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4 25(1) This catalog is valid from January 1, 2014 to December 31, 2014

PCI COLLEGE HISTORY

§94909(a)(1)

5 4 PCI College is a private institution founded in 1996, and approved to operate by the Bureau for Private Postsecondary Education and nationally accredited by ACCSC. PCI College is a technical and vocational academic institution committed to providing quality career programs that integrate curricula with professional development in order to empower students to achieve their professional goals. PCI College believes that education should enrich and motivate the student's personal growth, ethics, and dignity for lifelong success. §94909(a)(2)

The college's main campus is located in Cerritos, CA with a satellite campus that first opened its doors in Gardena, CA in 2003. Our well designed courses reflect the most current technology in today's computerized and allied health industries. Originally, PCI had offered training in the computer field as the years passed, a variety of allied health programs have been developed are currently offered based on local employer needs. The institute was accredited by ACCSC in November 2000.

PCI COLLEGE MISSION STATEMENT

25(2)

4 PCI College was established to provide quality training and affordable cost for a diverse population interested in pursuing a career in computer networking technology and allied health fields. PCI College continues to enhance its role in vocational and technical education by developing and improving a variety of intellectual and challenging training programs that are highly in demand. The administration, staff and faculty work together to provide its community with theoretical and practical skills required to be leaders in today's job market.

PCI COLLEGE OBJECTIVE

The objective of PCI College is institutional stability as the foundation for a positive learning environment through providing quality education. The training outcomes have been proven to be preparation for employment through the development of entry-level skills in an identified demand occupation and student's skills equal to or greater than industry standards, enhancement of skills for career /professional development, and life-long preparation. At PCI the course curriculum is reviewed, not less than annually, for consistency with skills required in the workplace, with continuous improvement through the application of quality organizational techniques and the use of a standard based on an Institutional Development Plan.

PCI COLLEGE PHILOSOPHY

PCI College asserts that each diligent graduate from any of the programs offered attains a high level of professionalism and leadership. The curriculum has been designed to easily and continually adjust to changes in demand in the job market. This allows students to receive the most up-to-date technical training in a classroom and laboratory environment that incorporates hands-on methods to provide the very finest practical as well as theoretical training.

§94909(a)(12))

20 PCI College does not have a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

Required Statements

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Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, (888) 370-7589 FAX (916) 263-1897. §94909(a)(3)(A)

6

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. §94909(a)(3)(B)

7

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov. §94909(a)(3)(C)

Visa Services

25(3) No visa services are provided for students from other countries and the school will not vouch for student status

PROGRAMS OFFERED

Cerritos Campus

Program	D.O.T	Clock Hrs	Credit Hrs
Computer Networking	030.162-010	480	36.0
Medical Assisting	079.367-010	760	50.0
Dental Assistant	079.361-018	720	47.0
Medical Billing and Coding	079.362.014	600	40.0
Diagnostic Medical Sonographer	030.082-010	1805	93.0

Gardena Campus

Program	D.O.T	Clock Hrs	Credit Hrs
Office Management Systems	109.087.010	240	36.0

Location of Class Sessions

8

Class sessions are held at 17215 Studebaker Road, #310 Cerritos, CA 90703 or at 1225 W. 190th St. Suite 300 Gardena, CA 90248 depending on program.

Language of Instruction

25(5)

All instruction is conducted in English only.

ADMINISTRATION, STAFF & FACULTY

To fulfill its mission, PCI College employees' staff and faculty members who emphasize dedication, responsibility and leadership in order to assist students achieve their lifelong and career goals. Students are encouraged to contact the administrators for any questions or concerns. A list of the College's staff and faculty is provided below.

Administration

Ray Khan – President

Cerritos Staff

Ms. Tara Hoyt – Externship & Placement Coordinator (Cerritos & Gardena)

Ms. Michelle Garriques – Financial Aid Officer

Ms. Evelia Moncado – Admissions Representative

Ms. Gabriela Espinoza – Administrative Assistant

Ms Amber Baird- Placement Coordinator

Acucena Contreras – Receptionist

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Faculty

§94909(a)(7)

Mr. Taz Faridi Bachelor of Commerce, Microsoft Certified Trainer 15 Years of experience in Networking field

Mr. Terry Moore Bachelor Of Science in Computer information system- 7 Years of teaching experience

Ms. Pamela Young RDA - 10 Years of teaching experience

Dr. Ricardo Rivera MD - 10 Years of experience in Medical field

Dan Odum - 10 Years of teaching experience

Dr. Amjad Sam MD, RDMS, RVT - 5 years of teaching experience

Dr. Abraam Khalil- Instructor of Medical Terminology- MD 10 Years of teaching experience

Instructional Staff

The instructional staff at PCI is certified in the areas in which they teach as well as hold certifications to teach in Vocational Colleges in the State of California. In addition to professional certifications, all instructors at PCI are required to have a minimum of three years of professional experience in the technical trade they instruct.

Institutional Eligibility

The following documentations are kept in the administrative offices and are accessible to all students:

- 1) BPPE
- 2) ACCSC
- 3) Department of Education

College Facilities

6, 29

PCI College is located on the third and second floors of the Avanti Business Building with more than five thousand square feet of classroom, library, laboratory and office space.

The satellite campus in Gardena has three classrooms, a student library, the DMS Lab and the Medical Assistant lab. Both facilities are easily accessible by public transportation and are in compliance with the American Disabilities Act.

Equipment

25(9)

At PCI the equipment accessible to students is up to date with today's technology in both the computer and medical fields. Students are given the opportunity to become acquainted with the equipment and materials that they will be using on the job.

The following equipment is being used for "Medical Assistant, DMS and Dental Assistant" programs. (MA: Nursing Station, EKG machine, wall mounted blood pressure kit, Weigh Scale, Microscope and Centrifuge. DMS: Ultrasound Systems. DA: Dental Chair and X-ray unit, Autoclave and Compressor.)

A student library is available at both campuses during class and after class hours. Students are encouraged to use the libraries when they are not scheduled to attend class, lab or lecture. The library has a variety of books and journals that can be used for reference and may be checked out by students and faculty.

Policy of Nondiscrimination

PCI College encourages diversity and will not discriminate on the basis of socio-economical and ethnic background, color, religious beliefs, ancestry, age, disability, gender, sexual orientation, marital status or veteran status in the recruitment of students or in the implementation of policies and regulations. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

Class Hours

Morning:	8:00AM to 1:00PM	Monday through Thursday
Evening:	6:00PM to 11:00PM	Monday through Thursday

***Weekend classes are held on an as-needed basis.**

Instructor Assistance

Instructors are available during instruction periods and during their assigned office hours. Administrative and organizational staff is available during institutional operating hours. All are educated or experienced in the course offerings and in general instructional and learning processes so as to be able to provide tutoring, learning assistance, and academic advisement. Staff is trained to provide academic advisement for the purposes of program success and occupational career progress. Instructors are expected to devote sufficient time to instructional and learning preparation activities. Students are encouraged to request assistance they feel necessary to facilitate the program success and occupational development.

Course Clock Hours

For completion of coursework students are awarded credit units. Credit units are awarded on the following basis:

- PCI courses measure academic progression in quarter units of credit. One-quarter unit of credit is equivalent to 10 clock hours of classroom instruction, 20 hours of laboratory, or 30 clock hours of externship/internship.
- A clock hour is one class period of approximately 60 minutes in length. 50 minutes of lecture, demonstration, faculty-supervised laboratory, or similar learning activity takes place, and 10 minutes are given for a break.

Class Locations

Course are taught at the following addresses: §94909(a)(4)

Main Campus 17215 Studebaker Rd. Suite 310 Cerritos, CA 90703

Branch Campus 1225 W. 190th St. Suite 300 Gardena, CA 90248

Language Proficiency

25(4)

If English is not the student's primary language, then explain that the program of instruction they have selected is conducted in English only and that all materials are in English. Explain to the student that they will have to take a test to determine if they have sufficient English speaking, reading, and writing skills to succeed in their chosen field of study.

Students applying from outside the United States, Canada, United Kingdom, Australia, New Zealand, or other English speaking countries, or students who do not speak English as their primary language must provide the institutional copy of scores from the Test of English as a Foreign Language (TOEFL) for international students whose native language is not English, and who studied in a language, other than English at the high school level. **Students must have a minimum total score of 500 paper based, 173 computer based and 61 internet based.** Testing must be completed prior to signing the ENROLLMENT AGREEMENT. You will be notified of your test results by the testing agency. You must provide a copy of the results of the test.

“A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution.” (Ed. Code §94902).

(a) An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

3 Published 1/2/1014

(b) If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language. (Ed. Code §94906)

ADMISSION INFORMATION

12

To ensure the continuing success of our graduates, PCI College requires that the following be met prior to attending as a student.

- 1) An applicant to the college must be 18 years of age or older, past the age of compulsory education and be a high school graduate or
- 2) Have a General Education Development (GED) certificate or
- 3) Successfully pass the Ability to Benefit Testing. (ATB Exam) PCI College does not accept any Ability-to-Benefit students
- 4) The candidate must complete an interview with the Director.
- 5) Achievement of a passing score of 18 out of 50 on the Qualifying Entrance Examination.
- 6) Demonstration of basic English competency and basic English reading comprehension allowing the graduate to succeed in the training and in finding credible employment after graduation.
- 7) A display by the candidate that he or she has the motivation, career interest and determination to successfully complete the program they are enrolling in.
- 8) The candidate must demonstrate the time available to attend all scheduled classes as well as the competency to complete reading assignments and other projects.
- 9) The candidate must demonstrate satisfactory financial stability to perform effectively as a student while enrolled in classes at PCI College.
- 10) All financial arrangements are to be completed at least one week prior to starting classes.

9-10 All prospective students are encouraged to visit the campus to discuss their personal and professional education/career goals and review all the required documentation, including this catalog, to assist them in making an informed choice prior to enrolling in any of our courses or signing any agreements.

Specific Requirements for All Courses:

1. Evidence of High School diploma or GED* must be on file prior to enrollment.
2. Acceptable evidence of graduating from High School is a copy of the High School diploma, college transcript indicating date of graduation from High school or a letter from the High School registrar indicating date of High School graduation..
3. Passing score on Entrance Examination.
4. Financial arrangements prior to class start.
5. All necessary enrollment documentation must be submitted to the office prior to enrollment.
6. ATB exam must be successfully passed prior to enrollment and results must be on file. (ATB test is proctored by an independent test administrator, approved by Wonderlic. The test consist of two parts:

- Verbal 200 (passing score)
- Quantative 210 (passing score)

Acceptance to the College

Upon completion of all admissions requirements and after review by the college administration the applicant will be notified via mail, e-mail or telephone to inform them whether or not they have been accepted for enrollment.

23 “NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION The transferability of credits you earn at PCI College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in (insert name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending PCI College to determine if your diploma will transfer.”

Transfer of Credit Policy

11

§94909(a)(8)(A)), (5 CCR §71770(b)) and (5 CCR §71770(b)(1) through (3))

- A. PCI College reserves the right to determine if a transcript is official, and which courses may be accepted for transfer credits. It is the official policy of the Office of Admissions and Records to transfer accepted credit into the student’s file, and retain the original document. These documents cannot be returned to the applicant or forwarded to another institution or agency.
- B. Evaluation Process: Education Director, upon official transcript will determine if any transferable course(s) have essentially the same content and credit/hours as courses offered by this institution. For this determination, the Education Department may request the course description/outline and any other document establishing equivalency of the transferable course(s). All the transferable course(s) will be documented on the transfer credit form and must be approved by the admission committee. Upon approval of the admission committee acceptable credit will transfer into the student file and official transcript.

1. Transfer credit will be awarded for coursework or relevant training experiences documented by official transcript that indicates the units or hours of training in each subject.
2. Transferred credits cannot exceed 50% of the required credits for the AOS Degree.
3. Credits earned in an Accredited and State Approved Institutions are directly transferable.
4. Transferable courses must have essentially the same content as PCI College courses for which transfer credit is being applied. The Admission Committee will determine transferability of credits.
5. A grade of “C” (2.0) or above is required for transfer.
6. Transfer credit is granted only when the total hours for any given course have been documented.
7. Course work taken at another institution after admission to PCI College is not transferable unless approved in advance in writing by the Dean / Academic Director.
8. It is an Official Policy of the Office of Admissions and Records to transfer accepted credit into the student’s file, student’s official transcript and retain the original document.

Experiential Learning

25(7)

PCI College does not offer credit for experiential learning.

Required Statements

- (A) “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 P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, Toll Free: (888) 370-7589, Fax: (916) 263-1897.”
- (B) “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.”
- (C) “A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s Internet Web site www.bppe.ca.gov.”

PCI College does not offer credit for experiential learning

INFORMATION & SERVICES FOR STUDENTS

Career Services

26 21 Upon enrollment, students are informed of Job Placement Assistance offered to them upon successful completion of all graduation requirements. Graduates are assisted with the necessary skills to obtain and secure employment. (Assistance includes and is not limited to resume writing, interviewing skills, job leads, also, students may even be scheduled for extern to hire positions based on their program.) Graduates often prefer to find employment on their own and the school supports them in their efforts. Graduates should be aware that job leads may not specifically be within their own cities and should be flexible with location, distance, job offers and starting wages. Students are responsible for informing the school with employment information. If a student fails to report to a job interview arranged by the Job placement Coordinator, the service may no longer be available to the graduate.

Graduates must understand that many factors determine job placement and starting wages. The college does not and will not guarantee a student that they will be placed with a specific company, in a specific time frame or that they will be earning the desired salary upon graduation. Current job market conditions and other factors may influence job placement and wages. However, job placement assistance is a continuous service offered to all graduates in good standing with the college.

Conduct & Appearance

18

At PCI College students are encouraged to conduct themselves in a professional manner at all time with both their colleagues, with administration and the faculty. Students must keep in mind at all times that they are preparing themselves for a profession not just a career. Professionalism is crucial to securing a job and this is why we encourage all to conduct themselves in a professional manner. Students enrolled at PCI College will see an emphasis on attendance, honesty and positive attitude.

Students are also encouraged to keep their appearance “professional”. In other words dress for success not to impress. Depending on your program or choice of career, you will be expected to be in scrubs and clean shoes. Personal hygiene and grooming is also an important factor in securing a job.

Drug & Alcohol Abuse Policy

PCI College supports the Drug free Schools and community Act of 1989 (Public Law 101-226) and the Drug free Workplace Act of 1989 (Public Law 101-690).

Personal Property

PCI will assume no responsibility for any loss or damage to any students personal property or vehicle. PCI College takes every effort to assure that there are no missing personal items, but it is the student's responsibility to see that there are no valuable personal items left about for someone to take. PCI College cannot be responsible for any lost or stolen student property.

Family Rights & Education Act

25(15)

Educational records of students at PCI College are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) and the California Student Records Act. These laws prohibit the release of student records or any other information about a student to a third party without the written consent of that student. Such authorization will be made in writing prior to any records or information being released. All inquiries for student records must be made in writing and addressed to the Director of PCI College. Records are kept in a fire resistant lockable filing cabinet. Transcripts are kept for on electronic media indefinitely and other records are kept for 5 years.

PCI College Waivers: Cancellation/Postponement

PCI College reserves the right to cancel or postpone any class or course prior to the start of class because of insufficient enrollment, unavailability of a qualified instructor or for any other circumstances beyond the control of PCI College. The school will not be held responsible for any expenses or any other difficulty to the student because of postponement or cancellation. Should a postponement occur, a new class would , a new class would be rescheduled within ninety (90) days. Should a cancellation occur, student would be refunded any collected fund within thirty (30) days.

CANCELLATION AND WITHDRAWAL

13

Cancellation Policies

*The catalog shall contain cancellation, withdrawal, and refund policies, including an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. (Ed. Code §94909(a)(8)(B))*Cancellation

Students have the right to cancel the ENROLLMENT AGREEMENT that a students' signed for a program of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement. PCI College shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or registration fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. §94920(b) Cancellation shall occur when students gives written NOTICE OF CANCELLATION at the address of the school shown on the top of the front page of the ENROLLMENT AGREEMENT. Students can do this by mail, hand delivery, email, or telegram. The written NOTICE OF CANCELLATION, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written NOTICE OF CANCELLATION need not take any particular form, and, however expressed, it is effective if it shows that students no longer wish to be bound by students' ENROLLMENT AGREEMENT. Students will be given a 'NOTICE OF CANCELLATION' form when they enroll, but if a student chooses to cancel, the student can use any written notice that the student wishes.

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 classes), 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, 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.

Each student will be given two cancellation forms at the first class attended by the student.

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Student Drop Policy

Students may be dropped by the School from a program for any of the following: unsatisfactory academic performance (below a “C”) after given a probationary period; insufficient lesson responses, failure to complete program within the maximum timeframe allowed; medical excuse from physician; failure to adhere to Student Code of Conduct; failure to pay charges when due; breach of the school’s ENROLLMENT AGREEMENT. Students may be readmitted to their program of study only upon approval of the Director.

Fees

PCI College reserves the right to change any and all fees at any time. Should a fee change occur, the new course fees would be posted thirty (30) days prior to going into effect. Fee change will not apply to students who have started their program.

Records

*5 CCR §71810(b)(1) through (15)*Refer to 5 CCR §71770(c)(1) through (3), (6), (7)(a)-(e)*

All student files, including educational and financial records, are securely maintained and protected against unauthorized access or fire. Active files will be located in the student Registrar office, while all others will be located in storage. The registrar will be responsible for the supervision of all student records other than financial. PCI College will maintain computerized records as well as hard copies for each student for an indefinite period of time as prescribed by law.

“Notice of Cancellation

Date

(Enter date of first class or date first lesson was mailed or received, whichever is applicable)

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

”If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned 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 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of 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

_____ at _____
(Name of institution) (Address of institution)

“NOT LATER THAN _____

“I cancel the contract for the school.

(Date)

(Student’s signature)

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

**Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798
Telephone: (916) 574-7720**

Refund Policy

§94909(a)(8)(B)

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 classes), 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, 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.

A registration fee of \$100.00 is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be 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.

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would 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 two-week 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.

Return of Title IV: Special note to students receiving

Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/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 would 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 to 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.

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.

A registration fee not to exceed \$250.00 may be charged and is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

Refunds:

If any refunds are due based on the Return of Title IV calculation **or** based on 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. The order of payment of refunds is,

- 1 Unsubsidized Loans from FFELP or Direct Loan,
- 2 Subsidized Loans from FFELP or Direct Loan,
- 3 Perkins Loans,
- 4 PLUS (Graduate Students) FFELP or Direct Loan,
- 5 PLUS (Parent) FFELP or Direct Loan,
- 6 Pell Grant,
- 7 Academic Competitiveness Grant (ACG),
- 8 National SMART Grant,
- 9 Federal SEOG,
10. Other. This order would apply in accordance to the aid programs available at the institution.

Course Cancellation: If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or

2. Provide for completion of the course at schools in the neighborhood.

School Closure: If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at schools in the neighborhood.

Note: Academic transcripts will not be released until tuition charges are paid in full.

Placement: This school does not guarantee placement. However, limited job placement assistance by providing referrals to graduates is available.

ANY DISPUTE ARISING FROM ENROLLMENT AT **PCI COLLEGE**, NO MATTER HOW PLEADED OR STYLED, SHALL BE RESOLVED BY BINDING ARBITRATION UNDER THE FEDERAL ARBITRATION ACT CONDUCTED BY THE AMERICAN ARBITRATION ASSOCIATION ("AAA"), AT **CERRITOS, CA.** UNDER ITS COMMERCIAL RULES. THE AWARD RENDERED BY THE ARBITRATOR MAY BE ENTERED IN ANY COURT HAVING JURISDICTION. ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY THEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR THEREUNDER.

Repayment Responsibilities

Understanding the repayment process for your federal student loans can go a long way toward building a solid financial foundation.

Remember, federal student loans are real loans, just like car loans or mortgages. You must repay a student loan even if your financial circumstances become difficult. Your student loans cannot be canceled because you didn't get the education or job you expected, or because you didn't complete your education (unless you couldn't complete your education because your school closed).

You have a choice of several repayment plans that are designed to meet your needs. The amount you pay and the length of time to repay your loans will vary depending on the repayment plan you choose.

NEVER ignore delinquency or default notices from your loan servicer. If you don't make your monthly loan payments, you will become *delinquent* on your student loan and risk going into default. Contact your servicer immediately if you are having trouble making payments or won't be able to pay on time. Learn about federal student loan default: Find out what may

happen if you default, what steps you can take to keep your loan from going into default, and what your options are for getting out of default.

If you have a dispute about your loan, you may be able to resolve it by simply contacting your loan servicer and discussing the issue. If you need additional help, find out what you can do to be better prepared before you seek help to resolve a dispute.

Estimate amount of Financial Aid Award for One Year

Pell	\$5,645.00
Sub Loan	\$3,500.00
Unsub. Loan	\$6,000.00

Return of Title IV

25

Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/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 would 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 to 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.

Example Refund to Student

Reference: Tuition refund for (enter students name).

- Total Tuition Charged
- Registration Subtracted
- Balance Tuition Charged
- Total number of program hrs

Hourly program charge
 Total number of hours attended
 Book charge
 Amount Paid by student
 Amount of refund

Refund Table

Course	Tuition Refund				
	10%	25%	50%	60%	75%
Office Management Systems	412.5	1031.25	2062.50	2475.00	3093.75
Computer Networking (Microsoft)	707.50	1768.75	3537.50	4245.00	5306.25
Diagnostic Medical Sonographer	3396.50	8491.25	16982.50	20379.00	25473.75
Medical Billing and Coding	854.50	2136.25	4272.50	5127.00	6408.75
Medical Assisting	1164.50	2911.25	5822.50	6987.00	8733.75
Dental Assistant	1062.00	2655.00	5310.00	6372.00	7965.00

Estimate amount of Financial Aid Award for One Year

Pell \$5645.00

Sub Loan \$3500.00

Unsub. Loan \$6000.00

Student Loans Disclosure

§94909(a)(11)

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aids funds.

STUDENT SERVICES

Library

25(12)

27 25(10) PCI College has centralized its library holdings. The centralized library is located in Room 325. Currently available resources have been supplemented with additional materials acquired to ensure the Library holdings meet the learning and teaching needs of the school. Additional room space has been acquired to provide room for library furniture, including bookcases, two desks with computers, and table with chairs for on-site studying. Those students who wish to checkout a book can do so with the receptionist in the PCI Administrative Office. Library hours are as follows:

Monday through Thursday	8:00am to 6:30pm
Friday	8:00am to 2:00pm

The library hours are listed in the school catalog and announced by the instructor as part of orientation at the beginning of each instructional program period. In addition, each currently enrolled student will be given a copy of the memo announcing the hours of accessibility of the Library. Library hours are posted on the library door.

Tutoring

PCI offers tutorial assistance to students from 10am to 6pm Monday through Thursday. This tutoring generally falls into three categories:

- a) Students who need assistance to maintain satisfactory academic progress.
- b) Students who need assistance with a particular element in the training program.
- c) Students who desire to obtain training, which exceeds the training curriculum in order to prepare for some higher-level goal.

Student Advisement

PCI College does not provide individual counseling. PCI does provide academic advisement. In those cases where students may require services not provided by PCI, the student will be referred to local services in their area.

Housing

25(13)(A)(B)(C)

§94909 (a)(15)(A)(B)(C) and §94911(h)

PCI does not have dormitories at Cerritos campus and does not offer housing arrangement services for its students. PCI College does not have information concerning housing located reasonably near the institutions facilities. PCI College does not have any responsibility to assist a student in finding housing.

Transportation

Regular bus and Metro line services offering multiple connections are available near both PCI campuses.

Job Placement Assistance

5 CCR §71810(a)

26 21 PCI College does not guarantee employment or starting wage level on graduation, nor can it guarantee salary level.

The institution espouses the concept that job placement assistance is not an activity, which is separate from daily instructional activities. Therefore, job placement concepts are integrated in to the training that includes those skills required to obtain and retain training related employment. The institution maintains and updates on a regular basis a list of current prospective employers who are routinely contacted. In addition, school staff works weekly on the placement function, including establishment of professional contacts, participation in employment and training organizations and their activities, classified advertising, and student related job placement activities.

Placement assistance is provided and maintained for all graduates. No guarantee of placement can be made. The services provided include the following.

- 1) Interview skills
- 2) Help with resume, cover letter, and application preparation
- 3) Direct employer referrals
- 4) Job market and employment trend information
- 5) Specialized job-seeking skills training

The scope of the PCI Placement Department is to provide an important contribution to the professional community by placing our most highly trained Graduates throughout varied areas of the prestigious Computing Industry. All PCI graduates are entitled to continuous

placement services. Ultimately it is the student's responsibility to seek, register and work closely with the PCI placement facility for the sole purpose of pursuing employment. While all attempts will be made to secure graduate employment, no guarantee can be made or implied.

On the first day of class the placement representative provides an orientation to job placement. A brief description of the list of services provided by the Placement Department will be announced, they are to include: 1) Placement Registration, 2) Resume assessment and Preparation, 3) Career Development, 4) Mock Interviews and Successful Interviewing Strategies, 5) Placement Workshops, and 6) Post Graduation Placement Activity

ACADEMIC POLICIES

Satisfactory Academic Progress

25(8)

Satisfactory academic progress is expected of each and every student at PCI College. Student academic progress will be measured by the following criteria:

1. Written Examinations
2. Laboratory Examinations/Projects
3. Classroom tasks
4. Other Graded Assignments
5. Instructor Determination
6. Classroom/Laboratory Participation

Unsatisfactory academic progress is a violation of the Student Conduct Code and may be the cause for a verbal or written reprimand, probation or dismissal from PCI College. Students will receive Progress Reports with grades at the end of each module. Satisfactory Academic Progress is defined as the following:

Working towards specific educational objectives leading to a Diploma or a certificate

- 1) Maintaining a cumulative Grade Point Average (GPA) of no lower than 2.0
- 2) Maintaining at least 80% attendance
- 3) Complete the program within 1 ½ times the planned program length

Grades

20 All grades are based on the result of assignments and examinations as illustrated in the Satisfactory Academic Progress above. Final grades are at the end of each class or module and are recorded in the student files.

Grade	Score	Interpretation	Grade Point
A	90 - 100	Excellent	4.0
B	80 - 89	Good	3.0
C	70 - 79	Average	2.0
D	60 - 69	Below Average	1.0
F	0 - 59	Failing	0.0

INC	0	Incomplete	0.0
W	0	Withdrawal	0.0
CR		Credit by Examination	0.0

Course Incompletes

A course incomplete is defined as a student's progress being below the required "C" or 2.0 level or assignments not completed. Removing a course incomplete from a student's record is left to the discretion of the instructor or school director. For a student to remove an incomplete from their record, the student must make arrangements with the instructor to repeat an examination or training module. At successful completion of the module or examination, the incomplete will be replaced with the grade earned. A final grade will be recorded at the time the work is completed or when the time limit for the work has expired. A work extension can only be authorized by the Program Director.

Test & Course Repetitions

If a student has received a grade lower than a "C" on a test required for graduation or has a Progress Report that indicates a grade lower than that required for graduation, there is one (1) retake of that examination allowed. Any cases requiring a student to repeat a course or module or a time extension beyond the normal time allowed must have written authorization from the Program Director. In either event, the student receives the higher grade earned. The PCI policy is that the repetition of any class will have no effect on the student's grade. This is equally true for withdrawals, incompletes, leaves of absence, or a student's drop of the course. The California Education Code requires that classes be taken in the sequence required by the institution. PCI classes, with the exception of the first class in the series, require each previous class as a prerequisite for the subsequent class.

Make-up Work

17 The student is responsible to initiate the procedure to make-up any and all classroom/lab assignments missed for whatever reason. Students must make arrangements with their classroom or lab instructor to make up any and all assignments missed. Assignments missed due to instructor or school responsibility are the only exception to this rule.

Satisfactory Progress Report

21 Student academic progress is evaluated approximately monthly at the end of each module. Satisfactory Progress reports are issued upon request and only when the minimum work completed is determined to be satisfactory. The following are the requirements for receiving a satisfactory Progress Report:

1. Grade Point Average 2.0 or Higher
2. Consistent Professional Dress
3. Attendance of no less than 80%, including being Tardy
4. Professional Behavior/Ethics
5. Motivation

The minimum requirement for each of these categories must be met for a student to receive a satisfactory Progress Report.

Academic Probation

§94909(a)(8)(C))

19 A student will face a 30-day Academic Probation from the following:

1. Attendance below 80%
2. A cumulative GPA below 2.0
3. Three consecutive unexcused absences
4. Failure to comply to with school/program policies.

Removal of Academic Probation

A student will have the Academic Probation removed for the following:

1. Attendance for a thirty (30) day period meeting the required 80% attendance
2. Maintaining a 2.0 GPA for a thirty (30) day period
3. Showing overall academic or behavioral improvement which do the instructor and the Program Director determine

ACADEMIC INFORMATION

Class Size

7 To provide the highest possible level of education, PCI College will maintain class's range from 13 to maximum of 24. We have found, through our collective educational experience, that it is highly conducive in achieving the most positive educational outcomes to maintain classes of fewer than 22 students.

Attendance & Tardy Policy

§94909(a)(8)(D)

16 15 Students are required to attend all classes as scheduled. A minimum of 80% is required for completion. If a student misses three (3) consecutive days, unexcused, the student will be advised. If there is no improvement, then the Program Director may suspend or dismiss the student. Re-admittance will occur only when the conditions causing the reprimand or suspension have been resolved. A student that comes to class more than five minutes late is considered tardy. Four (4) times coming late to class is equal to one (1) absence.

Leave of Absence Policy

§94909(a)(8)(E)

16 A Leave of Absence (LOA) may be granted in the circumstances of a documented emergency. Students are responsible for informing the institute in writing for a Leave of Absence. These forms are available in the academic office. A Leave of Absence may be granted for up to 180 days during any 12-month period. If a student fails to return at the agreed upon time after the LOA, the student will be considered to have withdrawn from PCI College. The PCI policy is that a student has 150% of the clock hours scheduled for each program to complete that program. This is consistent with the ACCSC Standards.

English as A Second Language

PCI College does not offer English as a second language classes. Administration can refer students to centers that offer ESL.

GED Classes

PCI College does not offer General Education Development certificate classes. The absence of these skills may provide barriers to successful participation in learning activities. In these cases students are referred to community resources based on their needs. Administration encourages all students to attain their GED prior to completing their program. PCI College will refer any student to local adult schools for GED Classes.

- 1) Cerritos Community College 1110 E. Alondra Blvd., Norwalk
- 2) ABC Unified School District. 16700 S. Norwalk Blvd. Norwalk
- 3) The ABC Unified School District has two Adult Schools where basic skills training is provided.
- 4) General Courses: Cerritos College (coping skills and general development skills appropriate to individual student needs.
- 5) Individual Needs: City of Norwalk, 12700 S. Norwalk Blvd, Norwalk (Information Board: 562.929,5777).

If you reside outside the service area of these institutions, please contact the school director for academic advisement and referral to resources in you locale. Ray Khan, School Director, is responsible for coordinating student services.. He is also responsible for the supervision and monitoring of attendance records and leaves of absence. As the school's Academic Advisor, the school director is primarily responsible for referral of students to additional community resources for assistance, for supervision and monitoring attendance records and leaves of absence to identify students potentially in need of additional support. As school director, Mr. Khan, is responsible for management of both institutional administration and instruction.

ATB Counseling

Note: PCI College does not currently enroll Ability-to-Benefits students at this time. This policy is in place if PCI College does choose to admit Ability-to-Benefit students

Adult Education Counselor for PCI College should provide meaningful, consistent counseling to all Ability-to-Benefit students; Counsel Ability-to-Benefit students on at least a quarterly basis; Audit Ability-to-Benefit student files on a quarterly or on a as needed basis. Accurately document all counseling sessions and place a copy in the appropriate section of the A-T-B student file. Providing counseling to Ability to Benefit students to ensure that the attrition rate no more than 5% higher than the graduation rate of non-A-T-B population.

The counseling plan is a detailed description of the programs, remediation, and institutional support available for students at the institution, particularly those who have not completed a high school education or its equivalent.

NOTE: The counseling plan is not required if the institution limits enrollment to students with a high school diploma or equivalent. The plan shall include the following:

1. The student's ability to progress in the curriculum
 - How will the determination be made that the student is not progressing in the curriculum?
 - At what intervals will the student's progress be evaluation?
 - Who will make this determination?
 - What will be provided to the student in this area?
 - When will this information be provided to the student?
 - How will this information be provided to the student?
 - Will remediation be available for students who are not adequately progressing the curriculum?
2. The student's financial aid rights and responsibilities
 - What will be provided to the student in this area?
 - When will this information be provided to the student?
 - Who will provide this information to the student?
3. Availability of programs to earn a high school equivalency diploma including programs provided at no cost to the student
 - What will be provided to the student in this area?
 - When will this information be provided to the student?
 - Who will provide this information to the student?
 - Identify what the student must do in order to pursue a high school equivalency program at no cost.
 - Identify an appropriate contact person or organization for the student.
4. Potential of the training to prepare the student for available employment opportunities within the region
 - What will be provided to the student in this area? For example, will there be employment counseling, referrals for interviews, information on interviewing skills and/or resume preparation?
 - When will this information be provided to the student?
 - Who will provide this information to the student?
 - Identify any additional training, licensing examinations, or registration necessary to secure employment in this particular field.
5. Information regarding placing a student on academic probation
 - What criteria will be used to place a student on probation?
 - Who will make this determination?
 - When will this information be provided to the student and in what format?
 - Who will provide this information to the student?
 - What does the student need to do to be removed from probation? Submit a copy of student progress forms, if applicable.

6. Assessment of effectiveness of services rendered.

- Student fills out **the** A-T-B ADVISOR EVALUATION FORM each quarter
- Faculty uses the ADVISEMENT FORM (1 & 2) and ACADEMIC DIFFICULTY ANALYSIS forms to evaluate A-T-B students
- Quarterly each student is evaluated by the A-T-B Advisor to determine if satisfactory progress is being made.

Complaints

25(14)

30 PCI College is committed to student learning. Issues may arise that provide the need for a grievance procedure. The institution is required by CCR 73830 to maintain a formal Complaint Log. In addition, students are able to submit a written complaint directly to the Bureau for Private Postsecondary and Vocational Education. The Bureau sends including a complaint code number these complaints are logged into a complaint database and written notification, to the institution. For purposes of state monitoring, only formal complaints are in the Complaint Log. However, PCI maintains the policy that all complaints that require intervention by the Director are to be logged. This provides the institution and regulatory agencies an overview of a wider range of complaint issues and illustrates the institutions capacity for complaint resolution without the need for formality. Complaints, at each level in the institution are documented and included in the student file.

The institution has developed and implemented the following Complaint procedure, which includes the Student Complaint Designee, identified in the schools application for approval. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or advisor. The recipient of the complaint is required to transmit the complaint as soon as possible to the student complaint designee or shall attempt to resolve a complaint if it is related to that person's duties. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period of time or before the student files a second complaint, the student complaint designee, in the name of the institution, shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the institution's complaint policy. If a student complains in writing, the student complaint designee, in the name of the institution, must provide the student with a written response, including a summary of the investigation. If the complaint is rejected as a result of the investigation, the student must be informed in writing of that disposition and the reasons for the rejection.

The student's participation in the complaint in the complaint procedure and the institution's disposition does not limit or waive any of the student's rights or remedies. A student may not orally or in writing waive any of the rights provided in the California Private Postsecondary Education Act of 2009 or those provided in the California Code of Regulations. The institution has identified the person listed below as the Student Complaint Designee to receive and resolve student complaint.

Printed Name/Title: Ray Khan, President
Mailing Address: 17215 Studebaker Rd. Suite 310
Cerritos, CA 90703
School Telephone: (562) 916-5055

The designee will be regularly accessible for reasonable periods of time before or after class sessions and during the range of time in which student are scheduled to attend the institution. The designee will have the duty and authority to do all of the following:

- a) Investigate the Complaint) thoroughly, including interviewing all people and reviewing all documents that relate or may potentially is related to the complaint.
- b) Reject the complaint if after investigation it is determined that the complaint is unfounded. In addition, the designee may compromise or resolve the complaint in any reasonable manner, including the payment of a refund.

If the complaint is found to be valid, involves a violation of law, and is not resolved within 30 days after it was first made by the student, the designee must notify the Bureau, any applicable accreditation association, and law enforcement authorities of the complaint, investigation, and resolution. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of that person's privilege under Section 940 of the Evidence Code. if the authorized person does not provide all of the information required by this paragraph because of a claim of privilege under Section 940 of the Evidence Code, the institution must appoint another person, who may not lawfully claim that privilege, to provide the omitted information. If the complaint is valid the institution is required to do the following:

- a. Determine if any other students may have been affected by the same or similar circumstances and provide an appropriate remedy for those students.
- b. Implement reasonable policies or procedures to avoid similar complaints in the future.
- c. Communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution of the complaint (see C.C.R. 73740).
- d. Record a summary of the complaint, its disposition, and the reasons for the disposition. A copy of the summary with related document will be placed in the student's file.
- e. An appropriate entry will be made in the Student Complaint Log (C.C.R. 73870).
- f. A person designated with the duty and authority to resolve complaint under this section cannot be terminated from employment or suffer any diminution in compensation as a result of the appropriate and good faith discharge of duties under this section.

If the complaint is rejected, the institution will notify the student in writing. The student may choose to notify the Bureau, any applicable accreditation association, and law enforcement authorities of the complaint, investigation, and resolution or lack of resolution at any time during this process.

COMPLAINT FORM

Name of Complainant: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone Number: _____

School Name: _____

School Address: _____

School City: _____ **State:** _____ **Zip Code:** _____

Telephone Number: _____

INSTRUCTIONS

1. Please attach a statement describing the nature of the complaint. The statement should include a description of the events or circumstances upon which the complaint is based and the names and titles (if any) of the individuals involved.
2. In order for a complaint to be processed and considered by the Commission, you must give written permission for the complaint to be forwarded to the school for a response. If you do grant the Commission permission, please sign your name in the space provided below.

STATEMENT GRANTING PERMISSION TO FORWARD COMPLAINT TO SCHOOL
I certify that the information I have provided is correct to the best of my knowledge and grant permission for the complaint to be forwarded to the school for a response.

Signature: _____ **Date:** _____

The response and the complaint will be kept on file for future reference.

SUBMIT TO: **Executive Director**
 ACCSC
 2101 Wilson Boulevard / Suite 302
 Arlington, Virginia 22201

Bureau for Private Postsecondary Education
 P.O. Box 980818
 West Sacramento, CA 95798

Student may submit their complaint directly to either State regulatory agency or to ACCSC or both.

Student Complaint Exhibit

Student Complaint/Grievance Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 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 Ray Khan, School Director.

Term Definitions	
Reprimand	A reprimand is a verbal or written warning implying that any further infractions of school rules or codes will result in probation.
Probation	Probation is a written warning for a specified period of time implying that further violations or infractions will result in a suspension.
Suspension	Suspension is the withdrawal of a student from classes for a specified/predetermined period of time.
Dismissal/Expulsion	Dismissal or expulsion occurs when a student fails to complete the conditions of suspension. The student will be terminated from PCI College and will not be considered for re-admission without a written petition to the school Director. The school's Director decision is

	binding on both the student and the school.
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Academic & Conduct Dismissal

18 Dismissal is defined as the condition wherein the student is formally expelled from PCI College pertaining to the student's academic performance or any other unacceptable behaviors relating, but not limited to, the Student Conduct Code. The procedure is as follows:

1. PCI College will inform the student of his/her being on Probation for a specified period of time.
2. If, at the end of the probationary period of time, the student has shown no improvement or progress, the school may proceed to expulsion proceedings.
3. At the end of the first or any additional probationary periods of time, a thorough academic and/or behavioral evaluation will take place. If the conclusions from the evaluation determine that substandard academic/behavior performance continues, the student will be dismissed.
4. At the time of dismissal, all financial aid (where applicable) will be discontinued and all lenders will be notified of the student's status.
5. The VA, JTPA, ETP, and/or any other sponsor will be notified and benefits, notably VA benefits, will cease at termination.

Re-entrance after Termination

A student wishing to re-enter after termination must petition the Program Director for re-admittance and must demonstrate that the conditions causing termination have been resolved.

Student Conduct Code

18 The following behaviors are cause for reprimand, suspension or expulsion:

- Dishonesty, i.e. cheating or giving false information to PCI College.
- Disorderly, lewd, indecent, obscene or offensive conduct or behavior.
- Obstruction or disruption of classroom or any other PCI College activity.
- Theft or damage to property of PCI College, any affiliates, students or personnel.

- Disobedience to direction from PCI College staff.
- Possession or use of flammable materials, firearms, knives or any other items or substances that could be deemed weapons or weapon-like.
- Unauthorized entry or use of PCI College property, facilities or equipment.
- Smoking, eating or drinking in areas where these activities are prohibited.
- Verbal, physical, mental, emotional, sexual or any other type of harassment of staff, students or any other persons on the premises or in attendance at any PCI College activity.
- Unsatisfactory attendance or academic progress.
- Under the influence of or in possession of any non-prescription or non-prescribed drugs or alcohol at PCI College or at any event relating to the institution.

Graduation Requirements

22 To be eligible for graduation a student must complete all of the required courses with a minimum GPA of 2.0 and a minimum of 80% attendance. (If externship is a requirement for your program, all externship hours and original documentation must be submitted to the office.) In addition, all financial obligations must be fulfilled prior to graduation. After completing all of the above requirements, the student will be awarded the appropriate diploma.

Program	Final Exam	Externship
Office Management Systems	Yes	No
Computer Networking (Microsoft)	Yes	No
Dental Assistant	Yes	Yes
Medical Billing and Coding	Yes	Yes
Diagnostic Medical Sonographer	Yes	Yes
Medical Assisting Program	Yes	Yes

Transcripts

Transcript requests must be made in person in the office of the campus the student attended. If you have an outstanding financial balance with the institution, official or unofficial transcripts will not be issued. Arrangements to take care of the balance must be made the Financial Aid Officer prior to requesting the transcripts.

PROGRAMS OF INSTRUCTION

§94909(a)(5)

8, 12, 13 9

		CLOCK	CREDIT
	D.O.T.CODE	HOURS	HOURS
Computer Networking (Microsoft)	030.162-010	480	36.0
Dental Assistant	079.361-018	720	47.0
Diagnostic Medical Sonographer	030.082-010	1805	93.0
Office Management Systems (OMS)	213.362-010	240	18.0
Medical Billing and Coding	109.087-010	600	40.0
Medical Assisting	079.367-010	760	50.0

23 *Students will receive a diploma at the satisfactory completion of these courses.*

Course Descriptions

Office Management Systems (OMS)

14 12 Weeks

Curriculum Objective: This program enhances the capabilities of students in a variety of computerized business office applications. Graduates will achieve a high professional level of expertise in selected Microsoft computer office applications. OMS will enable the student to find career employment in variety entry-level occupations such as Word Processor, Administrative Assistant, Computer Operator, Office Manager, Accounts Assistant and Data Entry Operator. Students are also introduced to typing tutor which, improves their typing skills. Entry Level Skills

Course Number	Course Title	Lab Hours	Lecture Hours	Total Hours	Credit Hours
OM 100	Microsoft Word	30	30	40	4.5
OM 200	Microsoft Excel	30	30	60	4.5
OM 300	Microsoft Access	20	20	40	3.0
OM 400	Microsoft Powerpoint	10	10	20	1.5
OM 500	Internet Skills	10	10	20	1.5
OM 600	QuickBooks	20	20	40	3.0
CD 101	Career Development				
	Totals	120	120	240	18.0

- OM 100 **Microsoft Word**
Students will learn the full range of the Microsoft Word application. Students will create and import graphics, share between applications and mail merge processes.
- OM 200 **Microsoft Excel**
Students will learn the basic principles of the computerized spreadsheets utilizing Microsoft Excel. Students will learn the creation of spreadsheet documentation, working with workbooks and worksheets.
- OM 300 **Internet Skills**
This course will introduce students to the electronic messaging software as well as give them vast exposure to the Internet.
- OM 400 **Microsoft Access**
Students will learn the Basic features of the Microsoft Access application.
Students will learn the advanced features of the Microsoft Access application.
They will design and create databases, tables, queries, forms and reports.
- OM 500 **QuickBooks**
This course will introduce students to creating a new company, maintaining customers, vendors, employees, & tracking inventory. Students will maintain the chart of accounts and generate reports to know where the business stands.
- CD 101 **Career Development**
The purpose of this course is to give the students techniques that will assist them in acquiring career level employment. The techniques taught are: interviewing skills, how to conduct a successful job search, discovering the hidden job market, preparing effective resumes and cover letters as well as hands-on preparation through mock interviews.

Computer Networking (Microsoft)

14 24 Weeks

Curriculum Objective: This program prepares students to become Microsoft certified and work as entry level Jr. Network Administrator, Tech Support and PC Specialist. Students will begin with the Computer Technician training enabling them to build Servers and complete PC systems as well as upgrading and troubleshooting them. Students will then study the Microsoft area of Networking Technology consisting of the Server and Client as well as the various areas necessary for certification as a Microsoft Certified Systems Engineer. Entry Level Skills

Course Number	Course Title	Lab Hours	Lecture Hours	Total Hours	Credit Hours
CST 101	Introduction to Computer Tech	20	20	40	3.0
CST 102	Computer Hardware Installation and Configuration	30	30	60	4.5
CN 201	Windows 8, Configuring	30	30	60	4.5
CN 202	Windows Server 2012 Network Infrastructure	30	30	60	4.5
CN 203	Windows Server 2012 Active Directory, Configuring	40	40	80	6.0
CN 204	Windows Server 2008, Server Administrator	30	30	60	4.5
CN 205	Enterprise Desktop Support Technician	30	30	60	4.5
CN 206	CCNA	40	20	60	5
	Totals	240	240	480	36.0

CST 101 Introduction to Computer Technologies

This is an introductory course for all students entering computer Applications programs. Students will learn the basics of computer care and operation, basic terminology, and the basics of the disk operating system. Students will receive extensive training in all aspects of Windows operations.

CST 102 Computer Systems Hardware Installation and Configuration

This course is designed to give the student the necessary hands-on training in assembly, installation, and configuration, backing up of PCs, and troubleshooting the entire system. Students will learn to build systems and to add and install hardware components such as hard drives, CD ROMs, modems, sound cards and various other hardware. **Prerequisite: AM 101**

CN 201 Microsoft Windows 8 (Prerequisite: AM 101)

Students will be trained in a foundation for information technology (IT) professionals who need to design, plan, implement, and support Windows 2000 Professional.

CN 203 Implementing Microsoft Server 2012 Network Infrastructure

This course prepares the student with advanced skills in implementing a network infrastructure around features supported by Windows 2003 server including DNS, RAS, WINS, NAT, PKI, IPSec, ASR, Monitoring, and Net connectivity via TCP/IP protocol.

Prerequisite: None

CN 204

Windows Server 2012, Server Administrator

WIN Deployment, virtualization, clustering, RAID, terminal services, FTP. SMTP,IIS, SSL, and DRM, manage rights, share point service.

CN 205

Enterprise Desktop Support Technician

TCP/IP Network access; Application Delivery; Terminal services; Active

Directory;

PKI; Security patches; Virtualization strategy; data security.

CN 206

CCNA

Routing, install, configure, operate and troubleshoot medium size Cisco routers and switched networks including implementation and verification of connections to remote sites in a Wide Area Network.

CD101

Career Development

The purpose of this course is to teach the student skills to enable them to acquire a position leading to a substantial career. Students will learn: Interviewing Skills, Conducting the Successful Job Search, Discovering the Hidden Job Market, Preparing Resumes and Cover Letters as well as mock interviews.

Prerequisite: None

Dental Assistant

14 30 Weeks

Curriculum Objective: The objective of this program is to prepare students with the skills and hands on training to enable them to qualify entry-level positions as Dental Assistant. The instruction provides students with skills for dental radiology, laboratory procedures, and entry-level skills for assisting in patient examinations and chair-side dental assisting. Entry Level Skills

Course Number	Course Title	Lab Hours	Lecture Hours	Externship	Total Hours	Credit Hours
DA 100	Dental Sciences	40	40		80	6.0
DA 200	Dental Radiology	50	50		100	7.5
DA 300	Clinical Dentistry	40	40		80	6.0
DA 400	Dental Laboratory processes	40	40		80	6.0
DA 500	Dental Prevention	40	40		80	6.0
DA 600	Dental Care	40	40		80	6.0
DA 700	Dental Administrative Management	30	30		60	4.5
DA 800	Externship	0	0	160	160	5.0
	Career Development		0	0		0
	Totals	280	280	160	720	47

DA 100 **Dental Sciences**
This course is an introduction to microbiology, oral pathology, therapeutics, and Vital Signs. In addition, oral procedures relating to the management of medical and dental emergencies is reviewed.

DA 200 **Dental Radiology**
This course includes fundamentals of radiation physics, generation and control of the radiation beam, radiation hygiene, and film and cone placement in paralleling and bisecting techniques. Also covered are film selection, processing, and mounting procedures. Supervised practice is provided for students to expose, process, mount, and evaluate oral radiographs.

DA 300 **Clinical Dentistry**
This course includes the fundamental functioning of dental office, instrument handling and different clinical procedures which include Bonding system to bases, caries management to esthetic restorations.

DA 400 **Dental Laboratory Processes**
This course covers the lab work about dental cements, impression materials and laboratory procedures. The student will learn about Prosthodontics and Dental Implants.

DA 500 **Dental Prevention**
This course introduces methods of preventing dental disease. Topics include oral physiotherapy, dental prophylaxis, fluoride, sealants, and nutrition. Supervised sessions in plaque control, food diary evaluation, and preventive lesson plans, permit students the opportunity to practice learned topics.

- DA 600 **Dental Care**
Methods, techniques, and armamentarium of chairside dental assisting in general dentistry as well as specialty procedures in endodontics, oral and maxillofacial surgery, oral pathology, orthodontics, pediatric dentistry, periodontics, and prosthodontics are covered. Supervised practice is provided to enable students to demonstrate chairside dental assisting in each specialty.
- DA 700 **Dental Administrative Management**
This course familiarizes the student with procedures commonly implemented in the dental office. Topics include telephone, patient and appointment management, filing and recall systems, financial policies, collections, banking, third-party payment, inventory control, payroll, human relations, interviewing, business office equipment, dental software, and bookkeeping.
- DA 800 **Externship**
Dental Clinic sites provide the student with a supervised clinical environment where chair side, laboratory, and office procedure skills are applied.
- CD 101 **Career Development (Prerequisite: None)**
The purpose of this course is to teach the student skills to enable them to acquire a position leading to a substantial career. Students will learn: interviewing Skills, Conducting the Successful Job Search, Discovering the hidden Job Market, Preparing Resumes and Cover Letters as well as mock.

Medical Billing and Coding

14 30 Weeks

Curriculum Objective: The objective of this curriculum is to prepare students with the knowledge, competencies, and technical skills for entry-level positions as a Medical Biller/Coder. The students gain knowledge of insurance reimbursement, submission of medical claims, medical coding and necessary office management skills. They get in-depth training on Medical, Medi-care, Personal injury and processing Worker's Compensation claims. Entry Level Skills

Course Number	Course Title	Lab Hours	Lecture Hours	Total Hours	Credit Hours
MB 100	Medical Terminology	50	50	100	7.5
MB 200	Diagnostic Procedural Coding	60	60	120	9.0
MB 300	Electronic Health Record	50	50	100	7.5
MB 400	Health Insurance Claim forms/Billing	40	40	80	6.0
MB 500	Private Insurance/Managed Care Systems	40	40	80	6.0
CD 101	Career Development	0	0	0	0
	Externship	0		120	4.0
	Totals	240	240	600	40.0

- MB 100 Medical Terminology**
This course is designed to provide the student with basic fundamental knowledge of human anatomy and medical terminology including, body organization, cell-tissue-membranes, special senses, endocrine, musculoskeletal, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems, and related pathology.
- MB 200 Diagnostic Procedural Coding**
Understanding and applying diagnostic coding (IDC-9-CM), current procedural terminology (CPT), and Reimbursement procedures are taught to the students. All aspects of HIPAA (Healthcare Insurance Portability and Accountability Act of 1996) are taught.
- MB 300 Electronic Health Record**
The students are trained in basic fundamentals of computerized accounting system for medical providers. This includes instruction in patient registration, appointment scheduling, posting charges and payments, printing health insurance claim forms, patient statements and accounts receivable reports.
- MB 400 Health Insurance Claim Forms/Billing**
All phases of claims follow-up and the appeals process for insurance companies are taught in this module. A review of basic limitations on collection procedures for patient accounts and insurance carriers is provided.
- MB 500 Private Insurance/Managed Care Systems**
The students are provided with clear understanding of managed care, how it works, and the pros and cons for a medical provider.

CD 101

Career Development

The purpose of this course is to teach the student skills to enable them to acquire a position leading to a substantial career. Students will learn: Interviewing Skills, Conducting the Successful Job Search, Discovering the Hidden Job Market, Preparing Resumes and Cover Letters as well as mock interviews.

Externship

The students are required to work in a clinic or a hospital as an intern for a one-month period, performing various duties that they have learned during their program. This is designed to give the students on-the-job experience while still in school. The progress of the students is managed on a weekly basis and any issues that come up during the Externship are dealt with before the student is awarded his/her diploma.

Diagnostic Medical Sonographer

14 90 Weeks

Curriculum Objective: The diagnostic medical sonographer provides patient services using medical ultrasound (high – frequency sound waves that produce images of internal structures). Working under the supervision of a physician responsible for the use and interpretation of ultrasound procedures, the sonographer helps gather sonographic data to diagnose a variety of conditions and diseases, as well as monitor fetal development. The program will prepare students in obstetric and gynecologic sonography (the female reproductive system), abdominal sonography (the liver, kidneys, gallbladder, spleen, and pancreas), and vascular technology. The program is designed to provide students the skill and knowledge to obtain entry level job as Medical Sonographer in a Hospital or clinical environment. Although no State requires licensure in diagnostic medical sonography, organizations such as the American Registry of Diagnostic Medical Sonographers (ARDMS) certify the competency of sonographers through registration. Entry Level Skills

Course Number	Course Title	Lecture Hours	Lab Hours	Externship	Total Hours	Credit Hours
DMS 100	Anatomy & Physiology/Medical Terminology	100	100	0	200	13.0
DMS 200	Abdominal Sonography	120	120	0	240	14.0
DMS 300	Sonographic Physics and Instrumentation	80	80	0	160	9.0
DMS 400	Obstetrical and Gynecologic Sonography	110	110	0	220	12.5
DMS 500	Vascular Technology	110	110	0	220	12.5
DMS 600	Echocardiogram	80	80	0	160	9.0
DMS 700	Externship	0	0	600	600	16.0
CD 101	Career Development	5			5	0
	Totals	605	600	600	1805	93

DMS 100 Anatomy & Physiology/Medical Terminology
This course is designed to provide the student with basic fundamental knowledge of human anatomy and medical terminology including, body organization, cell-tissue-membranes, special senses, endocrine, musculoskeletal, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems, and related pathology.

DMS 200 Abdominal Sonography
This course is designed to provide students with the basic knowledge of the regional anatomy and terminology as it relates to the abdominal area. Upon completion of the course, the student will obtain entry-level skills necessary to perform an abdominal ultrasound examination, recognize abdominal organs, normal anatomy as well as some pathological conditions.

DMS 300 Sonographic Physics and Instrumentation

Upon completion of the course, the student will have a basic understanding of the nature and physics of ultrasound, interaction with human tissues, image formation and display, knobology, Doppler, color flow, m-mode, 2D scanning, instrumentation and safety.

DMS 400 Obstetrical and Gynecologic Sonography

This course is designed to provide the basic knowledge and skills to perform first, second and third trimester studies, recognize normal vs. abnormal conditions, maternal complications, fetal assessment. Special gynecological procedures are also intended to prepare students as vascular technologists.

DMS 500 Vascular Technology

This course is designed to provide students with an introduction to vascular sonography, vascular anatomy and hemodynamics. The course is not intended to prepare students as vascular technologists.

DMS 600 Echocardiogram

This course is designed to provide students with knowledge about Heart anatomy, congenital malformations, heart masses, heart attack, coronary artery diseases, how to perform complete Echo scan which include 2D measurements, M-mode, Doppler, Color Doppler, TDI(Tissue Doppler imaging). Students will learn how to access heart wall motions, systolic and Diastolic function of the heart, Also students will learn how to perform EKG/ECG and how to read strip charts.

DMS 700 Externship

The students are required to work in a medical facility as an intern for a three-week period, performing various duties that they have learned during their Ultrasound and Vascular Technician program. This is designed to give the students on-the-job experience. The progress of the students is managed on a weekly basis and any issues that come up during the Externship are dealt with before the student is awarded his/her diploma in Diagnostic Medical Sonographer.

CD 101 Career Development

The purpose of this course is to teach the student skills to enable them to acquire position leading to a substantial career. Students will learn: Interviewing Skills, Conducting the Successful Job Search, Discovering the Hidden Job Market, Preparing Resumes and Cover Letters as well as mock interviews.

Medical Assisting Program

14 30 Weeks

Curriculum Objective: This program is designed to prepare students for positions as a Medical Assistant or Medical Biller in both clinical and administrative capacity. The course focuses on Providing knowledge and understanding of basic human anatomy and common pathology, medical insurance, coding and billing procedures. Entry Level Skills

Course Number	Course Title	Lecture Hours	Lab Hours	Externship	Total Hours	Credit Hours
MA 100	Front Office Procedures	60	60	0	120	9.0
MA 200	Basic Life Support	40	40	0	80	6.0
MA 300	Medical Terminology	60	60	0	120	9.0
MA 400	Lab Procedures	50	50	0	100	7.5
MA 500	Exam Procedures	50	50	0	100	7.5
MA 600	Minor Surgical Procedures	40	40	0	80	6.0
MA700	Externship			160	160	5.3
CD 101	Career Development	0	0	0	0	0
	Totals	300	300	160	760	50

MA 100 Front Office Procedures
This title will not replace any of the students learning materials or projects. This is an introduction course for all students entering into computers training. Student will learn the basics of computer operations. The student will receive extensive training in all aspects of window operations. Providing students with all of the necessary skills to achieve a high level of expertise in selected office applications. Through classroom, practice and training, students will attain all of the key skills required in the business world. By taking typing lessons, schedule appointments, compose business letters, filing, obtaining medical triage and build a resume with employment skills.

MA 200 Basic Life Support
This will not replace any of students learning materials or projects. This course will cover the respiratory system, digestive system, urinary system and the nervous system. Student will learn how to perform cardiopulmonary resuscitation for adult, child, and infant. This course will also cover first aide for minor injuries.

MA 300 Anatomy & Physiology/Medical Terminology
This course is designed to provide the student with basic fundamental knowledge of human anatomy and medical terminology including, body organization, cell-tissue-membranes, special senses, endocrine, musculoskeletal, nervous, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems, and related pathology.

MA 400 Lab Procedures
This will not replace any of the students learning material or projects. This class will cover the Latin basis of medical terms and the understanding of the entire medical

terminology systems. The knowledge of the Greek and Latin elements will enable the students to understand and interpret abundance of medical terms. The student will learn elements, root elements, suffixes, etc. Various body systems and their functions will be covered in this and the following class. Additional topics are covered: Skeletal System, Muscular System, Circulatory System and Immune System. And students will cover how to follow the OSHA guidelines and learn about infection control, EKG and injections including capillary punctures and Venipuncture during lab procedures.

MA 500

Exam Procedures

This title will not replace any of the students learning materials or projects. This course is designed to give the students an in-depth study of the current issues in the field of medical assisting and what the students can expect from this career. The students will learn the history and current issues in the allied health care role of the medical assistant and learn more on law and ethics for the medical assistant. Additional topics are covered: The Senses, Integumentary System, Endocrine System and Reproductive System. And student will learn how to perform visual acuity test and along with the Ishihara method exam. Other exams that students perform are glucose screening, hematocrit screening and hcg test.

MA 600

Minor Surgical Procedures

This course will not replace any learning material or projects. This course is designed to provide the student with basic fundamental knowledge of human anatomy and medical terminology including body organization, cell-tissue-membranes. The students will have the learning ability to assist in minor surgical procedures, sterilize instruments, know how to put sterile gloves, and remove sutures.

CD 101

Career Development

The purpose of this course is to enable them to acquire position leading to a substantial career. Students will learn interviewing Skills, Conducting the Successful Job Search, Discovering the Hidden Job Market, Preparing Resumes and Cover Letters as well as mock interviews.

MA 700

Externship

The students are required to work in a clinic or a hospital as an intern for a one-month period, performing various duties that they have learned during their program. This is designed to give the students on-the-job experience while still in school. The progress of the students is managed on a weekly basis and any issues that come up during the Externship are dealt with before the student is awarded his/her diploma.

SUMMARY OF TUITIONS AND EXPENSE

State Law

“For those programs designed to be four months or longer, an institution shall not require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the institution may require full payment.” §94899.5(b)

“The limitations in this section shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs.” §94899.5(c)

“An institution that provides private institutional loan funding to a student shall ensure that the student is not obligated for indebtedness that exceeds the total charges for the current period of attendance.” §94899.5(d)

“At the student’s option, an institution may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.” §94899.5(e)

Program Tuition and Costs

24 17

§94909(a)(9)

Course	Non-Refundable Registration Fee	Books & Supplies	Tuition Cost for Period of Instruction	Total Tuition	Uniform	STRF	Estimated Total Cost of Program of Instruction
Computer Networking (Microsoft) Microsoft	\$100.00	\$596	\$7,075.00	\$7,075.00	\$0.0	\$4.00	\$7,775.00
Office Management Systems (OMS)	\$100.00	\$150	\$4,097.50	\$4,097.50	\$0.0	\$2.50	\$4,350.00
Diagnostic Medical Sonographer	\$100.00	\$872.50	\$33,965.00	\$33,965.00	\$40.00	\$17.50	\$34,995.00
Medical Billing and Coding	\$100.00	\$345.50	\$8,545.00	\$8,540.00	\$0.0	\$4.50	\$8,995.00
Medical Assisting	\$100.00	\$210	\$11,639.00	\$11,615.00	\$40.00	\$6.00	\$11,995.00
Dental Assistant	\$100.00	\$229.5	\$10,620.00	\$10,620.00	\$40.00	\$5.50	\$10,995.00

Student Tuition Recovery Fund:

22

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
 1. You are not a California resident, or are not enrolled in a residency program, or
 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

5 CCR §76215(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

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

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number. Questions regarding the STRF may be directed to:

**Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798**

Telephone: (916) 431- 6959

Financial Assistance

25(6)

§94909(a)(10)

18 PCI College offers students several options for payment of tuition. The school recognizes that many students lack the resources to begin their educational training. The campus participates in several types of federal, state and institutional financial aid programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid. The school's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

If students withdraw from school, an adjustment in the amount they owe may be made, subject to the refund policy of the school. If they received financial aid in excess of what they owe the institution, these funds must be restored to the federal fund account or to the lender if they received a federal loan. The following is a description of the financial aid programs available at this school. Additional information can be obtained through the Finance Office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies.

Federal Pell Grant

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back.

William D. Ford Federal Direct Loan

This low-interest loan is available to qualified students through the Department of Education. Repayment starts six months after the student drops below half-time status, terminates training or graduates. Current interest rates as of July 2010 is 4.5% for subsidized and 6.8 % for unsubsidized.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on the funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attending the school.

William D. Ford Federal Plus (FPLUS)

The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents pay for educational expenses. The interest rate for these loans is currently 7.9%. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by the U.S. Department of Education.

19 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 of the monies not paid from federal student financial aid program funds

Placement Information

Current Completion and Placement Results

2012

Name of Class	Number Enrolled	Number Completed	Number Placed	Placement Rate %
Computer Networking (Microsoft)	0	0	0	00%
Dental Assistant	13	4	3	75%
Diagnostic Medical Sonographer	25	0	0	00%
Medical Assisting	27	2	2	100%
Medical Billing and Coding	1	1	1	100%
Office Management Systems	2	2	2	100%

The ages of these students' ranges from 18-65 years of age. Some students are taking courses to begin a career and others are taking courses in response to unemployment or to start a new career. The ethnicity of the student body is 70% Hispanic, 10% white, 10% black, and 10% other (e.g, Native American, etc.). This mix reflects the communities that surround the PCI campus. Eighty percent (80%) of the student body is female and twenty percent (20%) is male.

Veterans Education Assistance

PCI is approved for training of veterans and eligible persons under Title 38, U.S. Code. The Veteran's Administration makes an eligibility determination on each application it receives. Applicants can receive detailed information or assistance by contacting the nearest VA regional office service officer, or veterans, organization representative.

Vocational Rehabilitation

PCI accepts as regular students, those who are being vocationally rehabilitated through private rehabilitation agencies, the State Department of Rehabilitation and the Veteran's Administration, Title 31. Agency approval is required prior to starting class.

Workforce Investment Board (WIA)

PCI College participates with many local WIA/One Stop Centers in the administration of WIA contracts. Each WIA agency maintains its own criteria for awarding aid and operates within budgetary constraints throughout their fiscal year. Documentation of WIA approval is required prior to starting class.

PCI is approved for training of veterans and eligible persons under Title 38, U.S. Code. The Veteran's Administration makes an eligibility determination on each application it receives. Applicants can receive detailed information or assistance by contacting the nearest VA regional office service officer, or veterans, organization representative.

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Program Start and End Dates

These dates are tentative and are subject to change.

Medical Assistant		Medical Billing and Coding		Medical Assisting	
Start Date	End Date	Start Date	End Date	Start Date	End Date

Dental Assisting		Diagnostic Medical Sonography		Office Management Systems	
Start Date	End Date	Start Date	End Date	Start Date	End Date

Computer Networking	
Start Date	End Date

Holiday Calendars

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Every academic school year classes are not held in observance of the approved holidays. School is open for normal business hours.

2014 Holiday Calendar	
Martin Luther King Jr. Day	1/20/2014
President's Day	2/17/2014
Memorial Day	5/26/2014
Independence Day	7/4/2014
Labor Day	9/01/2014
Thanksgiving Day	11/27/2014
Christmas/New Year's	12/25/2014 & 1/1/2015

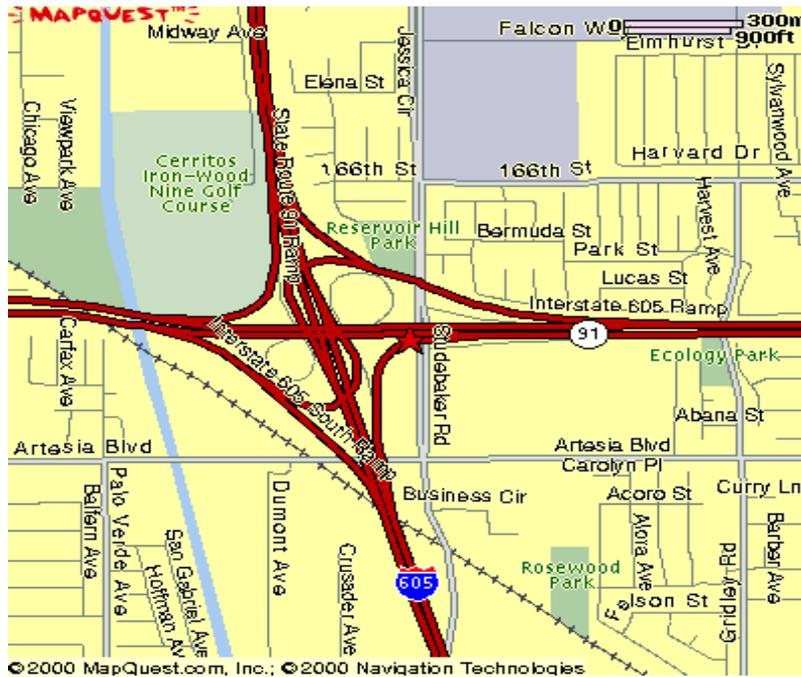
***Christmas Break: December 23 through January 03, 2015**

Catalog Update

28 24 This catalog is updated annually.

PCI College Campus Locations

Cerritos ,CA Campus Location: 17215 Studebaker Rd. Suite 310 Cerritos, CA 90703
***Our major cross streets are Artesia & Studebaker**



Cerritos Office Hours:
Monday through Thursday from 8:00am to 5:30pm. Fridays from 8:00am to 2:00pm

Visits & Tours:
Must be scheduled in advance & are by appointment only. (Monday –Thursday from 9:00am to 5:00pm & Fridays 9:00am to 2:00pm)

Gardena, CA Campus Location: 1225 W. 190th St. Suite 300 Gardena, CA 90248
****Our major cross streets are Normandy & 190th St.***



Gardena Office Hours:

Monday through Thursday from 8:00am to 5:00pm. Fridays from 9:00am to 2:00pm

Visits & Tours:

Must be scheduled in advance & are by appointment only. (Monday –Thursday from 9:00am to 5:00pm & Fridays 9:00am to 2:00pm)

ACCSC CATALOG CHECKLIST

CATALOG CHECKLIST**Accrediting Commission of Career Schools and Colleges**

This checklist must be cross-referenced to and accompanied by the school's catalog.

Name of School: **PCI College** School Number: **M070338**

City: **Cerritos** State: **CA** Zip Code: **90703**

This exhibit serves as a detailed index to aid reviewers in finding specified portions in the catalog. A copy of this checklist is to accompany each catalog copy sent to the Commission. The checklist is marked to show page numbers (or references to specific covers or supplements) on which each required item is included. The catalog is marked to correspond to the item numbers on the checklist. The catalog of an accredited school must include the following items. If any item is not included, the catalog must refer to the supplement/addendum which contains the item and the supplement/addendum must refer to the catalog. The supplement/addendum must contain the school's name and location and the effective date of the supplement/addendum.

As per the *Standards of Accreditation*, the catalog must be designed, written, printed, and bound to convey an accurate and dignified impression of the school. The catalog's illustrations, photos and narrative must pertain directly to the school and sources of illustrations and photos must be clearly identified.

Item Number	<i>Catalog Checklist Item</i>	Page Number(s)
1.	The title of the publication (i.e., "catalog").	Cover
2.	The name and address of the school.	Cover
3.	The date of publication (month/year).	Header
4.	The school's mission statement.	4
5.	A statement of the school's history.	4
6.	A description of the school's general physical facilities and equipment.	8
7.	The maximum number of students in typical classroom or laboratory/shop settings of instruction.	30
8.	The educational objectives of each program, including the name, nature and level of occupations (e.g., entry-level) for which training is provided.	39-52
9.	The admission requirements for each program.	11-13
10.	The admission procedures.	11-12

11.	The transfer-of-credit policy to include the criteria and process for evaluating and accepting credit earned at other institutions for transfer.	12
12.	The total number of clock hours or credit hours as applicable for each course and program.	39-50
13.	As applicable, the type of credit hour awarded, semester or quarter.	39-50
14.	The length of time in weeks or months normally required for completion of each program.	39-50
15.	A clear description of each program offered by the school to include the title, educational objectives, scope and sequence, course descriptions, and the name, nature and level of occupations (e.g., entry-level) for which training is provided.	39-50
16.	The policy relating to attendance.	30
17.	The policy relating to make-up work.	28

CATALOG CHECKLIST

Accrediting Commission of Career Schools and Colleges

This checklist must be cross-referenced to and accompanied by the school's catalog.

Name of School: **PCI College**

School Number: **M070338**

Item Number	Catalog Checklist Item	Page Number(s)
18.	The policy relating to conduct.	37, 44
19.	The policy relating to probation and termination.	29
20.	The grading / assessment system(s) used.	27
21.	The satisfactory progress policy.	29
22.	The required levels of performance for graduation.	38
23.	The academic credential (certificate, diploma, or degree) awarded upon graduation for each program.	39
24.	The tuition and other student charges related to the enrollment, such as deposits, fees, books, supplies, tools, equipment, transportation, and any other "extras" e.g., make-up work, special testing, equipment, late charges, or other school services for which a student may be responsible.	52
25.	The refund policy and a statement indicating where information regarding any applicable third party funding agency refund or return of funds policies (e.g., Title IV, Veterans Administration, WIA, etc.) may be obtained. (Please note that the refund policy in the school's catalog must be consistently disclosed in the school's enrollment agreement – see <i>Section I (D) (5) & (6), Substantive Standards, Standards of Accreditation</i>).	22

26.	A detailed and explicit description of the extent and nature of employment assistance available to students and/or graduates.	14, 25
27.	A detailed description of the nature and extent of all available student services and how students go about obtaining such services.	24
28.	A calendar for the school year including vacation periods, breaks, holidays, etc.	57
29.	A list all separate facilities. If a separate catalog is used for a separate facility, it must include the name and location of the main school or branch.*	8
30.	The complaint policy and procedures which includes, at a minimum, all items required in the Student Complaint Procedures of the ACCSC Complaint Review Process Form.**	33
31.	If the school offers a course with secondary objectives,*** a designation and disclosure that clearly shows the course(s) are not within the school's scope of accredited programs, except those that fall under item #32 of this checklist.	N/A
32.	<p>If the school offers a course with secondary objectives that have been approved by ACCSC to be included as within the school's scope of institutional accreditation, the school's catalog must include:</p> <ul style="list-style-type: none"> • A statement making clear the course is not vocational in nature and does not lead to initial employment; • A course description that clearly shows the clock hour length, length in days or weeks, and educational scope of the course; • Whether the course is a prerequisite or provides credit toward any vocational program offered within the school; • The type of completion document provided by the school upon completion; • The refund policy; and • The complaint policy in accordance with #30 of this checklist. 	N/A

CATALOG CHECKLIST

Accrediting Commission of Career Schools and Colleges

* Item #29 – *Section VIII (D)(3), Substantive Standards, Standards of Accreditation* indicates that a branch may advertise and disclose its relationship to the main school only after the approval of the Application for a Branch – Part I. A satellite location may disclose its recognized status and relationship to the main school only after it has been granted recognition by the Commission. Schools submitting a proposed branch catalog should not include the proposed branch's affiliation to the main school until the Commission has approved the Application for a Branch – Part I.

** Item #30 – *Section IV(D)(1), Substantive Standards, Standards of Accreditation* requires that institutions avoid the use of ACCSC accredited status in a false or misleading manner. Therefore, applicant schools and proposed branches should not publish Catalog Checklist Item

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#30 in the applicant school's catalog or proposed branch's catalog. Rather, applicant schools and proposed branches should submit - with each copy of the school's catalog submitted for Commission review - a draft copy of Checklist Item #30 for inclusion in the school's catalog upon a grant of accreditation.

*** Item #31 – See *Section I (B)(1)(d)(ii) Rules of Process and Procedure, Standards of Accreditation*.

BPPE COMPLIANCE INSPECTION - CATALOG

Item No.	Catalog Minimum Requirements (§ references the section of the Ed. Code and 5 CCR)	Catalog Page No.
1.	Any information required by the Ed. Code to be included in the catalog shall be printed in at least the same size font as the majority of the text in that document. (Ed. Code §94908)	
2.	Please provide your institution's policy relative to providing a prospective student, either in writing or electronically, with a school catalog.(Ed. Code §94909(a))	
3.	The catalog shall contain the name, address, telephone number, and, if applicable ,internet web site address of the institution. (Ed. Code §94909(a)(1))	Page # Cover
4.	The catalog shall contain, except as specified in §94802, a statement that the institution is a private institution and that it is approved to operate by the bureau. (Ed. Code §94909(a)(2))	Page # 4
5.	The catalog shall contain specific required language that directs students to the Bureau for unanswered questions. See attached full text of the law for required statement. (Ed. Code §94909(a)(3)(A))	Page # 5
6.	The catalog shall contain specific required language that encourages students to review the catalog and School Performance Fact Sheet prior to signing an enrollment agreement. See attached full text of the law for required statement. (Ed. Code §94909(a)(3)(B))	Page # 5
7.	The catalog shall contain specific required language that refers individuals wishing to file a complaint about the institution to the Bureau. See attached full text of the law for required statement. (Ed. Code §94909(a)(3)(C))	Page # 5
8.	The catalog shall contain the address or addresses where class sessions will be held. (Ed. Code §94909(a)(4))	Page # 6
9.	The catalog shall contain a description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, the requirements for completion of each program, including required courses, any final tests or examinations, any required internships or externships, and the total number of credit hours, clock hours, or other increments required for completion. (Ed. Code §94909(a)(5))	Page # 39-52
10.	The catalog shall contain a notice and a list of the requirements for eligibility for licensure, if the educational program is designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state. (Ed. Code §94909(a)(6))	Page # N/A
11.	The catalog shall contain information regarding the faculty and their qualifications. (Ed. Code §94909(a)(7))	Page # 7
12.	The catalog shall contain admission policies, including the policies regarding acceptance of credits earned at other institutions or through challenge examinations and achievement tests, requirements for ability-to-benefit students, and a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction.If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact. (Ed. Code §94909(a)(8)(A)), (5 CCR §71770(b)) and (5 CCR §71770(b)(1) through (3))	Page # 11-13

13.	The catalog shall contain cancellation, withdrawal, and refund policies, including an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. (Ed. Code §94909(a)(8)(B))	Page # 16, 17
14.	The catalog shall contain probation and dismissal policies.(Ed. Code §94909(a)(8)(C))	Page # 17
15.	The catalog shall contain attendance policies. (Ed. Code §94909(a)(8)(D))	Page # 30
16.	The catalog shall contain leave-of-absence policies. (Ed. Code §94909(a)(8)(E))	Page 30#
17.	The catalog shall contain the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program. (Ed. Code §94909(a)(9))	Page # 52
18.	The catalog shall contain a statement reporting whether the institution participates in federal and state financial aid programs, and, if so, all consumer information that is required to be disclosed to the student pursuant to federal and state financial aid programs. (Ed. Code §94909(a)(10))	Page # 54
19.	The catalog shall contain a statement specifying that, if a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the	Page # 55
20.	The catalog shall contain a statement specifying whether the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). (Ed. Code §94909(a)(12))	Page 5
21.	The catalog shall contain a description of the nature and extent of the placement services, if provided by the institution. (Ed. Code §94909(a)(13))	Page # 14 & 25
22.	The catalog shall contain a schedule of student charges that include specific required language related to the Student Tuition Recovery Fund (STRF). See attached full text of the law for required language. (Ed. Code §94909(a)(14)), (5 CCR §76215(a)) and (5 CCR §76215(b))	Page # 53
23.	The catalog shall contain specific required language that addresses transferability of credits and credentials. See attached full text of the law for required statement. (Ed. Code §94909(a)(15))	Page # 12
24.	Please provide your institution's policy relative to updating your institution's catalog. (5 CCR §71810(a))	Page # 58

25.	<p>The catalog shall contain:</p> <p>(1) The specific beginning and ending dates defining the time period covered by the catalog;</p> <p>(2) A statement of the institution’s missions and purposes and the objectives underlying each of its educational programs;</p> <p>(3) If the institution admits students from other countries, specify whether visa services are provided or whether the institution will vouch for student status, and any associated charges;</p> <p>(4) Language proficiency information, including the level of English language proficiency required of students and the kind of documentation of proficiency, that will be accepted; and whether English language services, are provided and, if so, the nature of the service and its cost;</p> <p>(5) Whether any instruction will occur in a language other than English and, if so, the level of proficiency required and the kind of documentation of proficiency that will be accepted;</p> <p>(6) The institution’s policies and practices, including required disclosures, regarding any form of financial aid;</p> <p>(7) The institution’s policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay;*</p> <p>(8) The institution's standards for student achievement;</p> <p>(9) A description of the facilities and of the types of equipment and materials that will be used for instruction;</p> <p>(10) A description of library and other learning resources and the procedures for student access to those resources;</p> <p>(11) If the institution offers distance education, the approximate number of days that will elapse between the institution’s receipt of student lessons, projects, or dissertations and the institution’s mailing of its response or evaluation;</p> <p>(12) A description of all student services;</p> <p>(13) Housing information to include all of the following: (A) whether the institution has dormitory facilities under its control; (B) the availability and cost range of the housing; and (C) if no assistance s provided to find housing, a clear and conspicuous statement so indicating;</p> <p>(14) Policies on student rights, including the procedure for addressing student grievances; and</p> <p>(15) Policies on the retention of student records. (5 CCR §71810(b)(1) through (15))<i>*Refer to (5 CCR §71770(c)(1) through (3), (6), (7)(a)-(e))</i></p>	<p>Page #s</p> <p>#_4__</p> <p>#_4__</p> <p>#_5__</p> <p>#_10__</p> <p>#_6__</p> <p>#_54__</p> <p>#_13__</p> <p>#_27__</p> <p>#_8__</p> <p>#_24__</p> <p>#_N/A__</p> <p>#_24__</p> <p>#_25__</p> <p>#_25__</p> <p>#_25__</p> <p>#_33__</p> <p>#_15__</p>
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