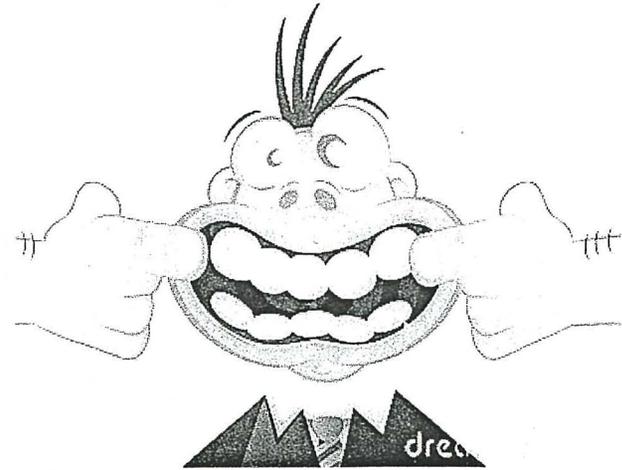


*Dental Assisting
Around the World*



EXCELLE COLLEGE
3251 Adams Ave. Ste A San Diego, CA 92116

619-584-6262

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Admission to and promotion in Excelle College shall be on the basis of merit. There shall be no discrimination on the basis of race, color, creed, religion, sex, age, national origin, marital status or handicap.

Excelle College reserves the right to change any provision or requirement, including fees, at any time. Students will be notified and must consent to any changes prior to signing contracts.

Excelle College further reserves the right to require a student to withdraw from the college when the College Administrator & Director determines that such withdrawal is in the best interest of the student or the College. If the student is terminated by Excelle College, the student is entitled to a Pro-Rata refund.

This catalog is published by Excelle College. This catalog and all attached supplements supersede all previously published catalogs and supplements.

FAILURE TO READ THIS CATALOG DOES NOT EXCUSE STUDENTS FROM THE REQUIREMENTS & REGULATIONS DESCRIBED HEREIN.

The provisions of this publication are not to be regarded as a contract nor an offer to contract. Excelle College, through appropriate action, reserves the right to change any provision at any time.

Excelle College is Licensed by The Bureau for Private Postsecondary and Vocational Education. City of San Diego, State Board of Equalization,

Anyone wishing to view the documentation relating to the accreditation or licensure of Excelle College should contact the College Director.

PUBLICATION DATE:
Catalog published March 2010

Excelle College
3251 Adams Ave. Ste A.
San Diego, CA 92116

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The Mission & Objectives of Excelle College.

Mission

Excelle College aims to provide SHORT TERM PROGRAMS at a reasonable/low cost. Giving each student the knowledge and technical proficiency that will make them employable for entry-level position's upon completion of the course after completing all course objectives

Objectives

Excelle College strives to demonstrate through practice and hands on skills that will assist the student learning dental Assisting. Students work with contemporary equipment under the supervision of qualified instructors. Each student receives personal attention in a class that is limited in size.

Our Faculty

Our instructors at Excelle College are selected for their academic qualifications and professional experience. Many maintain successful careers in their fields. Many of our employees have numerous years of experience in all aspects of their field. They monitor trends in their professions, share their expertise with students and bring the "Working World" experience to the classroom.

A complete list of the college's faculty, staff and administration is enclosed.



For information call 619-584-6262

Dear Colleagues:

Professional Dental Enterprises (PDE) was established in 1985 to offer continuing education classes to all dental professionals.

In January of 1993 PDE opened a new facility in the San Diego area and expanded our classes to include short term classes in Dental Assisting along with our Continuing Education. In 1996, Excelle College was created to accommodate our 12 week course to train new students to become Dental Assistants. PDE is continuing to serve our Continuing Education classes.

Over time our increasing enrollment has attracted a wider variety of student backgrounds and experiences. While most of our students are from southern California, our mobile society has allowed increasing numbers of students from different areas and age groups to join us.

We have developed strong relationships with area offices over the years. These offices provide us with significant input concerning new trends and standards in office practices and equipment. Our students experience the special care and attention of an independent school, while preparing for a career in the dental field.

Professional Dental Enterprises strives to demonstrate through practice and hands on skills that will assist the student learning dental assisting. Students work with contemporary equipment under the supervision of qualified instructors. Each student receives personal attention in a class that is limited in size.

Professional Dental Enterprises, San Diego, California is Licensed by the Board of Dental Examiners and Committee on Dental Auxiliaries for the purpose of providing continuing education classes for the Dental Profession.

Students and applicants may review the institutions license by requesting an appointment with the Director of Enrollment.

Best Regards,

*Linda Kay Hughes, RDA, NRDA
Owner, Educator*

www.SanDiegoDentalTraining.com

Excelle College

**South Bay
Hwy. 805 going North**

805 North to El Cajon Blvd exit. Turn left, go to 30 th, Turn right. This will take you all of the way up to Adams Ave.
At Adams Ave turn Right - Go approx 6 to 8 blocks - We are on the right, On the corner of Bancroft and Adams Ave.
The name is on the door.

**East or West County
Hwy. 8 to 805 South**

Hwy. 8 to 805 South. Just as you come up the ramp, stay to the right. The first exit is ADAMS AVE. Take this exit.
At stop sign turn Right and go one block to traffic light.
You will now be at Adams Ave. Turn Right and go approx 6 blocks. We are on the right. On the corner of Bancroft and Adams Ave. The name is on the door.



**North Co -
Hwy. 5 going South**

Hwy 5 south to Hwy 8 east. Hwy 8 east to 805 south
Stay to the right and take the first exit Adams Ave.
At stop sign turn Right and go one block to traffic light. You will now be at Adams Ave. Turn Right and go approx 6 blocks. We are on the right. On the corner of Bancroft and Adams Ave.
The name is on the door

**North Co -
Hwy. 15 going South**

Hwy 15 south. Go past the QualCom stadium and Hwy 8 To Adams Ave exit. Exit on Adams Ave.
At the stop light turn left.. Go approx one mile.
You will see a sign that hangs over the road that says -- Normal Heights-- we are 2 blocks past the sign, on the left,
On the corner of Bancroft and Adams Ave.
The name is on the door.

For information call 619-584-6262



Accreditation and Licensing

Excelle College, San Diego, California is Licensed by The Bureau for Private Postsecondary & Vocational Education and by the Board of Dental Examiners, Committee on Dental Auxiliaries for the purpose of providing continuing education classes for the Dental Profession.

We offer Radiation Safety Certification, Coronal Polish Certification, Ultrasonic Scaling Certification, and a variety of additional courses to anyone in the dental field.

Students and applicants may review the institutions license by requesting an appointment with the Director of Enrollment.

LICENSE, PERMITS, CERTIFICATES Registered Provider Approved by:

Board Of Dental Examiners
City of San Diego
Committee on Dental Auxiliaries
Bureau for Private Postsecondary and Vocational Education

Students and applicants may review the institutions licenses by requesting an appointment with the school.

Non-Discrimination Policy

Our school subscribes to the principles of affirmative action and does not discriminate in admissions based on race, color, creed, religion, sex, age, national origin, marital status, or handicap.

Excelle College

Admissions:**Requirements & Procedures**

If it is time to change your life, the first step is up to you. Either call or write us at the school to arrange an appointment for an interview with our Admissions Representative. We will help you through every step of starting school. Parents or spouses are encouraged to accompany the prospective student. There is no cost or obligation for the interview. Should you decide to enroll in school, the Admissions Representative will help you with the formal application process.

Listed below are the specific requirements and procedures that Excelle College has established for admission to the college.

1. The student is offered a tour of the school before enrolling.
 2. Applicants to Excelle College must be beyond the age of compulsory school attendance and demonstrate the ability to be able to benefit from the training. Applicants are not required to have a GED or high school diploma but we do encourage students to study for and take the state examination for the GED.
 3. All applicants must complete an application for admission written in English.
 4. All applicants must complete a timed, 30 minute, entrance exam, written in English and pass it with a 75% or better.
 5. The school requires a personal interview with the applicant prior to acceptance into all programs. This gives the applicant the opportunity to see the school's equipment and facilities and the opportunity to ask questions relating to the school, the curriculum, and the career training being considered.
- The personal interview also gives the school the opportunity to meet the prospective student and to evaluate their desire to become an allied health professional. You will need to schedule this time before your first day of school.
6. Applicants must complete and sign a financial / enrollment agreement. Students under the age of 18 must have a parent or guardian sign on their behalf.



For information call **619-584-6262**

DENTAL ASSISTING BACK OFFICE

Tuition \$4295.00

Registration \$100.00

Textbooks, Supplies, Ins. \$600.00

TOTAL

\$4,995.

LICENSE, PERMITS AND CERTIFICATES

**Bureau of Private Postsecondary
and Vocational Education
BPPVE # 3708241**

2535 Capital Oaks Drive Ste. 400
Sacramento, CA 95833

(916) 431-6959

Board of Dental Examiners
2005 Evergreen street Ste. 1550
Sacramento, CA 95873

(916) 263-2595

City of San Diego
City Treasurer's Office Business Tax Section
P.O. Box 121536,
San Diego CA 92101

(619) 236-6173

Excelle College

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

Student Tuition Recovery Fund Disclosures (STRF)

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act." "You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

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

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

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

Complaint Procedure

If a complaint cannot be resolved after exhausting the institution's procedure, "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov."

Letter of Authorization / Payment

A letter of authorization must precede each student whose fees are paid by an insurance company. Because we offer short-term classes, we require payment within 45 days unless written payment arrangements have been made with the school. If payment has not been made within 45 days, the student may be pulled from class until the account has been brought current. When the student is pulled from class there is a registration fee of \$100. If the student is not reinstated or formally dropped from class by the second week, a \$200 registration fee will be accessed. After 60 days the student will be required to start the program over at full tuition fees due and payable by the first day of class. Excelle will provide a Pro Rate Refund to the student.

Professional Uniforms

Students must have proper attire prior to being placed at an extern site. Students must provide a pair of clean, comfortable, professional, water resistant shoes along with scrubs and a lab coat of any solid color the student chooses

Excelle College will supply personal utility gloves and safety glasses for dental students.

Additional Expenses:

Professional nursing shoes are necessary.

They must be leather or plastic, and water resistant.

Additional copies of dental Certificates are \$25.00 each.

Any special equipment required by the student (chairs, back supports etc.) is the responsibility of the student.

Transfer of Credits

Courses taken at Excelle College are not automatically transferable to another institution. The receiving institution controls transfer of credits and accreditation does not guarantee acceptance.

Credit for Previous Training

Credit will be granted to potential students who have had prior education in the program for which they are applying. Proof of education should be presented to the Director of Admissions. The student will be evaluated by the Instructor / Director to determine placement in class. Each student will be determined on an individual basis.

STUDENT INFORMATION AND SERVICES

Student Responsibilities & Professional Conduct

Excelle College believes that professional conduct is crucial in obtaining and keeping a job. For this reason we have established guidelines for proper conduct. When enrolling in Excelle College, each student has agreed to abide by the rules and must be held responsible for participating in any of the conditions set fourth:

1. Conduct that reflects unfavorably upon the school and / or its students.
 2. Unsatisfactory academic progress of (one) or better.
 3. Excessive absences or tardiness.
 4. Failure to pay charges when due.
 5. Cheating
 6. Falsifying school records.
 7. Breach of school enrollment agreement.
 8. Demonstrating poor judgment or inability to function properly, that could put a patient in jeopardy.
 9. Failure to abide by all rules and regulations of all clinical sites.
 10. Poor health.
 11. Entering the school classes while under the influence or effects of alcohol, drugs or narcotics of any kind.
 12. Carrying a concealed or potentially dangerous weapon.
 13. Disorderly conduct, which interferes with the learning process of any student, the classroom presentation by the teacher, or the progress of the class in general.
 14. Instigation and or participation in rebellious activities against the school and / or its students.
 15. Solicitation which reflects unfavorable upon the school or it's students.
 16. Profanity spoken on school grounds or used toward staff.
 17. Vandalism of school property.
 18. Non-Conformity with the rules and regulations of the school.
- ** A student dismissed for un-satisfactory conduct might be readmitted into the program only at the discretion of the school administrator and director.

Problem Resolution, Student Complaints, and Grievance Procedures

Many questions or concerns that students may have can be resolved simply through discussion. Students with concerns should observe the following steps in seeking resolution:

1. Talk with the admissions representative or your class room instructor.
2. Talk with your counselor (If applicable)
3. Unsolved concerns can be appealed by writing to, or make an appointment to appear in person with: LINDA HUGHES

Excelle College
3251 Adams Ave. Ste A San Diego CA 92116
619-584-6262

Unit-08

This unit covers the techniques of passing and receiving dental instruments to the doctor and proper positions for aspiration.

Unit-09

This unit concentrates on temporary fillings, bases and liners. This unit consists of manipulation and placement of temporary restorative materials and placement of medication in the cavity preparation. Rubber dam, Perio pack, and Tofflemier retainers are also covered in this unit. Students will learn manipulation of materials, mixing, and proper placement of all three of these procedures.

Unit-10

This unit prepares the student for future RDA functions.

Unit-11

The student will complete the required basic life support class for the Cardiopulmonary Resuscitation card. The student will also be trained to do temperatures, pulses, respirations and blood pressures. Upon satisfactory completion of this unit, the student will receive their CPR card.

Unit-12

Students will be taught how to take alginate impressions on patients. They will then learn how to pour up the impressions that will duplicate the patients teeth. From these impressions students will learn how to make bleaching trays for patients to whiten their teeth.



EXCELLE COLLEGE

For information call 619-584-6262

DENTAL ASSISTING BACK OFFICE Course Syllabus

Unit -01

This unit consists of basic anatomy, basic charting, tooth numbering, surfaces of the teeth, symbol method of charting and basic structure of dental anatomy.

Unit-02

This unit covers basic infection control techniques that include OSHA /Cal OSHA recommendations, barriers, pre and post clean up procedures and public relations. Also the Dental Practice Acts (Law and Ethics).

Unit-03

Coronal polish is a technique used to polish the teeth after a patient has had their teeth cleaned. Once a student has completed this class they will receive the necessary paperwork needed to submit it to the State Board of Dental Examiners after you have become an Registered Dental Assistant in the state of California. This is an RDA function.

Unit-04

This unit consists of learning how to size temporary preformed and custom crowns on models.

Unit- 05

This unit consists of radiation safety I, which includes, basic x-ray mounting plus techniques of x-ray positioning, and processing.

Unit-06

This unit is radiation safety II, which covers the principals of proper positioning techniques, exposing, processing and mounting.

Unit-07

The third week of x-rays will cover patients x-ray techniques on positioning, mounting of the x-rays and processing. Students will be taking their exam and scheduling four patients to take x-rays on to complete this course.

Student Complaint Procedure

73770. Student Complaint Procedures.

(a) Each institution shall designate at least one person to receive and resolve student complaints. The person shall:

(1) be publicly identified in a manner designed to provide students with reasonable notice, such as in the catalog or in the notice of student rights prescribed by Section 94866 of the Code and;

(2) be regularly accessible for reasonable periods of time before or after class sessions and during the range of time in which students are scheduled to attend the institution.

(b) The designated person shall have the authority and duty to do all of the following:

(1) Investigate the complaint thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint;

(2) Reject the complaint if, after investigation, it is determined to be unfounded or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund;

(3) Record a summary of the complaint, its disposition, and the reasons; place a copy of the summary, along with any other related documents, in the student's

file, and make an appropriate entry in the log of student complaints as required by Section 73870;

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

(5) If the complaint is valid, determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students;

(6) Implement reasonable policies or procedures to avoid similar complaints in the future;

(7) Communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.

(c) A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that person's duties.

(d)(1) If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the institution shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the institution's complaint procedure.

(2) If a student complains in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection.

(e) The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.



Personal Property

Students are encouraged to keep their personal property with them at all times. Excellence College is not responsible for lost or stolen articles.

Student Housing

The school does not maintain dormitory facilities. Students arrange for their own housing. Specific information for housing will be available upon request at the personal interview.

Personal Appearance

Students are required to adhere to the dress code set forth by Excellence College. A full uniform includes: scrub uniforms, lab coats, white professional shoes. Students are expected to practice good personal hygiene habits at all times.

For information call 619-584-6262

419 TOTAL COURSE HOURS



Tuesday-Wednesday-Thursday

Classroom Hours = 216

Students will be in the classroom three (3) days per week, from 8:30 a.m. to 3:00 p.m. Break will be 12:30 - 1:00

Monday & Friday

Extra Curriculum Hours =203



TRAINING EQUIPMENT

Darkroom X-Ray Units

Assorted Instruments - Audio Cassettes -Videos

Dental Lab -Operatories

Sterilization Equipment

Dental Assistant Occupations:

General Office Occupations:

Dental Assistant (DA)

Registered Dental Assistant (RDA)

Registered Dental Assistant EF (RDA-EF)

Educator / Teacher

Infection Control Tech

Dental Receptionist

X-ray Tech

Laboratory Tech

Office Manager

Sales

Marketing

File clerk

Inventory / Supply

For information call 619-584-6262

Dental Assistant Back Office

Basic Anatomy & Charting

Infection Control

Dental Practice Acts

Coronal Polish

Radiation Safety

CPR & Vital Signs

Crown Fabrication Temporary Crowns

Basic Dental Instruments

Aspiration Techniques Passing Instruments

Temporary Fills - Perio Pak - Tofflemier Retainer Bases & Liners - Rubber Dam

Lab Procedures - Alginate Impressions Plaster Pour Bleaching Trays Model Trimming

Classes start weekly.

Students will complete 12 weeks of instruction.

The students account must be paid in full prior to graduation.

All requirements and projects will be turned in to the instructor.

The documents will be prepared once the student successfully sses the requirements with a 75% or better.

For exact start and end dates, please contact the school.

Administrative Staff and Facility

Our instructors at Excele College are selected for their academic qualifications and professional experience. Many maintain successful careers in their fields. All employees have numerous years of experience in all aspects of their field. They monitor trends in their professions, share their expertise with students and bring the "Working World" experience to the classroom.

Excele College also subscribes to the "Drug-Free Workplace". We provide a drug free facility for all professionals dedicated to furthering their education in all aspects of dentistry.



Linda Kay Hughes RDA
Owner / Educator

Linda has been in the dental field since 1973. She has held positions such as chairside assistant, dental receptionist, Front Office Manager and a Dental Educator. In 1985 Linda started Professional Dental Enterprises, also known as PDE. In January of 1993 she decided to open Excele College as full time dental assisting school. Today, PDE is still the continuing Education Dept and Excele College is a full time dental assisting school.



Gail Nelson Michalek, RDA
Director

Gail began her dental career in Fargo, North Dakota in January of 1975. She has worked in all aspects of dentistry during her career. She has been involved with the school (PDE & Excele College) since the doors opened in 1993 and is currently the Director. She compiles the catalogs, accounting, and basically, "Jack of All Trades".

Becky Gerber RDA

Becky is on the schools advisory board. She has enjoyed the dental field for over 20 years. Becky and Linda Hughes have co-authored the new Front Office Course now available.

Dropout or Leave of Absence

If a dropout or leave of absence occurs the dropout or leave of absence shall be reasonable in duration. It will not exceed sixty (60) calendar days, or the next available start date with proper documentation.

The student must formally present a written request for leave of absence or dropout to the school. The request must be properly dated, and signed by the student, indicating the reason for the request, and submitted to the school.

A leave of absence or dropout may be granted for a military leave, pregnancy or medical leave. If a student fails to return from a leave of absence he/she shall be automatically terminated.

A student shall be granted only one leave of absence or a dropout per year. A leave of absence will not be counted in measuring the hours earned nor will it be included in the maximum period of the program.

A student cannot be granted a leave of absence to avoid being dismissed because of lack of satisfactory progress or failure to fulfill the requirements of the attendance policy. A student cannot request a LOA until they have been in class for at least two (2) weeks.



Job Placement Assistance

While the school cannot guarantee employment our staff will assist students in obtaining jobs upon successful completion of the course. The more flexible a student can be regarding initial employment, the easier it is for the school to assist in placement.

Continuing Education for Health Care Providers

The courses named and numbered herein, if scheduled, will be taught as described during the specific program length as defined in this catalog. Additional courses may be added in a printed catalog supplement before being offered. Courses offered under a previous catalog may have undergone name and number changes. Those courses will be credited on the basis of course material, content and general description in comparison to current offerings and credits. Scheduling of courses to be offered at Excelle is not a guarantee that the course will be offered at any time.

PROCEDURE:

Director will distribute a copy of this written **ANTI DRUG ABUSE AND ALCOHOL ABUSE PROGRAM** to all employees and students. Once read, each employee and student will sign an affidavit, indicating both the receipt and understanding of this policy. These signed affidavits will be placed in each student's permanent record (Financial Aid Folder), and each employee's personnel file; respectively.

Administration: If an employee is caught drinking alcohol or distributing or selling any controlled substance upon campus grounds, they will immediately be suspended from their duties, with a "show cause" statement placed in their personnel folder; until such time as their judgment is passed through due process of the judicial system. Considering the greater safety of the school's entire student population and its' employees; an employee found guilty of distributing or selling any controlled substance, will not be re-eligible for employment at Excelle College. The school does not confine this information to controlled substance abuse, but also provides informational materials relative to alcohol abuse, and AID'S. information; and treatment referrals.

Director: Expulsion or job dismissal, based upon the use, sale, manufacture and or distribution of a controlled substance, will be documented in a "Show Cause" fashion by departmental representative and placed in either the student's or employee's respective records.

Administration will designate a qualified employee to oversee the administration of the **ANTI DRUG AND ALCOHOL ABUSE PROGRAM**.

Administration will provide a copy of this policy and its' subsequent procedure to all employees and students.

Employees will be required to sign an affidavit of understanding and receipt, at the time of hire, or at the time of program implementation.

Students will be required to sign an affidavit of understanding and receipt at the time of enrollment or at the time of program implementation.

Administration will encourage participation in this program through publications, staff meetings, and informative memos.

Administration will insure that participation in any **ANTI DRUG AND ALCOHOL ABUSE PROGRAM** is voluntary and confidential.

Employees: If an employee is accused of the possession, sale, manufacture, use, or distribution of any controlled substance, they **MAY** face disciplinary action from Excelle College including suspension or termination.

ANTI- DRUG AND ALCOHOL ABUSE POLICY

PURPOSE:

In the design and writing of this policy statement, the institution, known as Excelle College has taken into consideration guarantees provided to individuals under the United State Constitution, the Bill of Rights; the Federal and State Department of Labor, Rules and Regulations, and the fundamental right to privacy; as determined "start decus" by the United State Supreme Court; and other precedents as set forth by legislative and judicial decision.

First and foremost, Excelle College is implementing this policy, and its' subsequent procedures) in a manner which clearly demonstrates a fair and even handed administrative capability; as mandated by the United States Secretary of Education; under the Higher Education Act amendment of January 1990; as incorporated into the Consolidated Federal Rules and Regulations, and enforceable October 1, 1990. (Section 668.14 {Entire}.)

Secondly, this policy, and its' subsequent procedure have been written, keeping clear sight of each individual's Constitutional guarantee of presumed innocence, until proven guilty. Excelle College is in no way to be considered a judge, jury, or discriminatory party in any internal disciplinary action as a result of policy enforcement.

Thirdly, Excelle College demonstrates to both employees and students, an open hiring and enrollment policy based upon Affirmative Action and Equal Opportunity tenets, and does not discriminate bases upon gender, race, creed, or conviction record.

In consideration of the foregoing criteria, the following Anti-Drug and Alcohol Abuse Policy and Procedure's) are enacted and enforceable.

POLICY : procedure, is *NOT* intended to be of a judge In the maintenance of compliance with the United States Department of Education, Higher Education Act, as amended and reflected in the Consolidated Federal Rules and Regulations; and as mandated by the United States Secretary of Education; Excelle College has adopted an Anti-Drug and Alcohol Abuse Program designed to disseminate and distribute information and knowledge germane to the prevention of alcohol, drug and/or controlled substance abuse; and to afford employees and students with information by which to secure counseling, therapy, or rehabilitation support programs. Excelle College has implemented this program to maintain compliance and its' participation in the H.E.A., TITLE IV, Student Aid Programs. Excelle College policy, program, and procedures are intended to educate both employees and students in regard to the health problems/dangers of drug and alcohol abuse; and the inherent legal implications, IF convicted of the possession, use, sale, manufacture, or distribution of a controlled substance. This policy, program, and mental or punitive nature.

Location of the school

The school is located at 3251 Adams Avenue, Suite A, San Diego, California, 92116. We are within easy access of the 805 freeway. A total of 1500 square feet is devoted to lecture rooms, laboratory, dental operatories and a sterilization area. Public transportation is easily accessible via the San Diego transit system.

Credit for Previous Training

Credit may be granted to potential students who have had prior education in the program for which they are applying. Proof of education should be presented to the Director of Admissions. The student will be evaluated by the instructor to determine placement in class. Each student will be determined on an individual basis.

Grade System

The grading scale is as follows:

3 = Excellent A 90% -100%
 2 = Good B 80% - 89%
 1 = Satisfactory C 70% - 79%
 0 = Failing F 00% - 69%
 X = Procedure not Observed
 P = Pass
 I = Incomplete
 WD = Withdraw

Class Size

Class size is kept small with a good ratio between student and instructor. Students are split into two operatories for clinical procedures.

Changes in Programs or Policies

The college has the right, at its discretion, to make reasonable changes in program content, materials, schedules, or locations in the interest of improving the student's education, or where deemed feasible due to industry changes academic scheduling, or professional requirements.

When on going federal, state, or professional changes take place that affect students currently in attendance, the college is required to make appropriate changes.

Required Study Time

Home study, away from the school, will be required in some subjects. The amount of time required will depend on the students abilities and the amount of the assignment. All assignments must be turned in before any documents can be issued.

Make-up Assignments

Students are responsible for learning the material covered while they were absent and that assignments are made up in compliance with the college's guidelines. Work must be completed to receive course credit and graduation certificates.

The Family Educational Rights and Privacy Act

The family Educational Rights and Privacy Act was legislated by Congress in 1974 and is also known as the Buckley Amendment. The basic highlights of the act are:

Student records are maintained for a minimum of five years. You have the right to inspect your academic, financial, or general records, by appointment, during normal school hours. The only exception is the confidential student guidance notes maintained by faculty members, the department Head/Program Director or the Campus Director.

The school may not release nor disclose academic, personal, or financial information to outsiders (employers, agencies, or individuals) without first securing a written release from you, the student.

You may not have access to financial data submitted by your parents or guardians.

If you are a dependant student, as defined by the financial aid program requirements, your parents , guardians, workers comp counselors (those who contribute to your direct or indirect cost of education) are permitted to receive information about your academic and general performance.

Food Services

Lunch break will be from 12:30 p.m. to 1:00 p.m. There is a microwave and refrigerator in the lunch room. This will be available during lunch and break time. Numerous fast food places are with in a short distance of the school. Some students elect to visit them during their lunch break



Drug Abuse Awareness Prevention Program

The Drug-free Workplace Act, which became effective March 18, 1989, requires that Excelle provide a drug-free environment for all students, staff and faculty.

We are committed to preserving a work and study environment free from the possession, distribution, and or use of illegal drugs. Students found in violation of these policies may, in addition to legal penalties under federal, state and local law, be subject to disciplinary sanctions by Excelle College, up to, and including, dismissal. We are also committed to educating it's students regarding prevention of substance abuse. Our policies encourage students to seek drug counseling and / or leave of absence to attend rehabilitation.

It is important that you understand our policy in order to maintain our campus free of drugs.

1. Students are informed that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance within the premises of this organization is strictly prohibited. Students will be subject to immediate expulsion from school.

2. In addition, students distributing drugs to other students will be referred to the authorities and charges of drug distribution at the college will be pressed by Excelle College.

3. For detailed information regarding the dangers of drug abuse, assistance with drug counseling, rehabilitation programs or any other information regarding drug abuse, please contact your teacher or the Director of Admissions for a listing of agencies that can provide assistance to students and their families.



Notice of Students Rights

You may cancel your contract for school, without penalty or obligations on the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you at _____ (insert the first class you go to or with the first lesson in a home study or correspondence, whichever is applicable). A different cancellation policy applies for home study or correspondence courses. Read the notice of cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your notice of cancellation form, ask the school for a sample copy.

After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in this catalog and as a separate document. If you lost your catalog or document, ask the school for an additional copy.

If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary & Vocational Education at the address & telephone number printed below for information.

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

Bureau for Private Postsecondary and Vocational Education
2535 Capital Oaks Drive. Ste., 440
Sacramento, California 95833
(916) 431-6959

Excelle College
3251 Adams Ave. Suite A
San Diego, CA 92116
619-584-6262

For information call 619-584-6262

Attendance Policy

Due to the nature of a short term program and to be able to provide to the student the best possible training, every student is required to attend class according to class schedule.

Unsatisfactory Attendance occurs when a student misses more than three absences per month of scheduled class time. If a student has unsatisfactory attendance, the student must make arrangements to make up those days missed either by attending additional class time or making up the time missed in the extern dental office.

Students that have missed 5 consecutive days and do not return on the sixth day may be terminated on that day. A student that has returned on the sixth day will be considered a current student and placed on attendance probation and must make up missed days.

A student will be terminated for unsatisfactory attendance if the student cannot meet all the criteria for attendance, probation, or if the student starts to miss consecutive days again.

A student who has been terminated for unsatisfactory attendance will be allowed to re-enter school within 30 days of the next start date, providing the student understands that they must make up all missed days by either attending additional class days or in their extern site. Students are allowed to appeal termination for unsatisfactory attendance due to extenuating circumstances. The student must request the appeal in writing to the school. The school, in conjunction with other members of the school, will comprise the absence committee. The committee has discretionary decision authority regarding the student absence policy. Exceptions to the normal absence policy may be made if, in the judgment of the committee, extreme mitigating circumstances warrant change.

Cutting Classes: Cutting classes will be considered as an unexcused absence.

Tardiness

Students are encouraged to be on time for every class. Students who are consistently tardy will be counseled and may be subject to termination.

Illness

If during the course/class the student is ill they must call the school and/or the dental office to let us know that they will not be in class/in the office.

A student is required to make up all hours that were missed.



Excelle College

Transcripts

The college will provide one transcript without charge to each student. Additional transcripts cost \$25.00 per document.

English Language Instruction

All state exams are given in English only. Therefore, Excelle College offers instruction in English only.

Records

Student records are kept on the school premises. All student records are retained for at least (5) years after a student withdraws from or completes the course of instruction.

Equipment

Two completely equipped, fully functional, modern dental operatories. Excelle College's equipment consists of: Complete darkroom facility, x-ray units, teaching x-ray aids and x-ray mannequins. Our dental lab is complete with lathe, model trimmer, bench lab engines, vibrators, and assorted dental instruments.

RDA practical kits, amalgamators, sterilization equipment, dental chairs, stools, dental patient carts, plus miscellaneous teaching aids are just some of the modern equipment offered to our students.

The school is equipped with assorted slides for those areas of course training in x-ray techniques and various other material to supplement and illustrate lectures and demonstrations.

Change of Name or Address

Please report any change of address directly to your instructor. You are held responsible for any lack of information received due to a change of address or name change. A form may be obtained from the office.

Smoking

Consideration of others requires that there will be NO smoking in the building. Smoking will be permitted out side the building on breaks only.

Messages

If you are expecting an important phone call please let your instructor know. All other messages will be relayed to you during the breaks.

Hypothetical Refund Example:

Assume that a student, upon enrollment in a 419 hour course, pays \$2500 for tuition, \$75 for registration, and \$755 documented cost to school for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1789.98 based on the calculation stated below. If the student returns the equipment in good condition as noted above within 10 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

\$2575 amount paid for instruction (\$2500 tuition plus \$75 registration)

\$75			
300 clock hours of instruction			
registration fee		<u>paid for but not received</u>	
(Amount school may retain)	X	400 clock hours of instruction	=
		for which the student has paid	

\$1789.98 initial refund (deduct \$0 for documented cost of Unreturned equipment) = \$1789.98 actual refund

If the student returns the equipment in good condition as stated above, the actual refund to the student would be \$1789.98 plus equipment \$755, books written in and supplies used.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify the school of your withdrawal or the actual date of withdrawal, whichever is later.
- The school terminates your enrollment.
- You fail to attend classes for a three week period. In this case, the date of withdrawal shall be deemed as the last date of recorded attendance.
- You fail to submit three consecutive lessons or you fail to submit a completed lesson required within 10 days of its due date.

If any portion of your tuition was paid for by a Rehab Agency, then the refund will be sent to the Rehab Agency that guaranteed the tuition. If you took out a private loan to pay for your tuition, the refund will go to you.

BE SURE TO READ THE FRONT OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.

NOTICE: Any holder of this consumer credit contract is subject to all claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof.

Specializing in Dental Assisting since 1985

REFUND PROVISIONS & CANCELLATION OF AGREEMENT

You have the right to cancel this agreement for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in this Agreement, until midnight of the fifth business day after the first class you attended. Business day means, except for home study or correspondence, a day on which you were scheduled to attend a class session.

Cancellation shall occur when you give **WRITTEN NOTICE OF CANCELLATION** at the address of the School shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two notice of cancellation forms to use at the first day of class, but you can use any written notice that you wish.

If the School has given you any equipment, including books or other materials, you shall return it to the School within 5 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition (no writing in books) within the 3-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this Agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition as stated above, within 30 days after your notice of cancellation is received.

WITHDRAWAL FROM COURSE

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the Agreement, which is until midnight of the fifth business day following the first class you attended, the school will remit a refund less a registration fee, if applicable, not to exceed \$100 within 10 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. ***NOTE: ANY BOOKS, Etc., WILL NOT BE ACCEPTED BACK BY THE SCHOOL.*** The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition except as noted above, within 3 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition as noted above within this 3 - day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the list on the front of this page. ***IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT. NO REFUND WILL BE MADE AFTER 3 WEEKS OF INSTRUCTION STARTING FROM THE FIRST DAY OF ATTENDANCE.***

Graduation Requirements

Graduating students eligible for a certificate in Dental Assisting must complete:



- Complete all lecture and lab instruction with a 75% or better.
- Complete clinical instruction with satisfactory performance.
- All assignments and necessary paperwork must be handed in.
- All financial obligations to the school must be fulfilled prior to graduation.

State and National Board Examinations

Once a student has graduated from Exelle College they will be eligible to sit for the National Certified Dental Assistant administered by the National Center for Competency Testing. After twelve months of full time employment, as a dental assistant in the state of California the student can apply to take the California Registered Dental Assistant examination administered by The Board of Dental Examiners.

Graduate Retraining Re-Audit

All students are welcome to re-audit any portion of a completed course, upon request, from one day to a maximum of two weeks. The fee for re-auditing will be \$250 per week. No additional fee will be charged for supplies.

Business Office Hours

Monday (By appt only)	8:00 am to 10:00 A.m.
Tuesday	8:00 a.m. to 3:00 p.m.
Wednesday	8:00 a.m. to 3:00 p.m.
Thursday	8:00 a.m. to 3:00 p.m.
Friday	Closed
Saturday	As announced or posted
Sunday	As announced or posted

All evenings and weekend hours depend on the classes that are scheduled.

Dental Assistant and Registered Dental Assistant

Upon completion of the Dental Assisting Course the student will be required to work 12 months to gain work experience as a Dental Assistant to be eligible to take the RDA / Registered Dental Assistant examination. But, the student will be able to take the Dental Assisting exam from the National Center for Competency Testing. Short term students are able to enter the job market at a wage level comparable to those having completed a long term Dental Assisting program.

Students that elect to take the Coronal Polish course and/or Ultrasonic course may do so at any time during their career. The license does not become valid until the student has met and passed all requirements for the RDA state board exam. You **MUST** be an RDA to perform these functions.

Student Services offered at Excelle College include complaint procedures, tutoring services, individual course counseling, and assistance with placement which are all specifically designed to assist the student in successfully achieving their goals.

Students experiencing personal problems which require professional counseling will be referred to the appropriate agencies. *EVERYONE* at the College is committed to helping students reach their full potential.

Job Possibilities in Dentistry

Dental Assistant
Office Manager
Registered Dental Assistant
Registered Dental Assistant E.F.
Infection Control
Foreign Jobs
Laboratory Tech Educator
Office Sales Consultant
Receptionist



For information call 619-584-6262

Progress Requirements

Grades are based on assignments, tests and manipulative performance evaluations given with each unit of learning. Permanent records of the students progress are maintained by the school and are available upon written request by the student.

All assigned manipulative performance exams must be passed. During the internship program each student will be evaluated in areas of professional performance and practical skills. To successfully complete the class a student must satisfactorily perform each of the procedures outlined in the training plan and demonstrate satisfactory working habits.

If the students work habits are not satisfactory, the teacher will confer with the student at that time. If the student has not improved at the end of the course, the student may be required to serve an additional internship.

If the student withdraws from the course, voluntary or otherwise, before the completion of the course, the school will record "WD" (withdrawal) for the student for that course. If the student returns to the school all course work graded "WD" must be repeated.



At the completion of the course the student will receive

Certificate of Completion in the course they have completed.
Students that complete the x-ray course will receive a
California x-ray certificate
that is registered with the Board of Dental Examiners / COMDA.
CPR cards will be issued to all students that complete the CPR course.
Coronal Polish Certificate
Infection Control Certificate
CA Dental Practice Acts

Excelle College