SCHOOL CATALOG

VOLUME
THREE

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NORTHERN CALIFORNIA COLLEGE OF CONSTRUCTION, INC.
315 FYFFE ST, STE A 165
FIELD SITE: 100 HOOPER STREET
STOCKTON, CA 95203
WWW.CCC-NORTH.COM
(209) 242-5400

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SCHOOL HISTORY

Northern California College of Construction (NCCC) was established in 2007 to service the need for entry-level heavy equipment operators in California. Northern California College of Construction is a member of the National Association of Heavy Equipment Training Schools (NAHETS). NCCC has a relationship with similar schools across the United States from Oklahoma to Georgia.

Education in the classroom is complemented by performance-based fieldwork training. The management and staff of NCCC are strongly committed to maintaining high standards of quality and integrity in all aspects of operating an educational institution; and as a prospective student, you are encouraged to review the School Performance Fact Sheet, which will be provided to you prior to signing an enrollment agreement for training. The educational philosophy incorporates a variety of teaching strategies including, but not limited to, training in the following environments: classroom, lecture, field, lab, and site.

EDUCATIONAL PHILOSOPHY

A hands-on, outcomes-based educational environment can describe the educational philosophy at NCCC, which is focused on the adult vocational student. NCCC employs an educational building block approach that allows the student to experience many small skills while eventually gaining the full knowledge and skills required to enter the work force. NCCC utilizes Bloom's Taxonomy in delivering curriculum content. Bloom's Taxonomy (1964) is a well-known description of levels of educational objectives, and is utilized by NCCC in delivering a quality educational experience for students.

Bloom's Taxonomy	
Knowledge	to know specific facts, concepts, principles, or theories
Comprehension	to understand, interpret, compare, contrast, explain
Application	to apply knowledge to new situations, to solve problems
Analysis	to identify the organizational structure of something; to identify parts, relationships, and organizing principles.
Synthesis	to create something, to integrate ideas into a solution, to propose an action plan, to formulate a new classification scheme
Evaluation	to judge the quality of something based on logic or use

SCHOOL FACULTY

- Mindy Jackson, College President – 25 years as a College President in the private education industry
- Darrell Woodrow, Online Curriculum Director/Instructor – M.Ed, Adult Education, B.S., A.A.S, U.S. Air Force, and 20 years experience in the private education industry.
- Tabetha Lett, Online Student Services Director/Instructor – Master in Teaching and Learning with Technology, B.A,. Social Science/Education, A.A. and over 5 years experience in private education industry.
- Ryan Brewer, Heavy Equipment Instructor – Certified NAHETS trainer with over 15 years' experience with heavy equipment, and construction.
- Bill Mitchell, Heavy Equipment Instructor – Certified NAHETS trainer with over 20 years' experience with heavy equipment , and construction.
- Don James, Crane Instructor – Certified NAHETS and CCO trainer, retired US Navy Seabee, with 35 years experience with heavy equipment, crane, and construction.
- Tina McGee, Career Service – Over 20 years of experience in administration and management
- Erendida Amador, Finance/Admissions Director - BA,Graphic Design, over 20 years administrative and finance experience
- Lynda Mims, Admissions Representative – Over 20 years experience in administration, finance, and sales

FACILITIES AND EQUIPMENT

The school's campus is located at 315 W Fyffe St., Suite A 165 Stockton, CA 95203 with a field site located at 270 Hooper St Stockton, CA 95203, approximately half a mile from the main campus. Our training programs allow for classroom facilities indoors and field work outdoors. Heavy Equipment Operating Programs utilize a variety of equipment including backhoe, bulldozer, excavator, motor-grader, skid steer, mobile hydraulic crane, for equipment operation and field instruction.

LICENSURE

NCCC's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

NCCC is an approved Training Unit of the National Association of Heavy Equipment Training Schools (NAHETS) and
The National Commission for the Certification of Crane Operators (NCCCO).

MISSION

Provide heavy equipment and construction training that will empower individuals to launch a life changing career within the construction industry. Northern California College of Construction is approved to offer the following programs and classes:

APPROVED PROGRAMS

Program Name
Construction

Level I - Heavy Equipment Operations	5 Credit Hours
Level II - Heavy Equipment Operations	5 Credit Hours
Level III – Introduction to Crane	5 Credit Hours
*Heavy Equipment Operation Associates Degree	60 Semester Hours

*This course is not available on all start dates.

BUSINESS HOURS

8:00 AM to 4:00 PM Monday through Friday

TRAINING HOURS

Monday –Friday

6:30 AM to 11:00 AM –	Morning Session
11:00 AM to 11:30 AM –	Lunch on your own
11:30 AM to 3:00 PM –	Afternoon Session

Training times may be adjusted to accommodate for seasonal weather conditions, holidays and any other unforeseeable reasons. However, all 120 hours will be offered.

Heavy Equipment Operations Associate's Degree – Online Delivery
Student(s) are required to take two online modules simultaneously in conjunction to one module of Heavy Equipment 101. Ten hours of online time per week.

HOLIDAYS

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Holiday Season (exact dates will be posted in the classroom)

SIGNIFICANT DATES

Students are expected to start training on their scheduled "Entry Date." Students should be aware of cancellation dates for refund purposes. Please see Refund Policy in this catalog for other significant dates.

PROGRAM START DATES **May be subject to change**

Start Date	End Date	Program	Duration		Start Date	End Date	Program	Duration		Start Date	End Date	Program	Duration
1/7/2013	1/25/2013	ALL Courses	3 Weeks		6/24/2013	7/12/2013	ALL Courses	3 Weeks		11/18/2013	12/6/2013	ALL Courses	3 Weeks
1/28/2013	2/15/2013	ALL Courses	3 Weeks		7/15/2013	8/2/2013	ALL Courses	3 Weeks		12/9/2013	12/27/2013	ALL Courses	3 Weeks
2/18/2013	3/11/2013	ALL Courses	3 Weeks		8/5/2013	8/23/2013	ALL Courses	3 Weeks					
4/1/2013	4/19/2013	ALL Courses	3 Weeks		8/26/2013	9/13/2013	ALL Courses	3 Weeks					
4/22/2013	5/10/2013	ALL Courses	3 Weeks		9/16/2013	10/4/2013	ALL Courses	3 Weeks					
5/13/2013	5/31/2013	ALL Courses	3 Weeks		10/7/2013	10/25/13	ALL Courses	3 Weeks					
6/3/2013	6/21/2013	ALL Courses	3 Weeks		10/28/13	11/15/13	ALL Courses	3 Weeks					

ADMISSION REQUIREMENTS

The school does not deny admission to anyone based on race, creed, color, gender, religion or national origin. To qualify for enrollment, applicants must be able to read and write the English language and be at least 18 years of age. Each student admitted to any program, shall show proof a high school diploma or its equivalent (GED), or otherwise successfully take and pass an ability-to-benefit exam.

Most employers require a drug test; therefore, it is recommended that students be able to pass a drug screening test. The following may disqualify an applicant:

- Any history of epilepsy seizures
- Use of medication that may interfere with one's ability to operate equipment
- Invalid Driver's License
- Felony conviction

The above admissions requirements may prevent a graduate from obtaining employment, and, therefore, may be deemed as barriers to admission to the School. Admission may still be granted to applicants who do not meet the above requirements if the School determines the applicant is capable of obtaining employment upon graduation. For example, applicants may be required to provide substantial evidence that employment opportunities exist, regardless of the above admissions requirements. The School will make this determination on a case-by-case basis.

ADMISSIONS PROCEDURES

Applicants must submit a completed Enrollment Application to the School to apply for enrollment. Proof of identification in the form of a driver's license, social security card, birth certificate, or other form of identification may be required prior to admission. Applicants may apply for enrollment at any time prior to enrollment. Any prospective student must provide proof of high school diploma or GED, or pass an ability-to-benefit exam.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

ENGLISH PROFICIENCY

Northern California College of Construction does not provide English-as-a-Second-Language instruction. Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All courses are taught in English. We do not provide any English translation services. No documentation of English proficiencies is required. No visa services are provided.

PHYSICAL REQUIREMENTS

The School does not discriminate based on mental or physical handicaps. However, students must be mentally and physically capable of safely operating equipment on a daily basis in order to successfully complete the program. The School encourages all students who may have a concern regarding a physical or mental issue to visit the School and allow the School to evaluate individual circumstances. Mobile Crane students will be required to take and pass a DOT physical in order to apply for the NCCCO written examination.

DRUG TESTING POLICY

The Schools policy is to be drug free. Students are not permitted to use any illegal, prohibited drug or substance while enrolled as a student and any use of such substance or substances may be grounds for expulsion at the discretion of the School. Student agrees that School may, at School's option, require a drug test(s) of any student to be completed by a testing lab to be chosen by School. The cost of any test will be paid for by School.

TUITION AND FEES

PROGRAM	TUITION	TRAINING SUPPLIES	REG. FEE (non-refundable)	STRF* (non-refundable)	TOTAL CHARGES**
LEVEL I – HEAVY EQUIPMENT OPERATIONS	$8,490	$265	$100	$20	$8,875
LEVEL II - HEAVY EQUIPMENT OPERATIONS	$8,490	$265	$100	$20	$8,875
LEVEL III – INTRODUCTION TO CRANE	$8,490	$265	$100	$20	$8,875

* Student Tuition Recovery Fund (STRF): $2.50 for every $1,000 rounded to the nearest $1,000
**Estimated charges for the period of attendance and the entire program

Additional Fees, if applicable: National Commission for the Certification of Crane Operators (NCCCO) re-testing fees, written: $165.00 core and specialty or $65.00 specialty only, practical: $250.00 written/examiner and $60.00 to NCCCO. Remedial or refresher training: $100.00 per day.

PROGRAM	TUITION	REG FEE (non-refundable)	STRF (non-refundable)	ALL OTHER FEES**	TOTAL CHARGES***
HEAVY EQUIPMENT OPERATIONS ASSOCIATE'S DEGREE	$25,800	$100	$120	$22,200 *see breakdown below	$48,220

* Student Tuition Recovery Fund (STRF): $2.50 for every $1,000 rounded to the nearest $1,000
**All Other Fees Breakdown: Tuition: $430.00 per semester hour, Technology Fee: $50.00 per semester hour, Fuel Fee: $250.00 per semester hour (applies to all field training courses), Equipment Fee: $300.00 per semester hour (applies to all field training courses), Environment Fee: $90.00 per semester hour (applies to all field training courses), Books and Supplies: $150.00
***Estimated charges for the period of attendance and the entire program

PAYMENT METHOD

All monies must be received prior to the start of class, or satisfactory payment arrangements must be approved by NCCC.

FINANCIAL AID - Northern California College of Construction does not participate in Title IV Federal funding or any State Financial Aid. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the refund if the student is due one.

PROGRAM DESCRIPTIONS

Level I – Heavy Equipment

To provide the fundamental skills and knowledge applicable to skid steer, bulldozer, excavator, motor grader, and backhoe operating and to obtain employment in the excavation industry as an entry-level operator.

Weeks to Complete: **Full Time - 3 Weeks**
Total Hours: **120**
Credits: **5.00**

Books, Tools and Supplies
Required books, tools and supplies are provided to students at an additional charge. A Training Binder containing the program curriculum is checked out to students upon enrollment and students check in the Training Binder at program completion. There is an additional fee for any Training Binder that is lost or damaged at program completion.

BOOKS Training Binders contain the following materials:	**COST**
Core Curriculum Trainee Guide – National Center for Construction Education and Research, 1998	NA
SUPPLIES	**COST**
Work Gloves	Included
Hardhat	Included
Safety Vest	Included
Safety Glasses	Included
Earplugs	Included

Level I – Heavy Equipment (continued)

COURSE #	COURSE TITLES	Lecture Hrs	Lab Hrs	Ext. Hrs	Credit Hrs
22201	Introduction to Earth Moving	2.00			.13
22310A	Skid Steer	2.00			.13
22207	Excavation Math	4.00			.26
22208	Grades Part II	6.00	2.00		.46
22209	Civil Blueprint Reading	4.00			.26
22302	Bulldozers	4.00			.26
22303	Backhoe	2.00			.13
22304	Excavators	4.00			.26
22305	Motor Graders	4.00			.26
22306	Advanced Operational Technique	4.00			.26
22307	Finishing and Grading	4.00			.26
22308	Soils	4.00			.26
LAB00021	Equipment Operation and Maintenance/Project Site Layout		74.00		2.46
TOTALS		**44.00**	**76.00**		**5.39***
*Due to transferability policy the credit hours are rounded to lowest whole number.					

- 22201 - Introduction to Earth Moving

This course provides a broad introduction to the process of planning and executing earth moving activities on various types of construction projects. The uses of heavy equipment such as bulldozers, scrapers, excavators, and loaders are explained. (Lec 2.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .13 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

22207 – Excavation Math

This course covers formulas and methods used to compute cut and fill requirement on a job, and illustrates techniques used to quickly estimate excavations. It also provides a brief overview of software used to compute excavation requirements. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: 00102]

- 22208 - Grades, Part 2

This course presents proper practices for setting grades of bench marks and describes methods for setting grades using various types of levels. Trainees are taught how to read and interpret construction plans to determine grading requirements, and review grading operations (Lec 6 Cl HRS/Lab 2 Cl Hrs/ Ext 0 Cl Hrs/ .46 Sem Cr Hrs) [Prerequisite: Course 22108]

- 22209 – Civil Blueprint Reading

This course explains how to read site plans to obtain cut and fill information. It also identifies safety and legal issues that are of concern for heavy equipment operators such as underground utilities and property lines.
(Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course 00105]

- 22302 - Bulldozers

This course introduces the use and maintenance of the bulldozer, bulldozer operating techniques, and bulldozer attachments and their uses. Safer operation of the equipment is emphasized.
(Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

- 22303 - Backhoe

This course presents types and designs of backhoe excavators, safer operating techniques of the backhoe and front bucket tractor, and use of the backhoe for trenching and digging foundations. Setting up the backhoe safely is emphasized. (Lec 2.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .13 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22103, 22104]

- 22305 - Motor Graders

This course introduces concepts and procedures involved in the operation of motor graders; teaches basic daily preventive maintenances, safety checking, and control of the machine; covers main attachment used with motor graders, and the use of motor graders in performing rough grading, ripping, and scarifying operations. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

Level I – Heavy Equipment (continued)

- 22306 – Advanced Operational Techniques

This course describes the elements of a safety program and the safety inspection process, focusing on the safety issues associated with trenching work. It includes coverage of equipment transporting and the procedures associated with working in or near water. The course also describes machine cycles and their relationship to project cost and productivity. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: None]

- 22307 - Finish and Grading

This course describes the use of various types of heavy equipment to finish and trim grades and slopes of roads, pads, ditches, and other structures; specifications used for grading, and procedures for checking the final grade. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

- 22308 - Soils

This course addresses problems associated with bridged areas and breakthroughs, as well as soil stabilization; presents the proper use of geotextile materials, reviews soil compaction requirements, and specific procedures for running moisture-density tests; and describes methods of fixing compaction problems. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course 22207]

- LAB00021 – Equipment Operation and Maintenance/Project Site Layout

This lab is designed for trainees to put into action what they have learned in the classroom. Trainees will rotate between various pieces of equipment including the backhoe, skid-steer, bulldozer, excavator, and motor grader. Trainees will perform tasks with each of these machines, enhancing their skills and better preparing them for employment as an entry level equipment operator. Trainees will also perform the necessary preventive maintenance required by these machines to keep them functioning properly. Trainees will be introduced to simple site work layouts at first and then progressively more complex layouts. Trainees will interpret simple civil drawings, figure areas and volumes, and then lay out the project using grade stakes. After laying out the project, trainees will calculate existing grade and then compute cuts and fills. Trainees will then use this information to estimate the amount of material needed for that project. (Lec 0 Cl Hrs / Lab 74.00 Cl Hrs / Ext 0 Cl Hrs / 2.46 Sem Cr Hrs) [Prerequisite: None]

Level II - Heavy Equipment Operations

To provide the fundamental skills and knowledge applicable to bulldozer, excavator, and motor grader operating and to obtain employment in the excavation industry as an entry level Bulldozer, Excavator, and Motor Grader. [Prerequisite: Completion of HEO Level I]

Weeks to Complete: **Full Time - 3 Weeks**
Total Hours: **120**
Credits: **5.00**

Books, Tools and Supplies
Required books, tools and supplies are provided to students at an additional charge. A Training Binder containing the program curriculum is checked out to students upon enrollment and students check in the Training Binder at program completion. There is an additional fee for any Training Binder that is lost or damaged at program completion.

BOOKS Training Binders contain the following materials:	**COST**
Core Curriculum Trainee Guide - National Center for Construction Education and Research, 1998	NA
Heavy Equipment Operations Level 1 Wheels of Learning Trainee Guide - National Center for Construction Education and Research, 1998	NA
Heavy Equipment Operations Level 2 Wheels of Learning Trainee Guide - National Center for Construction Education and Research, 1998	NA
SUPPLIES	
Work Gloves	Included
Hardhat	Included
Safety Vest	Included
Safety Glasses	Included
Earplugs	Included

Level II - Heavy Equipment Operations (continued)

COURSE #	COURSE TITLES	Lecture Hrs	Lab Hrs	Ext. Hrs	Credit Hrs
22201	Introduction to Earth Moving	2.00			.13
22207	Excavation Math	4.00			.26
22208	Grades Part II	6.00	2.00		.46
22209	Civil Blueprint Reading	4.00			.26
22302	Bulldozers	4.00			.26
22304	Excavators	4.00			.26
22305	Motor Grader	4.00			.26
22306	Advanced Operational Technique	4.00			.26
22307	Finishing and Grading	4.00			.26
22308	Soils	4.00			.26
LAB00021	Equipment Operation and Maintenance/Project Site Layout		78.00		2.59
TOTALS		**40.00**	**80.00**		**5.26***
*Due to transferability policy the credit hours are rounded to lowest whole number.					

- 22201 - Introduction to Earth Moving

This course provides a broad introduction to the process of planning and executing earth moving activities on various types of construction projects. The uses of heavy equipment such as bulldozers, scrapers, excavators, and loaders are explained.
(Lec 2.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .13 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

- 22207 – Excavation Math

This course covers formulas and methods used to compute cut and fill requirement on a job and illustrates techniques used to quickly estimate excavations. It also provides a brief overview of software used to compute excavation requirements.
(Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: 00102]

- 22208 - Grades, Part 2

This course presents proper practices for setting grades of bench marks and describes methods for setting grades using various types of levels. The trainee is taught how to read and interpret construction plans to determine grading requirements and a review of grading operations (Lec 6 Cl HRS/Lab 2 Cl Hrs/ Ext 0 Cl Hrs/ .46 Sem Cr Hrs [Prerequisite: Course 22108]

- 22209 – Civil Blueprint Reading

This course explains how to read site plans to obtain cut and fill information. It also identifies safety and legal issues, such as underground utilities and property lines that are of concern for heavy equipment operators.
(Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course 00105]

- 22302 - Bulldozers

This course introduces the use and maintenance of the bulldozer, bulldozer operating techniques, and bulldozer attachments and their uses. Safer operation of the equipment is emphasized.
(Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

- 22304 - Excavator

This course presents the use, safe operation, and maintenance of excavators; describes various operating techniques; and explains and demonstrates the use of excavators in ditching, grading, and slope finishing operations. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

- 22305 - Motor Graders

This course introduces concepts and procedures involved in the operation of motor graders; teaches basic daily preventive maintenances, safety checking, and control of the machine; covers main attachment used with motor graders, and the use of motor graders in performing rough grading, ripping, and scarifying operations. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

Level II - Heavy Equipment Operations (continued)

- 22306 – Advanced Operational Techniques

This course describes the elements of a safety program and the safety inspection process, focusing on the safety issues associated with trenching work. It includes coverage of equipment transporting and the procedures associated with working in or near water. The course describes machine cycles and their relationship to project cost and productivity. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: None]

- 22307 - Finish and Grading

This course describes the use of various types of heavy equipment to finish and trim grades and slopes of roads, pads, ditches, and other structures; and specifications used for grading, and procedures for checking the final grade. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104]

- 22308 - Soils

This course addresses problems associated with bridged areas and breakthroughs, as well as soil stabilization, presents the proper use of geotextile materials, reviews soil compaction requirements, and specific procedures for running moisture-density tests, and describes methods of fixing compaction problems. (Lec 4.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course 22207]

- LAB00021 – Equipment Operation and Maintenance/Project Site Layout

This lab is designed for trainees to put into action what they have learned in the classroom. Trainees will rotate between various pieces of equipment including the bulldozer, excavator and motor grader. Trainees will perform tasks with each of these machines, enhancing their skills and better preparing them for employment as entry level equipment operators. Trainees will also perform the necessary preventive maintenance required by these machines to keep them functioning properly. Trainees will be introduced to simple site work layouts at first and then progressively more complex layouts. Trainees will interpret simple civil drawings, figure areas and volumes, and then lay out the project using grade stakes. After laying out the project, trainees will calculate existing grade and then compute cuts and fills. Trainees will then use this information to estimate the amount of material needed for that project. Building on what they have learned, trainees will, in their 2nd week, lay out a class project and then build the project with the machines available. Trainees will also check grade for their machine to gauge the progress of the project. (Lec 0 Cl Hrs / Lab 78.0 Cl Hrs / Ext 0 Cl Hrs / 2.59 Sem Cr Hrs) [Prerequisite: None]

Level III – Introduction to Crane

To provide the fundamental skills and knowledge applicable to heavy hydraulic crane operation and rigging and to obtain employment in the excavation and/or construction industries as an entry level crane operator.

Weeks to Complete: **Full Time – 3 Weeks**
Total Hours: **120**
Credits: **5.00**

Books, Tools and Supplies
Required books, tools and supplies are provided to students at an additional charge. A Training Binder containing the program curriculum is checked out to students upon enrollment and students check in the Training Binder at program completion. There is an additional fee for any Training Binder that is lost or damaged at program completion.

BOOKS Training Binders contain the following materials:	**COST**
Mobile Crane Operations Level 1 Contren Learning Series – National Center for Construction Education and Research, 2004	Included
Mobile Crane Operations Level 2 Contren Learning Series – National Center for Construction Education and Research, 2004	Included
Mobile Crane Operations Level 3 Contren Learning Series - National Center for Construction Education and Research, 2004	Included
SUPPLIES	
Bob's Rigging and Crane Handbook, Pocket Size	Included
Crosby User Guide for Lifting	Included
Work Gloves	Included
Hardhat	Included
Safety Vest	Included
Safety Glasses	Included
Earplugs	Included

Level III – Introduction to Crane (continued)

COURSE #	COURSE TITLES	Lecture Hrs	Lab Hrs	Ext. Hrs	Credit Hrs
00101	Basic Safety	5.00			.33
21102	Basic Principles of Cranes	5.00			.33
21103	Rigging Practices	5.00			.33
21105	Operating A Crane	2.00			.13
21204	Wire Rope	4.00			.26
21205	Computer/ Operator Aids	2.00			.13
21206	Load Dynamics	5.00			.33
21207	On Site Equipment Movement	2.00			.13
21301	Load Charts	4.00			.26
21302	Telescopic Boom Attachment Assembly & Disassembly	2.00			.13
21303	Advanced Operational Techniques	2.00			.13
21304	Lift Planning	2.00			.13
21305	Hoisting Personnel	2.00			.13
21306	Lattice Boom Assembly & Disassembly	2.00			.13
21307	Emergency Procedures	2.00			.13
LAB00041	Crane Operation and Maintenance		32.00		1.06
LAB00042	Communication & Rigging		42.00		1.40
TOTALS		**46.00**	**74.00**		**5.47***
*Due to transferability policy the credit hours are rounded to lowest whole number.					

- 00101 - Basic Safety

This course introduces basic construction and maintenance safety by stressing how to follow safe work practices and procedures, to inspect safety equipment before use, and to use safety equipment properly. Recognizing that the typical construction site has many hazards, trainees will learn that a job site does not have to be a dangerous place to work. Basic safety begins by eliminating hazards in the equipment and the workplace. (Lec 5.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .33 Sem Cr Hrs) [Prerequisite: None]

- 21102 - Basic Principles of Cranes

This course offers students an introduction to mobile crane equipment with an in-depth discussion of terminology and nomenclature. It explains the basic scientific principles associated with mobile crane operations. (Lec 5.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .33 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104, 22202]

- 21103 - Rigging Practices

This course offers the student an in-depth understanding of the fundamentals of rigging. It discusses a variety of rigging gear, components and configurations, and their applications within the mobile crane industry. Students get hands on practice rigging loads to be lifted. (Lec 5.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .33 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104, 22202]

- 21105 – Operating a Crane

This course describes the basic functions of a crane as well as standard procedure for starting up and shutting down a crane. It provides the student with the opportunity to become familiar with the actual operation of a crane and the functions of its controls. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .13 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104, 22202]

- 21204 – Wire Rope

This course covers the components of wire rope and inspection requirements and procedures for wire rope, load blocks, and sheaves. It explains proper installation of wire rope, maintenance guidelines, and end terminations and preparations. (Lec 4 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104, 22202]

- 21205 – Computer/Operator Aids

This course provides information on load moment indicators, ant-two-block devices, load indicators, and other operator aids that are installed on cranes. It includes an in-depth look at the input devices associated with these operator aids and the information they provide. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .13 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104, 22202]

- 21206 – Load Dynamics

This course covers leverage and stability, operational quadrants, submerged lifts, non-centered lifts, and other factors that affect stability. (Lec 5.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .33 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104, 22202]

Level III – Introduction to Crane (continued)

- 21207 – On Site Equipment Movement

This course covers site hazards and restrictions that could hinder on-site crane movement, safety considerations involved in crane movement over unlevel ground, pick-and-carry operations; and power line contact. It addresses flotation capacity. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .13 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104, 22202]

- 21301 - Load Charts

This course will discuss the importance of load charts and charts that apply to different configurations. It includes on-rubber, on-outrigger, jib, and deduction charts as well as range diagrams and operational notes. This course also covers parts of line and capacity calculations. (Lec 4 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .26 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104, 22202]

- 21302 – Telescopic Boom Attachment Assembly and Disassembly

This course covers the stowing and erection of the swing-away extension, A-frame jib, and auxiliary single-sheave boom head, as well as the assembly and removal of intermediate boom sections. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .13 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104, 22202]

- 21303 - Advanced Operational Techniques

This course covers multi-crane lifts, critical lifts, blind lifts and demolition. It also includes sections on how to use magnet and vacuum lifting devices and how to operate a mobile crane in cold weather. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .13 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104, 22202]

- 21304 – Lift Planning

This course gives an in-depth discussion of lift plan implementation. It includes reference information, calculations, single and multiple-crane lifting, critical lifts, and engineering considerations.(Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .13 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104, 22202

- 21305 - Hoisting Personnel

This course discusses ASME B30.23 and 29 CFR 1926.550(g) requirements while presenting advanced operation techniques for hoisting personnel.(Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .13 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104, 22202]

- 21306 – Lattice Boom Assembly and Disassembly

In this course, students are provided a step-by-step look at short- and long-lattice boom assembly and disassembly. (Lec 2 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .13 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104, 22202

- 1307 – Emergency Procedures

This course includes information on accident prevention and investigation, the hazards of power line contact, and various failures that may occur during lifting operations.(Lec 2.00 Cl Hrs / Lab 0 Cl Hrs / Ext 0 Cl Hrs / .13 Sem Cr Hrs) [Prerequisite: Course(s) 22101, 22102, 22103, 22104, 22202]

- LAB00041 – Crane Operation and Maintenance

This lab is designed for trainees to put into action what they have learned in the classroom. Trainees will perform several basic lifts with the rough terrain crane. They will move and set up the unit in a stable area. Trainees will also perform the necessary preventive maintenance required by this machine to keep it functioning properly. Upon completion of this lab, students will be able to: 1) correctly perform pre-operational checks and preventive maintenance on the rough terrain crane; 2) properly start and warm up the rough terrain crane; 3) perform basic operations with the rough terrain crane; 4) properly cool down and shut down the rough terrain crane; 5) perform proper post-operation preventive maintenance on the rough terrain crane. (Lec 0 Cl Hrs / Lab 32 Cl Hrs / Ext 0 Cl Hrs / 1.06 Sem Cr Hrs) [Prerequisite: None]

- LAB00042 – Communication & Rigging

This lab is designed to allow trainees to practice and perform the rigging operations required for the lifts to be made. Under the guidance of their instructor, they will select the correct rigging hardware and rig the load to be lifted. Trainees will also demonstrate the proper ANSI hand signals while other students perform the lift. Upon completion of this lab, students will be able to: 1) Correctly rig various loads for lifting; 2) Correctly signal a crane operator for lifting a load. (Lec 0 Cl Hrs / Lab 42 Cl Hrs / Ext 0 Cl Hrs / 1.40 Sem Cr Hrs) [Prerequisite: None]

Heavy Equipment Operations Associate's Degree

Construction continues to employ more people than any other industry. It is an ever-changing environment with top salaries. The mission of the Heavy Equipment Operations degree program is to prepare students with the skills to obtain satisfying employment and to lead the construction industry with high standards. Completion of the program will provide graduates with the necessary skills to operate heavy equipment on construction projects with confidence and authority.

The associate of applied science degree program includes Heavy Equipment and Crane courses and college-level general education courses. Coursework is accomplished through business simulations that prepare students to immediately and effectively impact the work environment. Student industry employment is encouraged to allow direct application of skills learned through course projects. (Program Length: 4 Semesters Minimum)

Semester Hours to Complete: **60 Semester Hours – Clock Hours: Theory = 1,100 Shop = 900 Total 2,000**

Books, Tools and Supplies
Required books, tools and supplies are provided to students at an additional charge. A Training Binder containing the program curriculum is checked out to students upon enrollment and students check in the Training Binder at program completion. There is an additional fee for any Training Binder that is lost or damaged at program completion.

System Requirement
Internet access required for online courses, high speed preferred (cable, broadband, dsl) with Windows 98 or newer and Internet Explorer 6.0 or newer. NCCC uses Moodle, a robust software package. Moodle (abbreviation for Modular Object-Oriented Dynamic Learning Environment) is a Learning Management System (LMS) platform, also known as a Course Management System, Learning Management System, or Virtual Learning Environment (VLE).

COURSE #	COURSE TITLES	Semester Hrs
E101	Interpersonal Communications	5.00
PS101	Basic Soil Science	5.00
M101	Construction Math	5.00
SS101	Introduction to Sociology	5.00
MCT101	Introduction to Microcomputers	5.00
HEO101	Heavy Equipment Operation 1	5.00
HEO102	Heavy Equipment Operation 2	5.00
HEO103	Heavy Equipment Operation 3	5.00
HEO104	Heavy Equipment Operation 4	5.00
HEO201	Introduction to Construction	5.00
HEO202	Introduction to Heavy Equipment Operations	5.00
HEO203	Heavy Equipment Safety	5.00
TOTALS		**60.00**

- E101-Interpersonal Communications- 5 Semester Hours/95 Theory Clock Hours/30 Shop Clock Hours
  This course is an introduction to interpersonal communication research results and theories with application in two-person and small group relationships in a variety of human communication contexts. Online Delivery

- PS101-Basic Soil Science- 5 Semester Hours/125 Theory Clock Hours/30 Shop Clock Hours
  The objectives of this course are to provide a general understanding of soil science as related to soil composition, properties, and bio-chemical reactions so that students understand the importance of soils in the environment in which we live. Online Delivery

- M101-Construction Math- 5 Semester Hours/125 Theory Clock Hours/30 Shop Clock Hours
  This course provides instruction to prepare students with the needed knowledge and skills used in the construction fields, using construction related math problems. The course includes the use of math solutions to calculate areas, volumes, lengths, angles, percentages, material amounts, and costs in relationship to building construction. Students will do all aspects of math calculations involved in residential construction. Online Delivery

- SS101-Introduction to Sociology- 5 Semester Hours/125 Theory Clock Hours/30 Shop Clock Hours
  This course is an introduction to basic sociological concepts, theories, and methods. Students in the course will be encouraged to develop "sociological imagination," that is, an understanding of the connection between personal biography and history. Course content will include an examination of social structure and culture (and the relationship between these two concepts), the socialization process, the major social institutions and their impact, the nature of inequality in society, and deviant behavior and social problems. Online Delivery

- MCT101-Introduction to Microcomputers- 5 Semester Hours/105 Theory Clock Hours/30 Shop Clock Hours
  This course introduces ffundamental concepts of computer information systems as applied to microcomputers in business and personal use. It is presented in lecture format and supervised hands-on experience with a variety of microcomputer software. Writing assignments, as appropriate to the discipline, are part of the course. Online Delivery

- HEO101-Heavy Equipment Operation 1- 5 Semester Hours/60 Theory Clock Hours/165 Shop Clock Hours
  This is a hands-on course on a full scale construction backhoe and front end loader. Techniques learned in the course work will be put to use in real-time situations commonly found on a construction jobsite with emphasis on equipment specific safety tips and techniques used for proper equipment operation. Field Site Training at 315 W. Fyffe St, Suite A, Stockton, CA 95203

- HEO102-Heavy Equipment Operation 2- 5 Semester Hours/60 Theory Clock Hours/165 Shop Clock Hours
  This is a hands-on course on full scale construction bulldozers. Techniques learned in the course work will be put to use in real-time situations commonly found on a construction jobsite with emphasis on equipment specific safety tips and techniques used for proper equipment operation. At this stage of their training, our trainees will also be allowed to practice/operate equipment they have already been trained on at our facility, providing they have met the required prerequisite. [Prerequisite HEO 101] Field Site Training at 315 W. Fyffe St, Suite A 165, Stockton, CA 95203

- HEO103-Heavy Equipment Operation 3- 5 Semester Hours/60 Theory Clock Hours/165 Shop Clock Hours
  This is a hands-on course on full scale construction excavators. Techniques learned in the course work will be put to use in real-time situations commonly found on a construction jobsite with emphasis on equipment specific safety tips and techniques used for proper equipment operation. At this stage of their training, our trainees will also be allowed to practice/operate equipment they have already been trained on at our facility, providing they have met the required prerequisite. [Prerequisite HEO 101] Field Site Training at 315 W. Fyffe St, Suite A 165, Stockton, CA 95203

- HEO104-Heavy Equipment Operation 4- 5 Semester Hours/60 Theory Clock Hours/165 Shop Clock Hours
  This is a hands-on course on full scale mobile cranes. Techniques learned in the course work will be put to use in real-time situations commonly found on a construction jobsite with emphasis on equipment specific safety tips and techniques used for proper equipment operation. Skills learned in this course will prepare the trainee for a certification exam endorsed by the NCCCO (**N**ational **C**ommission for the **C**ertification of **C**rane **O**perators). At this stage of their training; our trainees will also be allowed to practice/operate equipment they have already been trained on at our facility, providing they have met the required prerequisite. [Prerequisite HEO 101] Field Site Training at 315 W. Fyffe St, Suite A 165, Stockton, CA 95203

- HEO201-Introduction to Construction- 5 Semester Hours/95 Theory Clock Hours/30 Shop Clock Hours
  This course pprovides an introduction to basic mathematical procedures commonly used in the heavy equipment construction trade. Information used in this section is tied to everyday activities that are likely to be encountered on the job and illustrates how and why mathematics is a valuable tool of the trade. Trainees will also be introduced to blueprints in this phase of training. They will learn how to identify and interpret common symbols used on construction blueprints. This course will also provide a comprehensive introduction to hand tools, power tools, and proper identification and use of specific items related to the trade. The final phase of this class is an introduction to basic rigging and the principles and practices associated with it. Trainees need only be aware of the basic equipment requirements and selection criteria at this phase of their training. They will be introduced to more in depth rigging practices later in their training. Online Delivery

- HEO202-Introduction to Heavy Equipment Operations- 5 Semester Hours/95 Theory Clock Hours/30 Shop Clock Hours
  This course provides an overview of heavy equipment operation and operator responsibilities, while covering basic operating principles and functions. Also learned in this course are procedures used in preventive maintenance of heavy equipment, and identification of the most commonly used pieces of heavy equipment in the construction industry before leading into individual types of equipment and their proper use. This course is essential to trainees since it directly relates to the heavy equipment they will be training on later in the program. Online Delivery

- HEO203-Heavy Equipment Safety- 5 Semester Hours/95 Theory Clock Hours/30 Shop Clock Hours
  This course pprovides a comprehensive overview of safety requirements on job sites, with emphasis on OSHA requirements. It also presents basic safety requirements for personal protection on the job site, on and off the equipment, along with HAZCOM. This course finishes with safety techniques required for heavy equipment operators, with emphasis on organizing and conducting safety meetings, performing safety inspections/investigations, and proper inspection reporting. Online Delivery

STUDENT ACCESS TO FILE INFORMATION

Students are allowed access to copies of items in their student file at any time during regular business hours. Graduates may also request copies of any information in their student files at any time by sending written notice to the school describing their request. Transcripts are available to students and prospective employers upon request and without charge.

STUDENT INFORMATION RELEASE POLICY

The school does release certain information regarding a student's attendance, grades, completion status, and personal data to employers if the student requests job search assistance. The School questions students individually in writing as to whether or not they are requesting job search assistance.

ACADEMIC ACHIEVEMENT

NCCC elects to award academic achievement based upon credits as a unit of measurement. The School utilizes a performance-based learning model; whereby performance objectives reflect minimum competencies for individual courses and those skills that must be performed by the student before moving on to the next level of instruction.

TRAINING LOCATION AND DESCRIPTION

Training and instruction take place at the School's facility at 315 W. Fyffe Street, Suite A 165, Stockton, CA 95203 and field instruction takes place at 100 Hopper Street, Stockton, CA 95203. Classroom and field training may take place in separate locations, as deemed necessary to accommodate local resources and conditions. For example, classroom and/or lecture training may take place in a classroom/lecture environment and/or a field/lab environment. The number of students per class ranges from six students to twenty students. Generally, classes will receive orientation training as a single group; however, the School may deem it appropriate to divide the class size into smaller units. Training may take place in a variety of academic environments including but not limited to lecture, hands-on, field, site, and lab. Faculty are experienced and qualified in each of their respective areas of study. Faculty are encouraged to utilize teaching techniques to meet course objectives; i.e., cognitive and motor skills. Teaching strategies may vary with each instructor. Field training is structured so that students are organized in groups. Maximum student to instructor ratios are as follows: Classroom Instruction - 20:1, Field Instruction - 10:1, Distance Education - 10:1. Equipment to student ratio is 3:1. The normal training day runs approximately 8 hours with a lunch break. Variations in training schedules may occur due to major holidays, weather conditions or other unforeseen circumstances.

*NOTE: Heavy equipment operators are not required to have any state issued license. Heavy equipment operators do not need a Commercial Drivers License prior to employment. Heavy equipment, which is operated on the roadways, does require the operator to possess a Commercial Drivers License (CDL). The heavy equipment training programs offered by Northern California College of Construction are designed to train students to become employed as equipment operators exclusive from the CDL requirements.

HOMEWORK

Students should consider homework as an integral part of their training program. Students are expected to be prepared for upcoming course material and review previously learned information on a regular basis. Homework may be assigned by individual instructors on an as-needed basis. Students should be prepared for homework assignments and allow time each day for homework.

TRANSFER CREDIT

Credit will be given to any student for experience, education, or military service pertaining to the operation of excavation equipment received prior to attending the school. This credit will be in the form of a shorter time to complete the training program. A proportionate adjustment will be made on total tuition charge depending upon experience. All such credit must be approved by the School Director prior to the student's commencement of training. NCCC does not accept hours or credit earned through challenge examinations or achievement tests. NCCC does not guarantee the transferability of its credits to any other institution unless there is a written agreement with that institution to accept NCCC credits NCCC has not entered into any transfer or articulation agreements with any other college or university

NOTICE CONCERNING TRANSFERABILITY OF CREDITS

The transferability of credits you earn at NCCC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or degree you earn in the heavy equipment training program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, certificate or degree ~~that~~ you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending NCCC College to determine if your credits, certificate or degree~~,~~ will transfer.

DISTANCE EDUCATION

For students enrolled in a program offered via distance education, the approximate number of days that will elapse between the NCCC's receipt of student lessons, projects, or dissertations and NCCC's mailing of its response or evaluation is 10 days.

SATISFACTORY ACADEMIC PROGRESS (SAP)

A student must maintain satisfactory academic progress (SAP) in order to remain in training. SAP is cumulative in that it includes all periods of attendance; and all periods of attendance are counted toward the maximum time frame allotted. SAP is applied to all students equally and measured weekly. In order to comply with the school's SAP, the student must:

1. Be enrolled in a program of study with a valid enrollment agreement
2. Complete his/her program within the maximum time allowed. Maximum time allowed is 150% of the published course length.
3. Maintain satisfactory attendance.
4. Students who do not achieve a passing score will be offered a re-examination opportunity.

Grading Period: The grading period begins on the first day of each course and ends upon administration of the course exam. Students must successfully pass each course as a pre-requisite to continue.

- Incomplete Grades: The student has a maximum of one week to complete an incomplete grade or it will revert to a "fail".
- Course Withdrawals: A grade of W (withdrawn) will not be considered as course work successfully completed, but will be counted as course work attempted. W grades are not calculated into the SAP.
- Repeat Subjects: Students are required to successfully complete each subject module prior to progressing to the next subject; therefore, a review of a current subject may be required but repeats are never necessary.
- Remedial Work: Remedial work is not provided nor required.
- Re-Examination: Students failing a course may request additional training prior to re-taking the course examination. Students may be allowed a maximum of two examination attempts for each course; otherwise the student must retake the entire course.
- Failure to Meet SAP Standards: If a student fails to meet the SAP standards, the Director will place the student on academic probation. If a student remains on academic probation beyond two weeks without an improvement in his or her academic standing student will be subject to termination for lack of SAP. If a student receiving VA benefits fails to meet SAP standards, he/she will be placed on probation for a maximum of two weeks. If at the end of that period, the student is still not meeting SAP standards, his/her VA benefits will be discontinued.
- Appeals: Re-admission after termination for failing to meet SAP standards may be granted to an individual if a written appeal is made to the School and the individual substantiates that mitigating circumstances were involved and corrective measures have been taken to prevent a recurrence. Appeals must be made within ten days of the date of SAP notification.
- Reinstatement: Students who have been dismissed for lack of SAP may apply to be re-admitted after a waiting period, to be determined by the School. Such students may be re-admitted under a probation status. Such students can re-establish SAP good standing by successfully completing one week of course work while maintaining SAP.
- Transferred or Re-admitted Students' Maximum Time Frame: Transferred or re-admitted students will be allowed a maximum time frame of 150% of the portion of the program remaining at the point re-entry.
- Progress Reports: Written progress reports are not provided to students due to the short-term duration of each program level (3 weeks). As progress issues emerge, they are addressed immediately with students through counseling with the Chief Instructor or School Director or both. Written progress reports are completed monthly and sent to the sponsors/counselors of students.

GRADING SYSTEM

Student progress is monitored through attendance, written examinations, skill tests, and visual evaluations. Students must achieve a passing grade in each course attempted as a pre-requisite to maintain satisfactory progress. Written exams, skills tests, and periodic progress reports are all graded using the following grading scale:

ACCURACY	GRADE
70% - 100%	Pass
0% - 69%	Fail

GRADUATION REQUIREMENTS

Students must apply for graduation with the School. Students must successfully pass each course. Students who fail to achieve the minimum passing grade may apply for approval to receive additional days of training; however, the School reserves the right to charge up to $100 per day for additional, remedial or refresher training. Graduates will be awarded a Certificate of Completion from NCCC upon satisfactory completion of the program.

ATTENDANCE

A student's attendance while in training is extremely important. Missing classes can be detrimental to a student's progress. In addition, job opportunity potential will be seriously hampered by a student's poor attendance record. Many employers evaluate a student's attendance while in training prior to making a decision to hire.

1. Absenteeism: Excessive absence will affect the student's standing negatively. A student will be terminated for excessive absenteeism. Satisfactory attendance is 80%. **More than a single absence, within any calendar week, is considered excessive.** The School does not differentiate between excused or unexcused absences. If a student misses more than one class during any week of training, disciplinary action will occur or the student will have to re-schedule his/her training to a future class. A missed morning or afternoon class session will be considered an absence for the entire day.

2. Tardiness: Tardiness is defined as any student arriving to class more than ten minutes late, and/or leaving training more than ten minutes prior to the end of training. **Three tardies will equal one absence**.

3. Leave of Absence: Students will be allowed one leave of absence not to exceed 180 days. Additional leaves of absence will be denied unless the leave is for health reasons, which must be verified in writing by a certified physician. All leaves of absence requests must be submitted in writing and then approved by the School.

4. Make-Up Work: Students are allowed to make up course work if approved of by their instructor. Make up work must be completed within a reasonable time, as determined by the School, from the last day of the course work ~~that~~ was missed. Grades given for make-up work will be the same as grades given for regular work. Tests may be retaken a maximum of two times. Make up work will not excuse an absence.

5. Satisfactory Attendance: **A student will be terminated for excessive absences**. More than a single absence within any calendar week is considered excessive. The School does not differentiate between excused or unexcused absences. If a student misses more than one class during any week of training, disciplinary action will occur. Satisfactorily meeting performance objectives may be viewed in determining whether satisfactory attendance is grounds for academic probation. A missed morning or afternoon class session will be considered an absence for the entire day.

ACADEMIC PROBATION

Students who fail to meet SAP standards or attendance standards as set forth above will be placed on probation. Students on probation must show sustained progress in the particular area that resulted in probation or face possible dismissal. Students on probation will be evaluated at the end of each week of probation with the maximum probation period being two weeks. The student is considered to be making satisfactory progress while on probation if, at the end of each week of probation, the student's grades and attendance have improved to a satisfactory level. If satisfactory progress is achieved, the student will be removed from probation; if not, the student will be terminated.

If a veteran's or eligible person's attendance is below 80%, he/she will be placed on probation for a maximum of two weeks. If at the end of the probation period the veteran or eligible person's attendance is still below 80%, his/her educational benefits will be terminated.

RULES & CONDUCT

To maintain order and efficiency during training, the school requires all students to abide by the rules. Any of the following will be cause for disciplinary action up to and including immediate dismissal of the student:

1. Bringing drugs or alcohol onto the school property.
2. Any unauthorized starting or operating school equipment.
3. Violating any industry safety code.
4. Insubordination (failure to comply with the instructions of instructor or school employee).
5. Illegal acts on or off school property while in training.
6. Fighting, vulgarity
7. Being under the influence of intoxicating drugs or alcohol.
8. Disruption of the instruction/training process.

See additional rules in next section with accompanying disciplinary procedures.

STUDENT DISCIPLINARY RULES

NCCC students are citizens of the city, state, and country, and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times.

Admission to NCCC carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between NCCC and the heavy equipment community that it seeks to serve, NCCC has authorized the Director and Academic Director of NCCC under its jurisdiction to take such action, as may be necessary, to maintain campus conditions and preserve the integrity of NCCC and its educational environment.

Pursuant to this authorization, NCCC has developed the following regulations that are intended to govern student conduct on the campus. In addition, students are subject to all national, state, and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects NCCC's pursuit of its educational objectives, NCCC may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by NCCC whether or not such conduct is simultaneously in violation of state, local, or national laws.

Disciplinary Offenses. Generally, through appropriate due process procedures, School disciplinary measures shall be imposed for conduct that adversely affects NCCC's pursuit of its educational objectives, that violates or shows a disregard for the rights of other members of the academic community, or that endangers property or people on School or School-controlled property.

Individual or organizational misconduct that is subject to disciplinary sanction shall include but not be limited to the following examples:

- **Conduct dangerous to others.** Any conduct that constitutes a serious danger to any person's health, safety, or personal well-being, including any physical abuse or immediate threat of abuse.
- **Hazing.** Any intentional or reckless act in California, on or off the property of any higher educational institution, by one student, acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of that student, or that induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
- **Disorderly conduct.** Any individual or group behavior that is abusive, obscene, lewd, indecent, violent, excessively noisy, or disorderly, or that unreasonably disturbs other groups or individuals.
- **Obstruction of or interference with NCCC activities or facilities**. Any intentional interference with or obstruction of any School activity, program, event, or facilities, including the following:
  - Any unauthorized occupancy of School or School-controlled facilities or blockage of access to or from such facilities.
  - Interference with the right of any School staff member or other authorized person to gain access to any School or School-controlled activity, program, event, or facilities.
  - Any obstruction or delay of a staff member, authoritative agency firefighter, or any School official in the performance of his/her duty.
- **Misuse of or damage to property.** Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to NCCC including but not limited to heavy equipment, computers, fire alarms, fire equipment, telephones, School keys, resource center materials, and/or safety devices; and any such act against a member NCCC or a guest of NCCC.
- **Theft, misappropriation or unauthorized sale of property.** Any act of theft, misappropriation or sale of NCCC property, or any such act against a member of NCCC or a guest of NCCC.
- **Misuse of documents or identification cards.** Any forgery, alteration or, or unauthorized use of NCCC documents, forms, records, or identification cards, including the giving of any false information or withholding of necessary information in connection with a student's admission, enrollment, or status oat the School.
- **Firearms and other dangerous weapons.** Any possession of or use of firearms or dangerous weapons of any kind.
- **Explosives, fireworks, and flammable materials.** The unauthorized possession, ignition, or detonation of any object or article that could cause damage by fire or any other means to people or property, or possession of any substance that could be considered to be and used as fireworks.
- **Alcoholic beverages.** The use and/or possession of alcoholic beverages is not allowed on NCCC owned or controlled property.
- **Drugs.** The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance.
- **Gambling.** Gambling in any form.
- **Financial irresponsibility.** Failure to promptly meet financial responsibilities to NCCC, including but not limited to passing a worthless check or money order in payment to NCCC or to a member of NCCC acting in an official capacity.
- **Unacceptable conduct in hearing.** Any conduct at NCCC hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other false evidence at any hearing.
- **Failure to cooperate with NCCC officials or staff members.** Failure to comply with directions of School officials acting in the performance of their duties.
- **Attempts to commit and aiding and abetting the commission of offenses.** Any attempt to commit any of the foregoing offenses or the aiding and abetting of the commission of any of the foregoing offenses (an "attempt" to commit an offense is defined as the intention to commit the offenses coupled with the taking of some action toward its commission).
- **Violations of state or federal laws.** Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
- **Violation of general rules and regulations.** Any violation of the general rules and regulations of NCCC as published in an official NCCC publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.

Academic and Classroom Misconduct. The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of NCCC. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of NCCC.
Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.

- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers of other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.

Upon discovery of a student's participation in academic misconduct, the student is immediately responsible to the instructor or the class, who will meet with the offending student with evidence of the misconduct. In addition to other possible disciplinary sanctions that may be imposed as a result of academic misconduct, the instructor has the authority to assign a failing grade. NCCC students accept full responsibility for the quality and authenticity of submitted course work. When confronted with evidence of academic misconduct, students may admit their participation and accept the penalty imposed by the instructor. The instructor will inform the Academic Director of the violation, and the Academic Director will forward written notice of the violation to the Campus President, who will keep records of the incident.

If the student believes that he/she has been erroneously accused of academic misconduct and if his/her final grade has been lowered as a result, the student may appeal the case through the following procedures:

- The student may discuss the case with the Training Director for that discipline.
- If the student seeks further appeal, he/she may ask the Training Director to contact the Campus President, who will determine any additional steps to be taken.

Disciplinary Action. Disciplinary action may be taken against a student for violations of the above regulations that occur on owned, leased, or otherwise controlled property or that occur off campus when the conduct impairs, interferes with, or obstructs any School activity or the missions, processes, and functions of the School. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus that poses a substantial threat to people or property within NCCC.

For the purposes of these regulations, a "student" shall mean any person who is registered for study at NCCC for any academic period, including the time that follows the end of an academic period that the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from NCCC.

Disciplinary Sanctions. Upon a determination that a student or organization has violated any of the rules, regulations, or disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate NCCC officials:

- **Restitution.** A student who has committed an offense against property may be required to reimburse NCCC or other owner for damage or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
- **Warning.** The appropriate NCCC official may notify the student that continuation of repetition of specified conduct may be cause for other disciplinary action.
- **Reprimand.** A written reprimand, or censure, may be given to any student whose conduct violates these regulations. Such a reprimand does not restrict the student in any way but does have important consequences. It signifies to the student that he/she is being given another chance to conduct himself/herself as a proper member of NCCC, but that any further violation will result in more serious penalties. In addition, a reprimand does remain on file in the student's academic record.
- **Restriction.** A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent NCCC in any way, to operate equipment, to possess a student ID.
- **Probation.** Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
- **Suspension.** If a student is suspended, he/she is separated from NCCC for a stated period of time, with conditions for readmission stated in the notice of suspension.
- **Expulsion/termination.** Expulsion entails a permanent separation from NCCC. The imposition of this sanction does become a part of the student's permanent record and is a permanent bar to the student's readmission to NCCC.
- **Interim or summary suspension.** Though as a general rule, the status of a student accused of violations of School regulations should not be altered until a final determination has been made in regard to the charges against the student, summary suspension may be imposed upon a finding by the Campus President or his/her designated representative that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the NCCC or its guests; destruction of property; or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension (in writing), and if there are disputed issues of fact of cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

- In cases involving second and/or third instances of academic misconduct, the student will be subject to further disciplinary action, including termination.
- Students found guilty of repeated academic misconduct may receive one of the following sanctions:
  * Second offense: Probation
  * Third offense: Expulsion from NCCC.

The Campus President of NCCC is authorized, at his/her discretion, to convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

Cases of Alleged Sexual Assault. In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:

- Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding.
- Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

Disciplinary Procedures. Admission to NCCC implies that the student agrees to respect the rights of others and observe civil laws. Conduct regarded as dangerous or threatening, which warrants response by local law enforcement officials, will carry an immediate temporary suspension of the student from the School. If the court convicts the student, NCCC may expel the student solely on the findings of the criminal court. If NCCC does not exercise this option, the student must begin the disciplinary process after the court proceeding concludes.

Due Process Procedures. In cases that involve actions of misconduct that would cause the student or students to be subjected to disciplinary action, a hearing shall be afforded the student according to the procedures outlined below:

1. All complaints of alleged misconduct of a student shall be made in writing to the Campus President. The complaint shall contain a statement of facts outlining each alleged act of misconduct and shall state the regulation the student is alleged to have violated.
2. The Campus President shall investigate the complaint. If it is determined that the complaint is without merit, the investigation shall promptly cease. If it is determined that there is probable cause to believe a violation did occur, the process shall proceed as outlined.
3. The student shall be notified in writing by the Campus President that he/she is accused of a violation and will be asked to come in for a conference to discuss the complaint. At the conference, the student shall be advised of the following:
   a. He/she may admit the alleged violation, waive a hearing in writing and request that NCCC officials take appropriate action.
   b. He/she may admit the alleged violation in writing and request adjudication before the Campus President.
   c. He/she may deny the alleged violation in writing and request adjudication before the Campus President.
   d. The date, time, and place of hearing.
   e. A statement of the specific charges and grounds that, if proven, would justify disciplinary action being taken.
   f. The names of witnesses scheduled to appear.

The decision reached at the hearing shall be communicated in writing to the student. It shall specify the action taken by the Campus President. Upon the request of the student, a summary of the evidence shall be provided to the student.

The student shall be notified in writing of his/her right to appeal the decision of the Campus President within five days of receipt of the decision. In cases of appeal, any action assessed by the Campus President shall be suspended pending outcome of the appeal. A copy of the final decision shall be mailed to the student.

REINSTATEMENT

If an appeal is denied or if the student chooses not to appeal the decision, an application for reinstatement may be submitted to the school no earlier than 30 days from the date of termination. Students who are reinstated who did not pursue or win an appeal may be reinstated under special conditions.

TERMINATION

Students can be terminated for unsatisfactory progress, unsatisfactory attendance, and/or breaking any school rules or conduct policies. Students may appeal the termination with the Campus President based upon extenuating circumstances.

STUDENT COMPLAINT PROCEDURE

Most problems or complaints that students may have with the school or its administration can be resolved through a personal meeting with the school staff. Grievances related directly to training must be submitted to the Training Director. Any grievance remaining unresolved after being handled by the Training Director can be submitted in writing to the Campus President. Non-training related grievances must be submitted to the Campus President. The Training Director and/or Campus President will make every reasonable effort to resolve a grievance to the satisfaction of the student. Answers to grievances will be given no more than ten days after submission of grievance. The written complaint should contain (1) the nature of the problem(s), (2) approximate date(s) that the problem(s) occurred, (3) name(s) of the individual(s) involved in the problem(s) - staff and/or other students, (4) copies of important information regarding the problem(s), (5) evidence demonstrating that the institution's complaint procedure was followed prior to this point in time, and (6) student signature.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov

STUDENT RECORDS

Enrollees are advised and cautioned that State Law requires this educational institution to maintain school and student records onsite for a minimum of five-years. Transcripts are maintained permanently. Student records are protected from unauthorized access. Requests for release of information by the student or from outside agencies must be made in writing. This ensures that only authorized individuals have access to specific information requested.

STUDENT SERVICES

Academic Advising:

Student services staff including but not limited to the school director, academic director, registrar, and chief instructor provide all students with academic advice on satisfactory progress and probationary policies. Students have the opportunity to meet with and discuss their academic situation with these student services staff members to receive advice on corrective actions.

Career Services:

The school's Career Service Department is available to **assist** graduates in their job search. The school **does not guarantee** any of its graduates that they will become employed as a result of the training. NCCC is NOT a placement agency, but a training facility only. Below are the different aspects of the school's service:

a. The School has a full-time Career Service Specialist.
b. Students will undergo an entrance interview/orientation with the Career Service Specialist. This interview will introduce the School's Career Service department and procedures to the student. At this time the student will complete a questionnaire regarding how we can help with the student's job search needs.
c. The Career Service Specialist will post job openings and assist the student contacting prospective employers.
d. Students can elect to contact Career Services via a toll free telephone number.
e. Career service consists of referring graduates of the school to potential employers who may or may not have immediate openings. It must be clearly understood that these referrals do not constitute offers of employment.
f. Student accepts full responsibility for meeting the mental, physical and other requirements for passing any industry standards, or employer requirements for qualifying as employee in the construction or excavation industries. Generally, a student with a minimum of a high school diploma, in good health, both mentally and physically, no physical impairments, drug-free, and a clean driving record will meet most employer qualifications.

Resource Room:

The school has a Resource Room on campus that is available during business hours to the students. The Resource Room includes:

a. Access to computers, printers, telephone, and facsimile for job searching
b. Simulator equipment
c. Bulletin boards
d. Library resources are available for use that includes current magazine publications and industry books. Resources are accessible on campus. Students may access the on-campus library Monday thru Friday 9:00 am to 4:00 pm.

Housing:

NCCC does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance.
According to rentals.com for Stockton, CA rental properties start at approximately $625 per month.
In addition, NCCC has negotiated student pricing available to our students with a local hotel that also provides shuttle service to and from our campus
University Lofts | 110 W Fremont Street | Stockton, CA 95202 | 209.323.3056
Approximate rates are as follows: Pacific Shared Room: $499 or $998 Pacific Private Room per 3 week session.

REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Northern California College of Construction, 315 Fyffe Street, Suite A 165, Stockton, CA 95203. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less an enrollment fee not to exceed $100.00, and less any deduction for books or supplies not returned in new condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance. The refund will be less an enrollment fee not to exceed $100.00, and less any deduction for books or supplies not returned in new condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 2 days in a week.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

ASSOCIATE OF HEAVY EQUIPMENT OPERATIONS DISTANCE EDUCATION PROGRAM

STUDENT'S RIGHT TO CANCEL

This institution offers distance educational programs where the instruction is not offered in real time. The Institution shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

The student has the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date the written notice of cancellation is sent to: Northern California College of Construction, 315 Fyffe Street, Suite A 165, Stockton, CA 95203. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

This Institution shall transmit all of the lessons and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the Institution transmits the balance of the material as the student requests, the Institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons are material are transmitted.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $100.00, and less any deduction for books and materials not returned in new condition as stated as refundable on the enrollment agreement. A refund will be made within 45 days of withdrawal.

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; and/or failure to meet financial obligations to the School.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students scheduled days is based on a five day week, which does not include Saturday or Sunday, or any defined holiday as enumerated in Section 6700 of the California Government Code as described below.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Veteran Students Only
The School will refund the unused portion of prepaid tuition and fees on a pro rata basis. Any amount in excess of $10.00 for an enrollment or registration fee will also be pro-rated.

STUDENT TUITION RECOVERY FUND

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

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

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

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

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

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

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

CONSUMER DISCLOSURES

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 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.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

NCCC is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

Northern California College of Construction
315 W. Fyffe Street, Suite A 165
Stockton, CA 95203

I have received a copy of the Catalog and/or Veterans Information Bulletin, which contain the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

Print Name (Veteran or Eligible Person): _____

Signature:_____

Enrolled by: _____

Date: _____