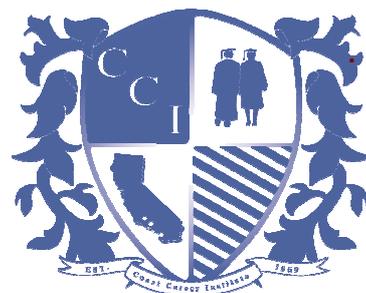


Coast Career Institute School Catalog

January 01, 2012 to December 31, 2012



A Way to a Better
Future



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APPROVAL DISCLOSURE STATEMENT

Coast Career Institute (hereafter referred to as CCI) is a corporation operating in California. The principal shareholder is Brigitte Illingworth. This institution has received approval to operate from the Bureau for Private Postsecondary Education (BPPE) in the Department of Consumer Affairs pursuant to California Education Code Section 94800. BPPE has determined that this institution’s operational plan satisfies the minimum standards listed in Education Code section 94915 (b). Bureau for Private Postsecondary Education (BPPE) approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. We are approved for the following programs.

The following courses are offered by CCI.

➤ Floral Arrangement & Bridal Accessories	600	Clock Hours / 30 Credit Hours
➤ Optical Dispensing Technician	720	Clock Hours / 39 Credit Hours
➤ Cake Decorating Program	600	Clock Hours / 32.5 Credit Hours
➤ Private Security Guard Program	600	Clock Hours / 36.5 Credit Hours
➤ Diagnostic Medical Sonography	1824	Clock Hours / 110 Credit Hours
➤ Medical Office Assistant	720	Clock Hours / 41.5 Credit Hours
➤ Solar Installation	720	Clock Hours / 45.5 Credit Hours

All students graduating from Coast Career Institute will be awarded a Certificate of Completion. Except for the DMS Diagnostic Medical Sonography is awarded a Certificate of Diploma.

Coast Career Institute does not provide English as a Second Language (ESL) instruction.

Prospective enrollees are required to visit the physical facility of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling, attending class or signing the enrollment agreement. Coast Career Institute participates in Title IV Programs to assist students to meet educational expenses. For information on those programs, see the financial aid section of this catalog.

The Following are agencies, which set minimum standards for our program of studies in accordance with their individual requirements.

“This institution has received approval to operate from the **Bureau for Private Postsecondary Education (BPPE)** in the Department of Consumer Affairs pursuant to California Education Code Section 94800. The CDA has determined that this institution’s operational plan satisfies the minimum standards listed in Education Code section 94915(b).”

Coast Career Institute is nationally accredited by **Accrediting Commission of Career Schools and Colleges (ACCSC) 2101 Wilson Blvd. Suite 302 Arlington, Virginia 22201**

Coast Career Institute is also recognized by the **United States Department of Education (USDE)** as an eligible institution to participate in the Federal Pell Grant Program, and the William D. Ford Federal Direct Loan Program.

“This institution is approved by the California State Approving Agency to enroll veterans and other eligible persons.”

I certify that all contents in this catalog are current, true and correct to the best of my knowledge.

Sincerely,

Brigitte Illingworth

Brigitte Illingworth / President – Executive Director

MISSION STATEMENT

Coast Career Institute (CCI) strongly believes that any person who has the ability, desire and determination to benefit from vocational training programs, should be given every opportunity to do so. Our goal is to accomplish this by providing the knowledge and skill, instilling self-discipline, confidence, a professional attitude, and the ability to enter the workforce. To provide high quality training that is easily accessible as well as affordable to individuals who desire training which could lead to meaningful employment skills and/or professional development. Our population is targeted towards blue collar workers, transitional employment stages, retraining candidates, single parent, and early retirees seeking new skills, physically challenged, homemakers and on-the-job training channels in our growing Vocational Community. We will primarily be focused in the area of Vocational training.

PHILOSOPHY

Our Philosophy is to provide each student with high quality program training, enabling them to attain the skills necessary for entry-level positions within their chosen field. Our classroom environment is geared toward attaining hands-on practical experience by incorporating our straightforward methodology in a simulated professional working atmosphere.

Our vocational skills-oriented institution continues to identify, develop and provide practical and relevant instruction to enhance opportunities for our students. This approach gives graduating students the ability and confidence to fulfill their career opportunities, goals and/or advancing to higher level positions.

Our Institute seeks to continually improve existing programs and develop programs that will meet current, on-going and future industry requirements for qualified entry-level professions. Our current practical service specialties are in Optical Dispensing, Diagnostic Medical Sonography, Medical Office Assistant, Private Security Guard, and Solar Panel System Technician, while our creative specialties include Floral/Bridal and Cake Decorating. We understand that by providing up-to-date curriculum and equipment, our graduates can be successful in the labor force of today and the future.

EDUCATIONAL OBJECTIVES

Our objectives are to equip each student with a basic working knowledge of skills required by companies and agencies within their trained industries for entry-level positions.

As a Coast Career Institute graduate, you will perform specific duties immediately upon employment. The student will be prepared to more fully use the specialized training offered by many companies to new employees. Also, opportunities for your career advancement will be greater due to the wide scope of knowledge each graduate has gained from our training programs and their business adaptation.

Each student will find that our training is a job-oriented practical program of laboratory practice, which includes “hands-on” experience with the materials and actual scenarios of typical industry job assignments. This active program of work training will give the student valuable pre-employment experience.

GETTING TO KNOW US (A little history)

Coast Career Institute was originally established in 1968 as Coast Sewing Machine Company. These businesses started out with the selling and repair of sewing machines; we would train businesses on the operation and repair of the new equipment. This eventually led to the establishment of the vocational training programs of sewing machine repair and operator in 1991 and the incorporation of a name change to encompass our Floral Arrangement and Bridal Accessory Program.

After an initial period of sustained growth, the management identified opportunities to further diversify its training programs to include Optical Dispensing Technician in June of 2001, Cake Decorating in November of 2003 and Private Security Guard in April of 2004. In May of 2010, DMS Diagnostic Medical Sonography, Medical Office Assistant and Solar System Technician Installation programs were added expanding our course offerings. We are approved by our current state agency the Bureau for Private Postsecondary Education in the Department of Consumer Affairs referred to here after as (BPPE).

We are an institution with an established growth plan, and we look forward to the future with the determination to implement this plan.

ADMINISTRATION/FACULTY AND STAFF

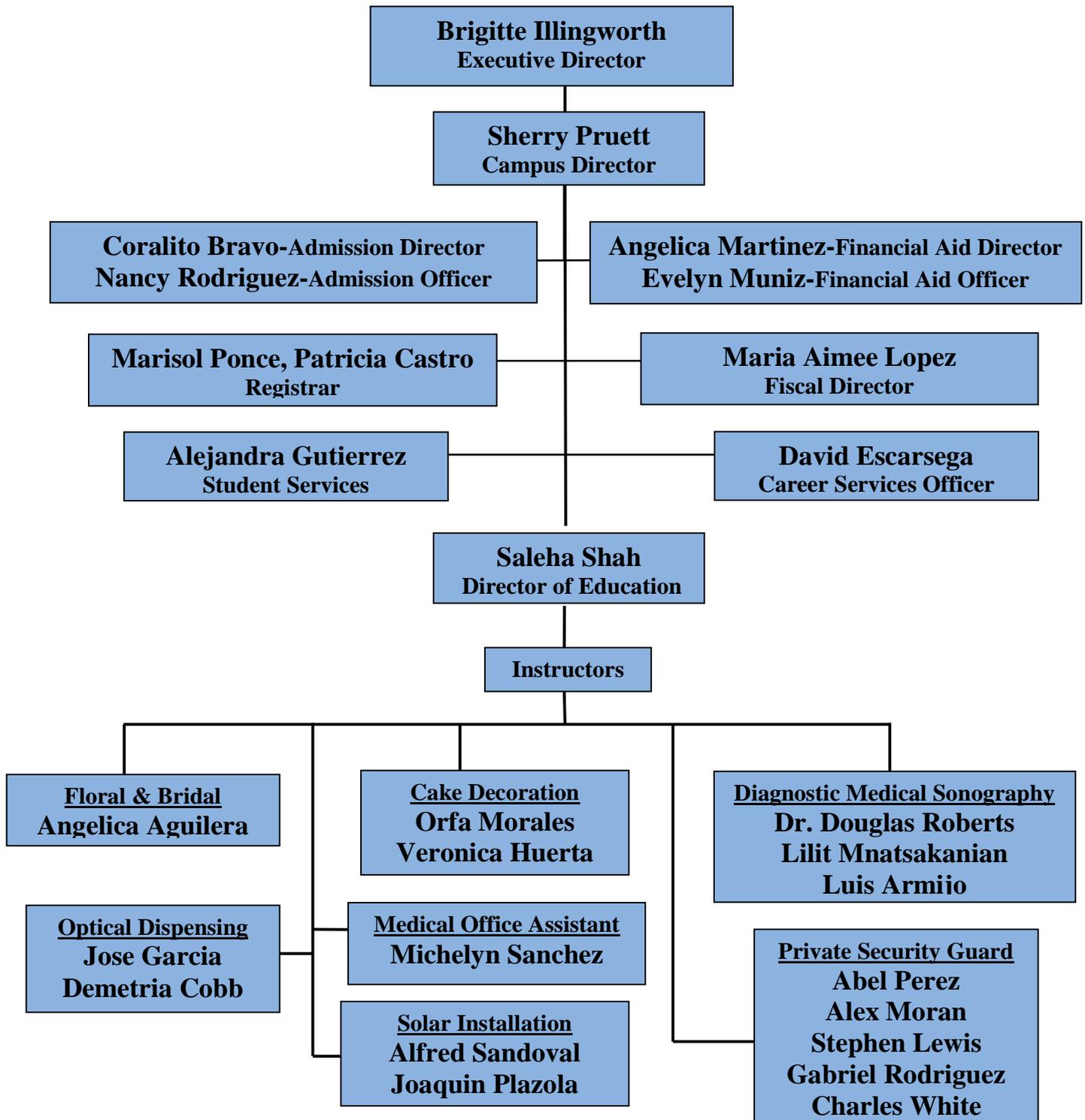
Executive Director – Branch Director	Brigitte Illingworth
Campus Director	Sherry Pruett
Director of Education	Saleha Shah
Financial Aid Director	Angelica Martinez
Financial Aid Officer	Evelyn Muniz
Fiscal Office Director	Maria Aimee Lopez
Admission Director	Coralito Bravo
Admissions Officers	Nancy Rodriguez, Jennifer Rivera
Student Services	Alejandra Gutierrez, Eliberta De Leon
Registrars	Marisol Ponce, Patricia Castro, Nichole Corwin
Career Services Officers	David Escarsega, Andrew Illingworth
Instructors – Floral Arrangement & Bridal Accessories	Angelica Aguilera, Juan Moreno
Instructors- Optical Dispensing Technician	Jose Garcia, Demetria Cobb, Lynnette Butler
Instructors - Cake Decorating	Orfa Morales, Veronica Huerta, Maria Botello
Instructors – Private Security Guard	Abel Perez, Alex Moran, Stephen Lewis, Charles White, Gabriel Rodriguez, Mark Saucedo, Manuel Cruz
Instructors - Diagnostic Medical Sonography (DMS)	Dr. Douglas Roberts, Lilit Mnatsakian, Luis Armijo, Dr. Hatem Abdullah, Fatemeh Mahmoodi
Instructors - Medical Office Assistant	Michelyn Sanchez, Dr. Hatem Abdullah, Sonya Arteaga
Instructors - Solar System Installation Technician	Alfred Sandoval, Joaquin Plazola, Jerome Bell

ADMINISTRATION BUSINESS HOURS:

Monday – Thursday 8:00am to 4:30pm

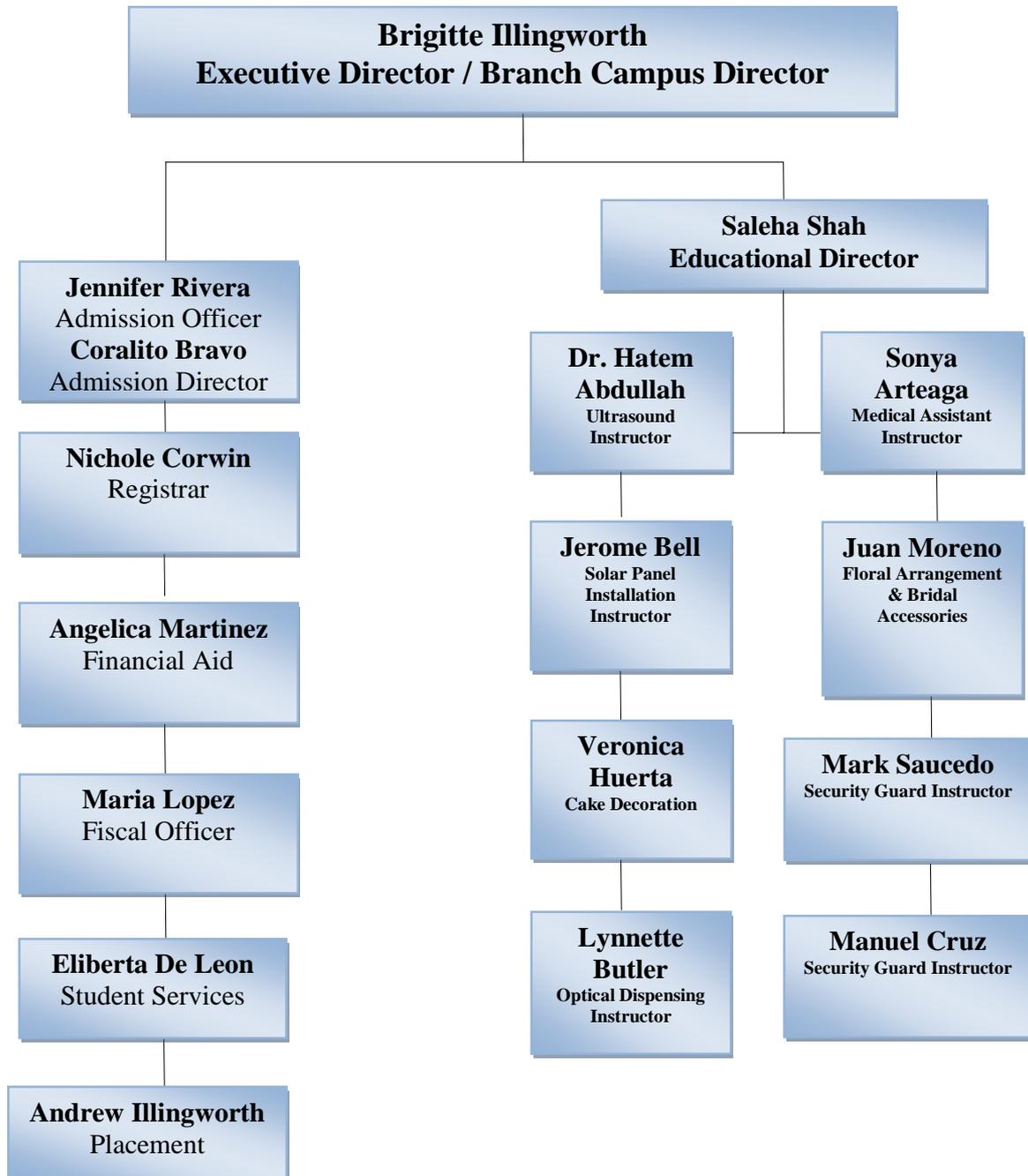
Friday- 8am to 3:00pm

**ADMINISTRATION STAFF/FACULTY
LOS ANGELES MAIN CAMPUS ORGANIZATIONAL CHART**



Coast Career Institute

Staff Organizational Chart – Colton Branch Campus



FACILITY

COAST CAREER INSTITUTE (CCI) operates two (2) campuses; the main campus is located in downtown Los Angeles, branch campus is located in Colton, Ca. in the inland empire.

The Los Angeles (main) campus is located at: located in downtown Los Angeles at: 1354 South Hill Street with an expanded facility located at: 1340 South Hill Street. We are conveniently near MTA, and Metro Rail stations. The facility consists of over 19000 square feet including seventeen classrooms, thirteen separate administrative offices, one student resource library/computer room, one computer room, two student lounge/lunch rooms, and one faculty/staff lounge/lunch room, one outside eating area, one conference room, three wash areas, eight restroom areas, and three disabled access restrooms. The combined lecture and lab classrooms can accommodate 24 to 30 students.

The Colton, (Branch) campus is located at: 1250 Cooley Drive Colton, CA. 92324. The Colton facility consists of approximately 10,000 square feet including seven classrooms; the facility is disability accessible. Six separate administrative offices, one student resource library/computer room, one computer room, one student lounge/lunch rooms, and one faculty/staff lounge/lunch room, one outside eating area, one conference room, three restroom areas that are each disabled access restrooms. The combined lecture and lab classrooms can accommodate 24 to 30 students.

Our campus is equipped with appropriate instructional equipment comparable to the labor market, job demands in their chosen fields of study and is owned by COAST CAREER INSTITUTE, INC.

ADMISSIONS REQUIREMENTS AND PROCEDURES

Prospective students who desire consideration for entrance must visit one of our locations. The first step for admission for all prospective students is to complete an application and meet with a COAST CAREER INSTITUTE (CCI), Staff person. To qualify for admission, all applicants must meet one of the following requirements for consideration as a regular student:

- Possess a High School Diploma or GED General Equivalency Certification or Passage of an "Ability to Benefit" (ATB)
- Our Diagnostic Medical Sonography (DMS) requires you to be in good physical and mental health in order to adequately progress through the program.
- If necessary provide a valid third-party evaluation of foreign transcripts, translated into English and certified as to its accurate translation, as applicable.
- Private Security Guard program requires passage of a Background Check prior to issuance of permits.
- Private Security Guard candidate must be at least 18 years old. For an Exemption if younger than 18, the applicant must have a valid high school diploma or equivalent for admission to the program.
Note: Applicants to the DMS program must be at least 17 years old.
- Interview with an admissions representative.
- Tour the campus in the company of an admissions representative

Students without High School diploma or its equivalent will be administered an admission test to help determine their "Capacity to Benefit" from the instruction. Prospective students will be administered an approved timed 12 minute Wonderlic Entrance Exam to complete; this also serves as our ATB exam requirement. If the prospective student does not pass the first test, they may re-take the entrance exam using a different Wonderlic test than previously administered. If the prospective student does not pass the second test they may re-take the test after seven (7) days. Students admitted under ATB procedures, are encouraged to obtain a GED certificate equivalent to a High School level of education.

The following ATB minimum scores have been prescribed by the U.S. Department of Education for the WBST:

ATB English minimum Verbal Skills score: 200 and ATB minimum Quantitative skills: 210

The acceptable Wonderlic Spanish minimum scores needed for admission are as follows:

Floral & Bridal Accessories score of 16	Cake Decorating score of 16
Medical Office Assistant 24	Solar System Installation Technician 16
Optical Dispensing Technician score of 20	Private Security Guard score of 17

IF YOU DO NOT PASS THE FIRST TIME, THE ALTERNATE FORM OR VERSION MUST BE TAKEN NO SOONER THAN SEVEN DAYS AFTER THE INITIAL EXAM. IF FAILED AGAIN, YOU MUST WAIT TWO MONTHS TO TAKE THE ATB TEST AGAIN.

As determined by the assessment test suggested recommendations, we also admit students who are not high school graduates, and do not possess a GED, but are beyond the age of compulsory school attendance in California if they exhibit and possess the ability-to-benefit from the education and training offered, and have met all other standards for admissions. Those who wish to enroll in the Optical Dispensing program will also be required to complete a basic math test in addition to the ATB/CTB Exam.

In all cases, prospective students who take the "Capacity to Benefit" test and can be considered for admission by achieving the passing score required. Final determination for enrollment will be based on test results, motivation, and placement potential, as well as overall aptitude for each of our course programs. Each applicant will be assessed on an individual basis for final determination.

Before enrolling or signing the enrollment agreement, all applicants will be provided a complete tour of the school facilities. Information about the school's programs and disclosure information will be provided and the applicant's concerns if any, will be addressed. The admissions representative will then discuss educational and occupational goals of the prospective student. Information pertaining to the school training programs will also be discussed at this time.

VOCATIONAL REHABILITATION ADMISSION: This only applies to those that are sent by a Rehabilitation Agency. The admission requirements for these students include all the Admission Requirements and Procedures listed on this page, in addition to completing the following:

Individual Skill and Learning Evaluation 14 hours - Personal Development Interview 1 hour

A "Letter of Authorization" for training services from the student's Vocational Rehabilitation Counselor must be received by the school (training provider) in a timely manner.

NOTICE: Per the State of California, if a student is a recipient of third-party payer tuition and course costs, that student is not eligible for Student Tuition Recovery Fund Protection (STRF). Please see the Student Tuition Recovery Fund (STRF) guidelines in this Catalog.

"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."

CREDIT FOR PRIOR EDUCATION OR TRAINING

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at **Coast Career Institute** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **(diploma or certificate)** you earn in **any program that you enrolled in** is also at the complete discretion of the institution to which you may seek to transfer. If the (credits, diploma, or certificate) 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 **Coast Career Institute** to determine if your **(credits or diploma or certificate)** will transfer.

NON-DISCRIMINATION POLICY

COAST CAREER INSTITUTE (CCI) does not discriminate on the basis of Sex, Age, Race, National Origin, Creed, Religion or Disabilities that would not preclude employment within their selected program area in Admissions, Counseling, Training, Placement Employment, or any other institution activities.

SCHEDULE AND CALENDAR (Holidays)

Class scheduling is open entry/exit. This allows students to begin classes on Monday of each week on a space available basis and graduate upon completion of all graduation requirements.

We have program scheduled days/hours for:

Day Classes: Monday through Thursday 8:00am to 2:30pm

Afternoon Classes: Monday through Thursday 2:30pm to 9:00 pm

Classes are not scheduled on the following holidays: Holidays of all religious beliefs are respected and allowed.

Martin Luther King's Birthday

President's Day

Good Friday

Memorial Day

School Break July 9, 2012 Returning July 16, 2012

Independence Day

Labor Day

Veteran's Day

Thanksgiving and the Day after Thanksgiving (2) days

Winter Break Two (2) weeks (Beginning the Monday prior to Christmas through the Monday after New Year's Day).

A special holiday may be declared for emergency or extraordinary purposes.

ATTENDANCE POLICY

Students are expected to attend scheduled classes at the scheduled starting time and to continue as scheduled throughout the day. Attendance is recorded daily. It is the students' responsibility to telephone in advance to notify of an absence or tardy. It is the students' responsibility to sign the attendance sign-in sheet daily, located in all classrooms. When a student is absent for 25% or more of the enrolled program, it is considered excessive and will result in a dismissal from the enrolled program. At the end of each evaluation period students must maintain a cumulative average attendance level of at least two-thirds (2/3) the scheduled hour's maximum time frame indicated on their enrollment contract. All classes are computed on a class hour of attendance basis, denoting the regular hours spent in classroom or equipment usage. Class periods of 50 minutes are regarded as a regular class hour.

SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the American Commission of Career Schools and Colleges (ACCSC) and the federal regulations established by the United States Department of Education.

Students who do not achieve the minimum standards for satisfactory academic progress are no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Students who have not met satisfactory academic progress at the end of an evaluation period will automatically regain satisfactory progress status at the end of the following evaluation period if they meet all qualitative and quantitative measures required in this policy.

EVALUATION PERIODS

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Students who meet minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

Students will be advised in writing of failure to meet satisfactory academic progress and any impact on the student's eligibility for financial aid, if applicable.

Students are evaluated for Satisfactory Academic Progress as follows:

Program	50% of Program or Academic Year (The earlier of the two)	100% of Program	150% of Program
Floral Arrangements	12	24	36
Optical Dispensing Technician	14	28	32
Cake Decorating	12	24	36
Private Security Guard	12	24	36
Diagnostic Medical Sonography	18	36	54
Medical Office Assistant	14	28	32
Solar Installation	14	28	32

(All credits are financial aid credits based on a 25/1 conversion)

MAXIMUM TIMEFRAME

The maximum timeframe is defined as the period, no longer than 150 percent of the published length of the program as measured by cumulative number of credit hours in which the student is required to complete and expressed in calendar time.

Maximum time frames are as follows:

Floral Arrangements:

30 credits X 150% = 45 maximum credits

7 months X 150% = 10.5 maximum months

Optical Dispensing Technician:

39.5 credits X 150% = 58.5 maximum credits

7 months X 150% = 10.5 maximum months

Cake Decorating

32.5 credits X 150% = 48.5 maximum credits

7 months X 150% = 10.5 maximum months

Private Security Guard

36.5 credits X 150% = 54.5 maximum credits
 7 months X 150% = 10.5 maximum months

Diagnostic Medical Sonography

110 credits X 150% = 165 maximum credits
 19 months X 150% = 28.5 maximum months

Medical Office Assistant

41.5 credits X 150% = 62 maximum credits
 8 months X 150% = 12 maximum months

Solar Installation

45.5 credits X 150% = 68 maximum credits
 8 months X 150% = 12 maximum months

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled hours.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Students must maintain a cumulative grade average of 2.0 or above.

Numerical grades are considered according to the following scale:

90 - 100	A	4.0
80 - 89	B	3.0
70 - 79	C	2.0
60 - 69	D	1.0
Below 60	F	0.0
Incomplete	I	
Withdrawal	W	

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Hours accepted as transfers hours from another school are counted toward the student's current program as both attempted and completed. Incompletes, withdrawals, repetitions, and remedial coursework have no effect on satisfactory progress status.

WARNING

Students enrolled in any program who fail to meet minimum requirements for attendance or academic (qualitative or quantitative) progress are placed on Warning. A student placed on Warning will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, enrollment for the student may be terminated, or if a determination is made that the student still has an opportunity to achieve Satisfactory Academic Progress (both qualitative and quantitative) the student may be placed on Probation (see below).

FINANCIAL AID WARNING

Any Title IV recipients, who have been placed on Warning, as noted above, are automatically placed on Financial Aid Warning. Financial Aid Warning is defined as a status the school assigns to a student who is failing to make satisfactory academic progress. The school will reinstate eligibility for aid for otherwise eligible students for one payment period and may do so without a student appeal. All provisions of Warning, as stated above, apply to Financial Aid Warning.

PROBATION

Probation applies to students who have not achieved Satisfactory Academic Progress. Probation may be assigned to students who have not achieved satisfactory academic progress by the end of a previous Warning period. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation.

Students placed on Probation will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress they are subject to termination of enrollment.

FINANCIAL AID PROBATION

Title IV recipients who have been placed on Probation, as noted above, are not eligible for Title IV funds during the period of Probation. However, otherwise eligible students who are placed on probation may appeal to be placed on Financial Aid Probation. Financial Aid Probation is defined as a status a school assigned to a student who is failing to make satisfactory academic progress and who successfully appeals. Eligibility may be reinstated for one payment period. Refer to Appeals, below.

DETERMINATION OF WITHDRAWAL FROM SCHOOL

Institutions will determine that a student is no longer enrolled on the earliest of:

- The date the student notifies the Financial Aid Office of his/her intent to withdrawal from school. Other staff members are not authorized to accept the student's notice of intent to withdraw and will direct student to the Financial Aid Office.
- The date the school terminates the student's enrollment due to academic failure or for violation of rules and/or policies stated in the catalog.
- If a student is absent for two consecutive weeks and is not on an approved leave of absence, the student will be deemed a withdrawal even though he/she indicated that he/she was not withdrawing.
- The student failed to return as scheduled from an approved leave of absence. In this case, the withdrawal date will be the last day the student attended prior to the start of the approved leave of

absence and the institutional determination of withdrawal date will be the scheduled date of return from the approved leave of absence.

APPEALS

An appeal is defined as a process by which a student who is not meeting standards of satisfactory academic progress petitions the school for reconsideration of eligibility for federal student aid funds. The appeal must be made to the Financial Aid department within ten calendar days of notification of Probation status. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. The decision will be final. If the student prevails upon appeal, federal financial aid will be reinstated, if applicable.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned.

RE-ENTERING STUDENTS

All students who withdraw in good standing may re-enter into the course of study without the loss of credit for prior hours and projects earned during the prior enrollment. If the student transferred to other institution before returning to CCI, those hours and projects earned at that institution may also be credited to the student for the new re-enrollment. Each re-entry is treated on an individual basis. CCI reserves the right to reject students that had withdrawn from CCI twice before

COURSE INCOMPLETENESS

Course incompleteness, repetitions and non-credit remedial course: Students will be given an opportunity, at the discretion of the School Director and subject to space availability, to Repeat, or Make-up lost work within the schedule dates of enrollment and be credited the higher of any grade(s) earned. If the student does not make up the grade, the student will receive a "F" for the incomplete item for a 0.00 GPA. CCI can exclude grades for prior attempts (repeat/delete) when calculating a student's GPA, but must include the credits from all attempts when calculating the maximum time frame. **It is the student's responsibility to make arrangements with the instructor to acquire any make-up work necessary.** Any make-up / repeat work grades, will be given full standing and credit with respect to the final evaluation of the student's maintaining of Satisfactory Progress. Failure to maintain Satisfactory Academic Progress will result in probation or withdrawal.

LEAVE OF ABSENCE

Only written requests for a leave of absence will be considered and such leave may be granted to a student at the discretion of the school Registrar. A general Leave of Absence may be requested for a period of up to 180 calendar days. If more than one leave of absence is granted within a twelve (12) month period. The combined time of the leave of absences may not exceed 180 calendar days. Failure to return from an approved leave of absence will result in cancellation of your enrollment status which can have future financial consequences. Prior to approval of a leave of absence, any student that is receiving federal student loans must be provided with

counseling on any impact the leave of absence may have on those loans. If, there is unpaid tuition balance as a result of Return of Title IV calculations, the student will be responsible to pay the unpaid balance.

MAKE-UP WORK

Students must arrange make-up time for course work missed with the instructor; however, absences will remain on record. Outside make-up work may be assigned if necessary but not more than the time you have previously missed. At the discretion of the school Director and subject to available space and staff, students will be given the opportunity to repeat, or make-up uncompleted work. Make-up work is available on an hour of make-up to an hour of absence basis. One (1) make-up module and one (1) make-up test can be completed during the program course within the given time frame or a module may be repeated once at the end of the program causing an extension to the program. The final score will be based on the highest score achieved. Failure to maintain Satisfactory Academic Progress will result in probation or withdrawal.

NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

SCHOLARSHIPS

Our Scholarship Program assists students with financial need and the ability to benefit from instruction. The funds for the Scholarships will be donations from our greater community of supporters.

Who is eligible?

Any current student in good standing may apply for the Scholarship by submitting a scholarship application. The primary criterion for eligibility is demonstrated financial need.

Selection Criteria:

- Must be a U.S. Citizen or an Eligible Non-Citizen or Work Permit
- Must meet eligibility requirements
- Must apply to be a full time student enrolled in any of CCI's certificate/diploma programs.
- Must maintain Satisfactory Academic Progress
- Must graduate from the certificate/diploma program chosen
- Scholarships will be awarded to active students the day our Policy and procedures becomes in effect.
 - Scholarship will be based on financial need basis.
 - Scholarship will be applied to balances exceeding Pell disbursement; or
 - Quick need calculations basis.

How much will be available for each eligible student?

The Scholarships available will depend on the amount of funds available. Generally speaking, the awards will vary from \$100.00 to \$2,000.00

To what will the Scholarships be applied?

The Scholarships will be applied exclusively to tuition expense, and will be so reflected on the student ledger. No cash will be disbursed. Students with institutional loans who are awarded Scholarships will have those loans reduced by the amount of the Scholarship. If the student has no Institutional loan, the Scholarship will be applied first to any existing, earned balance.

Who decides on the awards?

The financial aid department will perform an initial needs analysis, and provide a recommendation to the Institute campus director. The campus director will determine the amount of the award in his/her sole discretion, taking into account student need, priority of application and available Scholarship funds.

PROGRAM CHANGES

Students who wish to change their program must meet with their admission representative. All Rehabilitation students must also obtain and submit approval of a program change from their Rehabilitation Counselor. Only students, who have maintained Satisfactory Academic Progress and attendance requirements, will be eligible to change programs. Our institution reserves the right to allow or disallow a transfer from one program to another offered at our institutions. In the event of a transfer from one program to another, the students will either re-sign a contract or a contract addendum. The student will be charged for the prior program and will be charged for the new program. The student must first notify the Admissions Office, Student Services Department and School Director prior to changing. No instructor will be allowed to do a transfer of a student since these changes will affect the student's financial status.

GRADING POLICY

Grading and Progress System - Students are graded as they complete modules of the curriculum. Grades are determined as a compilation of examination scores (written and practical) and such other criteria and observations as the school deems appropriate in the training of our programs.

Grading is based on percentages of 100% for Practical Exams/Testing and Projects.

Student progress is evaluated using oral, written, practical tests or projects each month. The oral/ written tests and/or practical application tests and participation account for approximately 100% of the grade. A test grade of 60% or less will require a retake of the specific test, the higher of the test score will be considered final.

The School's grading system is as follows:

4.0	A	90-100
3.0	B	80-89
2.0	C	70-79
1.0	D	60-69
0.0	F	below 60
0.0	I	Incomplete
0.0	W	Withdrawal

Any Re-Enrollment may only be approved at the discretion of the School Director, after evidence is submitted that demonstrates conditions that caused the interruption have been satisfactorily rectified.

COURSE DURATION / DEFINITION OF QUARTER CREDIT HOUR

The lengths of COAST CAREER INSTITUTE (CCI), subjects of study are computed on Quarter Credit hour attendance basis. For the purpose of attendance CCI defines a clock hour as 50 minutes, denoting regular hours spent in classroom or equipment usage. Courses are tracked in clock hours of supervised instruction and Measured in Quarter Credit Hours of Instruction. CCI defines its clock hour to credit hour conversion as: 1 credit hour = 10 classroom hours; 20 lab/shop hours; 20 independent study; and 30 hours of externship training. The required projects for each course must be completed unless the student has been given credit for prior training or experience or demonstrates through practical and written tests the level of competency required for employment. For specific course clock hours/class schedules refer to outlines in back of catalog.

GRADUATION REQUIREMENTS

The student's academic record must demonstrate successful completion of ALL classroom and practical/laboratory education and training with a grade average of no less than 2.0 "C" 70%.

Students must maintain a cumulative average attendance level of at least two-thirds (2/3) the scheduled hour's maximum time frame indicated on their enrollment contract at the end of each evaluation period.

DISCLOSURE AND RETENTION OF STUDENT RECORDS/RIGHT OF PRIVACY

The Federal Right of Privacy Act of 1964 enables adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that are maintained by the institution. CCI will keep these records for five (5) years from the last day of attendance. After this period, all records are destroyed. The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commission or governmental agencies so authorized by law.

STUDENT SERVICES

Advising is available to all students. Instructors or Administrators will meet with each student to discuss any personal, classroom, or financial problem when needed.

Each student will have a review of his / her progress each month. Those students experiencing academic or other problems will be advised by an Instructor and/or the Director to help overcome whatever difficulty is being experienced. Tutoring is available after class hours.

Support Services: Information on emergency support/referral services, child-care, housing, transportation, professional counseling services available within the community and academic tutoring radius. The student may inquire in the administration office.

Our facility is conveniently located near hospitals and will refer students to them whenever the need should arise. In case of emergencies 911 will be called.

Student parking: is available in a parking lot and/or areas adjacent to the school building. Coast Career Institute is not responsible for parking violations, property theft, property damage, etc. Please keep vehicle locked at all times. Parking fees are the sole responsibility of the student however this fee may be covered by a third party payer.

LIBRARY (RESOURCE CENTER)

A reference library is available to all students to help provide information, which may aid them in their program of study. Students may use the reference books while visiting the library; however these materials may not be taken or checked out, as others may need to use the same material. If you would like an article or information copied, please let student services know and they will be happy to accommodate you.

JOB PLACEMENT ASSISTANCE

Limited placement assistance is provided to graduates at no additional charge. However, there is no guarantee of employment or any level of wages. Graduates may take advantage of placement assistance services provided that all job placement seminars have been attended and all placement assistance guidelines are observed. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Placement assistance is provided by reviewing the listings of prospective employers seeking employees, their job requirements, salary, and other pertinent information. Students are referred to interviews and the results of these interviews are recorded in the placement register. The school may show prospective students this register upon request.

An Employment Preparation Plan is provided to each student. Preparation plans include topics such as resume preparation, job searching, the interview process, how to retain employment, and how to advance in their occupation.

EMPLOYMENT PREPARATION

Employment Preparation is provided by Career Services who will prepare the student(s) to meet the employers' demands. Some of the skills emphasized are: Applications and resumes, interview techniques (through simulated interviews), personal grooming, communication skills and placement orientation, etc. This training is to guide the student to achieve personal incentive, self-direction, attitude control, and self-confidence and in general improve basic life skills. The result of this preparation is to show the student how to turn goals into reality.

SMOKING

Smoking is not permitted anywhere inside the school facility or building.

TELEPHONES

The Receptionist Desk will only take emergency calls for students. School phones are not intended for personal use by students.

OFFICE EQUIPMENT

Students are not to use any of the office equipment as this is reserved for office staff only.

ADDITIONAL INFORMATION

Coast Career Institute will provide additional information upon request. Available data can include, but is not limited to: Course outlines for any or all programs, Job analysis for vocational programs, detailed tool lists for optional supplies, labor market data, etc.

DRUG & ALCOHOL ABUSE POLICY STATEMENT

The college strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment and termination of enrollment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through: The Student Services office.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use and possession of drugs and alcohol.

Any individual associated with CCI who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

Walden House Transitional Treatment Center
1355 South Hill Street
Los Angeles, Ca. 90015 Phone: (213) 763-6220

or Good Rehab Clinic
2727 W. Olympic Blvd.
Los Angeles, Ca. 90006 Phone: (213) 382-0088

COAST CAREER INSTITUTE ALCOHOL AND SUBSTANCE ABUSE SCHOOL POLICIES RIGHTS & RESPONSIBILITIES

Introduction:

Coast Career Institute (CCI), in a good faith effort to comply with the Drug-Free Schools and Communities Act of 1989, (Public Law 101-226) Drug Free Workplace Act of 1988 (Public Law 101-690); 34 CFR 84 Government-Wide Requirements for Drug-Free Workplace; 34 CFR 86 Drug and Alcohol Abuse Prevention 34 CFR 668.14(c), CCI will notify all students and employees of its policies, and of the sanctions which will be applied for violations of these policies, relating to the possession, use and/or distribution of illicit (illegal) drugs and alcohol. This information has been developed to meet our obligations to CCI students and employees.

The purpose of the Drug and Alcohol Abuse Prevention regulations is to implement section 22 of the Drug-Free Schools and Communities Act Amendments of 1989, which added section 1213 to the Higher Education Act. These amendments require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a drug prevention program as described in §86.100 to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities.

Drugs at work/school are a hidden habit, but they have visible effects on the user. Whether the drug of choice is alcohol, marijuana, a prescription drug or cocaine, the habit can lead to a change in work/school habits, too. Some people may believe that drugs are harmless or even helpful. The truth is that drugs can have very serious, long-term physical and emotional health effects. And if drugs are mixed, the impact is even more detrimental. The following is a partial list of drugs often found in the work/school place and some of the consequences of their use. Only some of the known health risks are covered, and not all legal or illegal drugs are included:

- **Alcohol** is the most commonly abused substance in the work/school place. It can lead to poor judgment and coordination, drowsiness and mood swings, liver damage and heart disease.
- **Marijuana** is an addictive drug, although many still believe that it is harmless. It can cause short-term memory impairment, slowed reaction time, lung disease and infertility.
- While **cocaine** and **crack** can speed up performance, their effect is short-lived. More lasting risks are short attention span, irritability and depression, seizure and heart attack.
- **Prescription drugs** are often used to reduce stress. However, they are not safe either, unless they are taken as directed. If abused, they can lead to sluggishness or hyperactivity, impaired reflexes, addiction and brain damage.
- Other drugs, such as **PCP, LSD, heroin, mescaline** and **morphine**, have a wide variety of negative health effects — from hallucinations and mental confusion to convulsions and death.

Our commitment to our students is to take responsible actions to prevent possession, use and/or distribution of illicit drugs and alcohol and, when practicable, to help those students who need help with alcohol or drug issues overcome those problems by advising of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees. Should these efforts to prevent or remediate a problem fail, punitive actions may be initiated.

Alcohol Health Risks:

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

The Standard Measure of Alcohol - In the United States, a standard drink is any drink that contains 0.6 ounces (14.0 grams or 1.2 tablespoons) of pure alcohol. Generally, this amount of pure alcohol is found in

- 12-ounces of regular beer or wine cooler.
- 8-ounces of malt liquor.
- 5-ounces of wine.
- 1.5-ounces of 80-proof distilled spirits or liquor (e.g., gin, rum, vodka, whiskey).

Definitions of Patterns of Drinking Alcohol

- Binge drinking
 - For women, 4 or more drinks during a single occasion.
 - For men, 5 or more drinks during a single occasion.
- Heavy drinking
 - For women, more than 1 drink per day on average.
 - For men, more than 2 drinks per day on average

Excessive drinking includes heavy drinking, binge drinking or both.

Most people who binge drink are not alcoholics or alcohol dependent. According to the *Dietary Guidelines for Americans*, if you drink alcoholic beverages, do so in moderation, which is defined as no more than 1 drink per day for women and no more than 2 drinks per day for men. However, there are some persons who should not drink any alcohol, including those who are

- Pregnant or trying to become pregnant.
- Taking prescription or over-the-counter medications that may cause harmful reactions when mixed with alcohol.
- Younger than age 21.
- Recovering from alcoholism or are unable to control the amount they drink.
- Suffering from a medical condition that may be worsened by alcohol.
- Driving, planning to drive, or participating in other activities requiring skill, coordination, and alertness.

Immediate Health Risks- Excessive alcohol use has immediate effects that increase the risk of many harmful health conditions. These immediate effects are most often the result of binge drinking and include the following—

- Unintentional injuries, including traffic injuries, falls, drowning's, burns, and unintentional firearm injuries.
- Violence, including intimate partner violence and child maltreatment. About 35% of victims report that offenders are under the influence of alcohol. Alcohol use is also associated with 2 out of 3 incidents of intimate partner violence. Studies have also shown that alcohol is a leading factor in child maltreatment and neglect cases, and is the most frequent substance abused among these parents.
- Risky sexual behaviors, including unprotected sex, sex with multiple partners, and increased risk of sexual assault. These behaviors can result in unintended pregnancy or sexually transmitted diseases.
- Miscarriage and stillbirth among pregnant women, and a combination of physical and mental birth defects among children that last throughout life.
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels that suppress the central nervous system and can cause loss of consciousness, low blood pressure and body temperature, coma, respiratory depression, or death.

Long-Term Health Risks - Over time, excessive alcohol use can lead to the development of chronic diseases, neurological impairments and social problems. These include but are not limited to—

- Neurological problems, including dementia, stroke and neuropathy.
- Cardiovascular problems, including myocardial infarction, cardiomyopathy, atrial fibrillation and hypertension.
- Psychiatric problems, including depression, anxiety, and suicide.
- Social problems, including unemployment, lost productivity, and family problems.
- Cancer of the mouth, throat, esophagus, liver, colon, and breast. In general, the risk of cancer increases with increasing amounts of alcohol.
- Liver diseases, including—
 - Alcoholic hepatitis.
 - Cirrhosis, which is among the 15 leading causes of all deaths in the United States.
 - Among persons with Hepatitis C virus, worsening of liver function and interference with medications used to treat this condition.
- Other gastrointestinal problems, including pancreatitis and gastritis.

Substance Abuse Health Risks:

Cannabis (Marijuana)	
Greenish-gray mixture of the dried, shredded leaves, stems, seeds, and/or flowers of Cannabis sativa or cannabis indica—the hemp plant	
Health Effects	
Acute	Heightened sensory perception; euphoria, followed by drowsiness/relaxation; impaired short-term memory, attention, judgment, coordination and balance; increased heart rate; increased appetite
Long-term	<p>Addiction: About 9 percent of users; about 1 in 6 of those who started using in their teens; 25 to 50 % of daily users</p> <p>Mental disorders: May be a causal factor in schizophreniform disorders (in those with a pre-existing vulnerability); is associated with depression and anxiety</p> <p>Smoking related: Chronic cough; bronchitis; lung and upper airway cancers is undetermined</p>
In combination with alcohol	Magnified tachycardia and effect on blood pressure; amplified impairment of cognitive, psychomotor, and driving performance
Withdrawal symptoms	Irritability, difficulty sleeping, strange nightmares, craving, and anxiety
Associated Special Vulnerabilities/Populations	
Youth	Almost 44 percent of teens have tried marijuana by the time they graduate from high school (MTF, 2010).
Treatment options	
Medications	There are no FDA-approved medications to treat marijuana addiction.
Behavioral Therapies	Cognitive-behavioral therapy (CBT)
	Contingency management, or motivational incentives
	Motivational Enhancement Therapy (MET)
	Behavioral treatments geared to adolescents
	(For more information on these treatments, please see NIDA's Principles of Drug Addiction Treatment: A Research-Based Guide - Behavioral Therapies.)

Cocaine	
White crystalline powder that can be snorted, injected or smoked	
Health Effects	
Acute	Dilated pupils; increased body temperature, heart rate, and blood pressure; nausea; increased energy, alertness; euphoria; decreased appetite and sleep High doses: Erratic and violent behavior, panic attacks
Long-term	Addiction, restlessness, anxiety, irritability, paranoia, panic attacks, mood disturbances; insomnia; nasal damage and difficulty swallowing from snorting; GI problems; HIV
In combination with alcohol	Greater risk of overdose and sudden death than either drug alone
Withdrawal symptoms	Depression, fatigue, increased appetite, insomnia or hypersomnia, vivid unpleasant dreams, psychomotor retardation or agitation
Associated Special Vulnerabilities/Populations	
Pregnancy	Premature delivery, low birth weights, and smaller for gestational age
Treatment options	
Medications	There are no FDA-approved medications to treat cocaine addiction.
Behavioral Therapies	Cognitive-behavioral therapy (CBT)
	Community reinforcement approach plus vouchers
	Contingency management, or motivational incentives The matrix model
	12-Step facilitation therapy (For more information on these treatments, please see NIDA's Principles of Drug Addiction Treatment: A Research-Based Guide - Behavioral Therapies.)
Prescription Stimulants (Abuse)	
Amphetamine (Dexedrine, Adderall), Methylphenidate (Ritalin, Concerta)	
Health Effects	
Acute	Increased alertness, attention, energy; irregular heartbeat, dangerously high body temperature, potential for cardiovascular failure or seizures
Long-term	High doses, or alternate routes of administration (e.g., snorting, injecting): Anxiety, hostility, paranoia, psychosis; addiction
In combination with alcohol	Masks the depressant action of alcohol, increasing risk of alcohol overdose; may increase blood pressure; jitters
Withdrawal symptoms	Depression, fatigue, increased appetite, insomnia or hypersomnia, vivid unpleasant dreams, psychomotor retardation or agitation
Associated Special Vulnerabilities/Populations	
Female adolescents	Unlike some illicit drugs and alcohol, stimulants are used at equal or greater frequency by young females vs. males. Use is often to lose weight, stay awake to study, or perform better on exams.

Mixing with antidepressants or OTC cold medicines	May enhance adverse effects; cause blood pressure to become dangerously high or lead to irregular heart rhythms
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Treatment options

Medications	There are no FDA-approved medications to treat stimulant addiction.
Behavioral Therapies	Behavioral therapies that have proven effective for treating addiction to illicit stimulant drugs, such as cocaine and methamphetamine, may be useful in addressing prescription stimulant addiction. (For more information on these treatments, please see NIDA’s Principles of Drug Addiction Treatment: A Research-Based Guide - Behavioral Therapies.)

Methamphetamine

White, odorless, bitter-tasting crystalline powder that is easily dissolved in water or alcohol; can be ingested orally, intranasally, injected, or smoked

Health Effects

Acute	Enhanced mood; increased heart rate, blood pressure, body temperature, energy and activity; decreased appetite; dry mouth; increased sexuality; jaw-clenching
Long-term	Addiction, memory loss; weight loss; impaired cognition; insomnia, anxiety, irritability, confusion, paranoia, aggression, mood disturbances, hallucinations, violent behavior; liver, kidney, lung damage; severe dental problems; cardiac and neurological damage; HIV, Hepatitis
Withdrawal symptoms	Depression, anxiety, fatigue, and intense craving for the drug

Associated Special Vulnerabilities/Populations

Pregnancy	Increased risk of premature birth, placental abruption, fetal growth retardation, and heart and brain abnormalities
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Treatment options

Medications	There are no FDA-approved medications to treat methamphetamine addiction.
Behavioral Therapies	Cognitive-behavioral therapy (CBT) Contingency management, or motivational incentives The matrix model 12-Step facilitation therapy (For more information on these treatments, please see NIDA’s Principles of Drug Addiction Treatment: A Research-Based Guide - Behavioral Therapies.)

Inhalants	
Volatile solvents, Aerosols, Gases, Nitrites (Poppers): Effects depend on properties of chemical; inhalation common route of abuse	
Health Effects	
Acute	Confusion; nausea; slurred speech; lack of coordination; euphoria; dizziness; drowsiness; disinhibition, lightheadedness, hallucinations/ delusions; headaches; suffocation; convulsions/seizures; hypoxia; heart failure; coma; sudden sniffing death (butane, propane, and other chemicals in aerosols) Nitrites: Systemic vasodilation; increased heart rate; brief sensation of heat and excitement; dizziness; headache
Long-term	Myelin break down leading to muscle spasms, tremors and possible permanent motor impairment; liver/kidney damage Addiction: A minority inhale on a regular basis, but among those, some report symptoms of addiction (need to continue using, despite severe adverse consequences). Nitrites: HIV/AIDS and hepatitis; lipid pneumonia
In combination with alcohol	Nitrites: Increased risk of adverse cardiovascular effects; Alcohol may increase the blood-vessel relaxant effect of organic nitrates (such as amyl nitrite) and result in dangerously low blood pressure.
Withdrawal symptoms	With Long-Term Abuse: Mild withdrawal syndrome (e.g., irritability, restlessness, insomnia, headaches, poor concentration)
Associated Special Vulnerabilities/Populations	
Youth	Abused mostly by younger (8th graders) rather than older teens (10th and 12th graders) Nitrites: Linked to high risk sexual behaviors and HIV transmission; because of vasodilating actions on anal sphincter, frequently used to facilitate anal intercourse by men who have sex with men
Pregnancy	Although rigorous studies have not been conducted, data from occupational exposure to abused solvents like toluene suggest increased spontaneous abortion and fetal malformations.
Treatment options	
Medications	There are no FDA-approved medications to treat inhalant addiction
Behavioral Therapies	There are no published reports of behavioral approaches for the treatment of inhalant abuse.
Prescription Sedatives, sleeping pills*, or anxiolytics (Abuse)	
Central nervous system depressants include barbiturates (e.g., Nembutal) and benzodiazepines (e.g., Valium, Xanax)	
Health Effects	
Acute	Drowsiness, relaxation; overdose
Long-term	Tolerance, physical dependence, addiction
In combination with alcohol	Slows both heart rate and respiration, which can be fatal
Withdrawal symptoms	Discontinuing prolonged use absent a physician's guidance can lead to serious withdrawal symptoms, including seizures. For barbiturates, abrupt cessation can be life-threatening.

Treatment options	
Medications	Addicted patients should undergo medically supervised detoxification because the treatment dose must be gradually tapered.
Behavioral Therapies	Behavioral therapies, such as cognitive behavioral therapy, that have proven effective for treating addiction to other illicit substances may be useful in addressing addiction to prescription sedatives. (For more information on these treatments, please see NIDA’s Principles of Drug Addiction Treatment: A Research-Based Guide - Behavioral Therapies.)
* Although newer (non-benzodiazepine) sleep medications are thought to have less abuse/addiction liability, ER visits associated with their nonmedical use have been increasing, so these may also present a risk for patients taking them other than as prescribed.	
Hallucinogens	
LSD, PCP, MDMA (Ecstasy), Psilocybin, Salvia, Ketamine	
LSD	
Acute	Elation, depression, arousal, paranoia or panic; impulsive behavior, rapid shifts in emotions; distortions in perception. Increased body temperature, heart rate, blood pressure; nausea; loss of appetite; jaw-clenching; numbness; sleeplessness; dizziness, weakness, tremors High doses: Panic, paranoia, feelings of despair, fear of insanity and death
Long-term	Frightening flashbacks, Hallucinogen Persisting Perception Disorder (HPPD), low addictive potential; however, tolerance possible
PCP	
Acute	Low Doses: Shallow, rapid breathing, increase in heart rate and blood pressure; nausea, blurred vision, dizziness; numbness; slurred speech; confusion; loss of coordination; muscle contractions; analgesia; altered perceptions; feelings of being separated from one’s body High Doses: Feelings of invulnerability and exaggerated strength; seizures, coma, hyperthermia
MDMA (Ecstasy)	
Acute	Euphoria; increased energy, alertness, tactile sensitivity, empathy; decreased fear, anxiety; increased/irregular heartbeat; dehydration; chills; sweating; impaired cognition and motor function; reduced appetite; muscle cramping; teeth grinding/clenching; in rare cases—hyperthermia, rhabdomyolysis, and death
Long-term	Impulsiveness; irritability; sleep disturbances; anxiety addiction
Psilocybin	
Acute	Low doses: Relaxation; altered sensory perception; increased energy, heart rate; decreased appetite High doses: Effects similar to LSD, including visual hallucinations, altered perceptions; nervousness, confusion, panic, paranoia
Long-term	Low addictive potential, however may produce tolerance
Salvia	
Acute	Short-lived, but intense hallucinations, altered visual perception, mood, body sensations; emotional swings, feelings of detachment from one’s body; highly modified perception of external reality and self; sweating
Long-term	Unknown addictive potential

Ketamine (similar to PCP)	
Acute	Anxiety; agitation; insomnia; euphoria; excitement; slurred speech; blurred vision; irregular heartbeat Low Doses: Nausea; elevated blood pressure; sedation; analgesia; impaired attention; memory and motor function Higher Doses: Immobility; distortions of auditory and visual perceptions; feelings of being separated from one's body and environment; hallucinations; memory problems
Long-term	Cognitive impairment, including verbal and short-term memory; blurred vision; loss of coordination
In combination w/alcohol	Increased risk of adverse effects
Treatment options	
Medications	There are no FDA-approved medications to treat addiction to hallucinogens.
Behavioral Therapies	There is no evidence base for treating abuse of or addiction to hallucinogens specifically.
Street Opioids (Heroin, Opium)	
Processed from poppy plants; white or brownish powder or black sticky substance known as "black tar heroin;" Usually smoked or injected, could be taken orally (opium)	
Health Effects	
Acute	Euphoria; warm flushing of skin; dry mouth; heavy feeling in extremities; clouded thinking; alternate wakeful and drowsy states; itching; nausea; depressed respiration
Long-term	Addiction; physical dependence; collapsed veins; abscesses; infection of heart lining and valves; arthritis/other rheumatologic problems; HIV; Hepatitis C
In combination with alcohol	Dangerous slowdown of heart rate and respiration, coma, or death
Withdrawal symptoms	Restlessness, muscle and bone pain, insomnia, diarrhea, vomiting, cold flashes with goose bumps ("cold turkey"), and leg movements
Associated Special Vulnerabilities/Populations	
Pregnancy	Spontaneous abortions; low birth weight
Treatment options	
Medications	Methadone Buprenorphine Naltrexone (short and long-acting formulations)
Behavioral Therapies	Contingency management, or motivational incentives 12-Step facilitation therapy (For more information on these treatments, please see NIDA's Principles of Drug Addiction Treatment: A Research-Based Guide - Behavioral Therapies.)

Associated Special Vulnerabilities/Populations	
Pregnancy	Spontaneous abortions; low birth weight
Treatment options	
Medications	Methadone Buprenorphine Naltrexone (short and long-acting formulations)
Behavioral Therapies	Contingency management, or motivational incentives 12-Step facilitation therapy (For more information on these treatments, please see NIDA's Principles of Drug Addiction Treatment: A Research-Based Guide - Behavioral Therapies.)
Prescription Opioids (Abuse)	
Hydrocodone, Oxycodone, Codeine	
Health Effects	
Acute	Pain relief, drowsiness, nausea, constipation, euphoria—in some When taken by routes other than as prescribed (e.g., snorted, injected), increased risk of depressed respiration, leading to coma, death; CDC reports marked increases in unintentional poisoning deaths since late the 1990s, due mainly to opioid pain reliever overdose (often in combination with alcohol or other drugs).
Long-term	Tolerance, addiction
In combination with alcohol	Dangerous slowing of heart rate and respiration, coma, or death
Withdrawal symptoms	Restlessness, muscle and bone pain, insomnia, diarrhea, vomiting, cold flashes with goose bumps ("cold turkey"), and leg movements
Associated Special Vulnerabilities/Populations	
Youth	8-10% of high school seniors have used Vicodin nonmedically in the past year; ~5% have abused OxyContin
Pregnancy	Spontaneous abortions; low birth weight
Older Adults	The higher prevalence of pain in this population renders a greater number of prescriptions written for opioid medications. Unintentional misuse or abuse could have more serious health consequences for elderly patients because of comorbid illnesses (and multiple prescriptions), potential for drug interactions, and age-related changes in drug metabolism.
Treatment options	
Medications	Methadone Buprenorphine Naltrexone (short and long-acting)
Behavioral Therapies	Behavioral therapies that have proven effective for treating addiction to illicit opioid drugs, such as heroin, may be useful in addressing prescription opioid addiction. (For more information on these treatments, please see NIDA's Principles of Drug Addiction Treatment: A Research-Based Guide - Behavioral Therapies.)

Androgenic Anabolic Steroids (Abuse)	
Synthetic substances related to testosterone; promote growth of skeletal muscle (anabolic) and development of male sexual characteristics (androgenic); taken orally or by injection in doses much higher than would be prescribed	
Health Effects	
Acute	Headaches, acne; fluid retention (especially in the extremities), gastrointestinal irritation, diarrhea, stomach pains, and an oily skin, jaundice, and hypertension; infections possible at injection site
Long-term	Liver damage; CVD: high blood pressure; increases in LDL (“bad” cholesterol); and decreases in HDL (“good” cholesterol); cardiac hypertrophy, atherosclerosis Addiction: Different from other drugs since abuse is not driven by euphoric effects. Nevertheless, individuals often continue abuse despite adverse physical/social consequences. Currently, few users of anabolic-androgenic steroids (AAS) seek substance abuse treatment, but those that present with AAS addiction display a distinctive pattern of comorbid psychopathology, overlapping with that of individuals with other forms of substance dependence
In combination with alcohol	May be synergistic in precipitating impulsive violent behavior (more research is needed)
Withdrawal symptoms	Mood swings, fatigue, restlessness, loss of appetite, insomnia, reduced sex drive, and steroid cravings, and depression—sometimes leads to suicide attempts
Associated Special Vulnerabilities/Populations	
Males	Shrunken testicles, reduced sperm count, infertility, baldness, development of breasts, increased risk for prostate cancer and striae distensae when injected
Females	Facial hair, male-pattern baldness, changes in or cessation of the menstrual cycle, enlargement of the clitoris, deepened voice, circumscribed hypertrichosis
Adolescents	Stunted growth due to premature skeletal maturation and accelerated puberty changes
Treatment options	
Medications	Some medications that have been used for treating steroid withdrawal restore the hormonal system after its disruption by steroid abuse. Other medications target specific withdrawal symptoms—for example, antidepressants to treat depression and analgesics for headaches and muscle and joint pains.
Behavioral Therapies	Some patients require assistance beyond pharmacological treatment of withdrawal symptoms and are treated with behavioral therapies. Physicians have found that supportive therapy is sufficient in some cases.

Legal Sanctions:

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance.

21 U.S.C.844 (a)

1st Conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000 or both. After one prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both. After 2 or more prior drug convictions: at least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

1. 1st conviction and the amount of crack possessed exceeds 5 grams.
2. 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
3. 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C.853 (a) (2) and 881 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C.881 (a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C.844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C.853a

Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922 (g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

Trafficking in Controlled Substances (Federal):

The Controlled Substance Act provides penalties for the unlawful trafficking of controlled substances, based on the schedule of the drug or substance. Generally, the more dangerous the drug, and the larger quantity involved, the stiffer the penalty. A person caught selling at least five hundred grams, but less than five kilograms of cocaine powder will receive a minimum of five years in prison and may be fined up to \$2million for the first offense. The same penalty is imposed for the sale of five to forty-nine grams of cocaine base (“crack”). Penalties double with the second offense to ten years in prison and up to \$million in fines. Higher penalties apply if an organized group is involved or if a death or injury is associated with the arrest event. Special

penalties exist for marijuana trafficking, because it may be traded or grown in substantial amounts. The lower the amounts are sold or the fewer plants grown, the lower the sentence. For example, a person selling 1 to 49 plants or less than a 50kg mixture may get a maximum sentence of not more than five years, along with a \$250,000 fine.

Federal possession and trafficking convictions can also lead to the forfeiture of property (e.g. your car), the denial of federal benefits such as student loans and grants, and a criminal record which may prevent an individual from entering certain career fields.

See U.S. Department of Justice, Drug Enforcement Administration, Federal Trafficking Penalties or <http://www.justice.gov/dea/agency/penalties/pdf> for a complete list of penalties.

NOTE: These are only federal penalties and sanctions. Additional state penalties and sanctions may apply.

Alcohol Laws

California State Sanctions

Conduct	Charge	Incarceration	Fine
Underage possession (1st offense)	Misdemeanor	* None	\$250
Underage possession (2nd offense)	Misdemeanor	* None	\$500 Max
Underage - use of false identification	Misdemeanor	* None	\$250 Min
Furnish / Sell alcohol to a minor	Misdemeanor		
furnish / sell alcohol to a minor which results in great bodily harm or death	Misdemeanor		
.04 BAC to drive a commercial vehicle	DUI Presumed	*3 Days - 6 Months	\$1,000 - \$6,000
.08 BAC or higher (within three hours of driving)	DUI Presumed	*3 Days - 6 Months	\$1,000 - \$6,000
* May be required to perform community service or complete an education program.			
** If convicted, driver's license will be suspended or issuance of license may be suspended.			
Person may choose to not take a preliminary alcohol test.			
BAC - Blood Alcohol Content			

The federal government has recently revised the penalties against drug possession and trafficking through its Federal Sentencing Guidelines. These guidelines reduce the discretion that federal judges may use in sentencing offenders of federal drug statutes. Under these guidelines, courts can sentence a person for up to six years for unlawful possession of a controlled substance, including the distribution of a small amount (less than 250 grams of marijuana). A sentence of life imprisonment can result from a conviction of possession of a controlled substance that results in death or bodily injury. Possession of more than 5 grams of cocaine can trigger an intent to distribute penalty of 10–16 years in prison, USSG, s. 2D2.1(b)(1).

Controlled Substance Laws

California State Sanctions

Possession	Charge	Incarceration	Fine
Marijuana - 28.5 g or less	Infraction	None	\$100 Max
Marijuana - More than 28.5 g	Misdemeanor	6 Months Max	\$1,000 Max
Marijuana - 28.5 or less on school grounds by a minor while school is in session	Misdemeanor	10 Days Max	\$250 Max
Marijuana - More than 28.5 g on school grounds while school is open	Misdemeanor	6 Months	\$500
Marijuana Cultivation	Charge	Incarceration	Fine
Any amount (exception for patients or caregivers)	Felony	16 - 36 Months	None
Sale	Charge	Incarceration	Fine
Controlled Substance - Base	Felony	1 -4 years	\$20,000
Controlled Substance - Greater than 1kg	Felony	Additional 3 years	
Controlled Substance - Greater than 4kg	Felony	Additional 5 years	
Controlled Substance - Greater than 10kg	Felony	Additional 10 years	
Controlled Substance - Greater than 20kg	Felony	Additional 15 years	
Controlled Substance - Greater than 40kg	Felony	Additional 20 years	
Controlled Substance - Greater than 80kg	Felony	Additional 25 years	
Marijuana - Gift of less than 28.5 g	Misdemeanor	None	\$100
Marijuana - Any amount	Felony	2 -4 years	None
Marijuana - Any amount to a minor over 14 years old	Felony	3 - 5 years	None
Marijuana - Any amount to a minor under 14 years old (includes offering, inducing, distributing, or employing)	Felony	3 - 7 years	None
Miscellaneous (paraphernalia, license suspensions, drug tax stamps, etc...)			
Any conviction of minor under 21 causes driver's license suspension for 1 year.			

Treatment Assistance Available

CCI does not provide any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs to employees or students. CCI does provide referral agencies to provide the services and/or treatment programs for individuals seeking help with alcohol and/or illicit drug abuse. CCI does not provide funds for treatment.

County of Los Angeles Public Health Substance Abuse Prevention and Control

1000 S. Fremont Ave. Building A-9 East 3rd Floor Alhambra, Ca. 91803 (626) 299-4193
<http://publichealth.lacounty.gov/sapc/>

IMPACT Drug and Alcohol Treatment Center

1680 N. Fair Oaks Pasadena, Ca. 91103 (866) 734-4200
<http://www.impacthouse.com/>

Promises Treatment Centers

2 locations-Malibu and West Los Angeles (866) 809-7454
<http://www.promises.com/admission-process>

CIRCLE of help foundation

1011 Goodrich Blvd. Los Angeles, Ca. 90022 (323) 888-9191
<http://circleofhelp.com>

The Hills Treatment Center

8207Mulholland Dr. Los Angeles, Ca. 90046 (323) 319-5507
<http://www.thehillstreatmentcenter.com>

Matrix Institute on Addictions-West Los Angeles

5220 W. Washington Blvd. Suites 101 & 102 Los Angeles, CA. 90016 (323) 933-9186
<http://www.matrixinstitute.org/index.html>

Colton Clinical Services

2775 E. Cooley Drive Colton, Ca. 92324 (877) 637-6237
www.crchealth.com

Mental Health Systems - MHS Central Valley Regional Recovery Center

1076 Santo Antonio Street Suites B, C and D. Colton Ca. 92324 (858) 573-2600
www.mhsinc.org/programs/alcohol_and_drug.asp

Matrix Institute on Addictions - Inland Empire

11777 Sebastian Way, Suites 102A & 102B Rancho Cucamonga, Ca. 91730 (909) 989-9724
<http://www.matrixinstitute.org/index.html>

Inland Behavioral and Health Services, Inc.

1963 North "E" Street San Bernardino, CA. 92405 (909) 881-6146
<http://www.ibhealth.org/index.php>

The Cedar House Life Change Center

18612 Santa Ana Ave. Bloomington Ca. (909) 421-7120
<http://cedarhouse.charityfinders.com/Home%20Page>

Standards of Conduct:

Coast Career Institute policies and procedures clearly prohibit the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and consumption of alcoholic beverages on campus by students and/or employees on CCI premises or as part of CCI activities.

CCI will make every reasonable effort to assist students and employees in meeting these institutional standards of conduct policies. Be advised, however, that CCI is prepared to impose disciplinary sanctions, consistent with local, state, and federal law, up to and including expulsion and referral for prosecution, for violation of policy and standards of conduct.

Employee Assistance:

Employees who have problems with alcohol or controlled substances are encouraged to contact the School Director for referral to counseling or treatment programs. Contacts with Director(s) are confidential within limits.

Discipline:

Coast Career Institute will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including expulsion or termination from enrollment or employment and referral for prosecution, for violations of CCI standards of conduct occurring on CCI property or the work site or during work time. In addition to discipline, or in lieu of it, students and employees may be referred to appropriate counseling or treatment programs. Disciplinary sanctions are initiated and imposed in accordance with applicable procedural requirements and work rules, as set forth in California statutes, administrative policy and procedures. Referral for prosecution under criminal law is also possible.

Employees convicted of any criminal drug statute violation occurring in the work place must notify their campus director within five days of the conviction if they are employed by CCI at the time of the conviction.

Summary: To meet the requirements of state and federal law Coast Career Institute has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

All students, employees, faculty and staff are strongly encouraged to help make CCI a drug-free environment. You can do this by learning about substance abuse (its dangers and warning signs), encouraging others to avoid substance abuse, and getting help if you need it — either for yourself or for someone you are concerned about.

References:

<http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

<http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/health-effects>

<http://www.drugabuse.gov/sites/default/files/cadchart.pdf>

<http://www.higheredcenter.org/mandates/dfsca>

<http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

<http://www.drugabuse.gov/publications/principles-drug-addiction-treatment/evidence-based-approaches-to-drug-addiction-treatment/behavioral-therapies>

STUDENT CONDUCT

At CCI, we want to maintain a happy and peaceful environment for the students to be able to learn in a relaxed and comfortable manner. Since we are training our students for a professional career, we expect our staff and students to conduct themselves in a respectable, responsible and professional manner. If the conduct of a staff member or student is unbecoming of the environment at CCI or brings into question honesty, maturity or moral character or if at any point during the application process a staff member/student falsifies information, they may be subject to probation, suspension, or dismissal. This includes, but is not limited to:

1. Unsatisfactory Academic or Attendance performance.
2. Use, consumption, distribution, or being under the influence of alcohol or illegal drugs on school premises or at any school-sanctioned activity.
3. Disruptive, boisterous, vulgar, or obscene behavior, or any behavior inconsistent with professional conduct standards of California State law.
4. Negative undermining behavior or comments against student /staff or our School(s).
5. Cheating on exams or assignments.
6. Harassment, verbal, or physical threats, abuse, aggressive behavior or violence against any Faculty or Staff member.
7. Sexual advances, innuendoes, or sexual activity regardless of location.
8. Carrying a concealed or potentially dangerous weapon.
9. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
10. Instigation and/or participation in rebellious activities against the school and/or its student(s).
11. Solicitation, which reflects unfavorably upon the school and/or its students.
12. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of any gang colors, gang attire, or gang turf behavior, etc.
13. Verbal confrontation with any employee and/or student.
14. Fighting (physical or verbal).
15. Breach of privacy or confidentiality.
16. Taking and/or using any personal property or school property without written permission from the owner/school.
17. Immodest or inappropriate dress worn while in/on school premises.
18. Failure to abide by the Rules and Regulations of the school.
19. Failure to meet financial requirements or pay tuition (or any other charges) when due.
20. Breach of school enrollment agreement.
21. Falsifying school records.
22. Failure to maintain appropriate hygiene.
23. Any other conduct deemed unprofessional, inappropriate, or unethical by the School Director.

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal.

DISMISSAL POLICY

A student may be terminated from school for any serious or repeated incidents of intoxication or drugged state. Such as possession of weapons, drugs or alcohol upon school premises, behavior creating a safety hazard to a student, administrator, faculty member or any misconduct such as disobedient or disrespectful behavior. Any determined infraction of conduct rules will also be grounds for termination.

A student dismissed for unsatisfactory or unprofessional behavior or conduct, may request re-admittance into their program by following the procedure set forth under Reinstatement as noted in this catalog.

NOTICE OF AVAILABLE G.E.D. TRAINING

If you do not already hold a high school diploma or G.E.D. certificate and have been admitted into our program of study under the institution's ability to benefit procedures, CCI wants you to know and encourages you to receive additional lifelong benefits from successfully completing the G.E.D. training and taking the GED exam.

Special preparation for the G.E.D. is available locally through many local schools and/or community groups. Please see our student services department for referrals and information on where you can obtain training for free or low cost to you the student.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

VOTER REGISTRATION

Have you registered to vote? If not, we have voter registration forms located in our lobby, or you can register online at: http://www.sos.ca.gov/elections/elections_vr.htm

FINANCIAL AID – CONSUMER INFORMATION

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition aid and financial assistance while attending the college. A list of these programs includes:

- Federal PELL Grant: Does not require repayment (FPELL)
- Federal Direct Stafford Loans - Subsidize: **Must be repaid**
- Federal Direct Stafford Loans - Unsubsidized: **Must be repaid**
- Federal Direct Plus Loans: **Must be repaid**

In an effort to assist the student in making a more educated decision about enrolling, the institution provides the following disclosures in the catalog and on its website.

- California State Institutional Performance Fact Sheet
- Federal Disclosures
- Right- to- know Act.
- Gainful Employment Disclosure
- Crime statistics report and procedures – Clery Act
- Constitution & Citizenship Day (Sept 17th)
- Drug and alcohol abuse policy
- FERPA
- Textbook disclosure
- GED Classes availability
- Copyright protection policy
- Admissions disclosure
- Voting Information

GENERAL FINANCIAL AID INFORMATION

If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at CCI and may be found in “Funding Education Beyond High School” and the “Free Application for Federal Student Aid” published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:00 p.m. (Eastern Time), Monday through Friday at (800) 433-3243.

FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. **Loans usually have low interest rates and a student must re-pay in accordance with the individual loan program terms.** Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student’s termination from the program or if a student’s attendance falls below half time. Financial aid is awarded to students who have “need”. Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

THE U.S.DEPARTMENT OF EDUCATION TITLE IV STUDENT FINANCIAL AID PROGRAMS

The college is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

- Federal PELL Grant Program (FPELL)
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)
- Federal Direct Stafford (Subsidize and Unsubsidized) and PLUS loans

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program on at least a half time basis;
- Be a citizen or an eligible non-citizen;
- Not owe an overpayment on a Federal Grant at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school’s policy) in the course of study;
- Be registered for selective service (if a male between the age of 18-25);
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a High school diploma, (or its equivalent) a GED, or have demonstrated the ability-to-benefit;
- Agree to use any federal student aid received solely for educational purposes.

APPLICATION FOR AID, PROCEDURES AND FORMS

Financial aid applications for this institution consist of the following:

Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

Federal Pell Grant Program: Funds received under this program are not subject to repayment by the student.

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended. Based on the FAFSA completed by the student the School will receive a Information Student Aid Report (ISIR) from the Department of Education. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

Renewal Process: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year), and **is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant.

Maximum Annual Award: \$5,550

Disbursement: Disbursements or payments of FPELL are made each payment period via a check payable to the student or via a direct credit to the student's tuition account.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Funds received under this program are not subject to repayment by the student. FSEOG is awarded by the school and awarded based on the information the student enters on his FAFSA. The school will provide each student with a letter listing the amount and types of financial aid awarded, including the FSEGO award.

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended.

Maximum Annual Award: \$4,000

Disbursement: Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. If FSEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

Federal William D. Ford Direct Loan Program

Funds received from either of the loan programs are subjected to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under the loan Programs, the rights that the student has under the individual loan program conditions, and the consequences of a failure to meet the repayment obligations.

Federal Direct Subsidized Loan

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Maximum Annual Award: First level \$3,500, Second level \$4,500, Third level \$5,500 (Max aggregate \$23,000)

Federal Direct Stafford Unsubsidized Loan

These loans expand the ability of the U.S. Department of Education to make “Unsubsidized” Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

- (1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student’s cost of attendance less other expected financial assistance (not to exceed annual loan limits).
- (2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

Maximum Annual Award:

Dependent student: **with Parent** loan First level \$2,000, Second level \$2,000, Third level \$2,000 (Max aggregate \$8,000)

Dependent student **without Parent** loan or **independent** students: First level \$6,000, Second level \$6,000, Third level \$7,000 (Max aggregate \$14,000)

Disbursement: Checks are issued to the school and credited to the student’s tuition account. It is the student’s responsibility to submit all required forms and documentation to the financial aid office before disbursement.

For additional information, read the pamphlet "Direct loan Entrance Interview"

“If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund on the moneys not paid from federal student financial aid programs funds.”

DETERMINING NEED

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

CCI utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family contribution.

COST OF ATTENDANCE

This institution uses the 2011/2012 annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION**.

The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

Elements included in the budget:	Tuition	Actual cost
	Registration Fee	Actual cost
	Books and supplies	Actual cost
Living cost allowance (monthly figures):	Student living with parents	Student Living off campus
Room and board	\$4,347	\$10,063
Transportation	1,071	1,206
Personal/misc.	3,114	2,853
(The cost of uniforms is included in the personal allowance or included in the school charges)		

Definitions related to financial aid:

The following definitions correspond to some common terms used within the financial aid terminology:

ACADEMIC YEAR: A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

CLOCK HOUR: A period of 50 to 60 minutes of supervised instruction during a 60 minute time period.

COST OF ATTENDANCE: Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

CREDIT BALANCE: A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

DEPENDENT STUDENT: She/he is an individual that does not meet the independent student criteria.

This student is required to submit with his/her application, student and parents' income and assets data.

DEPENDENT: She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) **NOT** a dependent of the student.

EXPECTED FAMILY CONTRIBUTION (EFC): Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN: You must be one of the following to receive federal student aid:

U.S. Citizen

U.S. National

U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card).

Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:

Refugee

Asylum Granted

Parole for a minimum of one year that has not expired

T-Visa holder (T-1, T-2, T-3etc)

Cuban-Haitian entrant

Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

F1 or F2 student visa

J1 or J2 exchange visitor visa only

G series visa (pertaining to international organizations)

INDEPENDENT STUDENT: An individual who meets one of the following criteria:

1. (45) Were you born before January 1, 1988?
2. (46) As of today, are you married? (Separated but not divorced)
3. (47) As of July 1, 2011 will you be graduate or professional student?
4. (48) Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. (49) Are you a veteran of the U.S. Armed Forces?
6. (50) Do have children who will receive more than half of their support from you between July 1, 2011 and June 30, 2012?
7. (51) Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2012?
8. (52) At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. (53) As determined by a court in your state are you or were you an emancipated minor?
10. (54) As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. (55) At any time on or after July 1, 2010, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. (56) At any time on or after July 1, 2010, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. (57) At any time on or after July 1, 2010, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

PARENT(S): For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

PAYMENT PERIOD: 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

NEED: Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

WITHDRAWALS: Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

PROGRAM OBJECTIVES

Floral Arrangements and Bridal Accessories- This program will provide comprehensive knowledge and the skills to be able to perform the basic occupational duties as pertaining to Floral Arrangements & Bridal Accessories. Upon successful completion of this program the student will be able to perform the duties of an entry level Floral Arranger, or specialty sales/manufacture of Bridal Accessories. Prospective Students are advised that Self employment is not uncommon in this vocation.

Optical Dispensing- This program will provide comprehensive knowledge and skills needed to be able to perform the basic occupational duties as it pertains to an optical dispensing technician. This course will cover frame selection, multi-focal measurement, ordering, verification, dispensing of finished prescriptions, and knowledge of Lens Finishing, Lensometry, Blocking, Edging, Tinting and Mounting and all optical aspects involved in the dispensing process, and recognizing the state requirements for the optional ABO certification. Upon successful completion of this program, the student will have been given all the information needed to perform the duties of an entry-level Optical Dispenser.

Cake Decorating- This program will provide comprehensive knowledge and skills to be able to perform the basic occupational duties as it pertains to Cake Decorating. Upon successful completion of this program the student will be able to perform the duties of an entry level Cake Decorator. Prospective Students are advised that Self Employment is not unusual in this vocation.

Private Security Guard- This program will provide comprehensive knowledge and skills needed to be able to perform the basic occupational duties as it pertains to a Private Security Guard (unarmed). Upon successful completion of this program, the student will be able to comply with the Power to Arrest Examination hiring requirement, and perform the duties of an entry level Private Security Guard.

Medical Office Assistant- This program prepares students for an entry-level position in the medical field as a front and/or back office assistant. Positions are available in clinics, hospitals and doctors' offices. Upon successful completion of the training, the graduate will be able to perform EKG; prepare strips for evaluation; perform venipuncture; collect specimens; collect patient data; perform vital signs, CPR, and First Aid; perform simple lab tests (e.g., Urinalysis, Hematocrit); prepare patients for physical examinations; and assist physicians in minor surgeries. Anatomy & Physiology, along with Medical Terminology, are emphasized.

Diagnostic Medical Sonography- This program prepares students with the basic knowledge and skills that will qualify them to work as a diagnostic medical sonographer in the areas of Abdominal, OB/GYN, and Intro to Vascular Common Carotid Artery, Upper and Lower Extremities. Graduates will understand basic anatomy and physiology, physics related to sonography, equipment maintenance, appropriate documentation, and quality assurance programs. They will also be able to prepare patients for sonographic examinations and assist physicians with more extensive procedures, as necessary. Eligible graduates may obtain employment in hospitals, imaging centers, and various clinics.

Solar Installation- This program prepares students for an entry-level position for installation of Solar system. This course covers core material for photovoltaic principle, system wiring, Mounting, system installation, Maintenance and Trouble shooting.

Equipment List:

Floral Arrangements & Bridal Accessories - One of each: Workbooks & Handouts, Nippers, Knife, Wire Cutters, Standard Glue Gun, Large Glue Gun, Scissors, Plastic Container.

Optical Dispensing - The number of items is in parentheses: (3 Pairs) SV Lenses, (2 Pairs) Bi-focal Lenses, (3) Frames, (5) Patterns, (1) Ruler, (1) Screwdriver, (1) Binder, (1) Calculator, (1) Notepad & Pencil, (1) Lab Coat, (1) TOPS: A Dispensing Manual.

Cake Decorating - Three Wilton Instruction Booklets, Apron

Private Security Guard - One of each: Power to Arrest Handout, Binder, Notepad, Pencil, Background Check, Fingerprint Processing, Guard Card, Processing and Baton & Pepper Spray Permits, and Firearm Permit.

Medical Office Assistant – One of each: Memmler’s the Human Body in Health and Disease, Barbara Jason Cohen; KINN’s The Medical Assistant: An Applied Learning Approach, 10th Ed., Alexander P. Young and Deborah B. Proctor; medical scrubs.

Diagnostic Medical Sonography – One of each: Memmler’s The Human Body in Health and Disease; Sonography, Introduction to Normal Structure and Function by Curry & Tempkin, published by Saunders; Clinical Sonography: A Practical Guide by Roger C. Sanders and Tom Winter published by Lippincott; Diagnostic Ultrasound Principles and Instruments by Kremkau, published by Saunders; Handouts; two medical scrubs (2).

Solar Installation – One of each: Photovoltaics: Design and Installation Manual, Electrical Bag kit that includes: 14 piece screwdriver set, 8” Multi-Purpose wiring tool, 7” Wire Stripper, 7” Diagonal Wire Cutting Pliers, 6” Electricians Scissors, 8” Long Nose Pliers, 9” Wire Cutting Pliers with Terminal Crimper



COAST CAREER INSTITUTE
CERTIFICATE PROGRAM
FLORAL ARRANGEMENTS & BRIDAL ACCESSORIES

CIP Code: 15.0613 - O*Net Link: <http://www.onetonline.org/link/summary/27-1023.00>

Program Length: 25 Weeks - 600 Clock Hours
30 Quarter Credit Hours
Day Classes: Monday through Thursday, 8:00 a.m. to 2:30 p.m.
Afternoon Classes: Monday through Thursday 2:30pm to 9:00pm

PROGRAM OBJECTIVE:

This program will provide comprehensive knowledge and skills to be able to perform the basic occupational duties as it pertains to Floral Arrangements & Bridal Accessories. Upon successful completion of this program the student will be able to perform the duties of an entry level Floral Arranger or Bridal Accessory manufacturer. Perspective students are advised that self –Employment is not unusual for this field.

PROGRAM OUTLINE

Code	Course Title	Clock Hours	Credit Hours
FB1	Floral Arrangements	96	5.5
FB2	Center Pieces	48	2.5
FB3	Balloon Arrangements	48	2.0
FB4	Gift Basket/Decorative Gift Wrapping	48	2.0
FB5	Bridal Accessories	72	4.0
FB6	Veils	72	4.0
FB7	Wedding Book	48	2.0
FB8	Bridal Floral	72	4.0
FB9	Pillows	48	2.0
FB10	Final Bridal Presentation	48	2.0
Total Clock Hours/Credit Hours		600	30.0

Methodology:

- ❖ Classroom lecture-type presentation with handouts.
- ❖ Personal attention from instructors for hands-on application.

Grading is based on percentages 100% for Practical Exams/Testing and Projects.

Note: Coast Career Institute provides all classroom/lab materials. Completion of all modules is required for graduation. A **Certificate of Completion** will be issued **upon** successful completion of this program.



**COAST CAREER INSTITUTE
CERTIFICATE PROGRAM
OPTICAL DISPENSING TECHNICIAN**

CIP Code: 51.1801 - O*Net Link: <http://www.onetonline.org/link/summary/29-2081.00>

Program Length: 30 Weeks - 720 Clock Hours
 39 Quarter Credit Hours
 Day Classes: Monday through Thursday, 8:00 a.m. to 2:30 p.m.
 Afternoon Classes: Monday through Thursday 2:30pm to 9:00pm

PROGRAM OBJECTIVE:

This program will provide comprehensive knowledge and skills needed to be able to perform the basic occupational duties as it pertains to an optical dispensing technician. This course will cover frame selection, multi-focal measurement, ordering, verification, dispensing of finished prescriptions, and knowledge of Lens Finishing, Lensometry, Blocking, Edging, Tinting and Mounting and all optical aspects involved in the dispensing process, and recognizing the state requirements for the optional ABO certification. Upon successful completion of this program, the student will have been given all the information needed to perform the duties of an entry-level Optical Dispenser.

PROGRAM OUTLINE

Code	Course Title	Clock Hours	Credit Hours
OD1	Prism & Light	48	2.5
OD2	Prism & Lenses/Anatomy of the Eye	72	4.0
OD3	Lens Design	48	2.0
OD4	Instruments	48	2.5
OD5	Dispensing Theory/Office Procedures	48	4.5
OD6	Frame Fitting Theory	48	2.5
OD7	Special Dispensing Situations	48	2.5
OD8	Lens Availability	48	2.5
OD9	Service Availability	24	1.0
OD10	Ophthalmic Spectacle/Frame Materials	24	1.0
OD11	Contact Lenses	48	3.0
OD12	Pathology of the Eye	24	2.0
OD13	Blocking, Lens Shape Formation, Edging	24	2.0
OD14	ABO Certification Study	48	3.0
OD15	Externship	120	4.0
Total Hours / Credit Hours		720	39.0

Methodology:

- ❖ Classroom lecture-type presentation with handouts.
- ❖ Personal attention from instructors for hands-on application.

Grading is based on percentages 100% for Practical Exams/Testing and Projects.

Note: Coast Career Institute provides all classroom/lab materials. Completion of all modules is required for graduation. A **Certificate of Completion** will be issued **upon** successful completion of this program.

Module OD8 Lens Availability

48 Hours / 2.5 Credits

This module will cover a general overview of the various lens materials in common use today. In addition, a variety of specialty lens designs will be explained along with how some common lenses fill some special needs.

Module OD9 Service Availability

24 Hours / 1 Credits

This module will cover the type of add on options available throughout the industry. Through the use of these specialty options the dispenser can transform ordinary eyewear into a value added premium product.

Module OD11 Contact Lenses

48 Hours / 3 Credits

This module will cover the theory of contact lens fittings, types of lenses, lens design, material selection, fitting and evaluation, patient education and lens care, instruments used in measuring the cornea, basic anatomy of the eye, ocular disease and correction of astigmatism, contact lens history, versed in up to date surgical procedures, and how to verify the fit and modification of lenses.

Module OD12 Pathology of the Eye

24 Hours / 2 Credits

This module will cover the theory in Pathology of the eye; how the retina and optic nerve are embryologic derivatives of the central nervous system and respond to disease like the brain. How Systemic diseases affect the eye and how some diseases are unique to the eye like Cataract, Glaucoma, Age-related macular degeneration, and Retinal detachment. The function of the eyelid is also reviewed.

Module 13 Blocking, Lens Shape Formation, Edging

24 Hours / 2 Credits

This module will cover the four most basic methods of blocking a lens for edging: *Pressure blocking*: the lens is held in a place between felt pads, *Suction blocking*: a small suction cup is pressed onto the lens, *Metal Alloy blocking*: a low melting temperature metal alloy is molded onto the protected surface of the lens and *Adhesive Pad blocking*: a thin pad which is adhesive on both sides is applied to the lens and a holding block applied to the pad. The students will verify the parameters of the lens, and practice the blocking process.

Module OD14 ABO Certification Study

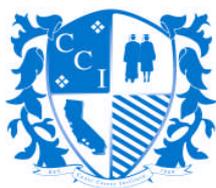
48 Hours / 3 Credits

This module will review all prior modules to help students learn the essential requisites for successful performance on the Certification Exam.

Module OD15 Externship

120 Hours / 4 Credits

This module will place students in a working environment where they are expected to perform all the normal daily activities of an Optical Technician while under the supervision of the school externship coordinator, including dispensing, mounting, adjustments, repairs, and customer service as required by course curriculum. This will allow the student to apply their skills and knowledge that has been acquired and give a real-world experience. The student will be supervised on-site.



COAST CAREER INSTITUTE CERTIFICATE PROGRAM CAKE DECORATING

CIP Code: 12.050 - O*Net Link: <http://www.onetonline.org/link/summary/51-3011.00>

Program Length: 25 Weeks - 600 Clock Hours
32.5 Quarter Credit Hours
Day Classes: Monday through Thursday, 8:00 a.m. to 2:30 p.m.
Afternoon Classes: Monday through Thursday 2:30pm to 9:00pm

PROGRAM OBJECTIVE:

This program will provide comprehensive knowledge and skills to be able to perform the basic occupational duties as it pertains to Cake Decorating. Upon successful completion of this program the student will be able to perform the duties of an entry level Cake Decorator. Perspective students are advised that Self –Employment is not unusual for this field.

PROGRAM OUTLINE

Code	Course Title	Clock Hours	Credit Hours
CD1	Fundamentals of Cake Decorating	24	1.5
CD2	Sanitations/ Utilizing Tools	24	2.0
CD3	Royal Icing Flowers Part I	72	4.0
CD4	Royal Icing Projects	48	2.5
CD5	Commercial Cakes	72	4.0
CD6	Air Brush / Pattern Transfer Designs	24	1.0
CD7	Royal Icing Flowers Part II	48	2.5
CD8	Special Designs Cakes & Projects	48	2.5
CD9	Introduction to Chocolate Candy & Cookies	48	2.5
CD10	Rolled Fondant & Gum Paste	96	5.0
CD11	Wedding Cakes / Construction & Decorations	48	2.5
CD12	Jell-O Project	24	1.0
CD13	Fresh Flower Design Cake	24	1.0
Total Clock/Credit Hours		600	32.5

Methodology:

- ❖ Classroom lecture-type presentation with handouts.
- ❖ Personal attention from instructors for hands-on application.

Grading is based on percentages 100% for Practical Exams/Testing and Projects.

Note: Coast Career Institute provides all classroom/lab materials. Completion of all modules is required for graduation. A **Certificate of Completion** will be issued **upon** successful completion of this program.

Course Descriptions
Cake Decorating
600 Hours / 25 Weeks / 32.5 QCU

Module CD1 Fundamentals of Cake Decorating (Butter Cream, Whipping Cream, Royal Icing) 24 Hours / 1.5 Credits

This module will explain the comprehensive and essential cake decorating skills including proper oven temperatures, baking time for different kinds of pans and the basics of baking and preparing a cake for decoration. Three types of icings will be introduced and a chocolate drip cake will be created. The primary and secondary, complimentary colors are explained and practiced on a color wheel. Suggestions and demonstrations will be given for kit organization. Each student will prepare their own portfolio.

Module CD2 Sanitation / Utilizing Tools 24 Hours / 2 Credits

This module will explain how to safely use cake decorating tools and equipment, including the proper way to handle, angle, hold and store the tools. You will learn the names of each piece of tool or cake decorating supply. Sanitation will include proper storage and preparation, personal cleanliness, bakery equipment, insects and animal pests, food and drug administration (FDA)-FDA regulations, FDA Inspectors, state/city health department, salmonellas, and contamination in bakeries.

Module CD3 Royal Icing Flowers Part I 72 Hours / 4 Credits

This module will introduce the student to royal icing including how to make royal icing with meringue powder. Understand the right consistency needed for different projects and how to outline patterns, and color the icing. Some projects include the creation of fancy border designs, basic flowers, violet flowers, and rosebud flowers. A crescent spray cake will be created for the exam cake.

Module CD4 Royal Icing Projects 48 Hours / 2.5 Credits

This module will demonstrate how to create with figure piping. Projects include baby blanket, booties, and crib. Additional projects include how to create butterfly lace, curved hearts, birds, sugar egg, star cake and specialty borders.

Module CD5 Commercial Cakes 72 Hours / 4 Credits

This module will cover the skills and techniques on how to decorate commercial cakes. Projects: Baby carriage cake, rose cross cake, balloon & bear cake, basket umbrella cake, carnation cake, rose cake, a character cake, and four different sports cake plastic toppers (baseball, basketball, soccer, and football) and a graduation cake.

Module CD6 Air Brush / Pattern Transfer Designs 24 Hours / 1 Credits

This module will cover how to use and take proper care of air brush equipment and its parts including how to ensure a nice, even coating to the cake using pressure control. This module will introduce air brush usage, air brushing on pre-made royal icing flowers, pattern transfer using wax, rice paper and piping gel, and techniques on how to use the air brush for backgrounds and borders. Airbrushing will be used to create a polished design on a finished cake to cover any imperfections or problems on the edges and top of cake. This includes introduction to a photo image program to transfer photos to cakes, pattern transfers and edible pictures using piping gel and edible color.

Module CD7 Royal Icing Flowers Part II

48 Hours / 2.5 Credits

This module will cover how to make patterns out of wax paper and foil squares for flowers. Some flowers that will be created are the Easter lily, poinsettia, half carination flower, whole carination flower, orchid flower, basket weave techniques, bouquet basket (with stem flowers), sweet peas, water lily, lavender & baby breath, sunflowers, forget-me-not flower, hearts, mother's day cake, morning glory holiday cake (wreath), and Christmas projects. Students will also decorate various cookie designs and an ice cone tree. Writing messages and techniques will be introduced.

Module CD8 Special Designs Cakes & Projects

48 Hours / 2.5 Credits

This module will cover various elaborate techniques on how to create exquisite cakes by adding different kinds of flowers and lace. Projects include some novelty sculpture cakes, 3- D cake, color flow cake topper, baby sweater and father's day cake, bridal shower cake, three mini cakes (dragon, doll, and cookie monster), string work lattice and scroll work.

Module CD9 Introduction to Chocolate Candy & Cookies, and Cup Cakes

48 Hours / 2.5 Credits

In this module students will learn the process and various ways to make chocolate candies including multiple ways to melt chocolate, proper temperatures, what kinds of chocolate to use, and how to color the chocolate. Proper selection, usage, care and handling of the candy molds will be explained, including the process of making petit fours and chocolate centers. Students will learn several ways to decorate cookies finishing with a cookie bouquet arrangement. In addition, the student will learn inventive ways to make and creatively design and decorate cup cakes with a truly personal touch. The student will learn many themes, such as holiday cup cakes or celebration cup cakes, and decorating techniques for dressing up cup cakes. The students will learn to create cut-out and shaped cup cakes.

Module CD10 Rolled Fondant & Gum Paste

96 Hours / 5 Credits

This module will cover great new ways to add excitement to cakes by decorating with rolled fondant. We will be using cutters, stamps and push molds to decorate with. Students will be given the recipe for rolled fondant and gum paste for flowers. Gum paste flowers and figures will be fashioned using push mold, and paint brushed with dust powders and making a bow box with rolled fondant. The student will create a specialty child themed cake, a two-tier rolled fondant cake created with rolled fondant figures, and a christening cake. They will learn to combine royal icing or chocolate modeling paste along with fondant and gum paste to their designs. Motifs of various sizes will be created and students will be shown how they can easily be adjusted to fit a variety of cake sizes and shapes. Fondant and Gum Paste cookies will be also created.

Module CD11 Wedding Cakes / Construction & Decorations

48 Hours / 2.5 Credits

This module will cover more techniques and skills to construct a tiered wedding cake, focusing on specific decorating skills and decoration items. As well as training on how to make scallop patterns for commercial wedding cakes and additional flowers that are typical on wedding cakes.

The student will learn how to design wedding cakes based on whether it is formal or casual, or if there is a specific theme, mood or style to be achieved. They will decide which flavors and decorations to use, and how to decide in advance how long the cake should look or how large the tiers should be. They will also learn how to create a budget to determine the price of the cake to make and sell.

Module CD12 Jell-O Projects

24 Hours / 1 Credits

This module will cover great new ways to add excitement by adding Jell-O. We will be using cutters and push molds, and molds to decorate with. Students will be given a recipe for White Cake with Jell-O. They will make a Jell-O Poke cake, Pool Jell-O Cake with decorations to create a unique design. They will determine the price of the cake to make and sell.

Module CD13 Fresh Flower Design Cakes

24 Hours / 1.5 Credits

This module will cover creative ways to add fresh and edible flower designs to cakes. The student will learn how to assemble a fresh flower cake topper, Corsage flower arrangement and a cascade of flowers to flow from top to bottom of cake. The student will learn how to place flowers between the tiers of a wedding cake and how to decorate a table for the cake using sprinkles of flower petals or floral arrangement. Safety concerns for toxic flowers and the use of special holders for flowers in the cake design will also be covered.



**COAST CAREER INSTITUTE
CERTIFICATE PROGRAM
PRIVATE SECURITY GUARD**

CIP Code: 43.9999 - O*Net Link: <http://www.onetonline.org/link/summary/33-9032.00>

PROGRAM OBJECTIVE:

This program will provide comprehensive knowledge and skills needed to be able to perform the basic occupational duties as it pertains to a Private Security Guard. Upon successful completion of this program, the student will be able to comply with the Power to Arrest Examination hiring requirement, and perform the duties of an entry level Private Security Guard.

Program Length: 25 Weeks - 600 Clock Hours

36.5 Quarter Credit Hours

Day Classes: Monday through Thursday, 8:00 a.m. to 2:30 p.m.

Afternoon Classes: Monday through Thursday 2:30pm to 9:00pm

PROGRAM OUTLINE

Code	Course Outline	Clock Hours	Credit Hours
SG1	Introduction to Private Security, Law and Security Officer	24	1.5
SG2	Power to Arrest/Weapons of Mass Destruction	48	3.0
SG3	Report Writing & Detail Schedule	24	1.5
SG4	Introduction to Search & Seizure Laws	24	1.5
SG5	Introduction to Emergency Procedures/Survival, First Aid & CPR	48	3.5
SG6	Introduction to Baton & Tear Gas	72	4.0
SG7	Corporate Investigation	48	3.5
SG8	Handling Disruptive Persons and Officer Safety	24	1.5
SG9	Legal Aspects of Security	48	3.0
SG10	Introduction to Fire Arms Theory	48	2.5
SG11	Retail Security & Loss Prevention	48	3.0
SG12	Substance Abuse and Ethics	24	1.5
SG13	Public Relations, Observations, Documentations, Communications and Its Significance	24	1.0
SG14	Crowd Control, Parking/Traffic Control, Airport Traffic, Driver Safety, & Trespassing, and Campus/Industrial/Airport Security	48	3.0
SG15	Management & Development, Careers in Private Security	48	3.0
TOTAL CLOCK/CREDIT HOURS		600	36.5

Methodology:

- ❖ Classroom lecture-type presentation with handouts.
- ❖ Personal attention from instructors for hands-on application.

Grading is based on percentages 100% for Practical Exams/Testing and Projects.

Note: Coast Career Institute provides all classroom/lab materials. Completion of all modules is required for graduation. A **Certificate of Completion** will be issued **upon** successful completion of this program.

Course Descriptions
Private Security Guard
600 Hours / 25 Weeks / 36.5 QCU

**Module SGI Introduction to Private Security,
Law & the Security Officer**

24 Hours / 1.5 Credits

This course will discuss the scope and what the student will learn in the Private Security program. It will cover what the Private Security profession is all about and its relationship with law enforcement agencies. In addition this module will focus on current laws pertinent to the Private Security profession including arrest and after arrest procedures. It will identify and review various tools that are in use by security guards and cover their proper use, safety, techniques and procedures.

Module SG2 Power to Arrest/Weapons of Mass Destruction

48 Hours / 3 Credits

This course will focus on the concept and legal procedures in exercising the Power to Arrest by an employed and licensed Private Security Guard. This will cover the parameters and limitations of the Power to Arrest.

Module SG3 Report Writing & Detail Schedule

24 Hours / 1.5 Credits

This course will cover the importance of report writing in the private security profession. It will discuss the basic format of written reports as required by the courts before a written report is accepted into a court of law as evidence.

Module SG4 Introduction to Search & Seizure

24 Hours / 1.5 Credits

This course will cover the legal rights and limitations in Search and Seizure procedures. This will cover the various laws pertinent to law enforcement agencies in a lawful act of search and seizure.

**Module SG5 Introduction to Emergencies Procedures/
Survival, First Aid & CPR**

48 Hours / 3 Credits

This course will cover the importance of Private Security Guards and the valuable service they can render in the facilities and to the community during an emergency. This course will provide training for cardiopulmonary resuscitation (CPR), a combination of rescue breathing (mouth-to mouth resuscitation) and chest compressions.

Module SG6 Introduction to Baton & Tear Gas

72 Hours / 4 Credits

This course will cover the proper use of the Baton and Tear Gas as one of the tools in the private security guard trade. It will also cover the concept of the legal term "use of force". Mock practical exercise and demonstration will be conducted.

Module SG7 Corporate Investigations

48 Hours / 3.5 Credits

This course will discuss and cover conducting a security investigation in a private business organization. It will cover the different types of security investigation, the procedure, including incident and report writing.

Module SG8 Handling Disruptive Persons, Officer Safety

24 Hours / 1.5 Credits

This course will cover officer preparedness, threat identification/assessment, and subject contact, mental and physical alertness. Tactics and de-escalation techniques are also reviewed. Conflict management, speaking constructively, verbal diffusion, and safety of officer are all discussed in detail.

Module SG9 Legal Aspects of Security

48 Hours / 2.5 Credits

This course will focus on current laws pertinent to the private security profession including arrest and after arrest procedures in the private security industry. The students will also learn the legal aspects of Personal, Contractor and the Employer. The student will become familiar with BSIS Code Regulations.

Module SG10 Introduction to Firearm Theory

48 Hours / 2.5 Credits

This course will cover firearm identification, use, parts and maintenance, safety, registrations, along with the moral and legal aspects of shooting fundamentals and shooting regulations and codes.

Module SG11 Retail Security & Loss Prevention

48 Hours / 3 Credits

This course will cover the various loss prevention methods, at different areas of the business, and describe shoplifting, robbery burglary, and arrest procedures.

Module SG12 Substance Abuse and Ethics

24 / 1.5 Credits

The module will cover ways to recognize substance abuse & Mental Illness, ethics and professionalism.

**Module SG13 Public Relations, Observation & Documentation,
Communication and its Significance**

24 Hours / 1 Credit

This course will cover verbal skills/crisis intervention, recognizing gender & racial harassment and discrimination. It will review report writing, English as a second language, and Patrol techniques. Protocols Pursuant to Contract radios/monitor and other technologies will be discussed.

**Module SG14 Crowd Control, Parking/Traffic Control,
Airport Traffic, Driver Safety & Trespassing, and Campus/Industrial/Airport Security**

48 Hours / 3 Credits

This course will cover effective methods of controlling boisterous celebrations, handling disputes, confronting conflicts and controlling entrance and exit points, threat identification at crowded venues (i.e. concerts, sporting events, etc.) providing for the safety of Individuals whether in groups or alone and lowering the risk of property destruction. It will also cover hand signals, movements, automobile directions for traffic control and the differences with airport traffic. The student will learn basic driver safety with bicycles, golf carts, and automobiles. Trespassing laws for open land, private property/building, public property and places of public accommodations are reviewed and will cover screening techniques, proper use of tools (i.e. hand held metal detector "Wand"), and professionalism when in contact with the public, threat identification and protocol with various law enforcement agencies.

**Module SG15 Management & Development,
Careers in Private Security**

48 Hours / 3 Credits

The student will learn about job development, job search and the employment process in the private security industry. In this course the student will learn about unarmed private security guards in positions such as fixed post guard, airport security, government building security, hospital security, hotel security, retail security and other specialized areas.



**COAST CAREER INSTITUTE
CERTIFICATE PROGRAM
DIAGNOSTIC MEDICAL SONOGRAPHY**

CIP Code: 51.1801 - O*Net Link: <http://www.onetonline.org/link/summary/29-2032.00>

PROGRAM OBJECTIVE:

The DMS program prepares students with the basic knowledge and skills that will qualify them to work as a diagnostic medical sonographer in the areas of Abdominal, OB/GYN, Introduction to Upper and Lower extremities, and Vascular. Graduates will understand basic anatomy and physiology, physics related to sonography, equipment maintenance, appropriate documentation, and quality assurance programs. They will also be able to prepare patients for sonographic examinations and assist physicians with more extensive procedures, as necessary. Eligible graduates may obtain employment in hospitals, imaging centers, and various clinics. In this course, **Anatomy and Physiology modules** (DMS 1, DMS 2, and DMS 3) are prerequisites for all the other modules, and DMS students **MUST** complete DMS 1 - 13 in order to go on to sonography practicum (DMS 14,15,16) and **Externship** (DMS 16).

Program Length: 68 Weeks - 1824 Clock Hours

110 Quarter Credit Hours

Day Classes: Monday through Thursday, 8:00 a.m. to 2:30 p.m.

Afternoon Classes: Monday through Thursday 2:30pm to 9:00pm

Practicum and Externship - Monday through Friday -8:00 a.m. To 3:30 p.m.

PROGRAM OUTLINE:

Code	Course Title	Clock Hours	Credit Hours
DMS 1	Anatomy and Physiology I	96.0	6.5
DMS 2	Anatomy and Physiology II	96.0	6.5
DMS 3	Anatomy and Physiology III	96.0	6.5
DMS 4	Physics / Instrumentation I	96.0	6.5
DMS 5	Physics / Instrumentation II	96.0	6.5
DMS 6	Introduction to Vascular Technology I	96.0	6.5
DMS 7	Introduction to Vascular Technology II	96.0	6.5
DMS 8	Abdominal Sonography I	96.0	6.5
DMS 9	Abdominal Sonography II	96.0	6.5
DMS 10	Abdominal Sonography III	96.0	6.5
DMS11	Obstetrics and Gynecology I	96.0	6.5
DMS12	Obstetrics and Gynecology II	96.0	6.5
DMS13	Obstetrics and Gynecology III	96.0	6.5
DMS14	Sonography Practicum I	144	7.0
DMS15	Sonography Practicum II	144	7.0
DMS16	Sonography Practicum III	144	7.0
DMS17	Clinical Externship	144	4.5
Total Hours /Credit Hours		1824	110

Methodology:

- ❖ Classroom lecture-type presentation with handouts.
- ❖ Personal attention from instructors for hands-on application.

Grading is based on percentages 100% for Practical Exams/Testing and Projects.

Note: Coast Career Institute provides all classroom/lab materials. Completion of all modules is required for graduation. A **Certificate of Completion** will be issued **upon** successful completion of this program.

Course Descriptions
Diagnostic Medical Sonography
1824 Hours / 68 Weeks / 110 QCU

Module DMS 1 Anatomy and Physiology I: 96 Hours / 6.5 Credits

This module provides students with the levels of structural organization, accessory structures, characteristics of the human organism, control and maintenance of homeostasis, anatomical terminology, aging, and the integumentary and respiratory systems. Students will also be exposed to pulmonary ventilation, divisions and development of the skeletal system, types of bones, muscle movement, and the principal skeletal muscles.

Module DMS 2 Anatomy and Physiology II: 96 Hours / 6.5 Credits

This course covers the layers of the GI Tract, development and phases of the digestive system, anatomy of the brain, cranial nerves, development of the nervous system, and control of the endocrine system. The student will also learn about the following glands: endocrine, thyroid and parathyroid, adrenal, pancreatic islets, ovaries and testes, and pineal. Additionally, this module will cover anatomy of the heart, as well as the aging and pathological changes of the heart.

Module DMS 3 Anatomy and Physiology III: 96 Hours / 6.5 Credits

This module covers the lymphatic system, including its structure and function, and the development of lymphatic tissue. Other subjects discussed are immunity, anatomy and histology of the kidneys, kidney function and physiology, the urinary system, the male and female reproductive systems, including pathological conditions for both, and methods of birth control.

Module DMS 4 Physics / Instrumentation I: 96 Hours / 6.5 Credits

This module provides the student with an understanding of the pulse echo principles used in sonography, image format, and the Doppler Effect. The course also will cover frequency, harmonic sound, continuous and pulse ultrasound, and generation of echo in tissue. Students will also learn about the construction and function of the transducer, including various forms such as linear, convex, phased, and vector arrays, as well as functions such as sound beam and detail resolution.

Module DMS 5 Physics / Instrumentation II: 96 Hours / 6.5 Credits

This module provides students with the primary components and functions of sonographic instruments, including coded excitation, gain, compensation, detection, compression, and storing the image. Various techniques for processing and storing the image will include pre- and post-processing, signal processing, contrast and temporal resolution, and display. Students will also learn about Doppler Effect, Doppler Shift, and Doppler Angle, types of flow information, and comparing Doppler Shift and Doppler power displays. It will expose the student to the effects of pulsed Doppler techniques in flow detection, including spectral analysis. The comparison of continuous wave and pulse wave will also be covered, as well as aliasing, artifacts such a comet tail, acoustic enhancement, mirror image, Nyquist Limit, range ambiguity, and speed error. Students will also learn various devices used to test the performance of sonographic equipment, such as ALARA, Cavitations, Hydrophone, Phantom, radiation force, test object, and mechanical and thermal index.

Module DMS 6 Introduction to Vascular Technology I: 96 Hours / 6.5 Credits

This module prepares students with non-invasive techniques (direct and indirect) used for the evaluation of vascular disease. Other topics include the anatomy, function, and pathology of the extra-cranial carotid and vertebral arteries.

Module DMS 7 Introduction to Vascular Technology II: 96 Hours / 6.5 Credits

This module prepares students with non-invasive techniques (direct and indirect) used for the evaluation of vascular disease. They will learn Peripheral arterial/venous vasculature of the lower extremity; sonography of the carotid and vertebral vessels; hemodynamic patterns; and Doppler spectral waveforms in the normal and abnormal vasculature.

Module DMS 8 Abdominal Sonography I: 96 Hours / 6.5 Credits

This module will prepare the student with an understanding of the anatomy and function of the liver, including identifying the vasculature. Students will also learn the anatomy and function of both the inferior vena cava (IVC) and abdominal aorta. Other topics discussed include patient preparation for sonography of the liver, IVC, and abdominal aorta, while exposing students to scanning techniques, diagnostic exams, and resulting laboratory values for patient assessment.

Module DMS 9 Abdominal Sonography II: 96 Hours / 6.5 Credits

This module will prepare the student with an understanding of the gross anatomy and basic function of both the biliary system and pancreas, as well as the anatomy and function of the urinary system. The module also covers patient preparation for sonography of these systems, while exposing students to scanning techniques, diagnostic exams, and resulting laboratory values for patient assessment. This course also discusses the pathologies related to the biliary system, gallbladder, urinary system, and pancreas.

Module DMS 10 Abdominal Sonography III: 96 Hours / 6.5 Credits

This course provides students with an understanding of the anatomy, function, and pathology of the spleen, including patient preparation for sonography, as well as related scanning techniques and diagnostic exams. Students will also learn the anatomy, function, and pathology of the male reproductive system, thyroid and parathyroid glands, and breasts, including related scanning techniques and diagnostic exams for each.

Module DMS 11 Obstetrics and Gynecology I: 96 Hours / 6.5 Credits

This module provides students with an understanding of the anatomy, function, and pathology of the female reproductive system and pelvis, including patient preparation for sonography, as well as related scanning techniques and diagnostic exams for non-pregnant patients. Additionally, students will learn the physiology of the female reproductive organs, such as the ovarian and endometrial cycles.

Module DMS 12 Obstetrics and Gynecology II: 96 Hours / 6.5 Credits

This course prepares students with an understanding of the female reproductive system in creating and supporting a developing embryo, including sonography of the early embryo, yolk sac, and placenta during the first trimester. Other topics include continuing development of the placenta, as well as the anatomy of the fetus and related measurements, such as BPD, HC, AC, and FL. Students will also learn patient preparation for sonography, as well as related scanning techniques and diagnostic exams for pregnant patients. Excessive fetal growth, small for dates/large for dates, renal disease, IUGR, and oligohydramnios will also be discussed.

Module DMS 13 Obstetrics and Gynecology III: 96 Hours / 6.5 Credits

This module covers various causes of bleeding throughout pregnancy during all three trimesters, including identification of Doppler findings, patient symptoms, and sonographic findings associated with retained products of conception. Other topics discussed are the evaluation of multi-fetal gestation and various sonographic approaches used to assess gestational age, fetal growth, amniotic fluid, and anomalies following prenatal ultrasound.

Module DMS 14 Sonography Practicum I:

144 Hours / 7 Credits

Provides directed hands-on practical laboratory experience tied to previous and current course-work. Protocols, instrumentation and standard or modified scanning techniques are discussed and practiced in a laboratory setting. This module covers Abdominal Clinical (Lab) Protocol which covers the Liver right, mid, and left lobes, Abdominal Aorta proximal, mid and distal, Inferior Vena Cava proximal, mid and distal. Gallbladder and biliary tract, portal vein, hepatic artery, common bile duct, common hepatic duct, different location of pancreas, right and left kidney, Spleen, Thyroid left and right.

Module DMS 15 Sonography Practicum II:

144 Hours / 7 Credits

Provides directed hands-on practical laboratory experience tied to previous and current course-work. Protocols, instrumentation and standard or modified scanning techniques are discussed and practiced in a laboratory setting. This module covers Cerebrovascular Duplex Scanning Protocol, students scan on Left and Right Common Carotid Arteries proximal, Mid, Distal, left and right Internal Carotid Arteries proximal, Mid, Distal, left and right External Carotid Arteries proximal and mid, left and right Vertebral Arteries, Lower and Upper Extremities which include Lower Extremity Venous Duplex which include scanning of Common Femoral Vein, Saphenous Vein, Superficial Femoral Vein, Valsalva Maneuver.

Module DMS 16 Sonography Practicum III

144 Hours / 7 Credits

Provides directed hands-on practical laboratory experience tied to previous and current course-work. Protocols, instrumentation and standard or modified scanning techniques are discussed and practiced in a laboratory setting. This Module covers the GYN (pelvic Protocol) transabdominal which includes scanning on Urinary Bladder, Uterus, right and left ovaries and OB (first, second, third Trimester), measurement of Crown Rump Length, Biparietal Diameter, Occipitofrontal Diameter, Anterior Horn of Lateral Ventricle, Posterior Horn of Lateral Ventricle, Hemisphere, Head Circumference, Abdominal Circumference, Femur Length, Cerebellum, Cisterna Magna, Nuchal Fold, Lateral Ventricles, Humerus, Orbits, Fetal Anatomy which includes Choroid Plexus, Cerebellum, Face, Nose, Lips, Four Chamber Hearts, Diaphragm, Stomach, Portal Vein, Chord Insertion, Kidneys, Urinary Bladder, Hand and feet, Gender, Spine and Placenta.

Module DMS 17 Clinical Externship:

144 Hours / 4.5 Credits

These modules provide the student, upon successful completion of the classroom portion of the program, the opportunity to augment their training in a real-world environment. This work allows students to continue the learning process in this profession by providing them the opportunity to directly apply the knowledge and skills they have gained during their classroom training. Externship also serves as a method of applying valuable hands-on experience when students begin the search for regular employment.



**COAST CAREER INSTITUTE
CERTIFICATE PROGRAM
MEDICAL OFFICE ASSISTANT**

CIP Code: 51.0710 - O*Net Link: <http://www.onetonline.org/link/summary/31-9092.00>

Program Length: 30 Weeks - 720 Clock Hours

41.5 Quarter Credit Hours

Day Classes: Monday through Thursday, 8:00 a.m. to 2:30 p.m.

Afternoon Classes: Monday through Thursday 2:30pm to 9:00pm

PROGRAM OBJECTIVE:

This program prepares students for an entry-level position in the medical field as a front and/or back office assistant. Positions are available in clinics, hospitals and doctors' offices. Upon successful completion of the training, the graduate will be able to perform EKG; prepare strips for evaluation; perform venipuncture; collect specimens; collect patient data; perform vital signs, CPR, and First Aid; perform simple lab tests (e.g., Urinalysis, Hematocrit); prepare patients for physical examinations; and assist physicians in minor surgeries. Anatomy & Physiology, along with Medical Terminology, are emphasized.

PROGRAM OUTLINE			
CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
MA1	PRINCIPLES OF CAREER DEVELOPMENT	24	1.5
MA2	MEDICAL OFFICE PROCEDURES (Appointments / Phones / Filing)	24	1.5
MA3	MEDICAL RECORDS MANAGEMENT (Medical Records / Accounts Receivable / Collection)	24	1.5
MA4	MEDICAL INSURANCE	24	1.5
MA5	COMPUTER APPLICATIONS USING MS WORD	24	1.5
MA6	FUNDAMENTALS OF MEDICAL TERMINOLOGY / STRUCTURE OF THE BODY	24	1.5
MA7	ANATOMY & PHYSIOLOGY I (Skeletal System/ Positioning & Draping/Pediatrics/Child Dev)	48	3.0
MA8	ANATOMY &PHYSIOLOGY II (Muscular System / Injections / Cardiology / EKG / Circulatory System)	48	3.0
MA9	ANATOMY & PHYSIOLOGY III (Integumentary, Lymphatic & Immune Systems / Hematology / Venipuncture)	48	3.0
MA10	ANATOMY & PHYSIOLOGY IV (Digestive System / Nutrition / Urinary System / Urinalysis)	48	3.0
MA11	ANATOMY & PHYSIOLOGY V (Nervous System / Special Senses / Psychology / Terminology)	48	3.0
MA12	ANATOMY & PHYSIOLOGY VI (Reproductive System Pregnancy / Child Birth / Endocrine System)	48	3.0
MA13	ANATOMY & PHYSIOLOGY VII (Respiratory System / Vital Signs / Exams / Patient History & Charting)	48	3.0
MA14	CLINICAL ASSISTANT I (Introduction to Lab / OSHA / Federal Regulations / Law & Ethics)	24	1.5
MA15	CLINICAL ASSISTANT II (Basic Pharmacology)	24	1.5
MA16	CLINICAL ASSISTANT III (Medical Asepsis / Assisting with Minor Office Surgery / Inventory/CPR& First Aid Emergency/Accidents/Burns /Acute Illness)	48	3.0
MA17	CLINICAL ASSISTANT IV (Dosage Calculations / Prescription Interpretation)	24	1.5
MA18	EXTERNSHIP	120	4.0
Total Hours / Credit Hours		720	41.5

Methodology:

- ❖ Classroom lecture-type presentation with handouts.
- ❖ Personal attention from instructors for hands-on application.

Grading is based on percentages 100% for Practical Exams/Testing and Projects.

Note: Coast Career Institute provides all classroom/lab materials. Completion of all modules is required for graduation. A **Certificate of Completion** will be issued **upon** successful completion of this program.

Course Descriptions
Medical Office Assistant
720 Hours / 29 Weeks / 41.5 QCU

Module MA1 Principles of Career Development: 24 Hours/1.5 Credits

This course covers the principles and professional practices for positive career actions and behaviors. It deals with the planning of the student's career and the preparation for actual employment, including assessment of skills, application of human relations in the work environment, attitude, and appearance. Students will be taught time management, dress code, personal financial management, and generally acceptable workplace behavior. In addition, résumé preparation, interviewing techniques, employment tests, and salary negotiations are discussed to prepare the student for interview. Mock interviewing will be conducted in the classroom. Students will also be prepared for interview-related rejection, as well as the adjustment process needed after acceptance of a new position.

Module MA2 Medical Office Procedures: 24 Hours / 1.5 Credits

This course covers the importance of maintaining a medical office environment that fosters a feeling of embracing and welcoming patients. The student learns the role of a medical receptionist and the fundamentals of scheduling appointments, establishing a matrix, and maintaining schedules and follow-up appointments. Proper telephone techniques and the importance of interpersonal skills are also discussed along with effective written communication for the medical office. The student will also learn various basic record filing systems and their uses.

Module MA3 Medical Records Management: 24 Hours / 1.5 Credits

This module covers the importance of creating and maintaining accurate and secure medical/business records. Various financial practices, including the “pegboard/write-it-once” system, billing and collection of patient accounts, and accounting terminology, are also covered. The student will also learn various credit arrangements for patient fees and banking procedures, including types of accounts and services.

Module MA4 Medical Insurance: 24 Hours / 1.5 Credits

This course covers the evolution of medical insurance and the many options available in coverage today. Students will learn the terminology necessary to understand and submit medical insurance claims (including the HCFA form), as well as billing coding procedures.

Module MA5 Computer Applications Using MS Word: 24 Hours / 1.5 Credits

This course covers the basic functions and set up of the computer. To facilitate proficiency in word processing, students must complete various projects in MS Word by creating, formatting, and editing texts/documents and tables, and by other applications through hands-on practice.

Module MA6 Through Module MA13 Medical Terminology and Anatomy & Physiology I-VII:

These modules provide an overview of the integral workings of the human body. The student will learn common diagnostic examinations utilized to diagnose diseases and disorders, as well as basic information of the diseases and disorders of the specific body systems. Medical terminology relating to each system is also covered along with the importance of accurate and complete medical record entries. Students will begin training in skills such as EKGs, urinalysis, vital signs, injections, venipuncture, capillary samples, and microscope use.

Module MA6 FUNDAMENTALS OF MEDICAL TERMINOLOGY / STRUCTURE OF THE BODY	24 Hours / 1.5 Credits
Module MA7 ANATOMY & PHYSIOLOGY I	48 Hours / 3.0 Credits
Module MA8 ANATOMY &PHYSIOLOGY II	48 Hours / 3.0 Credits
Module MA9 ANATOMY & PHYSIOLOGY III	48 Hours / 3.0 Credits
Module MA10 ANATOMY & PHYSIOLOGY IV	48 Hours / 3.0 Credits
Module MA11 ANATOMY & PHYSIOLOGY V	48 Hours / 3.0 Credits
Module MA12 ANATOMY &PHYSIOLOGY VI	48 Hours / 3.0 Credits
Module MA13 ANATOMY & PHYSIOLOGY VII	48 Hours / 3.0 Credits

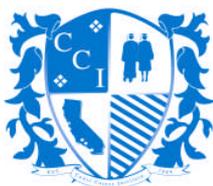
Module MA14 Through Module MA17 Clinical Assistant I-IV:

These modules cover the proper procedures for assisting the physician with surgical procedures, including instrument identification, sterilization, sterile tray set-up, and how to maintain the sterile field. Students will be taught correct procedures for inoculating various types of culture media utilized in the medical office. Instruction in basic pharmacology will include use of the Physician's Desk Reference, learning the names of basic medications, how they are used, and proper storage. Medical mathematics is also taught to ensure accuracy in calculating medication dosages, as is medical terminology with an emphasis on pharmacology, abbreviations, and medication names. Proper care of laboratory instruments and equipment, OSHA and CLIA 88 regulations, and other federal regulations that apply to the medical office are also covered. Students will be trained in CPR and First Aid, including burns, acute illnesses, and other such emergencies. Upon successful completion of the CPR module (MA307), the student will receive a Basic Life Support card.

Module MA 14 Clinical Assistant I:	24 Hours / 1.5 Credits
Module MA15 Clinical Assistant II:	24 Hours / 1.5 Credits
Module MA16 Clinical Assistance III:	48 Hours / 3.0 Credits
Module MA17 Clinical Assistant IV:	24 Hours / 1.5 Credits

Module MA18 Externship: 120 Hours / 4 Credits

This module provides the student, upon successful completion of the classroom portion of the program, the opportunity to work in an actual medical environment. This work allows students to continue the learning process in this profession by providing them the opportunity to directly apply the knowledge and skills they have gained during their classroom training. Externship also serves as a method of applying valuable hands-on experience when students begin the search for regular employment.



**COAST CAREER INSTITUTE
CERTIFICATE PROGRAM
SOLAR SYSTEM INSTALLATION TECHNICIAN**

CIP Code: 15.0505 - O*Net Link: <http://www.onetonline.org/link/summary/47-4099.01>

Program Length: 30 Weeks - 720 Clock Hours
45.5 Quarter Credit Hours
Day Classes: Monday through Thursday, 8:00 a.m. to 2:30 p.m.
Afternoon Classes: Monday through Thursday 2:30pm to 9:00pm

PROGRAM OBJECTIVE:

This program prepares students for an entry-level position for installation of Solar systems. This course covers core material for photovoltaic principle, system wiring, Mounting, system installation, Maintenance and Trouble shooting of solar panel.

PROGRAM OUTLINE:

Code	Course Title	Clock Hours	Credit Hours
SI1	An Overview of Photovoltaics & Photovoltaics Electric Principles	72	5.0
SI2	The Solar Resource	48	3.0
SI3	Electric Load Analysis	48	4.5
SI4	Photovoltaic Modules	24	2.0
SI5	Batteries	24	1.5
SI6	PV Controllers	48	3.0
SI7	Inverters	48	3.0
SI8	Photovoltaic System Wiring	72	3.0
SI9	Sizing Stand-alone PV Systems	48	3.0
SI10	Grid-tied PV Systems	48	3.0
SI11	Mounting Photovoltaic	72	4.0
SI12	PV Applications for the Developing World	24	2.0
SI13	System Installation	72	4.0
SI14	Maintenance and Troubleshooting & Installation Safety	72	4.0
Total Hours / Credit Hours		720	45.5

Methodology:

- ❖ Classroom lecture-type presentation with handouts.
- ❖ Personal attention from instructors for hands-on application.

Grading is based on percentages 100% for Practical Exams/Testing and Projects.

Note: Coast Career Institute provides all classroom/lab materials. Completion of all modules is required for graduation. A **Certificate of Completion** will be issued **upon** successful completion of this program.

Course Descriptions **Solar Installation**

720 Hours / 30 Weeks / 45.5 QCU

Module SI1 An Overview of Photovoltaics & Photovoltaics Electric Principles: 72 Hours / 5.0 Credits

This module provides the student with an understanding of the advantages and disadvantages of photovoltaic technology, environmental, health and safety issues, photovoltaic system components, terminology, Electrical serial and parallel circuits, wiring exercises, and Solar radiation fundamentals.

Module SI2 The Solar Resource: 48 Hours / 3.0 Credits

In this module the student will learn about solar radiation fundamentals, how to gather the site data, and completing the solar site analysis.

Module SI3 Electric Load Analysis: 48 Hours / 4.5 Credits

This module prepares the student for using energy efficiently, electrical load requirements, refrigeration, lightning, and how to calculate load estimates.

Module SI4 Photovoltaic Modules: 24 Hours / 2.0 Credits

This module provides the student with an understanding of Photovoltaic principles, characteristics of modules, module performance, and the factor of module performance.

Module SI5 Batteries: 48 Hours / 1.5 Credits

This module prepares the students for battery types and operation, specifications, safety, wiring configuration, and sizing exercise.

Module SI6 PV Controllers: 48 Hours / 3.0 Credits

This module provides the students with an understanding of controller types, features and specifying a controller and sizing exercise.

Module SI7 Inverters: 24 Hours / 3.0 Credits

In this module the students will be prepared to learn about inverter operating principles, identifying the different types of inverters and their features, Batteryless Grid-tied Inverters, Stand-alone Inverters, AC coupled systems and sizing exercise.

Module SI8 Photovoltaic System Wiring: 72 Hours / 3.0 Credits

This module provides the students with an understanding of wire size, system wire sizing exercise, Overcurrent protection, its sizing exercise, Disconnect, grounding, and Surge suppression.

Module SI9 Sizing Stand-alone PV Systems: 48 Hours / 3.0 Credits

This module prepares the students for sizing PV systems, design penalties, sizing worksheet explanation, sample system exercise, and hybrid system with generators.

Module SI10 Grid-tied PV Systems: 48 Hours / 3.0 Credits

This module provides the students with an understanding of Grid-tied system types and advantages, system sizing and economics, net metering and simple sample exercise.

Module SI11 Mounting Photovoltaic: 72 Hours / 4.0 Credits

In this module the students will be prepared to know how to mount system types and build Integrated Photovoltaics.

Module SI12 PV Applications for the Developing World: 24 Hours / 2.0 Credits

In this module the students will learn about different types of applications and the need for reliable electricity, lightening, television, and radio, health care and refrigeration, Micro- enterprise, Water pumping, determining Solar access with a Sun Chart and sample installation material.

Module SI13 System Installation: 72 Hours / 4.0 Credits

This module provides the students with an understanding of Site evaluation, PV array installation, battery installation, Controller and Inverter installation, and PV wire installation.

Module SI14 Maintenance and Troubleshooting & Installation Safety: 72 Hours / 4.0 Credits

This module prepares the students for Maintenance PV components, troubleshooting common system faults, and troubleshooting wiring problems using a multi-meter to find specific problems.

COURSE SCHEDULES

COURSE NAME	SCHEDULE	LENGTH IN CREDIT CLOCK HOURS	LENGTH IN MONTHS
Floral Arrangement & Bridal Accessories	Day (24 hours per week) Afternoon (24 hours per week)	600	7
Optical Dispensing Technician	Day (24 hours per week) Afternoon (24 hours per week)	720	8
Cake Decorating Program	Day (24 hours per week) Afternoon (24 hours per week)	600	7
Private Security Guard Program	Day (24 hours per week) Afternoon (24 hours per week)	600	7
Diagnostic Medical Sonography	Day (24 hours per week) Afternoon (24 hours per week)	1824	17
Medical Office Assistant	Day (24 hours per week) Afternoon (24 hours per week)	720	8
Solar Installation Technician	Day (24 hours per week) Afternoon (24 hours per week)	720	8

TUITION POLICIES/TUITION PAYMENT POLICY

All tuition and fees are payable in advance unless other arrangements are made with the school prior to commencing classes. For further information, students are encouraged to inquire at the Admissions Office.

COURSES OF STUDY: TUITION, FEES AND CHARGES

PROGRAM / COURSE		Non Refundable Registration Fee	Refundable Tuition	Non Refundable Supplies	Non Refundable Books	Non Refundable STRF FEE	Total
Cake Decoration	600/32.5	\$75.00	\$3,625.00	1,500.00	\$75.00	\$12.50	\$5,287.50
Floral Arrangements & Bridal Accessories	600/30	\$75.00	\$3,425.00	\$1,795.00	\$75.00	\$12.50	\$5,382.50
Optical Dispensing Technician	720/39	\$75.00	\$4,505.00	\$900.00	\$95.00	\$15.00	\$5,590.00
Private Security Guard	600/36.5	\$75.00	\$4,250.00	\$730.00	\$120.00	\$12.50	\$5,187.50
Diagnostic Medical Sonography	1824/110	\$75.00	\$24,600.00	\$50.00	\$350.00	\$ 65.00	\$25,137.50
Medical Office Assistant	720/41.5	\$75.00	\$9,783.00	\$75.00	\$142.00	\$25.00	\$10,100.00
Solar Installation	720/45.5	\$75.00	\$ 5,090.00	\$350.00	\$60.00	\$ 15.00	\$5,590.00

REFUND PROVISIONS

STUDENT’S RIGHT TO CANCEL: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of class**), or the seventh day after enrollment (**seven days from date when enrollment agreement was signed**), whichever is later. The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office to cancel the enrollment agreement or withdraw from the institution and obtain a refund, and that a withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A registration fee of **\$75.00 is a non refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** are also non-returnable. **Once received** by the student it will belong to the student and will represent a liability to the student. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student’s notification or school’s determination.

WITHDRAWAL FROM COURSE

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student will be determined to have withdrawn from school on the earliest of:

The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a seven day period and fail to inform the school that you are not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until midnight of the seventh business day following the first day of class you attended, the School will remit a 100% pro-rata refund less a registration fee, if applicable, not to exceed \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for equipment. All refunds will be made within 30 days from the date of cancellation or withdrawal (as described above). If Student does not return from an approved Leave of Absence period as stated in School Catalog, (however, such a leave of absence may never exceed 60 calendar days for regular leave or 100 calendar days for a verified medical reason), refunds will be made within 30 days from the end of the approved Leave of Absence period. Within 30 days of any refund the Student will receive a NOTICE OF REFUND stating the amount of the refund and to whom the refund was made.

The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you **HAVE NOT RECEIVED** but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, you shall be liable for the amount, if any, by which the documented cost for equipment exceeds the

prorated refund amount. The documented cost of the equipment may be less than the amount charged, and 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.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

STUDENT TUITION RECOVERY FUND DISCLOSURE (STRF)

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

You may also be eligible for STRF if you were a student that was unable to collect judgment rendered against the school for violation of the Private Postsecondary and vocational Education Act of 1989.

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

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

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

1. You are not a California Resident,
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.

RETURN OF TITLE IV FUNDS

Return of Title IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Pell/SEOG grants or other aid: If you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds will be returned to the program in the order stated below by the School and/or the student. Student liability to loan funds will continue to be paid in accordance with the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. **Sample Calculation:** completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

Refunds: If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.

This formula determines the percentage of time that the student completed of the payment period or enrollment period in a course at the time of the student's withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned to the programs in the following order:

1. Unsubsidized Loans from Direct Loan,
2. Subsidized Loans from F Direct Loan,
3. PLUS (Parent) or Direct Loan,
4. Pell Grant,
5. Federal SEOG.

If the calculation shows that the student owes funds to the loan programs, the repayment of those funds will be in accordance to the terms on the promissory note of the respective loans.

If the calculation shows that the student owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant overpayment of \$50 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

NOTE: If the institution was required by this calculation to return to the programs some of the funds it has collected as tuition payment, the student's tuition account would be adjusted accordingly. Therefore, if the tuition was paid in full, but if the institution returned funds to the programs, the tuition account will show that the student owes that amount returned by the institution to the programs. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the determination of withdrawal from school date.

POST WITHDRAWAL DISBURSEMENT

If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student will be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from, and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the institution will then perform a second and different calculation using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-888-442-4551.

GENERAL TERMS:

- This agreement constitutes the complete contract between the School and the Student, and is valid for a 12-month period. Please note that no verbal statements or promises will be recognized.
- All textbooks and training materials for selected course will be supplied by the School at the stated charge. Cost, mutilated, or stolen items will be replaced at the expense of the Student.
- Completion Certificates will only be issued after successful completion of the entire program, and after all tuition fees are paid in full.
- Excessive absences, poor Grades or Conduct may be cause for dismissal.
- Non-residents of California and third party recipients are not eligible for protection under and recovery from the Student Tuition Recovery Fund.
- All expenses incurred while traveling to and from the school, food, and lodging, will be the Student's responsibility.
- School reserves the right to postpone training in the event of unforeseen circumstances such as death, natural disasters, Labor Disputes, Equipment failure, etc., Students will be duly notified.
- The School reserves the right to withdraw a scheduled course if the registration is insufficient for a class. All monies paid will be refunded.
- All course schedules are subject to change in starting & completing dates with student approval. Students will be duly notified and/or fees refunded.
- Placement assistance may be provided. However, it is understood that the School cannot promise or guarantee employment or income level to any Student or graduate.

NOTICE: Any holder of this consumer credit contract is subject to claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

STUDENT GRIEVANCES (IN-HOUSE COMPLAINT POLICY)

Coast Career Institute is recognized by the Bureau for Private Post Secondary Education in the Department of Consumer Affairs as meeting and maintaining required standards of quality. When grievances arise, a student should make every attempt to find a fair and reasonable solution by first notifying his/her Instructor. If the grievance is not satisfied, an appointment should be made with the Campus Director or the Executive Director. The Director or Executive Director will then take all necessary steps to try to resolve the grievance. This can include meeting with the faculty member or classmates of the student with the grievance to reach a decision. Once a resolution is made, the Director's will then notify the student of the resolution in writing, within 3 business days. With the diversity of our student population and their needs, it is not always possible for each student to be satisfied with the resolutions for their grievance. At Coast Career Institute we do our best to accomodate our students, because we feel that each student is important.

If the student has exercised the above procedures, and the grievance has not been resolved the student has the right to file a complaint with our California State Agency.

“A student or any member of the public may file a complaint about this institutuion with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website: www.bppe.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 Bureau for Private Postsecondary Education at”

Mailing Address

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Web site: www.bppe.ca.gov - Phone: (916) 574-7720 - Fax (916) 574-8646

Physical Address:

Bureau for Private Postsecondary Education
1625 North Market Blvd., Suite S-202
Sacramento, CA 95834

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operations 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 the permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to 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
2102 Wilson Blvd./Suite 302
Arlington, VA. 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting:
The Financial Aid Department

The Following is an outline of the Commission's procedure for handling complaints:

1. All complaints that are handled by the Commission staff must be in written form, with permission from the complainant for ACCSC to forward a copy of the complaint to the school. If permission is not included in the complaint letter, Commission staff will send a letter requesting the complainant's permission. In cases where permission is not received, and otherwise as a general practice, ACCSC will not act on an anonymous complaint. Permission is not necessary for advertising complaints since it is considered public information.
2. Commission staff will forward the complainant's letter to the school and request that the school promptly investigate the allegations and respond before a specific date.
3. In case of advertising violations, Commission staff will forward a copy of the advertising to the school, citing the standard that may have been violated and requesting a response before a specific date.
4. If a news article or media broadcast carries a negative report on an ACCSC accredited school, the school is requested to respond to the statement(s) on or before a specific date.
5. The school forwards its response to the Commission, at which time it is reviewed by the staff. If it appears in the school's response that a standard has not been met, the school will then be required to submit documentation which demonstrates that the necessary changes have been made for compliance with the Standards. In the event the school is not able to demonstrate a compliance with the Standards in question, the issue will then be forwarded to the Commission for review and appropriate consideration.
6. If it is concluded after reviewing the school's response that the allegations do not establish a violation of standards or any serious deviation from educational standards imposed by the Commission, a letter is sent to the complainant (and copied to the school). A record of this file is maintained at the Commission's office.

NOTICE OF STUDENT'S RIGHTS

You may cancel your contract with the school, without any penalty or obligation on the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you on the first day of class. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

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

If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education in the Department of Consumer Affairs at the address and telephone number printed below. If you have any complaints, questions, or problems which you cannot work out with the school, call or write to:

Mailing Address

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Web site: www.bppe.ca.gov - Phone: (916) 431-6959 - Fax (916) 263-1897

Physical Address:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive
Sacramento, CA 95833

NOTICE OF CANCELLATION POLICY

You may cancel this contract for school, without any penalty or obligation, within seven business days, from the first day of class. Business day means, except for home study or correspondence, a day on which you were scheduled to attend a class session. If you cancel, any payment you have made and any negotiable instrument signed by you will be returned to you within 30 days following the school's receipt of your cancellation notice. But, if the school gave you any equipment, you must return the equipment within 10 days of the date you signed a cancellation notice. If you do not return the equipment within this 10-day period the school may keep an amount out of what you paid that equals the price of the equipment written into the contract. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to: Coast Career Institute Attn: School Director 1354 South Hill Street Los Angeles, CA. 90015. NOTE: You will receive 2 copies of this document on the day you start classes.

REMEMBER THAT YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class. If you cancel after the 5 (or 8) business days, any refund due you or liability for tuition you may owe, is determined by the refund policy as stated in the school catalog.

Coast Career Institute reserves the right to cancel your contract at any time, if all of the school's policies and procedures are not strictly adhered to. You must meet all attendance, academic, and financial obligations to the school in order to graduate (see Graduation Requirements).

If you have any complaints, questions, or problems which you cannot work out with the school, call or write to:

Mailing Address

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Web site: www.bppe.ca.gov - Phone: (916) 431-6959 - Fax (916) 263-1897

Physical Address:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

State and Federal Disclosure Requirements

California State Disclosure Requirements - Disclosure date 01/01/10 - Pursuant to the State of California, Private Postsecondary and Vocational Education Reform Act section §94859 (a)(2) (A) Section §94854. The following disclosure is being provided to better inform the prospective student prior to enrollment:

Federal Disclosure Requirements - Disclosure date 01/01/2011 Data for cohort year ending 08/30/2010

Our institution wants you to know that, according to its latest information:

OUR FLORAL ARRANGEMENTS AND BRIDAL ACCESSORIES PROGRAM COMPLETION AND PLACEMENT STATISTICS ARE AS FOLLOWS:

45 students enrolled, of which: 44 completed their program as scheduled, for a total Program Completion Rate of: 98 %. Of 44 Graduates eligible for Placement, 37 have worked in a field related to their selected program training, for a Placement Rate of: 84 %.

Student Right-to-Know Rates:

		Men	Women	Total	Rates
1a	Initial cohort	0	45	22	100%
1c	Allowable exclusions	0	0	0	0
1e	Final cohort	0	45	22	100%
2a	Completers of < 2-yr programs	N/A	N/A	N/A	N/A
3a	Transfer-out students	N/A	N/A	N/A	N/A
4	Completion or graduation rate	0	44	44	98%
5	Transfer-out rate	0	0	0	0

OUR OPTICAL DISPENSING PROGRAM COMPLETION AND PLACEMENT STATISTICS ARE AS FOLLOWS:

40 students enrolled, of which: 35 completed their program as scheduled, for a total Program Completion Rate of: 87 %. Of 35 Graduates eligible for Placement, 26 have worked in a field related to their selected program training, for a Placement Rate of: 74 %.

Student Right-to-Know Rates:

		Men	Women	Total	Rates
1a	Initial cohort	18	22	40	100%
1c	Allowable exclusions	0	0	0	0
1e	Final cohort	18	22	40	100%
2a	Completers of < 2-yr programs	N/A	N/A	N/A	N/A
3a	Transfer-out students	N/A	N/A	N/A	N/A
4	Completion or graduation rate	14	21	35	87%
5	Transfer-out rate	0	0	0	0

OUR CAKE DECORATING PROGRAM COMPLETION AND PLACEMENT STATISTICS ARE AS FOLLOWS:

72 students enrolled, of which: 68 completed their program as scheduled, for a total Program Completion Rate of: 94 %. Of 68 Graduates eligible for Placement, 53 have worked in a field related to their selected program training for a Placement Rate of: 78 %.

Student Right-to-Know Rates:

		Men	Women	Total	Rates
1a	Initial cohort	7	65	72	100%
1c	Allowable exclusions	0	0	0	0
1e	Final cohort	7	65	72	100%
2a	Completers of < 2-yr programs	N/A	N/A	N/A	N/A
3a	Transfer-out students	N/A	N/A	N/A	N/A
4	Completion or graduation rate	6	62	68	94
5	Transfer-out rate	0	0	0	0

OUR PRIVATE SECURITY GUARD PROGRAM COMPLETION AND PLACEMENT STATISTICS ARE AS FOLLOWS:

424 students enrolled, of which: 393 completed their program as scheduled, for a total Program Completion Rate of: 93 %. Of 393 Graduates eligible for Placement, 288 have worked in a field related to their selected program training for a Placement Rate of: 73 %.

Student Right-to-Know Rates:

		Men	Women	Total	Rates
1a	Initial cohort	306	118	424	100%
1c	Allowable exclusions	0	0	0	0
1e	Final cohort	306	118	424	100%
2a	Completers of < 2-yr programs	N/A	N/A	N/A	N/A
3a	Transfer-out students	N/A	N/A	N/A	N/A
4	Completion or graduation rate	286	107	393	93
5	Transfer-out rate	0	0	0	0

OUR DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM COMPLETION AND PLACEMENT STATISTICS ARE AS FOLLOWS:

This Program is new. Therefore, the numbers of students who graduate, the number of students who are placed after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution.

0 students enrolled, of which: 0 completed their program as scheduled, for a total Program Completion Rate of: 0 %. Of 0 Graduates eligible for Placement, 0 have worked in a field related to their selected program training for a Placement Rate of: 0 %.

Student Right-to-Know Rates:

		Men	Women	Total	Rates
1a	Initial cohort	0	0	0	0%
1c	Allowable exclusions	0	0	0	0
1e	Final cohort	0	0	0	0%
2a	Completers of < 2-yr programs	N/A	N/A	N/A	N/A
3a	Transfer-out students	N/A	N/A	N/A	N/A
4	Completion or graduation rate	0	0	0	0%
5	Transfer-out rate	0	0	0	0

OUR MEDICAL OFFICE ASSISTANT PROGRAM COMPLETION AND PLACEMENT STATISTICS ARE AS FOLLOWS:

32 students enrolled, of which: 21 completed their program as scheduled, for a total Program Completion Rate of: 52 %. Of 21 Graduates eligible for Placement, 15 have worked in a field related to their selected program training for a Placement Rate of: 71 %.

Student Right-to-Know Rates:

		Men	Women	Total	Rates
1a	Initial cohort	5	27	32	100%
1c	Allowable exclusions	0	0	0	0
1e	Final cohort	5	27	32	100%
2a	Completers of < 2-yr programs	N/A	N/A	N/A	N/A
3a	Transfer-out students	N/A	N/A	N/A	N/A
4	Completion or graduation rate	3	20	23	52%
5	Transfer-out rate	0	0	0	0

OUR SOLAR INSTALLATION PROGRAM COMPLETION AND PLACEMENT STATISTICS ARE AS FOLLOWS:

145 students enrolled, of which: 134 completed their program as scheduled, for a total Program Completion Rate of: 92 %. Of 134 Graduates eligible for Placement, 960 have worked in a field related to their selected program training for a Placement Rate of: 72 %.

Student Right-to-Know Rates:

		Men	Women	Total	Rates
1a	Initial cohort	138	7	145	100%
1c	Allowable exclusions	0	0	0	0
1e	Final cohort	138	7	145	100%
2a	Completers of < 2-yr programs	N/A	N/A	N/A	N/A
3a	Transfer-out students	N/A	N/A	N/A	N/A
4	Completion or graduation rate	127	7	134	92%
5	Transfer-out rate	0	0	0	0

Campus Security Act Disclosure Statement

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution, which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/08 and 12/31/10

Report Distribution Date: October 02, 2010
Occurrences With-in the 2008, 2009, and 2010 Calendar Years

Crimes Reported	2008	2009	2010	Location: C=Campus N=Non-campus P=Public	* Hate Crime?
Murder (Includes non-negligent manslaughter)	0	0	0	CNP	0
Negligent manslaughter	0	0	0	CNP	0
Sex offenses (forcible & non-forcible)	0	0	0	CNP	0
Robberies	0	0	0	CNP	0
Aggravated assaults	0	0	0	CNP	0
Burglaries	0	0	0	CNP	0
Motor Vehicle Thefts (on Campus)	0	0	0	CNP	0
Arson	0	0	0	CNP	0

Number of arrests made for the following crimes	2008	2009	2010	Referred for campus disciplinary action? (Yes) (No)
Liquor Laws	0	0	0	NO
Drug laws	0	0	0	NO
Weapons Possession	0	0	0	NO

***Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.**

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing "911".
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her instructor or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911). Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary, who contacts the correct police department District for statistics, and then records those statistics in the institution's "Daily Incident Log".
3. Students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
 - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
 - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than that the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus:
 - a. Do not leave personal property in classrooms.
 - b. Report any suspicious persons to your institutional official.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people.

- e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
 - f. The “Crime Awareness and Campus Security Act” is available upon request to students, employees (staff and faculty) and prospective students.
 - g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution’s policies and regulations are properly disclosed to prospective students.
 7. All incidents shall be recorded in Coast Career Institute’s “Daily Incident Log” at the institutional official’s station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school’s official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
 8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
 9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students, and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
 10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff.
 11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution’s official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.

Student Rights And Responsibilities

The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting applications for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the Disabled.

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.