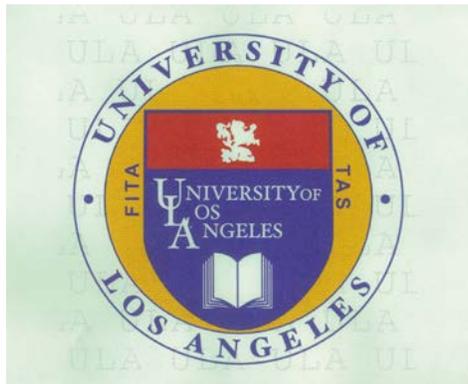


UNIVERSITY OF LOS ANGELES



STUDENT CATALOG

2014

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Notice Regarding this Catalog

This student catalog should be regarded as a set of guidelines outlining the practices and policies of the University. It is not a contract between the University and any enrolled student.

Although great efforts have been taken to ensure the accuracy of the information contained in this catalog, the policies may be amended, modified, deleted or otherwise changed by the University of Los Angeles from time to time without prior notice.

This catalog supercedes and replaces all prior information should any inconsistency occur with previously published material.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to;

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov

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

UNIVERSITY OF LOS ANGELES

Globalization, technological advances, and multicultural workforces have created an increasingly complex and changing business environment. The University of Los Angeles' programs have been developed to address these changes to provide managers with the critical thinking skills necessary to implement effective solutions as managers. The MBA and Master of Science in International Commerce and Trade programs focus on the development of planning, initiative, problem solving, communicating, and managerial skills relevant to today's business world. Organized from an interdisciplinary viewpoint, students are able to integrate formal academic learning with their business related experiences.

Academic Programs

The Master of Business Administration Degree (MBA) is a 15 course program that can be completed in approximately one and a half years as a full-time student.

The Master of Science in International Commerce and Trade Degree (MSICT) is a 10 course program that can be completed in approximately one year as a full-time student. Students who complete the MSICT program have the option to continue into the MBA program as the core courses that comprise the MSICT degree are also required within the MBA program. Should this option be chosen, the student will be awarded either the MSICT or the MBA degree at the end of the program.

Learning Model

All courses are delivered in sequential order rather than concurrently enabling students to focus on one course at a time. In a standard 3 unit graduate course, students attend 5 hours of class per week. Students are also required to meet 4 hours per week with their Business Team in a school approved location to work on projects and group assignments. This encourages student interaction whereby students contribute individual skills to contribute to an effective group effort.

Location and Directions

The University of Los Angeles is located at 19119 E. Colima Road, Suite 201 in the city of Rowland Heights, a suburb 25 miles east of Los Angeles. The school is conveniently located near the 10, 60, 57 and 605 freeways.

From Los Angeles: Take the 60 Freeway west to the Nogales exit and turn right. Turn left on Colima and proceed to the University entrance on your left side.

Parking is unlimited to the University and is available at no charge to students. Visit our website at www.ula.edu for additional information.

Approval to Operate

The University of Los Angeles is a private institution that is licensed to operate by the Bureau of Private Postsecondary Education of California (www.bppe.ca.gov).

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MISSION STATEMENT
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Purposes and Objectives

1. To develop a high level of academic, professional comprehension, and literacy.
2. To support students in the development of their personal and career goals beyond completion of the degree program.
3. To provide a well-structured, career-oriented degree program for students to meet the demands of the business world in the twenty-first century.
4. To provide students of all social and cultural backgrounds with the knowledge to develop critical thinking skills and research and analysis techniques to succeed in the international world of business.
5. To provide an educational delivery system whereby theory, experience, academic freedom and self-determination are integrated into a recognized academic discipline.
6. To enable adult learners to incorporate quality continuing education with personal experience to address real world needs.

Mission

The University recognizes and is responding to rapid social and technological changes that call for new educational approaches and delivery modes. If the curriculum is the vehicle that drives the institution of higher education, then teaching fuels the power and learning creates the perspective of the product and the learning experience.

The mission of the University of Los Angeles is to integrate theory and practical application into a meaningful didactic experience obtained through higher learning that promotes respect for scholarship, free enterprise, human diversity, and the international business market of the world. To these ends, efforts of the faculty and administration are directed toward the individual needs of students to prepare them for articulated roles in today's modern professional, educational, and increasingly global communities.

ADMISSION AND APPLICATION PROCEDURES

Application Requirements

The Admissions Packet provided by the University contains instructions for completing the application process. The following documents must be submitted:

- **Completed Application Form**
- **Official Transcripts** - Have your previous academic institution(s) send your official transcripts covering all undergraduate and graduate studies directly to the Admissions Office of the University of Los Angeles. If any of the transcripts are not in English they must be accompanied by certified English translations.

It is your responsibility to make sure complete, official transcripts are in your application file. If you have any work in progress, it will be considered towards fulfillment of requirements, and admission may be granted subject to the filing of final transcripts showing satisfactory completion of work in progress.

ULA has not entered into an articulation or transfer agreement with another college or university.

- **Application Fee** - A non-refundable application fee of \$100.00. The University of Los Angeles requires that payment of all fees be in the form of a check drawn on a US bank or an International Postal Order.

Students may submit these documents for consideration; however they are not required for admission:

- **Student Portfolio** – You may choose to submit a Student Portfolio for evaluation of prior experiential learning credit and/or transfer of credit from nationally or regionally accredited institutions of higher learning. See page 14 of this catalog for guidelines.

Application Requirements for International Students Only:

- **Proof of English Language Proficiency** - Applicants whose native language is not English must demonstrate English language proficiency prior to being accepted into a degree program. Proficiency may be determined by achieving a minimum score on ULA's English Proficiency Exam.

Any student who earns a bachelor's or master's degree from an accredited United States college or university or submits a TOEFL (Test of English as a Foreign Language) score of 550 or higher is exempt from this requirement.

- **Financial Certificate** – An original bank letter or statement evidencing sufficient funds to cover educational and living expenses for one year.
- **Transfer Letter** – A transfer letter is required from the applicant's last attended school if transferring from a school in the United States.

Send the completed Application packet to the Admissions Office. Submitting an Application for admission does not ensure consideration until all supporting documents have been received and processed.

UNIVERSITY OF LOS ANGELES
Admissions Office
19119 East Colima Road, Suite 201
Rowland Heights, California 91748

Admission Interview

All applicants must also be interviewed in person or by a phone conference call. Interviews can be scheduled during normal business hours, evenings, and weekends by making an appointment with the Admissions Office.

Program Acceptance

Admission decisions are based on an equation in which grade point average, past employment, past experiences, and student interview are considered.

The Admission Office will inform the applicant of the status of the application, but it is the applicant's responsibility to be certain that all necessary documents are received by published deadlines for admission. You will be notified of your admission status within two weeks after your application file is complete.

If you are offered admission but decline, either by written notice or by failure to submit the "Intent to Register" Form, your application will be canceled. Supportive documents will be kept on file for one year should you wish to reapply within that time. All documents in your file belong to the University and will not be returned. The status of the information in your file is confidential. Information will be revealed, at our discretion, only to you or individuals whose names you have provided to us in writing.

Enrollment Agreement

All students are required to sign an enrollment agreement before beginning any classes.

Unclassified Student

While acceptance to the program may allow a student to enroll for 45 days as an Unclassified Student, admission to the University of Los Angeles will not be considered final until the application file is complete. No amount of credit taken while on Unclassified Status will assure a student of admission. A letter from the Academic Dean will confirm admission.

TOEFL Information

The Test of English as a Foreign Language (TOEFL) is offered worldwide. Contact TOEFL Testing Centers in your home country for information about dates, locations, and procedures for taking the test. TOEFL scores are not required for admission into the University of Los Angeles; however they may be submitted to waive the English language proficiency requirement.

Transcripts

Have all transcripts from former colleges and universities sent directly to the University of Los Angeles' Admission Office from an authorized official of the issuing institution. Transcripts must include courses taken, grades received or exam results, and dates of attendance. They should be signed by the official, stamped with the school seal and sent in a sealed envelope from the institution. If your school does not make a practice of sending original transcripts, copies certified by the issuing institute or notarized from the original documents will be accepted. Documents in languages other than English must be accompanied by certified English translations.

International academic credentials may require analysis by a University approved evaluation service such as World Education Services (www.wes.org). Applicants are responsible for any fees incurred for the analysis. The University of Los Angeles will make a final determination for awarding credit based on the evaluation.

Financial Certificates

In order to conform to regulations of the United States Citizenship and Immigration Services (USCIS), the University of Los Angeles requires applicants who are not citizens or permanent residents of the United States to submit an original bank letter or statement evidencing sufficient funds to cover educational and living expenses for one year.

Orientation

Orientations are held prior to the beginning of each semester for new students. There is a supplementary orientation for international students that provide practical information on US academic policies, and on general adjustments to life in the United States. The Admissions Office also conducts cross cultural and other workshops for students during the academic year.

English Language Skills

All University of Los Angeles courses are taught in English. Applicants whose native language is not English or are from a non-English speaking country may be required to demonstrate English language proficiency by taking a diagnostic exam administered by the University prior to being accepted into a degree program. Any student who earns a bachelor's or master's degree from an accredited United States college or university or submits a TOEFL (Test of English as a Foreign Language) score of 550 or higher is exempt from this requirement.

Students who do not achieve the minimum level should strongly consider beginning their studies by enrolling in an Intensive Language Program in a University approved program to bring their English skills up to the appropriate level.

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ACADEMIC POLICIES & PROCEDURES
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Academic Calendar

Please see current published schedules for application filing deadlines and complete academic calendars.

Fall Trimester 2011

Session 1 9/1 – 10/3
Session 2 10/6 – 11/7
Session 3 11/10 – 12/12
Winter Break 12/15 – 1/2

Spring Trimester 2012

Session 1 1/5 – 2/6
Session 2 2/9 – 3/12
Session 3 3/15 – 4/16
Spring Break 4/19 – 4/30

Summer Trimester 2012

Session 1 5/3 – 6/4
Session 2 6/7 – 7/9
Session 3 7/12 – 8/13
Summer Break 8/16 – 8/27

Credits Accepted in Transfer

No more than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a Master's degree.

Experiential Learning Credit

The maximum amount of Prior Experiential Learning Credit accepted by the University is no more than 3 semester units for prior experiential learning for the first 30 semester units of a graduate program, and no more than 3 semester units for the second 30 semester units.

Faculty charged with the responsibility of transfer of credit for experiential activities utilize the Council for Adult and Experiential Learning (CAEL). Students are expected to provide documents for each college or university level learning experience being evaluated.

Students are awarded transfer credit based on a written report prepared by qualified faculty from your subject area of concentration, who makes their evaluation using the following criteria:

- (A) The prior learning is equivalent to a college or university level of learning;
- (B) The learning experience demonstrates a balance between theory and practice and;
- (C) The credit awarded for the prior learning experience directly relates to the students degree program and is applied in satisfaction of some of the degree requirements.

The responsibility for monitoring the process of transfer evaluation is that of the Academic Dean. The Dean must evaluate the transfer documents and sign-off before the University of Los Angeles accepts the transfer credits.

Dropping / Adding A Class

Students who wish to make a change in their class schedule must complete a "Drop Card" or an "Add Card," or both; these are available from the Registrar's Office. All "Adds" require approval of the instructor and the student's adviser. A fee will be charged for adding courses after the announced deadline.

The last date to add classes is two weeks into the semester. No classes may be added after this date. All changes should be completed prior to the second week of class so that students may be properly registered.

Withdrawal from a Class

Students desiring to withdraw formally from a class may do so before the last day to drop courses published in the academic calendar. Formal withdrawal removes the student's name from the class roll and removes the course listing from the student's record and transcript. The student must obtain a "Drop Card" from the Registrar's Office, complete it and sign

it. Signatures of the instructor and the student's academic adviser must also be obtained. The card must then be returned to the Registrar's Office.

Students withdrawing from a class after the last day to drop courses will receive a "W" for the course. The course and grade will appear on the student's transcript.

Filing a "Drop" does not qualify the student for cancellation of any University tuition or fees.

Course Load

A student taking 6 or more units per trimester is considered a full-time student.

Course Load Reduction

An individual course reduction is a reduction in class load, but not total withdrawal from the university. For example, a student who registers for three courses and then drops one or two classes but continues with the other class or classes.

Individual course reductions are limited to five withdrawals during a student's academic career at the University of Los Angeles, unless it is "dropped" during the official drop/add period.

Attendance Policy

Attendance at every class and team meeting is expected of each student. More than Two lecture absences and/or two team meeting absences in any one course may be grounds for course failure at the instructor's discretion. Instructors will keep attendance records for each class meeting. Team leaders are responsible for keeping accurate attendance records of all team meetings.

Satisfactory Academic Progress

Students must make satisfactory academic progress (SAP) in order to remain in good academic standing. There are three components to Satisfactory Academic Progress:

- Maintaining a minimum grade point average
- Completing a minimum number of credits each term
- Graduating before the maximum timeframe for the program

Academic Probation

Students are placed on probation if they:

- Receive a grade of an "F" in any term
- Fall below a 2.0 grade point average
- Pursue less than the minimum course load for 2 trimesters in a row

Any student who does not meet the criteria for making satisfactory academic progress will be placed on academic probation. A student must remedy the infraction in the subsequent term. If a student on academic probation fails to do so by the end of the subsequent term, they will be suspended. The Academic Committee may grant readmission of a suspended student upon their submission of a petition. If the student is permitted to re-enroll, he or she will be placed on academic probation, and must meet the terms for satisfactory academic progress or the student will be academically dismissed permanently.

Termination of Candidacy

The University of Los Angeles reserves the right to terminate any student who fails to make satisfactory academic progress, fails to comply with the terms of academic probation, fails to pay tuition and fee by dates agreed upon in the enrollment agreement, falsification of any records or academic work submitted, displays personal behavior that does not comply with the University's standards, regulations, and rules.

Time Limitations

Students are allowed up to four years from the date of initial enrollment to complete their degree requirements. Students may receive an extension under special circumstances if they file a petition with the Academic Dean.

Appeals Process

If a student wishes to appeal termination or probation due to unsatisfactory progress or behavior, the student may make a written appeal to the Vice-President of Academic Affairs within 30 days of receiving the written notification. Within 15 days of receiving the student's appeal, a final decision shall be rendered.

Grade Reports and Transcripts

At the end of each course, faculty members submit grades for each student. Grades are available to students who are in current financial standing. Grade reports will be mailed to each student two weeks after the end of the trimester.

Grading Procedures

Cumulative grade point averages are calculated on a 4.0 scale. The University uses the following grading system to evaluate achievement in a course:

<u>Grade</u>	<u>Points</u>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
I	Incomplete
W	Withdrawal

Application for Graduation

Students must submit a graduation application in order for their degree to be processed. Graduation applications are sent to students by the Registrar's Office with degree audit progress reports when students have neared the completion of their degree requirements.

In order to be eligible for graduation, a student must meet the following requirements:

- 1) Successfully complete all required courses.
- 2) Have a cumulative grade point average of 2.0 or higher.
- 3) All financial obligations must be paid in full.
- 4) Petition to the Academic Dean for graduation.

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FINANCIAL POLICIES AND PROCEDURES

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Tuition

Tuition is subject to change each year, however students are guaranteed the tuition charged at the initial time of enrollment for the entire twelve-month period covered by the Enrollment Agreement. ULA does not participate in federal and state financial aid programs.

Tuition does not cover the cost for books for each course. Students are responsible for purchasing their textbooks.

Fees

Application Fee (nonrefundable)	\$100.00
Tuition Per Unit	\$230.00
Student Activity Fee	\$75.00
Late Registration Fee	\$50.00
Official Transcript	\$5.00
Installment Payment Fee	\$30.00
Returned Check Fee	\$30.00
Late Payment Fee (nonrefundable)	\$30.00
Delinquency Charge (per month)	0.9%

Single Payment Option

The student pays the entire balance in full by the first day of the term for each trimester.

Installment Payment Option

If a student has maintained good financial standing with the University, the student may have the option to pay tuition fees in three installments with a \$30.00 fee. A nonrefundable \$30 late payment fee will be assessed for each installment payment that is late. If the student fails to make tuition payments when they are due, the school reserves the right to disqualify installment payment options, place the student on academic hold, withhold transcripts or diplomas, and prevent the student from attending classes or taking exams.

The first payment will be due upon enrollment, the 2nd on or before the 8th week of instruction, and the final payment will be due on or before the 16th week of instruction.

Cancellation, Withdrawal, and Refund Policies

Student's Right to Cancel

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. 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 pro rata

refund if you have completed 60 percent or less of the scheduled days in your program through the last day of attendance.

Cancellation of this agreement can occur up to: _____
Date

2. Cancellation may occur when the student provides a written notice of cancellation at one of the following addresses 19119 E. Colima Road, #201, Rowland Heights, CA 91748. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled by the student or the prospective student is not accepted for enrollment the school will refund the student any money he/she paid, less an application fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
6. If the program is cancelled before instruction begins the school will refund the student any money he/she paid, less any deduction for books not returned in new/unused condition, within 45 days after the notice of cancellation is received.

Withdrawal from the Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less an application fee not to exceed \$250.00, and less any deduction for books not returned in new/unused condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 days.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the days charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

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

State of California Student Tuition Recovery Fund

§ 76020. Student Tuition Recovery Fund (STRF).

(a) The fund exists to relieve or mitigate economic losses suffered by a student in an educational program as defined in section 94837 of the Code at a qualifying institution, who is or was a California resident or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, paid the assessment, and suffered loss as a result of any of the following:

- (1) The closure of the institution;
 - (2) The institution's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purposes, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the institution;
 - (3) The institution'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 institution prior to closure in excess of tuition and other costs;
 - (4) A significant decline in the quality or value of the educational program within the 30day period before the closure of the institution or, if the decline began before that period, the period of decline determined by the Bureau, to a degree that results in the institution's failure to meet minimum operating or academic standards; and
 - (5) The student's inability to collect a judgment entered against a qualifying institution for a violation of the Act, subject to all of the following:
 - (A) The student has reasonably tried, and failed, to collect on the judgment. The Bureau will determine the reasonableness of the effort on a case-by-case basis;
 - (B) The Bureau receives the student's application within 4 years from the school's closure;
 - (C) The student has not received reimbursement or forgiveness from any other source. 2.
- (b) A student whose total charges were paid by a third-party payer is not eligible to make a claim.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94874.1, 94923, 94926, 94927 and 94927.5, Education Code.

§ 76120. Amount of STRF Assessment.

- (a) Each qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is fifty cents (\$0.50).
- (b) Unless a student has a separate agreement to repay the third party, a student whose costs are paid to the institution by third-party payer shall not pay the STRF assessment to the qualifying institution.
- (c) Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, the assessment is non-refundable. “

To be eligible for STRF, a student must be a resident of California and reside in California at the time the enrollment agreement is signed. Students who are temporarily residing in the State of California for the sole purpose of pursuing education, specifically those who hold student visas, are not considered California residents.

A student must apply for an STRF refund within two years of receiving notice from the BPPE that the institution has closed. If notice is not received from the Bureau, a student has four years from the closing date to file an STRF application.

It is important that you keep a copy of all enrollment agreements, contracts, or applications to document enrollment; as well as tuition receipts, or canceled checks, to document the amount of tuition paid. Such information may assist a claim for reimbursement from the STRF.

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PROGRAMS OF STUDY

The Masters of Science (M.S.) Degree in International Commerce and Trade requires completion of 30 Units.

ACC101	Principles of Accounting	3 Units
ACC103	Accounting Computer Application	3 Units
ACC501	Cost Accounting, Budgeting and Control	3 Units
FIN101	Finance	3 Units
FIN102	Managerial Finance	3 Units
BUS201	Introduction to Business Management	3 Units
BUS471	Operation Planning and Control	3 Units
BUS501	Business Policies, Operations, and Organizations	3 Units
BUS569	Business Strategy	3 Units
BUS599	Global Leadership	3 Units

The Masters of Business Administration (M.B.A.) Degree in International Business Administration requires completion of 45 units.

ACC101	Principles of Accounting	3 Units
ACC103	Accounting Computer Application	3 Units
ACC501	Cost Accounting, Budgeting and Control	3 Units
FIN101	Finance	3 Units
FIN102	Managerial Finance	3 Units
FIN405	International Finance	3 Units
MKT505	Marketing concepts	3 Units
MKT579	Seminar in Marketing Politics	3 Units
BUS471	Operation Planning and Control	3 Units
BUS201	Introduction to Business Management	3 Units
BUS501	Business Policies, Operations, and Organizations	3 Units
BUS569	Business Strategy	3 Units
BUS579	Seminar in Management Planning and Control Systems	3 Units
BUS589	Seminar in Human Resources Management	3 Units
BUS599	Global Leadership	3 Units

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at ULA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you earn in the above listed courses is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 ULA to determine if your credits will transfer.

ULA is not accredited. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the state of California. ULA graduates may not be eligible for applicable licensure exams in California and other states. Furthermore, a student enrolled in an unaccredited school is not eligible for federal financial aid programs.

ULA will provide general student brochures and program-specific student brochures to prospective students prior to enrollment. Furthermore, ULA will provide the school catalog to any person upon request.

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COURSE DESCRIPTIONS
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ACC101

An introduction to basic principles of accounting theory and practice. Topics covered include accrual basis accounting, the accounting cycle, preparation of financial statements for both service and merchandising business enterprises, and internal controls. Other topics include accounting for cash, receivables, payroll, inventories, fixed assets, and current liabilities.

ACC103

Spreadsheet Accounting is designed to teach students the application of accounting functions using the IBM compatible microcomputer and standard spreadsheet software. The accounting functions will include the development of adjusting worksheets, special journals, financial statements, bank reconciliations, uncollectible accounts receivable analysis, fixed asset depreciation, loan payment amortization, and horizontal and vertical analysis. **Prerequisite: ACC101**

ACC501

A study of budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. Includes introduction to alternative costing methods such as activity-based and just-in-time costing. Reviews planning of profit, cost, sales, cost and profit analysis, profit performance, and measurements

BUS471

Analysis, design and management of production systems. Topics include productivity measurement, forecasting techniques, project planning, line balancing, inventory systems, aggregate planning, master scheduling, operations scheduling, and modern approaches to production management such as Just-In-Time production.

BUS501

A study of the key decision maker in an organization and the relationship to its policies, operations, and effectiveness through planned change and technological development. In addition, it studies the technical approaches in the internal and external environments of various businesses, processes of work group development and management, and their impact on individual behavior. The students will also scrutinize organizational efficiency and effectiveness.

BUS569

Traditional finance and other business courses analyze a broad spectrum of factors affecting business decision-making but typically give little systematic consideration to the role of taxes. In contrast, traditional tax accounting courses concentrate on administrative issues while ignoring the richness of the context in which tax factors operate. The objective of the course is to bridge this gap by providing a framework for recognizing tax planning opportunities and applying basic principles of tax strategy.

BUS579

This course focuses on management control, which may be defined as the set of policies, tools and procedures that an organization employs to help ensure that the organization achieves its preset goals and objectives. Since “an organization” does not in and of itself accomplish things, management control under this definition involves the motivation, evaluation and rewarding of individuals constituting the organization so that they behave in ways consistent with organizational goals. This course will explore the structures, tools and procedures available to the management in the organization to help it motivate, evaluate and reward members of the organization.

BUS589

This course examines the primary role of human resources development (HRD) in the organization to help people and organizations effectively manage change. This highly interactive course focuses on strategies for assessing, designing, and implementing training and organizational development efforts that positively impact the performance of the individual and the work group. The course also provides an overview of change interventions, including training and staff development; succession planning and performance management; factors that influence HRD; the consulting role and skills of the HRD professional, including facilitation and group dynamics; and the trends in HRD, such as human performance technology and the work out process model.

BUS599

This course introduces graduate students to the changes taking place in organizations due to the process of globalization and the requirements for leaderships. The focus is on many types of organizations including corporations, NGO's and IGO's. Of critical concern are the changes in organizational design and communication that must be implemented in multicultural contexts. Particular attention will be paid to the role of the leader. The thrust of this course is developing an understanding of the changing global environment, how those changes influence operational and strategic issues within global organizations and how you as a global leader can develop the appropriate communication leadership skills to help organizations meet these new challenges.

FIN101

This course provides an introduction to financial principles that can be utilized across multi-disciplines with the overall goal of maximizing shareholder value in the organization. The concepts of financial statement analysis, forecasting, leverage, working capital management, the time value of money, capital budgeting, security valuation, and capital markets will be addressed through both lectures and active approaches of problem solving and case discussions. Finance is central to the operation of every organization. This course explores the theoretical aspects of finance. The end goal is to provide students with the tools necessary to conduct accurate financial analysis. For students pursuing a career in finance, the topics provide the foundation for an immersion in the science of finance. Students pursuing non-finance careers will receive an overview of finance issues encountered by managers.

FIN102

Provides understanding of the finance function and the responsibilities of the financial manager. Develops concepts and tools for use in effective financial decision making and problem solving. Covers ratio analysis, funds, flow, forecasting, current assets management, budgeting, credit services, formation and cost of capital and impact of operating and financial leverages.

FIN405

International Finance is an advanced and elective course for Finance majors and recommended for students who want to pursue careers in currency trading, global banking, global asset management, multinational corporate finance, or risk management industry. This course will focus on foreign exchange markets, forecasting exchange rate, currency risk hedging techniques, and currency derivative instruments. In addition, macroeconomic policies, international portfolio management, and investment practices of multinational firms will also be reviewed to familiarize students with the type of practical issues in the international finance field.

Investment tools, such as economic indicators and regression analysis will be introduced in labs. If time permits, guest speakers will be invited to share their professional investment experience with the students. Additionally, students will have a unique opportunity to apply theories in a real-time, competitive simulation to learn currency derivatives trading techniques through a course project.

MKT505

This course provides an understanding of societal, managerial and strategic marketing theory and practices. This course presents basic concepts that are reinforced through case studies.

MKT579

The focus of this course is strategic marketing, wrapping together all of the marketing skills of the undergraduate marketing program. This is a case course where the student analyzes real world business cases to develop skills in evaluating and formulating strategic marketing decisions.

Leave of Absence

Matriculated students may interrupt continuous enrollment by electing to take a leave of absence from the University. The purposes may be for medical or personal reasons, or to engage in other off-campus educational experiences without severing their connection with the University of Los Angeles through withdrawal. Before taking a leave of absence, students are encouraged to discuss their particular situation with the Academic Dean.

The Rules Regarding Leaves of Absence

All non-international students must file for a leave of absence through the Admissions Office. International students are subject to special regulations set forth by the United States Citizenship and Immigration Services (USCIS) and obtain the most current information must through the International Admissions Office. The Academic Dean must receive clearance from the Bursar/Business Office for all leaves of absence.

If any of the following conditions are applicable, the student is not eligible for a leave of absence:

1. A student who is on University disciplinary probation.
2. A student who has been dropped or dismissed from the University for disciplinary or academic reasons is not eligible for a leave of absence until properly reinstated.
3. A student who has withdrawn as a degree candidate is not eligible for a leave of absence. If a student withdraws while on leave of absence, the leave is invalidated.

If a student wishes to return later than the trimester originally stated on the leave of absence form, the person must apply for an extension of his/her leave of absence through the Academic Dean's Office.

Taking a leave of absence may affect a student's financial aid. All students receiving financial aid are encouraged to contact the Financial Aid Office before taking a leave of absence. A student who fulfills the conditions of an approved leave of absence may return to the University and register for classes without applying for readmission; the student may pre-register for the semester in which he/she plans to return.

For leaves of absence completed during the first 12 weeks of the trimester, the student's transcript will contain no record of courses attempted or grades received during that semester.

Withdrawal from the University

Students desiring to withdraw from the University must complete the necessary form at the Academic Dean's Office and notify each of their instructors. It is the student's obligation to complete this formal procedure. Failure to do so leaves the student liable for all of the current semester's tuition and fees, and may result in grades of an "F" being assigned in the student's courses.

Formal withdrawal must be completed during the first four weeks of the semester in order to obtain any tuition and fees unless there are clearly extenuating circumstances and a formal appeal is made through the Academic Dean's Office.

Formal withdrawal which is completed at any time during the first 12 weeks of the semester will assure that the student's transcript will contain no record of courses attempted or grades received during that semester. Students should note that formal withdrawal after the twelfth week cannot be regarded as complete unless, in addition to the above requirements, it has been approved by the Provost's Office.

Because of the serious ramifications of formal withdrawal from the university, students contemplating this action should discuss the matter with their adviser or a counselor as soon as problems are perceived.

REGULATORY POLICIES

Standards of Student Behavior

Students attending the University of Los Angeles are expected to act with courtesy and consideration toward all instructors, staff, students, and visitors at all times. Violations of these standards must be forwarded in writing to the Vice-President of Academic Affairs for investigation into the matter. Improper conduct including but not limited to:

1. Possession of alcohol, drugs, or a weapon.
2. Using or being under the influence of alcohol or drugs while on campus.
3. Fighting.
4. Harassment, sexual or otherwise, that creates a hostile or offensive environment.
5. Threats that violate the personal safety of others.
6. Any conduct that interferes with the quality of education for others.

Non-Discrimination Statement

The University of Los Angeles is in compliance with all requirements imposed by Title VI of the Civil Rights Act of 1964 and the regulations issued there under, to the end that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the right of, or be otherwise subjected to discrimination under any program or activity sponsored at this institution. Further, as prescribed by Section 504, Rehabilitation Act of 1973, this institution does not discriminate on the basis of handicap in admission or employment in its programs and activities.

Drug and Alcohol Statement

The University of Los Angeles is committed to maintaining a safe and healthy atmosphere free from the influence of controlled substances and alcohol. The possession, sale, or distribution of mood altering substances on campus shall be a violation of the school's drug and alcohol policies. The offender will be subject to disciplinary action, including possible dismissal from the University.

Sexual Harassment

The University of Los Angeles would like our students, staff, faculty, and administration to enjoy an environment free of harassment of any kind. Harassment of a sexual nature is unacceptable and will not be tolerated in any form.

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and /or other verbal or physical contact of a sexual nature when:

- 1) Submission to such conduct is made whether explicitly or implicitly as a term or condition of a student's continuation or grade,
- 2) An individual's submission to or rejection of such conduct is made the basis for employment decisions,
- 3) The unwelcome conduct substantially interferes with the student's performance or creates an intimidating, hostile, or offensive work environment.

Procedure for Grievances

Students are encouraged, at all times to verbally communicate their concerns to members of the faculty and administration for amicable solutions. If the problem cannot be resolved, the student may submit a written grievance report within fifteen days addressed to the University Vice-President of Academic Affairs. The Vice-President of Academic Affairs will call a Grievance Committee Hearing. The Committee will include a University administrator, a faculty member, and a student Association representative. The grievance committee will make a formal recommendation to the Vice President of Academic Affairs regarding the complaint. If the decision is not satisfactory, he or she may file a complaint directly with the President of the University whose decision regarding the matter will be final.

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 toll-free or by completing a complaint form, which can be obtained on the bureau's web site www.bppe.ca.gov.

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STUDENT AND ACADEMIC SERVICES
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Library Services

The library has computer terminals with internet access to our on-line library. Pre-configured reference sites are book marked. Helpful links that are benchmarked by Degree Program requirements are available to faculty and students.

In addition, the library has made arrangements with a local public library that can assist students with basic information needs. You may visit the Rowland Heights Library located at 1850 S. Nogales Street (phone number 626-912-5348). Operating hours are Monday through Thursday from 9:00 am to 9:00 pm; Friday 9:00 am to 6:00 pm; Saturday 9:00 am to 5:00 pm; and Sunday from 1:00 pm to 5:00 pm. This off-site facility is located within two minutes from the University.

Student Services and Activities

The University of Los Angeles programs include more than just classroom study. Students will have many opportunities to mix informally with University staff and students. Specific services and activities include:

- A. Student advisors are available to assist students with any questions they may have about their academic progress, career planning, and life on campus or adjusting to life in the United States.
- B. There are a growing number of student organizations on campus, reflecting a wide variety of interests. Frequent lectures, films, and other forms of entertainment are available on campus.
- C. The University of Los Angeles organizes field trips each semester to places of interest, such as the LA Zoo, museums, Los Angeles area beaches, Disneyland and Knott's Berry Farm.
- D. The University of Los Angeles can arrange tutorial assistance for students who either request such assistance, or are counseled to take tutorial assistance.
- E. The ULA Career Center provides a wide range of career and job search assistance. These services include resume and interviewing skills, career fairs, and access to industry, government, and other applicable sources. The ULA "Best Job Search Sites" guide pulls together the Internet's best sources of job openings and career development information.

ULA's classrooms are equipped with the necessary technology and resources to provide an optimal environment for students to excel in their studies. A large flat screen television connected to the internet can be found in each classroom to maximize the delivery of visual supplements to lessons. A computer lab provides students with access to the online library along with a movie theatre for students to view pertinent programs as well as recent blockbusters. Students will have access to all school resources during the hours the school is in operation. The lounge provides students with a place to socialize and rest. As for textbooks, ULA uses the most up to date curriculum and complementary materials compiled from years of successful operation.

Living Accommodations

The University has no dormitory living arrangements, however our Student Services Representatives maintain information regarding various living arrangements for students. You may stop at the Student Services office for a list of housing available in the area. Most students are able to find housing within a few days and pay an average of \$500 per month for a private room.

After Graduation: Continuing Service and Support

Your relationship with the University of Los Angeles does not end upon graduation. The University provides some of its most important services for students after they graduate. The University of Los Angeles graduates routinely call upon the University to request letters of completion and transcripts for employers and prospective employers.

Career Development

The University of Los Angeles encourages its students to put their new skills and knowledge to work. To help them do that, the University provides valuable employment information about the student's chosen field. The University of Los Angeles maintains information on job openings, career placement and job classifications for the benefit of its students and graduates.

Diploma / Final Transcript

An embossed diploma and a final transcript will be sent to the graduate after all academic and financial requirements have been met. Transcript requests from employers, companies, etc, will be honored once the student has signed the authorization form in his or her enrollment packet, and paid the requisite fees.

Records Retention

An official transcript will be kept on file permanently for each student of the University.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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ADMINISTRATION
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President

Vacant

Vice President of Academic Affairs

Vacant

Academic Dean

Vacant

Director of Student Financial Services

Vacant

Faculty And Adjunct Faculty

Vacant