

# GDS INSTITUTE

SCHOOL CATALOG

AND

STUDENT HANDBOOK



2011 - 2012



# TABLE OF CONTENTS

INSTITUTIONAL MISSION.....	1
FACILITIES.....	1
HISTORY.....	1
ADMISSIONS POLICY.....	1
ENTRANCE REQUIREMENTS.....	2
NON-DISCRIMINATION POLICY.....	2

## COURSES OFFERED:

ADMINISTRATIVE OFFICE ASSISTANT.....	3
CERTIFIED HUMAN RESOURCES ADMINISTRATION.....	4
COMPUTER NETWORK TECHNOLOGY.....	5
ENERGY AUDITOR.....	6
ENVIRONMENTAL TECHNOLOGY.....	7
LIGHT AUTO MECHANICS.....	8
MEDICAL ASSISTANT.....	9
SOLAR PANEL INSTALLATION.....	10

## ACADEMIC POLICIES:

CHANGE OF PROGRAM.....	11
CLOCK HOUR SYSTEM.....	11
ATTENDANCE.....	11
LEAVE OF ABSENCE.....	12
GRADING AND PROGRESS SYSTEM.....	13
STATEMENT OF SATISFACTORY ACADEMIC PROGRESS.....	13
STUDENT TRANSFERS.....	14
CANCELLATION/WITHDRAWAL AND REFUND RIGHTS.....	15
REFUND POLICY.....	16
SATISFACTORY COMPLETION.....	17
TUITION AND FEE SCHEDULE.....	17
FINANCIAL ASSISTANCE.....	17
NOTICE OF STUDENT RIGHTS.....	18
STUDENT COMPLAINT/GRIEVANCE PROCEDURE.....	18

## STUDENT SERVICES:

JOB PLACEMENT ASSISTANCE.....	19
TRANSPORTATION.....	19
STUDENT RECORDS AND RIGHT OF PRIVACY.....	19
STUDENT LOUNGE.....	20
HEALTH AND SAFETY.....	20
VISITOR IDENTIFICATION.....	20
BUS PASS APPLICATIONS.....	21
TRANSCRIPT REQUESTS.....	21
MEDIA MATERIALS.....	21
PARKING.....	21
STUDENT CONDUCT.....	21
SMOKING.....	22

ADMINISTRATION AND FACULTY.....	23
SCHOOL CALENDAR.....	24

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## APPROVAL DISCLOSURE STATEMENT

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GDS Institute located at 7916 Long Beach Blvd., South Gate CA 90280, is a private institution approved by the Bureau for Postsecondary Education (BPPE) pursuant to California Education Code Section 94311 and accredited by the Council for Occupational Education (COE).

The Bureau's approval means the institution is in compliance with minimum state standards and does not imply any endorsement or recommendation by the state council. Institutional approval must be reapproved every three years and is subject to continuing review.

Accreditation means that the institution has met the requirements for an accredited institution by COE and is subject to reaffirmation of its accreditation status every 2 to 6 years.

Approved are the following programs

Course	Clock Hours	Weeks
<b>Administrative Office Assistant</b>	900 Hrs.	30
<b>Certified Human Resources Administrator</b>	900 Hrs.	30
<b>Computer Network Technology</b>	900 Hrs.	30
<b>Energy Auditor</b>	400 Hrs.	20
<b>Environmental Technology</b>	720 Hrs.	22
<b>Light Auto Mechanics</b>	740 Hrs.	18.5
<b>Medical Assistant</b>	900 Hrs.	30
<b>Solar Panels Installation</b>	390 Hrs.	20

Instruction is in residence with a facility occupancy level that will accommodate 90 students at one time. California statute requires that a student who successfully completes a course of study be awarded a certificate verifying the fact. Prospective students are encouraged to visit the physical facilities of the school and discuss personal, educational, and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

All information in the content of this school catalog is current and correct and is so certified as true to the best of his knowledge and belief by:

Signature: \_\_\_\_\_

Salvador Franco, President

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## INSTITUTIONAL MISSION

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To provide affordable, high quality career and technical education which will enable our graduates to become employable in entry-level positions in the areas of allied health, auto mechanics, computer networking, office administration, human resources and energy conservation.

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## FACILITIES

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GDS Institute is located in the city of South Gate, which is accessed via the US105 or US10 freeways. The campus is contained in 6,000 square feet, consisting of classrooms, laboratory areas, conference facilities and administrative offices. The modern facilities are air conditioned and fully carpeted and meet all applicable city occupancy and fire safety codes. The facilities are designed to accommodate classes of 25 students per session with no more than 25 students assigned to an instructor. G.D.S. Institute provides student parking and is accessible by public transportation.

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## HISTORY

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GDS Institute was founded in 1993 and became incorporated in 1994 as a California corporation. Although established as a medical training institution, GDS has expanded its curriculum and educational objectives toward computers and telecommunications in response to the employment and training needs in the community of Los Angeles and surrounding areas. GDS Institute was officially opened and obtained approval from the Council for Private Postsecondary and Vocational Education in 1993 which is currently known as the Bureau for Private Postsecondary and Vocational Education.

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## ADMISSIONS POLICY

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GDS Institute is open to all individuals who possess a sincere desire to be trained for a career opportunity in the medical field and cable industry. This will be assessed during the prospective student's personal interview with the admissions representative. All applicants are required to pass a school-administered test (PAR Test) which measures the applicant's aptitude to successfully complete the program. Applicants under the age of 18 wishing to attend our school may do so only upon parental permission. One parent of the applicant must be present during all admissions and financial interviews. To apply, call for an interview appointment. Your appointment time and date will be confirmed by telephone. The school requires a personal interview and school tour with each applicant prior to acceptance into all programs. The school encourages the parents or the spouse to attend the interview. This gives both the applicant and the family an opportunity to see the school's equipment and facilities and to ask specific questions relating to the school, the curriculum and the career training being considered. The personal interview also gives the school the opportunity to meet the prospective student and to evaluate their qualifications and aptitude.

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## ENTRANCE REQUIREMENTS

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It is the policy of GDS Institute to encourage prospective students to obtain their certificates of High School Graduation – G.E.D. Thus GDS Institute admits as regular students only those having a certificate of graduation diploma from a school providing secondary education or recognized equivalent of such a certificate (a 12th grade G.E.D.), or those showing the ability to benefit from the training offered. All students must demonstrate the Ability to Benefit.

Ability to Benefit is defined as:

1. Being able to pass the Admission Exam. The admission exam is the PAR Test. The school administers this test
2. The student must pass the test with a passing score of 24.
3. The student will take the PAR Test prior to enrollment or start date.
4. If a student does not achieve a passing score of 24, he/she may retake the PAR test after one week.
5. The student cannot be enrolled in any program offered by GDS Institute if he/she does not pass the PAR Test.

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## NON-DISCRIMINATION POLICY

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GDS Institute does not discriminate on the basis of sex, age, race, national origin, creed, religion or handicaps that would not preclude employment or enrollment within their selected program area or in Admissions, Counseling, Training, Placement and Employment, or any other services. In addition, GDS Institute does not provide classes for English As A Second Language.

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## COURSE LISTINGS

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# ADMINISTRATIVE OFFICE ASSISTANT

The Administrative office Assistant course is designed to offer the individual with no previous computer skills, from the young person just out of high school, to the older person looking to acquire the training necessary to move confidently in to the office environment. This course provides the basic computer, and office skills required to apply for, and get office positions ranging from Administrative Office Assistant to Clerk Typist, Secretary, Computer Operator, Receptionists and other office employment requiring basic computer and communications skills.

Module	Subject	Clock Hours
I	Operating Systems	45
II	Keyboarding and Typing	25
III	Microsoft Office I	25
IV	Microsoft Office II	25
V	Word Processing and Keyboarding	100
VI	Data Entry Applications	100
VII	Spreadsheet Fundamentals	100
VIII	Business Presentations and Office Procedures	100
IX	Business English Communications	100
X	E-Mail, Scheduling, and Business Math	100
XI	Employment Preparation	20
XII	Internship	160

The Administrative Office Assistant Course includes 740 hours weeks of class instruction plus an Externship of 160 hours in length. The total length of the course is 30 weeks at 900 clock hours.

This course has open enrollment.

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## CLASS SCHEDULE

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**MONDAY – THURSDAY**

**9:00 AM – 5:00 PM**

**FRIDAY – OPEN LAB**

# CERTIFIED HUMAN RESOURCES ADMINISTRATOR

This course will provide a general survey of the theories and contemporary practices in the process of public and private administration. In addition to traditional topics in the field of personnel management, such as recruitment and placement, training and development, compensation and performance appraisals, the course will also focus on techniques for motivation, productivity and creativity associated with individual and organizational effectiveness. Participative management approaches and techniques known to be effective in the private sector will also be reviewed for their potential application in the public sector. Contemporary approaches to equal opportunity, labor relations and employee safety and health will also be covered.

Module	Subject	Clock Hours
I	Operating Systems	45
II	Keyboarding and Typing	25
III	Microsoft Office I	25
IV	Microsoft Office II	25
V	Word Processing and Keyboarding	100
VI	Spreadsheet Fundamentals	100
VII	Cultural Diversity	30
VIII	Ethics in America	30
IX	Critical Thinking	30
X	Elements of Supervision	70
XI	Interpersonal Communication	40
XII	Business Communication	40
XIII	Organizational Behavior	30
XIV	Administration of Human Resources	70
XV	Internship	240

The Certified Human Resources Administrator Course includes 660 hours weeks of class instruction plus an Externship of 240 hours in length. The total length of the course is 30 weeks at 900 clock hours.

This course has open enrollment.

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## CLASS SCHEDULE

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**MONDAY – THURSDAY**

**9:00 AM – 5:00 PM**

**FRIDAY – OPEN LAB**

# COMPUTER NETWORK TECHNOLOGY

This course provides the opportunity for the student to learn about computer networking. The student will learn all aspects of networking: servers, protocols, security, plementation, design, connectivity and troubleshooting.

Module	Subject	Clock Hours
I	Windows Applied Computing	110
II	Unix and Linux	110
III	Network Architecture	110
IV	Client Operating System	110
V	Server Operating System	110
VI	Help Desk Support	110
VII	Internship	240

The Computer Network Technology Course includes 660 hours weeks of class instruction plus an Externship of 240 hours in length. The total length of the course is 30 weeks at 900 clock hours.

This course has open enrollment.

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## CLASS SCHEDULE

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MONDAY – THURSDAY

9:00 AM – 5:00 PM

FRIDAY – OPEN LAB

# ENERGY AUDITOR

This course will focus on conducting energy audits, energy efficiency studies, and resource conservation studies, as well as performing energy models in order to provide detailed energy audits for all types of buildings and report data in a consistent manner, The development of technical strategies for quantifying energy savings and other resource reductions and develop plans and options for reducing energy consumption for facilities will be covered and the student will learn to compose concise and comprehensive reports presenting facility baselines (comparable to industry standards), energy consumption breakdown, energy efficiency and demand response measures.

Module	Subject	Clock Hours
I	Introduction to Energy	30
II	Energy Types and Delivery	40
III	Reduce Energy Cost	70
IV	Energy Audit Techniques	100
V	Internship	160

The Energy Auditor Course includes 240 hours weeks of class instruction plus an Externship of 160 hours in length. The total length of the course is 20 weeks at 400 clock hours.

This course has open enrollment.

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## CLASS SCHEDULE

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MONDAY – THURSDAY                      9:00 AM – 1:00 PM  
FRIDAY – OPEN LAB

# ENVIRONMENTAL TECHNOLOGY

This course will explore the different types of energy used in the world today. The principles of energy are explored as are the advances in our understanding of energy in have transforming society. The course also focuses on mastering the installation process of solar panels. Students will learn the nuts and bolts of installation and learn to contrast the financial returns of various systems. The course will delve into hands-on training and the fundamentals of PV theory and applications, system design & estimation, and hands-on installation of typical residential & commercial rooftop systems and will focus on conducting energy audits, energy efficiency studies, and resource conservation studies, as well as performing energy models in order to provide detailed energy audits

Module	Subject	Clock Hours
I	Introduction to Energy	30
II	Direct Current Electricity	30
III	Alternating Current Electricity	30
IV	Energy Types and Delivery	40
V	Solar Panel Installation	100
VI	Reduce Energy Cost	70
VII	Energy Audit Techniques	100
VIII	Internship	320

The Environmental Technology Course includes 400 hours weeks of class instruction plus an Externship of 320 hours in length. The total length of the course is 22 weeks at 720 clock hours.

This course has open enrollment.

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## CLASS SCHEDULE

MONDAY – THURSDAY                      9:00 AM – 1:00 PM  
 FRIDAY – OPEN LAB

## LIGHT AUTO MECHANICS

The Light Auto Mechanics course is designed to teach the field of automotive mechanics. The student will be immersed in the function of all systems required to make an automobile operate properly, how to diagnose those systems and to repair them in case of malfunction.

Module	Subject	Clock Hours
I	Shop Safety Procedures	10
II	Automotive Principles	40
III	Automotive Engines	40
IV	Electrical System	60
V	Electronic System	60
VI	Fuel Injection System	80
VII	Tune-Up	80
VIII	Automotive Emission Control	10
IX	Cooling/Heating System	20
X	Computer Diagnostic	60
XI	Brakes	80
XII	Theory of Transmissions	40
XIII	Automotive Safety	20
XIV	ASE Certification (Brakes)	60
XV	Internship	240

The Light Auto Mechanics Course includes 640 hours weeks of class instruction plus an Externship of 240 hours in length. The total length of the course is 30 weeks at 900 clock hours.

This course has open enrollment.

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### CLASS SCHEDULE

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MONDAY – THURSDAY

9:00 AM – 5:00 PM

FRIDAY – OPEN LAB

## MEDICAL ASSISTANT

The Medical Assistant course, which includes two weeks of Externship, prepares graduates for entry level positions as both Clinical And Administrative Assistants to Doctors in Clinics or Medical Offices, Health Organizations, Hospitals or other care settings. Graduates will have a thorough knowledge of Anatomy, Physiology, Laboratory Skills, Administrative and Clinical Duties, Medical Management, Billing Procedures, Typing and Associated Computer Skills. Upon successful completion of training, graduates will receive a Medical Assistant Diploma as well as Phlebotomy and EKG certificates, and a CPR card.

Module	Subject	Clock Hours
I	Office Management/Communication Skills	90
II	Records Management/Appointment Scheduling	90
III	Accounting Systems/Billing	70
IV	Office Equipment Training, Typing, Computers	70
V	Anatomy/Vital Signs	90
VI	Exam Room Procedures I, EKG/Phlebotomy	90
VII	Exam Room Procedures II, CPR, Laboratory	80
VIII	Exam Room Procedures III, Pharmacology	60
XI	Externship	100

The Medical Assistant Course includes 640 hours weeks of class instruction plus an Externship of 100 hours in length. The total length of the course is 18.5 weeks at 740 clock hours.

This course has open enrollment.

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### CLASS SCHEDULE

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**MONDAY – FRIDAY 9:00 AM – 4:00 PM**

# ACADEMIC POLICIES

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## CHANGE OF PROGRAM

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GDS Institute reserves the right to make program changes and/or adjustments including curriculum equipment, teaching materials and books, as necessary, to remain current with industry standards and advancements in technology. Any changes in tuition will not affect those students already enrolled.

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## CLOCK HOUR SYSTEM

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GDS Institute has adopted the Clock Hour System. A clock hour is defined as a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction, recitation, laboratory or other academic related work.

Units you earn in our in any of our courses in most cases will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you entered another college or university at some time in the future even though you earned units here at our school. In addition, if you earned a degree, diploma, or certificate in any of our courses, in most cases it will probably not serve as a basis for obtaining a higher degree at another college or university.

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## ATTENDANCE

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Students are expected to attend all classes at the scheduled starting time and for the duration of the program. All absence and attendance is recorded. It is the responsibility of the student to telephone the registrar in advance to advise if they will be absent or late, just as it is necessary to inform an employer.

A. Absence: Satisfactory attendance must be maintained at all times. It is the responsibility of the student to acquire any notes or class material that he/she has missed; the instructor will determine if the student will be allowed to make up any missed exams or class work. A student must not miss more than two (2) days per month in order to maintain satisfactory attendance. Written notification of probation is issued to the student in the event that he/she misses three or more days per month. (See Below). Cases where a student must miss more than three (3) days due to emergency must explore the possibility of obtaining a leave of absence. (See Leave Of Absence Below)

B. Tardiness: Tardiness is a disruption to a good learning environment and is discouraged. It is the responsibility of the student to gather any course work that the student has missed due to tardiness. Three (3) incidents of tardiness, or leaving school early without permission or notification, within one (1) month will be considered one (1) absence and subsequently, nine (9) tardies are equal to three absences and will be subject to be put on probation (See Below).

C. Probation and Interruption for Unsatisfactory Attendance: Students with three absences in a one month period may receive written notification of probation for the duration of one month, exceptions can be made with serious documented medical absences. Once on probation, the student must meet satisfactory attendance. If the student achieves satisfactory attendance after probationary period ends, the student will no longer be on probation. If the student violates satisfactory attendance, that is, if three (3) or more absences are acquired while on probation, the student may be placed on suspension or terminated altogether. The executive committee will decide the penalty after meeting with the student as to why satisfactory absences policy was violated.

D. Make-up work: Students must make arrangements to make-up course work with the instructor, however, absences will remain.

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#### LEAVE OF ABSENCE

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Students may apply for a Leave of Absence (LOA) only in case of serious illness, death in the family, or other emergency circumstances. Written request are reviewed on an individual basis and must be approved by the Executive committee. Only one written request for a leave of absence will be considered during any twelve (12) month period. A LOA not to exceed thirty (30) calendar days (or up to sixty (60) calendar days for verified medical leave) will be granted for verified emergencies. Students who fail to return to class as scheduled following a LOA, will be withdrawn from the program. Any Students making regularly scheduled tuition payments to the school remain under that obligation during A leave of absence.

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## GRADING AND PROGRESS SYSTEM

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Satisfactory academic progress is defined as meeting acceptable standards as defined by pre-determined objectives of the institution. These objectives are directly correlated to the performance standards set by G.D.S. Institute.

Students are graded by objective written tests based on materials presented in class lectures and required assignments, as well as on the acquisition of practical demonstrable skills. Any assignment not submitted timely or any test missed will be graded a zero. Students will have one week to makeup the required work or the zero will be included on the student's permanent record. Students are permitted to make up missed tests and/or assignments during the training program, however, part of the grade will be deducted. The final exam may be re-taken after one week with part of the grade deducted.

GDS Institute utilizes the following grading system:

Grade	Performance	Grade Point Avg.	Percentile
A	Excellent	4.0	90-100%
B	Above Average	3.0	80-89%
C	Average	2.0	70-79%
D	Below Average	1.0	60-69%
F	Failure	0.0	0-59%

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## STATEMENT OF SATISFACTORY ACADEMIC PROGRESS

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The Elements of Satisfactory Academic Progress are:

1. Students are graded as they complete units of the curriculum. Grades are determined as a compilation of examination scores (written and laboratory/practical) and such other criteria and observations as the school deems appropriate in the training of technical personnel.

To maintain Satisfactory Academic Progress, a student must achieve a percentage score of at least 70% or higher in every module of the course and must have a percentage score of at least 70% or higher for the overall course and must have a percentage score of at least 70% or higher to graduate.

2. To maintain Satisfactory Academic Progress, a student attending on a full time basis has a maximum time frame of 1.5 times the original length of the course in which to complete all graduation requirements. These are as follows:

Course	Course Length	Maximum Time Allowed
<b>Administrative Office Assistant</b>	<b>30 Weeks</b>	<b>45 Weeks</b>
<b>Cake Decorating/Artistic Gelatins</b>	<b>30 Weeks</b>	<b>45 Weeks</b>
<b>Certified Human Resources</b>	<b>30 Weeks</b>	<b>45 Weeks</b>
<b>Computer Network Technology</b>	<b>30 Weeks</b>	<b>45 Weeks</b>
<b>Energy Auditor</b>	<b>20 Weeks</b>	<b>30 Weeks</b>
<b>Environmental Technology</b>	<b>30 Weeks</b>	<b>45 Weeks</b>
<b>Light Auto Mechanics</b>	<b>30 Weeks</b>	<b>45 Weeks</b>
<b>Medical Assistant</b>	<b>30 Weeks</b>	<b>45 Weeks</b>
<b>Solar Panels Installation</b>	<b>20 Weeks</b>	<b>30 Weeks</b>

A student not maintaining Satisfactory Academic Progress at any time during the course period, may be placed on academic probation for one month. At the end of the probationary period, if the student has not corrected the progress deficiencies, the student shall be deemed ineligible to graduate and may be subject to termination at the discretion of the Executive committee.

If the student is terminated due to unsatisfactory progress, it will be determined on the day after the end of the probationary period when recalculation of their percentage score is made, the executive committee will then determine if the student is to be terminated. If the student is terminated, he/she has the right to appeal the decision to the committee and present any evidence as to their belief that academic termination should not apply.

If the student is terminated and wishes to return to school, the student will present the reason to the executive committee who will review their case and previous termination. The student should develop a plan for reentry. The plan should: (1) address the issues that caused your poor academic performance, (2) indicates how you have addressed these issues and how they are going to lead to positive change in your actions upon your return to school, (3) includes a course plan that will help you achieve your goals. The executive committee will determine upon re-calculation of the percentage score for the modules not taken to see if it is possible to achieve a passing percentage score for the overall course. If not, the student will have to start the course from the beginning as if he/she were a new enrollment.

In the case of deficiencies that the executive committee did not deem severe enough for termination, the student will then be obligated to extend his/her course of study according to the time frame described above. In the event that the student has not corrected any deficiencies or met all other requirements for graduation, by the end of the allowable time frame, the student shall be subject to expulsion at the discretion of the Executive committee.

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## STUDENT TRANSFERS

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### Transfer From Another Institution:

GDS accepts students that come from other institutions coming from other vocational institutions who decide to enroll in the courses offered at GDS.

A determination of the student's experience in the course and the entry point in which the student is to join a class must be performed prior to enrollment.

The student is to furnish documentation stating the course topics covered and the experience gained at the previous institution. The transcript if it comes directly from the student must be contained in an envelope that contains a seal over the opening flap to prevent tampering. Tampered records will not be admitted and the school may request a record directly from the institution.

Upon examination of the student's records, the admissions officer will determine which modules relating to the course offered at GDS have been covered.

The transfer of credits from another institution has the following criteria:

- Credits for a module or course must be of the same scope as one offered by the school.
- Student will be tested on the module and must pass the test for the credit to be accepted. The test is given by the course instructor.

The student will be required to attend lecture for the remaining modules that have not been covered or were not tested.

If the student does not pass the test, then he/she will not be given credit for the courses taken and must enroll as would any other student and must attend all lectures.

### Switching Courses by an Enrolled Student

A student enrolled at the school may want to switch courses if they do not feel satisfied with the course he/she is taking. The school will allow this type of transfer under certain conditions which must be met.

An interview will be conducted by the admissions officer to ascertain the reason for the switch and to which course the student would like to transfer. The course transfer must take place within the first two weeks of enrollment to ensure that no additional course costs are incurred by the student. The student will be made aware if additional fees are to be charged because of transfer.

If the transfer is permitted, the admissions officer will prepare a course transfer form which will go in the student's file. This document will state the course that the student was taking, the course the student will transfer to, the number of hours and course topics completed and the reason for the transfer.

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## CANCELLATION/WITHDRAWAL AND REFUND RIGHTS

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A student may cancel his/her contract with the school, without any penalty or obligation by the 7th business day. If student cancels by 7th business day, any payment made and any negotiable instrument signed by the student shall be returned within thirty (30) days following the school's receipt of the cancellation notice. If the student received any equipment, he/she must return the equipment within 30 days of the date in which the notice of cancellation was signed. If the equipment is not returned within the 30-day period, the school may keep an amount out of what the student paid that equals the cost of equipment. The total amount charged for each item of equipment shall not exceed the equipment's fair market value. The school is required to refund any amount over that as provided above and the student may keep the equipment. To cancel the contract for school, mail or deliver a signed and dated copy of the cancellation notice to GDS Institute.

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

When a student withdraws after the 7-day period, all tuition fees shall be refunded on a pro-rata basis, less a registration fee not to exceed \$100. In special cases where the student may not be able to continue, or it is impractical to complete the program due to prolonged illness, accident, death in the family or other circumstances, the student will be responsible for any indebtedness to the school.

Once purchased, supplies become the property of the student, unless they are returned (in good condition, allowing for reasonable wear and tear, some supplies may not be returnable due to health or safety reasons) within ten (10) days following the date of Student's withdrawal.

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## REFUND POLICY

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If a student prepays the course, GDS will refund 100% of the course cost within 30 days to the student if the class is canceled before the start date of the class.

If a student prepays the course before the first day of class and withdraws on the first day of class, 100% of the course cost will be refunded within 30 days of withdrawal.

If a student withdraws before the end of the 7-day cancellation period (midnight of the 7<sup>th</sup> day following the start date), then 100% of the course cost will be refunded.

If a student withdraws after the 7-day cancellation period, the the school will collect the \$100 registration fee and provide a pro-rated refund of any monies paid to the school up to 60% completion of the course.

If a student withdraws during the first 10% of the course length (period of financial obligation), then GDS will refund at least 90% of the tuition.

If a student withdraws after the first 10% of the course length until 25% of the course length, GDS will refund at least 50% of the tuition.

If a student withdraws after the first 25% of the course length until the end of 50% of the course length, then GDS will refund at least 25% of the tuition.

If a student withdraws after completion of 60% or more of the course, the school will retain 100% of the tuition.

Refunds due as result of withdrawal will be made within 30 days from the day of termination or withdrawal. If the student does not return from Leave of Absence period of 30 days (or up to 60 calendar days for verified medical leave), refunds will be made within 30 days from the end of the 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 will be made.

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### SATISFACTORY COMPLETION

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In order to graduate, G.D.S. requires that all students complete 100% of all classroom and practical/laboratory instruction in a prescribed course, and discharged all financial obligations to the school. Students completing these requirements will receive a diploma in their program of study.

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### TUITION AND FEE SCHEDULE

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<b>Program Title</b>	<b>Tuition</b>	<b>Registration</b>	<b>Total</b>
<b>Administrative Office Assistant</b>	<b>\$8400</b>	<b>\$100</b>	<b>\$8500</b>
<b>Certified Human Resources Administrator</b>	<b>\$8400</b>	<b>\$100</b>	<b>\$8500</b>
<b>Computer Network Technology</b>	<b>\$8400</b>	<b>\$100</b>	<b>\$8500</b>
<b>Energy Auditor</b>	<b>\$4800</b>	<b>\$100</b>	<b>\$4900</b>
<b>Environmental Technology</b>	<b>\$8400</b>	<b>\$100</b>	<b>\$8500</b>
<b>Light Auto Mechanics</b>	<b>\$8400</b>	<b>\$100</b>	<b>\$8500</b>
<b>Medical Assistant</b>	<b>\$8400</b>	<b>\$100</b>	<b>\$8500</b>
<b>Solar Panels Installation</b>	<b>\$4800</b>	<b>\$100</b>	<b>\$4900</b>

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### FINANCIAL ASSISTANCE

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GDS Institute works with WIA programs to help students get finance to attend school and also works through the voucher program. GDS does not currently offer financial aid, but offers affordable loans and payment plans to help pay for school. Inquire at the front office for details.

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## NOTICE OF STUDENT RIGHTS

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You have the right to cancel the contract with the school for course instruction, including any equipment such as books, materials, supplies, or any other goods related to the instruction offered in the enrollment agreement, until midnight of the date, that is one business day for every ten days of scheduled program length, rounded up for any fractional increments thereof, to a maximum of fifty days of instruction, when you would have a cancellation period of midnight of the 7th business day from which you attended your first class. Business day means a day on which you were scheduled to attend a class session. Read the Notice of Cancellation form an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, as the school registrar for a sample copy.

After the end of the cancellation period, you also have the right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract as 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 And Vocational Education at the address and telephone number printed below for information.

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

The Bureau For Private  
Postsecondary Education (BPPE)  
1625 North Market Blvd., Suite S202  
Sacramento, California 95834  
(916) 574-7720

Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898

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## STUDENT COMPLAINT/GRIEVANCE PROCEDURE

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Students who are experiencing problems with the school or its employees or who have concerns or complaints of any kind are encouraged to bring them to the attention of their instructor. If within reasonable time the concern or complaint is not resolved, the matter should be brought to the attention of the director whose name appears on the APPROVAL DISCLOSURE STATEMENT page of the school catalog. Unresolved complaints may be directed to:

The Bureau For Private  
Postsecondary Education (BPPE)  
1625 North Market Blvd., Suite S202  
Sacramento, California 95834  
(916) 574-7720

Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898

# STUDENT SERVICES

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## JOB PLACEMENT ASSISTANCE

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While the school provides placement assistance, no guarantee for either employment or income level can be made. Agencies and companies contact the school for likely candidates for employment. Vacancies in the field will be posted on the bulletin board.

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## TRANSPORTATION

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Public transportation is available with stops located close to the campus. It may also be possible for students to arrange for transportation by another student if schedules are compatible.

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## STUDENT RECORDS AND RIGHT OF PRIVACY

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The Family Educational Rights and Privacy Act (FERPA) enable all students to review their academic records, including grades, attendance, and counseling reports. Student's records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State of California requires the school to maintain these records for a minimum of five years. Student may request a review of their records by writing to the Director of the School. All such reviews will be scheduled during regular school hours under appropriate supervision.

Students wishing to discuss any problems or complaints that they may have are free to discuss them with their instructors. In cases where the instructors cannot help the student, he/she is encouraged to talk to the Associate Director. If the Associate Director is unable to assist the student then an appointment can be made with the Director to discuss the any complaint. The director will investigate the complaint thoroughly including interviewing of all people and revision of all documents pertinent to the complaint. A record of the complaint will be kept in the student's file and in the complaint log. Resolution to the complaint will be completed within 10 days. If there are problems or complaints that cannot be resolved satisfactorily with the school, the student should contact:

The Bureau For Private Postsecondary  
and Vocational Education (BPPVE)  
1625 North Market Blvd., Suite S202  
Sacramento, California 95834  
(916) 574-7720

Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898

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## STUDENT LOUNGE

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The students have a lounge area located in the hallway leading from the admissions office and is next door to the medical assistant class. The lounge has tables, chairs, a refrigerator and a microwave that the students can use during their breaks. The refrigerator is cleaned at the end of every week; perishables left inside will be discarded.

Restrooms are located in the hallway to the left of the medical assistant class.

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## HEALTH AND SAFETY

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### Accidents and Illness:

If an accident occurs, the senior staff member present will find out the condition of the student.

- If first aid can be applied, it will be done by the senior staff member present and will make sure that the student is as comfortable as possible in spite of the circumstances.
  - If additional medical help is needed and administering first aid will not solve the situation then another staff member will call the authorities via 911.
  - Under no circumstances will any staff members apply medical help that is not within the scope of their abilities.
  - The school will commence an investigation by the director in ascertaining what happened, were the proper safety procedures practiced and if the school was at fault.
  - A relative or friend will be contacted as to the condition of the student if the situation proves to be extremely serious or if the student had to be taken to the hospital.
2. In case of student sickness, the student will be allowed to go home if able. If not able then a member of the staff will take her home. If the student owns a car, they will be allowed to keep it overnight at the campus. The school however assumes no responsibility for the automobile.
  3. In case of fire, the students will be ushered out of the classroom using the diagrams provided in each classroom as to the fire escape routes. Evacuation will be done in an orderly manner and all steps will be taken as to not inspire panic. If the facility needs to close for the day the students will be sent home.

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## VISITOR IDENTIFICATION

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To help ensure a safe and secure learning environment for your children, all visitors to GDS Institute need to sign-in at the school office and to wear a visitor's pass. Faculty and staff have been instructed to escort anyone not having a pass immediately to the office for identification.

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## BUS PASS APPLICATIONS

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GDS Institute is part of the MTA Reduced Fare Program. Students may apply for a discounted student pass. Students can pick up an application at the admissions office and he/she will be furnished a letter of enrollment for proof of enrollment. The student will also need two passport photos and take the application to any of the MTA offices listed on the application.

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## TRANSCRIPT REQUESTS

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Students needing transcripts will have to request a Transcript Request Form. The transcripts contain information about modules taken by the student, corresponding grades, and any awards the student has received. The student can have the school send transcripts to another institution or pick up the transcripts themselves. Note that official transcripts come in a sealed envelope and become void if the transcript is opened by the student.

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## MEDIA MATERIALS

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Students are encouraged to use media materials in the classroom. Books and periodicals can be browsed by simply requesting the materials from the instructor. Note that video tapes, DVDs and players cannot be operated by the student. Media is to be kept in the class they are intended for and cannot be taken home.

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## PARKING

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Students can park their vehicles in the lot in front of the school on first-come/first-served basis. There may be limited parking in the back, if available. Keep in mind that handicapped spaces must be respected and only used by students who have a handicap placard.

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## STUDENT CONDUCT

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Students attending GDS Institute are expected to treat all personnel, other students, and the premises with consideration. Graffiti on walls, equipment, or furniture is not tolerated. Smoking, eating, visiting are not permitted in the classrooms.

At the discretion of the Executive committee, Students may be suspended or terminated from school for any of the following reasons: cheating; serious incident of an intoxicated or drugged state of behavior; possession of drugs, alcohol, or weapons on school premises; behavior creating a safety hazard to other persons at the Institute; disobedient or disrespectful behavior to another student, an administrator, or faculty member; or any other determined infraction of conduct.

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## SMOKING

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Smoking is not permitted on campus. All classrooms, student areas, restrooms, parking and offices are smoke-free.

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## DRUG AND ALCOHOL POLICY

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GDS Institute takes drug and alcohol abuse as a serious matter and will not tolerate it. The school absolutely prohibits the use of alcohol or non-prescribed drugs on campus. It also discourages non-campus drug and alcohol abuse. The use, sale or possession of alcohol or non-prescription drugs while on campus may result in immediate suspension or expulsion.

# ADMINISTRATION

Salvador Franco Sr.  
President

Salvador Franco Jr.  
Vice-President

Abdi Lajevardi  
Chief Operating Officer

Eva Boutte  
Placement Coordinator

Mireya Gutierrez  
Director of Admissions

Federico DeSoto  
Administration

# FACULTY

Dr. Cesar Castellanos  
Medical Assistant Instructor

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*National Autonomous University of Honduras  
Doctor of Surgery and Medicine, 2000  
Tegucigalpa, Honduras*

Prof. Arturo Quiroz  
Automobile Mechanics Instructor

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*RDT Services, 1988  
Automotive and Fuel Injection Diploma  
ASE Certified*

Prof. Federico DeSoto  
Administrative Office Assistant

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*CSU Long Beach, BS Computer Science 1993*

# SCHOOL CALENDAR

G.D.S. Institute is holds classes weekdays and weekends. Classes start weekly and a scheduled of starting days for each program will be issued by the registrar upon request. Classes are not scheduled on the following holidays:

Holiday	2011 Holidays	2012 Holidays
Martin Luther King Day	January 17, 2011	January 16, 2012
President's Day	February 21, 2011	February 20, 2012
Good Friday (Observed)	April 22, 2011	April 6, 2012
Memorial Day	May 30, 2011	May 28, 2012
Independence Day	July 4, 2011	July 4, 2012
Labor Day	September 5, 2011	September 3, 2012
Veteran's Day	November 11, 2011	November 12, 2012
Thanksgiving Day	November 24 and 25, 2011	November 22 and 23, 2012
Christmas and New Year	December 16, 2011 through January 3, 2012	December 21, 2012 through January 7, 2013