorganisms, infections and how they occur, preventing the spread of infection, medical asepsis, the important of handwashing, isolation precautions, isolation procedures, protective procedures, a holistic approach to isolation, and bloodborne pathogens standard.

Module 7 Weights and measures

Minimum Number of Hours: Theory 1, Clinical 1.

This module covers the basic measuring systems including metric and household system, their conversion.

Module 8 Patient care skills

Minimum Number of Hours: Theory 14, Clinical 44.
Patient care skills include patient's elimination needs, bathing, personal care and hygiene skills.

Module 9 Patient care procedures

Minimum Number of Hours: Theory 7, Clinical 20.
Patient care procedures include patient admission, transfer, and discharge, care the patient with tubing, bed making, collecting specimen, cleansing enemas, bandaging, measuring patient's weight and height, and fluids intake and output. The exercise of I & O will be practiced during the lecture. and discharge

Module 10 Vital signs

Minimum Number of Hours: Theory 3, Clinical 6.
Temperature, pulse, respiration, and blood pressure are discussed in this module.

Module 11 Nutrition

Minimum Number of Hours: Theory 2, Clinical 6.
This module covers the information of the food guide pyramid, types of diet, factors affecting diet, and assisting patient in feeding.

Module 12 Emergency procedures

Minimum Number of Hours: Theory 2, Clinical 1.
This module covers the information of basic first aid, emergency assessment, basic life support, airway obstruction, and emergency care of cardiopulmonary arrest, hemorrhage, shock, seizure, and a stroke.

Module 13 Long term care patient

Minimum Number of Hours: Theory 2, Clinical 0.
This module covers the information of growth and development of an old age client, the aging process, the needs of the geriatric patient, basic human needs, common health problems, and care the patient with dementia and alzheimer's disease.

Module 14 Rehabilitative nursing

Minimum Number of Hours: Theory 2, Clinical 4.
Rehabilitative nursing includes the information of the rehabilitative team, special equipment, restorative measures, rang of motion exercises, and the promotion of health and wellness.

Module 15 Observation and charting

Minimum Number of Hours: Theory 4, Clinical 4.
The module covers both observation and charting, including the importance of observation, reporting, recording, and care plan.

Module 16 Death and dying

Minimum Number of Hours: Theory 2, Clinical 0.
Death and dying cover the information of the advanced directives, the stages of grief, the attitudes toward death and dying, hospice, the needs of the dying patient, signs of impending death, care of the family and other patients, and the postmortem care.

Length and Duration of Program

The program consists of 50-hour theory, and 100-hour clinical practicum within 11-week.

Instruction Methodology

Multiple instruction methodologies will be used in this program. They include but are not limited to: lecture/discussion, demonstration/return demonstration, audio-visual materials, handouts, overheads, clinical conferences, and clinical assignments reflecting theoretical concepts presented in theory, and written and oral feedback on assignments.

Evaluation

To pass the program, students need to pass the clinical practicum and psychomotor skills test with "Satisfactory" level and the written test with minimum score of 60%. Lecture/theory grade is based on quizzes and final exam as quizzes 70% and final exam 30%. Students who did not pass the test, they need to be placed in a remediation program to review the content and/or skills on campus and retake either or both tests within 10 working days. (Refer to Grading Standards Policy and program syllabus)

Home Health Aide Training Program

Objectives

This program prepares the caregiver to provide personal care for the patient in the home setting. This course consists of both classroom instruction and clinical practice and is designed according to Title 22, California Code of Regulation, Division 5, Chapter 6, Article 5, §74747, which consists of 20-hour theory, and 20-hour clinical practicum.

Job Title

Certified Home Health Aide (HHA)

Prerequisite

Certified as a CNA
CPR for Healthcare Provider Card

Total Instructional Hours

The program consists of 20-hour theory and 20-hour clinical practicum

Course Description

This program prepares the caregiver to provide personal care for the patient in the home setting. This course consists of both classroom instruction and clinical practice and is designed according to Title 22, California Code of Regulation, Division 5, Chapter 6, Article 5, §74747, which consists of 20-hour theory, and 20-hour clinical practicum. Upon successful completion of the program, students are eligible to receive HHA Certificate from the California Department of Public Health.

Modules

According to Title 22, California Code of Regulation, Division 5, Chapter 6, Article 5, §74747, there are 5 Modules in the Home Health Aide Program:

Module 1 Introduction to Aide and Agency Role

Minimum Number or Hours: Theory 2 Clinical 0.
The purpose of this module is to acquaint the student with the practice of home health care.

Module 2 Interpretation or Medical & Social Needs or Clients

Minimum Number or Hours: Theory 5, Clinical 0.
The purpose of this module is to examine physical changes, developmental needs, and common disease processes found in the home health care client. The impact of illness on the client's and family's physical, emotional and psychological health is also examined. The importance of client and family rights and privacy are emphasized. Effects of terminal illness on the family unit and the role of the HHA in providing a caring and supportive environment are discussed.

Module 3 Personal Care Services

Minimum Number of Hours: Theory 5, Clinical l5.
The purpose of this module is to provide the CNA with expanded knowledge of safety and personal care as it is delivered in the home. Personal care skills, body mechanics, safety and emergency procedures are reviewed, and methods to improvise and adapt these procedures for the home care client are presented.

Module 4 Nutrition

Minimum Number of Hours: Theory 5, Clinical 3.
The purpose of this module is to examine the dietary requirements of the client, respecting, budgetary, environmental, and personal resources. This module includes the food pyramid and common therapeutic diets as planned and prepared in the home setting. Recognition of personal preferences, cultural and religious dietary practices is discussed.

Module 5 Cleaning and Care Tasks in the Home

Minimum Number of Hours: Theory 3, Clinical 2.
The purpose of this module is to provide learning experiences for the HHA that will enable them to maintain a clean, safe, and healthy environment for the home care client. Consideration for the client, the client's home, and family is emphasized. This unit presents information on environmental safety as well as procedures and guidelines for completing household tasks.

Length and Duration of Program

The program consists of 20-hour theory, and 20-hour clinical practicum within 4-week.

Instruction Methodology

Multiple instructional methodologies will be used in this program. They include but are not limited to: lecture/discussion, demonstration/return demonstration, audio-visual materials, handouts, overheads, clinical conferences, and clinical assignments reflecting theoretical concepts presented in theory, and written and oral feedback on assignments.

Evaluation

In order to pass the program, students are required to pass the clinical practicum with "Satisfactory" level and the written test with minimum score of 60%. Lecture/theory grade is based on the final exam. Students who did not pass the final exam, they need to be placed in the remediation program to review the content and/or skills in the Skills Lab on campus and retake either or both tests within 10 working days (Refer to Grading Standards Policy and course syllabus).

Medical Assistant Program

Objective

A medical assistant (MA) is an integral multi-skilled member of the health care team, working under the supervision of the health care provider. The medical assistant has an interdependent role acting as an agent for the health care provider and a consumer advocate by providing professional and technical support in an empathetic and caring manner.

The objective of the Medical Assistant program is to prepare students with the knowledge, technical skills, and work habits required for entry-level positions in medical or optometry offices, outpatient clinic, or hospital environment. The student will receive theoretical, laboratory, and clinical instruction in administrative and clinical office procedures, medical laboratory tests and procedures, human anatomy, medical terminology, patient psychology, medical ethics, medical law, and pharmacology. Graduates of this program perform duties under the direction of the physician in private or group practices, clinics, and other medical facilities.

Job Title

Medical Assistant
Administrative Medical Assistant
Clinical Medical Assistant

Other related occupation/job titles are:

- Clinical Back-Office Assistant
- Medical Laboratory Technician
- Pulmonary Function Testing Technician
- Office Manager
- Electrocardiogram Technician
- Medical Transcriptionist
- Hospital Admissions Coordinator
- Medical Records Technologist
- Physical Therapy Technician

Prerequisite

None.

Total Instructional Hours

This program consists total 415 hours be provided in classroom learning activities and practice in-lab situations and 160 hours non-paid externship experience in physician clinic.

Course Description

The entire Medical Assistant curriculum content is divided into three components, including Core, Administrative and Clinical. Each component is designed individually and divided into modules. Each model is organized into topics.

The Component I – Core curriculum is mandated that every Medical Assistant students need to complete in order to move to the Administrative and Clinical curriculum. After completion of the Core curriculum, students receive initial training to work as the front office receptionist, the Component II – Administrative curriculum. They receive training in aspects of the financial and insurance environment of a physician's office. The major administrative duties include answering telephones, scheduling appointments, greeting patients, updating the doctor’s findings in patient charts and filing patient medical records, filling out and process insurance forms, handling

correspondence, ordering supplies, arranging for hospital admission and laboratory services, and handling billing, collections, and bookkeeping, etc.

After the training of the Administrative curriculum, they are trained to work with a physician as he/she works with clients in the back office, the Component III – Clinical curriculum. The students learn to obtain vital signs, a brief medical history, and help the physician with minor medical procedures that are performed in the office. The major Clinical duties including taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical Assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medication and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, remove sutures, and change dressings. Medical Assistants may also arrange examining room instruments and equipment, purchase and maintain supplies, etc.

Southcal Career College also offers an externship Program for medical assistants. Once a student has successfully completed all components of Administrative and Clinical curricula, the student can petition to be placed in a physician's office for 160 hours of on-site (non paid) work experience.

Component I – Core Curriculum

	Module	**Clock Hours**
A	Introducing to Medical Assisting	16
B	Terminology, Anatomy and Physiology	40
C	Safety	8
D	Screening and Appointments	3
E	Computers	54
F	Medical Office Emergency/CPR	20
G	Job Search	6
H	Introduction to Medical Insurance	6
I	Performance Improvement	2
	Total	**155**

Component II – Administrative Curriculum

	Module	**Clock Hours**
A	Medical Office Receptionist	29
B	Medical Office Record	18
C	Medical Office Finances	18
D	Medical Office Insurance Billing	45
E	Medical Office Management	10
	Total	**120**

Component III – Clinical Curriculum

	Module	**Clock Hours**
A	Exam Room Procedures	46
B	Specialty Procedure	27
C	Pharmacology	24
D	Minor Office Surgery	12
E	Laboratory Procedures	28
F	Nutrition	2
G	Patient Education	1
	Total	**140**

Length and Duration of Program

This Medical Assistant program is a 27-week program that consists total 415 hours be provided in classroom learning activities and practice in-lab situations and 160 hours externship experience is applied to the physician clinic, which provides the students with necessary skills for practice.

These 415 hours are distributed into 23 weeks with first 8-week learning the Core curriculum, week 9 thru week 15 learning the Administrative curriculum, and week 16 thru week 23 learning the Clinical curriculum. Externship is implemented from week 24 to week 27. And the week 28 is the last week for graduation ceremony.

Instruction Methodology

Multiple instructional methodologies will be used in this program. They include but are not limited to: lecture/discussion, demonstration/return demonstration, audio-visual materials, handouts, overheads, conferences, and lab assignments reflecting theoretical concepts presented in theory, and written and oral feedback on assignments.

Evaluation

To pass the program, students need to pass the Lab with "Satisfactory" level and the written test with minimum of 75%. Theory grade is based on quizzes, mid-term, and final exam as quizzes 50%, mid-term 20%, and final exam 30%.The laboratory section must be passed in order to receive credit for theory; the theory must be passed in order to receive credit for the laboratory.

Failure in any component demonstrates a learning deficit and necessity for remediation. The instructor and student will mutually develop a remediation contract. This remediation contract must be completed and approved by the instructor. A readmission application is then submitted. The completed remediation plan and readmission application is reviewed by the School Director prior to re-entry into the component and continuation in the program based on the space availability. Student who do not complete a component, or who fail a component must return to successfully complete that component before progressing to the next component. Any reason for not completing a component (whether a failure or withdrawal) is considered a program entry. Students are allowed to repeat one component only. Remediation contract completion must be completed within one-year from the time the plan is written. Failure to complete this plan in the time frame of one-year or less

may necessitate retaking the entire program. Success in the program requires a timely completion of previous course work and an excessive delay in re-entry to the program will make success less likely.

For Externship

Students who are in externship are represent school, therefore must meet the minimum competency level as an entry level Medical Assistant. At the end of the externship, the faculty will evaluate each student based on the externship clinical objectives. To pass the program, students need to pass the externship with "Satisfactory" level (Refer to Grading Standards Policy and course syllabus).

DESCRIPTION OF PROGRAMS

Fashion Career Programs

(Remark: Due to budget constraint, Fashion Career Programs are temporarily not accepting any application).

Fashion Design Course

Objective

To provide training and instruction in fashion design, fashion illustration, developing a line, colors, fabrics and specialty design categories.

Fashion illustration (252 hours, 21 weeks)

Students will learn how to draw human forms in a full range of movement, as well as render proportionate sketches of fashion garments and fabric designs. Usage of a full range of color media, including ink, markers and color pencils. Students will learn how to produce industry-like presentation boards.

Fabric science (84 hours, 7 weeks)

Students will understand the elements and substances that compose the materials, and introduces students to the science of textiles. Students will learn how to identify fiber types, construction, dyeing, finishing and chemical breakdowns of natural and synthetic fabrics. Textile sketches and color theory also will be taught.

Line development (84 Hours, 7 weeks)

Students learn how to create their own line of clothing within given deadlines, markets, budgets and seasons. They will also learn how to complete a cost sheet that provides basic

information on the sample.

Specialty design (84 hours, 7 weeks)

Students will learn different specialty design categories such as children's wear, men's wear, junior, petite, large and half sizes, maternity, and bridal.

Job Titles:

Students who complete the fashion design course may enter the industry as a designer or an assistant designer.

Length of program: Total hours: 504 lecture hours

Sequence and frequency of class: 42 weeks, Tuesday & Thursday. 9:30 am -3:30 pm

Instruction Methodology:

Multiple instructional methodologies will be used in this course. They include but are not limited to: lecture/discussion, demonstration/return demonstration, group activities, and written and oral feedback on assignments. The instructor introduces the class to exciting applications of fashion merchandising and design and to sample projects completed by former students. Instructor asks students to name and describe as many applications of fashion as possible. The instructor discusses, demonstrates and outlines safety procedures in laboratory activities and the use of tools and machine. Instructor outlines class operational procedures, including projects to be completed by individual students and those designed by group participation. Group projects are designed to allow each student to complete each step and learn all the academic and technical information for that step.

Evaluation: Students will be evaluated as follows:

Evaluation Criteria	Method of Evaluation
Daily participation	Attendance, class behavior, participation, lab work, journals
Projects	Portfolios, written and oral presentations, quality of finished project
Tests	Unit tests on related technical and academic knowledge and practical problems
Midterm	Research paper, timeline banner, and presentation of favorite fashion designer.
Final	1. Pre-Presentation: Power Point of Business proposal 2. Mood Board and original sketch for viewing 3. Research paper on the decade of fashion that influenced project 4. Lab: Design and Construct project 5. Final Presentation: Project Runway

Computer Aided Pattern Design Course

Objectives

To provide training and instruction of computer aided pattern design, manual pattern making knowledge is required to attend this class. Students will learn GERBER AccuMARK system computer technology.

System Management (42 hours, 3.5 weeks)

Students will be introduced to the Gerber System, learn how to create their own storage area. They will also learn how to set up user environment, notch and rule table.

Grading: (84 hours, 7 weeks)

Students will learn how to write grade rules, digitizing pieces, and check grading through piece verify. They also will know how to check and modify existing grading through rule table editor.

Marking (84 hours, 7 weeks)

Students will learn how to prepare a marker such as model editor, annotation editor, laylimits, order editor. They will learn how to create the most effective markers by utilizing computer techniques.

Use of Plotter (42 hours, 3.5 weeks)

Students will learn how to set up piece and marker plot parameters, annotation, piece plot order, marker plot order and view marker plot. This lesson also will teach students how to operate the plotter in the correct procedures.

Pattern Design system (P.D.S.) (252 hours, 21 weeks)

Students will learn how to use computer to create and modify pattern pieces. This class begins with input pattern pieces through Silhouette. During these lessons that students will learn pop up menu, data manage menu, measure pieces, working with blocks, lines, points, macros, and grading.

Job Titles:

Students complete the Computer Aided Pattern Design course and will qualify as Computer Pattern Makers, Computer Graders, and Computer Marker Makers.

Length of program:

Total hours: 504 hours (252 hours in lecture and 252 hours in lab).

Sequence and frequency of class:

42 weeks,
Lecture hours: 10 AM – 4 PM/Saturday
Lab hours: 6 hours per week

Instruction Methodology:

Multiple instructional methodologies will be used in this course. They include but are not limited to: lecture/discussion, demonstration/return demonstration, individual and small group activities, and written and oral feedback on assignments.

Practice

1. Create your storage area, give a storage name: 06your first name
2. In real, when you work at your company you need to import/export your pattern files to correct patterns (such as piece style information, alteration, grade rule, problem, etc.) or order the cut fabrics to the other manufactures.
3. Measure all perimeters of the imported file in Inch unit, NOT cm

Evaluation

The total grade is based on the assignments, quizzes, and projects as follows:

1. T-shirt design/ color change _____20%
2. Full screen textile design_____10%
3. Pattern manipulation/grading _____25%
4. Pattern marker_____10%
5. Fashion business web page research_____5%
6. Class Participation & Attendance_____10%
7. Quizzes _____20%

Assignment

1. Troubleshoot the computer during orientation to computer use.
2. Research fashion businesses' web pages, identifying most effective designs.
3. Develop T-Shirt design on the computer. Change colors on design using software technology.
4. Create full screen textile design.
5. Manipulate a garment pattern using computer design. Grade pattern piece into graded nest.
6. Create a marker using the computer.

Pattern Making Design Course

Objectives

To provide training for basic sewing, garment construction, basic draping, basic pattern making to advance pattern making, grading, marking and production aspects for the garment industry.

Sewing Technique (36 hours, 2 weeks)

Students will learn how to use the industrial sewing machine. Instruction starts with basic sewing techniques, seams, seam finishes, pockets, bindings, zippers, sleeves and collars.

Garment Construction (36 hours, 2 weeks)

Students apply knowledge acquired from sewing technique class to complete the whole garment. The step-by-step sewing instruction enable students to understand how garments are constructed.

Basic Draping (18 hours, 1 week)

Students will learn how to apply draping techniques by using muslin on a dress form, translating muslin into a garment. Students will use muslin to drape the front and back bodice, then transfer muslin drape to pattern paper.

Basic pattern making (54 hours, 3 weeks)

Students will be introduced to the landmarks of the industrial form, workroom terms and definitions, the pattern chart, and measuring techniques. Students will learn how to draft the basic blocks; they also will learn dart manipulation, pleats, flares, gathers, and added fullness.

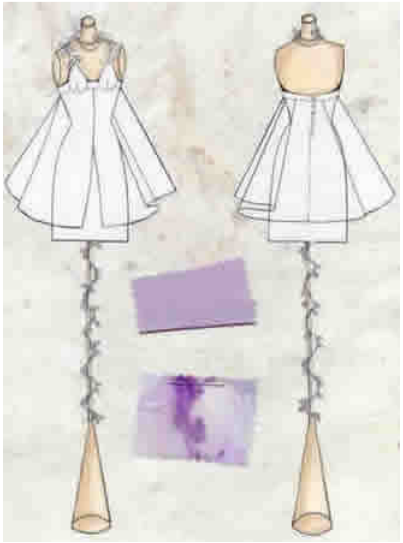
Intermediate pattern making (72 hours, 4 weeks)

Students learn how to draft a variety of collars, sleeves, plackets, pockets, buttons, buttonholes and facing. They will be taught to draft different styles of tops and pants from sketches.

Advance pattern making (72 hours, 4 weeks)

Students will be introduced to the torso block, and various creations made from the block. This class will cover both dresses and jackets.

Knock-off (36 hours, 2 weeks)



Students will learn how to reproduce exact measurements of an actual garment and then recreate a pattern to duplicate the original garment.

Basic Grading & Marking (36 hours, 2 weeks)

Students will be introduced to basic grading techniques and will learn how to read the grading charts. Students will also learn how to make an efficient marker from the pattern pieces.

Job Title:

Students completing this course may enter the industry as a pattern maker, graders, marker maker, sample maker and fabric cutter.

Length of program:

Total hours 360 hours (180 hours in lecture and 180 hours in lab)..

Sequence and frequency of class:

20 weeks/Monday, Wednesday and Friday, 9:30 am - 3:30 pm
Lecture hours: 9:30am -12:30pm, Lab hours: 12:30 pm - 3:30 pm
(This program offers ongoing entry)

Instruction Methodology:

Multiple instructional methodologies will be used in this course. They include but are not limited to: lecture/discussion, demonstration/return demonstration, individual and small group activities, and written and oral feedback on assignments.

Evaluation:

The total grade is based on the assignments, exams, and projects as follows:
Notebook 50 points
Homework 200 points
Quizzes 100 points
Draping Exercises 100 points
Exam 150 points
Creative Project 120 points
Knock-off Project 120 points
Final Project 160 points
Total points of 1000.

Grading

A 900 - 1000
B 800 - 899
C 700 - 799
D 600 - 699
F 0 - 599

Assignments

Notebooks: Pattern exercises will be completed both in class and as outside assignments. Notebook exercises will be turned in for points at two separate times.

Homework: Design analysis/pattern exercises will be completed as outside assignments for grade.

Quizzes: Six quizzes. No make up quizzes will be given.

Introductory Draping Exercises: You will begin with draping of the basic fitted bodice and skirt to learn fundamental draping techniques. A paper pattern will be made from the basic bodice drape. Two exploratory bodices and a flared skirt also will be draped in class.

Exams: Exams and critiques of student work will be held as noted on the course schedule. Make-up exams will not be given. A written and practicum exam will be given during the semester. The written test includes multiple choice, short answer, and fill-in-the-blank questions about terminology, principles, and concepts of flat pattern and draping. The practicum exam requires you to analyze and pattern a design from a sketch.

Creative Project: The first major project will be produced using flat pattern techniques. You will design an original bodice or torso. Your design should be made to fit a size 8 or 10 dress form. Knock-Off Garment: You will select a client to make patterns using standard knock-off techniques. Bring in a skirt that fits your client well. You will make a pattern from the garment, fit the copied pattern to your client, and reproduce the knocked-off garment in an appropriate fabric for the design using production techniques similar to the original garment.

Final Project: This project will incorporate design features that provide exploration of more advanced pattern and draping techniques. You will provide a written account of the experimentation process to achieve the product. Standard size block patterns and mannequins will be used to initiate the designs. A sleeve and collar must be included in the final project design. Projects should be designed for a target market that is not one to which you belong. You will gain practice in designing for clients and markets rather than for yourself.

Appendix A

NOTICE OF CANCELLATION

Students have right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Students may cancel the contract for school, without any penalty or obligations on the seventh day following the first class session as described in the Notice of Cancellation form. Student must cancel enrollment agreement by providing a written Notice of Cancellation to the School Director. Cancellation is effective on the date the written Notice of Cancellation is received. Refund will be paid within 30 days upon receiving the Notice of Cancellation. If students have used the textbooks and materials, the textbooks and materials cannot be refunded. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Full refund will be paid within 30 days.

Southcal Career College is NOT offering distance education. Refunds policy of distance education is not applicable. Notice of Cancellation form will be given to you at the first class you go to. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities.

_____

Date

(Enter date of first class, date first lesson received, whichever is applicable)

You may cancel this contract for school, without any penalty or obligation by the dated stated below.

NOT LATER THAN _____

(Enter midnight of the date that is the seventh day following the day of the first class or the day the first lesson was received)

After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the Enrollment Agreement. If you have lost your Enrollment Agreement, ask the school for a description of the refund policy.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to: Susie Chen, Director, Southcal Career College, 9550 Flair Dr., Suite 306, El Monte, CA 91731.

I cancel the contract for school.

_____ _____

Student's signature Date

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

Appendix B

NOTICE OF WITHDRAWAL

Name: _____ Student ID: _____

Address: _____

Contact Phone Number: (_____)_____ Program: _____

Withdrawal Information:

Effective Date: _____ Last Date Attended Class: _____

Reason (s) For Withdrawal:

☐ Personal – Please specify: _____

☐ Other – Please specify: _____

Please read each item carefully and initial that you understand the terms and conditions:

	Initials
I understand that, even though I am withdrawing from Southcal Career College, I am responsible for all outstanding financial obligations to the college	_____
I understand the withdrawal is effective on the date this written notice is received by the office. I understand the refund is for students who have completed 60% or less of the period of attendance.	_____
I understand I will be receiving a pro rata refund, which is for the part of the course not taken after the withdrawal effective date.	_____
I understand the registration fee and Student Tuition Recovery Fund (STRF) cannot be refunded. I also understand that I will not get refunds from the textbooks and/or materials if I have used these textbooks and/or materials.	_____
I understand that the refund will be paid to me within 30 days upon receiving the written notice	_____
I understand that if I get a student loan, I am responsible for repaying the full amount of the loan plus any interest, less the amount of any refund.	_____

Student Signature _____Date: _____

School Signature _____ Date: _____

Date Refund Issued: _____ Check #: _____ Date Refund Mailed: _____

Appendix C

LEAVE OF ABSENCE (LOA) REQUEST FORM

Student who anticipates a prolonged absence from a program are highly recommended to file a leave of absence for the purpose of preserving his/her nonrefundable registration fee by completion of this form.

Petitions for leaves of absence should be filed in advance. Each leave commences with the first regular day of non-attendance of that quarter. Medical and military leaves may be considered retroactively if supported by individual circumstances but those leaves must be filed no later than third day of that quarter of non-attendance. Personal and planned educational leaves cannot be retroactive since they constitute an agreement which must be set in advance. The maximum duration for any leave is two quarters. The nonrefundable registration fee can be carried over to the next quarter. Otherwise, a new registration process needs to be carrying out to submit a new nonrefundable registration fee to register to that program.

Leaves of absence will not be approved for students subject to disqualification or dismissal due to academic deficiencies or disciplinary action.

Name: _____ Student ID: _____

Address: _____

Contact Phone Number: (_____)_____ Program: _____

Program Period: From _____ to _____

Request LOA Effective Date: _____. Planned Return Quarter/Year: _____/_____

Student Signature _____ Date: _____

Office Use:

Date LOA Request Form Received _____

Date Approved: _____ Effective Date: _____

Date Not Approved: _____

Reason for not Approval: _____

School Signature _____ Date: _____

Appendix D

Area of Study:

Nursing Assistant Training Program
Home Health Aide Program
Medical Assistant Program
Fashion Career Programs

STUDENT NOTIFICATION FORM/ STUDENT REMEDIATION CONTRACT

Southcal Career College

NAME	DATE	COURSE

In accordance with College and departmental policy, this notice serves to inform you of your current status in the program. (PLEASE CHECK)

Anecdotal Note

☐ Remediation Plan

☐ As of the above date, you are not meeting the following course requirements (**First Warning**):

☐ As of the above date, you have failed this course (**Second Warning**):

Please list

Maximum allowable absences for this course are_____hours lecture and/or_____hours of laboratory.

☐ As of the above date, you have missed_____hours of lecture and/or_____ hours of laboratory. This matter is now subject to faculty review and possible failure per program policy.

☐ As of the above date, you have been tardy _____times in lecture and/or _____times in laboratory. This behavior must be corrected immediately to satisfactorily meet the critical elements of the course.

☐ Your current progress in the lecture and/or laboratory portion of the course is below the required 60% for passing. You currently have _____%. In order for you to be successful in this course, you will need to achieve_____% on the final exam,_____% on quizzes, _____on assignments.

I have received this notification ☐ in conference ☐ in the mail and am aware of my current status.

STUDENT

PROGRAM DIRECTOR/ INSTRUCTOR

Signature denotes that the notification form has been discussed and presented. It does not denote agreement and the student may feel free to make comments.

Disclaimer Statement

The catalog is considered a part of contact between the student and the school. Students are assumed to have read and understood the existing policies and procedures. Students are also assumed to agree and comply with the rules and regulations as well as the tuition and fee schedule in effect at the time they enroll at the college.