



VOLUME XXXI I

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SINCE 1973



Welcome to SAGE COLLEGE

TABLE OF CONTENTS

Legal Control	1	Nondiscrimination Policy	7	Advisory Board	26
Approval Disclosure Statements	1	Disclosure Concerning Student Visas	7	Approvals	27
General Information	3	Tuition	7	National Court Reporters Association (NCRA) (Moreno Valley Campus Only)	27
Mission Statement	3	Financial Aid Assistance	7	Accreditation	27
Objectives	3	Scholastic Standards	8	Student Tuition Recovery Fund	27
Philosophy	3	Attendance Policies	8	Veterans Policy	27
Admissions and Registration	3	Maximum Time Frames	8	System Requirements	27
Orientations	4	Leave of Absence	9	Faculty	28
Student Standards of Conduct	5	Standards of Satisfactory Progress	9	Holiday Schedule	29
Business Hours	5	Minimum Academic Achievement	9	Academic Calendar	29
Moreno Valley Campus	5	Cancellation, Withdrawal, and Refund Policies	10	Court Reporting Tuition and Fee Schedule (Addendum A)	30
San Diego Campus	5	Paralegal Program Course Outlines and Program Descriptions	11	Paralegal Studies Tuition and Fee Schedule (Addendum B)	30
Instructional Hours	5	Court Reporter Program Course Outlines and Program Descriptions	15		
Administrative Staff	5	Academic Course Descriptions	22		
School Policies	5	General Education Courses	25		
Student Services	6	Becoming Licensed	26		
Student Records	6	Qualifying for the California Certified Shorthand Reporters Examination	26		
Student Housing	6				
Facilities	6				
Accommodations for Students with Disabilities	7				

LEGAL CONTROL

CSCR-Riverside, Incorporated, dba Sage College is a private postsecondary school. The college was incorporated under the laws of the State of California in 1991 but has been in operation since 1985. Lauren J. Somma, C.S.R., B.A., is the President, and Sharon R. Goupil, M.B.A., is the Secretary and Treasurer of CSCR-Riverside, Incorporated, dba Sage College.

APPROVAL DISCLOSURE STATEMENTS

The California School of Court Reporting-Riverside, Incorporated, dba Sage College, with locations at 12125 Day Street, Building L Moreno Valley, California 92557-6720 and 2820 Camino del Rio South, Suite 100, San Diego, CA 92108-3821, is a private institution and has approval to operate by the California Bureau for Private Postsecondary Education. Sage College does not have a pending petition in bankruptcy and is not operating as a debtor in possession and has not filed a petition within the preceding five years. Sage College has also not had a 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.)

The Bureau's approval means that the institution and its operation comply with the standards established under the California Private Postsecondary Education Act of 2009.

Approved are the following courses:

Moreno Valley Campus

Paralegal Studies	Diploma
Paralegal Studies	Associate of Arts Degree
Court Reporting	Diploma
Court Reporting	Associate of Applied Arts Degree

San Diego Campus

Paralegal Studies	Diploma
Court Reporting	Diploma
Court Reporting	Associate of Applied Arts Degree

Instruction is online and in-residence with facility occupancy level accommodating 400/200 students at any one time.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma, degree, or certificate verifying the fact.

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. Prospective enrollees are encouraged to visit the physical facility of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling.

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 website www.bppe.ca.gov.

Sage College has available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees:

- Federal Pell Grants (PELL)
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- The William D. Ford Federal Direct Loan Program – Stafford, Subsidized, and Unsubsidized
- Academic Competitiveness Grant (As of 7/1/11, this grant is not being funded by the U.S. government)
- Vocational Rehabilitation
- California Cal Grants A, B, and C
- Federal Parental for Undergraduate Students (PLUS)
- Federal Work Study

Persons seeking to resolve problems or complaints should first contact the instructor or administrator in charge, and any requests for further action may be made to the Executive Directors, Lauren J. Somma and/or Sharon R. Goupil.

Unresolved complaints may be directed to:

Department of Consumer Affairs

Consumer Information Division
1625 North Market Blvd., Suite N-112
Sacramento, CA 95834
Phone (800) 952-5210

Accrediting Council for Independent Colleges and School

750 1st Street, NE, Suite 980
Washington, DC 20002-4241
Phone (202) 336-6780

Office of the Ombudsman

Student Financial Assistance
U.S. Department of Education
FSA Ombudsman
830 First Street, N.E.
Washington, DC 20202-5144
fsaombudsmanoffice@ed.gov
<http://www.ombudsman.ed.gov>
Phone (877) 557-2575 | (202) 377-3800
Fax (202) 275-0549

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, telephone (888) 370-7589 or email to bppe@ca.gov.

All information in the content of this school catalog is current and correct and is so certified as true by Lauren J. Somma, Chief Executive Officer.



Lauren J. Somma, President/Chief Executive Officer, CSCR-Riverside, Incorporated – dba Sage College



**“PRACTICE
ISN'T THE THING
YOU DO ONCE
YOU'RE GOOD;
IT'S THE THING
YOU DO THAT
MAKES YOU
GOOD.”**

– Malcolm Gladwell



GENERAL INFORMATION

Sage College was established in 1973 to provide quality programs for students desiring to have satisfying professional careers in the business and legal fields. Our tradition of building careers continues today. The executive directors, administrators, faculty, and staff invite you to become part of our history.

We understand that starting a new career can be challenging; therefore, throughout your entire training, we participate in every way as we guide the process of reaching your educational goals. We have developed this catalog and a student handbook to explain school policies and procedures and provide information concerning each element of your educational training.

We welcome you and look forward to the success of your new beginning!

MISSION STATEMENT

The mission of Sage College is to change lives by providing a relevant and meaningful education for the purpose of placing each graduate with the capabilities, skills, and expertise necessary to successfully secure employment within the business and legal professions. Promotion of life-long learning is demonstrated by the educational option of earning a Diploma or an Associate Degree in the programs offered.

OBJECTIVES

The objectives of Sage College are as follows:

- to enroll students who recognize the value of education and who demonstrate a desire for personal growth through the educational process;
- to meet the needs of all students by providing quality education taught by faculty who are carefully chosen for their success as instructors, demonstrated by their commitment to excellence in education;
- to provide students the choice of expanding educational goals beyond achieving a diploma by offering general education courses and the opportunity to earn an Academic Associates degree / Associate of Applied Arts degree in their course of study;
- to keep court reporting and the paralegal courses of study relevant to the demands of the rapidly changing professions by continually evaluating and periodically modifying curricula;
- to provide continuous guidance and individual counseling on an ongoing basis;
- to educate and advise students regarding all aspects of available financial assistance programs;
- to facilitate the transition from student to professional by offering continuous job placement assistance until each graduate is satisfactorily placed within his/her chosen field.

PHILOSOPHY

The philosophy of Sage College is to provide excellence in education by providing an optimum learning environment and a relevant and meaningful curriculum, presented by a highly qualified and dedicated instructional staff.

It is the philosophy of Sage College:

- to understand the critical importance and value of pursuing and developing relationships with members of the community of which our graduates will ultimately become;
- that the ongoing relationship with our graduates after placement is of tremendous importance to ensure our continued growth and understanding of the needs and expectations of the ever-changing professional environments;
- to continuously monitor and evaluate curricula for content and standards to ensure that each graduate completes his/her education with the ability to satisfactorily and confidently perform expected job skills;
- that our curricula are presented by only the most qualified and dedicated faculty. All instructors are required to meet the qualifications and standards of our extensive selection process. That instructors demonstrate their effectiveness in the classroom by the satisfactory completion of administrative evaluations as well as quarterly student evaluations;
- that the staff and faculty collectively and individually participate in every aspect of a student's education by providing the guidance, counseling, and structure necessary for completion of his/her program;
- to recognize that learning is an ongoing process; therefore, each member of the staff and faculty is required to pursue, participate in, and share new knowledge from various professional growth opportunities.

ADMISSIONS AND REGISTRATION

Admissions

Applicants interested in seeking information about Sage College will schedule an appointment with the admission's personnel to discuss their career goals, obtain detailed information about the programs and policies, and tour the campus. Applicants may also schedule an appointment with the Financial Aid Department to discuss financial aid opportunities.

Admission requirements are as follows:

1. Applicant must be 18 years of age or older unless approved by an Executive Director;
2. Applicant must be a high school graduate or the equivalent. Home school education satisfies this requirement if the home school education meets the requirements of the state in which the student was home-schooled.
3. Applicant must demonstrate performance by satisfying the requirements of a standardized evaluation examination.

Sage College does not provide instruction in any other language other than English, nor do we admit students who reside in other countries other than the United States.

Sage College uses the Career Programs Assessment (CPAT) basic skills assessment examination. This is a basic skill assessment system designed to measure the entry-level skills of students planning to attend career schools and colleges and other postsecondary institutions offering specific job-related



“UNDERSTAND THAT THE RIGHT TO CHOOSE YOUR OWN PATH IS A SACRED PRIVILEGE. USE IT. DWELL IN POSSIBILITY.”

- Oprah Winfrey

COURT HOUSE

educational programs. The CPAT assesses students' current abilities in three basic skill areas: language usage, reading skills, and numerical skills.

The minimum passing score required for all programs is as follows:

- Test score must equal or exceed 70% on the first 100 questions.
- Non-passing tests can be retaken one time within quarterly start dates.

Registration

Upon acceptance, applicants will have an individual registration appointment at which time they will receive required disclosure information and a class schedule. Students should be prepared to pay the nonrefundable application fee at this time. The catalog and handbook are available prior to the first class of instruction.

Applicants who have attended postsecondary institutions are requested to obtain and submit official transcripts from all schools or colleges attended.

Students must obtain all required transcripts no later than 30 days after the class start date.

Quarterly registrations are held prior to the beginning of each quarter for all programs.

Students are encouraged to counsel with an administrator and/or instructor prior to registration to address all questions regarding individual schedules.

Beginning Student Registration

New students may enroll in the programs offered at the beginning of each quarter. Start dates and the quarterly schedule are outlined in the back of this catalog.

Transfer Student Registration / Granting of Credit

Students transferring from other recognized or accredited colleges or postsecondary schools may register at any time. Full credit for prior completion of equivalent general education or core courses, with an earned grade of "B" or better, may be granted. An Executive Director must approve

all credits granted. Sage College reserves the right to administer proficiency examinations and accept or reject any or all credits earned at another institution. Sage College does not grant credit for experiential learning.

Challenge examinations are available for most non-General Education courses. Students are assessed a fee for each challenge examination taken. A minimum of 50 percent of General Education credits must be earned at Sage College. A minimum of 25 percent of the required program credits must be completed at Sage College unless approved by an Executive Director.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

ORIENTATIONS

General Orientation

Beginning students participate in orientations that give an overview of their educational program, class schedules, tuition payments, and general school policies.

For transfer students, an individual orientation is conducted, and a class schedule is developed according to each student's individual needs. School policies are also explained.



Sage Fact

**SAGE COLLEGE
PRODUCES
GRADUATES!
SAGE COLLEGE
PRODUCED
MORE CERTIFIED
SHORTHAND
REPORTER
(CSR) EXAM
PASSES THAN
ANY OTHER
CALIFORNIA
SCHOOL IN 2011.**



Sage Fact

**SAGE COLLEGE
IS OWNED AND
OPERATED BY A
CALIFORNIA C.S.R.**

Drug Orientation

Drug awareness and drug prevention are addressed in this orientation as is information on drug referral programs, which indicates where a student can receive help, if needed.

STUDENT STANDARDS OF CONDUCT

All enrolled students assume the obligation and responsibility to conduct himself/herself in a manner compatible with the college's function as an educational institution and that which would be suitable to the business and legal professions. Sage College regards the following as misconduct which may result in disciplinary action or dismissal:

- Any form of cheating;
- Theft or destruction of school property or personal property of school personnel or another student;
- Possession, consumption, or sale of narcotics or alcoholic beverages on school property;
- Unruly or disruptive behavior on or in the immediate area of school property;
- Disrespectful behavior toward another student, faculty, or school administration;
- Refusal to follow school directives, policies, or procedures.

Sage College reserves the right to dismiss or suspend any student who is guilty of any of the above or whose conduct is detrimental to the classroom environment, well-being of fellow students, faculty, or administration. A student dismissed for misconduct can only be readmitted by special permission of an Executive Director.

Tape or digital recording, reproduction, or distribution of any course or course material is strictly prohibited. The course material and content are the sole property of Sage College and its instructors.

No digital recording devices are permitted on campus at any time for any reason. Cellular telephone devices should be turned off when classes are in session. Cellular telephone use is permitted outside the campus only.

Sage College reserves the right to dismiss or suspend any student who is guilty of not adhering to the stated policy.

DRESS CODE

Casual and appropriate attire is permitted within acceptable standards of propriety and good taste.

BUSINESS HOURS

Moreno Valley Campus

Monday – Thursday	7:30 a.m. to 10:00 p.m.
Friday	7:30 a.m. to 3:30 p.m.

San Diego Campus

Monday – Thursday	8:00 a.m. to 5:00 p.m.
Friday	8:00 a.m. to 3:30 p.m.

INSTRUCTIONAL HOURS

Day Hours

Classes are typically offered four days per week between Monday and Friday between the hours of 9:00 a.m. and 2:00 p.m.

Evening Courses (Moreno Valley Campus)

Classes are offered Monday through Thursday between the hours of 6:00 p.m. and 10:00 p.m. The campus is open

from 7:30 a.m. to 10:00 p.m. Monday – Thursday, and 7:30 a.m. to 3:30 p.m. on Fridays. Evening students are invited to fully utilize the computer labs and other facilities during these times.

Online Courses

Courses have scheduled class times arranged by the individual instructors.

ADMINISTRATIVE STAFF

STAFF MEMBER	TITLE
Lauren J. Somma, C.S.R., B.A.	Executive Director
Sharon R. Goupil, M.B.A.	Executive Director
Crisandra Kauffmann	Campus Supervisor – MV
Barbara Cooper	Financial Aid Director
Tiffany Lewis	Administrator – SD
Terri Novak	Administrator – Paralegal Program
Sheryl Weiderhaft, C.S.R.	Online Coordinator
Robert Rasha Jr.	Sr. Network Engineer
Tammy Hanson, C.S.R.	Assistant Administrator – MV
Beth Trinkaus	Registrar
Martha Elsherif	SAP Clerk
Cora Connolly	Paralegal Specialist – MV
Diana Lewis	Librarian
Graciela Pulido	Admissions
Tiana Wright	Admissions – MV
Karen Hannan-Jackson	Admissions – SD
Yoana Garfias	Sr. Financial Aid Representative
Kim Cash	Financial Aid Representative
David Freeman	Student Services – SD
Erin Lauck, C.S.R.	Student Services – OL
Gail Gifford, C.S.R.	Student Services – MV

SCHOOL POLICIES

Student Personal Property

Sage College is not responsible for loss or damage to student personal property while it is on the school campus.

Changes in Class Schedules, Instructors, or Classrooms

Sage College reserves the right to make changes in class schedules, instructors, classrooms, and scheduled times of classes. Substitute teachers may be used and/or classes may be canceled for unforeseen circumstances.

When insufficient enrollment (normally less than five students) results in a class cancellation after registration, students will be notified promptly and assisted to select an alternate class.

Student E-Mail

All students are required to activate and utilize the Sage College student e-mail system. Computers are provided in the library for student use. The individual student e-mail accounts are utilized to inform students of disclosure statements, account activity, notifications, and important announcements. Sage College is not responsible for any information not received due to not accessing the student e-mail system.

Sage College internet and e-mail systems are to be used for school purposes only.

Vaccinations

Sage College does not have a policy regarding vaccinations; however, the College is concerned about the health and well-being of all members of the College community. In this regard, Sage College encourages all students and employees to remain current on vaccinations as suggested by appropriate health authorities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov.

STUDENT SERVICES

Counseling - Court Reporting Program

Each student is offered counseling a minimum of two times per year. Students are required to meet with their current speedbuilding instructor once a year. However, if a student does not wish to be counseled, a refusal form must be signed. The purpose of these sessions is to monitor progress and to effectively address any problem areas as they arise. Follow-up sessions may be scheduled as needed to ensure continued success. All students are encouraged to make additional counseling appointments with an appropriate faculty or administrative staff member in order to discuss specific concerns. Students entering 200 wpm are to make an appointment with the instructor and/or administration. This appointment is to complete an academic review in preparation for Qualifying. All students are reviewed again prior to being permitted to sit in Qualifying.

Transfer Students - Court Reporting Program

Students transferring from other accredited court reporting programs are responsible for obtaining and presenting an official transcript of grades. Once the transcript has been obtained, it is the student's responsibility to schedule an appointment with administration for an academic review. At this time, students will be advised individually on their academic schedule.

Counseling - Paralegal Studies Program

Students in the Paralegal Studies programs are counseled throughout their enrollment period to assure satisfactory completion of each quarter. In addition, a minimum of one

individualized counseling appointment is required during the period of enrollment.

Placement

All graduates are offered extensive assistance while securing a suitable position within his/her chosen profession. Verification of student placement statistics is available in the Executive Director's office upon request.

The placement assistance program includes, but is not limited to, classes, seminars, or individual guidance in the following subject areas:

- Resume and cover letter preparation
- Presentation of job leads for potential employers
- Direct referrals
- Interviewing skills
- Job search skills
- Job compatibility evaluation

Note: State law forbids any school from making guarantees of job placement.

Lifetime Refresher Privileges

Sage College offers all students who have passed the California Certified Shorthand Reporter Examination (CSR) the privilege of refreshing their machine and/or academic skills without charge.

STUDENT RECORDS

Sage College maintains student financial and educational records which reflect academic progress, grades, attendance, and counseling. All files are the property of the college. However, it is our policy to retain all student academic records indefinitely. Students have a right to inspect and review educational records within 45 days of the day the institution receives a request for access.

STUDENT HOUSING

Sage College does not provide student housing. Students, however, may find ample housing and/or apartments available in the area.

FACILITIES

Moreno Valley Campus

Sage College – Moreno Valley is located in a modern, 22,000-square-foot, professional building with an abundance of on-site parking spaces for the convenience of students. The air-conditioned facility consists of a spacious reception area, and multiple administrative and faculty offices. For the convenience of all students, an onsite bookstore, spacious classrooms, three computer labs, two transcribing rooms, a study area, library with internet access, and a student lounge are all provided. In the student lounge, a refrigerator; two microwave ovens, coffee, drink, and snack vending machines are available for student use. An ATM machine is also available in the bookstore.

San Diego Campus

Sage College – San Diego is located in a modern 7,900-square-foot professional building centrally located in San Diego. The air-conditioned facility consists of a beautiful reception area and sufficient administrative offices. For the convenience of all students, an onsite bookstore, spacious classrooms, computer lab/transcribing lab with internet



**"DEVELOP A
PASSION FOR
LEARNING. IF
YOU DO, YOU
WILL NEVER
CEASE TO GROW."**

- Anthony J. D'Angelo



**“IF YOU DO
THE THINGS
YOU OUGHT TO
DO WHEN YOU
OUGHT TO DO
THEM, THE DAY
WILL COME WHEN
YOU CAN DO
THE THINGS YOU
WANT TO DO
WHEN YOU WANT
TO DO THEM.”**

- Zig Ziglar

access, and a student lounge are all provided. A refrigerator, microwave, drink, and snack vending machines are available for student use.

This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

To supplement the on-site and online library resources, Sage College has chosen the Moreno Valley Public Library located at 25480 Alessandro Boulevard, Moreno Valley, California 92553-4318 and the San Diego Public Library located at 2123 Fenton Parkway, San Diego, California 92108-4739 to utilize as a library and resource center. Students are required and encouraged to utilize this library facility on an as-needed basis depending upon course content and instructor's direction.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Sage College is fully equipped, including appropriate parking accommodations and rest room facilities, to provide training to qualified applicants who have disabilities and yet possess the ability to benefit from the training provided. The facility is equipped for easy access to and from classroom activities as well. Disabled students are encouraged to meet with school administration to discuss the facilities and ensure that the student's individual needs can be accommodated prior to enrollment.

NONDISCRIMINATION POLICY

Sage College does not discriminate on the basis of gender, handicap, race, color, nationality, or ethnic origin in its admission policies or school-administered programs. It is the policy of Sage College to offer equal opportunity to every candidate applying for entrance and to every graduate seeking positions of employment.

Inquiries concerning the application of Title IX and its implementing regulations may be referred to either of the following:

**Sharon R. Goupil,
Title IX Coordinator**
12125 Day Street, Building L
Moreno Valley, CA 92557-6720
Phone (951) 781-2727
Fax (951) 781-0570
srgoupil@sagecollege.edu

**Office for Civil Rights
U.S. Dept. of Education**
50 Beale Street, Suite 7200
San Francisco, CA 94105
Phone (415) 486-5555
Fax (415) 486-5570
TDD (877) 521-217
ocr.sanfrancisco@ed.gov

DISCLOSURE CONCERNING STUDENT VISAS

Sage College does not provide services related to student visas, nor vouch for student enrollment status, nor makes charges related to either student visas or student verifications.

TUITION

Please refer to the catalog addendum: Tuition and Fee Schedule for specific charges and an estimation of total school costs.

FINANCIAL AID ASSISTANCE

Sage College participates in the following federal and state programs intended to defray the costs of postsecondary education: Federal Pell Grant, Academic Competitiveness Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), The William D. Ford Federal Direct Loan Program – Stafford, Subsidized, Unsubsidized and PLUS, Federal Work Study, Cal Grant A, B, and C, and Vocational Rehabilitation.

Financial aid is available for those students who qualify. The financial aid office is open daily, and our staff is available for both day and evening appointments. The financial aid staff is qualified to assist students and assess their individual qualifications by providing current information about the availability of the various financial aid programs and the eligibility requirements.

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 if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Additional information can be found at <https://studentloans.gov> and required disclosure statements are detailed in the Sage College Student Handbook.

Students are encouraged to inquire about local scholarships that may be available in their area. Information regarding various scholarships is announced and information provided when available. Any student who completes a FAFSA application may be selected for review in a process called "Verification." In this process, Sage College will be comparing information from the application with tax transcript of your (and your spouse's, if you are married) Federal tax forms, or with W-2 forms or other financial documents. The law says we have the right to ask for this information before awarding Federal aid. If there are differences between the application information and the financial

documents, the student or the Sage College financial aid office may need to make corrections.

Students are notified in writing when they have been selected for verification and are given 10 days to provide the financial aid office with the needed information to complete the Verification Worksheet. If you are unable to meet the federal government's documentation requirements, we cannot process or disburse a financial aid award. You will be required to pay any Sage College balance with personal funds in order to continue enrollment.

SCHOLASTIC STANDARDS

Grading Policy

Sage College utilizes a percentage grade for all academic classes and a numerical grading system to determine a grade point average (GPA) based on the following:

GRADE	SCALE	GRADE PTS.	EXPLANATION
A	90-100	4.0	
B	80-89	3.0	
C	70-79	2.0	
C	(CRA)	0.0	Court Reporting Academic
D	60-69	0.0	
F	59 or Below	0.0	
I		0.0	Incomplete
DROP		0.0	
WP		0.0	Withdrawal Passing
EC	(A)	4.0	Machine Exam Credit
EC	PROF	3.0	Proficiency 80%
EC	T/O	4.0	Examination Test Out
NP		0.0	Not Passing
P	(CSR)	4.0	CSR Exam
PASS		4.0	

- **Transfer Credit:** Transfer credits are designated for recognition of credits earned from other recognized or accredited institutions. Transfer credits count as units earned at Sage College and are not used in the computation of the GPA.
- **Examination Credit:** Upon successful completion of a challenge examination, the student is granted examination credit. Exam credits do not count as units attempted but are appropriately computed in the GPA calculation.
- **Incomplete:** A student can receive an Incomplete in a course if the course requirements are not completed and a "WP" was not granted. An Incomplete will be counted as units attempted, and no credits are earned. An Incomplete does count in the computation of the GPA. An Incomplete must be replaced with a passing grade within the next immediate quarter, or it will be replaced with a letter grade of "F."
- **Withdrawal Passing:** After the add/drop period, a student may earn a grade of "WP" for unforeseen circumstances. A WP will count as units attempted for Satisfactory Progress and is required to be replaced with a passing grade.
- **Pass / No Pass:** Students in the last level of each court reporting speedbuilding class can earn a Pass/No Pass grade. A grade of "NP" will count as units attempted for Satisfactory

Progress and will affect the GPA. A grade of "NP" is required to be replaced with a "Pass" or passing letter grade.

Grade Point Average

Successful completion of all classes results in the awarding of a letter grade and units earned which are used in the computation of the grade point average and satisfactory academic progress. The grade point average is computed by dividing the total grade points earned by the total credits with letter grades that have been attempted. An overall of 2.0 or better is required for satisfactory completion of the program.

Drops

Students may drop a class within the first two weeks of the scheduled class period. Students wishing to drop a class should consult with the instructor of record, an administrator, and/or an Executive Director as this may impact satisfactory progress standards. Drops do not count as units attempted and are not used in the computation of the GPA. All drops are processed through the Registrar's office.

Replacing Grades

For preparation to pass the California Certified Shorthand Reporters examination, Sage College requires students in the court reporting program to earn a passing grade of "B" or better in all court reporting academic courses. A passing grade of "C" or higher is required for all other courses in the remaining programs.

A student receiving a non-passing grade of "C" (in the court reporting academic courses), "D" or "F" in all other courses has earned a failing grade. Any failed course must be repeated to earn a grade of "B" or higher (in the court reporting academic courses) or a "C" or higher in all other courses. Courses taken and passed with a passing grade may be retaken one time to replace the grade earned with a higher grade.

A passing grade which replaces a failed grade will count as units attempted, will be computed in the GPA calculation and count as units attempted for Satisfactory Progress.

ATTENDANCE POLICIES

Regular attendance is essential to progress through each program. Roll is taken in each class to document attendance. Unsatisfactory attendance of below 80 percent in any particular class may result in a student's dismissal from the class and/or the receiving of a failing grade. Extenuating circumstances, supported by appropriate documentation, are addressed individually, and the final decision on dismissal is at an Executive Director's discretion. All coursework must be completed in the event of any absence and may require actual class hours being made up at another designated time. Tardiness results in class disruption which adversely affects the learning process. Three tardies will equal one absence.

Students are advised that current regulations require that we terminate the enrollment of any student who is absent for three consecutive weeks without being on an approved leave of absence.

MAXIMUM TIME FRAMES

Students must complete their program of study within the maximum time frame allowed. This is a period equal to 1.5 times the normal program length. Students who do not complete the program within the allowable time frame may be allowed to continue in an extended enrollment status if approved by an Executive Director. However, students continuing in the program in an extended enrollment status are not eligible to receive financial aid. Students who complete the program after exceeding



Sage Fact

**SAGE COLLEGE
FACULTY
AS WELL AS
OUR ONLINE
COORDINATOR
ARE CALIFORNIA
CSRS AND/
OR CERTIFIED
REPORTING
INSTRUCTORS
AND/OR HAVE
TRADITIONAL
DEGREES.**



the maximum time frame cannot be awarded a diploma, but will be awarded a Certificate of Completion.

LEAVE OF ABSENCE

Sage College has established the following leave of absence policy in accordance with federal regulations governing student financial assistance:

For extenuating circumstances, supported by appropriate documentation, and as determined and approved by an Executive Director, a leave of one 12-week quarter may be granted.

- Only one leave of absence may be granted to a student during each 12-month period.
- The leave must be approved by an official school representative prior to commencement of the absence period.

Students receiving financial aid assistance are advised that, under certain circumstances, taking a leave of absence may result in loss of financial aid moneys. It is recommended that students meet with a financial aid representative prior to taking any leave.

Students may also encounter scheduling difficulties that may interfere with taking prerequisites and thereby result in an inability to complete the program within the maximum time frame.

STANDARDS OF SATISFACTORY PROGRESS

A student must meet the following minimum standards of academic achievement and successful course completion while enrolled at Sage College. Student's progress will be monitored throughout enrollment and at specified points in the program. The standards apply to all students, and it is an evaluation of quantitative progress (number of classes successfully completed) as well as qualitative (overall GPA). A student will lose financial aid and VA benefits if he/she falls below 67% successful completion of units attempted at any evaluation point.

Because Satisfactory Progress is based on successful course completion of total units attempted, a change from the diploma to the AA status in either program does not change the SAP requirements.

Evaluation Points

Satisfactory progress will be assessed each academic year and at scheduled points in each student's program. The minimum GPA and percentage of course work completed will be required at these points. The Satisfactory Progress charts outline the minimum requirements of the Paralegal Studies and Court Reporting programs.

Extended Enrollment

If a student fails to meet either the minimum academic achievement or successful course completion standards described above, the student is no longer eligible for state or federal financial aid.

The student will be required to meet with an Executive Director and appointed school representatives to discuss the individual circumstances for such failure. If approved by an Executive Director, the student may be allowed to continue his/her studies in an extended enrollment status to correct academic deficiencies by retaking classes he/she failed or practicing previously learned skills in order to reestablish satisfactory progress.

Sage College reserves the right to dismiss the student at this time if it is deemed that the student is not benefiting or will not benefit from the programs.

Students will be charged full tuition while in an extended enrollment status.

Students placed in an extended enrollment status must meet and maintain the following criteria to remain enrolled:

1. Maintain satisfactory attendance in all classes;
2. Remain current in all course work;
3. Counsel regularly with an instructor or administrator as agreed upon with an Executive Director;
4. Remain current in all tuition and fees.

Violation of the criteria may result in dismissal.

Sage College is dedicated to helping students achieve their educational goals. The application of the above criteria is part of that effort.

Reinstatement

If a student corrects the academic or machine speedbuilding deficiencies and demonstrates that he/she is academically and motivationally prepared to continue in the program, the student may be reinstated as a regular student.

Course Repetitions

Grades earned or skills developed as a regular student or during the extended enrollment period may be substituted for the previous course failures in the calculation of the student's GPA and successful course completion percentage. However, in no case can a student exceed one and a half times the standard time frame either as a regular student or in an extended enrollment status and receive the original academic credential for which he/she enrolled. Students exceeding the maximum time frame may receive a Certificate of Completion.

Mitigating Circumstances and Leaves of Absence

An Executive Director may waive satisfactory progress standards for extenuating circumstances of poor health, family crisis, or significant occurrences outside the student's control. These circumstances must be documented and must demonstrate that they had an adverse effect on the student's satisfactory progress. All graduation requirements must be met.

If during the course of study a student is granted an approved leave of absence, the leave time does not count toward time attended for purposes of satisfactory progress and maximum time frame.

Appeals

A student that has been placed in an extended enrollment status or dismissed from the program and disagrees with the application of the satisfactory progress standards has a right to address any discrepancies with an Executive Director. If the student is still unsatisfied, he/she has a right to appeal to an ad hoc committee. Refer to the Sage College Student Handbook for procedural information.

PARALEGAL STUDIES PROGRAM

Minimum Academic Achievement

A student must achieve the following grade point average (GPA), the percent successfully completed, and the units successfully completed at the specified evaluation points in order to remain enrolled as a regular student.



Sage Fact

**SAGE COLLEGE
ONLINE PROGRAM
OFFERS WEEKLY
INSTRUCTOR
OFFICE HOURS AS
WELL AS ONGOING
INSTRUCTOR
AVAILABILITY AS
NEEDED.**

Satisfactory Progress Minimum Academic Achievement

Incremental Evaluation Period	Cumulative GPA	% of Attempted Credit Hours to be Completed	Action Required
Each Academic Year	1.5	67% of Units Attempted	Loss of Financial Aid*

*Students may be dismissed or remain in an extended enrollment status upon approval of an Executive Director.

COURT REPORTING PROGRAM

Minimum Academic Achievement

A student must achieve the following grade point averages (GPAs), the percent successfully completed, and the units successfully completed at the specified evaluation points in order to remain enrolled as a regular student.

Satisfactory Progress Minimum Academic Achievement

Incremental Evaluation Period	Cumulative GPA	% of Attempted Credit Hours to be Completed	Action Required
Each Academic Year	1.5	67% of Units Attempted	Loss of Financial Aid*

*Students may be dismissed or remain in an extended enrollment status upon approval of an Executive Director.

CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

Sage College calculates all refunds in accordance with state and federal agency policies. The refund calculation is based on the return of Title IV and the state refund formulas.

Students are encouraged to read and understand the cancellation and refund policies. If there are any questions concerning the refund policies, please contact one of the directors at any time.

Students may drop a class up to the end of the 2nd week of the scheduled class period. Students wishing to drop a class should consult with the instructor of record and/or an Executive Director as this may impact satisfactory progress standards. The appropriate paperwork is processed in the Registrar's office. Drops do not count as units attempted and are not used in the computation of the GPA.

All refunds are calculated from the last day of attendance and shall be made within 30 days from the last day of attendance, if the student notifies the school of termination; otherwise, refunds shall be made within 30 days from the date the school determines that the student has withdrawn. Sage College deems a student withdrawn if a current registration is not on file, or after 21 consecutive days of absence.

Students have the right to withdraw from enrollment at any time. The student is responsible for contacting Sage College and following the outlined withdrawal procedures.

PARALEGAL STUDIES PROGRAM CANCELLATION AND REFUND POLICIES

PARALEGAL STUDIES - Diploma and Associate of Arts Degree

Cancellation Policy

Students have the right to cancel their 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. This is exclusive of the nonrefundable application fee. To cancel enrollment, call or write the main campus at 12125 Day Street, Building L, Moreno Valley, CA 92557 or call (951) 781-2727.

The student shall return any equipment, textbooks, and materials within 3 days following the date of the notice of cancellation. If a student fails to return the equipment, textbooks, and materials within the 3-day period, the institution may retain the portion paid by the student equal to the documented cost of the equipment, textbooks, and materials.

Refund Policy

Students may withdraw from the program at any time. Students who withdraw who have completed 60 percent or less of a quarter will receive a pro rata refund. Students who have completed over 60 percent of a quarter are obligated for the full tuition amount for that payment period and will not receive a refund.

COURT REPORTING PROGRAM CANCELLATION AND REFUND POLICIES

COURT REPORTING - Diploma and Associate of Applied Arts Degree

Cancellation Policy

Students have the right to cancel their 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. This is exclusive of the nonrefundable application fee. To cancel enrollment call or write the main campus at 12125 Day Street, Building L, Moreno Valley, CA 92557 or call (951) 781-2727.

Refund Policy

Students may withdraw from the program at any time. Students who withdraw who have completed 60 percent or less of a quarter will receive a pro rata refund. Students who have completed over 60 percent of a quarter are obligated for the full tuition amount for that payment period and will not receive a refund.

Court reporting students who complete the course of study and graduate from the program will have their refunds based on a pro rata formula.

RETURN OF TITLE IV FUNDS POLICY

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the school must calculate the following:

1. To determine the percentage of the payment period completed, the number of days attended in the payment period is divided by the total number of days in the payment period.
2. The net amount of Title IV funds disbursed and that could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.
3. The earned aid is subtracted from the aid that was actually disbursed to or on behalf of the student.
4. The institution will return the lesser of the total earned aid or the unearned institutional charges for the payment period.



Sage Fact

AS PART OF YOUR EDUCATIONAL EXPERIENCE, YOU WILL BE PLACED IN AN EXTENSIVE PRACTICUM/LAW OFFICE ENVIRONMENT THAT IS COMPRISED OF A FULL 180 HOURS.



Sage Fact

THE PARALEGAL PROGRAM TUITION FEES INCLUDE BOOKS AND MATERIALS; NO ADDITIONAL OUT-OF-POCKET EXPENSES TO WORRY ABOUT.

5. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:

- Unsubsidized Stafford Loan Program
- Subsidized Stafford Loan Program
- Stafford PLUS Program

If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:

- Federal Pell Grant Program
- Academic Competitiveness Grant
- Federal SEOG Program
- Other assistance awarded under this title for which return of funds is required

NOTE: After the institution has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50%. Unearned loan funds received by the student are paid back as per the terms of the borrower's promissory note.

STATE REFUND FORMULA

The following refund formula is used to calculate the state pro rata refund for both the paralegal studies and court reporting programs.

The state refund shall be calculated in the following manner:

Total Amount Student Charged for Instruction Minus Application Fee	Divided by the Days in the Period of Enrollment	×	Number of Days of Instruction Paid for but Not Received	=	Refund Amount
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COURSE NUMBERING SYSTEM

The first two letters of the course numbering system refer to the type of course the class corresponds with: MS refers to Machine Shorthand; CR refers to Court Reporting academics; PL refers to Paralegal Studies; GE refers to General Education.

Courses in the 100 series denote beginning level courses or courses that may not require a prerequisite. Courses in the 200 and above series denote advanced level courses that correspond with the sequence of prerequisite requirements.

COURSE OUTLINES AND PROGRAM DESCRIPTIONS

PARALEGAL STUDIES

Program Description

The Paralegal Studies program at Sage College was created to provide courses leading to the educational skills and knowledge which are essential to work as a paralegal or legal assistant. At the completion of the program, the student will have the knowledge and skills required to seek employment as an entry-level legal professional.

Proficiencies in courses directly related to the paralegal profession will be demonstrated as well as a well-rounded foundation of professional development courses.

Under the supervision of an attorney, graduates will be qualified to prepare correspondence and legal papers such as summonses, complaints, motions, and subpoenas. Graduates will also be qualified to assist in with legal research and discovery as well as many other functions of the fast-paced legal environment.

As an entry-level paralegal/legal professional, employment

can be sought in the private, government or corporate professional legal environments.

The curriculum ensures the fulfillment of the mission, philosophy, and objectives.

Diploma

Total Credit Units 63

AA Degree (Moreno Valley Campus Only)

Total Credit Units 99

Clock Hours

One clock hour is equivalent to 50 minutes of classroom instruction.

Units / Credits

One unit/credit is equal to and awarded for a minimum of 10 clock hours of lecture/instruction.

One unit/credit is equal to and awarded for a minimum of 20 clock hours of required laboratory.

One unit/credit is equal to and awarded for a minimum of 30 clock hours of externship.

Sage College is a credit-hour school.

Graduation Requirements

For satisfactory completion of the Paralegal Studies Diploma program, completion of all Paralegal Studies course requirements must be attained within the maximum time frame.

Moreno Valley Campus Only

For satisfactory completion of the Paralegal Studies Associate of Arts Degree program, the student must, in addition to the completion of the Paralegal Studies Diploma curriculum, complete 36 units of General Education courses within the maximum time frame.





**Course Outline - Diploma Program
(63 Credit Units)**

COURSE #	COURSE NAME	UNITS	HOURS
PL 101	Beginning English I	4.0	40
PL 102	Vocabulary	4.0	40
PL 103	Business Math	4.0	40
PL 104	Legal Terminology	3.0	30
PL 106	Word Processing & Calendaring	5.0	70
PL 107	Legal Analysis & Writing	2.0	20
PL 108	Law Office Systems & Records Mgmt.	4.0	40
PL 109	Legal Procedures	3.0	30
PL 111	Criminal Law	3.0	30
PL 112	Contracts & Property Law	3.0	30
PL 113	Family Law	3.0	30
PL 114	Wills, Trusts, & Estates	3.0	30
PL 115	Bankruptcy Law	3.0	30
PL 116	Intro into Paralegalism & American Law	3.0	30
PL 117	Paralegal Ethics & Professional Practice	1.0	10
PL 118	Legal Research	4.0	40
PL 120	Civil Procedure	2.0	20
PL 121	Trial Preparation & Procedures	3.0	30
PL 216	Practicum	6.0	180

**Associate of Arts Degree - General Education Units
(Moreno Valley Campus Only)**

In addition to all of the required courses in the Paralegal Studies Diploma program, a total of 36 units comprised of any of the following general education units listed below must be satisfactorily completed:

COURSE #	COURSE NAME	UNITS	HOURS
GE 101	Algebra	8.0	100
GE 102	English Composition	4.0	40
GE 103	General Psychology	4.0	40
GE 104	Geography	4.0	40
GE 105	Literature	4.0	40
GE 106	Philosophy	4.0	40
GE 107	Political Science / American Politics	4.0	40
GE 108	Speech	4.0	40
GE 109	Nutrition	4.0	40
GE 110	Introduction to Business	4.0	40
GE 111	Marriage & Family Relations	4.0	40



Sage Fact
WITH SAGE
COLLEGE'S
PARALEGAL
STUDIES
PROGRAM, YOU
CAN BEGIN
WORKING AS
A PARALEGAL
AFTER JUST 5
QUARTERS.



Sage Fact
OUR PARALEGAL PROGRAM IS NOT A "QUICKIE" 6-MONTH PROGRAM. SAGE COLLEGE OFFERS EITHER A 15-18 MONTH DIPLOMA PROGRAM OR A 27-MONTH AA DEGREE PROGRAM THAT FULLY PREPARES GRADUATES TO ENTER INTO THE PARALEGAL PROFESSION.

PARALEGAL STUDIES DIPLOMA PROGRAM COURSE DESCRIPTIONS

- PL 101 BEGINNING ENGLISH I** 4 UNITS | 40 LECTURE HOURS
 This course covers sentence patterns, modifiers, and basic punctuation. Topics include nouns, verbs (action, linking, and helping verbs), pronouns, adverbs, adjectives, prepositional phrases, adverb and adjective clauses, appositives, run-on sentences, and sentence fragments.
Prerequisite: None
- PL 102 VOCABULARY** 4 UNITS | 40 LECTURE HOURS
 This course covers literary terminology of an advanced nature. It encourages the student to enrich his/her vocabulary by developing word curiosity.
Prerequisite: None
- PL 103 BUSINESS MATH** 4 UNITS | 40 LECTURE HOURS
 This course is designed to guide students through clear, detailed explanations of the principles and practices of business mathematics. Basic mathematical concepts are presented including addition, subtraction, multiplication, division, fractions, and decimals. Business problems will be solved by applying format commands and creating formulas using spreadsheet software.
Prerequisite: None
- PL 104 LEGAL TERMINOLOGY** 3 UNITS | 30 LECTURE HOURS
 This course covers basic legal terminology and surveys various aspects of civil law and procedure as applied to pleadings, motions, civil trials, evidence, case law and law reports, and juries. It includes sections of the Rules of Court, the Code of Civil Procedure, and the Evidence Code.
Prerequisite: None
- PL 106 WORD PROCESSING AND CALENDARING** 5 UNITS | 30 LECTURE; 40 LAB HOURS
 This course provides an introduction to word processing software using the computer. It covers basic applications and system commands, with an emphasis on editing and formatting. This course provides an introduction to the use of law office practice management software. It covers basic calendaring, database entry, editing, and use of system commands.
Prerequisite: None
- PL 107 LEGAL ANALYSIS AND WRITING** 2 UNITS | 20 LECTURE HOURS
 This course covers the fundamentals of legal analysis, writing and application of legal principles. Students learn to organize legal research and findings and present ideas in written and oral format. Students prepare basic legal correspondence such as letters, memoranda, and pleadings. The course covers writing tasks the paralegal will perform and analysis of legal situations. Topics include fact investigation, witness interviews, preparation of case briefs, and utilization of IRAC method.
Prerequisite: None
- PL 108 LAW OFFICE SYSTEMS AND RECORDS MANAGEMENT** 4 UNITS | 40 LECTURE HOURS
 This course develops the student's abilities and knowledge to successfully use the computer program in the law office and to apply the basic procedures used in law offices today.
Prerequisite: None
- PL 109 LEGAL PROCEDURES** 3 UNITS | 30 LECTURE HOURS
 This course introduces students to legal procedures found in various areas of law, including: Civil Litigation, Criminal Procedure, and Constitutional Law. The course also presents students with an overview of legal research and writing with an introduction into legal analysis. This class develops students' abilities and knowledge to better comprehend overall theory behind various legal procedures while also providing a hands-on learning experience for specific legal procedures the student will encounter in the workplace.
Prerequisite: None
- PL 111 CRIMINAL LAW** 3 UNITS | 30 LECTURE HOURS
 This course surveys basic criminal law, components of a crime, and the 4th Amendment. It covers the administration of justice and the role of the paralegal.
Prerequisite: None
- PL 112 CONTRACTS AND PROPERTY LAW** 3 UNITS | 30 LECTURE HOURS
 This course surveys the basic elements of real estate law, deeds and conveyances, contract law, agency relationships, and tort actions.
Prerequisite: None



Sage Fact

OUR PARALEGAL CURRICULUM IS COMPREHENSIVE, PROVIDING YOU WITH THE QUALITY IN EDUCATION YOU'RE LOOKING FOR. OUR CARING INSTRUCTORS HAVE PROFESSIONAL EXPERIENCE IN THE LEGAL FIELD AND WILL TEACH YOU THE SKILLS YOU NEED.

- PL 113 FAMILY LAW** 3 UNITS | 30 LECTURE HOURS
This course explores all areas of family law and domestic relations, civil law as applied to marriage contracts, dissolution of marriage, and disposition of property.
Prerequisite: None
- PL 114 WILLS, TRUSTS, AND ESTATES** 3 UNITS | 30 LECTURE HOURS
This course surveys the Probate Code and the basic elements of probate law, intestate distribution of estates, types of wills, and the processing of wills.
Prerequisite: None
- PL 115 BANKRUPTCY LAW** 3 UNITS | 30 LECTURE HOURS
This course provides an overview of the substantive laws of bankruptcy. It covers the written and unwritten rules of procedure that guide and control how the law is implemented. The student will be given hands-on experience performing bankruptcy tasks. The course covers bankruptcy commencement, discharge, liquidation of the estate, and reorganizations.
Prerequisite: None
- PL 116 INTRODUCTION TO PARALEGALISM AND AMERICAN LAW** 3 UNITS | 30 LECTURE HOURS
This course introduces legal concepts and principles of paralegalism upon which students will build their careers. Students will explore the role, skills, and responsibilities of a paralegal. Communication, judgment, and analytical abilities necessary in the workforce will be explored. This course introduces the various types of substantive law, such as Torts and Contracts. The basic concepts of American government and the American judicial system are learned about as well.
Prerequisite: None
- PL 117 PARALEGAL ETHICS AND PROFESSIONAL PRACTICE** 1 UNITS | 10 LECTURE HOURS
This course prepares the paralegal for ethical issues and professional duties on the job. It covers the regulation of the paralegal profession, legal and paralegal ethics, and professional responsibility. Also included is law firm organization, careers in the legal community, paralegal associations and other material essential to paralegal success.
Prerequisite: None
- PL 118 LEGAL RESEARCH** 4 UNITS | 40 LECTURE HOURS
This course covers the methodology and sources of research for the paralegal. Students learn shepardizing, preparation of case briefs, and utilization of IRAC method. Topics covered include legal research principles; types of research books; citation methods; interpreting case and statutory law; and using government publications. Students learn how to use a law library and computerized research sources.
Prerequisite: None
- PL 120 CIVIL PROCEDURE** 2 UNITS | 20 LECTURE HOURS
This course begins with an explanation of litigation basics and gradually moves into more technical legal aspects. It explains how the civil justice system actually works. The coursework and the text are intended to serve as a reference and resource for the paralegal. Topics include civil actions, motions, investigation, discovery, conducting an investigation, jurisdiction, defenses, and evidence.
Prerequisite: None
- PL 121 TRIAL PREPARATION AND PROCEDURES** 3 UNITS | 30 LECTURE HOURS
This course concentrates on a summary of methods of pre-trial procedures, interviewing, investigation, discovery, rules of civil procedure for state and federal courts, methods and organization for effective trial presentations, including the preparation and presentation of motions and a mock jury trial. Actual pleading, discovery, briefs and trial notebooks are prepared and used. The evidence code is reviewed and used at trial.
Prerequisite: None
- PL 216 PRACTICUM** 6 UNITS | 180 EXTERNSHIP HOURS
Practicum is designed to facilitate the transition from school to the job. The course will include direct work experience in the field in such settings as legal offices, courts, and other law-related environments. Veteran students enrolled in the Paralegal Studies diploma program will additionally complete the requirements of course number PL 216 on site under supervision of an assigned instructor.
Prerequisite: Completion of 75 percent or more of the core curriculum

CHANGES AND REVISION POLICY: Sage College reserves the right to make changes in class schedules, instructors, classrooms, and scheduled times of classes. Substitute teachers may be used and/or classes may be canceled for unforeseen circumstances.



Sage Fact
SMALL CLASS SIZES
GIVE YOU A MORE
PERSONALIZED,
ONE-ON-ONE
LEARNING
EXPERIENCE.

COURT REPORTING PROGRAM

Program Description

The academic and speedbuilding courses at Sage College were developed to provide the educational skills and knowledge essential to the court reporting profession and its related fields. Students are trained to “write” in excess of 200 wpm on a stenotype machine and complete a specialized academic curriculum. At the completion of the program, students are qualified to take verbatim testimony for any of the following: actual court trials, pretrial hearings, closed captioning, conferences, rapid data entry, depositions, meetings, conventions, and medical transcribing. The curriculum ensures the fulfillment of the mission, philosophy, and objectives.

Diploma

Total Credit Units **304**

AA Degree

Total Credit Units **320**

Clock Hours

One clock hour is equivalent to 50 minutes of classroom instruction.

Units / Credits

One unit/credit is equal to and awarded for a minimum of 10 clock hours of lecture/instruction.

One unit/credit is equal to and awarded for a minimum of 20 clock hours of required laboratory.

One unit/credit is equal to and awarded for a minimum of 30 clock hours of externship.

Sage College is a credit-hour school.

Graduation Requirements

For satisfactory completion of the Court Reporting Diploma program, the student must successfully complete the Court

Reporting curriculum within the maximum time frame, Qualify through Sage College and pass the California Certified Shorthand Reporters examination.

A Diploma may be granted for successful completion of the RPR examination in place of qualifying and passing the CSR, California Certified Shorthand Reporters examination.

Students who exceed the maximum time frame, yet meet other graduation criteria, earn and receive a Certificate of Completion.

For satisfactory completion of the Court Reporting Associate of Applied Arts Degree program, the student must successfully complete the Court Reporting curriculum within the maximum time frame, qualify through Sage College to take the California Certified Shorthand Reporters examination, successful completion of the RPR examination can replace the requirement of qualifying through Sage College to take the California Certified Shorthand Reporters examination, and complete 16 General Education units within the maximum time frame.

NCRA Graduate requirements include the following in addition to one of the requirements above:

1. Student shall pass three 5-minute tests with 95% accuracy at each of the following speeds: 225 wpm testimony (two-voice), 200 wpm jury charge, and 180 wpm literary;
2. Student shall pass at least two 5-minute timed writings in keyboarding at a minimum of 60 gross wpm with a maximum of 5 errors;
3. Student shall complete at least 40 verified hours of writing during internship.

**Course Outline - Diploma Program
(304 Credit Units)**

MACHINE SHORTHAND COURSES

COURSE #	COURSE NAME	UNITS	HOURS
MS 101	Theory I	5.5	55
MS 102	Theory Computer I	3.0	60
MS 201	Theory II	5.0	50
MS 202	Theory Computer II	3.0	60
MS 401	Speedbuilding 60/80 wpm	6.0	80
MS 402	Speedbuilding 60/80 wpm	6.0	80
MS 403	Speedbuilding 60/80 wpm	6.0	80
MS 501	Speedbuilding 100 wpm	6.0	80
MS 502	Speedbuilding 100 wpm	6.0	80
MS 503	Speedbuilding 100 wpm	6.0	80
MS 504	Speedbuilding 100 wpm	6.0	80
MS 601	Speedbuilding 120 wpm	6.0	80
MS 602	Speedbuilding 120 wpm	6.0	80
MS 603	Speedbuilding 120 wpm	6.0	80
MS 604	Speedbuilding 120 wpm	6.0	80
MS 701	Speedbuilding 140 wpm	6.0	80
MS 702	Speedbuilding 140 wpm	6.0	80
MS 703	Speedbuilding 140 wpm	6.0	80
MS 704	Speedbuilding 140 wpm	6.0	80
MS 801	Speedbuilding 160 wpm	6.0	80
MS 802	Speedbuilding 160 wpm	6.0	80
MS 803	Speedbuilding 160 wpm	6.0	80
MS 804	Speedbuilding 160 wpm	6.0	80
MS 805	Speedbuilding 160 wpm	6.0	80
MS 806	Speedbuilding 160 wpm	6.0	80
MS 901	Speedbuilding 180 wpm	6.0	80
MS 902	Speedbuilding 180 wpm	6.0	80
MS 903	Speedbuilding 180 wpm	6.0	80
MS 904	Speedbuilding 180 wpm	6.0	80
MS 905	Speedbuilding 180 wpm	6.0	80
MS 906	Speedbuilding 180 wpm	6.0	80
MS 1001	Speedbuilding 200 wpm	6.0	80
MS 1002	Speedbuilding 200 wpm	6.0	80
MS 1003	Speedbuilding 200 wpm	6.0	80
MS 1004	Speedbuilding 200 wpm	6.0	80
MS 1005	Speedbuilding 200 wpm	6.0	80
MS 1006	Speedbuilding 200 wpm	6.0	80
MS 1101	CSR Preparation	6.0	80
MS 1102	CSR Preparation	6.0	80
MS 1103	CSR Preparation	6.0	80
MS 1104	CSR Preparation	6.0	80
MS 1105	CSR Preparation	6.0	80
MS 1106	CSR Preparation	6.0	80

All court reporting courses are approved for the online mode of delivery; however, all tests used to qualify students to sit for the

CSR exam shall be transcribed on campus under supervision. Therefore, any student intending to qualify for the California CSR exam will be required to attend either the Moreno Valley or San Diego campus to complete the requirements of the 1101-1106 courses by participating in the weekly qualifying exams.

Academic Courses - Diploma Program

COURSE #	COURSE NAME	UNITS	HOURS
CR 101	Beginning English I	4.0	40
CR 201	Beginning English II	4.0	40
CR 102	Vocabulary I	4.0	40
CR 103	Vocabulary II	4.0	40
CR 104	Medical I	4.0	40
CR 105	Legal Terminology I	4.0	40
CR 106	Legal Terminology II	3.5	35
CR 202	Advanced English I	4.0	40
CR 203	Advanced English II	3.5	35
CR 204	Medical II	3.5	35
CR 206	Court & Deposition Procedures & Ethics of Court Reporting	4.0	40
CR 207	Transcript Prep I	3.0	30
CR 208	Transcript Prep II	3.0	30
CR 209	Advanced Computer	1.5	15
CR 210	Realtime Computer	1.5	15
CR 211	Apprenticeship Training	2.0	60

Associate of Applied Arts Degree - General Education Units

In addition to all of the required courses in the Court Reporting Diploma program, a total of 16 units comprised of any of the following general education courses must be satisfactorily completed:

COURSE #	COURSE NAME	UNITS	HOURS
GE 101	Algebra	8.0	100
GE 102	English Composition	4.0	40
GE 103	General Psychology	4.0	40
GE 104	Geography	4.0	40
GE 105	Literature	4.0	40
GE 106	Philosophy	4.0	40
GE 107	Political Science / American Politics	4.0	40
GE 108	Speech	4.0	40
GE 109	Nutrition	4.0	40
GE 110	Introduction to Business	4.0	40
GE 111	Marriage & Family Relations	4.0	40

Optional Elective Courses

COURSE #	COURSE NAME	UNITS	HOURS
CR 109	Keyboarding	0.0	Varied
CR 212	Career Planning	0.0	Varied
CR 213	Realtime III / Dictation	0.0	Varied
CR 214	Academic Review	0.0	Varied
MS 1201	4-Voice Practicum	0.0	Varied
MS 1202	RPR Proficiency 225 wpm	0.0	Varied
MS 1203	Writing Development Drills	0.0	Varied



Sage Fact

**SAGE COLLEGE HAS
A LASER-VISION
APPROACH TO
YOUR EDUCATION,
FOCUSING ON THE
LEGAL PROFESSION
AND OFFERING
PARALEGAL
STUDIES AND
COURT REPORTING
PROGRAMS
EXCLUSIVELY.**



Sage Fact

**SAGE COLLEGE
TESTS ARE
GRADED AT 97.5%
ACCURACY –
PERFECT
PREPARATION TO
TAKE AND PASS
THE CSR EXAM.**

MACHINE SHORTHAND COURSE DESCRIPTIONS

The machine shorthand program is designed for students to develop the machine shorthand skills required to achieve the ability to "write" on a stenotype machine at speeds in excess of 200 words per minute at 97.5 percent accuracy. Readback and analysis of paper or electronic steno notes is inclusive. Enrollment for all speedbuilding courses, after Theory, is open-ended. At the time that a student demonstrates satisfactory completion of required competencies, he/she will have earned all credits assigned to each particular speed level. Lab hours are achieved by attending the "trail" and/or "push" classes for the additional live dictation opportunities or practicing dictation in the labs or practice time on audio or videotapes. Speedbuilding skills are individual and self-paced, but are typically achieved in direct relation to the time spent on skill development. All tests used to qualify students to sit for the CSR exam shall be transcribed on campus under supervision. Sage College makes no guarantees as to a student's progress in the machine speedbuilding program. Therefore, any student intending to qualify for the California CSR exam will be required to attend classes on campus to participate in the weekly qualifying examinations.

In preparation for the expectations and responsibilities of the Court Reporting profession, for all on-ground classes, late entry and early departure are not permitted in any stenotype machine course.

MS 101 THEORY I

5.5 UNITS | 55 LECTURE HOURS

Students are taught to understand and master the stenotype keyboard and use phonetic listening and writing skills. Realtime computer-compatible theory -- which emphasizes phrasing, arbitraries, the long-vowel system, beginning brief forms, plurals, and past tenses -- is taught. Lessons 1 through 20 of the Theory I textbook are covered.

Prerequisite: None

MS 102 THEORY COMPUTER I

3 UNITS | 60 LAB HOURS

Students are introduced to the computer keyboard and the software application of shorthand theory and computer-aided transcription by writing the audio dictation that coincides with Lessons 1 through 20 of the Theory I textbook. Students write each theory lesson for realtime accuracy and analysis. Emphasis is placed on writing development and accuracy in writing.

Prerequisite: Concurrent enrollment in Theory I - MS 101

MS 201 THEORY II

5 UNITS | 50 LECTURE HOURS

Students are taught realtime computer-compatible theory with emphasis on additional shortcuts and advanced techniques for special word endings. Lessons 21 through 40 of the Theory II textbook are covered. Simple 2-voice testimony and proper transcription techniques are also included. Simple 4-voice testimony is introduced.

Prerequisite: MS 101 or equivalent

MS 202 THEORY COMPUTER II

3 UNITS | 60 LAB HOURS

Students are provided with continued training in the application of shorthand theory and computer-aided transcription by writing the audio dictation that coincides with Lessons 21 through 40 of the Theory II textbook. Students write each theory lesson for realtime accuracy and analysis. Emphasis is placed on writing development, accuracy in writing, and proficiency in computer-aided transcription.

Prerequisite: Concurrent enrollment in Theory II - MS 201

MS 401 SPEEDBUILDING 60/80 WPM

6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 401 is a sequential course in the court reporting program. It is a transition between theory and speed development. Emphasis is placed on the mastery of basic phrases, numbers, states, vowel combinations, and consonant combinations. Basic 4-voice courtroom testimony and transcription are expanded. Practice assignments from *The Bridge Book*, Lessons 1 - 4, are dictated for readback. Vocabulary building and effective readback are emphasized.

Prerequisites: MS 201 and MS 202 or equivalent

MS 402 SPEEDBUILDING 60/80 WPM

6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 402 is a transitional course between MS 401 and MS 403. Emphasis is placed on the mastery of numbers, names, possessive forms, contractions, word families, and the use of the dash. Students are provided with continued skill-building exercises from Lessons 5 - 7 of *The Bridge Book*. 4-voice testimony and transcription are expanded further. Vocabulary building and effective readback are also emphasized.

Prerequisite: MS 201 and MS 202 or equivalent

MS 403 SPEEDBUILDING 60/80 WPM

6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 403 is a transitional course between MS 402 and MS 501. Emphasis is placed on the mastery of proper names, forming the possessive of proper names, contractions, consonant compounds, suffixes, brief forms and phrases from the speedbuilding packets, and the use of the semicolon. Students are provided with continued skill-building exercises from Lessons 8 - 10 of *The Bridge Book*. 4-voice testimony and transcription are expanded further. Vocabulary building and effective readback are also emphasized.

Prerequisite: MS 401 or equivalent

MS 501 SPEEDBUILDING 100 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 501 is a sequential course in the court reporting program. It is a transitional course between 80 wpm and 100 wpm. Emphasis is placed on the mastery of increasingly difficult 4-voice courtroom testimony, readback, and transcription. The identification for a second defense attorney is introduced, and simple deposition testimony is dictated to provide the student with an opportunity to build his or her skill in the writing of both courtroom and deposition testimony. The 100 wpm packet is introduced. Effective vocabulary building and reinforcement of the comma and semicolon are also emphasized. Additional skill-building exercises are provided through the use of *The Bridge Book*, Lessons 11 and 12.

Prerequisite: MS 403 or equivalent



MS 502 SPEEDBUILDING 100 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 502 is a transitional course between MS 501 and MS 503. Emphasis is placed on the mastery of advanced phrasing, arbitraries, jury charge, numbers, vocabulary building, and on 4-voice testimony, readback, and transcription. Reinforcement of the apostrophe, dash, and commas is provided. Basic literary material is introduced. Additional skill-building exercises are provided through the use of *The Bridge Book*, Lessons 13 through 15.

Prerequisite: MS 403 or equivalent



MS 503 SPEEDBUILDING 100 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 503 is a transitional course between MS 502 and MS 504. Emphasis is placed on the mastery of advanced phrasing, arbitraries, jury charge, names and spellings, cities and states, and the use of the dash and the colon. Reinforcement of briefs from the 100 wpm packet and of jury charge and literary material is provided. Additional skill-building exercises are provided through the use of *The Bridge Book*, Lessons 16 and 17. Emphasis is also placed on the mastery of 4-voice testimony, readback, and transcription.

Prerequisite: MS 501 or equivalent



MS 504 SPEEDBUILDING 100 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 504 is a transitional course between MS 503 and MS 601. Emphasis is placed on the mastery of prefixes and suffixes, numbers, word families, jury charge, literary material, 4-voice testimony, readback, and transcription. Retention drills are introduced to provide the student with the opportunity to increase his or her level of concentration. Readback of drills and vocabulary building are also emphasized. Additional skill-building exercises are provided through the use of *The Bridge Book*, Lessons 18 through 20.

Prerequisite: MS 502 or equivalent

MS 601 SPEEDBUILDING 120 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 601 is a sequential course in the court reporting program. It is a transitional course between 100 wpm and 120 wpm. Emphasis is placed on the mastery of increasingly difficult 4-voice testimony, both courtroom and deposition testimony; readback and transcription of both courtroom and deposition testimony; increasingly difficult jury charge and literary material; readback of numbers, names, and retention drills; and punctuating quoted material. Reinforcement of briefs and phrases is provided. The 120 wpm packet is introduced.

Prerequisite: MS 504 or equivalent

MS 602 SPEEDBUILDING 120 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 602 is a transitional course between MS 601 and MS 603. Emphasis is placed on the mastery of increasingly difficult vocabulary, punctuation of discourse, 4-voice testimony, readback, and transcription. Legal opinion, colloquy, opening statements, and closing arguments are introduced. The use of the hyphen for compound nouns and verbs is also introduced, with emphasis on readback of sentences containing these compound structures.

Prerequisite: MS 504 or equivalent

MS 603 SPEEDBUILDING 120 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 603 is a transitional course between MS 602 and MS 604. Emphasis is placed on the mastery of 4-voice testimony, readback, and transcription, names in the news, numbers, contractions, compound nouns and verbs, jury charge, literary, and colloquy. Current events and punctuation of quoted material that is less than a full quotation are introduced. Reinforcement of legal opinion and argument is provided.

Prerequisite: MS 601 or equivalent

MS 604 SPEEDBUILDING 120 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 604 is a transitional course between the MS 603 and MS 701. Emphasis is placed on the mastery of retention drills, compound nouns and verbs, prefixes and suffixes, consonant compounds, jury charge, current events, 4-voice testimony, readback, and transcription. Latin terms and hyphenation of compound adjectives are introduced. Reinforcement of opening statements and closing arguments is provided.

Prerequisite: MS 602 or equivalent



Sage Fact
SAGE COLLEGE
PROVIDES
GUIDANCE AND
COUNSELING
FOR ALL
STUDENTS FROM
YOUR INITIAL
APPLICATION TO
GRADUATION.



Sage Fact
SAGE COLLEGE
OFFERS A VARIETY
OF OPTIONS TO
MEET STUDENT
NEEDS: DAY,
EVENING, AND
ONLINE CLASSES
ARE AVAILABLE.

MS 701 SPEEDBUILDING 140 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 701 is a sequential course in the court reporting program. It is also a transitional course between 120 wpm and 140 wpm. Emphasis is placed on the mastery of colloquy, legal opinion and argument, Latin terms, hyphenation of compound words, jury charge, literary material and current events, increasingly difficult vocabulary, and increasingly difficult 4-voice testimony. Readback of names and spellings, numbers, sentences with punctuation included, and testimony is also emphasized. Medical terms and autopsy reports are introduced. The 140 wpm packet is introduced.

Prerequisite: MS 604 or equivalent

MS 702 SPEEDBUILDING 140 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 702 is a transitional course between MS 701 and MS 703. Emphasis is placed on the mastery of 4-voice testimony, readback and transcription, colloquy, medical terms and autopsy reports, Latin terms, punctuation of narrative answers, and vocabulary building. Legal citations are introduced. Reinforcement of jury charge, literary material, consonant compounds, and legal opinion is also provided.

Prerequisite: MS 604 or equivalent

MS 703 SPEEDBUILDING 140 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 703 is a transitional course between MS 702 and MS 704. Emphasis is placed on the mastery of increasingly difficult 4-voice testimony, medical and legal terms, other technical terms from various areas of expertise, punctuation of legal opinion and jury charge, and proficiency of readback and transcription.

Prerequisite: MS 701 or equivalent

MS 704 SPEEDBUILDING 140 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 704 is a transitional course between MS 703 and MS 801. Emphasis is placed on the mastery of sustained 4-voice testimony and colloquy, readback of literary material and legal opinion, punctuation of opening statements and closing arguments, and increasingly difficult vocabulary. Punctuation of noun clauses used in a series is introduced. Reinforcement of citations and the proper technique of transcribing them is provided. Readback of dollar amounts and of citations is also emphasized.

Prerequisite: MS 702 or equivalent

MS 801 SPEEDBUILDING 160 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 801 is a sequential course in the court reporting program. It is also a transitional course between 140 wpm and 160 wpm. Emphasis is placed on the mastery of sustained 4-voice testimony and technical testimony at 150 words per minute. Increasingly difficult vocabulary, legal opinion, jury charge, fluent readback, accurate transcription, and current events are also emphasized. Reinforcement of punctuation is also emphasized, particularly as applied to jury charge, literary material, and legal citations. Terminology related to weapons, ammunition, narcotics, and prescription drugs is introduced. Effective paragraphing of jury charge and literary material is also addressed. Reinforcement of the comma as applied to phrases and clauses is provided. The 160 wpm student packet is provided.

Prerequisite: MS 704 or equivalent

MS 802 SPEEDBUILDING 160 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 802 is a transitional course between MS 801 and MS 803. Emphasis is placed on the mastery of sustained 4-voice testimony at 150 words per minute, legal citations, retention drills, fluent readback, and accurate transcription. Demonstration of effective paragraphing of jury charge and literary material is also emphasized. Reinforcement of punctuation skills on all types of text is provided. Skill development on abbreviations, acronyms, and correct usage for homonyms is also provided.

Prerequisite: MS 704 or equivalent

MS 803 SPEEDBUILDING 160 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 803 is a transitional course between MS 802 and MS 804. Emphasis is placed on the mastery of sustained 4-voice testimony at 150 words per minute, legal opinion, and increasingly difficult colloquy. Demonstration of fluent readback and accurate transcription is also emphasized. Reinforcement of punctuation, current events, and autopsy reports is provided. Foreign words and phrases are introduced.

Prerequisite: MS 801 or equivalent

MS 804 SPEEDBUILDING 160 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 804 is a transitional course between MS 803 and MS 805. Emphasis is placed on the mastery of sustained 4-voice testimony at 160 words per minute, fluent readback, accurate transcription, foreign words and phrases, pathology reports, and proper formatting of discovery testimony read into the trial record. Reinforcement of terminology related to weapons and ammunition is provided. Sections of the Penal Code and the Evidence Code are introduced. The 160 wpm student packet is also reinforced.

Prerequisite: MS 802 or equivalent



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**SAGE COLLEGE
ONLINE PROGRAM
OFFERS LIVE AND
INTERACTIVE
COURSES THROUGH
THE USE OF
ILLUMINATE, AN
ONLINE CLASSROOM
THAT USES CHAT
AND AUDIO TO
CREATE A LIVE,
INTERACTIVE,
STUDENT
EXPERIENCE.**

- MS 805 SPEEDBUILDING 160 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS**
Speedbuilding MS 805 is a transitional course between MS 804 and MS 806. Emphasis is placed on the mastery of sustained 4-voice testimony and expert testimony at 160 words per minute, foreign words and phrases, increasingly difficult jury charge and literary material, fluent readback, and accurate transcription. Reinforcement of punctuating discourse and other quoted material is provided. The addition of a second prosecutor or attorney for the plaintiff is introduced.
Prerequisite: MS 803 or equivalent
- MS 806 SPEEDBUILDING 160 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS**
Speedbuilding MS 806 is a transitional course between MS 805 and MS 901. Emphasis is placed on the mastery of sustained testimony at 160 words per minute, expert testimony at 160 words per minute, and discovery testimony read into the trial record. Retention drills, number drills, fluent readback, and accurate transcription are also emphasized. Reinforcement of material from the 160 wpm student packet is provided. Sections of the Code of Civil Procedure and California Rules of Court are introduced.
Prerequisite: MS 804 or equivalent
- MS 901 SPEEDBUILDING 180 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS**
Speedbuilding MS 901 is a sequential course in the court reporting program. It is also a transitional course between 160 wpm and 180 wpm speed classes. Emphasis is placed on the mastery of sustained 4-voice testimony and expert testimony at 170 words per minute, literary material, current events, jury charge, and testimony with a second prosecutor or attorney for the plaintiff. Fluent readback, accurate transcription, medical terms, and terminology related to narcotics and prescription drugs are also emphasized. Reinforcement of contractions, compound verbs, and compound nouns is provided. The 180 wpm student packet is introduced.
Prerequisite: MS 806 or equivalent
- MS 902 SPEEDBUILDING 180 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS**
Speedbuilding MS 902 is a transitional course between MS 901 and MS 903. Emphasis is placed on the mastery of pathology reports, *voir dire* of a jury, grand jury proceedings, pronouncement of judgment, sustained 4-voice testimony at 170 words per minute, fluent readback, and accurate transcription. Reinforcement of possessive forms and hyphenation as applied to compound adjectives is provided.
Prerequisite: MS 806 or equivalent
- MS 903 SPEEDBUILDING 180 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS**
Speedbuilding MS 903 is a transitional course between MS 902 and MS 904. Emphasis is placed on the mastery of Penal Code motions, Evidence Code motions, foreign words and phrases, sustained 4-voice testimony at 170 words per minute, fluent readback, and accurate transcription. Reinforcement of clothing descriptions and physical characteristics is provided. Names of prominent nations and their leaders, along with the spelling of those names, are also emphasized.
Prerequisite: MS 901 or equivalent
- MS 904 SPEEDBUILDING 180 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS**
Speedbuilding MS 904 is a transitional course between MS 903 and MS 905. Emphasis is placed on the mastery of portions of California Rules of Court, preliminary hearings, grand jury hearings, motion *in limine*, and *in camera* motions. Sustained 4-voice testimony at 180 words per minute, fluent readback, and accurate transcription are also emphasized. Reinforcement of the colon, semicolon, and dash is provided. Opening statements, closing arguments, and colloquy are also reinforced.
Prerequisite: MS 902 or equivalent
- MS 905 SPEEDBUILDING 180 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS**
Speedbuilding MS 905 is a transitional course between MS 904 and MS 906. Emphasis is placed on the mastery of expert testimony and sustained 4-voice testimony at 180 words per minute, discharge summaries, legal terminology, and *voir dire* examination. Fluent readback and accurate transcription are also emphasized. Reinforcement of citations, legal and medical terminology, pathology reports, jury charge, literary material, and punctuating narrative answers is provided.
Prerequisite: MS 903 or equivalent
- MS 906 SPEEDBUILDING 180 WPM 6 UNITS | 40 LECTURE; 40 LAB HOURS**
Speedbuilding MS 906 is a transitional course between MS 905 and MS 1001. Emphasis is placed on the mastery of sustained 4-voice testimony at 180 words per minute, certified pleas and PC859(a), police reports, forensics, and effective use of research tools. Fluent readback and accurate transcription are also emphasized. Reinforcement of jury charge, literary material, and current events is provided. Quotes within quotes and the correct use of italics are introduced.
Prerequisite: MS 904 or equivalent



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SAGE COLLEGE INTRODUCES MULTIVOICE (4-VOICE) DICTATION IN THEORY! NO NEED TO WAIT FOR HIGH SPEED CLASSES. HUGE FOR PREPARING FOR THE SPEEDBUILDING PROGRAM, THE CSR EXAM, AND PROFESSION!

MS 1001 SPEEDBUILDING 200 WPM

6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 1001 is a sequential course in the court reporting program. It is also a transitional course between 180 wpm and 200 wpm speed classes. Emphasis is placed on the mastery of sustained 4-voice testimony at 190 words per minute, 402 hearings, the proper handling of readback to the jury during deliberations, and the proper treatment of testimony stricken by the judge. Fluent readback and accurate transcription are also emphasized. The reinforcement of sections from the Code of Civil Procedure is provided.

Prerequisite: MS 906 or equivalent

MS 1002 SPEEDBUILDING 200 WPM

6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 1002 is a transitional course between MS 1001 and MS 1003. Emphasis is placed on the mastery of expert testimony and sustained 4-voice testimony at 190 words per minute, forensics, increasingly difficult vocabulary, jury charge, legal argument, fluent readback, and accurate transcription. Proficiency with numbers dictated from weather reports and stock quotations is also emphasized. Reinforcement of foundational hearings, pronouncement of judgment, and punctuating quotes within quotes is provided.

Prerequisite: MS 906 or equivalent

MS 1003 SPEEDBUILDING 200 WPM

6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 1003 is a transitional course between MS 1002 and MS 1004. Emphasis is placed on the mastery of Congressional Record, State of the Union addresses, current events, and sustained 4-voice testimony at 190 words per minute. Fluent readback and accurate transcription are also emphasized. Reinforcement of foreign words and phrases, technical terms from various fields of expertise, and the treatment of stricken testimony is provided. Students receive assistance in arranging sites, dates, and times for their required apprenticeship hours.

Prerequisite: MS 1001 or equivalent

MS 1004 SPEEDBUILDING 200 WPM

6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 1004 is a transitional course between MS 1003 and MS 1005. Emphasis is placed on the mastery of pretrial motions, Points and Authorities, appeals, colloquy at increasingly difficult levels, sustained 4-voice testimony at 200 words per minute, fluent readback, accurate transcription, and ethics of court reporting. Students receive assistance in arranging sites, dates, and times for their required apprenticeship hours.

Prerequisite: MS 1002 or equivalent

MS 1005 SPEEDBUILDING 200 WPM

6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 1005 is a transitional course between MS 1004 and MS 1006. Emphasis is placed on the mastery of legal argument, Points and Authorities, federal courts, testimony at increasingly difficult levels, sustained 4-voice dictation at 200 words per minute, fluent readback, accurate transcription, and ethics of court reporting. Students receive assistance in arranging sites, dates, and times for their required apprenticeship hours.

Prerequisite: MS 1003 or equivalent

MS 1006 SPEEDBUILDING 200 WPM

6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 1006 is a transitional course between the 200 wpm speed classes and CSR preparation. Emphasis is placed on mastery of sustained 4-voice testimony at 200 words per minute; codes; legal, medical, and other technical terms, including foreign words and phrases; fluent readback; and transcription accuracy and efficiency. Reinforcement of appeals, motions, and effective use of research tools is provided. Students receive assistance in arranging sites, dates, and times for their required apprenticeship hours, which must be completed before entering MS 1101.

Prerequisite: MS 1004 or equivalent

MS 1101 CSR PREPARATION

6 UNITS | 40 LECTURE; 40 LAB HOURS

Speedbuilding MS 1101 is a sequential course in the court reporting program. Emphasis is placed on the mastery of **live** dictation from **four** speakers at 160 words per minute. Transcription accuracy and efficiency are emphasized as related to preparation for the profession as well as qualification for the California Certified Shorthand Reporters examination.

Prerequisite: MS 1006 or equivalent

MS 1102 CSR PREPARATION

6 UNITS | 40 LECTURE; 40 LAB HOURS

This is a transitional course between CSR Preparation MS 1101 and MS 1103. Emphasis is placed on the mastery of **live** dictation from **four** speakers at 170 words per minute. Transcription accuracy and efficiency are emphasized as related to preparation for the profession as well as qualification for the California Certified Shorthand Reporters examination.

Prerequisite: MS 1006 or equivalent

MS 1103 CSR PREPARATION

6 UNITS | 40 LECTURE; 40 LAB HOURS

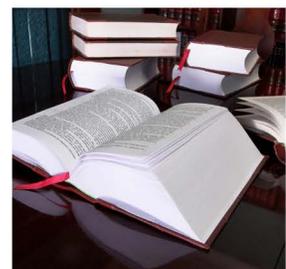
This is a transitional course between CSR Preparation MS 1102 and MS 1104. Emphasis is placed on the mastery of **live** dictation from **four** speakers at 180 words per minute. Transcription accuracy and efficiency are emphasized as related to preparation for the profession as well as qualification for the California Certified Shorthand Reporters examination.

Prerequisite: MS 1101 or equivalent

MS 1104 CSR PREPARATION**6 UNITS | 40 LECTURE; 40 LAB HOURS**

This is a transitional course between CSR Preparation MS 1103 and MS 1105. Emphasis is placed on the mastery of **live** dictation from **four** speakers at 190 words per minute. Transcription accuracy and efficiency are emphasized as related to preparation for the profession as well as qualification for the California Certified Shorthand Reporters examination.

Prerequisite: MS 1102 or equivalent

**MS 1105 CSR PREPARATION****6 UNITS | 40 LECTURE; 40 LAB HOURS**

This is a transitional course between CSR Preparation MS 1104 and MS 1106. Emphasis is placed on the mastery of **live** dictation from **four** speakers at 200 words per minute. Transcription accuracy and efficiency are emphasized as related to preparation for profession as well as qualification for the California Certified Shorthand Reporters examination.

Prerequisite: MS 1103 or equivalent

**MS 1106 CSR PREPARATION****6 UNITS | 40 LECTURE; 40 LAB HOURS**

This is a transitional course between CSR Preparation MS 1105 and Qualification for the California Certified Shorthand Reporters examination. Emphasis is placed on qualifying for the California Certified Shorthand Reporters examination. The Certified Shorthand Reporter (CSR) examination is required for California State licensing. **Live** dictation from **four** speakers is presented at 200 words per minute. Mock CSR examinations are administered year-round to those students who qualify for the California Certified Shorthand Reporters examination. Students transcribe their notes under circumstances that are similar to those they may expect at the State CSR examination. Completion of the NCRA, RPR examination can meet the requirements of this course.

Prerequisite: MS 1104 or equivalent

**MS 1201 4-VOICE PRACTICUM****0 UNITS | 0 CLOCK HOURS**

Video 4-voice practice presented in varying speeds from 160 wpm to 210 wpm. Attendance in this class represents lab hours for any of the 160 wpm, 180 wpm, 200 wpm, or CSR Preparation courses.

Prerequisite: 140 wpm / MS 704 or equivalent

MS 1202 RPR PROFICIENCY 225 WPM**0 UNITS | 0 CLOCK HOURS**

Intensive course in preparation for Registered Professional Reporter and Certificate of Proficiency tests sponsored by the National Court Reporters Association. This course requires different goals than the California Certified Shorthand Reporters examination. Mock RPR tests are required and administered year-round. The requirements are three 225 wpm Q & A tests, three 200 wpm jury charge tests, and three 180 wpm literary tests, each passed at 95% accuracy. Student shall pass at least two 5-minute timed writings in keyboarding at a minimum of 60 gross wpm with a maximum of 5 errors. Student shall complete at least 40 verified hours of writing during internship. This course is not required for state certification; however, it is required by the National Court Reporters Association.

Prerequisite: Concurrent enrollment in MS 1001 or above

MS 1203 WRITING DEVELOPMENT DRILLS**0 UNITS | 0 CLOCK HOURS**

Writing development is an intense course in writing development and drills. Review of phrases, arbitraries, literary, and Q & A are emphasized with an emphasis on accurate writing. Writing is analyzed through the individual readback of stenotype notes during class. Attendance in this class represents lab hours for any of the 160 wpm, 180 wpm, 200 wpm, or CSR Preparation courses.

Prerequisite: 160 wpm / MS 806 or equivalent

CHANGES AND REVISION POLICY: Sage College reserves the right to make changes in class schedules, instructors, classrooms, and scheduled times of classes. Substitute teachers may be used and/or classes may be canceled for unforeseen circumstances.

ACADEMIC COURSE DESCRIPTIONS

Academic classes are scheduled on a quarterly basis. In addition to the regular testing schedule for academic classes, all students will be required to pass performance-based tests with 80 percent or above.

ENGLISH**CR 101 BEGINNING ENGLISH I****4 UNITS | 40 LECTURE HOURS**

This course focuses on sentence structure, word usage, and punctuation for the court reporter. It is a practical course in basic English grammar; emphasizing phrases, clauses, and sentence structure. Punctuation is stressed.

Prerequisite: None

CR 201 BEGINNING ENGLISH II**4 UNITS | 40 LECTURE HOURS**

This course reviews knowledge from Beginning English I and focuses more extensively on sentence structure, usage, and punctuation for the court reporter.

Prerequisite: CR 101 or equivalent

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**SAGE COLLEGE
OFFERS STAFF
AND INSTRUCTOR
STABILITY AND
LONGEVITY; SOME
HAVE BEEN WITH
US FOR OVER 20
YEARS!**



“BELIEVE IN YOURSELF! HAVE FAITH IN YOUR ABILITIES! WITHOUT A HUMBLE BUT REASONABLE CONFIDENCE IN YOUR OWN POWERS YOU CANNOT BE SUCCESSFUL OR HAPPY.”

- Norman Vincent Peale

CR 202 ADVANCED ENGLISH I 4 UNITS | 40 LECTURE HOURS

Additional instruction in English grammar with special emphasis on modifiers, verb and pronoun problems, types of nouns, phrases and clauses, sentence structure, usage, mechanics, and punctuating testimony.

Prerequisite: CR 201 or equivalent

CR 203 ADVANCED ENGLISH II 3.5 UNITS | 35 LECTURE HOURS

This course reviews phrases and clauses from Advanced English I and focuses more extensively on sentence structure, usage, and punctuation for the court reporter:

Prerequisite: CR 202 or equivalent

CR 102 VOCABULARY I 4 UNITS | 40 LECTURE HOURS

This course covers literary terminology of an advanced nature. It encourages the student to enrich his/her vocabulary by developing an intense word curiosity.

Prerequisite: None

CR 103 VOCABULARY II 4 UNITS | 40 LECTURE HOURS

This course covers literary terminology of an advanced nature. It encourages the student to enrich his/her vocabulary by developing an intense word curiosity.

Prerequisite: None

MEDICAL

Total hours: 125, consisting of 75 classroom lecture hours and 50 hours of medical dictation included in the machine speedbuilding curriculum.

CR 104 MEDICAL I 4 UNITS | 40 LECTURE HOURS

This course covers Greek and Latin prefixes, roots, combining forms, and suffixes used in medical terminology; terms found in surgical techniques, patient histories, doctors' and hospital records, and expert testimony; anatomy and physiology of the cell and tissue; terms related to pathology; the integumentary system, musculoskeletal system, cardiovascular system, lymph system, oncology, and respiratory system.

Prerequisite: None

CR 204 MEDICAL II 3.5 UNITS | 35 LECTURE HOURS

This course covers Greek and Latin prefixes, roots, combining forms, and suffixes used in medical terminology; terms related to diagnostic and surgical procedures; terms found in autopsy and surgeons' reports and in expert testimony; pharmacology; anatomy and physiology of the excretory system, reproductive system, endocrine system, nervous system, and the sense organs.

Prerequisite: CR 104 or the equivalent

LEGAL TERMINOLOGY, COURT AND DEPOSITION PROCEDURES, AND ETHICS OF COURT REPORTING

Total hours: 190, consisting of 115 classroom lecture hours and 75 hours of legal dictation included in the machine speedbuilding curriculum.

CR 105 LEGAL TERMINOLOGY I 4 UNITS | 40 LECTURE HOURS

This course surveys basic criminal law, the California court system, sections of the Penal Code, the Evidence Code, and Rules of Court; the federal court system; case law and law reports; the Bill of Rights; motions; tort law, probate law, and family law; basic legal terminology.

Prerequisite: None

CR 106 LEGAL TERMINOLOGY II 3.5 UNITS | 35 LECTURE HOURS

This course surveys various aspects of civil law – pleadings, motions, phases of examination, how and why evidence is found admissible or inadmissible; sections of the Evidence Code and Rules of Court; equity law, contracts, real estate law, corporations, and bankruptcy law; basic legal terminology.

Prerequisite: None

CR 206 COURT AND DEPOSITION PROCEDURES AND ETHICS OF COURT REPORTING 4 UNITS | 40 LECTURE HOURS

This course includes instruction in the role of the reporter in the courtroom and deposition settings and professional responsibilities of a court reporter. A review of California Shorthand Reporter's law and regulations is included.

Prerequisite: 160 wpm / MS 806 or equivalent

TRANSCRIPT PREPARATION AND TECHNOLOGY

CR 207 TRANSCRIPT PREPARATION I 3 UNITS | 30 LECTURE HOURS

This course provides the tools necessary for the production of transcripts and a review of proofreading fundamentals.

Correct proofreading and its relevance to transcript production are stressed through extensive exercises with one word/two word testing and proofreading exercises.

Prerequisites: 120 wpm/MS 604, and Beginning English I & II/CR 101 and CR 201 or equivalent

CR 208 TRANSCRIPT PREPARATION I I 3 UNITS | 30 LECTURE HOURS

This course further expands on the tools necessary for transcript production. Students are introduced to advanced transcript production techniques.

Prerequisite: Transcript Preparation I / CR 207 or equivalent

CR 209 ADVANCED COMPUTER 1.5 UNITS | 15 LECTURE HOURS

This course provides an introduction and advanced overview of litigation support, operating systems and internet applications along with how to use more advanced features to produce a finished bound transcript.

Prerequisite: Transcript Preparation II / CR 208 or equivalent

CR 210 REALTIME COMPUTER 1.5 UNITS | 15 LECTURE HOURS

This course provides an introduction to the world of realtime reporting. Instruction involves resolution of writing conflicts with emphasis on improvement of the student's translation rate.

Prerequisite: Transcript Preparation II / CR 208 or equivalent

CR 211 APPRENTICESHIP TRAINING 2 UNITS | 60 TOTAL HOURS; 40 HOURS WITHIN THE COURT REPORTING PROFESSION

When the student has reached the proficiency of 180 wpm, arrangements are made for the student to sit in and report with a Certified Shorthand Reporter. Forty hours of court proceedings or depositions, of which a minimum of ten hours shall be in depositions and a minimum of ten hours shall be in court, are required. The student is then required to transcribe in proper format a minimum of 20 consecutive pages from notes taken at a court proceeding and a minimum of 20 consecutive pages from notes taken at a deposition. Both transcripts are to be submitted for approval and for completion of credits for apprenticeship training.

Requisites:

- **Between Theory I & II and the completion of 120 wpm / MS 604 or equivalent – 5 hours of observation in a court of record.**
- **Between 120 wpm / MS 604 and the completion of 180 wpm / MS 906 or equivalent – 5 hours of observation in a court of record.**
- **Court and Deposition Procedures and Ethics of Court Reporting – 10 instructional taught in CR 206. 180 wpm / MS 906 – 40 hours within the court reporting profession.**

OPTIONAL ELECTIVE CLASSES

Optional classes are offered as additional machine practicum, educational, and/or career enhancement. No credits are awarded for these classes. These classes are offered on an as-needed basis.

CR 109 KEYBOARDING 0 UNITS | HOURS WILL VARY

This is a course designed to train the student to attain a minimum typing speed of 45 wpm with 95 percent accuracy for the California Certified Shorthand Reporters examination. Students are also required to pass two 5-minute typing tests at 60 gross wpm as required by the National Court Reporters Association. Typing placement is by examination.

Prerequisite: None

CR 212 CAREER PLANNING 0 UNITS | HOURS WILL VARY

Sage College offers a series of career-planning seminars to students who have taken the California Certified Shorthand Reporters examination. The seminars focus on resume writing, interviewing skills, computer hardware and software needs, organization skills, financial planning, job search skills, and other related topics.

Prerequisite: California Certified Shorthand Reporters examinee

CR 213 REALTIME II / DICTATION 0 UNITS | HOURS WILL VARY

This course provides a continuation of realtime entry and practice with greater emphasis on dictation and problem areas such as numbers, spellings, et cetera. The student will continue to progress through the realtime text and have the opportunity to demonstrate new skills in a dictation setting.

Prerequisite: CR 210 or equivalent

CR 214 ACADEMIC REVIEW 0 UNITS | HOURS WILL VARY

This program is an intensive review of the academic material (English, vocabulary, medical, legal terminology, and court procedures) required for the California Certified Shorthand Reporters examination. It is offered just prior to each CSR examination. Students must be qualified to take the California Certified Shorthand Reporters examination

CHANGES AND REVISION POLICY: Sage College reserves the right to make changes in class schedules, instructors, classrooms, and scheduled times of classes. Substitute teachers may be used and/or classes may be canceled for unforeseen circumstances.



**“ALWAYS DO
YOUR BEST. WHAT
YOU PLANT
NOW, YOU WILL
HARVEST LATER.”**

- Og Mandino



**“ATTITUDE
IS A LITTLE
THING THAT
MAKES A BIG
DIFFERENCE.”**

-Winston Churchill

GENERAL EDUCATION COURSES

The general education courses are designed to be taken by those students who choose to earn an Associate's Degree in the Paralegal Studies or Court Reporting programs by completing the required courses to complete an Associate of Arts / Associate of Applied Arts Degree in the desired course of study.

36 units and 360 hours of general education courses are required in addition to the diploma course requirements for Paralegal students to earn the Paralegal Studies, Associate of Arts Degree.

16 units and 160 hours of general education courses are required in addition to the diploma course requirements for Court Reporting students to earn the Court Reporting, Associate of Applied Arts Degree.

General Education courses are required to be taken via the online delivery mode.

Transferring Between Programs

Sage College permits students to transfer between all programs. Students are encouraged to pursue and achieve our highest credential by earning an AA Degree in the programs offered.

GE 101 ALGEBRA

8 UNITS | 60 LECTURE; 40 LAB HOURS

This course conveys the basic concepts of positive and negative numbers, roots, exponents, equations, and absolute values. Word problems and practical applications are included as part of each lesson review.

Prerequisite: None

GE 102 ENGLISH COMPOSITION

4 UNITS | 40 LECTURE HOURS

This course is designed to develop the students' competence in communication through the use of rhetoric, research tools, analytical thinking, correlation of reading and writing, argumentation of ideas and viewpoints, and narration.

Prerequisite: None

GE 103 GENERAL PSYCHOLOGY

4 UNITS | 40 LECTURE HOURS

This course is designed to promote interest in the field of psychology and to present a scientific study of human behavior as it relates to learning, ethics, emotions, intellect, personality, and relationships with others. This course also provides a grasp of the major concepts of psychology and a broad overview reflecting psychology's diversity today.

Prerequisite: None

GE 104 GEOGRAPHY

4 UNITS | 40 LECTURE HOURS

This course examines the geography of economic development and regional variations, which include the physical, political, environmental, and historical aspects of geography. It provides increased awareness and understanding of the global forces that influence regional economic change and determine future growth.

Prerequisite: None

GE 105 LITERATURE

4 UNITS | 40 LECTURE HOURS

This course covers short stories, essays, poetry, and other forms of literature that reflect different periods and cultures. It offers a unique balance of selections that provide a strong foundation for examining the evolution of various literary forms.

Prerequisite: None

GE 106 PHILOSOPHY

4 UNITS | 40 LECTURE HOURS

This course covers the basic tenets, theories, and positions of the predominant philosophers and provides an advanced study of how philosophy relates to the modern world.

Prerequisite: None

GE 107 POLITICAL SCIENCE / AMERICAN POLITICS

4 UNITS | 40 LECTURE HOURS

This course surveys the relationship between the Constitution and modern American politics, the economy, and government. An analysis of the differences between American practices and those of other nations is also covered.

Prerequisite: None

GE 108 SPEECH

4 UNITS | 40 LECTURE HOURS

This course is designed to help the student confidently and effectively deliver an address in a public setting. It provides a variety of avenues, including technology-assisted presentations to a very large audience. The student will learn how to prepare, organize, and present persuasive, informative, and extemporaneous speeches.

Prerequisite: None

GE 109 NUTRITION

4 UNITS | 40 LECTURE HOURS

The goal of this course is to promote healthful eating and physical activity by using information from the Food Guide Pyramid, Dietary Guidelines for Americans, and food labels. Students will learn how to identify, purchase, and prepare healthful foods. It also covers nutrients, digestion, fitness, weight management, life cycle nutrition, food safety, and global issues. Emphasis is placed on relating the science of nutrition to personal dietary habits and critical thinking about nutrition issues.

Prerequisite: None

GE 110 INTRODUCTION TO BUSINESS

4 UNITS | 40 LECTURE HOURS

This course provides an overview of the principles and functions of business with an emphasis on current events and practical application. Students will explore marketing, human resources, finance, and accounting functions within various business environments. Topics such as ethics, leadership, business communication, business law, the stock market, and information technology will be addressed through real-life applications.

Prerequisite: None

GE 111 MARRIAGE AND FAMILY RELATIONS

4 UNITS | 40 LECTURE HOURS

This course examines family and marriage relations in a practical approach. Primary emphasis will be on separating fact from myth, analyzing statistics, and utilizing material in everyday life. Students will apply a sociological perspective to topics. Current topics of interest will be discussed.

Prerequisite: None

CHANGES AND REVISION POLICY: Sage College reserves the right to make changes in class schedules, instructors, classrooms, and scheduled times of classes. Substitute teachers may be used and/or classes may be canceled for unforeseen circumstances.

COURT REPORTING PROGRAM - BECOMING LICENSED

Qualifying for the California Certified Shorthand Reporters Examination

"In order for a person to qualify from a school to take the State Licensing Examination, the person shall complete a program at a recognized school. For information concerning the minimum requirements that a court reporting program must meet in order to be recognized, contact:

The Court Reporters Board of California
2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833
Phone: (916) 263-3660"

To qualify at Sage College to take the California Certified Shorthand Reporters examination, each student must pass all required academic courses, pass each required speedbuilding class with a minimum of 97.5 percent accuracy on all speed tests, and pass a typing test at 45 wpm. The student must also pass one 10-minute 4-voice test from unfamiliar material dictated at 200 wpm by Sage College using his/her shorthand notes. The student is required to produce a transcript which is graded for verbatim testimony, spelling, punctuation, and English usage. This transcript must be passed with a minimum of 97.5 percent accuracy.

A student who has satisfied the academic and speedbuilding requirements in addition to passing one qualifying examination administered by Sage College is then qualified to take the California Certified Shorthand Reporters examination. The examination tests the applicant's knowledge in the academic areas of legal and medical terminology, English usage, vocabulary, and court and deposition procedures. The machine portion entails the taking of a 12-minute test read by four speakers at 200 wpm from which 10 minutes must be transcribed at 97.5 percent accuracy.

Applicants are notified by mail as to their pass status. The court reporting program curriculum is specialized and intensive and is intended to prepare the student for the California Certified Shorthand Reporters examination. However, Sage College cannot guarantee passage of the CSR examination. In addition to the criteria noted above, applicants are required to be at least 18 years of age and have a high school diploma or its equivalency.

Certain acts of crime may constitute grounds for denial of State licensure. Any concerns with regard to any unlawful acts or crime activity should be addressed directly to:

Court Reporters Board of California
2535 Capitol Oaks Drive, Suite 230
Sacramento, CA 95833
Phone (877) 327-5272 | (916) 263-3660

Advisory Board

MARIANNE EVANS
Former Executive Director
California School of Court Reporting – Riverside, Inc.

KARINA RUIZ, CSR
Sage College Graduate

MARTHA HUTCHINGS
Management & Development Director
Hutchings Court Reporters, L.L.C.

LISA MARTINEZ
Certified Legal Secretary
Certified Paralegal

CYNTHIA I. MILES, CPA
Certified Public Accountant

VIRGINIA WILCKE
Former Executive Director and Founder
California School of Court Reporting - Riverside, Inc.

APPROVALS

Licensed By

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

Approved By

Court Reporters Board of California
2535 Capitol Oaks Drive, Suite 230
Sacramento, CA 95833
Phone (916) 263-3660 | (877) 3-ASK-CRB
Fax (916) 263-3664
www.courtreportersboard.ca.gov

The Court Reporters Board of California specifies the minimum curriculum standards for recognized California court reporting schools and administers the California Certified Shorthand Reporters examination.

California State Department of Rehabilitation

City of Hawthorne
South Bay Workforce Investment Board
One Manchester Blvd.
Inglewood, CA 90301
Phone (310) 412-5558



**"ATTITUDES ARE
CONTAGIOUS. ARE
YOURS WORTH
CATCHING?"**

- Dennis and Wendy Mannering



National Court Reporters Association (NCRA)
Moreno Valley campus only
 8224 Old Courthouse Road
 Vienna, VA 22182-3808
 Phone (800) 272-NCRA (x6272)
www.ncraonline.org

Veterans Administration - Western Region
 VA Regional Office
 P.O. Box 8888
 Muskogee, OK 74402-8888
 Phone (918) 781-7880
 GI Bill (888) 442-4551
www.gibil.va.gov

Accreditation

Accrediting Council for Independent Colleges and Schools (ACICS)
 750 1st Street, NE, Suite 980
 Washington, DC 20002-4241
 Phone (202) 336-6780

Accredited by the Accrediting Council for Independent Colleges and Schools to award Diplomas and Associate degrees.

Member of

California Association of Student Financial Aid Administrators (CASFAA)
 Riverside Chamber of Commerce
 Moreno Valley Chamber of Commerce
 California Court Reporters Association (CCRA)

STUDENT TUITION RECOVERY FUND

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if he/she has prepaid tuition and suffered a financial loss as a result of the school (1) closing, (2) failing to live up to its enrollment agreement, or (3) refusing to pay a court judgment.

To be eligible for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address in California for the sole purpose of pursuing an education. Specifically anyone who holds a student visa is not considered a "California resident."

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education
 P.O. Box 980818
 West Sacramento, CA 95798-0818
 Phone (916) 431-6959
 Email: bppe@dca.ca.gov
www.bppe.ca.gov

VETERANS POLICIES

Credit Evaluation Policy

Students receiving veteran's benefits must have all prior education and training evaluated upon enrollment. Credit will

be awarded where applicable with the program being adjusted accordingly. The student and the Department of Veteran Affairs will be notified.

Progress Policy

In all programs, a grade average of 2.0 and an attendance level of 70% must be maintained throughout the program for students receiving veteran's benefits.

If the student's GPA falls below 2.0 or if attendance falls below 70% at the end of any given evaluation period, the student will be placed on probation for the next evaluation period.

For preparation to pass the California Certified Shorthand Reporters examination, Sage College requires students in the court reporting program to earn a passing grade of "B" or better in all court reporting academic courses. If the student earns a "C" in a Court Reporting academic course, no units are earned, and the GPA and Standards of Satisfactory Progress will be affected.

If the student's grade is not raised to above 2.0 or overall attendance is not raised to 70% by the end of the probation period, the Veteran's Administration will be notified and benefits will be interrupted.

Conditions for Re-entrance

If the Executive Director determines that the conditions which caused the interruption have been rectified, the student will be eligible to receive benefits.

Paralegal Studies Diploma Program

Veteran students enrolled in the Paralegal Studies diploma program will complete the requirements of course number PL 216 on site under supervision of an assigned instructor.

Veteran's "F" Policy Statement

In all programs, if a student who receives Veterans Educational benefits gets a letter grade of "F" for any course, administration will contact the appropriate instructor to discuss how the grade was determined.

If the student earned the "F" based on poor academic performance, he/she will receive the veteran benefit as certified.

If the student received the "F" based on non-attendance the veteran benefits will be terminated for that class effective the last day of attendance.

DISTANCE EDUCATION POLICIES

System Requirements

The following is a list of the minimum requirements for student resources and equipment to take General Education courses and/or participate in the online program.

Operating System	Windows XP Computer Guidelines	Windows Vista™ Guidelines
Processor	XP (32-bit) or XP Media Center (32-bit)	2 GHz or higher (32-bit Operating Systems Only! CaseCatalyst will not work with 64-bit processors) A multicore processor, such as the Pentium D and Core 2 Duo or equivalents, is highly recommended
System Memory	1.0 GB RAM or Greater	2 GB highly recommended



**“THE BIG SECRET
 IN LIFE IS THAT
 THERE IS NO
 BIG SECRET.
 WHATEVER YOUR
 GOAL, YOU CAN
 GET THERE IF
 YOU'RE WILLING
 TO WORK.”**

- Oprah Winfrey

Hard Drive	20 GB HD	40GB hard drive, with 15GB free space 80GB hard drive or larger recommended
Monitor	SVGA (800 x 600)	SVGA (1024 x 768)
Graphics Processor		DirectX 9-capable video card that offers Vista drivers, with a minimum of 256MB of VRAM
Optical Drive	CD-ROM. (A CD-ROM is not required for network stations.) Legacy writing machines may require an external floppy disk drive for reading notes.	DVD-ROM drive
Ports	<ul style="list-style-type: none"> USB port for security device dongle USB port for writing machine Serial Port for CaseView II output or a USB port with USB to Serial converter Bluetooth® capability for wireless realtime with Stentura Fusion (Optional) WiFi capability for wireless realtime with elan Mira A3 and/or CaseViewNet® realtime (Optional) 	Same
Writing Machine	Stentura® or élan® writing machines or comparable realtime capable writing machine (A writing machine is not required for editing stations.)	Same
Network Support	TCP/IP protocol is required for specific communications features	Same
Audio	A sound card capable of recording audio and an external microphone with its own power source, such as Stenograph's AudioSync Pocket Mic.	A 16-bit Creative® Labs Sound Blaster(4) or compatible sound card capable of and set to 16-bit, 11KHz for Audio Recording

Peripherals/Ports**

Serial or USB port

Communication

Headset (microphone and headphones)

Internet chat capability

Stenotype Machine**

Stenograph Protégé, élan Cybra or comparable realtime capable writing machine

Browser

Java enabled Internet browser (Microsoft Internet Explorer 7.0 or higher). Mozilla and Firefox may not be compatible.

E-Mail

Personal e-mail address – Your Sage College email address will be used for announcements and communication.

Software

CaseCATalyst student software** available through www.stenograph.com

Microsoft Office

Internet Connection

High speed internet capability which may be a cable modem, DSL line or FIOS (no satellite internet connection). Wireless

connections may have problems, so be sure you can be hardwired as well.

DISTANCE EDUCATION DELIVERY MODE

For distance education, Sage College uses the Blackboard Learning System as the mode of delivery. Audio/visual presentations, tests, quizzes, assignments, class information, etc. are posted on this platform for students to access and complete electronically.

In addition, an audio system is used to supplement learning through live chat interaction.

Evaluation of lessons, projects or dissertations are returned to the students within 10 days of reception by the student.

Sage College requires all tests used to qualify students to sit for the California CSR exam be transcribed on campus under supervision.

Therefore, any student intending to qualify for the California CSR exam will be required to attend either the Moreno Valley or San Diego campus each week to participate in the weekly qualifying exam.

****Not required for academics only**

FACULTY – MORENO VALLEY

RENÉ ANTONISSE, B.S., M.H.A.

B.S. degree, Minnesota State University, Mankato, MN

M.H.A. degree, Golden Gate University, San Francisco, CA

DAN CLARK, C.S.R., R.P.R., C.R.I.

C.S.R. Number 4793, RPR Number 0304932

C.S.R., Mile Hi Court Reporting, Wheatridge, CO

CORA CONNOLLY, A.A., B.A., M.A.

A.A. degree, Riverside Community College, Riverside, CA

B.A. degree, Chapman University, Moreno Valley, CA

M.A. degree, Chapman University, Moreno Valley, CA

CHRystal FARRELL, A.A., C.S.R.

A.A. Fullerton Community College, Fullerton, CA

C.S.R. Number 4627, California School of Court Reporting-Santa Ana, CA

MONICA GOMEZ, B.S., J.D.

B.S. degree, DePaul University, Chicago, IL

J.D. degree, Thomas M. Cooley Law School, Lansing, MI

BELINDA HEIN, B.S., J.D.

B.S. degree, Thomas Jefferson College of Law, San Diego, CA

J.D. degree, Thomas Jefferson College of Law, San Diego, CA

SUSAN M. HUFFAKER, D.P.T., PT.

B.S. degree, Ithaca College, Ithaca, NY

M.S. degree, Loma Linda University, Loma Linda, CA

Doctorate degree, Loma Linda University, Loma Linda, CA

KARINA RUIZ, C.S.R.

C.S.R. Number 12818

C.S.R., Sage College, Moreno Valley, CA

TAMMY HANSON, C.S.R.

C.S.R. Number 6384, C.R.I.

C.S.R., California School of Court Reporting, Santa Ana, CA

DIANA LEWIS, B.S.

B.S. degree, Miami University, Oxford, OH

DAVID MARTINEZ, B.A., M.A.

B.A. degree, Stanford University, Stanford, CA

M.A. degree, University of Los Angeles, Los Angeles, CA

RACHELLE PILATO, A.A., C.S.R.

A.A. degree, CSR Number 13087, Sage College,

Moreno Valley, CA



“LIFE TAKES ON MEANING WHEN YOU BECOME MOTIVATED, SET GOALS AND CHARGE AFTER THEM IN AN UNSTOPPABLE MANNER.”

- Les Brown



**“BELIEF IN
ONESELF IS ONE
OF THE MOST
IMPORTANT
BRICKS IN
BUILDING ANY
SUCCESSFUL
VENTURE.”**

- Lydia M. Child

THOMAS POKLADOWSKI, B.A., J.D.
B.A. degree, California State University – Fullerton, Fullerton, CA
J.D. degree, Chapman University, School of Law, Orange, CA

SUSAN RUFF
Court Reporter Training, California School of Court Reporting,
Santa Ana, CA

MARGARET SASS, B.A. M.A., J.D.
B.A. degree, University of Nevada, Las Vegas, NV
M.A. degree, University of Nevada, Las Vegas, NV
J.D. degree, Western State University School of Law, Fullerton, CA

LIBBY SCOGGINS, B.A.
B.A. degree, Texas Christian University, Fort Worth, TX
Court Reporting Training, Court Reporting Institute of Dallas, Dallas, TX

BELÉN SILVAS, A.S., C.S.R., C.R.I.
A.S. degree, Santa Ana Community College, Santa Ana, CA
CSR Number 6195, California School of Court Reporting, Santa Ana, CA

TINA SOLORZANO, B.S., M.B.A., M.E.
B.S. degree, DeVry Institute of Technology, Pomona, CA
M.B.A. degree, University of La Verne, La Verne, CA
M.E. degree, University of La Verne, La Verne, CA

SANDI STARBUCK
Certified Computer Aided Transcription Teacher
Certified Case Catalyst Trainer, Stenograph, Elmhurst, IL

TRACI STEELE, C.S.R.
CSR Number 9491, California School of Court Reporting, Riverside, CA

THERESA M. THOMPSON, A.A., B.S.L., Ed.D.
A.A. degree, Oxnard College, Oxnard, CA
B.S.L. degree, California Southern University, Santa Ana, CA
Ed.D. degree, California Coast University, Santa Ana, CA

LEANNA TOVAR, A.A., B.A., M.A.
A.A. degree, Riverside Community College, Riverside, CA
B.A. degree, California State University, San Bernardino, CA
M.A. degree, Chapman University, Orange, CA

CAMERON WHITE, B.A., M.A.,
SS English Credential with CLAD, SS Math Authorization,
B.A. degree, San Diego State University, San Diego, CA
M.A. degree, San Diego State University, San Diego, CA
SS English Credential with CLAD, San Diego State University, San Diego, CA
SS Math Authorization, California CSET Testing Process

SHERYL WEIDERHAFT, B.A., C.S.R.
B.A. degree, University of La Verne, La Verne, CA
CSR Number 13232, South Coast College, Orange, CA

ANDREW WIETECKI, B.A., M.A., Doctorate in Juris Prudence
B.A. degree, St. Thomas Aquinas College, Sparkill, NY
M.A. degree, Hamline University, Graduate School, St. Paul, MN
Doctorate in Juris Prudence, Hamline University, School of Law, St. Paul, MN

FACULTY - SAN DIEGO

FRANCESCA CAVALLARO, A.A., C.R.I.
Court Reporter Training, Court Reporting Institute, San Diego, CA
California Shorthand Reporter Applicant
A.A. Degree, Sage College, Moreno Valley, CA

DAVID FREEMAN, C.R.I.
Court Reporting Training, Court Reporting Institute, San Diego, CA

BETSY HAMBLIN, B.A.
B.A. degree, University of California, Los Angeles, CA

PAULA KOSMICKI, C.S.R., C.R.I.
C.S.R. Number 3452, San Diego College of Business, San Diego, CA

PAMELA MCANALLY, C.S.R., R.P.R., C.M.R.S.
Court Reporting Certificate, Academy of Court Reporting, San Diego, CA
Registered Professional Reporter, National Court Reporters Association,
Vienna, VA
Certified Manager of Reporting Services, National Court Reporters
Association, Vienna, VA

SHARYN ROBERTS, A.A., C.R.I.
A.A. degree, East Los Angeles Community College, Monterey Park, CA

ALICE SOLOVAY, B.A., J.D.
B.A. degree, Clark University, Worcester, MA
J.D. degree, University of San Diego, San Diego, CA

**C.R.I. = National Court Reporters Association Certified
Reporting Instructor**

C.S.R. = Certified Shorthand Reporter

C.A.S. = California Certificate of Authorization for Service

HOLIDAY SCHEDULE

HOLIDAY	DAY	DATE
New Year's Day	Friday	January 2, 2012
Martin Luther King Jr. Day	Monday	January 16, 2012
President's Day	Monday	February 20, 2012
Memorial Day	Monday	May 28, 2012
Independence Day	Monday	July 4, 2012
Labor Day	Monday	September 3, 2012
Veterans' Day	Friday	November 12, 2012
Thanksgiving Holiday	Thursday & Friday	November 22 & 23, 2012
Christmas Holiday	Monday – Wednesday	December 24, 25 & 26, 2012
New Year's Holiday	Monday & Tuesday	December 31 & January 1
Holiday Break – Students	Monday – Friday, Monday & Tuesday	December 24 – 28, 2012 December 31 & January 1, 2013

All Classes Resume Wednesday, January 2, 2013

2012 ACADEMIC CALENDAR

1st Quarter

January 17, 2012 – April 6, 2012
Quarter Break: April 9 – April 13, 2012

2nd Quarter

April 16, 2012 – July 6, 2012
Quarter Break: July 9 – July 13, 2012

3rd Quarter

July 16, 2012 – October 5, 2012
Quarter Break: October 8 – October 12, 2012

4th Quarter

October 15, 2012 - January 11, 2013
Quarter Break: December 24 – December 28, 2012

1st Quarter 2013 Begins Monday, January 14, 2013

Sage College will be open during the January, April, July, and October quarter breaks, and students are invited to use the transcribing and/or practice lab during this time.

COURT REPORTING DIPLOMA OR ASSOCIATE OF APPLIED ARTS DEGREE TUITION AND FEE SCHEDULE

Addendum A to Sage College Catalog, Volume XXXI I
January 1 – December 31, 2012

TUITION RATES	
Day Quarterly Rate	\$3,050.00
Evening Quarterly Rate	\$2,375.00
Online Quarterly Rate	\$3,050.00
General Education Unit Cost for licensed CSR's	\$325.00

The following cost schedule is effective January 17, 2012. Costs for tuition, books, and supplies are subject to change. Students' completion times vary with each individual. Sage College cannot guarantee completion time.

CURRENT YEAR PROGRAM RATES	DAYS	EVENINGS	ONLINE
1 st Year Non-refundable Application Fee	\$100.00	\$100.00	\$100.00
Technology Fee (Non-refundable After First Day of Class)	\$160.00	\$160.00	\$160.00
Tuition @ \$3,050 Per Quarter/Days, \$2,375 Per Quarter/Evenings, and \$3,050 Per Quarter/Online (1 st AY, 12 mos.)	\$12,460.00	\$9,760.00	\$12,460.00
TOTAL TUITION COST (BASED ON 12 MONTH ACADEMIC YEARS)			
Completion in 24 months, 2 academic years	\$24,660.00	\$19,260.00	\$24,660.00
Completion in 36 months, 3 academic years	\$36,860.00	\$28,760.00	\$36,860.00
Completion in 48 months, 4 academic years	\$49,060.00	\$47,760.00	\$49,060.00
Completion in 60 months, 5 academic years	\$61,260.00	\$57,260.00	\$61,260.00

Tuition payments are due on the first day of each quarter. A late charge of \$25 is assessed monthly for tuition payments not received on or before the 30th of the month in which it is due. Non-payment of tuition may result in dismissal from school. Tuition costs are exclusive of stenotype machine, required texts, supplies and paper.

ADDITIONAL PROGRAM FEES	
Application Fee (non-refundable)	\$100.00
Technology Fee** (non-refundable)	\$160.00
Challenge Examination Fee	\$200.00
Late Fee	\$25.00
Loss, damaged or failure to return Parking Permit (San Diego Only)	\$100.00
Locker Fee (San Diego Only)	\$30.00
Program Transfer Fee	\$150.00
Returned Check Fee	\$10.00
Stop Payment	\$30.00
Student Tuition Recovery Fund**** (non-refundable)	\$2.50 (per thousand of institutional charges)
Transcript Fee	\$5.00
Withdrawal Fee	\$75.00

**The Technology fee of \$160.00 is required upon entrance and is non-refundable once a student has attended class.

***Students must pay the State-imposed assessment for the Student Tuition Recovery Fund.

BOOK COSTS	
Estimated cost of mandatory books for Diploma program	\$800.00
Estimated cost of mandatory books for Degree program	\$1,000.00
Estimated cost of optional books Diploma and Degree program	\$400.00

Miscellaneous costs will include, but are not limited to the following: Purchasing a Stenotype machine, stenotype machine paper, ink, ribbons, notebooks, pens, and pencils.

PARALEGAL STUDIES DIPLOMA AND ASSOCIATE OF ARTS DEGREE TUITION AND FEE SCHEDULE

Addendum B to Sage College Catalog, Volume XXXI I
January 1 – December 31, 2012

The following cost schedule is effective January 17, 2012. Costs for tuition, books, and supplies are subject to change.

TUITION RATES - DIPLOMA PROGRAM	
Application Fee	\$75.00
Tuition and Books	\$20,475.00
Total Program Cost	\$20,550.00
TUITION RATES - ASSOCIATE OF ARTS DEGREE PROGRAM	
Application Fee	\$75.00
Tuition and Books	\$32,175.00
Total Program Cost	\$32,250.00

Tuition payments are due on the first day of each quarter. A late charge of \$25 is assessed monthly for tuition payments not received on or before the 30th of the month in which it is due. Non-payment of tuition may result in dismissal from school.

ADDITIONAL PROGRAM FEES	
Application Fee (non-refundable)	\$75.00
Challenge Examination Fee	\$200.00
Late Fee	\$25.00
Program Transfer Fee	\$150.00
Returned Check Fee	\$10.00
Stop Payment Check Fee	\$30.00
Student Tuition Recovery Fund**** (non-refundable)	\$2.50 (per thousand of institutional charges)
Transcript Fee	\$5.00
Withdrawal Fee	\$75.00

**Students must pay the State-imposed assessment for the Student Tuition Recovery Fund.



**“SUCCESS DOESN'T
COME TO YOU -
YOU GO TO IT.”**

- Marva Collins



Sage \ adj. 1: wise through reflection and experience
2: proceeding from or characterized by wisdom, prudence, and good judgement



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