

AMERICAN WEST COLLEGE

School Catalog

2010-2012

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Catalog Policies

Rules governing student conduct, admissions policies, graduation requirements, and other aspects of this institution's operations are subject to change. Please check with the school director if you have questions regarding the content of this catalog. This institution reserves the right to adopt, amend, or repeal rules and policies that apply to students. Changes in the content of this catalog will be posted on bulletin boards and shown as a supplement to this catalog. This catalog does not constitute a contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and this institution. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and college policies.

Please refer to your enrollment agreement or enrollment contract for the specific terms under which you are to enroll. Changes to this catalog (which may from time to time be required by the Bureau for Private Postsecondary Education of the State of California) will be initially added by means of an addendum and will appear at the end of the catalog.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants for employment. Therefore no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious belief, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

Individual Responsibility

It is the responsibility of each student and faculty member and each administrator to be familiar with this institution's rules and regulations published in this catalog.

AMERICAN WEST COLLEGE

The mission of American West College is to provide quality career education to students who wish to pursue occupations in dental labs and graduates are prepared for a variety of position in this industry.

The Dental Technician program is geared to properly train the student to work successfully as an independent technician with proficiency in all aspects of dental technology. This program prepares the student to attain positions in dental offices and laboratories.

American West College recognizes the worth and dignity of all people. All students are encouraged to reach their maximum potential within the framework of their individual needs, interests, and capabilities. All students spend time in actual work environments. A strong emphasis is laid on ethics, accountability, professionalism, and commitments to pursue lifelong personal and professional development.

American West College supports students' efforts to succeed academically, vocationally, and personally. The services of individual advising and academic tutoring are provided.

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SCHOOL INFORMATION & POLICIES

COLLEGE FACILITIES

The American West College facility utilizes 2,860 square feet of classroom, laboratories, student lounges, administrative offices, and work area. The college is convenient to both private and public transportation and is located in the heart of Down Town Los Angeles. Each program is taught in specially built, well-equipped classrooms and laboratories. The facility it occupies and the equipment it uses comply with all federal, state, and local ordinances and regulations, including those related to fire safety, building safety and health. American West College is proud of its carefully selected staff and faculty members who bring varied educational and work experiences from their specialties.

ADMISSION REQUIREMENTS & PROCEDURES

American West College is open to career minded individuals who, in the opinion of the school staff, would be able to learn and utilize the skills taught for employment. Candidates for our program must possess a high school diploma, or a General Educational Development (GED) certificate, or be beyond the age of compulsory school attendance and demonstrate the ability to benefit from training. Aside from this, all candidates are thoroughly screened and tested to determine their capabilities and career potential.

All applications are taken in person. An appointment is necessary. If an entrance examination is required, the receptionist will arrange for the exam to be administered. The admission office is open from 9:00 am to 6:00 PM Monday through Friday; evening or Sunday interviews may be arranged by special appointment only. Students may enroll daily for upcoming start dates.

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR WORK EXPERIENCE

All Students transferring to American West College will be required to provide transcripts from the previous institution(s). We will consider awarding credit from other postsecondary institutions, military training and experience, and related work experience. When evaluation is made of the student's transcript, credit may be given for courses successfully completed with a grade of C or better at another postsecondary institution where course and credit values are comparable to those offered by this institution. Transfer credits may not exceed 50% of the program and are not used in

calculating the cumulative grade point average.

ACCEPTANCE TO THE COLLEGE

Upon completion of the required documents for admission, the administration will review the information and inform the applicant in writing whether they have been accepted for enrollment. If an applicant is not accepted, all money paid is refunded.

ATTENDANCE & CONDUCT

American West College urges all students to attend classes on a regular and consistent basis in order to compete in the highly competitive labor market. Thus, students are expected to attend all classes as scheduled. Attendance is recorded on a daily basis and excellent attendance is encouraged. To maintain satisfactory attendance, student may not be absent for more than 20% of any course. Absences in excess of 20% of any course will lead to probation or expulsion from school. Tardiness for a lecture in excess of 10 minutes will be regarded as an absence.

A leave of absence may be granted during training when necessary. A leave of absence form must be filed by the student with the Director. Absences from training are classified as excused or unexcused. A student who is absent for more than 10 days in succession without excuse may be placed on probation.

Although American West College operates in informal atmosphere, proper discipline is maintained at all times. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Thus, American West College has established guidelines for proper conduct. Emphasis is scheduled start time will receive a tardy on their attendance record. Students who depart from class before scheduled completion time will receive an early departure on their attendance record. Excessive tardiness and/or early departures can lead to probation or expulsion.

STUDENT INTERACTION

Student interaction is considered to be an important component of the academic experience at American West College. Both the facilities and class organization are designed to encourage opportunities for student communication. Areas are furnished to provide comfortable environments for small group meetings. Class assignments include group work and cooperative learning activities.

GUIDANCE SERVICES

American West College offers guidance services to every student. The staff and faculty are anxious to assist student in working out solutions to problems they may experience on the path of

their education.

CAREER DEVELOPMENT SERVICE

American West College offers career development services to all graduates. Our school is operated in Perfect Dental Laboratory that adjoined in a commercial dental laboratory on the premises. Students are well-prepared for the jobs we recommend them for, having had hands-on experience in a working laboratory along with having many various actual models to show prospective employers. The students can earn academic credits for their work in the lab. Our director, Mr. Kong, has extensive contacts in the dental field throughout the country and, consequently, American West College has an outstanding record of having placed graduates in excellent job throughout the years.

INTERNSHIP & CLINICAL EXPERIENCE

The final phase of study is spent in non-compensated internship or clinical experience. Students will be placed in facilities to continue their training under the supervision of clinical or office professionals. During internship, students are expected to perform in a professional manner and to assist the professional.

The internship facility will submit evaluations of the student's performance based upon the standards set by the institute. Students must satisfactorily complete the internship to graduate.

WITHDRAWAL FROM THE COLLEGE

Students who decide to withdraw from school prior to completion should follow the steps below:

1. Meet with the director or designated administrator to discuss the student's decision to withdraw.
2. Meet with the designated financial aid official obligations still exists.
3. Put their decision to withdraw in writing in the Director.

GRADUATION REQUIREMENT

The candidate for diploma must:

1. Complete all classes with a grade of 70% or better and complete all other curriculum requirements for their course of study.

2. Satisfactorily perform the applicable internship/clinical portion of their study.
3. Fulfill all financial obligations to American West College prior to graduation.

SATISFACTORY ACADEMIC PROGRESS

Grades are based on a combination of written and oral examinations and evaluations of practical laboratory applications.

A.....	90-100%
B.....	80-89%
C.....	70-79%
D.....	60-69%

Students who fall below a 70% average may be required to repeat the applicable subjects. Students who fall below a 70% average over a period of three months may be placed on probation. Students who are required to repeat subjects will not be charged an additional fee.

FINANCIAL AND SERVICES

Prior to enrolling at American West College all applicants are encouraged to explore the availability of financial aid funding through public and private lenders. TFC Credit Corporation (125 Ryan Industrial Ct., Suite 206 San Ramon, CA 94583 (800)832-5626) takes over our finance aid service as well. American West College may provide a monthly installment payment program for students.

NOTICE OF STUDENT RIGHTS

You may cancel your contract for school without any penalty or obligation until the 5th business day following the date of the first class as described in the Notice of Cancellation that will be given to you in the first class you attend. After the end of the cancellation period, you also have the right to receive a refund for the part of the course not taken if you withdraw. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the address and telephone number printed below for information. If you have any complaints, questions, or problems which you cannot work out with the college, write or call The Bureau for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento CA 95814 (916)445-3427.

CHANGES IN PROGRAMS OR POLICIES

The college has the right, at its discretion to make reasonable changes in program content, materials, schedules, sequence of courses, or academic scheduling.

MAKE-UP POLICY

Students must make up all work and classes missed and are responsible for learning the material covered while absent. All work must be completed in order to receive course credit.

TRANSFER OF CREDITS TO OTHER SCHOOLS

Institutions vary in the nature of credits which are acceptable and it is at the discretion of each institution to accept credits from another school. California Dental College retains the same discretionary rights.

STUDENT TUITION RECOVERY FUND

The Student Tuition Recovery Fund (STRF) was established by the California Legislature to protect California residents who attend a private postsecondary institution from losing money they prepaid for tuition and suffering a financial loss as a result of the school closing and thereby failing to keep its enrollment agreement. To qualify for STRF reimbursement you must file a STRF application within 1 year of receiving notice from the Bureau for Private Postsecondary and Vocational Education that the college is closed. It is important that you keep copies of the enrollment agreement and receipts. Questions regarding the STRF may be directed to The Bureau for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento CA 95814 (916)445-3427.

LIBRARY

The college maintains a library on the premises of reference and other books relevant to the fields of study offered here. It is open from 9:00 a.m. to 6:00 p.m. daily and is available to all students of the college with a simple sign-out procedure.

REFUND POLICY

BUYER'S RIGHT TO CANCEL: You may cancel your enrollment agreement for school, without any penalty or obligation, until the 5th business day following the date of the first class. If you cancel, any payment you have made shall be returned to you within thirty (30) days of the date you signed a cancellation notice. To cancel the agreement for school, mail or deliver a signed and dated copy of the cancellation notice to the Director no later than midnight 5th business day after the first class. You must cancel in writing. You do not have the right to cancel by telephoning the school or by not coming class. If you have any complaints, questions, or problems which you cannot resolve with the school, write or call: Bureau for Private Postsecondary and Vocational Education, 1027 Tenth Street, Fourth Floor, Sacramento, CA 95814, (916)445-3427.

RIGHT TO WITHDRAW AND RECEIVE REFUND: You still have the right to withdraw at any time from the course of instruction after midnight of the fifth business day described above in the Buyer's Right to Cancel. The effective withdrawal date for a student shall be:

- (1) The date the student notifies the college of withdrawal, or
- (2) The date the college terminates the student's enrollment, or
- (3) The end of the 21st day of non-attendance.
- (4) If you withdraw, or are terminated by the collage, the college shall remit a refund, less a Registration Fee of \$100, within 30 days following the effective withdrawal date.

REFUNDS: The refunds shall be the amount the student paid for instruction multiplied by a fraction, the numerator of which is the paid time not attended, and the denominator of which is the total number of hours of instruction for which the student has paid. The last date of actual attendance is used in calculating any refund amount.

$$\begin{array}{rcccl} & & & \textbf{Hours of Instruction} & \\ & & & \text{Not Received but for Which the} & \text{Final} \\ \text{Total Amount} & & & & \\ & & & & \\ \text{Actually Paid} & \text{Less Registration Fee} & \times & \frac{\text{Student Has Paid}}{\text{Total hours of Instruction}} & = \text{Refund} \\ & & & \text{For Which the Student Paid} & \\ & & & & \text{Amount} \end{array}$$

HYPOTHETICAL EXAMPLE:

The student pays a program consisting of 1000 clock hours.

The student completes 500 clock hours.

Unused hours for which the student has paid = 500 hours.

Amount Paid = \$7,000 tuition + \$100 registration fee.

Refund Amount: \$7,100 minus \$100 - \$7,000, $\$7,000 \times 500/1000 = \$3,500$

Money will be refunded for any reusable equipment returned in good condition within 30 days of the effective withdrawal date. The school reserves the right to postpone or change the date or time when any class is offered if the majority of enrolled students agree to the change. Students who do not want the change will be offered a full refund for the class affected.

STUDENT GRIEVANCE PROCEDURE

Students with grievances relating to classroom matters should first discuss them with their instructor. Unresolved grievances, as well as grievances of a non-academic matter, should be discussed with the Director.

STUDENT RECORDS & TRANSCRIPTS

Student records are maintained in the office of the Director for a period of at least five (5) years and are the property of American West College. Students have the right to view their records and should make arrangements with the Director should they desire to. The school will provide one transcript without charge to each student. Additional transcripts cost \$3.00 each. The student's financial account must be current for transcripts to be furnished.

SUSPENSION & DISMISSAL

Students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The collage reserves the right to suspend or expel any student who:

1. Exhibits conduct which is found by the College staff to be detrimental to fellow students, the community, or the school.
2. Uses or is under the influence of alcohol or illegal drugs while on College property
3. Fails to make satisfactory academic progress.
4. Fails to meet attendance standards.
5. Engages in illegal activity on College property.

HOUSING

At this time our college is non-residential and, consequently, the full responsibility for providing housing is borne by the students. We do not find nor assist student in finding housing. However, the Korea Town of Los Angeles has heavy concentrations of apartment buildings as well hotels to fit any budget.

SCHOOL OF DENTISTRY

DENTAL TECHNICIAN

EDUCATIONAL OBJECTIVE

The objective of this program is to prepare the student to work as an independent dental technician, with proficiency in all aspects of dental technology, directly with dentists' offices and meeting the demand of both dentists and patients. Highly skilled dental technicians are vital to enable dentists to properly treat their patients. Graduates of the course will be qualified to secure positions in dental offices and dental laboratories.

PROFESSIONAL DUTIES

The graduates of this program are prepared for work in private or group dental practices, dental laboratories, and dental supply companies. Duties may include waxing, plastering, making dentures, or completing porcelain ceramics.

EDUCATIONAL PROGRAM-1000 HOURS

Course		Clock hours
Number	Course Title	Lecture + Lab
DT 101	Orientation & Tooth Morphology	10 + 40
DT 102	Tooth Carving	20 +180
DT 103	Model Work	10 + 40
DT 201	Waxing, Casting, & Polishing	20 + 180
DT 202	Framework for Porcelain	10 + 40
DT 203	Porcelain Build-up	20 + 130
DT 301	Porcelain Shaping	20 + 130
DT 302	Porcelain Finishing & Internship	20 + 130

On completion of all classroom training, students must participate in a 40 hours internship. Interns work under the direct supervision of qualified personnel and under general supervision of College staff. Students must complete this unpaid internship to graduate. Our school connects with following dental labs for the internship as well as the training.

- Glidewell Laboratories, New Port Beach
- Mr.Crwon Dental Laboratories, Santa Ana
- Benjamin Dental Laboratories, Buena Park
- Perfect Dental Laboratories, Los Angeles
- Etc...

OCCUPATIONAL OUTCOMES

Dental Technicians

Occupations:

- Plaster Manager
- Waxer
- Porcelain Ceramist
- Inventory Supply Clerk
- Delivery Personnel
- Dental Laboratory Manager
- Dental Laboratory Assistant Manager
- Dental Laboratory Secretary
- Dental Laboratory Receptionist
- Laboratory Field Representative
- Dental Supply Salesperson
- Dental Technician
- Assistant Dental Technician
- Billing Clerk

COURSEWORK

DT 101 Orientation & Tooth Morphology

Students learn to fabricate teeth in order to fill out dentist's prescriptions for various situations. The forms of different human teeth are introduced. Focus is on the shapes, sizes, contours, and functions of the human tooth.

DT 102 Tooth Carving

In this course, students learn to carve a block of wax to match human teeth. Hands-on work is emphasized. The carving skills enable students to understand the shape, size, and contours of the teeth. Students are required to repeat carving of the same teeth until they are able to reproduce a certain tooth by memory.

DT 103 Model Works

Students become familiar with pouring impressions comprised of 3 types of powdery stones in order to make models. Every student has his own models to practice on in class. Students learn to pour models without bubbles, use pindex, i.e., pinning on the model, cut dies, trim dies, and mount articulators after registering the upper and lower arches in their proper positions.

DT 201 Waxing, Casting, & Polishing

In this course students learn how to wax the dies to make artificial teeth and finish with polishing instruments and shining compounds for gold crowns.

DT 202 Frame Work for Porcelain

Emphasis is placed on framework for a crown or bridge to restore a vital tooth that is necessary to support the porcelain. Students learn to design the frame in a manner that produces perfect results both functionally and aesthetically.

DT 203 Porcelain Build-Up

Students learn to build up powdery porcelain in shape of a particular tooth, baking it in the special furnace that is solely designed for dental work. Emphasis is placed on the technique of building up porcelain without cracking, or bubbling after the baking procedure.

DT 301 Porcelain Shaping

In this course, emphasis is placed on utilizing knowledge of tooth forms and functions, as well as the appearance of a patient's face. Students learn to shape smooth, natural-looking artificial crowns.

DT 302 Porcelain Finishing

In this course, students learn to glaze after proper shaping of porcelain work, as well as to polish the metal collar on lingual, occlusal, or metal margins, and clean inside of the crown as a final phase. Students also learn to use all types of rubber wheels, points, and compounds in order to shine a crown to the maximum extent.

TUITION AND FEES

Program	Registration Fee	Equipment & Instruments	Tuition	Total
Dental Technology	\$100	\$300	\$6,900	\$7,300

FACULTY MEMBERS

Mr. Jin Hun Kong

Licensure

Registered with the Bureau for Private Postsecondary and Vocational Education

Education

ShinKoo University, KyungKiDo, South Korea

Osaka Ceramic Training Center, Osaka, Japan

Professional Experience

Instructor, California Dental College (2000-present)

Instructor, Newton International College

President, KyungJu Dental Lab, South Korea (1981-1998)

Professional Association

Member, Rotary Club, South Korea