

# Student Success is Our Success



## Catalog

### TABLE of CONTENTS

Locations & Programs .....	Inside Cover
Mission and History .....	2
Approvals .....	2
Class & Facilities Information .....	3
Admissions .....	4
Financial Aid .....	6
Academic Policies & Procedures.....	7
Student Services .....	11
Programs of Study.....	13
Course Descriptions .....	18

Insert A .....	Academic Calendar
Insert B .....	Faculty and Staff
Insert C .....	Tuition sheet

**2012 Volume 3**  
**Effective January 1, 2012 to December 31, 2012**

[www.uei.edu](http://www.uei.edu)

*UEI College Fresno & Bakersfield*

**Fresno – Main**

2002 N. Gateway Blvd.  
Fresno, CA 93727  
Phone: 559-456-0623  
Fax: 559-456-0188

**Programs Offered**

Business Office Administration  
Medical Billing and Insurance Coding  
Medical Assistant  
Dental Assistant  
Pharmacy Technician

**Gardena – Main**

661 West Redondo Beach Blvd.  
Gardena, CA 90247  
Phone: 424.246.3000  
Fax: 424.246.3099

**Program offered**

Automotive Technician  
Medical Billing and Insurance Coding  
Medical Assistant  
Dental Assistant  
Pharmacy Technician  
Business Office Administration  
Computer Systems Technician  
Criminal Justice

**Riverside – Branch of Gardena**

1860 University Ave.  
Riverside, CA 92507  
Phone: 951.300.5500  
Fax: 951.784.1494

**Program offered**

Automotive Technician  
Medical Billing and Insurance Coding  
Medical Assistant  
Dental Assistant  
Pharmacy Technician  
Business Office Administration  
Computer Systems Technician  
Criminal Justice

**Additional campuses owned and operated  
by International Education Corporation  
under the UEI Brand****Accredited by ACCET****Huntington Park (HP) - Main**

6055 Pacific Boulevard  
Huntington Park, CA 90255  
Phone: 323.277.8000  
Fax: 323.277.8016

**Chula Vista – Branch of HP**

310 Third Avenue, Suites C6/C7  
Chula Vista, CA 91910  
Phone: 619.409.4111  
Fax: 619.409.4114

**El Monte- Branch of HP**

3401 Rio Hondo Avenue,  
Suite 100  
El Monte, CA 91731  
Phone: 626.927.9000  
Fax: 626.927.9350

**Ontario - Branch of HP**

4730 Ontario Mills Parkway  
Ontario, CA 91764  
Phone: 909.476.2424  
Fax: 909.987.8748

**San Bernardino- Branch of HP**

295 East Caroline Street, Suite E  
San Bernardino, CA 92408  
Phone: 909.554.1999  
Fax: 909.554.1991

**San Diego- Branch of HP**

3666 Kearny Villa Road, Suite 100  
San Diego, CA 92123  
Phone: 858.492.4200  
Fax: 858.492.4299

**Van Nuys- Branch of HP**

7335 Van Nuys Boulevard  
Van Nuys, CA 91405  
Phone: 818.756.1200  
Fax: 818.994.2607

**Anaheim – Branch of HP**

401 Carl Karcher Way  
Anaheim, CA 92801  
Phone: 714.941.5800  
Fax: 714.490.0586

**Accredited by ACCET****Jacksonville (JAX) - Main**

3563 Philips Highway, Building C,  
Suite 300  
Jacksonville, Florida 32207  
Phone: 904.391.6500  
Fax: 904.448.0280

**Morrow – Branch of JAX**

1564 Southlake Parkway  
Morrow, Georgia 30260  
Phone: 678.422.4500  
Fax: 678.422.4501

**San Marcos – Branch of JAX**

2085 Montiel Road Suite D100  
San Marcos, CA 92069  
Phone: 760.690.5200  
Fax: 760.739.0668

**Stockton – Branch of JAX**

4994 Claremont Ave.  
Stockton, CA 95207  
Phone: 209.774.5300  
Fax: 209.472.0513

# General Information

Welcome to UEI College where our vision is to be the premier provider of career education. Our years of experience have earned us the trust of employers, and this trust is based on the performance of our graduates. We believe that by teaching skills necessary to succeed in today's changing world, we help our students achieve success for themselves and the community they live in.

UEI College

## Mission

We prepare students for employment by providing industry-validated education and training within a positive, supportive and caring environment.

## Vision

The premier provider of career education

## Values

We are committed to:

- One Standard of Excellence
- Success
- Teamwork
- Respect
- Integrity
- Customer Service
- Changing Lives

## School History and Description

UEI College located in Fresno, CA was founded in October of 1989 as Microcomputer Education Center. The school became accredited by Accrediting Commission of Career Schools and Colleges of Technology in 1994. In August 1995, the school relocated to its present location. In January 2004, Microcomputer Education Center changed its name to MCED Career College. The school was acquired by International Education Corporation (IEC) in July 2010 and renamed UEI College. In early 2012 a branch campus in Bakersfield, CA was opened.

The UEI brand (UEI College and UEI) presently has other campuses accredited by ACCET in Huntington Park (main), Branches: Van Nuys, San Diego, Chula Vista, San Bernardino, El Monte, Ontario, Anaheim, San Marcos, Jacksonville, FL (main) and Morrow, GA. IEC also has another ACCSC accredited Main campus located in Gardena, CA

The corporate office is located in Irvine, California. UEI College located in Fresno is a California corporation and a wholly owned subsidiary of International Education Corporation. The Board of Directors for UEI College are Fardad Fateri and Janis Paulson. The members of the Board of Directors for its parent company, International Education Corporation, are Doug Mellinger, Tom Hartman, Dr. Fardad Fateri, Jared Bluestein, Cyrus Hromazdi and Thomas Crawford .

## Accreditation and Approvals

### Institutional Accreditation

UEI College located in Fresno is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) ACCSC is a national accrediting agency recognized by the U.S. Department of Education under a provision of Public Law 82-550.

### State Approval

UEI College has approval to operate as a Private Postsecondary School from the Bureau of Private Postsecondary Education (BPPE) in the State of California through a license by means of accreditation. This approval to operate means compliance with state standards as set forth in the State Ed code.

### Veterans

UEI College is approved to train Veterans by the State approving agency.

Upon request, an enrolled or prospective student may review copies of the documents that describe the school's accreditation and approval.

All veteran students requesting VA benefits while attending school must sign the "Veterans Information Addendum to catalog" prior to starting school.

### Entitlement Agencies

Eligible students may apply to the following agencies for determination of benefits while attending UEI College:

- U.S. Department of Veteran Affairs
- State Department of Vocational Rehabilitation
- U.S. Department of Education

### Approvals

Fresno Workforce Development Board  
Madera Workforce Development Board

## Class Schedules

### **Class Start Schedule**

UEI College campuses offer year-round enrollment. All modules are approximately four weeks in length. (See the Academic Calendar, Insert A of this catalog) The programs at UEI College are divided into modules that are self-contained units of instruction. UEI College offers morning, afternoon, evening and week-end classes. All classes are held on campus. UEI College does not provide English as a Second Language coursework.

### **Campus Holidays**

In observance of the following holidays, UEI College does not hold classes on: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), and Winter Break. (See the Academic Calendar, Insert A of this catalog)

### **Professional Appearance and Dress Code**

Professional appearance presents the image of performing well in the workplace. UEI College prides itself on training the highest quality student for today's workplace and part of this preparation is the adoption of a professional dress code. We aim for the highest standards and expect our students to have the same goal. The standards are to be followed by all students of the college in the laboratory and administrative classes, and at all times while on campus. Please see your Admissions Representative or the Director of Education for the Professional Appearance and Dress Code information.

### **Student Conduct**

Students are expected to follow all the rules and regulations of UEI College and to conduct themselves within the parameters of acceptable behavior at all times. Students should exhibit professionalism throughout the duration of the training. Any infraction of the schools rules and regulations, or improper behavior, will result in suspension and/or termination, at the discretion of the Executive Director.

## Facilities

### **Facilities and Equipment**

UEI College campuses are designed to teach students the skills required in their chosen career fields. Each facility is equipped with the appropriate furniture, equipment, and supplies required to conduct programs effectively. The facilities are clean and present a professional appearance. All laboratories have workstations simulating the actual work environments which students will encounter in a professional setting.

### **Class Size**

UEI College limits the size of its classes to maintain the educational soundness of its instructional programs. Class size may vary from one subject area to another and from laboratory to lecture. The ratio of student to teacher is listed with each program outline.

### **Non-Discrimination Policy**

The UEI College catalog and the policies and procedures described herein apply equally to all students enrolled at any of the UEI College locations.

UEI College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or handicap. The school complies with title IV of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments Act of 1972; and the Age Discrimination Act of 1975.

UEI College complies with the provisions of the Americans with Disabilities Act (ADA) of 1990 and with Section 504 of the Rehabilitation Act of 1973. The student must notify school management of his/her disability. The school will make every effort to assist physically or mentally challenged persons in their pursuit of educational opportunities. Students with impairments are subject to the same standardized tests with accommodations as set out by the test developer. Contact the Executive Director for additional information.

# Admissions Policies & Procedures

## Admission Process

All prospective applicants must be personally interviewed by a school representative, tour the campus and receive a catalog describing the course offerings and the school policies. Once it has been determined in what program the applicant is interested, a standardized entrance assessment is administered and the student visits the financial planning department to receive information regarding funding options.

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.

## General Admissions Requirements

1. Complete an interview with a school representative to determine desire, ability and commitment
2. Receive a tour of the campus
3. Review the school catalog
4. Review, complete and sign an Enrollment Agreement

## Admissions Requirements for Dental Assistant, Medical Assistant, Medical Billing and Insurance Coding and Business Office Administration

1. Must be at least 17 years of age and a High School graduate or GED holder or be 18 years of age and applying as an "Ability to Benefit" (ATB) student
2. Achieve a passing score on the appropriate entrance assessment
3. Proof of High School graduation or equivalent must be presented to UEI College if a High School grad.

## Admissions Requirements for the Pharmacy Technician Program

1. Must be at least 18 years of age and a High School graduate
2. Achieve a passing score on the appropriate entrance assessment.
3. Proof of High School graduation or equivalent must be presented to UEI College.

## ATB Eligible Programs

Students who are not high school graduates or have not passed the GED may apply for the following programs: Medical Billing and Insurance Coding, Medical Assistant, Business Office Administration and Dental Assistant.

## Entrance Assessment Score Requirements

High School graduates or GED holders must take and pass a nationally normed standardized assessment with the following minimum scores:

Business Office Administration .....	14
Dental Assistant .....	13
Medical Assistant .....	13
Medical Billing and Insurance Coding.....	15
Pharmacy Technician .....	16

Students who are not high school graduates or have not passed the GED must take and pass a two part nationally normed standardized test recognized and approved by the United States Department of Education that measures basic skills in reading and arithmetic.

The Wonderlic Basic Skills Test (WBST) minimum scores are:

Verbal .....	200
Quantitative .....	210

## Ability to Benefit Students

To inquire about obtaining a High School diploma or equivalent, the student can contact:

Cesar Chavez Adult Education  
2500 Stanislaus  
Fresno, CA 93721  
(559) 457-6000

Clovis Adult Education  
1452 David E. Cook Way  
Clovis, CA 93611  
(559) 292- 3858

## Transfer of Credit Policy

Students who have completed similar training courses at other institutions may apply for transfer of credit according to the following policy and procedure:

1. Complete and submit a Transfer of Credit Application to the Director of Education prior to the date of your first class.
2. Provide an official transcript and catalog with course descriptions of the prior post-secondary training. Official transcripts are required to post transfer credits. Unofficial transcripts can be used to evaluate credit. Photocopies will not be accepted.
3. Courses from accredited post-secondary training programs that correspond directly in content, scope and length to UEI College courses will be considered for credit.

# Transfer of Credit & Program Costs

4. Only training courses with a grade of C or 2.0 or above will be considered for credit.
5. Credit by examination, prior work experience, military service, internships or practicum may be accepted.
6. No more than 50% of the total credits of the program can be accepted from transfer credits outside of the UEI College system.
7. Students transferring from another UEI College campus will be granted credit for all passing courses taken within the last twelve months.
8. A student may appeal the decision on transfer credits to the Executive Director/Campus President. The Executive Directors/President's decision will be final.
9. UEI College does not charge any fee for evaluating or accepting transfer credits. The approval of transfer credits will reduce one's tuition charge and may affect financial aid eligibility and the length of one's program.

## Notice Concerning Transferability of Credits and Credentials Earned at our Institution

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

The institution does not have any articulation agreements with other colleges at this time.

## Program Costs

### Program Tuition and Fees

The registration fee is \$50.00

Additional fee that might be incurred during enrollment are:

Additional copies of official transcripts	\$5
Late Payment fee	\$10
Replacement of lost Student ID card	\$3
Graduation ceremony fee	\$40
Uniform-replaced/lost	\$7 per piece
Institutional Loan Origination fee	\$12

The tuition for all programs are due and payable at the time of enrollment. Tuition and fees are the same for in-state and out-of-state students. Tuition can be paid by any of the following methods: Cash, check, credit, loans, grants or scholarships. Please see the tuition sheet, Insert C of this catalog for your program tuition.

### Books and Supplies

All textbooks and training materials for the course will be supplied by the school for student use. Students must furnish their own incidental supplies such as pens, paper, notebooks, etc. Note: Classroom reference textbooks are not issued to students but are supplied in sufficient numbers to complete assignments. Books that are lost, mutilated or not returned in a timely manner will be replaced at the expense of the student.

### Transportation costs

Local transportation costs are estimated at \$28.00 per week and may vary in specific areas. There are no fees for parking.

### Delinquent Accounts

Delinquent accounts may result in suspension or termination from the program and may be submitted for collection with collection agencies.

Any checks returned for non-sufficient funds will be charged an additional \$15 to the students account.

### Student Tuition Recovery Fund Disclosure (STRF)

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 in an educational program, 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.

# Financial Aid Information

## Federal Financial Aid Information

Financial Assistance, in the form of grants and loans, is available to eligible applicants who have the ability and desire to benefit from the specialized training offered at UEI College.

To receive financial assistance you must:

1. Usually have financial need
2. Be a U.S. citizen or eligible non-citizen
3. Have a social security number
4. If male, be registered with selective service
5. While attending school, be making Satisfactory Academic Progress

UEI College will provide a Free Application for Federal Student Aid (FAFSA) and other financial aid related forms to assist in determining funding eligibility.

### Financial Aid Programs

The following are brief descriptions of the Federal financial aid programs available at UEI College under the Title IV program.

#### Federal Pell Grant

A Federal Pell Grant is an award that does not have to be repaid. Funds are awarded to students with “exceptional need.”

#### Federal Supplemental Educational Opportunity Grant (FSEOG)

An FSEOG is an award that does not have to be repaid. These funds are allocated to UEI College by the federal government and available funds are limited. Funds are awarded to students with “exceptional need.”

#### Direct Subsidized Loan

This loan is a low interest loan made by the U.S. Department of Education to students. The federal government pays the interest on the loan during school attendance, for a six-month grace period following school attendance, and during any periods of deferment. Eligibility for a Direct Subsidized Loan is based on “financial need.”

#### Direct Unsubsidized Loan

This loan is a low interest loan made by the U.S. Department of Education to students. The student pays all the interest on the loan. A student does not have to demonstrate “need” in order to obtain this loan.

#### Direct Plus Loan

This loan is a low interest loan made by the U.S. Department of Education to parents of a “dependent” student. The loan application is subject to the U.S. Department of Education’s approval of the borrower’s credit report.

#### Federal Work-Study Program

This program allows eligible students to work part-time to meet a portion of their educational expenses. The federal government allocates these funds to UEI College and available funds are limited. Application for a work-study position will be accepted once the student has started school and will be awarded based on availability.

#### Return of Federal Financial Aid Funds

If the student is a recipient of the “Title IV” funds previously described (federal work-study excepted) and withdraws from school prior to completing the program of study, the student may not be able to keep all the financial aid funds received in order to pay the educational expenses.

The school will calculate the amount of financial aid earned up to the last date of attendance using a formula mandated by the U.S. Department of Education. If the amount of Federal Financial Aid Funds received is more than the amount of the aid earned, the difference must be returned to the appropriate “Title IV” program in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Federal Perkins Loan
4. Direct Plus Loan
5. Federal Pell Grant
6. Federal SEOG Grant
7. Other “Title IV” loan or grant assistance

#### Institutional Aid Programs

##### IEC Family Scholarship

This scholarship of \$500 is available to students for tuition and who enroll and start school while a member of his or her immediate family is currently enrolled in UEI and is considered an active (attending) student or is a graduate of the school. This scholarship cannot be used in conjunction with any other tuition reduction programs.

##### Partners Education Scholarship

This scholarship of \$350 is available to UEI students only. Students must submit a scholarship application to Financial Planning and if awarded, the student must be actively enrolled at the time the scholarship is credited to student’s account. First generation college students, students with academic excellence, perfect attendance in the first (1<sup>st</sup>) module, or those who are Pell Grant eligible are encouraged to apply. This scholarship cannot be used in conjunction with any other tuition reduction programs.

# Academic Policies & Procedures

## **Patriot Scholarship**

This scholarship of \$500 is for tuition and is available to qualified veterans, active duty military, reservists, and eligible dependents. Students must submit a scholarship application with a written narrative illustrating military service and outlining future educational and professional goals. This scholarship cannot be used in conjunction with any other tuition reduction programs.

## **Student Success Scholarship**

This scholarship of \$500 is for tuition and is available to re-entry students. Applicants who have re-entered their program of study within a twelve month period at any UEI campus are eligible for this scholarship upon uninterrupted completion of their program. This scholarship can only be awarded one time. Students are considered a “re-entry” if there is a break of enrollment greater than 45 days and the student re-enrolls in the same program within the same campus for program completion. This scholarship cannot be used in conjunction with any other tuition reduction programs.

## **UEI Tuition Options Institutional Loan Program**

This loan program is available to students who need additional financial assistance for tuition and fees. The minimum loan amount is \$600 with repayment terms between 12 to 48 months.

## **UEI Tuition Flex Institutional Loan Program**

This loan program is available to students who need additional financial assistance for tuition and fees. The student does not have to be the borrower. Family members, spouse and friends can borrow on behalf of the student.

## **Other Available Financial Assistance Programs Veterans Benefits**

The GI Bill and Post 9-11 are a few of the VA programs available for our veteran students. If you believe you may qualify, contact your local Veterans Administration Office for assistance.

## **Agency Programs**

Work Incentive Act, State Rehabilitation and Displaced Workers programs are available through various agencies. UEI participates with several state and local agencies that provide these programs. If you are receiving unemployment benefits or are on a subsidy program, contact your local agency office to see if you qualify for one of these programs.

## **Academic Standards**

### **Definition of a Clock and Credit Hour**

One semester credit hour is defined as 15 clock hours of classroom lecture or 30 clock hours of supervised lab/instruction, or is equal to 45 clock hours of externship.

## **Grading System**

UEI College uses the following scale as its standard grading system.

Percent	Grade Point Average
90 - 100	4.0
80 - 89	3.0
70 - 79	2.0
0 - 69	0.0

## **Student Progress Reporting**

At the end of each module, students receive a Progress Report. Students have up to seven (7) days after the module ends to appeal any attendance or grade. No changes will be made after seven (7) days. While on externship students are evaluated on their performance and receive a letter grade.

## **Make-up Work**

Make-up work must be arranged between the student and the instructor. All make-up work must be completed within the current module.

## **Graduation Requirements**

To be eligible for graduation and receive a diploma the student must complete each module in the program with a minimum grade point average of 2.0, meet the attendance requirements for the training as stated in the attendance policy, successfully complete all elements of externship, if required, and satisfy all financial obligations to the school.

## **Attendance Policy**

### **Attendance**

1. UEI encourages all students to attend class on a regular and consistent basis, as good attendance will enhance a student’s ability to successfully complete their respective program. Therefore, to be eligible for graduation, students must:
  - a. Achieve a minimum overall program attendance rate of 80%
  - b. Complete all required externship hours, as applicable
2. If a student is absent for more than 25% of the scheduled hours for any module, the student will be given a failed grade for that module and will be required to repeat the module. Exceptions to the 25% maximum absence, though rare, are at the discretion of the Director of Education and/or the Executive Director/ Campus President and are based on extenuating circumstances. “Extenuating circumstances” must be documented and are defined as:

# Academic Policies & Procedures Continued

- A. Death of an immediate family member
- B. Medical emergency regarding the student or an immediate family member
- C. Military assignment

3. If a student is absent from their in-school portion of the program for more than 10 consecutive school days (day and evening programs) or for more than 5 consecutive school days (weekend programs), excluding school holidays, the student will automatically be considered as withdrawn from the program.

4. If a student is absent from externship for more than 12 consecutive work days, excluding holidays, the student will automatically be considered as withdrawn from the program.

## In School Attendance

Students may repeat any incomplete or failed module and can repeat no more than four (4) modules during his/her training.

## Tardy

If a student is tardy for class, as defined below, points will be deducted from the professional development grade he/she receives each day and time missed will be counted toward the total hours missed.

Definition of a tardy: Arriving late for class, (recorded in 15 minutes increments) including returning late from breaks or leaving early from class.

## Externship Attendance for Diploma Programs

The final module of training is externship. Externship is held off campus at an approved site. Students in all programs are expected to complete 200 hours of externship with the exception of the Dental Assistant program whose externship is 170 hours.

The Career Readiness Seminar is training that delivers information critical to career success in the student's chosen field and is required prior to starting externship. During externship, the student is required to attend the hours scheduled until the externship is 100% complete. Students should expect to spend eight hours per day, five days a week, during externship and will need to make plans accordingly. Most externships are unpaid. While the school will try to accommodate any special scheduling needs, the school does not guarantee evening or weekend externship sites. If for any reason, the student must miss hours during externship, the student must call the extern site prior to the absence and is required to make up the missed hours in order to successfully complete the externship. If a student fails his/her externship they must repeat the entire 200/170 hours for a new grade. Students who are unable to secure an

extern site within twelve calendar days will be dropped from the program.

## Leave of Absence

If an emergency situation arises, such as family tragedy, medical, or military obligation, making it necessary for a student to briefly interrupt his/her education. The school permits a student to request a Leave of Absence (LOA). The following criteria are required:

1. The student must request the leave in writing (prior to the expected LOA) and must sign and date a request and state a reason that assures the school that there is a reasonable expectation that the student will return at the end of the LOA .

2. Granting an LOA is done on a change of status form and is at the discretion of the Campus Executive Director/President

3. An LOA will not be granted during the first module.

4. Students must return on a start date of a module with the exception of externship (*students may reenter from an LOA anytime to begin or complete externship; students do not need to wait for a module start date to return from an LOA when returning to an externship.*)

5. Students may request an extension of an LOA but the total LOA time must not exceed 120 calendar days within a 12 month period.

6. Students who fail to return to class on the first day of the module in which they are scheduled to return and/or fail to get an approved extension in advance will be dropped from the program.

If a student needs a module of training out of the normal cycle he/she may request an "Administrative LOA" to allow the school to schedule them for the next module they need to complete the program. To be eligible for this LOA the above criteria (1-5) must also be met.

No additional charges will be made for taking a Leave of Absence.

## Re-admission Policy

A student who has withdrawn or has been suspended may apply for re-admission by contacting the Director of Education. The school reserves the right to refuse re-admittance based upon the attendance, academic, and conduct history of the student during previous enrollment periods. Students who apply for re-entry will be given credit for any class that was successfully completed within the last twelve months.

# Academic Policies & Procedures Continued

## Satisfactory Academic Progress

Students must demonstrate Satisfactory Academic Progress by maintaining a minimum cumulative grade point average and progress academically at a rate that allows them to complete the program in a timely manner. Progress is measured at the end of each module.

### Withdrawals, Incompletes and Repetitions

A student who fails a module must repeat that module and pass with a grade point average of 2.0 in order to graduate. When repeating a module, the highest achieved grade for that module becomes the official grade.

Students may fail no more than six modules and still be considered making academic progress.

Incomplete work must be turned in within seven (7) days of the end of the module. After seven (7) days an F grade will be assigned to all incomplete work.

### Withdrawal

Students may be withdrawn from the program by the Executive Director/Campus President for any of the following reasons:

- Excessive absenteeism or tardiness
- Failure to achieve Satisfactory Academic Progress
- Cheating
- Conduct that reflects poorly upon the school, staff or other students
- Failure to meet financial obligations
- Possession of drugs, alcohol or weapons on school premises
- Behavior creating a safety hazard to other persons at the school
- Any other determined infraction of conduct

### Appeal Process

Students have the right to appeal any action by the school (termination from program, etc.). To do so, the student must submit a written appeal within 48 hours to the Executive Director/Campus President, stating the basis for the appeal and include any relevant documentation to support the request. The appeal will be reviewed and responded to within two class days from the date the appeal was filed.

### Required Grades

Students must achieve a cumulative 2.0 grade point average by the time they have completed the program to graduate. To be considered making academic progress toward graduation, a student must

achieve a cumulative grade point average of 1.5 by the end of the fifth successfully completed module.

### Required Completion Rate

A student must progress toward completion of the program at a specified rate and must complete the program within one and one-half times the published program length. This would represent the following number of credits:

All program except DA 47.25 units  
DA program 52.50 units

If the program consists of 8 modules the student must complete the program within 12 attempted modules.

### Sample completion chart

Modules Attempted	Min. Mod Completed	Modules Attempted	Min. Mod Completed
1	0	7	3
2	1	8	4
3	1	9	4
4	2	10	6
5	2	11	7
6	3	12	8

The student must earn at least 12 semester credits by the mid point of the program which is considered to be the end of the fifth successfully completed module in all program except Dental Assistant where they must earn at least 13.5 semester credit units. Time taken for an approved Leave of Absence will not be included in the calculation of a student's maximum time to complete the program.

Students dropped for lack of satisfactory academic progress may apply for re-admission after a waiting period of one module. If accepted for re-admission, the student will be enrolled for a probationary grading period. The student must complete the probationary grading period with a minimum module grade point average of 2.0 before financial aid eligibility will be reestablished. This applies only to students dropped for lack of academic progress. It does not apply to voluntary withdrawals.

Students who change their educational objectives by changing programs will calculate only the current program in the completion time calculation.

UEI College does not offer remedial courses.

# Academic Policies & Procedures continued

## Cancellation and Refund Policy

### Cancellation Policy

The student applicant has the right to cancel the enrollment agreement until midnight of the seventh business day after the day on which the applicant takes any of the actions indicated in items below.

Students may use any means to notify the school. If the Notice of Cancellation is received by mail, it is effective when deposited in the mail properly addressed with postage prepaid.

The applicant will be returned all monies paid (with the exception of the registration fee) if:

- (a) The applicant cancels the enrollment agreement within seven (7) business days after the latter of:
  1. The first day of class of the program of instruction; or
  2. The date the applicant received a copy of the enrollment agreement

- (b) The school does not accept the applicant
- (c) The applicant does not attend the first class day.
- (d) The school cancels the enrollment agreement within seven (7) business days after the first class day of the program of instruction

All monies paid will be returned (with the exception of the registration fee) within ten (10) business days after the school receives the applicant's Notice of Cancellation; or if the school cancels this agreement within ten (10) days after the school's cancellation date.

All monies paid will be returned to the applicant if the school cancels the program.

### Tuition Refund Policy

A student has the right to withdraw from a program of instruction at any time. Notification of intent to withdraw must be made to the Director of Education. Upon withdrawal, the tuition refund amount is calculated in the following manner:

- a) the total tuition program cost is divided by the number of hours in the program to obtain an hourly tuition charge for the program.
- b) the total scheduled hours, as of the student's last date of attendance, are multiplied by the hourly tuition charge calculated in step (a) to determine the amount of tuition owed to the school.
- c) The amount of tuition paid by the student is determined.
- d) If the amount of the tuition paid by the student

as determined in step (c) is more than the amount owed to the school as determined in step (b) The difference is the refunded amount.

The withdrawal date for refund calculation purposes is the last date of recorded attendance.

The table below illustrates the application of the refund policy. The example assumes an original tuition charge of \$10,000 and assumes the student paid the entire \$10,000.

Percent of Program Completed	10%	25%	50%	60%	75%
Tuition Paid by Student	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Tuition Owed by Student	\$1,000	\$2,500	\$5,000	\$6,000	\$7,500
Refund Amount	\$9,000	\$7,500	\$5,000	\$4,000	\$2,500

### Payment of the Refunds

Refunds will be paid within forty five (45) days from the date of determination of withdrawal.

### Refunds and Equipment costs

If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 30 days following the date of your withdrawal, the School shall refund the charges for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 30-day period, the School may offset against the refund the documented cost to the School of that equipment. You should be liable for the amount the School has charged in the contract. In any event, you will never be charged more than the equipment charges stated in the contract.

### Cancellation of Classes/Course and Program Changes

The school reserves the right to cancel any course or program for which there are insufficient enrollments.

The school reserves the right to change course curriculum, textbooks, schedules, prerequisites and requirements.

### Return of Federal Financial Aid Funds

If the student is a recipient of the "Title IV" funds previously described (federal work-study excepted) and withdraws from school prior to completing the program of study, the student may not be able to keep all the financial aid funds received in order to pay the educational expenses. The school will calculate the amount of financial aid

# Student Services

earned up to the last date of attendance using a formula mandated by the U.S. Department of Education. If the amount of Federal Financial Aid Funds received is more than the amount of the aid earned, the difference must be returned to the appropriate "Title IV" program in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Federal Perkins Loan
4. Direct Plus Loan
5. Federal Pell Grant
6. Federal SEOG Grant
7. Other "Title IV" loan or grant assistance

## Student Services

### Student Academic Advisement

UEI College's faculty and staff are available to advise students on academic problems, and, if necessary, provide referral to special counseling or additional services when required.

### Career Services Assistance

The school maintains a policy of providing career development assistance for all of its graduates. No school can ethically promise or guarantee a job. However, UEI College does assist with resume writing, interviewing techniques, job-search skills, arranging appointments for job interviews and subsequent follow-up.

Career development assistance is available to any graduate who requests it and who follows UEI College's guidelines. If a student/graduate does not successfully complete all of the required classes, and/or is uncooperative with the campus staff, placement assistance may be denied.

### Academic Coaching and Tutoring Support

UEI College instructional staff is available to assist students with academic coaching and additional tutoring to support student success. Students are encouraged to contact the Director of Education to schedule coaching or tutoring appointments.

### Student Appreciation and Recognition

UEI College believes that student success is our success and we support the acknowledgement and recognition of our outstanding students. Students may aspire to be recognized at their school for perfect attendance, President's List recognition, serving as a Student Mentor and additional awards and recognition. Please contact the Director of Education for information on student appreciation and recognition.

### Student Mentoring

UEI College provides student mentoring to support new students to assimilate into the school and their program. Student mentors are selected based on their leadership, attitude and overall school performance. Please contact the Director of Education for additional information on student mentoring programs.

### Library Services

Based on course offerings, campus provides ample reference materials required to complete assignments for each program curricula. Resources include access to Internet and printing along with various periodicals, videos/DVDs and volumes housed in the Learning Resource Center

### Student Complaint/Grievance Procedure

Students are encouraged to bring any complaints or grievances to the attention of their instructor, if appropriate. If the instructor is not successful in resolving the issue, the instructor will notify the Director of Education. The Director of Education will investigate and assess the issue and make a resolution, notifying the Executive Director/Campus President. If the issue cannot be resolved by the Director of Education, the Executive Director/Campus President is contacted.

If the determination made by the Executive Director/Campus President is not satisfactory to the student, the student may make an appeal in writing to the company's complaint hotline, "The Answer Program", by sending an email to:

Answerprogram@iecglobal.com or call toll free 1-866-591-8588. The appropriate individual in the corporate office will be assigned to the concern immediately and will contact the student to discuss the issue.

Answer Program  
International Education Corporation  
16485 Laguna Canyon Road, Suite 300  
Irvine, California 92618

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to

## Student Services continued

forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges. 2101 Wilson Blvd. Suite 302, Arlington, VA 22201, (703) 247.4212, or [www.accsc.org](http://www.accsc.org) the bureau's Internet web site.

A copy of the Commission's complaint form is available at the school and may be obtained by contacting the Executive Director/Campus President.

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education (BPPE) by calling the Bureau at 1.888.370.7589 or 916.431.6959 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the BPPE at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov), 1.888.370.7589 or 916.431.6959 or, fax 916.574.86

### Arbitration

Any controversy, dispute or claim which cannot be resolved through the school's internal dispute resolution process shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

### Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) is a federal law designated to protect the privacy of the students' educational records. Students have the right to review their records and request changes to any records believed to be inaccurate, approve the release of information in their records, and file a complaint with the U.S. Department of Education if the student believes the school failed to comply with requirements of FERPA. Records will be released without student's consent to a governmental agency as required by law or pursuant to a subpoena, court order or other compulsory legal process.

State law requires this educational institution to maintain school and student records for a period of not less than five (5) years.

### Crime Awareness and Campus Security

UEI College annually publishes a Campus Security Disclosure that contains detailed information regarding crime statistics for each campus. Additionally, the school distributes pertinent information related to the school's policies and procedures for maintaining campus security. This report provides the student with detailed information regarding the school's procedures and measures for crime prevention and instructions for reporting crimes.

### Drug Prevention Program

UEI College annually publishes and distributes information on the Drug and Alcohol Abuse Awareness Program to all enrolled students and to new students enrolled after the annual distribution date. UEI College has established a referral service for drug abuse prevention programs. Any student who wishes counseling or help with substance or alcohol abuse should consult the Executive Director/Campus President.

### GED Referral Program

Currently UEI College does not offer any GED courses. However, for the benefit of students who do not have a high school diploma or GED, the school provides a referral service on the available GED programs near the campus or online.

### Housing

The institution does not offer any dormitory facilities nor does it offer any assistance locating off-site housing. To check on the availability and cost of local housing please check Internet sources for local listings and prices.

## Business Office Administration Diploma

### Program Objective

Upon completion of this program, students will be prepared for an entry-level office administration position in a typical business environment. Students are trained to fully utilize computer software such as Microsoft Word, Excel, Outlook, and PowerPoint along with gaining a basic understanding of Marketing and Human Resources, Customer Service, and thorough knowledge of Communication, Organization and Accounting skills.

### Career Outcomes

This program prepares students for positions such as Administrative Assistant, Customer Service Representative, Word Processor, or Data Entry Operator.

The program is 33 weeks long and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

### Program Outline

<b>Module Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Semester Credit Units *</b>
BA 110	Accounting Principles	80	4.0
BA 120	Business Calculations	80	4.0
BA 130	Business Basics	80	4.0
BA 140	Marketing	80	4.0
BA 150	Office Administration	80	4.0
BA 160	Human Resources	80	4.0
BA 170	Communications	80	4.0
BA 190	Externship	200	4.4
<b>Totals</b>		<b>760 clock hours</b>	<b>32 semester credit units</b>

A module is a self-contained unit of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. Business Office Administration classes have a maximum student teacher ratio of 40:1 for lecture and 30:1 for computer lab.

\* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship. For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours. An additional 20 hours of outside work is assigned for each didactic module.

## Dental Assistant Diploma

### Program Objective

Upon completion of this program, students will be prepared for an entry-level dental assisting position. Students are trained in clinical, radiographic and preventive dentistry procedures, their services are also sought by dental offices, dental supply manufacturers, hospital dental departments and insurance companies. Graduates are also eligible to take the RDA exam that is offered by the State of California Dental Board.

### Career Outcomes

This program prepares students for an entry-level dental assisting position

The program is 33 weeks long and consists of eight modules. The first seven modules are 90 hours each, 22.5 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 170 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

### Program Outline

<b>Module Course Number</b>	<b>Title</b>	<b>Course Clock Hours</b>	<b>Semester Credit Units *</b>
DA 110	Dental Science/Medical Emergencies	90	4.5
DA 120	Chair Side Assisting	90	4.5
DA 130	Radiography	90	4.5
DA 140	Dental Material	90	4.5
DA 150	Preventative Dentistry	90	4.5
DA 160	Dental Specialties	90	4.5
DA 170	Prosthodontics/ Administrative Assistant	90	4.5
DA 190	Externship	170	3.7
<b>Totals</b>		<b>800 clock Hours</b>	<b>35 semester credit units</b>

A module is a self-contained unit of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. Dental Assisting classes have a maximum student teacher ratio of 40:1 for lecture and a maximum of 5:1 per operator.

\* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship. For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours. An additional 15 hours of outside work is assigned for each didactic module.

## Medical Assistant Diploma

### Program Objective

Upon completion of this program, students will be prepared for an entry-level position as a front or back office medical assistant in the health care industry. Students are trained in basic medical procedures for both the front and back office in clinics, hospitals and doctor's offices.

### Career Outcomes

This program prepares students for positions such as Medical Assistant, Medical Receptionist, Medical Office Manager, Clinical Assistant, Medical Records, Medical Lab Assistant, or Medical Administrative Assistant.

The program is 33 weeks long and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

### Program Outline

Module Course Number	Course Title	Clock Hours	Semester Credit Units *
MA 110	Administrative Medical Assisting Duties	80	4.0
MA 120	Introduction to Anatomy & Physiology	80	4.0
MA 130	Office Environmental Safety, Infection Control and Laboratory	80	4.0
MA 140	Psychology and Special Senses	80	4.0
MA 150	Medical Management	80	4.0
MA 160	Clinical Medical Assisting Duties	80	4.0
MA 170	Pharmacology and Office Emergencies	80	4.0
MA 190	Externship	200	4.4
<b>Totals</b>		<b>760 clock hours</b>	<b>32 semester credit units</b>

A module is a self-contained unit of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. Medical Assisting classes have a maximum student teacher ratio of 40:1 for lecture and 30:1 for medical lab.

\* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship. For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours. An additional 20 hours of outside work is assigned for each didactic module.

# Programs of Study

## Medical Billing and Insurance Coding Diploma

### Program Objective

Upon completion of this program, students will be prepared for an entry-level medical billing or coding position in the health care industry. Positions are available in clinics, hospitals and private practices. Students are trained to code medical procedures and diagnoses, complete insurance claim forms and assess patient records for claims reimbursement.

### Career Outcomes

This program prepares students for positions such as Hospital Medical Billing and Coding, Medical Office Billing and Coding, Claims Examiner, Insurance Company Reviewer, Self-Employed Medical Biller, Clinic Billing and Coding, or Medical Insurance Claims Processor.

The program is 33 weeks long and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

### Program Outline

Module Course Number	Course Title	Clock Hours	Semester Credit Units *
MB 110	Insurance Billing	80	4.0
MB 120	Insurance Coding Principles	80	4.0
MB 130	Medical Law and Ethics	80	4.0
MB 140	Documentation and Records	80	4.0
MB 150	Medical Billing & Collections	80	4.0
MB 160	Insurance Practices	80	4.0
MB 170	Medical Office Procedures	80	4.0
MB 190	Externship	200	4.4
<b>Totals</b>		<b>760 clock hours</b>	<b>32 semester credit units</b>

A module is a self-contained unit of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. Medical Billing and Insurance Coding classes have a maximum student teacher ratio of 40:1 for lecture and 30:1 for computer lab.

\* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship. For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours. An additional 20 hours of outside work is assigned for each didactic module.

# Programs of Study

## Pharmacy Technician Diploma

### Program Objective

Upon completion of this program, students will be prepared for an entry-level pharmacy technician position in the health care industry. Positions are available in Retail Pharmacies, Hospital Pharmacies, and any Pharmaceutical Business. Students are trained in dosages and solution preparations, medication preparation in sterile and non-sterile environments, record keeping functions associated with dispensing pharmaceuticals and processing insurance claims, and maintaining drug inventory.

### Career Outcomes

This program prepares students for positions such as Retail Pharmacy Technician, Hospital Inpatient Pharmacy Technician, Closed Door Pharmacy Technician, Hospital Outpatient Pharmacy Technician, Mail Order Pharmacy Technician, Home Health Care Pharmacy Technician, Purchasing Inventory Technician, or Customer Service Clerk. The State of California requires all Pharmacy Technicians be licensed with the State. Licensing includes fingerprinting and a criminal background check.

The program is 33 weeks long and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

### Program Outline

<b>Module Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Semester Credit Units *</b>
PT 110	Sterile Preparations	80	4.0
PT 120	Internal Medicine	80	4.0
PT 130	Pharmacy Law	80	4.0
PT 140	Pharmacology and Compounding	80	4.0
PT 150	Hospital Pharmacy Procedures	80	4.0
PT 160	Retail Pharmacy Procedures	80	4.0
PT 170	Retail Pharmacy Operations	80	4.0
PT 190	Externship	200	4.4
<b>Totals</b>		<b>760 clock hours</b>	<b>32 semester credit units</b>

A module is a self-contained unit of instruction. Students can enter at the beginning of any module except externship and continue in the cycle until completion of the program. Pharmacy Technician classes have a maximum student teacher ratio of 40:1 for lecture and 30:1 for pharmacy lab.

\* One clock hour is defined as a 60-minute span of time in which at least 50 minutes is devoted to actual class instruction and the remainder is designated as a break. One semester credit unit is equivalent to 15 clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship. For Financial Aid Calculations, One Semester credit unit is equivalent to 30 clock hours. An additional 20 hours of outside work is assigned for each didactic module.

# Course Descriptions

## Diploma Course Numbering

Courses are listed using the following numbering system:

BA ..... Business Office Administration courses  
DA ..... Dental Assistant courses  
MA ..... Medical Assistant courses  
MB ..... Medical Billing and Insurance Coding courses  
PT ..... Pharmacy Technician courses

Legend for breakdown of hours: 00/00 lec /lab/extern  
Lec: lecture hours, Lab: laboratory hours, Extern  
Hours: externship hours

## Business Office Administration

**Module** 4.0 units 40/40 lec/lab

### BA110 Accounting Principles

Students learn the basic accounting concepts and principles in a computer environment using the commercial accounting software QuickBooks. Students receive hands-on experience in bookkeeping and in creating types of financial statements such as the income statement and statement of owner's equity. Students will input a new company setup, enter data, prepare computerized forms and reports, and troubleshoot.

*No prerequisites*

**Module** 4.0 units 40/40 lec/lab

### BA120 Business Calculations

In this module students learn to use the fundamentals of business math such as percentages, decimals, fractions, and increases and decreases. Students will also learn how apply these fundamentals to Microsoft Excel. This module teaches students how to use mathematics to solve typical business problems including simple and compound interest, cash discounts, mark-up percents, pricing, depreciation, taxes, insurance, and distribution of ownership and profits. Hands-on training in the business standard for spreadsheet software is also taught.

*No prerequisites*

**Module** 4.0 units 40/40 lec/lab

### BA130 Business Basics

This module teaches an awareness of the functions of business in society with an emphasis on understanding business ownership, competition, and the systems through which businesses operate. The module teaches aspects of Microsoft Excel. Students also gain an understanding of the World Wide Web including web browsers, research, URLs, and electronic communications. Students will create their own business plan.

*No prerequisites*

**Module** 4.0 units 40/40 lec/lab

### BA140 Marketing

Students acquire an understanding of basic marketing concepts such as strategic planning, segmenting and target markets, developing and managing products, as well as public relations. This module introduces Microsoft PowerPoint and Publisher. Students will create marketing materials such as presentations, newsletters, and brochures. Students will also develop a business plan.

*No prerequisites*

**Module** 4.0 units 40/40 lec/lab

### BA150 Office Administration

This module includes practical training in basic business functions such as office operations and customer service. Students will receive training in filing including analyzing filing units and correct coding. This module has an emphasis on improving grammar, spelling, punctuation, vocabulary, and usage. Students use Microsoft Word to create business documentation utilizing mail merge.

*No prerequisites*

**Module** 4.0 units 40/40 lec/lab

### BA160 Human Resources

Students will gain a fundamental understanding of the functions and purposes of the human resources department. The module includes discussions on recruiting and selection, various methods of compensation, and labor relations. Through hands-on training in Microsoft Access, students will gain knowledge in the development, maintenance, and updating of an electronic database.

*No prerequisites*

**Module** 4.0 units 40/40 lec/lab

### BA170 Communications

Students will learn the principles and styles of effective written business communications and group presentations. Case studies are examined to create appropriate documents such as letters, memos, e-mails, and reports. Students will develop their planning, organizing, outlining, and editing skills. Microsoft Word is used to create business documentation such as letters, reports, and memos. Microsoft Outlook is used to craft e-mails, as well as managing task and calendar features.

*No prerequisites*

**Module** 4.4 units 200 extern hours

### BA190 Externship

Designed to provide a realistic workplace environment in which the student will refine technological procedural, decision-making, and interpersonal skills. The entire externship is expected to last four weeks during which time the student is expected to report for full time, forty-hour per week work schedule. The first portion of the externship training will be spent on campus in the Career Readiness Seminar during which employability and job search skills are reinforced. Then, the students will be placed with a local employer as a full-time extern.

*Prerequisite: Successful completion of modules 110 through 170*

## Dental Assistant

**Module** 4.5 units 45/45 lec/lab

### DA110 Dental Science/Medical Emergencies

This module encompasses the study of human development including the development of two sets of teeth: the primary and permanent dentition. Students also study facial structure, the oral cavity, anatomy of the teeth and the function of the supporting structures. Methods for taking and recording vital signs and blood pressure are introduced. Placement of the patient sensors for use with the EKG device during surgical phase of dentistry. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that

# Course Descriptions

may occur in the dental office. Students will learn the Dental Ethics and Jurisprudence as it effects the dental profession in the Sate of California. Career skills, basic keyboarding and computer skills taught relate to the dental office.

*No prerequisite*

## **Module 4.5 units 45/45 lec/lab**

### **DA120 Chairside Assisting**

Methods of disease transmission, body defenses, and diseases of major concern to dental personnel are stressed along with the prevention of disease transmission. Microbiology is covered through pathogens and modes of disease transmission. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Proper positioning of the patient and staff during dental procedures is taught with an emphasis on the principles of four-handed dentistry, including materials and instrumentation. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection using an intraoral camera. Students will practice placing and activating Chairside whitening with a non laser light curing device. Introduction of tooth morphology, oral structures, and oral pathology are presented

*No prerequisite*

## **Module 4.5 units 45/45 lec/lab**

### **DA130 Radiography**

This module introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Hands-on care of film, equipment, and related infection control steps during film exposure. Students will learn the parts of an x-ray machine, the properties of x-radiation and factors that affect the density and contrast of an x-ray. Hands-on experience is given in radiographic techniques and processing of x-rays including basic principals of intraoral radiography. Students are also introduced to digital radiography

*No prerequisite*

## **Module 4.5 units 45/45 lec/lab**

### **DA140 Dental Material**

Students will learn about laboratory equipment, basic laboratory procedures, and materials used in a dental office. Students receive hands-on training in taking impressions and constructing study and master casts. The casts are then used to practice dental procedures such as the fabrication of custom trays, mouth guards and bleaching trays. Study of infection control standards in the laboratory setting and OSHA regulations are stressed. Proper techniques in measuring and mixing restorative dental products such as cements and liners as well as mixing stone and plaster are covered. Students will fabricate and place temporary crowns.

*No prerequisite*

## **Module 4.5 units 45/45 lec/lab**

### **DA150 Preventive Dentistry**

This module emphasizes maintaining optimum oral health. General nutrition, food groups, dietary evaluation, and oral nutritional deficiencies are covered with an emphasis on teaching the patient personal oral hygiene, tooth-brushing

techniques, plaque control, and applying fluoride. Coronal polishing theory and procedures are taught, a hands-on procedure in which plaque and stains on the surfaces of the teeth are removed from the coronal surfaces of the teeth. Pit and Fissure theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed Registered Dental Assistant using a caries detection device. Completion of Pit and Fissure and Coronal Polishing requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license.

*No prerequisite*

## **Module 4.5 units 45/45 lec/lab**

### **DA160 Dental Specialties**

This module discusses the various specialized areas of dentistry so students may determine their area of interest and establish their career path. In Endodontics the student studies diagnosis, testing pulp vitality, endo-cultures, drying root canals and instrumentation setups for root canal therapy. Oral Surgery and Implants is the study of surgeries of the oral cavity and advantages and disadvantages of implants. Pedodontics, the study of children's teeth, emphasizes both preventive and restorative techniques as well as the child patient. Orthodontics is covered with the different phases of orthodontic treatments.

*No prerequisite*

## **Module 4.5 units 45/45 lec/lab**

### **DA170 Prosthodontics/Administrative Assistant**

During this module the students will be introduced to dental office management with an emphasis on the front office role. Skills included are computer skills, keyboarding, appointment scheduling, telephone techniques, inventory control and insurance and billing procedures. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students will also be introduced to Facebow transfer, denture adjustment and CAD/CAM imaging. Students are fully trained in the HIPAA guidelines. Career skills, basic keyboarding and computer skills taught relate to the dental office.

*No prerequisite*

## **Module 3.7 units 170 extern hours**

### **DA190 Externship**

Externship is the last module of training the student completes. This module immediately follows the successful completion of classroom training. Externships are served in approved facilities that provide the students with the opportunity to apply skills and knowledge acquired during the program. Externs work under the direct supervision of qualified personnel at the participating sites and under general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism and attendance. All absences during the externship must be made up. Externship evaluations become part of the students' permanent record. Satisfactory completion of externship training is required for graduation. *Prerequisite: Successful completion of modules 110 - 170*

# Course Descriptions

## Medical Assistant

**Module** **4.0 units 40/40 lec/lab**  
**MA110 Administrative Medical Assisting Duties**

In this module the student will learn the basic responsibilities of the medical assistant and the duties performed by them on the job. Students will learn the basics of medical law and ethics and the importance of documentation in the workplace. The student will get a basic understanding of HIPAA law and improve their communication skills. The student will practice the related concepts in the laboratory including injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures.

*No prerequisites*

**Module** **4.0 units 40/40 lec/lab**  
**MA120 Introduction to Anatomy & Physiology**

During this module the student will gain a better understanding of the anatomical system and the manner in which the body works. This module teaches students about the mechanical functions of the body and how pathophysiology takes its toll on creating illnesses. There are also descriptions on radiology and how the medical assistant may better prepare a patient for radiological procedures. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures.

*No prerequisites*

**Module** **4.0 units 40/40 lec/lab**  
**MA130 Office Environment Safety, Infection Control and Laboratory**

This module describes the effects of contamination on the body, as well as the effects on the patients and the medical assistant. The purpose of the module is to teach patient and staff safety against viruses and/or dangerous bacteria. The student will learn basic forms of microbiology and the lymphatic system as well as preventative aseptic technique and instruction tools for a healthy practice. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures. *No prerequisites*

**Module** **4.0 units 40/40 lec/lab**  
**MA140 Psychology and Special Senses**

Student will gain a better understanding of nerves, psychology, and the effects of medications on the body, as well as where the medications target. Psychology and its effect on the patient are studied, as well as a patient's two most used sense organs; the eyes and the ears. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures.

*No prerequisites*

**Module** **4.0 units 40/40 lec/lab**  
**MA150 Medical Management**

This module helps the student with managerial and bookkeeping techniques including finances, insurance, and accounts receivable. This helps the student understand the structure of a facility and the importance of quality work to increase revenue in their workplace. The student also explores the digestive system and the pathologies affecting it, as well as the urinary system. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures.

*No prerequisites*

**Module** **4.0 units 40/40 lec/lab**  
**MA160 Clinical Medical Assisting Duties**

This is the CPR module that prepares the student for emergencies and preparations in resuscitation in the field. The student gets an overall experience in the understanding of the cardio-pulmonary system as well as learning about nutrition and its effects on the cardio-pulmonary system. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures.

*No prerequisites*

**Module** **4.0 units 40/40 lec/lab**  
**MA170 Pharmacology and Office Emergencies**

This module covers the topics of reproductive health and the endocrine system. There is also a firm description that further informs the student on mathematics in the medical field dealing with pharmacology and the effects of pharmaceuticals on the endocrine system and the body. This module helps the student expand their acceptance and responsibility in their back office procedures in the workplace. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check out procedures.

*No prerequisites*

**Module** **4.4 units 200 extern hours**  
**MA190 Externship**

Externship is the last module of training the student completes. This module immediately follows the successful completion of classroom training. The first portion of the externship training will be spent on campus in the Career Readiness Seminar during which employability and search skills are taught. On-the-job externships are served in approved facilities that provide the students with the opportunity to apply skills and knowledge acquired during the program. Satisfactory completion of externship training is required for graduation.

*Prerequisite: Successful completion of modules 110-170*

# Course Descriptions

## Medical Billing Insurance Coding

**Module** 4.0 units 40/40 lec/lab

### MB110 Insurance Billing

This module is designed to familiarize students with the insurance claims forms for a variety of providers, including Group Plan Insurances, PPOs, Worker's Compensation and Federal and State Disability. HIPAA training and the basics of health insurance are covered in this module. Students will experience hands-on training in handling claim forms such as the CMS-1500 and will learn to use one of the most popular billing software programs. Students will be introduced to the basic anatomy of the human body, prefixes, suffixes, abbreviations, and the organization of the body. Students will also learn to bill and code for procedures and diagnoses relating to surgery and anesthesia.

*No prerequisites*

**Module** 4.0 units 40/40 lec/lab

### MB120 Insurance Coding Principles

This module is designed to teach students complex coding principles and the use of the CPT, ICD-9, ICD-10 and HCPCS coding manuals. Students will learn to code diagnoses and procedures accurately for the purpose of billing the responsible insurance. Students will learn to use one of the most popular billing software programs. Students will be introduced to medical terminology, word parts, abbreviations and symbols. Students will also bill and code for procedures and diagnoses relating to the integumentary system.

*No prerequisite*

**Module** 4.0 units 40/40 lec/lab

### MB130 Medical Laws and Ethics

In this module, students will learn the basic laws and ethics governing the medical field, including professional behavior, confidentiality, doctor-patient relationships, malpractice and breach of contract. Students will learn to use one of the most popular billing software programs. Students will become competent in CPR (cardiopulmonary resuscitation). Students will learn about oncology, the blood and lymphatic system, the respiratory system, the cardiovascular system and will also learn how to bill and code for procedures and diagnoses relating to these systems.

*No prerequisite*

**Module** 4.0 units 40/40 lec/lab

### MB140 Documentation and Records

In this module, students will learn about the medical documentation process. Students will experience hands-on electronic health records standards and advanced techniques using EHR software. Students will learn about the paper claim and medicine. Students will learn about the skeletal system, the muscular system, the eye, ocular adnexa, auditory, and operating microscope. Students will also learn how to bill and code for procedures and diagnoses relating to these systems.

*No prerequisite*

**Module** 4.0 units 40/40 lec/lab

### MB150 Medical Billing and Collections

This module focuses on the regulations governing the collections process. Students will learn to verify insurance information, perform pre-admission authorizations and billing follow-up. They will study receipt of payment issues in the collec-

tions area and track reimbursements. Students will learn to use one of the most popular billing software programs. Students will learn about radiology, nuclear medicine, inpatient hospital services and ICD-10 principles. Students will also learn how to bill and code for procedures and diagnoses related to these systems.

*No prerequisite*

**Module** 4.0 units 40/40 lec/lab

### MB160 Insurance Practices

This module is designed to familiarize students with the insurance claim forms for Medicare, Medicaid, The Blue Plans, Private insurance, Managed Care Plans and the TRICARE and CHAMPVA programs. Students will learn to use one of the most popular billing software programs. Students will learn about the digestive system, the urinary system and the male reproductive system. Students will also learn how to bill and code for procedures and diagnoses related to these systems.

*No prerequisite*

**Module** 4.0 units 40/40 lec/lab

### MB170 Medical Office Procedures

This module is designed to teach students basic medical office procedures. Topics covered include the use of office equipment, such as copiers, fax machines and calculators. Students will study the proper handling of patient records, filing and managing telephone calls. Students will study dental services and dental claims. Students will learn to use one of the most popular billing software programs. Students will learn about the endocrine system, the nervous system, obstetrics and the female reproductive system. Students will also learn how to bill and code for procedures and diagnoses related to these systems.

*No prerequisite*

**Module** 4.4 units 200 extern hours

### MB190 Externship

Externship is the final module following successful completion of classroom training. The first portion of the externship training will be spent on campus in the Career Readiness Seminar during which employability and search skills are taught. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training programs. Externs work under the direct supervision of qualified personnel at the participating sites and under the general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism and attendance. All absences during the externship must be made up. Externship evaluations become part of the student's permanent record. Satisfactory completion of externship training is required for graduation.

*Prerequisite Successful Completion of Modules 110-170*

# Course Descriptions

## Pharmacy Technician

**Module** 4.0 units 40/40 lec/lab

### PT110 Sterile Preparations

The module covers aseptic technique & Universal Precautions guidelines including microbiology, oncology, and anti-infectives. Students learn how to handle needles & syringes and use of the laminar air flow hoods. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Practice in diverse pharmacy settings; including sterile & non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism are also covered.

*No prerequisites*

**Module** 4.0 units 40/40 lec/lab

### PT120 Internal Medicine

The module covers the digestive, reproductive, and endocrine systems, as well as vaccines. Students will learn internal and external customer care. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism.

*No prerequisites*

**Module** 4.0 units 40/40 lec/lab

### PT130 Pharmacy Law

The module covers law and ethics of pharmacy, codes of ethics, and FDA and DEA regulations. Students will learn about the respiratory & cardiovascular systems. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism.

*No prerequisites*

**Module** 4.0 units 40/40 lec/lab

### PT140 Pharmacology and Compounding

The module covers the history of medicine and pharmacy, repackaging, compounding chemistry and the visual and auditory systems. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism.

*No prerequisites*

**Module** 4.0 units 40/40 lec/lab

### PT150 Hospital Pharmacy Procedures

The module covers hospital pharmacy, psychopharmacology & medical referencing, and the nervous system. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism.

*No prerequisites*

**Module** 4.0 units 40/40 lec/lab

### PT160 Retail Pharmacy Procedures

The module covers the business and administrative section of pharmacy, pharmacy associations and the urinary system. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism.

*No prerequisites*

**Module** 4.0 units 40/40 lec/lab

### PT170 Retail Pharmacy Operations

The module covers the operations side of retail pharmacy, over the counter medications, alternative medicine, vitamins & minerals, and anti-inflammatory & antihistamines. Students will learn to decipher physician's orders, pharmaceutical calculations, medical terminology, and lecture specific prescription drugs. Students will also practice in diverse pharmacy settings; including sterile and non-sterile compounding, prescription processing, hospital & retail procedures, and overall professionalism.

*No prerequisites*

**Module** 4.4 units 200 extern hours

### PT190 Externship

This module immediately follows the successful completion of classroom and laboratory training. Externships are served in approved facilities that provide the students with the opportunity to apply skills and knowledge acquired during the program. Externs are evaluated on skill performance, subject knowledge, professionalism and attendance. Externship evaluations become part of the students' permanent record. Satisfactory completion of externship training is required for graduation.

*Prerequisite: Successful completion of modules 110-170*

# Addendum for the Fresno and Bakersfield Campuses

## 2012 Catalog, Volume 3 – Effective January 1, 2012 to December 31, 2012

### **Business Office Administration**

The program is **34 weeks long** and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

### **Medical Assistant**

The program is **34 weeks long** and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

### **Medical Billing and Insurance Coding**

The program is **34 weeks long** and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

### **Pharmacy Technician**

The program is **34 weeks long** and consists of eight modules. The first seven modules are 80 hours each, 20 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

### **Dental Assistant**

#### **Program Objective**

Upon completion of this program, a student will be prepared for an entry-level dental assisting position. Students are trained in clinical, radiographic and preventative dentistry procedures. Their services are also sought by dental offices, dental supply manufacturers, hospital dental departments and insurance companies.

### **Career Outcomes**

This program prepares students for entry-level dental assisting positions.

The program is **34 weeks long** and consists of eight modules. The first seven modules are 90 hours each, 22.5 hours a week and are conducted in a classroom and laboratory environment on campus. The eighth module is spent in an externship consisting of 170 hours of on-the-job training at an approved extern employment site in the community and a short on-campus Career Readiness Seminar prior to the first day at the extern site.

### **Agency Programs**

**Work Investment Act**, State Rehabilitation and Displaced Workers programs are available through various agencies. UEI participates with several state and local agencies that provide these programs. If you are receiving unemployment benefits or are on a subsidy program, contact your local agency office to see if you qualify for one of these programs.

## **Campuses and Program Offerings**

### **Fresno – Main**

2002 N. Gateway Blvd.  
Fresno, CA 93727  
Phone: (559) 456-0623  
Fax: (559) 456-0188

### **Programs Offered**

Business Office Administration  
Medical Billing and Insurance Coding  
Medical Assistant  
Dental Assistant  
Pharmacy Technician

### **Bakersfield – Branch of Fresno**

3737 Rosedale Highway  
Bakersfield, CA 93308  
Phone: (661) 427-4300  
Fax: (661) 322-2686

### **Programs Offered**

Business Office Administration  
Medical Billing and Insurance Coding  
Medical Assistant  
Dental Assistant  
Pharmacy Technician

## **Institutional Accreditation**

The UEI College campuses located in Fresno and Bakersfield are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)

ACCSC is a national accrediting agency recognized

# **Addendum for the Fresno and Bakersfield Campuses**

## **2012 Catalog, Volume 3 – Effective January 1, 2012 to December 31, 2012**

by the U.S. Department of Education under a provision of Public Law 82-550.

### **Other Approvals (Fresno campus)**

Fresno Workforce Development Board  
Madera Workforce Development Board

### **Revised Attendance Policy (effective 7/15/12)**

UEI and UEI College encourage all students to attend class on a regular and consistent basis by adhering to the following attendance policy:

1. To be eligible for graduation, a student must:
  - a) Achieve a minimum overall attendance rate of 80% for the entire program
  - b) Complete all required externship hours, as applicable
2. If a student is absent for more than 25% of the scheduled hours for any module (excluding externship), he/she will be given a failed grade for that module and will be required to repeat the module. Attendance activity from the repeated module will replace the attendance activity from the failed module upon successful completion of the repeated module. Calculation of the 25% absence includes time marked as “tardy” and “left early” as well as full days of absence. Exceptions to the 25% maximum absence rate may be considered only for extenuating circumstances and are subject to review and approval by the Corporate Education department. “Extenuating circumstances” must be supported by verifiable documentation and are defined as the following:
  - a) Death of an immediate family member
  - b) Medical emergency regarding the student or an immediate family member
  - c) Military assignment
  - d) Unexpected and severe life or financial conditions which required a brief period of adjustment (e.g., loss of housing, loss of job, etc.)
3. If a student is absent from school for 14 consecutive calendar days (excluding school-scheduled holidays and non-scheduled school days based on the school calendar), the student will be dropped from school. The 14 consecutive calendar day maximum applies to all program modules (in-school and externship) and for students awaiting placement on an externship site.

4. To ensure students complete their externship in a timely manner, every effort should be made to schedule students on externship at a rate of 40 hours per week.
5. Attendance is entered into the ESD daily for in-school modules and weekly for externship modules, at a minimum.

### **Appeal Process**

Students have the right to appeal any action by the school (termination from program, etc.). To do so, the student must submit a written appeal to the Executive Director/Campus President within 48 hours of the status change date, stating the basis for the appeal and including any relevant documentation to support the request. The appeal will be reviewed and responded to within two class days from the date the appeal was filed. If an appeal is granted, an academic plan will be presented to the student.

### **Revised Satisfactory Academic Progress Policy (effective 7/15/12)**

Students must maintain a minimum cumulative grade point average and progress academically at a rate that allows them to complete the program in a timely manner. Progress is measured at the specified check points defined in the Required Completion Rate charts included in the following pages of this policy.

### **Required Grades**

Students must successfully complete and pass all modules and achieve a cumulative 2.0 grade point average by the time they have completed the program in order to be eligible for graduation. Additionally, to be considered making satisfactory academic progress toward graduation, a student must pass and achieve an overall cumulative grade point average of 2.0 for all successfully completed modules.

### **Grade Changes and Repeats**

Within 48 hours from the last day of a module, a final module grade will be calculated and entered into the ESD. Any change to a final module grade must be completed within seven (7) calendar days from the last day of the module. Requests to change a final grade must be reviewed and approved by the Corporate Education department.

A student who fails a module must repeat that module and pass with a minimum grade point

# Addendum for the Fresno and Bakersfield Campuses

## 2012 Catalog, Volume 3 – Effective January 1, 2012 to December 31, 2012

average of 2.0. When repeating a module, the highest achieved grade for that module becomes the official grade and is averaged in the cumulative GPA.

### Withdrawals

Students may be withdrawn from the program for any of the following reasons:

- Excessive absenteeism or tardiness
- Failure to maintain Satisfactory Academic Progress
- Cheating
- Conduct that reflects poorly upon the school, staff or other students
- Failure to meet financial obligations
- Possession of drugs, alcohol or weapons on school premises
- Behavior creating a safety hazard to other persons at the school
- Any other determined infraction of conduct

### Required Completion Rate

A student must progress toward completion of the program at a specified rate and must complete the program within 150 percent of the published program length. This would represent the following maximum number of semester credits attempted:

All programs except DA and CJ/CSA	48.60 credits
DA program	52.50 credits
CJ/CSA program	54.00 credits

The student must successfully complete at least 12 semester credits by mid-point of the program, which is considered to be the end of the fifth attempted module in all programs except Dental Assistant, where a student must successfully complete at least 13.5 semester credits (end of the first payment period).

Actual time taken for an approved Leave of Absence (LOA) will not be included in the calculation of a student's maximum time to complete the program; however, if a student takes an LOA during a module, is withdrawn from a module he/she is currently attending, or receives an incomplete, the module will be included as an attempted module for calculation of a student's maximum time to complete the program if the student has attended (has been present) for more than 25% of the required standard module hours. Additionally, transfer credits, failed modules, and repeated modules will be counted as attempted; and transfer credits and repeated modules will be counted as completed credits.

The following completion charts will be used to assess and determine a student's rate of completion to ensure the student will complete the program within 150 percent of the published program length. Any student not meeting the criteria included in these charts will be withdrawn for not meeting satisfactory academic progress. As such, Title IV recipients will no longer be eligible for assistance under the Title IV programs. Students who are withdrawn for not meeting satisfactory academic progress will be notified of such in writing via a letter mailed to their home address.

Below are tables to illustrate the required rate of completion for 8- and 9-month programs:

**8-Month Program Completion Chart**

Modules Attempted	Minimum Modules Completed	Minimum GPA for Completed Modules	Minimum Cumulative Attendance for Completed Modules
3	1	2.0	75.0%
4	2	2.0	75.0%
5	3	2.0	75.0%
8	4	2.0	75.0%
10	6	2.0	75.0%
12	8	2.0	80.0%

**9-Month Program Completion Chart**

Modules Attempted	Minimum Modules Completed	Minimum GPA for Completed Modules	Minimum Cumulative Attendance for Completed Modules
3	1	2.0	75.0%
4	2	2.0	75.0%
5	3	2.0	75.0%
8	4	2.0	75.0%
10	6	2.0	75.0%
12	8	2.0	77.5%
13	9	2.0	80.0%

Mid-point – SAP is verified for second disbursement eligibility purposes.

For students who change their educational objectives by changing programs, only the current program will be calculated in the completion time calculation.

UEI College does not offer remedial courses.

# **Addendum for the Fresno and Bakersfield Campuses 2012 Catalog, Volume 3 – Effective January 1, 2012 to December 31, 2012**

## **Re-Entry after SAP Withdrawal**

Students who are withdrawn for not meeting satisfactory academic progress may apply for re-admission to the school after a waiting period of one month. A student who is withdrawn for not meeting satisfactory academic progress is not eligible for re-entry into that same program but may enter into a different program. The student would then be eligible for assistance under the Title IV programs in the new program. In total, a student may attempt a maximum of three different programs before being permanently denied re-admission to the school.

## **Student Complaint/Grievance Procedure (edit for Page 12, paragraph 3)**

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education (BPPE) by calling the Bureau at 1.888.370.7589 or 916.431.6959 or by completing a complaint form at [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov).

## **Programs of Study (Pages 13, 15, 16 and 17)**

### **Correction of Semester Credit Units/Clock Hours:**

Business Office Administration Diploma:

BA 190 Externship	4.0 Semester Credit Units
Total Program	32.0 Semester Credit Units

Medical Assistant Diploma:

MA 190 Externship	4.0 Semester Credit Units
Total Program	32.0 Semester Credit Units

Medical Billing and Insurance Coding Diploma:

MB 190 Externship	4.0 Semester Credit Units
Total Program	32.0 Semester Credit Units

Pharmacy Technician Diploma:

MB 190 Externship	4.0 Semester Credit Units
Total Program	32.0 Semester Credit Units
Total Clock Hours	760 Hours