



ESTABLISHED 1961

CATALOG  
2020-2021  
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COURT REPORTING  
PARALEGAL  
MEDICAL ASSISTANT

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This catalog covers the time period from July 1, 2020 to June 30, 2021.

Pursuant to Section 94909 of the California Education Code, South Coast College annually updates its catalog. Changes in educational programs, educational services, procedures, or policies required to be in the catalog by state or regulation are implemented before the issuance of the annually updated catalog. Those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

This catalog is located on the [southcoastcollege.edu](http://southcoastcollege.edu) website under Student Services/Catalog. It is available to prospective students and to the general public.

The institution is not subject to provisional approval and does not offer an unaccredited degree program.

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# History

## About South Coast College

### Our History

South Coast College was founded in Long Beach, California, in 1961 as the Stenotype School of Long Beach. In 1974, the College moved to Garden Grove, California, and the corporate name was changed to Whitley College. In 1980, Orange County College of Court Reporting was merged into Whitley College, and the name was changed to South Coast College of Court Reporting. In 1996, the College was granted degree-granting status and expanded its offerings beyond court/deposition reporting and related fields to include medical assistant and paralegal careers. In August 1999, the name was changed to South Coast College to reflect the addition of other programs.

### Mission Statement

The mission of South Coast College is to provide quality education and training in a caring, student-oriented environment to individuals who are highly motivated and who wish to improve their lives.

South Coast College believes that, in this highly competitive business world, post-secondary education that trains people both in the skills and the language of specific careers is a valuable asset. South Coast College was founded on the philosophy that concentrated training in a chosen career can offer an alternative or a complement to other types of post-secondary education.

### Our Philosophy

South Coast College has a steadfast philosophy of dedicating its faculty, administration, programs, and facilities to superior training in an atmosphere that is friendly, efficient, personal, professional, and student-oriented. South Coast College is quite proud that the successful application of its philosophy has earned the College a widespread reputation for excellence; that its graduates can expect to develop skills that will help them not only in obtaining a job but in developing critical learning abilities and life skills.

### Student Population

The training at South Coast College is intended for the following audiences:

- students upon completion of high school,
- individuals who have no prior post-secondary education, who are looking for a career change,
- individuals who possess degrees and who wish to apply their knowledge and expertise to a legal- or medical-related field,
- professionals who wish to update their skills and knowledge.



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Our objectives are to provide our students with cognitive, performance-based, quality education and to assist them with career placement. The means of attaining these objectives are as follows:

- provide students with an exposure to academically-oriented subjects that will enhance the quality of their lives, expand their cognitive reasoning skills, and make them aware of the ethical way to handle themselves;
- train students for a given field of study;
- prepare students for a successful career by helping them to develop proper work habits, a professional attitude, and an increased level of self-esteem;
- help students to obtain entry-level positions in their chosen fields of study.

These objectives are accomplished by offering courses of study and teaching methods that are appropriate to an entry-level position in the individual's field of study. All functions of the College revolve around these objectives.

To accomplish the mission, the College monitors the needs of the relevant business and professional communities and modifies the institution's curriculum, personnel, facilities, and equipment as necessary.

South Coast College regularly upgrades its programs to do the following:

- merit the confidence of the community we serve (students, working reporters, attorneys, courts, deposition agencies, transcription agencies, colleges/universities, broadcast, and healthcare facilities);
- keep our educational programs dynamic and current with the changing times to enable our graduates to be confident of meeting the challenges of the fast-changing social, economic, and technological climate.

Specifically, South Coast College strives to do as follows:

- continuously measure the effectiveness of our institution through feedback from our graduates and the community we serve,
- provide a curriculum that stresses skills and the attainment of critical thinking and sound reasoning,
- provide quality English and career-language training,
- train students in the mechanics of court reporting and related fields, paralegal, and medical assistant and related healthcare careers to be able to secure entry-level positions in these areas,
- encourage assessment by students, graduates, advisory board members, employers, and faculty to ensure continual improvement of the institution and its educational programs,
- maintain the professional development of staff and faculty by encouraging membership in professional organizations and participation in pertinent educational workshops, conferences, seminars, and in-service training,
- provide students with personal and professional guidance to assist them in satisfying their future goals and foster the development of lifetime educational growth,
- uphold admissions standards that aim toward enrolling qualified students who are capable of pursuing a post-secondary career,
- train students in the ethical and professional obligations and considerations of their chosen careers.

## **Expected Outcomes**

The measurable student learning outcomes that demonstrate the achievement of goals include the following:

### **Shorthand Reporters/Stenographers**

Shorthand reporters who graduate from the certificate program (Court Reporting) meet the minimum standard set forth by the Court Reporters Board (CRB) of California (including a shorthand skill of 200 wpm) to take the Certified Shorthand Reporter Examination to work in the State of California as a court or deposition reporter. The Certified Shorthand Reporter Examination qualifies reporters for entry-level reporter positions. The program requires an apprenticeship of the minimum hours mandated by the Court Reporters Board.

Shorthand reporters who graduate from the degree program (Court Reporting) meet the additional standards set forth by the National Court Reporters Association (including a shorthand skill of 225 wpm). They will have attained the proficiencies required to take and pass a Registered Professional Reporter examination, allowing them to work in states that require only that designation for employment.

Shorthand reporters who graduate from either the AAS degree or certificate programs are qualified with skills to work in entry-level positions that include rapid-data entry, CART reporter or captioner for deaf and hard-of-hearing clients, scoping, hearing reporter in courts, or production work in a court reporting agency.

### **Paralegals**

Paralegals who complete the degree program (Paralegal Studies) are able to work in entry-level paralegal positions in attorneys' offices and other legal-related offices. Students shall be competent to draft basic, routine pleadings (and other legal documents), interview clients, conduct independent research of nonlegal matters, conduct legal research of simple legal questions, and draft legal memoranda. Students shall be able to write accurately and precisely, with good grammar, and shall gain an understanding of computer applications related to the legal environment. The general education requirements are designed to increase the student's breadth of knowledge and understanding and to encourage the appreciation of life-long learning, while, at the same time, increasing the student's competence in the field of legal assisting.

### **Medical Assistants**

Medical Assistants who complete the certificate program (Medical Assistant) will be able to perform the basic functions of a medical assistant, including both front office (billing) and back office skills. Clinical skills that the student will learn include but are not limited to giving injections; administering medications; obtaining vital signs, such as blood pressure; and recording patient history. The students will also learn to draw blood, collect and process lab specimens, and perform glucose and hemoglobin testing. Additionally, the student will develop skills such as assisting in surgery, instrument sterilization, tray preparation, and removal of sutures.

Administrative skills that the student will learn include appointment scheduling, billing and insurance procedures, and telephone techniques. After award of the certificate, the student will have developed sufficient skills and be eligible for placement in entry-level positions in hospitals, medical clinics, or doctors' offices as medical assistants or medical assistant billing specialists.

Upon completion of the program, students are prepared to take the examinations offered by the National Healthcare Association. They may receive certificates in the following areas: Billing and Coding Specialist, Medical Administrative Assistant, Clinical Medical Assistant, or Electronic Health Records Specialist.

### **A Word about South Coast College**

At South Coast College, the faculty and staff take a personal interest in you as a student. The administrative offices are open for counseling on either College or personal problems. Faculty members are available upon request before and after class to offer guidance and assistance with classroom work and assignments.

The classes are designed to encourage the development of self-reliance, while laboratory instruction emphasizes a hands-on approach. Study groups and camaraderie are encouraged through class projects and practice groups. Individual differences in learning are recognized, and personal assistance is always available for those who need it. The College promotes collegiality by seeking student, faculty, and staff input for governance and decision-making.

The College promotes a synergistic approach to learning by exposing students to integrated learning situations through mock trials and integrated lab experiences.

The South Coast College staff maintains continuous, active participation in national, state, and local professional organizations, such as: the National Court Reporters Association, the Association of Reporter Training, the Deposition Reporters Association, the Orange County General Shorthand Reporters Association, the Chamber of Commerce, the State Bar of California, the Orange County Paralegal Association, the National Federation of Paralegal Associations, Inc., and the National Healthcare Association. The staff of South Coast College is encouraged to participate in occasional advisory boards and in various forms of professional development where they can interact with professionals in the fields of court reporting/captioning, law, business, computer technology, and medicine.



# Calendar

## Academic Calendar: July 1, 2020, to June 30, 2021

Mid-Summer Quarter Begins	July 1, 2020
Independence Day	July 4, 2020
Summer Graduation	July 27, 2020
Fall Quarter Registration	July 30 & August 1, 2020
Student Break Week	August 12 – 16, 2020
Fall Quarter Begins	August 19, 2020
Labor Day	September 2, 2020
Mid-Fall Quarter Begins	September 30, 2020
Winter Quarter Registration	October 22 & 24, 2020
Winter Quarter Begins	November 11, 2020
Thanksgiving Holiday	November 28 & 29, 2020
Christmas Holiday	December 24 & 25, 2020
Student Break Week	December 23-31, 2020
Student Break	January 1, 2021 – January 3, 2021
New Year's Day	January 1, 2021
Mid-Winter Quarter Begins	January 6, 2021
Spring Quarter Registration	January 28 & 30, 2021
Presidents' Day	February 17, 2021
Spring Quarter Begins	February 18, 2021
Mid-Spring Quarter Begins	March 30, 2021
Summer Quarter Registration	April 21 & 23, 2021
Student Break Week	May 11 – 15, 2021
Summer Quarter Begins	May 18, 2021
Memorial Day	May 25, 2021
Mid-Summer Quarter Begins	June 29, 2021

Note: All South Coast College class sessions are conducted in residence on our campus located at 2011 West Chapman Avenue, Orange, California 92868.

South Coast College does not currently offer any distance education.

# Admissions

## Admission and Tuition

### Selection of Your College

Your choice of a profession should be carefully made. The choice of a college should be made with even more care. The reputation and standard of quality of the college you attend will be of extreme importance to you, both before and after graduation, and you should certainly visit the campus, ask questions, and get the feel of the college atmosphere beforehand. We invite the comparison of our college with any other that you may visit. Our over 50 years of experience in creating professionals for the medical and legal fields will serve you well.

### Admissions Requirements for All Programs

The minimum requirements for admissions are an interview, campus tour, admissions tests, proof of ability to do college-level work, completion of paperwork and required fee. The admissions procedures for admissions are to do the following:

1. Meet with an admissions representative for an informational interview. Parents and spouses are encouraged to be present.
2. Tour the campus at the time of their informational interview or at any time prior to enrolling in classes.
3. Submit a high school diploma (or proof of equivalency such as a high school transcript (official or unofficial), a recognized high school equivalency test (GED certificate), college transcript, or college diploma as proof of ability to do college-level work before signing an enrollment agreement. A Home Study certificate or transcript from a Home Study program must reflect equivalent high school level work and be recognized by the student's home state. Home Study education and graduation must be verified. South Coast College does not admit ability-to-benefit students.
4. Take the two required admissions tests and attain a score of 50 out of 100 points on an admissions-standardized inventory test that tests English proficiency and score 70 out of 100 points on an admissions-standardized general knowledge test. The standardized English proficiency has seven sections, totaling 100 points:
  - (1) Choosing the right word, Part I (20 points)
  - (2) Choosing the right word, Part II (10 points)
  - (3) Matching synonyms (10 points)
  - (4) Attaching prefixes (10 points)
  - (5) Matching words and meanings (10 points)
  - (6) Correct spelling (30 points)
  - (7) Attaching suffixes (10 points)

If the student does not satisfactorily pass the English proficiency tests, then he or she will be required to take the Test of English as a Foreign Language (TOEFL).

5. Complete the required admissions documents and submit the necessary fee stated on the Tuition and Fee Schedule (Addendum A) and in the Enrollment Agreement.
6. Complete an enrollment interview and execute enrollment documents, including the application form, the enrollment agreement, and sign other required disclosure documentation. Documentation must be signed by a parent or guardian if the applicant is under 18 years of age.



Note that recruitment is in English and all courses are taught in English. Students must be able to speak, read, write and understand fluently in English. English abilities will be determined through the South Coast College admissions test (as noted in No. 4), an interview, and completion of necessary documents. South Coast College does not currently instruct English as a second language. South Coast College does not instruct in a foreign language. Please note that for the enrollment agreement, disclosures, and statements to students when English is not their primary language, then an admissions representative will clearly explain the terms and conditions and all cancellation and refund policies personally in conversational English.

All applicants must complete financial arrangements prior to starting class. If applicable, financial aid applications must be completed.

As a prospective student, you are encouraged to review this Catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. If there is any portion of the agreement that you do not understand, please ask to have it explained to you.

The school catalog is online at [www.southcoastcollege.edu](http://www.southcoastcollege.edu). However, the institution shall provide the school catalog to any person upon request. South Coast College does not have any program-specific student brochures.

*Although not required for admission, the applicant must be aware of the following:*

- *Some externships, primarily hospital externships, require that medical assistant students have any required health examinations, pathology tests, and immunizations completed prior to beginning clinical courses, field work training, or externship experience.*
- *The Court Reporters Board requires fingerprinting before a student can take the Certified Shorthand Reporter (CSR) examination, and the State, many employers, and various other agencies may require criminal background checks before a student can be placed in an externship.*

For detailed admissions and procedures requirements for foreign students, see Appendix A.

### **Nondiscrimination**

South Coast College admits students of any race, religion, color, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at South Coast College.

South Coast College does not discriminate with regard to age, sex, sexual orientation, race, religion, color, or national or ethnic origin in hiring or in administration of its educational policies, admissions policies, loan programs, or other College-administered programs.

### **Students with Special Needs**

South Coast College makes every effort in the admissions process to accommodate potential students with special needs. South Coast College is Americans with Disabilities Act (ADA) compliant. The admissions representative will ask potential students what assistance they need to complete the



admissions process. Additional assistance will be provided by administrative staff, instructors, and/or management staff should the student enroll at South Coast College.

### **Tuition**

- Please refer to the Addendum A - Tuition and Fee Schedule for specific charges and for an estimate of total College costs.
- Books and supply costs may vary with the class schedule.
- The tuition structure is based on these class schedules:
- Day Program - four or five days per week, depending upon the credits attempted.
- Evening Program - three or four evenings per week, depending upon the credits attempted.

Tuition for all South Coast College programs is standardized over the year. So no tuition reduction is made for excused absences.

### **Academic Year**

An academic year at South Coast College is approximately 9 months in length for day students and 12 months in length for night students. Each academic year defines full time as 36 quarter units. For day students, full time is 12 units a quarter for 3 quarters; and for evening students, full time is 9 units a quarter for 4 quarters. A student must be at least half-time (6 units for day students or 5 units for night students) to qualify for financial aid. Pell grants are prorated for less than full-time enrollment.

Academically, one credit hour is equal to 12 hours of instruction for lecture classes, 24 hours of laboratory, and 36 hours of externship. For financial aid award purposes on certificate programs, one credit hour is equal to 25 clock hours of instruction, including a minimum of 20 clock hours of classroom or direct faculty instruction. The remaining 5 clock hours may include acceptable and documented student work outside of class and/or instructional hours.

Even though students are packaged for financial aid in academic years, students are expected to attend college year-round.

# Approvals

South Coast College is a private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE) in the State of California. Approval to operate means that the College is in compliance with State standards as set forth in the Education Code. An approval to operate does not imply an endorsement or recommendation by the indicated agency or that the institution exceeds minimum state standards.

**Note:** The approval of South Coast College to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, effective January 1, 2010.

A prospective student should not be required to provide personal contact information in order to obtain, from the institution’s Internet Web site, educational program information that is required to be contained in the school catalog or any information required pursuant to the consumer information requirements of Title IV of the Federal Higher Education Act of 1965, and any amendments thereto. The catalog with all its addenda and all disclosure information required by the State, Department of Education, and various other governing agencies is available at [www.southcoastcollege.edu](http://www.southcoastcollege.edu). The catalog section is located under the Student-Resources/Program-Catalog. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which is provided to you prior to signing an enrollment agreement.”

## **Bureau for Private Postsecondary Education**

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:

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897  
(916) 431-6959 or by fax (916) 263-1897

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form which can be obtained on the Bureau’s website: [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Department of Consumer Affairs**

Court Reporters Board of California  
2535 Capitol Oaks Drive  
Suite 230  
Sacramento, CA 95833  
[www.courtreportersboard.ca.gov](http://www.courtreportersboard.ca.gov)

Phone Number: (916) 263-3660  
Fax Number: (916) 263-3664

**National Court Reporters Association (NCRA)**

8224 Old Courthouse Road

Vienna, VA 22182-3808

[www.ncra.org](http://www.ncra.org)

Phone Number: (703) 556-6272

South Coast College is certified as meeting certain general requirements and minimum standards set forth by the National Court Reporters Association (NCRA).

**National Healthcare Association**

11161 Overbrook Road

Leawood, Kansas 66211

[www.nhanow.com](http://www.nhanow.com)

Phone Number: (800) 499-9092

South Coast College is approved to administer examinations in the following:

- Billing and Coding Specialist
- Medical Administrative Assistant
- Clinical Medical Assistant
- Electronic Health Records Specialist

**Veterans Administration**

The programs at South Coast College are approved for the training of veterans pursuant to Title 38, United States Code. This institution will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the VA and student accordingly.

**Accreditation****Notice to Prospective Degree Program Students**

South Coast College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

South Coast College has approval by the Bureau for Private Postsecondary Education (BPPE) to offer both degree and non-degree programs in the state of California.

**Memberships**

- Association of Reporter Training Schools (ARTS)
- National Federation of Paralegal Associations, Inc. (NFPA)
- National Healthcare Association (NHA)

South Coast College has no pending petitions in bankruptcy, is not operating as a debtor in possession, nor has filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

### **Programs Offered by South Coast College**

South Coast College offers the following Associate of Applied Science degrees, Associate of Arts degree, and certificate programs:

#### **Degree Programs**

AAS     Court Reporting  
AA      Paralegal

#### **Certificate Programs**

Certificate     Court Reporting  
Certificate     Medical Assistant

### **Court Reporting and Related Fields**

Court reporting students must follow the requirements of the Court Reporters Board (CRB) of California and the National Court Reporters Association (NCRA) to meet their requirements for certification and graduation.

#### **California Court Reporter Law**

Court Reporting is a State-Licensed Profession. In order for a person to qualify from a school to take the State licensing examination to be able to work as a court or deposition reporter, the person shall complete a program at a recognized school. A graduate of the degree program or certificate program who has passed a school qualifying examination will be able to sit for the licensure examination in California. However, other states may have different licensure requirements. For information concerning the minimum requirements that a court reporting program must meet in order to be recognized, contact:

#### **Court Reporters Board of California**

2535 Capitol Oaks Drive, Suite 230  
Sacramento, CA 95833  
[www.courtreportersboard.ca.gov](http://www.courtreportersboard.ca.gov)

Phone Number: (916)-263-3660

The Court Reporters Board of California (State of California Department of Consumer Affairs) administers three examinations yearly and issues State licenses to the successful applicants. The State Board requires applicants from a reporting school to furnish proof of successful completion of the entire school reporting program, including the ability to write stenographically at 200 wpm 4-voice testimony for 10 minutes with an accuracy of at least 97.5 percent. The decision to participate in the licensing examination administered by the State of California is entirely up to the student.

South Coast College is approved by the National Court Reporters Association and as such must meet or in areas exceed the minimum requirements of the Court Reporters Board of California. See the comparison of the CRB (Court Reporters Board) requirements and the South Coast College requirements in the enrollment packet.

**NOTICE:** There is no requirement that an institution be accredited for its students to participate in the California Certified Shorthand Reporters state exam.

“In order for a person to qualify from a school to take the state licensing examination, the person shall complete a program at a recognized school.”

South Coast College complies with and meets the Criteria for Recognition of Court Reporting Schools set forth in the Professional and Vocational Regulations of the **Court Reporters Board of California**. (CCR, Title 16, Division 24, Article 2, Section 2411)

The minimum requirement of the CRB for the Certified Shorthand Reporter (CSR) examination is as follows:

Subject/Skill Areas	Hours of Instruction
English	240
Legal	150
Medical	120
Transcript Preparation	25
Court Observation	10
Apprenticeship Training	50
Technology	60
Resource Materials	5
Keyboarding Skills	45 wpm
Total Academic Hours	660
Approximate Machine Hours	2300

# Curriculum

## Overview of Court Reporting Programs

### Program Objective

South Coast College offers two programs in court reporting – the Associate of Applied Science (AAS) degree in Court Reporting and the Certificate in Court Reporting. The objective of the Court Reporting programs at South Coast College is to prepare students for a wide array of careers that employ the use of the stenotype skill. Students may use this skill in many careers, including: data-entry specialist, hearing reporter (in courts), Communication Access Realtime Translation (CART) provider for deaf and hard-of-hearing clients, and captioner.

The demand for reporters in these areas is increasing as more and more of the Americans with Disabilities Act is being implemented.

To work as a court reporter in a state court or deposition reporter in the State of California requires certification by the Court Reporters Board (CRB) of California. Working in a federal court in the state does not require state licensure but may require attaining the Registered Professional Reporter (RPR) Certification by the National Court Reporters Association (NCRA).

South Coast College prepares students to take and pass both the Certified Shorthand Reporter (CSR) and RPR examinations.

Although certification is not necessary to work in many of the fields in which the stenotype skill is involved, the courses in the Court Reporting Program are highly specialized and intensive to prepare students for the rigorous examination administered by the Court Reporters Board of California (CRB).

The newly licensed reporter is expected to be competent to perform reporting assignments that involve the welfare of others. Upon certification, the student will be qualified to work in a court or deposition where certification is required as an entry-level reporter.

South Coast College has designed a training program that provides the opportunity for students to move through skill levels as fast as their skill development allows them. Students must acknowledge that they (not the College) must assume the responsibility for their progress in court reporting, as progress from one skill level to another generally requires approximately 72 hours of practice outside of class.

Students within our Day School program are required to spend a minimum of 25 hours a week in machine shorthand skill building classes, academic classes, and related practice. Students within our Night School program are required to spend a minimum of 19 hours a week in machine shorthand skill building classes, academic classes, and related practice. Hours that are missed must be made up in order for the student to be considered as following the program requirements.

### Differences Between the Certificate in Court Reporting and the Degree in Court Reporting

The **Certificate in Court Reporting** consists of courses that meet the course requirements of the Court Reporters Board (CRB).

Qualifying to take the dictation portion of the CSR Examination requires a speed of 200 wpm for 10 minutes with 97.5 percent accuracy at the institution, completing academic requirements of the Court Reporters Board (CRB), meeting all other requirements of the Court Reporters Board (CRB), and preparing for all three portions of the Certified Shorthand Reporter (CSR) Examination

**The Associate of Applied Science Degree in Court Reporting** is designed to meet the requirements of the National Court Reporting Association for graduation from an approved court reporting school. The program consists of learning the language of the machine (theory), applying the theory and attaining a speed of 225 wpm for 5 minutes with 95-percent accuracy, completing academic requirements, meeting the graduation requirements of the National Court Reporting Association, and preparing for the Registered Professional Reporter Examination (RPR).

### **Additional Requirements to Meet the Associate of Applied Science Degree in Court Reporting**

In addition to passing the proficiency skill requirements to prepare for the Registered Professional Reporter examination (RPR), the requirement includes two additional academic courses.

### **Court Reporting Program (AAS Degree)**

#### **Associate of Applied Science Degree**

Court Reporting – 192 Credit Hours

### **Description of the Associate of Applied Science in Court Reporting program**

The Associate of Applied Science in Court Reporting is designed to meet the requirements of the California Court Reporters Board (CRB) for taking the Certified Shorthand Reporter (CSR) Examination and meet the requirements of the National Court Reporting Association for preparing students for the Registered Professional Reporter (RPR) Examination.

The Associate of Applied Science Degree in Court Reporting program consists of courses in 7 categories: Stenotype Theory, Skill Building, Reinforcement, Four-voice (practice in preparing for the setting of the Certified Shorthand Reporter Examination and the skill requirement of the Registered Professional Reporter (RPR) Examination), Proficiency, and Academic (English, medical, and law requirements of the Court Reporters Board (CRB) and the National Court Reporters Association (NCRA), and General Education. The associate degree in court reporting is 4440 contact hours and 192 quarter units.

Upon completion of all requirements, the graduate will receive the following degree: **Associate of Applied Science Degree in Court Reporting**

### **Associate of Applied Science (AAS) Degree in Court Reporting Day Program**

Course	Title	Academic Credits
<b>Year 1, Quarter 1</b>		
CR201A	Shorthand Theory Part I	2.50 Cr
CR201B	Shorthand Theory Part II	2.50 Cr
CR202AA	Court Reporting Theory Part I	2.50 Cr
CR202AB	Court Reporting Theory Part II	2.50 Cr
CR202BA	Computer Tutorial Part I	2.50 Cr
CR202BB	Computer Tutorial Part II	2.50 Cr
<b>Year 1, Quarter 2</b>		
CR101	English I: Sentence Structure	5.00 Cr

Course	Title	Academic Credits
PR118A	Skill Building 40 wpm	2.50 Cr
PR118B	Skill Building 50 wpm	2.50 Cr
CR203	Skill Building 60 wpm	5.00 Cr
CR204	Skill Building 70 wpm	5.00 Cr
PR115A	Document Preparation: Formatting	2.00 Cr
PR115B	Document Preparation: Speaker Identification	1.50 Cr
<b>Year 1, Quarter 3</b>		
CR102A	English IIA: Grammar and Usage — Noun Emphasis	5.00 Cr
CR104	Critical Reading of Local and National Current Events	5.00 Cr
CR205	Skill Building 80 wpm	5.00 Cr
CR206	Skill Building 90 wpm	5.00 Cr
<b>Year 1, Quarter 4</b>		
CR102B	English IIB: Grammar and Usage — Verb Emphasis	5.00 Cr
CR109	Integrated Medical Science	5.00 Cr
CR207	Skill Building 100 wpm	5.00 Cr
CR208	Skill Building 110 wpm	5.00 Cr
<b>Year 2, Quarter 1</b>		
CR103	English III: Analysis of the Rhetoric of Oral Communications	5.00 Cr
CR209	Skill Building 120 wpm	5.00 Cr
CR210	Skill Building 130 wpm	5.00 Cr
<b>Year 2, Quarter 2</b>		
PR110STA	Medical Terminology with Steno Emphasis Part I	2.50 Cr
PR110STB	Medical Terminology with Steno Emphasis Part II	2.50 Cr
CR211	Skill Building 140 wpm	5.00 Cr
CR212	Skill Building 150 wpm	5.00 Cr
CR220A	Live Multi-Voice 150-160-170 wpm Part I	2.50 Cr
<b>Year 2, Quarter 3</b>		
CR105	Critical Reading of International Current Events	5.00 Cr
CR213	Skill Building 160 wpm	5.00 Cr
CR220B	Live Multi-Voice 150-160-170 wpm Part II	2.50 Cr
<b>Year 2, Quarter 4</b>		
CR214A	Skill Building 170 wpm Part I	5.00 Cr
PR104	Introduction to Computers and Management Information Systems	2.50 Cr
PR105	Court Reporting CAT and Realtime Software	2.50 Cr
PR106	Introduction to CAT Concepts (Dictionary Build)	2.50 Cr
<b>Year 3, Quarter 1</b>		
CR106	Law I: Legal Terminology	5.00 Cr
CR214B	Skill Building 170 wpm Part II	5.00 Cr
PR103B	Ethics and Procedures of Court Reporting	2.50 Cr
<b>Year 3, Quarter 2</b>		
CR215	Skill Building 180 wpm	5.00 Cr
CR221A	Live Multi-Voice 180-190-200 wpm Part I	2.50 Cr
PR103A	Ethics and Procedures of Deposition Reporting	2.50 Cr
PR107	Apprenticeship—Training for Court and Deposition Reporting	3.00 Cr
<b>Year 3, Quarter 3</b>		
CR108	Law II: Legal Research and California Codes	5.00 Cr
CR216	Skill Building 190 wpm	5.00 Cr
CR221B	Live Multi-Voice 180-190-200 wpm Part II	2.50 Cr



Course	Title	Academic Credits
<b>Year 3, Quarter 4</b>		
CR218	Skill Building Proficiencies Part I	5.00 Cr
CR219	Skill Building Proficiencies Part II	5.00 Cr
CR217	Skill Building 200 wpm (Qualifier after passing 200 wpm)	5.00 Cr
PR108	CSR/RPR Examination Preparation	3.00 Cr
<b>TOTAL CREDITS FOR AAS IN COURT REPORTING PROGRAM (DAY PROGRAM)</b>		<b>192.00 Cr</b>

### Associate of Applied Science (AAS) Degree in Court Reporting Night Program

Course	Title	Academic Credits
<b>Year 1, Quarter 1</b>		
CR201A1	Shorthand Theory Part I	1.50 Cr
CR201A2	Shorthand Theory Part II	1.50 Cr
CR202A1	Court Reporting Theory Part I	1.50 Cr
CR202A2	Court Reporting Theory Part II	1.50 Cr
CR202B1	Computer Tutorial Part I	1.50 Cr
CR202B2	Computer Tutorial Part II	1.50 Cr
<b>Year 1, Quarter 2</b>		
CR201A3	Shorthand Theory Part III	2.00 Cr
CR202A3	Court Reporting Theory Part III	2.00 Cr
CR202B3	Computer Tutorial Part III	2.00 Cr
PR118A	Skill Building 40 wpm (Elective)	2.50 Cr
PR118B	Skill Building 50 wpm (Elective)	2.50 Cr
PR115A	Document Preparation: Formatting	2.00 Cr
PR115B	Document Preparation: Speaker Identification	1.50 Cr
<b>Year 1, Quarter 3</b>		
CR101	English I: Sentence Structure	5.00 Cr
CR203	Skill Building 60 wpm	5.00 Cr
CR204	Skill Building 70 wpm	5.00 Cr
<b>Year 1, Quarter 4</b>		
CR102A	English IIA: Grammar and Usage – Noun Emphasis	5.00 Cr
CR205	Skill Building 80 wpm	5.00 Cr
CR206	Skill Building 90 wpm	5.00 Cr
<b>Year 2, Quarter 1</b>		
CR102B	English IIB: Grammar and Usage — Verb Emphasis	5.00 Cr
CR207	Skill Building 100 wpm	5.00 Cr
CR208	Skill Building 110 wpm	5.00 Cr
<b>Year 2, Quarter 2</b>		
CR103	English III: Analysis of the Rhetoric of Oral Communications	5.00 Cr
CR209	Skill Building 120 wpm	5.00 Cr
<b>Year 2, Quarter 3</b>		
CR104	Critical Reading of Local and National Current Events	5.00 Cr
CR210	Skill Building 130 wpm	5.00 Cr
PR105	Court Reporting CAT and Realtime Software	2.50 Cr
<b>Year 2, Quarter 4</b>		
CR105	Critical Reading of International Current Events	5.00 Cr
CR211	Skill Building 140 wpm	5.00 Cr

Course	Title	Academic Credits
PR106	Introduction to CAT Concepts (Dictionary Build)	2.50 Cr
<b>Year 3, Quarter 1</b>		
CR109	Integrated Medical Science	5.00 Cr
CR212	Skill Building 150 wpm	5.00 Cr
<b>Year 3, Quarter 2</b>		
PR110STA	Medical Terminology with Steno Emphasis Part I	2.50 Cr
PR110STB	Medical Terminology with Steno Emphasis Part II	2.50 Cr
CR213	Skill Building 160 wpm	5.00 Cr
CR220A	Live Multi-Voice 150-160-170 wpm Part I	2.50 Cr
<b>Year 3, Quarter 3</b>		
CR106	Law I: Legal Terminology	5.00 Cr
CR214A	Skill Building 170 wpm Part I	5.00 Cr
CR220B	Live Multi-Voice 150-160-170 wpm Part II	2.50 Cr
<b>Year 3, Quarter 4</b>		
CR214B	Skill Building 170 wpm Part II	5.00 Cr
CR215	Skill Building 180 wpm	5.00 Cr
PR107	Apprenticeship—Training for Court/Deposition Reporting	3.00 Cr
CR221A	Live Multi-Voice 180-190-200 wpm Part I	2.50 Cr
<b>Year 4, Quarter 1</b>		
CR108	Law II: Legal Research and California Codes	5.00 Cr
CR216	Skill Building 190 wpm	5.00 Cr
<b>Year 4, Quarter 2</b>		
PR106STA	Steno Legal Part I	2.50 Cr
PR106STB	Steno Legal Part II	2.50 Cr
CR221B	Live Multi-Voice 180-190-200 wpm Part II	2.50 Cr
CR217	Skill Building 200 wpm (Qualifier after having passed 200 wpm)	5.00 Cr
<b>Year 4, Quarter 3</b>		
PR103A	Ethics and Procedures of Court Reporting	2.50 Cr
PR103B	Ethics and Procedures of Deposition Reporting	2.50 Cr
PR108	CSR/RPR Examination Preparation	3.00 Cr
<b>Year 4, Quarter 4</b>		
CR218	Skill Building Proficiencies Part I	5.00 Cr
CR219	Skill Building Proficiencies Part II	5.00 Cr
<b>TOTAL CREDITS FOR AAS IN COURT REPORTING PROGRAM (NIGHT PROGRAM)</b>		<b>192.00 Cr</b>

The skill levels are suggested guides for completion within this time period. Individuals will vary in the attainment of skills. The academic courses (English, medical, and law) are listed in the previous sequence only as a guide. They may be taken in any sequence as long as the first course of a series of law or English is taken as a prerequisite.

## Graduation Requirements

To receive the South Coast College Associate of Arts degree in court reporting, students must do the following:

1. Complete 192 credit hours required for graduation, as described in this catalog.
2. Pass two 5-minute typing tests at 60 wpm gross with a maximum of 5 errors.
3. Pass three (3) literary material tests at 180 wpm for five minutes, transcribed at 95 percent accuracy. Pass three (3) jury charge material tests at 200 wpm for five minutes, transcribed at 95 percent accuracy. Pass three (3) testimony tests at 225 wpm for five minutes, transcribed at 95 percent accuracy.
4. Complete 60 hours of apprenticeship reporting with a licensed reporter. A minimum of 10 hours must be deposition hours, 10 hours must be court proceedings hours, and 10 hours must be observation hours. Of the 60 hours, 50 hours must be actual writing time.
5. Transcribe a minimum of 40 pages from notes taken at court or a deposition (salable quality).
6. Pass a qualifying examination at 200 wpm.
7. Return all College materials.
8. Complete a financial aid exit interview.
9. Be free of indebtedness to the College.
10. Maintain a minimum CGPA of 2.0.

**Note:** The number of hours and pages required may be increased to satisfy Court Reporters Board (CRB) of California and National Court Reporters Association (NCRA) requirements upon their request.

Explanation of Course Numbering System

CR100s Court Reporting Academics

CR200s Skill Building

PR100s Professional Courses/Electives

RT200s Realtime Courses - Skill Development

## General Education

### 22.5 Applied General Education Credits

The types of general education required for the Associated of Applied Science Degree in Court Reporting is as follows:

SKILLS OF WRITING AND SPEAKING		
CR103	Analysis of the Rhetoric of Oral Communications	5.0 credits
SOCIAL SCIENCE		
CR104	Critical Reading of Current and National Events	5.0 credits
CR105	Critical Reading of International Current Events	5.0 credits
PR104	Introduction to Computers and Management Information Systems	2.5 credits
SCIENCE		
CR109	Integrated Medical Science	5.0 credits
<b>TOTAL CREDITS</b>		<b>22.5 credits</b>

Curriculum for Associate of Applied Science Degree in Court Reporting			
Contact Hours and Credit Hours			
Discipline	Courses	Cumulative Contact Hours	Cumulative Credit Hours
Shorthand Theory Courses (6 courses total)	CR201A, CR201B, CR202AA, CR202AB, CR202BA, CR202BB	220.0	15.0
Skill Building Courses (26 courses total)	PR118A, PR118B, PR110STA, PR110STB, CR203, CR204, CR205, CR206, CR207, CR208, CR209, CR210, CR211, CR212, CR213, CR214A, CR214B, CR215, CR216, CR217, CR218, CR219, CR220A, CR220B, CR221A, CR221B	3380.0	110.0
Professional Development Courses (8 courses total)	PR103A, PR103B, PR104, PR105, PR106, PR108, PR115A, PR115B	255.0	19.0
Academic Courses (9 courses total)	CR101, CR102A, CR102B, CR103, CR104, CR105, CR106, CR108, CR109	500.0	45.00
Apprenticeship Course (1 course total)	PR107	85.0	3.00
51 courses total		4440.0	192.00

## Course Descriptions: Associate of Applied Science Degree in Court Reporting Program

### CR201A Machine Shorthand Theory Part I

### CR201B Machine Shorthand Theory Part II

Part I: 2.5 Credits

Part II: 2.5 Credits

Class: 5.0 lecture

Machine Shorthand Theory is an introductory study of machine shorthand that includes learning the steno keyboard and a phonetic-based system for representing words, phrases, punctuation, and other symbols. It is the basis for the machine shorthand skill required for the Certified Shorthand Reporter examination for court and other verbatim reporter positions.

### CR202AA Court Reporting Theory Part I

### CR202AB Court Reporting Theory Part II

Part I: 2.5 Credits

Part II: 2.5 Credits

Class: 5.0 lecture

Court Reporting Theory is a reinforcement class in machine shorthand that provides practice in writing challenging material. The course includes an introduction to two-voice testimony. Students receive hands-on realtime practice. Concurrent Enrollment in Machine Shorthand Theory is required. Note: Students attend mandatory laboratory to practice transcription from steno notes and laboratory media.

### CR202BA Computer Tutorial Part I

### CR202BB Computer Tutorial Part II

Part I: 2.5 Credits

Part II: 2.5 Credits

Class: 5.0 Laboratory

Computer Tutorial is a machine shorthand class that uses a computer to measure a student's speed and accuracy in writing shorthand and transcribing steno notes. Students write shorthand using the steno keyboard from English material viewed on the screen and transcribe using the QWERTY keyboard on the computer from steno notes provided in each lesson. Emphasis is placed on developing typing and shorthand accuracy.

## Skill Building Courses

### (CR203-CR221B)

The skill building program at South Coast College is a well-designed program that consists of coordinated materials for homework, in-class dictation/practice, laboratory practice, and testing.

Day students are required to sign up for a block of a minimum of 16-25 hours a week in machine-related courses, depending upon the student's current speed. This time is divided up among various activities: testing at current speed (goal), practicing accuracy for realtime purposes (trail), evaluating ability to write a higher speed (push), reinforcing theory for skill development, taking dictation on medical or legal dictation, practicing two- to four-voice live dictation. One hour a week is dedicated to the application of the academic subject that corresponds to the academic course in which the student is enrolled.

At 150 wpm, students are required to take a multi-voice course to meet the requirements of a minimum of 16 hours a week on the machine. At 180 wpm, students are required to take an additional multi-voice course, which increases the required time on the machine to a minimum of 20 hours a week.

Students up to 170 wpm are required to attend theory reinforcement/realtime writing course at 8 a.m. or 12 p.m., depending upon their goal speed.

At each skill level, students are required to do one hour of daily homework practice material from hard copy and to type a minimum of two tests per week from dictation material dictated in the goal class for which the student receives attendance credit. Students are encouraged to transcribe every test. Test requirements are five-minutes in duration at 97.5 percent accuracy. (Tests at speeds of 170 wpm, 180 wpm, 190 wpm, 200 wpm are longer tests).

Note: Tests are not repeated within a six-month period.

#### **PR118A Skill building 40 wpm**

#### **PR118B Skill building 50 wpm**

40 wpm: 2.5 Credits

50 wpm: 2.5 Credits

Class: 5 lecture

Prerequisite: CR201 and CR202; completion of PR118A is required for PR118B.

Skill Building 40/50 wpm consists of dictation and transcription of two-voice court proceedings and literary material. It introduces students to the skill building process. The course provides a reinforcement in most frequently used words, phrase review, word families, punctuation, number drills, legal terms, and speaker identification. Transcription from new material is emphasized. This course is a sequential course in the court reporting program. The skill goal is 50 wpm. Open enrollment is possible upon completion of CR202. Open exit is possible upon completion of skill requirements.

#### **CR203 Skill building 60 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR201 and CR202

Skill Building 60 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material at 40, 50, and 60 wpm. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 60 wpm. Open exit is possible upon completion of skill requirements.

#### **CR204 Skill building 70 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR203

Skill Building 70 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 70 wpm. Open enrollment is possible upon completion of 50 wpm. Open exit is possible upon completion of skill requirements.

**CR205 Skill building 80 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR204

Skill Building 80 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 80 wpm. Open enrollment is possible upon completion of 60 wpm. Open exit is possible upon completion of skill requirements.

**CR206 Skill building 90 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR205

Skill Building 90 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 90 wpm. Open enrollment is possible upon completion of 70 wpm. Open exit is possible upon completion of skill requirements.

**CR207 Skill building 100 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR206

Skill Building 100 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 100 wpm. Open enrollment is possible upon completion of 80 wpm. Open exit is possible upon completion of skill requirements.

**CR208 Skill building 110 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR207

Skill Building 110 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 110 wpm. Open enrollment is possible upon completion of 90 wpm. Open exit is possible upon completion of skill requirements.

**CR209 Skill building 120 wpm**

5 Credits/180 Contact Hours/5 hours of out-of-class observation

Prerequisite: CR208

Skill Building 120 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 120 wpm. Open enrollment is possible upon completion of 100 wpm. Open exit is possible upon completion of skill requirements.

**CR210 Skill building 130 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR209

Skill Building 130 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 130 wpm. Open enrollment is possible upon completion of 110 wpm. Open exit is possible upon completion of skill requirements.

**CR211 Skill building 140 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR210

Skill Building 140 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 140 wpm. Open enrollment is possible upon completion of 120 wpm. Open exit is possible upon completion of skill requirements.

**CR212 Skill building 150 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR211; Concurrent enrollment in CR220 Live Multi-Voice Testimony 150-160-170 wpm is required.

Skill Building 150 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 150 wpm. Open enrollment is possible upon completion of 130 wpm. Open exit is possible upon completion of skill requirements.



**CR213 Skill building 160 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR212; Concurrent enrollment in CR220 Live Multi-Voice Testimony 150-160-170 wpm is required.

Skill Building 160 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 160 wpm. Open enrollment is possible upon completion of 140 wpm. Open exit is possible upon completion of skill requirements.

**CR214A Skill building 170 wpm Part I**

5 Credits/180 Contact Hours/5 hours of out-of-class observation

Prerequisite: CR213; Concurrent enrollment in CR220 Live Multi-Voice Testimony 150-160-170 wpm is required.

Skill Building 170 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 170 wpm for 7 minutes. Open enrollment is possible upon completion of 150 wpm. Open exit is possible upon completion of skill requirements.

**CR214B Skill building 170 wpm Part II**

5 Credits/180 Contact Hours

Prerequisite: CR213; Concurrent enrollment in CR220 Live Multi-Voice Testimony 150-160-170 wpm is required.

Skill Building 170 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 170 wpm for 7 minutes. Open enrollment is possible upon completion of 150 wpm. Open exit is possible upon completion of skill requirements.

**CR215 Skill building 180 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR214; Concurrent enrollment in CR220 and CR221 Live Multi-Voice Testimony is required.

Skill Building 180 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part

of the requirement. This course is a sequential course in the court reporting program. The skill goal is 180 wpm for 8 minutes. Open enrollment is possible upon completion of 160 wpm. Open exit is possible upon completion of skill requirements.

#### **CR216 Skill building 190 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR215; Concurrent enrollment in CR220 and CR221 Live Multi-Voice Testimony is required.

Skill Building 190 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 190 wpm for 9 minutes. Open enrollment is possible upon completion of 170 wpm. Open exit is possible upon completion of skill requirements.

#### **CR217 Skill building 200 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR216; Concurrent enrollment in CR220 and CR221 Live Multi-Voice Testimony is required.

Skill Building 200 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. The skill goal is 200 wpm for 10 minutes. To meet degree requirements, the student must transcribe dictated materials that consist of a minimum of 10 pages of transcript in two hours or less. Open enrollment is possible upon completion of 180 wpm. Open exit is possible upon completion of skill requirements.

#### **CR218 Skill Building Proficiencies Part I**

5 Credits/180 Contact Hours

Prerequisite: CR217; Concurrent enrollment in CR220 and CR221 Live Multi-Voice Testimony is required.

Skill Building Proficiencies Part I consists of dictation, read-back and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program toward the AAS degree. The skill goal is the passage of the two parts of the NCRA required proficiency tests (simulated RPR skills tests): three literary tests at 180 wpm and three jury charge tests at 200 wpm. Open enrollment is possible upon completion of 190 wpm. Open exit is possible upon completion of skill requirements.

**CR219 Skill Building Proficiencies Part II**

5 Credits/180 Contact Hours

Prerequisite: CR218; Concurrent enrollment in CR220 and CR221 Live Multi-Voice Testimony is required.

Skill Building Proficiencies Part II consists of dictation, read-back, and transcription of two- or four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program toward the AAS degree. The skill goal is passage of the final part of the NCRA required proficiency tests (simulated RPR skills tests): three 225 wpm two-voice testimony tests. Open enrollment is possible upon completion of 200 wpm. Open exit is possible upon completion of skill requirements.

**CR220A Live Multi-Voice Testimony 150-160-170 wpm Part I****CR220B Live Multi-Voice Testimony 150-160-170 wpm Part II**

Part I: 2.5 Credits

Part II: 2.5 Credits

Class: 2.5 lecture/laboratory each

Prerequisite: Concurrent enrollment in other skill-building courses is required.

Live Multi-Voice Testimony 150-160-170 wpm consists of dictation and transcription of live multiple-voice court or deposition proceedings. The skill goal ranges from 150-170 wpm with emphasis on building sustained dictation for 10 minutes. Open enrollment is possible upon completion of 140 wpm. Open exit is possible upon completion of skill requirements.

**CR221A Live Multi-Voice Testimony 180-190-200 wpm Part I****CR221B Live Multi-Voice Testimony 180-190-200 wpm Part II**

Part I: 2.5 Credits

Part II: 2.5 Credits

Class: 2.5 lecture/laboratory each

Prerequisite: Concurrent enrollment in other skill building courses is required.

Live Multi-Voice Testimony 180-190-200 wpm consists of dictation of live multiple-voice court/deposition proceedings. Transcription is encouraged. The skill goal ranges from 180-200 wpm with emphasis on building sustained dictation for periods of up to 30 minutes. This class begins to prepare students for the California Certified Shorthand Reporter (CSR) Examination. Open enrollment is possible upon completion of 170 wpm. However, to fulfill degree requirements, students must transcribe dictated material at 180, 190, or 200 wpm consisting of a minimum of 10 pages in three hours or less with 95 percent accuracy.

**CR101 English I: Sentence Structure**

5 Credits

Class: 5 lecture

Prerequisite: None

English I is a thorough, fundamental study of English sentence structure. Parts of speech; sentence parts including phrases, clauses, appositives; and simple, compound, and complex sentence structures are emphasized; and composition skills are studied and practiced in depth. Various methods of paragraph development are covered along with the techniques to enhance paragraph effectiveness (arrangement of

sentences for paragraph coherence, transitions between sentences, paragraph length). One hour a week is spent in the application in a machine shorthand setting. See *Skill Building Classes* description.

#### **CR102A English IIA: Grammar and Usage - Noun Emphasis**

5 Credits

Class: 5 lecture

Prerequisite: CR101 or equivalent

Grammar and Usage - Noun Emphasis is a thorough study of grammar and usage acceptable in business and academic communications, in preparation for CSR and other professional exams, as well as in transcript and transcription editing. This is a systematic study of compound and collective nouns, pluralization, possessives, foreign nouns, pronouns in phrases and subordinate clauses, antecedents, personal and possessive and relative and interrogative and demonstrative and reflexive and indefinite pronouns, subject/predicate/pronoun agreement, adjective and adverb forms and usage, articles, and all related usage problems. Students are required to demonstrate knowledge of principles learned through written assignments, and one hour a week is spent in the application in a machine shorthand setting. See *Skill Building Classes* description.

#### **CR102B English IIB: Grammar and Usage – Verb Emphasis**

5 Credits

Class: 5 lecture

Prerequisite: CR101 or equivalent

Grammar and Usage - Verb Emphasis is a thorough study of grammar and usage acceptable in business and academic communications, in preparation for CSR and other professional exams, as well as in transcript and transcription editing. This is a systematic study of verb forms, tenses, conjugations, proper participle/gerund/infinitive usage, linking verbals, prepositional and phrase usage, subordinate conjunction usage, like/as, cause/effect expressions, parallel structure, parentheticals, incorrect usage, and expressions to avoid. Students are required to demonstrate knowledge of principles learned through written assignments, and one hour a week is spent in application in a machine shorthand setting. See *Skill Building Classes* description.

#### **CR103 English III: Analysis of the Rhetoric of Oral Communications**

5 Credits

Class: 5 lecture

Prerequisite: CR101 or equivalent

Analysis of the Rhetoric of Oral Communications represents an analysis of oral communication with an emphasis on punctuating properly for a variety of oral communications. Students are required to demonstrate a knowledge of syntax and structure on various types of oral presentations, and one hour a week is spent in a machine shorthand setting. See *Skill Building Classes* description.

#### **CR104 Critical Reading of Local and National Current Events**

5 Credits

Class: 5 lecture

Prerequisite: None

Critical Reading of Local and National Current Events is a course designed to meet the current event requirements of the National Court Reporters Association while emphasizing the reporter specialist's vocabulary in the language of current events. Current events will be studied and discussed through articles written in a weekly news magazine. The language of the articles will be analyzed in terms of a core list of high-frequency words on standardized examinations; synonym definitions; Latin, Greek, and French root

words; common homonym and homograph use; usage and subject matter application in all areas of news context. Research techniques are introduced. Aspects of vocabulary are also presented one hour a week in a machine shorthand setting. See *Skill Building Classes* description.

#### **CR105 Critical Reading of International Current Events**

5 Credits

Class: 5 lecture

Prerequisite: None

Critical Reading of International Current Events is a further course designed to meet the current event requirements of the National Court Reporters Association while emphasizing the reporter's vocabulary in the language of international current events. Aspects of vocabulary are also presented one hour a week in a machine shorthand setting. See *Skill Building Classes* description.

#### **CR106 Law I: Legal Terminology**

5 Credits

Class: 5 lecture

Prerequisite: None

Legal Terminology is a comprehensive study of legal terminology and definitions and of Latin phrases as they are encountered in court and deposition proceedings. The course includes an overview of the court systems of the State of California and the United States; the legislative process and administrative agencies; substantive criminal law, including definitions of crimes; substantive civil law, including intentional torts and negligence; substantive law of contractual relationships; substantive law of real and personal property; bailments; and secured land transactions. One hour a week is spent in demonstrating the knowledge of the definition and spelling of legal terms in a machine shorthand setting. See *Skill Building Classes* description.

#### **CR108 Law II: Legal Research and California Codes**

5 Credits

Class: 5 lecture

Prerequisite: CR106

Legal Research and California Codes is a substantive law course covering civil procedure, evidence, domestic relations, legal research, and California Shorthand Reporter Law. One hour a week is spent in applying the knowledge of the material in a machine shorthand setting. See *Skill Building Classes* description.

#### **CR109 Integrated Medical Science**

5 Credits

Class: 5 lecture

Prerequisite: None

Integrated Medical Science is a comprehensive course of study of medical terminology, anatomy/physiology, surgical procedures, pathology, and pharmacology. Students will learn to build and dissect medical terms from Greek/Latin word roots, prefixes, and suffixes. A detailed study of appropriate areas of human anatomy that includes: organization of the body, integumentary, skeletal, muscular, nervous, cardiovascular and blood, respiratory, digestive, urinary, and reproductive systems. One hour a week is spent in applying the knowledge of the material in a machine shorthand setting. See *Skill Building Classes* description.

**PR110STA Medical Terminology with Steno Emphasis Part I**  
**PR110STB Medical Terminology with Steno Emphasis Part II**

5 Credits

Class: 5 lecture

Prerequisite: 80 wpm or permission of instructor

The Medical Terminology with Steno Emphasis course provides material that concentrates on the fundamentals of medical terminology shorthand machine writing corresponding to the body systems and subject matter of Integrated Medical Science. Students learn to write a selected group of medical terminology steno outlines using a medical theory designed especially for this purpose. Medical terminology steno development includes steno outlines for word roots, prefixes and suffixes with a strong emphasis on correct steno outlines, repetition, definitions, and correct spelling. One hour a week is spent in applying the knowledge of the material in a machine shorthand setting.

**PR103A Ethics and Procedures of Court Reporting**

2.5 Credits

Class: 2.5 Lecture

Duration: 6 weeks

Prerequisite: 180 wpm or above

The course, Ethics and Procedures of Court Reporting, encompasses the practices of court reporting in light of actual/mock courtroom trial enactments.

**PR103B Ethics and Procedures of Deposition Reporting**

2.5 Credits

Class: 2.5 lecture

Duration: 6 weeks

Prerequisite: 180 wpm or above

The course, Ethics and Procedures of Deposition Reporting, encompasses the ethical practices of deposition reporting examined in light of actual deposition procedures. Mock depositions will be enacted. A mock Certified Realtime Reporter (CRR) test will be administered.

**PR104 Introduction to Computers and Management Information Systems**

2.5 Credits

Class: 2.5 lecture

Duration: 6 weeks

Prerequisite: None

Introduction to Computers and Management Information Systems provides an introduction to computers and computer-aided transcription (CAT). This course includes a study of hardware, Windows file management, and an overview of the computer-aided transcription cycle. It is designed to help students gain basic computer literacy and be able to make informed decisions about software and equipment.

**PR105 Court Reporting CAT and Realtime Software**

2.5 Credits

Class: 2.5 lecture/laboratory

Duration: 6 weeks

Prerequisite: 120 wpm skill speed or above and completed dictionary or consent of the instructor

Court Reporting CAT and Realtime Software is a course that provides hands-on experience with the following parts of the computer-aided transcription (CAT) cycle: building a dictionary, reading in notes, using Note Scope, translating notes, editing notes, using the editor as a word processor, spell checking a

document, and printing a document. It also provides introduction to Microsoft Windows commands used in reporting.

#### PR106 Introduction to CAT Concepts (Dictionary Build)

2.5 Credits

Class: 2.5 Lecture/Laboratory

Duration: 6 weeks

Prerequisite: 120 wpm skill speed or consent of the instructor

Introduction to CAT Concepts is a class that enables students to develop a familiarity with the CAT system and build a starter dictionary suitable for a working reporter.

#### PR107 Apprenticeship - Training for Court/Deposition Reporting

3 Credits

Class: 1 lecture/74 total apprenticeship hours

Prerequisite: Shorthand skill of 180 wpm

The student is required to have 74 total hours of apprenticeship and observation. Of the 74 hours, a minimum of 50 hours must be actual writing time; 10 hours must be observation hours. The actual writing time must be under the direct supervision of a licensed CSR, who will sign the student's apprenticeship hour form. The student must write a minimum of 10 hours in a courtroom setting and 10 hours in a deposition setting. The remaining 40 hours may be from either discipline.

**Note:** The student is not permitted to serve in the capacity of an actual reporter during apprenticeship.

The Court Reporters Board (CRB) states a student should begin apprenticeship hours at 180 wpm or above. The Board suggests 5 hours of observation between the skills of 80 wpm and 120 wpm and a second 5 hours of observation between the skills of 120 wpm and 180 wpm.

In addition, the class consists of 9 weeks of laboratory under the supervision of an instructor in which the students will produce their transcripts.

The Court Reporters Board (CRB) requires that students produce a 20-page courtroom transcript and a 20-page deposition transcript from these apprenticeship hours to be eligible to take the California CSR examination.

To meet the NCRA/South Coast College degree requirements, the student is required to produce a 40-page, salable quality transcript (for classroom use only) that will be evaluated by an instructor. These 40 pages must be in addition to the Court Reporters Board (CRB) requirement.

#### PR108 CSR/RPR Exam Preparation

3 Credits

Class: 3.33 lecture / 6 weeks

Prerequisite: CSR Qualification at South Coast College

The CSR/RPR Exam Preparation course is a thorough course in test-taking techniques and extensive review of grammar, spelling, vocabulary, medical and legal terminology, and CSR law in preparation for both the California CSR exam and National Court Reporters Association RPR exam. The classes are based on the content of the South Coast College degree program.

**PR115A Document Preparation: Formatting**

**PR115B Document Preparation: Speaker Identification**

Part A: Formatting	2.0 Credits
Part B: Speaker Identification	1.5 Credits
Total	3.5 Credits

Class: Lecture/Laboratory  
 Duration: 6 weeks (A and B)  
 Prerequisite: CR201, CR202, or equivalent

These courses provide a basic foundation in multiple-speaker identification and in preparation of transcripts for test-taking at South Coast College, according to the Minimum Transcript Requirements mandated in the Code of Regulations. The course includes: multi-voice practice using software; introduction to the light board and speaker identification; transcription techniques, including: spelling, basic punctuation, hyphenation, and proofreading. The production of professional-quality work is emphasized. Skill building techniques are also presented. Students must have a typing skill of 30 wpm to complete this class.

**CR525 Advanced Theory**

0 Credits (For hours only)

Class: 2.5 lecture  
 Prerequisite: CR201 and CR202

Advanced Theory is designed to provide practice in writing a select number of multisyllabic words that follow certain theory patterns. Students will practice writing the words alone and in testimony. The course is to be taken in conjunction with the skill building courses. The student may receive hours to meet skill building hour requirements or credits for taking the course

**CR240 Skill building 240 wpm**

0 Credits /Hours Only

Class: 5 Lecture  
 Prerequisite: CR219

Skill Building 240 wpm consists of dictation and transcription of multiple-voice court proceedings, jury charge, congressional and other literary material, colloquy, expert testimony, depositions, and legal opinions. The skill goal is 240 wpm. Open enrollment is possible upon completion of CR219. Open exit is possible upon completion of skill requirements.

**RE202 Theory Reinforcement**

0 Credits/Hours Only

Class: 2.5 lecture  
 Prerequisite: CR201 and CR202

Theory Reinforcement is designed to provide hands-on reinforcement of a concentrated number of theory outlines for the purpose of automating those outlines. The focus is on selected theory concepts with an emphasis on the weekly vocabulary presented in the homework packets. The course is to be taken in conjunction with the skill building courses until the student reaches 170 wpm. The student may receive hours to meet skill building hour requirements or credits for taking the course.

**Associate of Applied Science Degree in Court Reporting Program**

192 Credit Hours



## Description of the Certificate in Court Reporting Degree Program

The Court Reporting Program at South Coast College prepares students for a wide array of careers that employ the use of the entry-level stenotype skill. Students may use this skill in many careers, including the following: court reporter, deposition reporter, data-entry specialist, hearing reporter (in administrative hearings), CART reporting for the deaf and hard-of-hearing, and captioner.

The Certificate in Court Reporting is designed to meet the requirements of the California Court Reporters Board (CRB) for taking the Certified Shorthand Reporter (CSR) Examination. The Certificate in Court Reporting program consists of five types of courses: Stenotype Theory, Skill Building, Reinforcement, Four-voice (practice in preparing for the setting of the Certified Shorthand Reporter Examination), and Academic (English, medical, and law requirements of the Court Reporters Board (CRB)). The certificate in court reporting program is 4272 contact hours and 177 quarter credit units. The certificate the students receive upon completion of all program requirements is: **Certificate in Court Reporting**.

### Course Breakdown: Certificate in Court Reporting Day Program

Course	Title	Academic Credits
<b>Year 1, Quarter 1</b>		
CR201A	Shorthand Theory Part I	2.50 Cr
CR201B	Shorthand Theory Part II	2.50 Cr
CR202AA	Court Reporting Theory Part I	2.50 Cr
CR202AB	Court Reporting Theory Part II	2.50 Cr
CR202BA	Computer Tutorial Part I	2.50 Cr
CR202BB	Computer Tutorial Part II	2.50 Cr
<b>Year 1, Quarter 2</b>		
CR101	English I: Sentence Structure	5.00 Cr
PR118A	Skill Building 40 wpm	2.50 Cr
PR118B	Skill Building 50 wpm	2.50 Cr
CR203	Skill Building 60 wpm	5.00 Cr
CR204	Skill Building 70 wpm	5.00 Cr
PR115A	Document Preparation: Formatting	2.00 Cr
PR115B	Document Preparation: Speaker Identification	1.50 Cr
<b>Year 1, Quarter 3</b>		
CR102A	English IIA: Grammar and Usage: Noun Emphasis	5.00 Cr
CR205	Skill Building 80 wpm	5.00 Cr
CR206	Skill Building 90 wpm	5.00 Cr
<b>Year 1, Quarter 4</b>		
PR106STA	Steno Legal Part I	2.50 Cr
PR106STB	Steno Legal Part II	2.50 Cr
CR207	Skill Building 100 wpm	5.00 Cr
CR208	Skill Building 110 wpm	5.00 Cr
<b>Year 2, Quarter 1</b>		
CR103	English III: Analysis of the Rhetoric of Oral Communications	5.00 Cr
CR209	Skill Building 120 wpm	5.00 Cr
CR210	Skill Building 130 wpm	5.00 Cr
<b>Year 2, Quarter 2</b>		
PR110STA	Medical Terminology with Steno Emphasis Part I	2.50 Cr
PR110STB	Medical Terminology with Steno Emphasis Part II	2.50 Cr
CR211	Skill Building 140 wpm	5.00 Cr

Course	Title	Academic Credits
CR220A	Live Multi-Voice 150-160-170 wpm Part I	2.50 Cr
<b>Year 2, Quarter 3</b>		
CR104	Critical Reading of Local and National Current Events	5.00 Cr
CR212	Skill Building 150 wpm	5.00 Cr
CR220B	Live Multi-Voice 150-160-170 wpm Part II	2.50 Cr
<b>Year 2, Quarter 4</b>		
CR213	Skill Building 160 wpm	5.00 Cr
PR104	Introduction to Computers and Management Information Systems	2.50 Cr
PR105	Court Reporting CAT and Realtime Software	2.50 Cr
PR106	Introduction to CAT Concepts (Dictionary Build)	2.50 Cr
<b>Year 3, Quarter 1</b>		
CR106	Law I: Legal Terminology	5.00 Cr
CR214A	Skill Building 170 wpm Part I	5.00 Cr
PR103A	Ethics and Procedures of Deposition Reporting	2.50 Cr
PR103B	Ethics and Procedures of Court Reporting	2.50 Cr
<b>Year 3, Quarter 2</b>		
CR214B	Skill Building 170 wpm Part II	5.00 Cr
CR215	Skill Building 180 wpm	5.00 Cr
PR107	Apprenticeship—Training for Court and Deposition Reporting	3.00 Cr
CR221A	Live Multi-Voice 180-190-200 wpm Part I	2.50 Cr
<b>Year 3, Quarter 3</b>		
CR108	Law II: Legal Research and California Codes	5.00 Cr
CR216	Skill Building 190 wpm	5.00 Cr
CR221B	Live Multi-Voice 180-190-200 wpm Part II	2.50 Cr
<b>Year 3, Quarter 4</b>		
CR217	Skill Building 200 wpm (Qualifier after passing 200 wpm)	5.00 Cr
CR109	Integrated Medical Science	5.00 Cr
PR108	CSR/RPR Examination Preparation	3.00 Cr
<b>TOTAL CREDITS FOR CERTIFICATE IN COURT REPORTING (DAY PROGRAM)</b>		<b>177.0 Cr</b>

### Associate of Applied Science Degree in Court Reporting Night Program

Course	Title	Academic Credits
<b>Year 1, Quarter 1</b>		
CR201A1	Shorthand Theory Part I	1.50 Cr.
CR201A2	Shorthand Theory Part II	1.50 Cr.
CR202A1	Court Reporting Theory Part I	1.50 Cr.
CR202A2	Court Reporting Theory Part II	1.50 Cr.
CR202B1	Computer Tutorial Part I	1.50 Cr.
CR202B2	Computer Tutorial Part II	1.50 Cr.
<b>Year 1, Quarter 2</b>		
CR201A3	Shorthand Theory Part III	2.00 Cr.
CR202A3	Court Reporting Theory Part III	2.00 Cr.
CR202B3	Computer Tutorial Part III	2.00 Cr.
PR118A	Skill Building 40 wpm (Elective)	2.50 Cr.
PR118B	Skill Building 50 wpm (Elective)	2.50 Cr.
PR115A	Document Preparation: Formatting	2.00 Cr.
PR115B	Document Preparation: Speaker Identification	1.50 Cr.
<b>Year 1, Quarter 3</b>		
CR101	Composition and Sentence Structure	5.00 Cr.

Course	Title	Academic Credits
CR203	Skill Building 60 wpm	5.00 Cr.
CR204	Skill Building 70 wpm	5.00 Cr.
<b>Year 1, Quarter 4</b>		
CR102A	Grammar and Usage - Noun Emphasis	5.00 Cr.
CR205	Skill Building 80 wpm	5.00 Cr.
CR206	Skill Building 90 wpm	5.00 Cr.
<b>Year 2, Quarter 1</b>		
CR102B	Grammar and Usage - Verb Emphasis	5.00 Cr.
CR207	Skill Building 100 wpm	5.00 Cr.
CR208	Skill Building 110 wpm	5.00 Cr.
<b>Year 2, Quarter 2</b>		
CR103	Analysis of the Rhetoric of Oral Communications	5.00 Cr.
CR209	Skill Building 120 wpm	5.00 Cr.
<b>Year 2, Quarter 3</b>		
CR104	Critical Reading of Local and National Current Events	5.00 Cr.
CR210	Skill Building 130 wpm	5.00 Cr.
PR105	Court Reporting CAT and Realtime Software	2.50 Cr.
<b>Year 2, Quarter 4</b>		
CR105	Critical Reading of International Current Events	5.00 Cr.
CR211	Skill Building 140 wpm	5.00 Cr.
PR106	Introduction to CAT Concepts (Dictionary Build)	2.50 Cr.
<b>Year 3, Quarter 1</b>		
CR109	Integrated Medical Science	5.00 Cr.
CR212	Skill Building 150 wpm	5.00 Cr.
<b>Year 3, Quarter 2</b>		
PR110STA	Medical Terminology with Steno Emphasis Part I	2.50 Cr.
PR110STB	Medical Terminology with Steno Emphasis Part II	2.50 Cr.
CR213	Skill Building 160 wpm	5.00 Cr.
CR220A	Live Multi-Voice 150-160-170 wpm Part I	2.50 Cr.
<b>Year 3, Quarter 3</b>		
CR106	Legal Terminology	5.00 Cr.
CR214A	Skill Building 170 wpm Part I	5.00 Cr.
CR220B	Live Multi-Voice 150-160-170 wpm Part II	2.50 Cr.
<b>Year 3, Quarter 4</b>		
CR214B	Skill Building 170 wpm Part II	5.00 Cr.
CR215	Skill Building 180 wpm	5.00 Cr.
PR107	Apprenticeship - Training for Court/Deposition Reporting	3.00 Cr.
CR221A	Live Multi-Voice 180-190-200 wpm Part I	2.50 Cr.
<b>Year 4, Quarter 1</b>		
CR108	Legal Research and California Codes	5.00 Cr.
CR216	Skill Building 190 wpm	5.00 Cr.
<b>Year 4, Quarter 2</b>		
PR106STA	Steno Legal Part I	2.50 Cr.
PR106STB	Steno Legal Part II	2.50 Cr.
CR221B	Live Multi-Voice 180-190-200 wpm Part II	2.50 Cr.
CR217	Skill Building 200 wpm (Qualifier-after passing 200 wpm)	5.00 Cr.
<b>Year 4, Quarter 3</b>		
PR103A	Ethics and Procedures of Court Reporting	2.50 Cr.
PR103B	Ethics and Procedures of Deposition Reporting	2.50 Cr.
PR108	CSR/RPR Exam Preparation	3.00 Cr.

Course	Title	Academic Credits
<b>Year 4, Quarter 4</b>		
CR218	Skill Building Proficiencies Part I	5.00 Cr.
CR219	Skill Building Proficiencies Part II	5.00 Cr.
<b>TOTAL CREDITS FOR CERTIFICATE IN COURT REPORTING (NIGHT PROGRAM)</b>		<b>177.00 Cr</b>

### Graduation Requirements

To receive the South Coast College certificate in court reporting, students must do the following:

1. Complete 177 credit hours required for graduation, as described in this catalog.
2. Pass one 45 net wpm typing test.
3. Pass machine shorthand skill 200 wpm.
4. Complete 60 hours of apprenticeship reporting with a licensed reporter. A minimum of 10 hours must be deposition hours, 10 hours must be court proceedings hours, and 10 hours must be observation hours. Of the 60 hours, 50 hours must be actual writing time.
5. Transcribe a minimum of 20 pages from notes taken at court and 20 pages from notes taken at a deposition.
6. Pass "Qualifier" exam.
7. Return all College materials.
8. Complete a financial aid exit interview.
9. Be free of indebtedness to the College.
10. Maintain a minimum CGPA of 2.0.
11. Cease enrollment at South Coast College.

Curriculum for Certificate in Court Reporting			
Contact Hours and Credit Hours			
Discipline	Courses	Cumulative Contact Hours	Cumulative Credit Hours
Shorthand Theory Courses (6 courses total)	CR201A, CR201B, CR202AA, CR202AB, CR202BA, CR202BB	280.0	15.0
Skill Building Courses (26 courses total)	PR118A, PR118B, PR106STA, PR106STB, CR203, CR204, CR205, CR206, CR207, CR208, CR209, CR210, CR211, CR212, CR213, CR214A, CR214B, CR215, CR216, CR217, CR218, CR219, CR220A, CR220B, CR221A, CR221B	3176.0	100.0
Professional Development Courses (9 courses total)	PR103A, PR103B, PR104, PR105, PR106, PR106ST, PR108, PR115A, PR115B	296.0	24.0
Academic Courses (9 courses total)	CR101, CR102A, CR102B, CR103, CR104, CR105, CR106, CR108, CR109	420.0	35.0
Apprenticeship Course (1 course total)	PR107	100.0	3.0
51 courses total		4272.0	177.0

## Course Descriptions: Certificate in Court Reporting Program

### CR201A Machine Shorthand Theory Part I

### CR201B Machine Shorthand Theory Part II

Part I: 2.5 Credits

Part II: 2.5 Credits

Class: 5.0 lecture

Machine Shorthand Theory is an introductory study of machine shorthand that includes learning the steno keyboard and a phonetic-based system for representing words, phrases, punctuation, and other symbols. It is the basis for the machine shorthand skill required for the Certified Shorthand Reporter examination for court and other verbatim reporter positions.

### CR202AA Court Reporting Theory Part I

### CR202AB Court Reporting Theory Part II

Part I: 2.5 Credits

Part II: 2.5 Credits

Class: 5.0 lecture

Court Reporting Theory is a reinforcement class in machine shorthand that provides practice in writing challenging material. The course includes an introduction to two-voice testimony. Students receive hands-on realtime practice. Concurrent Enrollment in Machine Shorthand Theory is required. Note: Students attend mandatory laboratory to practice transcription from steno notes and laboratory media.

### CR202BA Computer Tutorial Part I

### CR202BB Computer Tutorial Part II

Part I: 2.5 Credits

Part II: 2.5 Credits

Class: 5.0 Laboratory

Computer Tutorial is a machine shorthand class that uses a computer to measure a student's speed and accuracy in writing shorthand and transcribing steno notes. Students write shorthand using the steno keyboard from English material viewed on the screen and transcribe using the QWERTY keyboard on the computer from steno notes provided in each lesson. Emphasis is placed on developing typing and shorthand accuracy.

## Skill Building Courses

(CR203-CR221B)

The skill building program at South Coast College is a well-designed program that consists of coordinated materials for homework, in-class dictation/practice, laboratory practice, and testing.

Day students are required to sign up for a block of a minimum of 16-25 hours a week in machine-related courses, depending upon the student's current speed. This time is divided up among various activities: testing at current speed (goal), practicing accuracy for realtime purposes (trail), evaluating ability to write a higher speed (push), reinforcing theory for skill development, taking dictation on medical or legal dictation, practicing two- to four-voice live dictation. One hour a week is dedicated to the application of the academic subject that corresponds to the academic course in which the student is enrolled.

At 150 wpm, students are required to take a multi-voice course to meet the requirements of a minimum of 16 hours a week on the machine. At 180 wpm, students are required to take an additional multi-voice course, which increases the required time on the machine to a minimum of 20 hours a week.

Students up to 170 wpm are required to attend theory reinforcement/realtime writing course at 8 a.m. or 12 p.m., depending upon their goal speed.

At each skill level, students are required to do one hour of daily homework practice material from hard copy and to type a minimum of two tests per week from dictation material dictated in the goal class for which the student receives attendance credit. Students are encouraged to transcribe every test. Test requirements are five-minutes in duration at 97.5 percent accuracy. (Tests at speeds of 170 wpm, 180 wpm, 190 wpm, 200 wpm are longer tests).

Note: Tests are not repeated within a six-month period.

#### **PR118A Skill building 40 wpm**

#### **PR118B Skill building 50 wpm**

40 wpm: 2.5 Credits

50 wpm: 2.5 Credits

Class: 5 lecture

Prerequisite: CR201 and CR202; completion of PR118A is required for PR118B.

Skill Building 40/50 wpm consists of dictation and transcription of two-voice court proceedings and literary material. It introduces students to the skill building process. The course provides a reinforcement in most frequently used words, phrase review, word families, punctuation, number drills, legal terms, and speaker identification. Transcription from new material is emphasized. This course is a sequential course in the court reporting program. The skill goal is 50 wpm. Open enrollment is possible upon completion of CR202. Open exit is possible upon completion of skill requirements.

#### **CR203 Skill building 60 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR201 and CR202

Skill Building 60 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material at 40, 50, and 60 wpm. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 60 wpm. Open exit is possible upon completion of skill requirements.

#### **CR204 Skill building 70 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR203

Skill Building 70 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 70 wpm. Open enrollment is possible upon completion of 50 wpm. Open exit is possible upon completion of skill requirements.

**CR205 Skill building 80 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR204

Skill Building 80 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 80 wpm. Open enrollment is possible upon completion of 60 wpm. Open exit is possible upon completion of skill requirements.

**CR206 Skill building 90 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR205

Skill Building 90 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 90 wpm. Open enrollment is possible upon completion of 70 wpm. Open exit is possible upon completion of skill requirements.

**CR207 Skill building 100 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR206

Skill Building 100 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 100 wpm. Open enrollment is possible upon completion of 80 wpm. Open exit is possible upon completion of skill requirements.

**CR208 Skill building 110 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR207

Skill Building 110 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 110 wpm. Open enrollment is possible upon completion of 90 wpm. Open exit is possible upon completion of skill requirements.

**CR209 Skill building 120 wpm**

5 Credits/180 Contact Hours/5 hours of out-of-class observation

Prerequisite: CR208

Skill Building 120 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 120 wpm. Open enrollment is possible upon completion of 100 wpm. Open exit is possible upon completion of skill requirements.

**CR210 Skill building 130 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR209

Skill Building 130 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 130 wpm. Open enrollment is possible upon completion of 110 wpm. Open exit is possible upon completion of skill requirements.

**CR211 Skill building 140 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR210

Skill Building 140 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 140 wpm. Open enrollment is possible upon completion of 120 wpm. Open exit is possible upon completion of skill requirements.

**CR212 Skill building 150 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR211

Concurrent enrollment in CR220 Live Multi-Voice Testimony 150-160-170 wpm is required.

Skill Building 150 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 150 wpm. Open enrollment is possible upon completion of 130 wpm. Open exit is possible upon completion of skill requirements.



**CR213 Skill building 160 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR212

Concurrent enrollment in CR220 Live Multi-Voice Testimony 150-160-170 wpm is required.

Skill Building 160 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 160 wpm. Open enrollment is possible upon completion of 140 wpm. Open exit is possible upon completion of skill requirements.

**CR214A Skill building 170 wpm Part I**

5 Credits/180 Contact Hours/5 hours of out-of-class observation

Prerequisite: CR213; Concurrent enrollment in CR220 Live Multi-Voice Testimony 150-160-170 wpm is required.

Skill Building 170 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 170 wpm for 7 minutes. Open enrollment is possible upon completion of 150 wpm. Open exit is possible upon completion of skill requirements.

**CR214B Skill building 170 wpm Part II**

5 Credits/180 Contact Hours

Prerequisite: CR213; Concurrent enrollment in CR220 Live Multi-Voice Testimony 150-160-170 wpm is required.

Skill Building 170 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 170 wpm for 7 minutes. Open enrollment is possible upon completion of 150 wpm. Open exit is possible upon completion of skill requirements.

**CR215 Skill building 180 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR214; Concurrent enrollment in CR220 and CR221 Live Multi-Voice Testimony is required.

Skill Building 180 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 180

wpm for 8 minutes. Open enrollment is possible upon completion of 160 wpm. Open exit is possible upon completion of skill requirements.

**CR216 Skill building 190 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR215; Concurrent enrollment in CR220 and CR221 Live Multi-Voice Testimony is required.

Skill Building 190 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 190 wpm for 9 minutes. Open enrollment is possible upon completion of 170 wpm. Open exit is possible upon completion of skill requirements.

**CR217 Skill building 200 wpm**

5 Credits/180 Contact Hours

Prerequisite: CR216; Concurrent enrollment in CR220 and CR221 Live Multi-Voice Testimony is required.

Skill Building 200 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. The skill goal is 200 wpm for 10 minutes. To meet degree requirements, the student must transcribe dictated materials that consist of a minimum of 10 pages of transcript in two hours or less. Open enrollment is possible upon completion of 180 wpm. Open exit is possible upon completion of skill requirements.

**CR220ALive Multi-Voice Testimony 150-160-170 wpm Part I**

**CR220B Live Multi-Voice Testimony 150-160-170 wpm Part II**

Part I: 2.5 Credits

Part II: 2.5 Credits

Class: 2.5 lecture/laboratory each

Prerequisite: Concurrent enrollment in other skill building courses is required.

Live Multi-Voice Testimony 150-160-170 wpm consists of dictation and transcription of live multiple-voice court or deposition proceedings. The skill goal ranges from 150-170 wpm with emphasis on building sustained dictation for 10 minutes. Open enrollment is possible upon completion of 140 wpm. Open exit is possible upon completion of skill requirements.

**CR221ALive Multi-Voice Testimony 180-190-200 wpm Part I****CR221B Live Multi-Voice Testimony 180-190-200 wpm Part II**

Part I: 2.5 Credits

Part II: 2.5 Credits

Class: 2.5 lecture/laboratory each

Prerequisite: Concurrent enrollment in other skill building courses is required.

Live Multi-Voice Testimony 180-190-200 wpm consists of dictation of live multiple-voice court/deposition proceedings. Transcription is encouraged. The skill goal ranges from 180-200 wpm with emphasis on building sustained dictation for periods of up to 30 minutes. This class begins to prepare students for the California Certified Shorthand Reporter (CSR) Examination. Open enrollment is possible upon completion of 170 wpm. However, to fulfill degree requirements, students must transcribe dictated material at 180, 190, or 200 wpm consisting of a minimum of 10 pages in three hours or less with 95 percent accuracy.

**CR101 English I: Sentence Structure**

5 Credits

Class: 5 lecture

Prerequisite: None

English I is a thorough, fundamental study of English sentence structure. Parts of speech; sentence parts including phrases, clauses, appositives; and simple, compound, and complex sentence structures are emphasized; and composition skills are studied and practiced in depth. Various methods of paragraph development are covered along with the techniques to enhance paragraph effectiveness (arrangement of sentences for paragraph coherence, transitions between sentences, paragraph length). One hour a week is spent in the application in a machine shorthand setting. See *Skill Building Classes* description.

**CR102A English IIA: Grammar and Usage - Noun Emphasis**

5 Credits

Class: 5 lecture

Prerequisite: CR101 or equivalent

Grammar and Usage - Noun Emphasis is a thorough study of grammar and usage acceptable in business and academic communications, in preparation for CSR and other professional exams, as well as in transcript and transcription editing. This is a systematic study of compound and collective nouns, pluralization, possessives, foreign nouns, pronouns in phrases and subordinate clauses, antecedents, personal and possessive and relative and interrogative and demonstrative and reflexive and indefinite pronouns, subject/predicate/pronoun agreement, adjective and adverb forms and usage, articles, and all related usage problems. Students are required to demonstrate knowledge of principles learned through written assignments, and one hour a week is spent in the application in a machine shorthand setting. See *Skill Building Classes* description.

**CR103 English III: Analysis of the Rhetoric of Oral Communications**

5 Credits

Class: 5 lecture

Prerequisite: CR101 or equivalent

Analysis of the Rhetoric of Oral Communications represents an analysis of oral communication with an emphasis on punctuating properly for a variety of oral communications. Students are required to demonstrate a knowledge of syntax and structure on various types of oral presentations, and one hour a week is spent in a machine shorthand setting. See *Skill Building Classes* description.

#### CR104 Critical Reading of Local and National Current Events

5 Credits

Class: 5 lecture

Prerequisite: None

Critical Reading of Local and National Current Events is a course designed to meet the current event requirements of the National Court Reporters Association while emphasizing the reporter specialist's vocabulary in the language of current events. Current events will be studied and discussed through articles written in a weekly news magazine. The language of the articles will be analyzed in terms of a core list of high-frequency words on standardized examinations; synonym definitions; Latin, Greek, and French root words; common homonym and homograph use; usage and subject matter application in all areas of news context. Research techniques are introduced. Aspects of vocabulary are also presented one hour a week in a machine shorthand setting. See *Skill Building Classes* description. **Note:** CR105 may be used in place of CR104.

#### CR105 Critical Reading of International Current Events

5 Credits

Class: 5 lecture

Prerequisite: None

Critical Reading of International Current Events is a further course designed to meet the current event requirements of the National Court Reporters Association while emphasizing the reporter's vocabulary in the language of international current events. Aspects of vocabulary are also presented one hour a week in a machine shorthand setting. See *Skill Building Classes* description. **Note:** CR104 may be used in place of CR105.

#### CR106 Law I: Legal Terminology

5 Credits

Class: 5 lecture

Prerequisite: None

Legal Terminology is a comprehensive study of legal terminology and definitions and of Latin phrases as they are encountered in court and deposition proceedings. The course includes an overview of the court systems of the State of California and the United States; the legislative process and administrative agencies; substantive criminal law, including definitions of crimes; substantive civil law, including intentional torts and negligence; substantive law of contractual relationships; substantive law of real and personal property; bailments; and secured land transactions. One hour a week is spent in demonstrating the knowledge of the definition and spelling of legal terms in a machine shorthand setting. See *Skill Building Classes* description.

#### CR108 Law II: Legal Research and California Codes

5 Credits

Class: 5 lecture

Prerequisite: CR106

Legal Research and California Codes is a substantive law course covering civil procedure, evidence, domestic relations, legal research, and California Shorthand Reporter Law. One hour a week is spent in applying the knowledge of the material in a machine shorthand setting. See *Skill Building Classes* description.

**CR109 Integrated Medical Science**

5 Credits

Class: 5 lecture

Prerequisite: None

Integrated Medical Science is a comprehensive course of study of medical terminology, anatomy/physiology, surgical procedures, pathology, and pharmacology. Students will learn to build and dissect medical terms from Greek/Latin word roots, prefixes, and suffixes. A detailed study of appropriate areas of human anatomy that includes: organization of the body, integumentary, skeletal, muscular, nervous, cardiovascular and blood, respiratory, digestive, urinary, and reproductive systems. One hour a week is spent in applying the knowledge of the material in a machine shorthand setting. See *Skill Building Classes* description.

**PR106STA Legal Steno Part I****PR106STB Legal Steno Part II**

5 Credits

Class: 5 lecture

Prerequisite: 60 wpm or permission of instructor

Legal Steno is a legal course that, in addition to providing legal terminology, provides instruction in writing legal terminology in machine shorthand. This course may be repeated to obtain the number of hours required for laboratory hours purposes or for makeup hours without additional credit.

**PR110STA/B Medical Terminology with Steno Emphasis**

5 Credits

Class: 5 lecture/Supervised Lab

Prerequisite: 80 wpm or permission of instructor

The Medical Terminology with Steno Emphasis course provides material that concentrates on the fundamentals of medical terminology shorthand machine writing corresponding to the body systems and subject matter of Integrated Medical Science. Students learn to write a selected group of medical terminology steno outlines using a medical theory designed especially for this purpose. Medical terminology steno development includes steno outlines for word roots, prefixes and suffixes with a strong emphasis on correct steno outlines, repetition, definitions, and correct spelling. One hour a week is spent in applying the knowledge of the material in a machine shorthand setting.

**PR103AEthics and Procedures of Court Reporting**

2.5 Credits

Class: 2.5 Lecture

Duration: 6 weeks

Prerequisite: 180 wpm or above

The course, Ethics and Procedures of Court Reporting, encompasses the practices of court reporting in light of actual/mock courtroom trial enactments.

**PR103B Ethics and Procedures of Deposition Reporting**

2.5 Credits

Class: 2.5 lecture

Duration: 6 weeks

Prerequisite: 180 wpm or above

The course, Ethics and Procedures of Deposition Reporting, encompasses the ethical practices of deposition reporting examined in light of actual deposition procedures. Mock depositions will be enacted. A mock Certified Realtime Reporter (CRR) test will be administered.

**PR104 Introduction to Computers and Management Information Systems**

2.5 Credits

Class: 2.5 lecture

Duration: 6 weeks

Prerequisite: None

Introduction to Computers and Management Information Systems provides an introduction to computers and computer-aided transcription (CAT). This course includes a study of hardware, Windows file management, and an overview of the computer-aided transcription cycle. It is designed to help students gain basic computer literacy and be able to make informed decisions about software and equipment.

**PR105 Court Reporting CAT and Realtime Software**

2.5 Credits

Class: 2.5 lecture/laboratory

Duration: 6 weeks

Prerequisite: 120 wpm skill speed or above and completed dictionary or consent of the instructor

Court Reporting CAT and Realtime Software is a course that provides hands-on experience with the following parts of the computer-aided transcription (CAT) cycle: building a dictionary, reading in notes, using Note Scope, translating notes, editing notes, using the editor as a word processor, spell checking a document, and printing a document. It also provides introduction to Microsoft Windows commands used in reporting.

**PR106 Introduction to CAT Concepts (Dictionary Build)**

2.5 Credits

Class: 2.5 Lecture/Laboratory

Duration: 6 weeks

Prerequisite: 120 wpm skill speed or consent of the instructor

Introduction to CAT Concepts is a class that enables students to develop a familiarity with the CAT system and build a starter dictionary suitable for a working reporter.

**PR107 Apprenticeship - Training for Court/Deposition Reporting**

3 Credits

Class: 1 lecture/74 total apprenticeship hours

Prerequisite: Shorthand skill of 180 wpm

The student is required to have 74 total hours of apprenticeship and observation. Of the 74 hours, a minimum of 50 hours must be actual writing time; 10 hours must be observation hours. The actual writing time must be under the direct supervision of a licensed CSR, who will sign the student's apprenticeship hour form. The student must write a minimum of 10 hours in a courtroom setting and 10 hours in a deposition setting. The remaining 40 hours may be from either discipline.

**Note:** The student is not permitted to serve in the capacity of an actual reporter during apprenticeship.

The Court Reporters Board (CRB) states a student should begin apprenticeship hours at 180 wpm or above. The Board suggests 5 hours of observation between the skills of 80 wpm and 120 wpm and a second 5 hours of observation between the skills of 120 wpm and 180 wpm.

In addition, the class consists of 9 weeks of laboratory under the supervision of an instructor in which the students will produce their transcripts.

The Court Reporters Board (CRB) requires that students produce a 20-page courtroom transcript and a 20-page deposition transcript from these apprenticeship hours to be eligible to take the California CSR examination.

To meet the NCRA/South Coast College degree requirements, the student is required to produce a 40-page, salable quality transcript (for classroom use only) that will be evaluated by an instructor. These 40 pages must be in addition to the Court Reporters Board (CRB) requirement.

**PR108 CSR/RPR Exam Preparation**

3 Credits

Class: 3.33 lecture / 6 weeks

Prerequisite: CSR Qualification at South Coast College

The CSR/RPR Exam Preparation course is a thorough course in test-taking techniques and extensive review of grammar, spelling, vocabulary, medical and legal terminology, and CSR law in preparation for both the California CSR exam and National Court Reporters Association RPR exam. The classes are based on the content of the South Coast College degree program.

**PR115A Document Preparation: Formatting**

**PR115B Document Preparation: Speaker Identification**

Part A: Formatting 2.0 Credits

Part B: Speaker Identification 1.5 Credits

Total 3.5 Credits

Class: Lecture/Laboratory

Duration: 6 weeks (A and B)

Prerequisite: CR201, CR202, or equivalent

These courses provide a basic foundation in multiple-speaker identification and in preparation of transcripts for test-taking at South Coast College, according to the Minimum Transcript Requirements mandated in the Code of Regulations. The course includes: multi-voice practice using software; introduction to the light board and speaker identification; transcription techniques, including: spelling, basic punctuation, hyphenation, and proofreading. The production of professional-quality work is emphasized. Skill building techniques are also presented. Students must have a typing skill of 30 wpm to complete this class.

**CR525 Advanced Theory**

0 Credits (For hours only)

Class: 2.5 lecture

Prerequisite: CR201 and CR202

Advanced Theory is designed to provide practice in writing a select number of multisyllabic words that follow certain theory patterns. Students will practice writing the words alone and in testimony. The course is to be taken in conjunction with the skill building courses. The student may receive hours to meet skill building hour requirements or credits for taking the course

**CR240 Skill building 240 wpm**

0 Credits /Hours Only

Class: 5 Lecture

Prerequisite: CR219

Skill Building 240 wpm consists of dictation and transcription of multiple-voice court proceedings, jury charge, congressional and other literary material, colloquy, expert testimony, depositions, and legal opinions. The skill goal is 240 wpm. Open enrollment is possible upon completion of CR219. Open exit is possible upon completion of skill requirements.



**RE202 Theory Reinforcement**

0 Credits/Hours Only

Class: 2.5 lecture

Prerequisite: CR201 and CR202

Theory Reinforcement is designed to provide hands-on reinforcement of a concentrated number of theory outlines for the purpose of automating those outlines. The focus is on selected theory concepts with an emphasis on the weekly vocabulary presented in the homework packets. The course is to be taken in conjunction with the skill building courses until the student reaches 170 wpm. The student may receive hours to meet skill building hour requirements or credits for taking the course.

**Certificate in Court Reporting Program**

177 Credit Hours

**Description of the Certificate in Court Reporting Program**

The Court Reporting Program at South Coast College prepares students for a wide array of careers that employ the use of the stenotype skill. Students may use this skill in many careers, including the following: court reporter, deposition reporter, data-entry specialist, hearing reporter (in administrative hearings), CART reporting for the deaf and hard-of-hearing, and captioner.

The Certificate in Court Reporting is designed to meet the requirements of the Court Reporters Board (CRB) for taking the Certified Shorthand Reporter (CSR) Examination. The Certificate in Court Reporting program consists of five types of courses: Stenotype Theory, Skill Building, Reinforcement, Four-voice (practice in preparing for the setting of the Certified Shorthand Reporter Examination), and Academic (English, medical, and law requirements of the Court Reporters Board (CRB)). The Certificate in court reporting program is 4272 contact hours and 177 quarter credit units. The certificate the students receive upon completion of all program requirements is: **Certificate in Court Reporting.**

## **Paralegal Program (AA Degree)**

### **Program Objective**

The overall objective of the Paralegal Program is to prepare students to be entry-level paralegals who can work in any paralegal setting and complete any paralegal assignment in a competent and professional manner.

Some possible job titles for which students will be prepared are the following: Litigation Paralegal, Business or Corporate Paralegal, Family Law Paralegal, Intellectual Property Paralegal, Immigration Paralegal, Real Estate Paralegal, Bankruptcy Paralegal, Collections Paralegal, Environmental Law Nonlawyer Staff, Labor and Employment Paralegal, Probate and Estates Paralegal, Criminal Law Paralegal.

Other related titles are the following: Legal Investigator, Legal Nurse Consultant, Legal Technology Specialist / IT Staff, Document Examiner, Work-Life Balance Administrator, Patent Agent, Trial Graphics and Animation Support Specialist, Forensics Specialist, Title Examiner, Agent, and Abstractor, Litigation or Trial Consultant, Freelance, Contract, or Independent Paralegal, Legal Recruiter, Process Server, Legal Researcher/Writer.

These titles are only a portion of the titles to which a paralegal may apply. A more comprehensive list with job descriptions is available in the Admissions Office.

### **Program Description**

The Paralegal Program is designed to provide students with a basic understanding of the core areas of law and the court systems. Students shall be able to draft basic routine pleadings and other legal documents, interview clients, conduct independent research of nonlegal matters, conduct legal research of simple legal questions, and draft legal memoranda. Students will also develop writing skills and shall gain an understanding of computer applications related to the legal environment.

The general education requirements are designed to increase the student's breadth of knowledge and understanding and to encourage the appreciation of life-long learning, while at the same time, increasing the student's competence in the field of legal assisting.

### **Associate of Arts Degree – Paralegal Program**

The Associate of Arts Degree Paralegal consists of a total of 1344 contact hours, 96 quarter credit hours of study.

## Paralegal Day Program

Number	Title	Credits	Contact Hours
<b>Year 1, Quarter 1</b>			
LA100	Professional Development	2.0 Cr.	24 Hrs.
LA110	Introduction to Paralegal Studies	4.0 Cr.	48 Hrs.
LA120	Legal Ethics and Professional Responsibility	2.0 Cr.	24 Hrs.
EN100*	English Composition	4.0 Cr.	48 Hrs.
LA200	Contract Law	4.0 Cr.	48 Hrs.
<b>Year 1, Quarter 2</b>			
LA210	Torts	3.5 Cr.	48 Hrs.
LA220	Family Law	4.0 Cr.	48 Hrs.
LA230	Legal Analysis and Writing	4.0 Cr.	48 Hrs.
LA240	Legal Research	4.0 Cr.	48 Hrs.
SS101*	Critical Reading of Current Events	4.0 Cr.	48 Hrs.
<b>Year 1, Quarter 3</b>			
LA250	Criminal Law and Procedure	3.5 Cr.	48 Hrs.
LA260	Law Office Procedures	2.0 Cr.	24 Hrs.
LA270	Real Property	2.0 Cr.	24 Hrs.
LA280	Estates, Wills, and Trusts	4.0 Cr.	48 Hrs.
NS102*	Anatomy and Physiology	4.0 Cr.	48 Hrs.
<b>Year 1, Quarter 4</b>			
LA290	Evidence	4.0 Cr.	48 Hrs.
LA300	Bankruptcy*	3.5 Cr.*	48 Hrs.
LA320	Legal Software Applications	2.5 Cr.	48 Hrs.
LA370	Immigration Law*	3.5 Cr.*	48 Hrs.
<b>Year 2, Quarter 1</b>			
LA330	Civil Litigation I	3.5 Cr.	48 Hrs.
NS101	College Algebra	4.0 Cr.	48 Hrs.
HU101	Survey of Literature**	4.0 Cr.*	48 Hrs.
SS102	Computers in Society***	3.5 Cr.	48 Hrs.
<b>Year 2, Quarter 2</b>			
HU103	Oral Communication	4.0 Cr.	48 Hrs.
LA340	Civil Litigation II	3.5 Cr.	48 Hrs.
LA350	Advanced Legal Procedures	2.5 Cr.	48 Hrs.
LA360	Legal Transcription	2.5 Cr.	48 Hrs.
LA400	Externship	4.0 Cr.	144 Hrs.
		<b>TOTAL</b>	<b>96.0 Cr</b>
			<b>1344 Hrs</b>
<b>Note:</b>	<i>Students must take 2 out of 5 electives that have one asterisk (*)</i>	<i>Students must take 1 of the 2 electives that have two asterisks (**)</i>	<i>Students must take 1 of the 2 electives that have three asterisks (***)</i>
	*LA 300 Bankruptcy *LA170 Immigration Law *LA310 Workers' Compensation *LA180 Intellectual Property *LA390 Interviewing and Investigating	**HU101 Survey of Literature or  **HU 102 Introduction to Philosophy	***SS102 Computers in Society or  ***SS104 Introduction to American Government

<b>Paralegal Night Program</b>			
<b>Number</b>	<b>Title</b>	<b>Credits</b>	<b>Contact Hrs.</b>
<b>Year 1, Quarter 1</b>			
LA100	Professional Development	2.0 Cr.	24 Hrs.
LA110	Introduction to Paralegal Studies	4.0 Cr.	48 Hrs.
LA120	Legal Ethics and Professional Responsibility	2.0 Cr.	24 Hrs.
LA200	Contract Law	4.0 Cr.	48 Hrs.
LA210	Torts	3.5 Cr.	48 Hrs.
<b>Year 1, Quarter 2</b>			
EN100*	English Composition	4.0 Cr.	48 Hrs.
LA220	Family Law	4.0 Cr.	48 Hrs.
LA250	Criminal Law and Procedure	3.5 Cr.	48 Hrs.
<b>Year 1, Quarter 3</b>			
LA230	Legal Analysis and Writing	4.0 Cr.	48 Hrs.
LA240	Legal Research	4.0 Cr.	48 Hrs.
SS101*	Critical Reading of Current Events	4.0 Cr.	48 Hrs.
<b>Year 1, Quarter 4</b>			
LA260	Law Office Procedures	2.0 Cr.	24 Hrs.
LA300	Bankruptcy*	*3.5 Cr.	48 Hrs.
LA370	Immigration Law*	*3.5 Cr.	48 Hrs.
HU103	Oral Communications	4.0 Cr.	48 Hrs.
<b>Year 2, Quarter 1</b>			
LA270	Real Property	2.0 Cr.	24 Hrs.
LA330	Civil Litigation I	3.5 Cr.	48 Hrs.
LA340	Civil Litigation II	3.5 Cr.	48 Hrs.
NS101	College Algebra	4.0 Cr.	48 Hrs.
<b>Year 2, Quarter 2</b>			
LA280	Estates, Wills, and Trusts	4.0 Cr.	48 Hrs.
LA320	Legal Software Applications	2.5 Cr.	48 Hrs.
NS102*	Anatomy and Physiology	4.0 Cr.	48 Hrs.
<b>Year 2, Quarter 3</b>			
LA290	Evidence	4.0 Cr.	48 Hrs.
LA350	Advanced Legal Procedures	2.5 Cr.	48 Hrs.
SS102	Computers in Society (or SS104)***	3.5 Cr.	48 Hrs.
<b>Year 2, Quarter 4</b>			
LA360	Legal Transcription	2.5 Cr.	48 Hrs.
LA400	Externship	4.0 Cr.	144 Hrs.
HU101	Survey of Literature**	4.0 Cr.	48 Hrs.
<b>TOTAL</b>		<b>96.0 Cr</b>	<b>1344 Hrs</b>

## Graduation Requirements

The student must complete the following graduation requirements to attain the AA Degree in Paralegal:

Total Credits:	<b>96</b>
Total Course Length in Contact Hours:	<b>1344</b>
Minimum CGPA of:	<b>2.0</b>

Note regarding the asterisks:

### **One asterisk (\*):**

- \*LA 300 Bankruptcy
- \*LA170 Immigration Law
- \*LA310 Workers' Compensation
- \*LA180 Intellectual Property
- \*LA 390 Interviewing and Investigating

### **Two asterisks (\*\*):**

- \*\* HU101 Survey of Literature *or*
- \*\* HU102 Introduction to Philosophy

### **Three asterisks (\*\*\*):**

- \*\*\*SS102 Computers in Society *or*
- \*\*\*SS104 Introduction to American Government

## Explanation of Course Numbering System

- LA100s Core Courses Upon Entering
- LA200s Legal Specialty Courses taken after the LA100s
- LA300s Courses that require LA100s and/or some LA200s as prerequisites
- LA400 Externship

## General Education

27.5 Required General Education Credits

SKILLS OF WRITING AND SPEAKING		
EN100	English Composition	4.0 Credits
SOCIAL SCIENCE		
SS101	Critical Reading of Current Events	4.0 Credits
SS102	Computers in Society <i>or</i>	3.5 Credits
SS104	Introduction to American Government	
NATURAL SCIENCE/MATHEMATICS		
NS101	College Algebra	4.0 Credits
NS102	Anatomy and Physiology	4.0 Credits
HUMANITIES		
HU101	Survey of Literature <i>or</i>	4.0 Credits
HU102	Introduction to Philosophy	
HU103	Oral Communication	4.0 Credits
<b>TOTAL CREDITS</b>		<b>27.5 Credits</b>

## Course Descriptions

### Paralegal Program

#### LA100 Professional Development

2 Credits

Class: 24 lecture

Prerequisite: None

This course is designed to help students discover their emotional, intellectual, physical, and social potential. While gaining practical knowledge and skills, students will discover their natural resources and gain the knowledge that they can improve their lives by changing the way they think about themselves and act accordingly. Out-of-class preparation time (homework) consists of reading and workbook assignments.

#### LA110 Introduction to Paralegal Studies

4 Credits

Class: 48 lecture

Prerequisite: None

This course is an introduction to the paralegal / legal secretary professions and how paralegals / legal secretaries are utilized in the delivery of legal services. This course provides the students with an overview of the major areas of law and includes a discussion of the skills necessary for paralegals / legal secretaries: legal analysis, legal writing, interviewing, and investigation. Out-of-class preparation time (homework) consists of reading and workbook assignments.

#### LA120 Legal Ethics and Professional Responsibility

2 Credits

Class: 24 lecture

Prerequisite: None

This course examines the working relationship of the paralegal / legal assistant / legal secretary and the attorney through a detailed description of rules of ethics for attorneys and how those rules apply to nonlawyers. The course covers the areas of unauthorized practice of law, diligence and competence, conflicts of interest, financial concerns, advertising, misconduct, and confidentiality. Out-of-class preparation time (homework) consists of reading and workbook assignments.

#### LA200 Contract Law

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120

This course covers concepts of contract law essential to drafting agreements in business and private life. The elements of valid contracts, including formation, defects in formation, and enforcement of contracts, are covered. This course provides an overview of the theory of contracts and the legal consequences of enforcing or remedying breaches of contract. Out-of-class preparation time (homework) consists of reading and workbook assignments.

**LA210 Torts**

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120

This course is an in-depth study of substantive tort law with emphasis on learning the elements of intentional torts, negligence, defamation, nuisances, strict liability, and nuisance and tort defenses. It combines theoretical and practical applications through a study of actual cases and projects.

**LA220 Family Law**

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120

This course is a detailed study of the legal aspects of the family relationship. Subject matter includes marriage, dissolution, community property, child custody and support. Students learn to brief cases and to prepare the common documents encountered in this area of law.

**LA230 Legal Analysis and Writing**

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120, LA240

This course covers proper written communication skills that can be utilized in the successful preparation of legal documents. The training includes attention to grammar, sentence structure, and language mechanics as used in legal settings. The emphasis is on training in legal writing style and purpose, components, format, organization, and techniques involved in drafting legal documents. Students gain practical experience in preparing briefs, correspondence, and interoffice memoranda.

**LA240 Legal Research**

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120

This course offers a comprehensive overview of research skills and techniques for the paralegal. The focus is on the legal research process of both federal and state law, constitutional provisions, digests, services, and treatises. The course emphasizes practical skill development through a series of simple to complex problems. In addition, the course covers online research through the use of commercial databases, Internet research, and CD-ROM resources.

**LA250 Criminal Law and Procedure**

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120

This course explains the purpose of criminal law, the development of the common elements of the more widely recognized offenses and defenses, and changes brought about by major statutes and cases. An analysis of search and seizure laws and warrants will be made along with an examination of criminal procedure.

**LA260 Law Office Procedures**

2 Credits

Class: 24 lecture

Prerequisite: LA100, LA110, LA120

This course provides an overview of the structure and functions of a law office. In addition, legal and ethical concepts affecting law office management in day-to-day activities and procedures are emphasized. Office-client relationships, billing systems and procedures, marketing and strategic planning, and document preparation are addressed. Out-of-class preparation time (homework) consists of reading and workbook assignments.

**LA270 Real Property**

2 Credits

Class: 24 lecture

Prerequisite: LA100, LA110, LA120

This course covers the basic property concepts and terminology. The student is introduced to the basics of real property law and then proceeds step-by-step to the essential areas for a modern real estate practice.

**LA280 Estates, Wills, and Trusts**

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120

This course covers the law pertaining to the study of estates, wills, and trusts, and the preparation of a last will and testament. A study of probate law and procedure will enable the student to effectively assist an attorney in the handling of a probate proceeding. The student will be introduced to guardianships and conservatorships.

**LA290 Evidence**

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120

This course introduces students to evidence law. While it focuses on the Federal Rules of Evidence, the differences between federal rules of evidence and state rules are discussed. Examples and descriptions of cases are used to demonstrate how evidence rules apply.

**LA300 Bankruptcy (one of five electives)**

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120

This course covers the concepts of Bankruptcy Law, preparation of standard bankruptcy petitions, schedules, statement of financial affairs, and motions for relief from the automatic stay.

**LA310 Workers' Compensation (one of five electives)**

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120

The principles of Workers' Compensation are presented to prepare applications for adjudication of claims, answers, liens, declarations of readiness to proceed, stipulated findings and awards, and compromise and



release forms. This course presents an analysis of the law and detailed description of the day-to-day duties of a Workers' Compensation paralegal. The student will be exposed to the claim process, hearings, and appeals, in addition to substantive law surrounding this area.

### **LA320 Legal Software Applications**

2.5 Credits

Class: 12 lecture / 36 laboratory

Prerequisite: LA100, LA110, LA120

This course is designed to provide students with a strong knowledge of calendaring and accounting technology. The course offers an overview of a software program and application. The students will experience the practical aspects of the software by learning to track appointments, set reminders, and use a to-do list on a calendar. Student will also track billable hours and organize a law office's accounts receivable. The student becomes experienced in data entry and is able to calculate and schedule deadlines, as well as learn how to access a client's information.

### **LA330 Civil Litigation I**

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120, LA200 (may be taken concurrently with LA200)

This course provides the concepts of civil litigation, covering both federal and state systems. This course guides the student through the litigation process by covering the basic phases of a lawsuit, including client interviewing, interoffice memorandums, initial pleadings, calendaring, discovery, motions, pre-trial and post-trial motions and appeals. Out-of-class preparation time (homework) consists of reading and workbook assignments.

### **LA340 Civil Litigation II**

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120, LA200, LA330

This course continues to develop the procedural skills and substantive knowledge of Civil Litigation I with emphasis on the specific rules and skills relative to preparing documents such as: motions to compel, motions to suppress, motions for summary adjudication, demurrers, and orders to show cause. In addition, the course covers the areas of pretrial practice, trial setting procedures, judgments, post-trial motions, appeals, and writs. Emphasis is placed on rules and strategies of quality construction of moving and responding papers. Out-of-class preparation time (homework) consists of reading and workbook assignments.

### **LA350 Advanced Legal Procedures**

2.5 Credits

Class: 12 lecture / 36 laboratory

Prerequisite: LA100, LA110, LA120, LA230, LA240

This course provides students with an in-depth, practical, hands-on experience with advanced legal research, legal analysis, and legal writing. In response to a hypothetical fact pattern, the students will prepare the initial client interview questions and interoffice memorandum of law with proper citations and Shepardizing.

**LA360 Legal Transcription**

2.5 Credits

Class: 12 lecture / 36 laboratory

Prerequisite: LA100, LA110, LA120

This course is designed to develop legal document and correspondence machine transcription skills. Accuracy and speed development are emphasized. Students apply procedures and formats for the legal environment. Students will perform a series of transcriptions and demonstrate their word processing skills in the production of legal memoranda, legal correspondence, pleadings, motions, and law office documents. Out-of-class preparation time (homework) consists of reading and workbook assignments.

**LA370 Immigration Law (one of five electives)**

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120

This course explores the history and policies behind immigration law as well as the impact of current events on that body of law. Students will learn the basics of United States immigration law as found in Title 8 of the United States Code. Students will learn preparation of appropriate forms for various categories of nonimmigrant and immigrant aliens seeking entry into the United States or adjustment of status, including the obtaining of citizenship, after arrival and/or residence in the United States.

**LA380 Intellectual Property (one of five electives)**

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120

This course examines various ways to protect intellectual creations through state and federal laws. State policies such as trade secrets, unfair competition, contract law, and related state doctrines will be briefly viewed. The main focus will be on federal copyright, trademark, and patent laws, including their extent and limitations of protection within and without the United States. New and practical aspects of this ever growing field of law will also be explored.

**LA390 Interviewing and Investigating (one of five electives)**

3.5 Credits

Class: 36 lecture / 12 Laboratory

Prerequisite: LA100, LA110, LA120

This course will introduce students to the principles of interviewing and investigating in preparation for criminal and civil cases, including formal discovery and relevant rules of evidence for an investigator. Communications skills will be studied. Emphasis is placed on ethical and professional responsibilities of an interviewer and investigator. Students will examine how to formulate a plan of investigation; how to prepare for and conduct a client interview and a witness interview; how to identify and locate witnesses; and available public and private sources of information.

**LA400 Externship**

4 Credits

Class: 144 Externship

Prerequisite: LA100, LA110, LA120, LA200, LA210, LA220, LA230, LA240, LA250, LA260, LA270, LA280, LA290, LA300, LA320, LA330, LA340, LA350, LA360, EN100

This course provides the paralegal student with an opportunity to further his/her legal skills in a legal environment. The student receives hands-on training and learns the duties and expectations which may be required of legal support personnel in the legal field. Students submit a weekly log of their hours. A paralegal is required to complete 144 hours of outside experience. Externship may be taken concurrently with regular classes during the final 6-week term, provided the student has completed the following courses prior to starting the externship or by approval of the Director: LA100, LA110, LA120, LA330, and LA340.

**General Education (Paralegal Studies)**

Note: Other courses may be substituted at the College's discretion to fulfill the General Education Requirements.

**EN100 English Composition**

4 Credits

Class: 48 lecture

Prerequisite: None

Part of this course provides a fundamental yet thorough review of English sentence structure and parts of speech, which facilitates the application of these principles to composition. Simple, compound, and complex structures are examined with regard to their use in paragraph construction. Various methods of paragraph development are covered along with the techniques to enhance paragraph effectiveness (arrangement of sentences for paragraph coherence, transitions between sentences, paragraph length). Another part of the course is the application of the skills of effective sentence and paragraph construction to the development of narrative, expository, and descriptive compositions. The student will produce samples of these types of writing, culminating in a research paper that demonstrates the application of the skills learned. Out-of-class preparation time (homework) consists of reading and workbook assignments.

**HU101 Survey of Literature (or HU102)**

4 Credits

Class: 48 lecture

Prerequisite: None

This course is an introduction to literary structure, sound, and sense obtained through the examination of a number of illustrative literary texts (short stories, poems, plays). In addition to reading and discussing various works, students will be expected to write short-answer responses and in-depth essays.

### **HU102 Introduction to Philosophy (or HU101)**

4 Credits

Class: 48 lecture

Prerequisite: None

This course is a study of philosophy and the traditional concerns of ethics, epistemology and metaphysics. The course also provides the student with a study of human nature, God, and the fundamental arguments, approaches, and types of issues in philosophy.

### **NS101 College Algebra**

4 Credits

Class: 48 lecture

Prerequisite: None

This course provides an introduction to algebra with operations in real numbers, linear equations and inequalities, formulas and applications from geometry, polynomials and exponents, factoring trinomials, solving quadratic equations, solving equations with radical expressions.

### **NS102 Anatomy and Physiology**

4 Credits

Class: 48 lecture

Prerequisite: None

This is a comprehensive course covering the study of anatomy and physiology. Students will build and dissect medical terms from Greek and Latin word roots, prefixes, and suffixes. We will place a strong emphasis on spelling and defining medical terms, including surgical procedures, pathology, and pharmacology. To increase the student's knowledge of the human body, a detailed study of anatomy will be presented to cover the following systems: organization of the body, integumentary, skeletal, muscular, nervous, cardiovascular and blood, lymphatic and immunities, respiratory, digestive, urinary, and reproductive.

### **SS101 Critical Reading of Current Events**

4 Credits

Class: 48 lecture

Prerequisite: None

This course is designed to develop critical reading and understanding of current issues. Controversies will be studied and discussed through articles published in periodicals. This course provides the student with information and skills to assist them in reconstructing logical arguments, communicating in conceptual patterns, and detecting fallacies. Study includes models and strategies of critical thinking and application to specific areas.

### **SS102 Computers in Society**

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: None

Computers have become a part of our daily lives. This course describes the impact that computers have had on business, medical and legal areas, education, and home. Students will obtain hands-on training with a few of the more popular software applications and obtain an introduction to online services and the Internet. Out-of-class preparation time (homework) consists of reading and workbook assignments.

**HU103 Oral Communication**

4 Credits

Class: 48 lecture

Prerequisite: None

This course provides an introduction to oral communication with an emphasis on fundamental principles of public speaking and practice of public speaking skills. This course focuses on understanding oral communication and the differences in delivery methods between linear, interaction, and transactional models of communication.

Students will learn techniques for managing speaker anxiety and building speaker confidence. This course will examine how to plan, research, and construct an effective speech with attention paid to strategies for adapting the presentation to the audience.

An important segment of the course examines the necessity of using language that fosters inclusion and avoids alienation of the audience.

Nonverbal communication will be examined. Informative speech, persuasive speech, and communication in an interviewing context will be explored. Students will be expected to research topics, prepare, and deliver several speeches throughout the course.

**Electives****SS103 Introduction to Psychology**

4 Credits

Class: 48 lecture

Prerequisite: None

Introduction to Psychology provides an introduction to the major areas of study within the field of psychology. Human behavior and its determinants will be examined from various viewpoints. Topics covered include research methods, development, neuroscience, perception, learning, memory, states of consciousness, motivation, emotion, intelligence, personality theories, psychopathology, therapy, and social behavior.

**SS104 Introduction to American Government**

3.5 Credits

Class: 48 lecture

Prerequisite: None

Introduction to American Government is an introductory survey of American political institutions, politics, policy; and in this course, there is a unique component covering government and politics in California. This course satisfies general education requirements.

## **Medical Assistant Program (Certificate)**

### **Program Objective**

The objective of the Medical Assistant Program is to prepare students for successful careers working in the medical field as entry-level medical assistants. South Coast College offers a certificate in Medical Assistant.

### **Description of the Certificate in Medical Assistant Program**

The Medical Assistant Program prepares students for careers working in the medical field as medical assistants. The South Coast College Certificate in Medical Assistant offers the student an introduction to both the administrative skills of a medical front office and clinical skills (back office). After award of the certificate, students will have developed sufficient skills and be eligible for placement in entry-level positions in hospitals, medical clinics, or doctors' offices.

The certificate program in Medical Assistant consists of six categories of courses: Introductory, Lecture, Clinical, Administrative, Office Procedural, and Medical Record. After taking these courses, students acquire the Certificate Program in Medical Assistant by completing a 150-hour supervised externship in a medical facility. The entire program is 720 clock hours plus 180 outside-of-class preparation hours, and 39 quarter credits. Upon completing all program requirements, graduates receive a Certificate in Medical Assistant.

The courses in this program offer the student an introduction to both the clinical (back office) and the administrative skills of a medical front office.

Clinical skills that the student will learn include, but are not limited to, giving injections; administering medications; obtaining vital signs such as blood pressure; and recording patient histories.

They will also learn to draw blood, collect and process lab specimens, and perform glucose and hemoglobin testing. Additionally, the student will develop skills such as assisting in surgery, instrument sterilization, tray preparation, and removal of sutures.

Administrative skills that the student will learn include appointment scheduling, billing and insurance procedures, and telephone techniques.

After award of the certificate, students will have developed sufficient skills and be eligible for placement in entry-level positions in hospitals, medical clinics, or doctors' offices.

A graduate of the Medical Assistant program can expect to qualify for entry-level positions and may obtain employment in the following:

- medical/doctors' offices in a number of different medical specialties, assisting the following: podiatrists, registered nurses, chiropractors, family practitioners, neuropaths, physician assistants, osteopaths, optometrists, pediatricians, dermatologists, gynecologists, obstetricians, pulmonologists, and other physicians in the many medical specialties that exist
- hospitals, including: primary care facilities, tertiary care hospitals, teaching hospitals, skilled nursing facilities, urgent care / emergency rooms, research hospitals, veterans hospitals, community hospitals, and county hospitals
- educational institutes as instructors or instructor assistants, placement coordinators, laboratory assistants
- pharmaceutical companies
- local, state, and federal governmental offices in county health departments, jails, National Guard, federal agencies requiring knowledge of medical terminology, public health departments
- other health organizations (nongovernmental agencies) as the American Red Cross, American Health Association, county health departments

A graduate of the Medical Assistant program can also climb the medical career ladder by seeking continuing education and becoming a licensed vocational nurse, registered nurse, surgical technologist, respiratory therapist, phlebotomist, ultra-sonographer, X-ray technologist, and EMT technician.

South Coast College is a great place for you to gain the confidence, knowledge, and skills to work in the growing medical field.

### **Certificate – Medical Assistant**

The Certificate Program in Medical Assistant consists of a total of 720 contact hours, 180 class preparation hours, and 36 Quarter Credit hours of study.

#### **Medical Assistant Day Program**

Number	Title	Credits	Contact Hours
<b>Year 1, Quarter 1</b>			
MA103A00	Introduction to Body Systems Part I	2.0 Cr.	30 Hrs.
MA103B00	Introduction to Body Systems Part II	2.0 Cr.	30 Hrs.
MA104A00	Human Diseases Part I	2.0 Cr.	30 Hrs.
MA104B00	Human Diseases Part II	2.0 Cr.	30 Hrs.
MA105A00	Clinical Procedures Part I	2.5 Cr.	60 Hrs.
MA105B00	Clinical Procedures Part II	2.5 Cr.	60 Hrs.
<b>Year 1, Quarter 2</b>			
MA101A00	Medical Terminology Part I	2.0 Cr.	30 Hrs.
MA101B00	Medical Terminology Part II	2.0 Cr.	30 Hrs.
MA102A00	Introduction to Business Procedures Part I	5.0 Cr.	90 Hrs.
MA102B00	Introduction to Business Procedures Part II	5.0 Cr.	90 Hrs.
<b>Year 1, Quarter 3</b>			
MA106A00	Microbiology	2.5 Cr.	45 Hrs.
MA106B00	Surgical Assisting	2.5 Cr.	45 Hrs.
MA107-00	Externship	4.0 Cr.	150 Hrs.
<b>TOTAL</b>		<b>36.0 Cr</b>	<b>720 Hrs</b>

### Graduation Requirements

The student must complete the following graduation requirements to attain the Certificate in Medical Assistant:

Total Credits:	<b>36</b>
Total Course Contact Hours:	<b>720</b>
Total Class Prep Hours:	<b>180</b>
Minimum CGPA of:	<b>2.0</b>

### Explanation of Course Numbering System

The numbering system for Medical Assistant is sequential with the first two courses being the core course prerequisites for the rest.



## Course Descriptions

### Medical Assistant Program

#### MA101A00 Medical Terminology Part I

#### MA101B00 Medical Terminology Part II

Part A: 2.0 Credits

Part B: 2.0 Credits

Class: 30 lecture each

Class Prep: 7.5 hours each

Prerequisite: None

This course is an introduction to medical terminology, including the techniques of medical word building using basic word elements; major suffixes in the surgical, diagnostic, symptomatic groups and related suffixes; suffixes denoting adjective, noun, singular, and plural forms of medical words; major prefixes denoting position, number and measurement, negation, direction, and anatomical, physiological, and pathological terms. The course is supplemented by videotapes that provide audionyms as memory aids. Out-of-class preparation time (homework) consists of workbook assignments that the student completes outside of class.

#### MA102A00 Introduction to Business Procedures Part I

#### MA102B00 Introduction to Business Procedures Part II

Part A: 5 Credits

Part B: 5 Credits

Class: 30 lecture / 60 laboratory each

Class Prep: 22.5 hours each

Prerequisite: MA101A/B

This course covers the role of the medical assistant in regard to communications and ethics, health insurance and pharmacology, bookkeeping, records management, office and personal organization, and ergonomics and safety factors.

Specifically, the course covers interpersonal / human relations (patient care, medical assistant / patient / doctor relationships, ethical consideration); oral communications (telephone and reception techniques/management); written communications (letters, memos, facsimiles); health insurance (HMO, PPO, IPA, Medicare/Medicaid, Workers' Compensation, Disability Income Protection, CPT/ICD 9-CM codes); and pharmacology (prescription writing, Physicians' Desk Reference, and drug dosage calculations); bookkeeping (write-it-once systems, payroll, check writing, fee collection); records management (retrieving and filing documents); office and personal organization (supplies, equipment use and maintenance, mail/postage); and ergonomics (health and safety factors).

The laboratory portion of the course will provide hands-on practice related to these areas.

Out-of-class preparation time (homework) consists of workbook assignments that the student completes outside of class.

**MA103A00 Introduction to Body Systems Part I**  
**MA103B00 Introduction to Body Systems Part II**

Part A: 2.0 Credits

Part B: 2.0 Credits

Class: 30 lecture each

Class Prep: 7.5 hours each

Prerequisite: MA102A/B

This course is an overview of anatomy and physiology. It covers the cell structure and special senses, the endocrine system, the skeletal system, the muscular system, the integumentary system, the circulatory system, the respiratory system, the nervous system, the digestive system, the urinary system, and the reproductive system. Out-of-class preparation time (homework) consists of workbook assignments that the student completes outside of class.

**MA104A00 Human Diseases Part I**  
**MA104B00 Human Diseases Part II**

Part A: 2.0 Credits

Part B: 2.0 Credits

Class: 30 lecture each

Class Prep: 7.5 hours each

Prerequisite: Concurrent with MA103A/B

This course is an overview of human diseases. It covers pathology and oncology, diseases of the eyes/ears, skeletal system diseases and disorders, muscular system diseases and disorders, endocrine diseases and disorders, skin diseases, diseases of the blood and immune systems, respiratory diseases and disorders, neurological disorders, gastrointestinal disorders, diseases of the urinary systems, and disorders of the reproductive systems. Out-of-class preparation time (homework) consists of workbook assignments that the student completes outside of class.

**MA105A00 Clinical Procedures Part I**  
**MA105B00 Clinical Procedures Part II**

Part A: 2.5 Credits

Part B: 2.5 Credits

Class: 60 laboratory each

Class Prep: 15 hours each

Prerequisite: MA104A/B

This course consists of performing eye and ear lavages, performing complete physical examination (CPX), bandaging and wound care, handling emergencies using mobility assisting devices, using clinical charting abbreviations, using universal precautions and sterile techniques, performing electrocardiography and mounting the results record, performing cardiopulmonary resuscitation (CPR), performing pulmonary function tests, performing hemoglobin and glucose testing, performing throat cultures, assisting with pap and pelvic examinations, performing pregnancy tests, setting up rectal trays, performing pediatric assisting, and preparing special diets. Out-of-class preparation time (homework) consists of workbook assignments that the student completes outside of class.

**MA106A00    Microbiology**  
**MA106B00    Surgical Assisting**

Microbiology: 2.5 Credits  
 Surgical: 2.5 Credits  
 Class: 15 lecture / 30 laboratory each  
 Class Prep: 11.25 hours each  
 Duration: 6 weeks (taken concurrently)  
 Prerequisite: MA105A/B

This course is a hands-on course covering the following: using various methods to achieve asepsis to control growth of microbes, performing strep tests and throat cultures, including instructions for culture and sensitivity, obtaining specimens, using a microscope and other medical office instruments, identifying surgical instruments and their uses, sanitizing and disinfecting surgical instruments with special emphasis on autoclaving, setting up sterile trays for minor office surgeries, surgical assisting, scrubbing and gloving, preparing the skin, preparing the patient. Out-of-class preparation time (homework) consists of workbook assignments that the student completes outside of class.

**MA107-00    Externship**

4 Credits  
 Class: 150 externship  
 Class Prep: 37.5 hours  
 Prerequisite: Completion of all classwork (MA101, MA102, MA103, MA104, MA105, MA106)  
 Externship provides experience in a selected physician's office or healthcare facility. Students are supervised and evaluated by qualified medical personnel. Medical Assistant students must have an opportunity for an equal exposure to administrative and clinical experience. A list of skills to be evaluated will be presented to the supervisor of the healthcare facility. Students are required to meet and discuss what they have learned with the instructor on a regular basis. The externship coordinator will visit the site periodically. Out-of-class preparation hours will be devoted to having students prepare for and then take a comprehensive exit examination to validate the knowledge and skills students obtained from the Medical Assistant program.

# Student Services Information

## Facilities and Equipment

South Coast College is located at 2011 West Chapman Avenue in Orange, California. The land encompasses approximately three acres and includes a two-story Mediterranean architecture building consisting of approximately 30,000 sq. ft. The structure is located in a landscaped setting separated from an adjoining building with an attractively landscaped island. A comfortably furnished patio and balcony with park benches provide a place for students and staff to enjoy the outdoors while on break.

The building is composed of 18 classrooms that are used for lecture purposes only. The classrooms vary in size to accommodate the various programs. The maximum number of students ranges from 10-15 for typical smaller academic-oriented courses and beginning court reporting theory courses to 40-60 for a typical skillbuilding dictation course. The school has 5 resource centers equipped with computers, a bookstore, a library with computers, a library reading room, a courtroom, a skill test transcription / grading resource center, a conference room, a media resource center, a student lounge with vending machines, refrigerator, sink, and staff lounge.

The facility has a large reception area, staff offices for administrative, admissions, and teaching staff, and a hub for student services / financial aid.

## Summary of Student Services/Activities

South Coast College provides an abundance of student services including:

- a staffed grading resource center;
- dedicated staffed computer learning centers equipped with software tutorials; job search assistance and resume preparation;
- a campus bookstore for easy access to educational materials and supplies;
- a library with online research capabilities, a library reading room, and several resource centers with online research capabilities;
- a staffed student services / financial aid hub;
- program directors who coordinate student events and provide internal communication to students on student activities;
- a student lounge equipped with vending machines, sink, microwave oven, refrigerator;
- numerous student activities including speakers, career days, technology days, CSR celebrations/luncheon and graduation exercises;
- access to all managers, including the president, for consultation and advisement;
- research assistance via computers and wireless hotspot;
- alumni gatherings/visits;
- externship programs;
- a courtroom for mock trials;
- a deposition room for mock depositions;
- free parking;
- facilities accessible for disabled.

**Bookstore**

The college bookstore has textbooks, steno paper, ink, ribbons, and supplies for all courses. Students are encouraged to suggest items that the bookstore can carry to help them in their classes. It is staffed mornings and evenings.

**Car Pooling**

If you are interested in driving or participating in a car pool, you may post your information on the bulletin board in the Student Lounge area for help in making contact with other students living in your area.

**Campus Safety**

South Coast College is entirely enclosed. Nonstudents are not allowed to use the facilities. In addition, a night security guard is present during the evening hours. The front office can summon the guard when needed. The student population is predominately female. No assaults have ever occurred on campus. South Coast College has a safety policy and a government-required procedure for victims of on-campus assault. (Both are posted in the Bookstore and outside the Student Lounge.)

Campus Crime Report: A requirement of the federal government is that we provide for you our campus crime statistics. The front receptionist has been designated to compile records for the facility of all reported incidents or arrests for crimes involving violence, theft, or destruction of property, or illegal drugs or alcoholic intoxication. The Student Information Board located upstairs in front of the student lounge contains current reports and security information.

**Computer Learning Centers**

South Coast College provides a wireless hot spot for students who have their own computers to access online resources throughout the college.

In addition, the computer learning resource centers are the hub of numerous activities involving the computer. The downstairs Court Reporting Resource Center contains computers and writers for student use in learning and practicing machine shorthand theory, building realtime skills, developing speed using speed tutorials, using a variety of tutorials for building speed/accuracy, learning professional software used by court reporters, and completing computer assignments. Another mini-resource center is located in the library where there is access to Lexis / Nexis, online research, practice 4-voice videos, and dictionary build software.

The Online Computer Resource Center contains medical research software and spell checks, medically-related English and formatting tutorials, anatomy and physiology learning tutorials, a medical billing and insurance program, typing tutorials, and word processing programs. The Online Computer Resource has full access to online resources.

The Legal Programs computer resource centers contain various programs used for research and document preparation by the paralegal community. Both are located upstairs.

**Counseling**

South Coast College provides supportive counseling based upon the individual needs of the student. Students who are encountering difficulties that interfere with their education are encouraged to seek help from their instructor, the designated counselor, or the College director.

### **Disabled Students**

Reserved parking spaces and all administrative, educational, and restroom facilities are accessible to the disabled.

### **Identification Cards**

Each student is issued a numbered student body identification card. This card may be used to qualify the student to obtain reduced student admission rates for theaters and public events. The ID number is to be used on all documentation.

### **Library / Learning Resource Centers**

The Library contains a collection of supplementary course materials, current periodicals, and reference books. An online cataloging system is used to locate reference works. Students have access to the library and other resources from 8 a.m. until 10 p.m. Monday through Friday and to the Computer Resource Center 8 a.m. to 2 p.m. on Saturdays when announced.

The procedures students use to log their use of these facilities is to sign in, select the activity in which they are going to be engaged, and then sign out when finished.

The Instructor Learning Resource Center complements the main library. It contains a library of test materials for instructors to use, instructor lesson plans, and dictation materials.

### **Lifetime Brush-up Program (*Court Reporting Only*)**

South Coast College instructional service to students does not end at graduation. Brush-up privileges for all speed levels are offered without charge or fees to all licensed graduates.

### **Media Library**

A media library is available for student use, containing theory reinforcement practice and medical steno practice. Medical review for the CSR examination is also available in the media library room.

### **Parking**

The College provides free parking for all students and staff, an added service that we are pleased to provide you.

### **Placement Assistance Services**

The South Coast College career placement assistance services are a vital part of your total education program.

Through continued association and contact over the last 20 years with reporting agencies and law firms, South Coast College is in a position to serve our graduates with strong placement assistance. The reputation of South Coast College is of unquestioned value in the area of placement. South Coast College also has a Medical Internship/Placement Coordinator for assistance in obtaining a medical assistant position and provides a career development program to assist paralegal students in finding employment.

Student assistance may include any or all of the following:

- a. direct referral to reporting agencies or employers,
- b. assistance with resume preparation, cover letters, and thank you letters,
- c. reference sources for use in locating firms in specific geographic locations,
- d. information regarding current job market and employment trends,

- e. list of prospective employers,
- f. employment placement data and starting salaries available on request from the College director,
- g. advice and resource materials regarding applications and interview techniques,
- h. scheduled career days for on-site visits from agency and court representatives,
- i. seminars on job-seeking and interviewing techniques,
- j. a comprehensive list of career titles and job descriptions to help identify areas of employment interest.

Please keep in mind that State law forbids any school from guaranteeing job placement.

### **Prior Education Transcripts**

South Coast College is required to have transcripts or equivalency documentation in your student file for your prior education. To receive college credit evaluation, you are requested to submit official college transcripts. You may sign a waiver of evaluation for miscellaneous college credits that do not apply to your subject area.

Transcript request forms are available in the College office for your use in requesting these transcripts. These requests should be made prior to your enrollment in South Coast College. Please use Certified Mail when sending for transcripts.

### **Stenotype Machine Rental**

Students furnish their own stenotype machine and tripod. Most students make arrangements with South Coast College at the time of enrollment to rent a machine. The rental price is nominal. Stenotype machine rental charges are separate from tuition.

### **Student Housing**

South Coast College does not provide dormitories or student housing. There are numerous rooms for rent and apartments in a wide price range near the College. Rents can range from as low as \$500 for one room up to \$3,000 for luxury apartments. The College staff is always available to assist out-of-town students in obtaining suitable accommodations.

### **Student Lounge**

A full complement of vending machines is located in the student lounge. The student lounge is equipped with tables and comfortable chairs to encourage study groups and student interaction.

### **Student Records**

An official record is maintained for you from your first day of class. Your record contains a detailed summary of all tuition and other charges paid, grades, speed levels, attendance, and counseling interviews. It is retained in the Registrar's Office and is available for your review with your program director at any time.

A reasonable number of unofficial grade reports of your South Coast College grades will be supplied to you at no charge. No transcript will be furnished in those cases where the student is currently indebted to the College. To receive an official transcript of your grades, you must be withdrawn from the college. A student may not be enrolled in other court reporting schools simultaneously.

The College maintains records relating to students for various academic purposes. The right to inspect these records is in accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380 as amended.

Student transcripts are maintained indefinitely. Other documents may be purged after 5 years or after the required date for compliance by the various governing agencies. Students will be given a copy of any documents from their files that they request after reviewing their files at that time, free of charge. Any future requests for copies will be provided at 20¢ a copy\* plus postage and handling fees. After the required date for compliance by the various governing agencies for maintaining records, no further copies will be provided.

\*Copy fee may be subject to change.

### **Retention of Student Records**

South Coast College is required to maintain the following records:

1. The name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in the institution.
2. The degree or certificate granted and the date on which that degree or certificate was granted.
3. The courses and units on which the certificate or degree was based.
4. The grades earned by the student in each of these courses.

In addition, South Coast College shall maintain for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information.

1. The educational programs offered by the institution and the curriculum for each.
2. The names and addresses of the members of the institution's faculty and records of the educational qualification of each member of the faculty.

### **Additional Retention Requirements**

In addition, South Coast College shall maintain a file for each student who enrolls in South Coast College whether or not the student completes the educational service.

- (1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to South Coast College or South Coast College's award of credit or acceptance of transfer credits including the following:
  - a. Verification of high school completion;
  - b. Records documenting units of credit earned at other institutions that have been accepted and applied by South Coast College as transfer credits toward the student's completion of an educational program;
  - c. Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
  - d. All the documents evidencing a student's prior experiential learning upon which South Coast College and the faculty base the award of any credit.
- (2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
- (3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
- (4) Records of the dates of enrollment and, if applicable, withdrawal from South Coast College, and graduation; and
- (5) A transcript showing all of the following:
  - a. The courses of other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;



- b. Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
  - c. Credit for courses earned at other institutions;
  - d. Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
  - e. The name, address, website address, and telephone number of South Coast College.
- (6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course, if applicable;
  - (7) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
  - (8) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
  - (9) A document specifying the amount of a refund, including the amount refund for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
  - (10) Copies of any official advisory notices or warnings regarding the student's progress; and
  - (11) Complaints received from the student.

### **Family Educational Rights and Privacy Act (FERPA)**

FERPA is a federal law that protects the privacy of students' educational records and gives them certain rights concerning those educational records. These include, but are not limited to:

1. The right to review and/or request a copy of your own educational records. At South Coast College this requires a 30-day written request to the Records Office.
2. The right to request amendment to inaccurate or misleading information in your educational record. If, after review of the request, the school decides not to amend the record, it will inform the student of the process to request a hearing on the matter.
3. The right to provide written consent before South Coast College releases any information in your record except as allowed in the law. Allowable third parties include, but are not limited to, accrediting agencies, auditors, transfer institutions, Department of Education, judicial order or subpoena, and agencies handling health or public safety emergencies.
4. The right to file a complaint with the U.S. Department of Education if you feel South Coast College is not meeting FERPA guidelines. A complaint form can be obtained by calling (202) 260-3887.

South Coast College students are notified annually regarding educational records: right to review, right to request amendment; right to consent to disclosures of personally identifiable information: right to file complaint with ED; school's policy regarding disclosures to school officials with legitimate educational interest (if applicable).

South Coast College has implemented all available safeguards to ensure FERPA guidelines are met in both paper and electronic format. For more information about FERPA log onto:  
[www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

### **Tutorial Services**

Tutors are available for students who are having difficulty learning certain subjects. Please contact your Program Director for assistance.

# College Policies and Procedures

## Procedures for All Programs

### Cell Phone Usage

Please respect our policy of no cell phone use or texting in the classrooms, libraries, or learning resource centers.

### Class Hours and Credit Awarded

A South Coast College class hour is an instructional period of 50 consecutive minutes.

South Coast College courses are assigned quarter-hour credits. Each credit corresponds to the number of hours of lecture per week for the quarter. For example, five hours per week spent in a lecture class earns five credits for the quarter.

### For Awarding Academic Credit

12 hours of lecture	=	1 quarter credit
24 hours of laboratory	=	1 quarter credit
36 hours of externship	=	1 quarter credit

The Department of Education definition for financial aid purposes is one quarter credit hour is equal to at least 25 clock hours of instruction, including a minimum of 20 clock hours of classroom or direct faculty instruction. The remaining 5 clock hours may include acceptable and documented student work outside of class and/or instructional hours.

## Class Schedules

### Day Program Hours

Class periods are normally held between 8 a.m. and 2 p.m. They may be 50 minutes or 1 hour + 15 minutes in length, allowing either a 10-minute or 15-minute break respectively. Laboratory hours may be scheduled flexibly for your convenience before 8 a.m. or after 2 p.m. Occasionally, a class will be scheduled from 7-8:00 a.m. or from 1-3:00 p.m.

### Evening Program Hours

The evening hours are arranged primarily for the benefit of the many students who hold full-time jobs during the daytime.

The evening program requires that you maintain 5 credits to qualify as a half-time student and 9 credits to qualify as a full-time student.

To qualify for Financial Aid, you must be attending at least half-time. The evening program has the same content as the day program.

The College reserves the right to alter class offerings at any time.

Evening lab hours begin at 5 p.m. with class periods normally between 6 p.m. and 10 p.m. They may be 50 minutes or 1 hour + 15 minutes in length, allowing either a 10-minute or 15-minute break respectively.

Note: Special classes such as Court and Deposition Procedures and CSR Review may be offered on Saturdays to accommodate evening students.

### **Classroom Etiquette**

In the classroom, students are expected to be respectful toward faculty and fellow students. Students are encouraged to practice the behaviors that they need to follow in the workplace. They are encouraged to be punctual, prepared with their homework assignments, and to attend class for the duration of the period.

### **Credit for Work Experience**

South Coast College does not offer credit for work experience.

### **Dress Code**

The College encourages professional attire to prepare students for their chosen career but permits a liberal dress code for the comfort and convenience of its students. Casual attire is acceptable, within the parameters of propriety and good taste. Students may be required to dress professionally for career days, mock court or deposition procedures classes, externships, and so on.

Medical Assistant students are required to wear uniforms and the appropriate medical attire.

### **Drug and Alcohol Abuse Policy**

South Coast College prohibits the use, possession, and sale of all alcoholic or illegal drug substances by any person on campus property. Incidents violating this policy should be reported immediately to the director or administrator in charge.

Abuse of the drug or alcohol abuse policy will result in any or all of the following:

1. Anyone involved in using, selling, or possessing alcohol or an illegal substance will be asked to leave campus property immediately.
2. Students will be placed on immediate probationary status and will have to show active participation in an outpatient treatment program.
3. The police may be brought in for any serious infraction.

### **Food and Drink**

Food and drink are not permitted in any of the classrooms, offices, resource centers, or library, in order to maintain clean and sanitary rooms. A student lounge is provided for eating and drinking, and tables are provided in the outside patio area. Please help us keep our campus inviting.

### **Exemption from Courses**

If you have, through prior education, completed one or more relevant courses, you may be exempted from certain course(s) at the discretion of the director, or in some cases challenge examinations may be required. For these courses, you will receive credit or, in the case of challenge examinations, a grade upon successful performance on the examination.

No adjustment in tuition will be made for successful challenge exams or exemptions. A fee of \$100 is charged for challenge examinations. Procedures for challenging a course can be obtained from the appropriate educational department director.

Note: You must pass the examination with the same standards as the class, or you must take the course you did not pass. Transfer credits are not counted in the calculation of the cumulative grade point average.

### **Graduation Requirements**

A minimum CGPA of 2.0 or greater is required for graduation in all programs at South Coast College.

For program-specific graduation requirements, see the individual programs.

### **Incomplete Grades**

South Coast College does not permit Incomplete as a grade in anything but externship. If the student has not completed the course work required for a passing grade according to the instructor's grading policy, he/she will be assigned a 55 (fail).

### **Make-up Work**

Individual days of absence will require make-up work in order for the student to stay current with the class. This make-up work is the responsibility of the student.

### **Noncredit Remedial Courses**

South Coast College does not offer noncredit remedial courses but remedial instruction can be obtained through on-campus tutors.

### **Withdrawing from Courses**

Students are permitted to withdraw from courses within the first week of the class without penalty. Effective at 8 a.m. on Monday of the second week of classes, a \$25 add/drop fee will be charged for adding or dropping classes.

Adding/dropping classes must be done with a change-of-status form obtained in the Financial Aid Office and must be done only with the permission of the respective program director.

Dropping classes may change your status and may have an adverse effect on your financial aid.

Note that withdrawal from courses (or from College entirely) after the first week of the class will result in the penalty grade of W which represents 0 (zero) credits earned and 0 (zero) grade points. After three weeks, your grade will be a 55 (fail).

### **Grading Standards**

Grading is based on pre-established course standards. No "class curve" exists that requires some students to pass and some to fail each quarter.

In all classes, the letter grade conversion is as follows:

A	90-100	Superior
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	0-59	Fail

For a grade of "C" or better, you receive full credit for the class. If a grade of "D" is received, the class must be repeated. An instructor may mandate that all make-up tests must be taken within 10 school days or an automatic zero will be assigned for that test. A "TC" indicates transfer credit.

A student's grade point average is calculated using:

<b>A</b>	<b>=</b>	<b>4</b>
<b>B</b>	<b>=</b>	<b>3</b>
<b>C</b>	<b>=</b>	<b>2</b>
<b>D</b>	<b>=</b>	<b>1</b>
<b>F</b>	<b>=</b>	<b>0</b>

### **Grievance Procedures**

South Coast College, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is a student, staff, faculty member, or administrator. In the pursuit of its policy of openness, accountability, and responsiveness to students, the College provides the following grievance procedures.

A file on each grievance reported, including the procedures followed and the final disposition of the case, is maintained.

### **Definition of a Grievance**

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights, or privileges of a member of the student body. The burden of proof shall rest with the complainant.

If students have a grievance and wish it to be recognized as such, a written complaint must be submitted to South Coast College on the College's petition form or in letter format.

The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence and be addressed to the director of the College.

### **Steps Toward Redress**

Based upon the information presented in the grievance, steps toward redress shall take place as follows:

1. The student will be asked to take the matter up with the individual in question. It is hoped that the matter can be resolved at this level. If it cannot be resolved, the following step shall occur.
2. Informal discussions will take place between the complainant and the person against whom the complaint is being made and the Day/Night Instructional Administrator. Resolution shall be attempted at this level. If it cannot be reached, the following steps shall occur.
3. The grievance shall be scheduled for presentation to the Grievance Committee for hearing and appropriate action. The committee shall be comprised of two faculty members, representatives from the various departments on campus, and two students. The members on the committee will rotate.
4. A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought.
5. The committee shall review and consider documentary records which relate to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Both parties shall be present during the meeting.
6. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such qualified members may make recommendations as appropriate for disciplinary actions or for changes in policy to the appropriate administrative officials.
7. The findings of the committee are final. A written summary of the response shall be provided within 10 days of receiving the complaint.

### **Recourse after Hearing**

If students have exhausted these procedures and the problems have not been resolved, they have the right to contact any of these entities. In approaching either entity with a grievance, students are encouraged to take the following steps:

1. Contact the NCRA office by mail (addresses given below). Complaints received by phone must be accompanied by a written follow-up letter.
2. Include the following required information in the letter of complaint:
  - a. the nature of the problem;
  - b. the approximate date(s) that the problem(s) occurred;
  - c. the name(s) of the individual(s) involved in the problem(s) within the institution or other students who were involved;
  - d. copies of important information regarding the problem(s) -- facts, not rumors, lead to solutions;
  - e. evidence demonstrating that the institution's complaint procedure was followed prior to contacting NCRA. The complaint must be signed;
  - f. 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 Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).
3. Send the complaint to:

Bureau for Private Postsecondary Education (BPPE)  
 P.O. Box 980818  
 West Sacramento, CA 95798-0818  
 1 (888) 370-7589 (toll free)  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

OR

Department of Consumer Affairs  
 Court Reporters Board of California  
 Court Reporting Program Only  
 2535 Capitol Oaks Drive  
 Suite 230  
 Sacramento, CA 95833  
 (916) 263-3660  
[www.courtreportersboard.ca.gov](http://www.courtreportersboard.ca.gov)

OR

National Court Reporters Association (NCRA)  
 Court Reporting Program Only  
 8224 Old Courthouse Road  
 Vienna, VA 22182-3808  
 (703) 556-6272  
[www.ncra.org](http://www.ncra.org)

### **Student Complaint Procedure**

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

**Accrediting Commission of Career Schools & Colleges**  
**2101 Wilson Boulevard, Suite 302**  
**Arlington, VA 22201**  
**(703) 247-4212**  
**[www.accsc.org](http://www.accsc.org)**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting your program director or online at [www.accsc.org](http://www.accsc.org).

### **Leave of Absence Policy**

Effective November 2012 Quarter, South Coast College will no longer be granting leaves of absence. If students need to be gone more than 10 consecutive days, they will need to apply for a withdrawal and pay the appropriate withdrawal fee. If students wish to resume study at a later date, they will need to reapply for Admissions, be accepted, and pay the appropriate restart fee. Students who are readmitted will restart at the then current tuition rate.

### **Nonharassment Policy**

South Coast College has a policy against harassment. Harassment of one individual by another on any basis including but not limited to the following: age, race, color, disability, ethnicity, national origin, religion, sex, and/or sexual orientation is strictly prohibited.

The purpose of this policy is not to regulate personal morality. Rather, it is to assure that, on the college campus, no individual harasses another on any of these bases.

While it is not easy to define precisely what any of these bases are, they certainly include slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, sexual advances, requests for sexual favors, socially unacceptable language, and other similar verbal or physical contact.

Any individual who feels that he/she is a victim of such harassment should immediately report the matter in writing to the Director or any other member of management. Violations of this policy will not be permitted and may result in discipline up to and including discharge of an employee and suspension of a student.

### **Out-of-Class Learning Activities**

In order to receive credit for a course, students are required to complete learning assignments outside of class that will be evaluated to validate learning.



**Evaluation of Out-of-Class Learning Activities**

Out-of-class learning activities will adhere to the same grading standards as in-class learning activities and will be incorporated into the determination of the overall course grade.

**Parking**

South Coast College shares its parking with tenants from the adjoining building. Parking for South Coast College students is on the left side of the lot. Overflow parking is available.

### Refunds

The student has a right to a full refund of all charges less the amount of the registration fee/nonrefundable fees if he/she cancels this agreement prior to or on the fifth day of instruction or the seventh day after enrollment, whichever is later. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition. The refund will be calculated based on the last day of attendance of the current quarter. Any future quarters that are prepaid will be refunded. For example, if the student completes 140 hours of a 280-hour quarter and was charged \$1,875 tuition for the quarter, the student would receive a pro rata refund of \$937.50 for the current quarter:

$$\begin{array}{rcccl}
 \mathbf{\$1,875.00} & & 140 \text{ hours of instruction} & & \\
 \text{amount charged} & & \text{paid for but not received} & & \\
 \text{for current} & \times & \hline & = & \mathbf{\$937.50} \\
 \text{quarter} & & 280 \text{ hours of instruction} & & \text{Initial refund} \\
 & & \text{for which the student has paid} & & \text{amount}
 \end{array}$$

The Institution has met all requirements for the administration of any program under Title IV of the Federal Higher Education Act of 1965 (P.L. 89-329), extensions of that act, amendments to that act, and rules and regulations adopted under the act. If a student receives a student loan(s) to cover the cost of the program, any refund is to be returned to the lender or agency that guaranteed a loan to reduce the student’s loan debt. For the purpose of determining a refund, the student is deemed to have withdrawn from a course of instruction when any of the following occur:

- a) The student notifies the School of his/her withdrawal or the actual date of his/her withdrawal, whichever is later;
- b) The School withdraws the student as provided in the Catalog. (See Attendance and Grading Procedures.) (10-day rule)

The student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### Registration Required Quarterly

Your first quarter schedule will be prepared for you. Thereafter, you need to register for each quarter by selecting the courses you wish to take and filling out a schedule at registration. Keep in mind that you must register for your classes during the registration period to avoid a late fee.

All students must register on the two registration dates publicized on campus. A \$25 late registration fee will be in effect at 8 a.m. on the morning following the last date of registration.

You must sign up for the appropriate number of credits each quarter if you are receiving financial aid. If you want to change a class, you should arrange to do so with your program director.

The College reserves the right to alter class offerings at any time.

### Repeated Courses

Under special circumstances, as determined by a committee that includes the program director and college director, a student may retake a course(s) and have the grade(s) replace the original grade in order to bring the student’s GPA into compliance for graduation.

Also, see Court Reporting Procedures / Repeated Courses.

**College Liability**

South Coast College is not responsible for loss or damage to your personal property while it is on the College campus.

**Smoking**

Smoking is not permitted in any of the classrooms, library, offices, restrooms, resource centers, or auditorium. The designated smoking area is the only area where smoking is permitted. If you are a smoker, ask where the designated smoking areas are located.

**Standards of Student Conduct**

Students are expected to exercise respect and self-discipline at South Coast College. The following behaviors may result in dismissal from South Coast College.

1. defacing, removing, or mutilating any College property (library, resource centers, classrooms, restrooms, student lounge, administrative areas, and so on);
2. providing false information or misrepresenting information in any records, financial aid documents, or attendance sign-in sheets, whether inadvertently or deliberately;
3. engaging in any activity that causes a safety hazard at College, including but not limited to weapons possession;
4. disrespect toward another student, faculty/staff member or administrator, guest, or vendor;
5. engaging in a single serious incident or repeated less-serious incidents of intoxication from any substance, as well as possession of drugs or alcohol on college premises;
6. engaging in other types of unethical conduct;
7. engaging in the use of profanity on the College premises.

**Procedures and Appeal Process for Unethical Student Conduct**

A charge of unethical conduct must be made in writing, specifically stating the allegations against a student. Each instructor / staff member / administrator who has a charge must formally state the allegations in a letter to the Director. A copy of the letter will be directed to the appropriate Day/Night Instructional Administrator.

Should a student be charged by an instructor / staff member / administrator with unethical conduct, the student may make an appeal of this determination within 30 days in the following manner:

1. The student should meet with the instructor who made the allegation to discuss and attempt to resolve the problem.
2. If a satisfactory resolution is not reached, the instructor or student can petition for a meeting with the Day or Night Instructional Administrator. The petition request must be made in writing by either the student or the instructor to the Day or Night Instructional Administrator.
3. If after review by the Day or Night Instructional Administrator a satisfactory resolution has still not been reached, the matter may be appealed to the Arbitration Review Committee. This committee consists of members from the faculty and staff representing various departments. The Committee reviews all materials and prior decisions and comes to a resolution on the matter. The decision of the Arbitration Review Committee is final.

**Consequences and Recourse**

Should it be determined that a student has behaved in an unethical manner, the student may be subject to the following disciplinary actions, dependent upon the nature and scope of the offense as determined by the Committee:

1. The student may not receive credit for the work completed in the class.

2. The student may not receive credit for the class.
3. The student may be administratively withdrawn from the program.

### **Tardiness**

As in employment situations, you are expected to be ready for the class at the scheduled starting time; and once you have checked into College for the day, you are expected to continue in all classes. Continued tardiness may result in disciplinary action.

### **Transferring Credits from South Coast College**

#### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

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

### **Transferring: Day-to-Evening / Evening-to-Day**

Students who transfer between Day and Evening programs or vice versa will be evaluated at the next appropriate evaluation increment schedule for the time frame of the program into which they have transferred. Such revision of schedule may result in an untimely evaluation for that student and such revision may be deemed by the Director to be an extenuating circumstance for that first evaluation period only. Transfers between days and nights are permitted only at the quarter start date.

### **Transfer Students from Other Colleges**

Advanced students transferring from another reporting school may enroll at any time. Credit will usually be given for comparable courses completed in other institutions upon receipt of the official transcript. The College reserves the right to administer equivalency examinations to determine proficiency and placement in both academic and speed classes. As of January 2, 2000, the school requires, in the Paralegal and Medical Assistant programs, that the student complete 50 percent of credits at this school for graduation.

### Procedure

Upon admission of a transfer of a student to South Coast College and receipt of official transcripts from the school or college from which transfer credit is sought, the Program Director or his/her designate will review the relevant transcript to determine whether and to what extent transfer credit will be awarded. Determination by the Program Director is final.

The Program Director or his/her designate will complete an evaluation form indicating:

- Name of school from which transfer credit is to be accepted;
- Name of the course for which transfer credit is to be allowed;
- Number of credits completed at the original school (indicating whether they were quarter or semester credits);
- Grade received at the school where course was taken;
- Equivalent South Coast College course for which the credit has been allowed; and
- Number of South Coast College quarter credits allowed.

The Program Director will then indicate the allowed transfer credit and sign and date the form.

Factors to be considered in the evaluation of transfer credit include the following general criteria:

- Transfer credit is generally awarded for academic course credit earned from court reporting schools, regionally accredited institutions, or from institutions that are candidates for regional accreditation if the course credit was earned during the candidacy period. In rare circumstances, course credit earned at other institutions, other than those listed above, may also be accepted in transfer.
- Only college level courses are transferable. Remedial and high school equivalent academic courses are not transferable, even though taken at a college or community college.
- Courses at other institutions often have no direct South Coast College equivalents but may be accepted in transfer in appropriate cases where they meet South Coast College curricula criteria.
- Transfer credit is allowed only for courses in which a grade of "C" or its numerical equivalent or a grade of "pass" was earned at the school where subject course was taken.
- Not more than 50 percent of the credits required for graduation from South Coast College will be accepted as transfer credit in the case students enrolled in the Paralegal and Medical Assistant programs.
- Students may be asked to provide official catalog course descriptions from the school where the course was taken, to clarify course content.
- Court Reporting program course requirements are directed to qualification for the California Court Reporters Board and the National Court Reporters Association. The requirements of these agencies are specific and particular and are not necessarily the equivalent of similar college courses. With regard to English, for example, emphasis is placed on grammar, punctuation, and the particular usage choices determined by these agencies. It is generally advisable that students take the English courses at South Coast College or at an equivalent court reporting college.
- Transfer credits will be listed as a "TC" on the student's transcript.

### **Veterans' Notice**

If a veteran student's GPA falls below 2.0 within the first two quarters, the student will be placed on probation until the GPA is 2.0 or higher. While on probation, the student is still eligible for VA benefits.

If the GPA is not 2.0 by the end of the second quarter, South Coast College will no longer certify to the Department of Veterans Affairs that the student is enrolled.

### **Withdrawing from College**

While written notification of withdrawal is not required for withdrawal, the procedure to withdraw from South Coast College is to obtain a withdrawal form from the Financial Aid Office, complete the form, have the appropriate people sign the form, and complete an Exit Interview for your student loans. Official Withdraw fee (\$50) will be assessed. A fee of \$100 is assessed for unofficial withdrawals where the student does not properly notify the College of departure and attend an Exit Interview. A withdrawal may be effectuated by the student's written notice or by the student's conduct including but not necessarily limited to a student's lack of attendance for 10 consecutive days.

Students who are absent ten (10) consecutive days from the College (including externship) without notifying the College will be dropped from the College, and a \$100 withdrawal fee will be assessed. If allowed to be reinstated, the student returns at an increased tuition rate. Students should avoid any potential problems by submitting (via fax) their time sheets to the Director of Medical Programs or Externship/Placement Coordinator every Friday.

### **Program-Specific Procedures**

#### **Court Reporting Programs**

##### **Achievement Awards**

Typing speed certificates are issued for the highest speed achieved. Machine shorthand achievement certificates are awarded for theory and 40 wpm and for each 10-word increment above 40 wpm.

##### **Apprenticeships**

When the reporting student reaches speed proficiency of 180 words per minute, he or she may make arrangements to sit in and report proceedings with a Certified Shorthand Reporter.

The student is to have 50 hours of court proceedings and depositions, of which a minimum of 10 hours shall be in either one.

A maximum of 10 hours of this training may be the reporting of mock proceedings sponsored by a law firm or by a law school accredited by the American Bar Association.

Note: These hours may be increased by the Court Reporters Board (CRB) of California.

##### **Attendance: Court Reporting**

Attendance in all court reporting classes each day is essential for the successful completion of the court reporting program. As a result, students are required to have 100-percent attendance in all registered skill courses at the end of each quarter.

All class absences must be made up using equivalent and documented make-up time activities in order for students to achieve 100-percent attendance in all registered skill courses at the end of each quarter. Several options are available to students to make up the time related to a class absence. If the student does not make up the absences in skill classes, they are allowed to take tests, but tests will not be graded until the absences are made up.

In academic courses, the instructor's policy determines the number of absences the student may have before the student is dropped from the course. If they miss more than the instructor's policy allows, students are counseled and advised that if they do not make up the work, they will not pass the course in which they are enrolled.

Only a maximum of 20 percent of physical absences can be made up in a college quarter. In other words, students must have at least an 80 percent physical attendance in each of their registered classes for the college quarter.

### **Audit Courses**

Court Reporting students are allowed to audit the speed classes as long as they have sufficient credits to maintain the minimum number of required credit hours per quarter. Students may also audit academic classes they have passed.

### **Grading of Skill Courses**

A skill goal class may be attempted until credit is earned.

Note: For skill classes, a numerical grade of 95 for pass or 55 for fail appears on the student's in-house transcript.

### **Individual Progress**

After the initial theory courses, individuals can progress at their own pace, completing as many skill levels as they can within a quarter.

Completion of a skill course level in the Court Reporting Program is obtained upon completion of skill proficiency testing and is not based upon a quarter-to-quarter schedule.

Individual progress in a high-speed machine shorthand program can vary widely. Even so, you are expected to meet minimum standards of progress.

### **Length of Course**

The AAS degree in court reporting program is a 36-month course for day students and a 48-month course for night students.

The certificate program in court reporting is a 36-month course for day students and a 48-month course for night students.

For students to complete the court reporting program in a timely manner, it is imperative that they attend all machine classes to which they have been assigned every day. The development of a skill depends upon consistency in building the skill. The College requires that you attend **all** machine classes that you have available each day. In doing so it is possible to complete the program before the time allotted for completion.

The court reporting program is a skill-based program that can be completed before the time allotted for completion.

Because this program is a skill-based program, there are no guarantees that the student will finish the program in the previously stated length of time. Completion of the program in a timely manner is totally contingent upon the individual's effort expended and adherence to the program in its entirety.

Adherence to the program includes attending the required number of theory and related classes, completing the required number of practice hours on the skill tutorial, and completing the homework assignments.

After theory classes, the student is expected to attend the required skill classes to which they have been assigned each day, practice on the skill tutorial, complete the required homework assignments each week, and complete a minimum of two typing credits. In addition, the student is expected to follow the methodology of the College with regard to building speed.

Note that the Court Reporters Board (CRB) of California requires that students practice a minimum of one hour each day after school hours. The National Court Reporters Association (NCRA) requires that students type a minimum of one paper each week. South Coast College requires a minimum of two papers a week for attainment of the weekly hourly requirement and attendance purposes.



Students who follow the prescribed College program are allowed to progress in the skill building classes as fast as their abilities permit. Consideration will be given to students who have moved through the speed levels rapidly to help them in completing the academic portion of the program.

Students entering the program must be aware that work schedules, family demands, personal problems, and other distractions will affect their progress in College. The program demands a consistent allotment of daily time to ensure success.

### **Nonmatriculating Students**

A nonmatriculating student is one who has completed a court reporting program and has qualified through either South Coast College or another court reporting school and is taking **only** speed classes.

### **Practice**

Approximately 72 hours of practice outside of class is required to progress out of every 10 wpm skill level. Keep in mind that practice is different from evaluation.

### **Qualifiers**

To qualify to go to the State CSR Examination at South Coast College, you must have met the following minimum requirements outlined in the booklet *180 to the CSR*, which can be obtained from the Director of Court Reporting.

All students at 180 wpm are required to meet with the Director of Court Reporting to review and to acknowledge the requirements to complete the program. These requirements include the following:

1. All academic classes must be completed;
2. All speed requirements up to and including 200 wpm must be fulfilled;
3. All apprenticeship hours (50) and a 45 wpm typing test must be completed;
4. All tuition must be current;
5. Students must be cleared through the Registrar's Office **before** they sit in qualifying examinations.

If a student fulfills the above requirements at any time after the qualifying exams have started, he or she may attempt any exams that remain.

These minimum requirements will more realistically prepare the student to pass the CSR exam at 200 wpm.

The College reserves the right to review the student's notes to determine whether the Qualifier will be accepted.

### **Repeated Courses**

South Coast College does permit the repetition of goal speed classes, which can be taken up to three times for credit as push and trail (laboratory) classes on a pass (95) / fail (55) basis.

Steno Medical and Steno Legal classes can be repeated to obtain the required number of hours per week on the steno machine. Skill and accuracy, multi-voice, advanced theory, and theory reinforcement classes may be repeated to enable students to meet hourly machine requirements.

## Testing in Skill Courses

### Required Number of Tests

Three official speed tests of a 5-minute duration and 97.5 percent accuracy are required to complete a speed level successfully up to and including the speed of 160 wpm.

From 170 to 200 wpm, the requirement is three skill tests one of which must be at a length of 7, 8, 9, or 10 minutes, depending on the goal speed. All tests must be at 97.5-percent accuracy.

Skill Test Type	Duration	Accuracy
<b>40 to 160 Words Per Minute</b>		
1-Literary	5 minutes	97.5%
2-Testimonial	5 minutes	97.5%
3-Testimonial	5 minutes	97.5%
<b>170 Words Per Minute</b>		
1-Literary	5 minutes	97.5%
2-Testimonial	5 minutes	97.5%
3-Testimonial	7 minutes	97.5%
<b>180 Words Per Minute</b>		
1-Literary	5 minutes	97.5%
2-Testimonial	5 minutes	97.5%
3-Testimonial	8 minutes	97.5%
<b>190 Words Per Minute</b>		
1-Literary	5 minutes	97.5%
2-Testimonial	5 minutes	97.5%
3-Testimonial	9 minutes	97.5%
<b>200 Words Per Minute</b>		
1-Literary	5 minutes	97.5%
2-Testimonial	5 minutes	97.5%
3-Testimonial	10 minutes	97.5%

### Transcription Time

Each of these 10-minute tests (170-200 wpm) must be transcribed within three (3) hours.

Official skill tests are normally five minutes of dictation on unfamiliar material transcribed within 1 hour and 30 minutes.

A time clock is used to check in and out of the Test Transcription Resource Center. The completed transcript, together with the machine notes, is then turned in to the Grading Resource Center to be graded. An accuracy rate of 97.5 percent is always required for a passing grade.

### Typing Credits

Two typing credits a week results in attendance credit for the time spent in transcribing the notes.

Skill Test Requirements for Degree at South Coast College versus Qualifying for Certified Shorthand Reporter (CSR) Examination							qualify for CSR EXAMINATION	AAS Degree	Certificate of Achievement
Speed*** WPM	Test Type*	Test Quantity	Test Duration	Accuracy %	Maximum Error Count	Transcription/ Typing Time**			
40	Testimony	2	5 min	97.5	6	1 hr. 30 min	•	•	•
	Literary	1	5 min	97.5	6	1 hr. 30 min	•	•	•
50	Testimony	2	5 min	97.5	7	1 hr. 30 min	•	•	•
	Literary	1	5 min	97.5	7	1 hr. 30 min	•	•	•
60	Testimony	2	5 min	97.5	8	1 hr. 30 min	•	•	•
	Literary	1	5 min	97.5	8	1 hr. 30 min	•	•	•
70	Testimony	2	5 min	97.5	9	1 hr. 30 min	•	•	•
	Literary	1	5 min	97.5	9	1 hr. 30 min	•	•	•
80	Testimony	2	5 min	97.5	10	1 hr. 30 min	•	•	•
	Literary	1	5 min	97.5	10	1 hr. 30 min	•	•	•
90	Testimony	2	5 min	97.5	11	1 hr. 30 min	•	•	•
	Literary	1	5 min	97.5	11	1 hr. 30 min	•	•	•
100	Testimony	2	5 min	97.5	12	1 hr. 30 min	•	•	•
	Literary	1	5 min	97.5	12	1 hr. 30 min	•	•	•
110	Testimony	2	5 min	97.5	13	1 hr. 30 min	•	•	•
	Literary	1	5 min	97.5	13	1 hr. 30 min	•	•	•
120	Testimony	2	5 min	97.5	15	1 hr. 30 min	•	•	•
	Literary	1	5 min	97.5	15	1 hr. 30 min	•	•	•
130	Testimony	2	5 min	97.5	16	1 hr. 30 min	•	•	•
	Literary	1	5 min	97.5	16	1 hr. 30 min	•	•	•
140	Testimony	2	5 min	97.5	18	1 hr. 30 min	•	•	•
	Literary	1	5 min	97.5	18	1 hr. 30 min	•	•	•
150	Testimony	2	5 min	97.5	19	1 hr. 30 min	•	•	•
	Literary	1	5 min	97.5	19	1 hr. 30 min	•	•	•
160	Testimony	2	5 min	97.5	20	1 hr. 30 min	•	•	•
	Literary	1	5 min	97.5	20	1 hr. 30 min	•	•	•
170	Testimony	1	5 min	97.5	21	1 hr. 30 min	•	•	•
	Literary	1	5 min	97.5	21	1 hr. 30 min	•	•	•
	Testimony	1	7-min	97.5	29	2 hrs. 15 min	•	•	•
180	Testimony	1	5 min	97.5	23	1 hr. 30 min	•	•	•
	Literary	1	5 min	97.5	23	1 hr. 30 min	•	•	•
	Testimony	1	8-min	97.5	35	2 hrs. 30 min	•	•	•
190	Testimony	1	5 min	97.5	24	1 hr. 30 min	•	•	•
	Literary	1	5 min	97.5	24	1 hr. 30 min	•	•	•
	Testimony	1	9-min	97.5	42	2 hrs. 45 min	•	•	•
200	Testimony	1	5 min	97.5	25	1 hr. 30 min	•	•	•
	Literary	1	5 min	97.5	25	1 hr. 30 min	•	•	•
	Testimony	1	10-min	97.5	50	3 hrs.	•	•	•
200	Live 4-Voice	1	10 min	97.5	50	3 hrs.	•		
180	Literary	3	5 min	95.0	45	1 hr. 15 min		•	•
200	Jury Charge	3	5 min	95.0	50	1 hr. 15 min		•	•
225	Testimony	3	5 min	95.0	57	1 hr. 15 min		•	•
240	Testimony	3	5 min	95.0	60	1 hr. 30 min			•

\*All tests are unfamiliar material (to meet NCRA requirements).

\*\*All tests are typed under site supervision (to meet NCRA requirements).

\*\*\*It is important to realize that approximately 72 hours of practice outside of class is required to progress out of each successive 10 wpm skill level.

## Legal Programs

### Attendance: Legal Programs

Students enrolled in the legal programs must maintain 80 percent of attendance at all times. Students who miss courses more than 20 percent will have to make up the work and/or do extra credit work. Instructors reserve the right to require greater than 80 percent attendance. Students are counseled and advised that if they do not make up the work, they will not pass the course in which they are enrolled.

### Externships

Legal externships provide the legal student with an opportunity to further his/her legal skills in a legal environment. The student receives hands-on training and learns the duties and expectations that may be required of legal support personnel. Students are required to submit a weekly log of their hours.

The paralegal externship is a course for which a grade will be entered on the academic transcript. Regular attendance is required as with any course. Therefore, students must submit their supervisor-initialed externship time sheets each and every week. Students will fax their time sheets to the Director of Legal Programs at (714) 867-5026.

### Length of Course

The **Paralegal Program** is an 18-month course for day students and a 24-month course for night students.

## Medical Programs

### Attendance: Medical Programs

Medical students must maintain 80 percent of attendance at all times. In the Medical Assistant Program, the 80 percent factor allows for **4 absences** a month. Students who miss more than that will have to make up the required work and/or do extra credit work. Students are counseled and advised that if they do not make up the work, they will not pass the course in which they are enrolled.

### Externships

Medical externships provide the medical student with experience in a selected physician's office or healthcare facility. The student is supervised and evaluated by qualified medical personnel.

The Medical Assistant student must have an opportunity for an equal exposure to administrative and clinical experience. A list of skills to be evaluated will be presented to the supervisor of the healthcare facility. The student is required to meet and discuss learning with the instructor on a regular basis. The externship coordinator will visit the site periodically.

The medical assistant externship is a course for which a grade will be entered on the academic transcript. Regular attendance is required, as with any course. Therefore, students must submit their supervisor-initialed externship time sheets each and every week. Students will fax their time sheets to the Director of Medical Programs or Externship/Placement Coordinator at (714) 867-5026. Students should avoid any potential problems by submitting (via fax) their time sheets to the Director of Medical Programs or Externship/Placement Coordinator every Friday.

### Length of Course

The medical assistant program is a 9-month course for day students and 12-month course for night students.

# Consumer Information

## **Consumer Information Student Rights**

Before attending South Coast College, you will receive an orientation packet containing the following: an enrollment agreement, refund calculation policy, cancellation disclosure/student's right to cancel, drug-free workplace philosophy, campus crime statistics, procedure for scholastic course proficiency examinations, total start costs for day and night, and parking information. All students will also receive the School Performance Fact Sheet on the number of graduates, placements, and starting salaries. Court reporting students will also receive examination statistics for the court reporting program and the Court Reporters Board Pamphlet on selecting the career of court reporting and selecting a court reporting school. You will receive information packets from the Financial Aid Director and obtain default management counseling.

## **Cancellation of Enrollment Agreement**

A newly enrolled student has the right to cancel his/her Enrollment Agreement without penalty and obtain a refund of charges paid through attendance at the first class session, or at the 7<sup>th</sup> day after enrollment, whichever is later, exclusive of the nonrefundable registration fee. If the enrollment agreement is cancelled for any reason – (1) rejection of enrolled applicant by the college; (2) the program is cancelled by the college; (3) the student does not start training – the school will refund the student 100 percent of any money paid, less a registration fee or STRF fee, if applicable, not to exceed the amount of \$250.

### **Cancellation shall occur when you submit written notice of cancellation to the address of the school:**

South Coast College  
Attn: Director  
2011 West Chapman Avenue  
Orange, CA 92868

You can do this by mail, hand delivery, or by facsimile to (714) 867-5026. The written notice, if sent by mail, is effective when deposited in the mail properly addressed and with correct prepaid postage. Any written expression that you wish not to be bound by this agreement will serve as notice of cancellation of this agreement if provided to the school by the end of the first class day or on the seventh calendar day after enrollment, whichever is later.

## Student's Right to Cancel

Students are advised that they have the following rights:

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.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance for ten (10) consecutive days. Not attending classes for ten consecutive days (excluding holidays) without excused absence is considered an unofficial withdrawal.

Cancellation shall occur when you give notice of cancellation to the school. The notice of cancellation need not take any particular form and however expressed, is effective if it indicates that you no longer desire to be bound by this agreement. If you cancel this agreement within the prescribed time period, the school will refund any money that you paid within ten (10) days after your notice of cancellation.

After the end of the cancellation period, you also have the right to stop attending school at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

2. If the Enrollment Agreement is cancelled, the school will refund the student 100 percent of any money he/she paid, less a registration or administration fee and STRF fee, if applicable, not to exceed two hundred fifty dollars (\$250), and less any deduction for books, supplies, or equipment not returned in good condition, within ten (10) days after the notice of cancellation is received by the end of the first class session or the seventh calendar day after enrollment, whichever is later.
3. If the school has issued you any equipment, you must return the equipment within ten (10) days following the date of the notice of cancellation. If you fail to return the equipment in good condition within the ten-day period, the school may retain a portion of your payment equal to the documented cost of repair. If you fail to return the equipment at all, the school will retain the amount equal to the documented cost of the equipment. Once you have paid for the equipment, it is yours to keep without further obligation.
  - If the College closes before you graduate, you may be entitled to a refund. Contact the following for information.

Department of Consumer Affairs, Consumer Information Division

1625 N. Market Blvd.

Suite N112

Sacramento, CA 95834

(800) 952-5210

[www.dca.ca.gov](http://www.dca.ca.gov)

**-OR-**

Bureau for Private Postsecondary Education (BPPE)

PO Box 980818

West Sacramento, CA 95798-0818

1 (888) 370-7589 (toll free)

[www.bppe.ca.gov](http://www.bppe.ca.gov)

### **Withdrawing from College**

After the cancellation period, you also have the right to stop attending school at any time, and you have the right to receive a pro rata refund for the part of the course not taken. Your refund rights are described in the Enrollment Agreement. If you have lost your Enrollment Agreement, you may ask the school for a copy of the Enrollment Agreement and for a description of the refund policy.

**Official Withdrawal.** An official withdrawal from college occurs when the student withdraws from college using the following procedure:

The student obtains a withdrawal form from the Financial Aid Office, completes the form, has the appropriate people sign the form, and completes an Exit Interview with the Financial Aid Department regarding the student's loans. An Official Withdraw fee (\$50) will be assessed.

**Unofficial Withdrawal.** An unofficial withdrawal from college occurs when the student does not notify the college that he/she is withdrawing. A fee of \$100 is assessed for unofficial withdrawals where the student does not properly notify the College of departure and attend an Exit Interview. A withdrawal may be effectuated by the student's written notice or by the student's conduct including but not necessarily limited to a student's lack of attendance for 10 consecutive days.

Students who are absent ten (10) consecutive days from the College (including externship) without notifying the College will be dropped from the College, and a \$100 withdrawal fee will be assessed. If allowed to be reinstated, the student returns at an increased tuition rate. Students in externship should avoid any potential problems by submitting (via fax) their time sheets to their Program Directors or Externship/Placement Coordinator every Friday.

### **Disclosures**

The Consumer Information Handbook also provides disclosures on the Student Right to Know Act, Institutional Security Policies, and Crime Statistics, Privacy of Student Records (FERPA), and so on. The catalog and all the various disclosures are located on the Student Resources Tab under the Federal Compliance of the South Coast College Website.

On December 12, 2016, the United States Secretary of Education (the "Secretary") withdrew the federal recognition of ACICS. When the Secretary withdraws the recognition of its accrediting agency, a postsecondary educational institution may be allowed to continue its participation on a provisional basis in those student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs) for a period not to exceed 18 months (June 12, 2018);

South Coast College has signed a Provisional Program Participation Agreement ("PPPA") to allow it to continue to participate on a provisional basis, which PPPA is effective as of the date the PPPA is signed on behalf of the Secretary; and South Coast College and the Secretary agree to additional terms and conditions under which South Coast College may participate in Title IV, HEA Programs, on a provisional basis.

1) Continued Accreditation. Notwithstanding the loss of recognition of ACICS, the Secretary deems the Institution to hold recognized accreditation while the PPPA is in effect, which shall be longer than June 12, 2018.



2) South Coast College has until June 12, 2018, to obtain accreditation with a new federally-recognized accrediting agency to maintain eligibility to receive funds under Title IV, HEA Programs. Without accreditation, after June 12, 2018, South Coast College students will no longer be eligible to receive Title IV funds.

The institution has applied to a new accreditor for accreditation and is in review seeking approval by the Bureau for Private Postsecondary Education (BPPE). Upon approval by the BPPE, the degree program in which you are enrolling is contingent upon the institution being subsequently accredited.

# Payment of Tuition

## Cash-Paying Students

Students who pay cash for tuition are not required to pay the entire amount in advance. Tuition is charged quarterly and billed monthly.

For students who wish to pay the entire tuition and institutional charges in advance, South Coast College accepts payment in full for tuition and fees after the student has been accepted and enrolled as of the date of the first class session disclosed on the Enrollment Agreement.

Paying in full creates a credit balance on the student's account until the student graduates. Every quarter, tuition is deducted from the credit balance. If the student withdraws, tuition charges are prorated and the remaining credit balance is refunded to the student upon graduation or departure.

## Student Financial Assistance

Financial aid is available to students who qualify. South Coast College offers the following types of federal and state financial aid:

### Grants

Grants are financial aid you do not have to pay back.

- Pell Grant
- CAL Grant
- Supplemental Educational Opportunity Grant (SEOG)

### Work Study

Work Study gives financial aid students an opportunity to work and earn money to help pay for school.

- Federal Work Study (FWS)

### Loans

Loans are borrowed money that you must repay with interest.

- Direct Loan
- Direct PLUS Loan

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

## Disclosures for State and Federal Financial Aid Programs

For student eligibility requirements and information on the application process, please read Addendum B of the Catalog (South Coast College Consumer Information Handbook). This publication along with the on-line disclosures contains all the consumer information that is required to be disclosed to the student pursuant to the applicable federal and state financial aid programs, including the following: Federal Refund Policy and Return of Title IV Funds; Net Price Calculator; Disclosures and Gainful Employment Programs; Drug and Alcohol Policies; Satisfactory Academic Progress; Clery/Campus Crime and Safety Information; Violence Against Women Act Policy; Student Right-to-Know Act; Notice of FERPA rights; Emergency response and Evacuation; Financial assistance available to students; Information about the school's academic programs, costs, facilities, and policies; textbook information; loan counseling

(Entrance and Exit Counseling); Misrepresentation; Voter registration; completion, graduation, transfer, retention, and placement rates.

The Financial Aid Office retains a staff of professionals who are available to assist students from the time they enter South Coast College until they are through the loan repayment process.

The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program can be found in Addendum A of the South Coast College Catalog.

### **STRF (Student Tuition Recovery Fund)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial documents, receipts, or any other information that documents the amount to be paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95883, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

# Satisfactory Academic Progress

## Campus Standards

Federal regulations require all institutions that participate in Title IV aid programs to define and monitor satisfactory academic progress (SAP) for all financial aid recipients. The standards must be the same as, or at least as stringent as, the SAP standards for non-financial aid recipients. The standards must be applied to all students, both full-time and part-time.

At South Coast College, the satisfactory academic progress standards are monitored in three areas:

1. Cumulative Grade Point Average (CGPA)
  2. Maximum Time Frame for Completion of Program (150%)
  3. Percentage of Credits to be Completed at Evaluation Points (67% of Attempted Credits or Clock Hours, whichever applies)
- SAP standards 1-3 are monitored for degree-seeking students in annual increments and for all other program students in quarterly increments. (Note: "Annual," as used for SAP, is 3 quarters for day students and is 4 quarters for night students.)

## Notification to Student

- Any student not meeting one or more of the SAP requirements will be notified in writing.
- The CGPA, percentage of completed credits, and maximum time frame are reviewed annually or quarterly, based on the students' start and repackaging date. At repackaging, the students are sent a letter asking them to come into the FAO for counseling.
- Written notification includes information on the consequences of not meeting SAP standards, how to reestablish eligibility, and the appeal process.
- In a situation where students regain financial aid eligibility, they will be notified in writing by the FAO and their financial aid files will be reactivated.
- The full process for each of the three SAP areas will be discussed later in this section.

## Academic Norms

SAP standards for financial aid recipients are measured against the academic norms for all students in the three areas:

1. Cumulative Grade Point Average (CGPA)

The cumulative grade point average (CGPA) is based on a 4.0 scale as follows:

<b>A=4</b>	<b>B=3</b>	<b>C=2</b>	<b>D=1</b>	<b>F=0</b>
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Students must have a 2.0 CGPA at the end of each academic year for longer programs or at the end of each quarter for programs a year or under, and at each review period thereafter. A 2.0 or above is required for graduation in all programs.

Students who do not have a 2.0 CGPA at the end of each academic year, or at any annual review thereafter, will be taken off financial aid. Students who do not have a 2.0 CGPA at the end of a quarter will be placed on financial aid warning until the next quarter. Students who do not have a 2.0 CGPA at the end of the upcoming quarter will be taken off financial aid. These students can reestablish their

financial aid eligibility by either 1) attending without financial aid (paying cash) and bringing their CGPA back to a 2.0; or 2) appeal due to extenuating circumstances. The appeal process is discussed later in this section. Once a student regains his or her eligibility for financial aid, he or she will be notified in writing by the FAO and his/her financial aid file will be reactivated. Students who do not wish to pay cash while reestablishing eligibility or who do not have extenuating circumstances for an appeal will be academically dismissed.

**2. Maximum Time Frame for Completion of Program**

Federal regulations require schools to set a limit to the amount of time a student can work toward any degree or certification and maintain their financial aid eligibility. At SCC we use the maximum time frame allowed, which is 150% of the normal published program length. The time frame for each program measured in credits and clock hours is as follows:

<b>Program</b>	<b>Normal Time (Credits)</b>	<b>Maximum Time Frame (Credits)</b>
<b>Court Reporting (AAS Degree)</b>	<b>192</b>	<b>288</b>
<b>Court Reporting (Certificate)</b>	<b>177</b>	<b>265</b>
<b>Paralegal</b>	<b>96</b>	<b>144</b>
<b>Medical Assistant</b>	<b>36</b>	<b>54</b>

Students who do not meet the maximum time frame requirement can file an appeal if they believe they have extenuating circumstances. The appeal process is discussed later in this section. Once a student regains his or her eligibility for financial aid, he or she will be notified in writing by the Financial Aid Office and his/her financial aid file will be reactivated.

**3. Percentage of Credits Completed**

To ensure that students are able to finish their program within the 150% time frame allowed, the FAO monitors the percentage of cumulative credits completed annually or quarterly. Students are required to complete 67% of all credits attempted during each evaluation point (annually or quarterly) depending upon the program. Students earning 67% of cumulative credits attempted are on pace to complete the program within the maximum time frame.

Students who are enrolled in either the Court Reporting AAS degree or Certificate programs or Paralegal Program AA degree who do not meet the percentage requirement at each evaluation point will need to file an appeal. Students in the Medical Assistant Certificate Program who do not meet the percentage requirement at the end of each evaluation point will be placed on financial aid warning for one quarter. If at the end of the quarter the student has not met the percentage requirement, he or she will have to file an appeal. In order for the appeal to be approved, the student must meet with the program director for counseling and set up an Academic Contract outlining the steps they will be taking to improve their academic standing. If taken off financial aid, these students can reestablish their financial aid eligibility

by either 1) attending without financial aid and bringing their percentage back up; or 2) appeal due to extenuating circumstances. The appeal process is discussed later in this section. Once a student regains his or her eligibility for financial aid, he or she will be notified in writing by the Financial Aid Office and his/her financial aid file will be reactivated. Students who do not wish to pay cash while reestablishing eligibility or who do not have extenuating circumstances for appeal will be academically dismissed.

### **Termination**

Attending classes consistently is essential to the student's progress through the program. In accordance with federal requirements, if a student misses more than two weeks of school, he/she will be withdrawn from the program of study.

### **Evaluation of SAP Standards**

The increment for SAP review varies due to the student's program and type of SAP standard being reviewed. The review increments are as follows:

1. Cumulative Grade Point Average (CGPA)
  - Court Reporting AAS, Paralegal Studies - annually (Note: Annual, as used for SAP, is 3 quarters for day students and is 4 quarters for night students.)
  - All other programs - quarterly.
2. Maximum Time Frame for Completion of Program
  - Court Reporting, AAS, Paralegal Studies - annually (Note: Annual, as used for SAP, is 3 quarters for day students and is 4 quarters for night students.)
  - All other programs - quarterly.
3. Percentage of Credits Completed
  - Court Reporting, AAS, Paralegal Studies - annually (Note: Annual, as used for SAP, is 3 quarters for day students and is 4 quarters for night students.)
  - All other programs -quarterly.

### **Effect of Non-Academic Grades on SAP**

#### **Course withdrawals**

Withdrawals result in a "W" grade. They are counted in credits attempted but not in credits completed and affect the student's 67% completion requirement as well as the maximum time frame calculation.

#### **Incomplete grades**

- South Coast College does not give a grade of Incomplete.

#### **Repeated courses**

- Repeated courses will be counted in the calculation toward the 67% required completion of credits and the credits that count toward reaching the maximum time frame length of a program, which is 150% of the normal program length.

### **Non-punitive grades**

SCC does not have non-punitive grades

### **Non-credit**

A goal class can be taken for a letter grade or non-credit.

### **Remedial**

SCC does not have remedial classes.

### **Transfer of Credits**

- Students who transfer into SCC may have their academic credits reviewed for acceptance into their program. Courses that are transferred into a program will be counted toward the 150% maximum time frame that a student can compete in their program. Accepted transfer credits count as both attempted and completed hours.
- Students who transfer out of SCC would need to contact their new school to see if any of their credits will transfer. SCC does not have any current articulation agreements with other schools concerning transfer of credits earned at SCC.

### **Probation**

Students may be on probation for various reasons, including but not limited to, excessive absences or not achieving academic or skill progress in accordance with satisfactory progress standards. The procedure is to first counsel the student with regard any issues that might cause a student to have to be placed on probation. Students placed on probation must satisfy the specific probationary requirements by the end of the probationary period in order to remain in the program. The final determination as to whether the requirements have been satisfied is up to the discretion of the Director.

Students in programs of one year or less who do not reestablish the SAP standards at the end of a warning period will be placed in a probation period during which they will have to have an approved appeal on file to continue receiving financial aid.

Students in programs longer than twelve months will not receive warning notices. If they are not meeting the Satisfactory Academic Progress standards at the time of their annual repackaging, they will not be repackaged. Students may appeal for reinstatement of aid if they feel they have extenuating circumstances. If an appeal is approved, students will be placed on a probation period and their SAP will be reviewed quarterly. Students may receive financial aid during a probation period. Students who fail to meet the SAP standards specified in their appeal during their probation period will be terminated from financial aid until such time as they get back to the level of SAP standards required at South Coast College.

### **Probation Periods**

Students may appeal for reinstatement of financial aid if they feel they have extenuating circumstances. If an appeal is approved, the student will be placed on probation and his/her SAP will be reviewed quarterly. Students placed on probation may continue to receive Title IV funds for one payment period while the student is on financial aid probation. Students must meet the institution's SAP standards or have an academic plan developed by the institution to monitor SAP. Students who fail to meet the SAP



standards specified in their appeal or academic plan during their probation period will be terminated from aid until such time as they get back to the level of SAP standards required at South Coast College.

### **Appeal Process**

Students may file an appeal if they believe there are mitigating circumstances why they did not meet the campus SAP requirements, whether for CGPA, percentage of credits completed, or maximum time frame. SCC defines mitigating circumstances as including, but not being limited to:

- An act of nature that results in the displacement of the student from his/her residence.
- A documented extraordinary medical condition/serious accident.
- Death of an immediate family member.
- Unusual circumstances beyond the student's control

### **Appeal procedure:**

- The student writes a letter to the attention of the Director of Financial Aid that includes all mitigating circumstances involved as well as an action plan for improvement. "I had issues," is an insufficient explanation.
- Any documentation that can verify or help clarify the appeal should be attached.
- If the appeal is for exceeding the maximum time frame, a letter of support from your program director outlining your academic plan for the next enrollment period is also required.
- The appeal will be taken to the campus management committee for review and action. Students will be notified of their appeal outcome within 10 working days.

### **Appeal Approval**

If an appeal is approved, the student's financial aid will be awarded/reinstated for a probationary period. If a student fails to meet SAP standards while in their probation period, he/she will be taken off financial aid. If, at the end of a probationary period, the student is still not meeting the SAP requirements, they will be taken off of financial aid. The student will be allowed to enroll as a cash paying student until they reestablish their SAP status. Students who do not wish to enroll in a cash payment status may be dismissed.

### **Appeal Denial**

If an appeal is denied, the student will be taken off of financial aid. Students will be allowed to enroll as cash-paying until they reestablish their SAP status. Students who do not wish to enroll in a cash-payment status may be dismissed. Students who are at the maximum time frame for their program and are denied can only reestablish eligibility by transferring into a new program.

### **Dismissal**

If the student fails to meet the probationary requirements for other than not achieving academic standards, the student may be suspended or dismissed.

## **Suspension**

Suspension is a forced, temporary leave from South Coast College. There are three types of suspension:

1. Academic suspension is the result of poor academic performance, lack of attendance, or violation of academic regulations.
2. Disciplinary suspension is the result of serious personal misconduct.
3. Administrative suspension is the result of failure to meet South Coast College financial obligations or failure to comply with federal, state, or local regulations.

Suspended students may not:

- Register for courses
- Attend classes
- Use campus facilities
- Participate in Student Activities

Should a student disagree with the application of the Suspension Standards, he/she must first discuss the problem with the College director or program director. If still dissatisfied, the student may then proceed through the College grievance procedure set forth elsewhere in the catalog.

### **Effect of Change of Program on SAP**

- If students wish to change from one program to another at SCC, they need to do so in writing. Requests are reviewed by the program director to determine whether any classes are transferable from the student's prior program into their new program.
- Only the classes that are transferred into the new program are used to calculate the student's SAP in the new program.
- All credits and grade points that are not accepted into the new program are "closed" and no longer used in the student's SAP calculation
- All program requirements for SCC students are outlined in the current SCC catalog.

### **Effect of Additional Degree on SAP**

- If students wish to work toward an additional degree, they need to apply in writing. Requests are reviewed by the program director to see if any classes are transferable from the student's prior degree into their new degree.
- Only the courses that apply to the additional degree are used to calculate the students SAP in their new degree program.
- All credits and grade points that are not accepted into the new program will be "closed" and no longer used in the students SAP calculation

All program requirements for South Coast College students are outlined in this catalog.

**Effect of Transfer of Credits on SAP**

Students who transfer into South Coast College may have their academic units reviewed for acceptance into their program. Courses that are transferred into a program will be counted toward the 150% maximum time frame that students can complete in their program. Transfer units do not count in students' 67% completion rate or in their CGPA.

**SAP Requirement for Program Graduation**

- A CGPA of 2.0 or greater is required for graduation in all programs at South Coast College.

# Faculty and Staff

## Board of Directors

South Coast College is owned by Orange County College of Court Reporting, Inc. The board of directors is as follows:

President/Secretary

Jean Gonzalez

## Administrative Staff

### Administration

Director Jean Gonzalez

Director of Operations Kevin Magner

### Business Services

Dean of Administration & Finance Jila Andelibi

Accountant Andy Andelibi

### Financial Aid (Student Services) / Satisfactory Progress

Financial Aid Director Michael Ly

Financial Aid Assistant Juana Rios

### Registrar / Student Records

Registrar / Records Manager / Attendance Yoshiko Izumi

Student Services Juana Rios

Placement Services Directors of individual programs

**Admissions**

Admissions Supervisor/Outreach Coordinator  
 Admissions Representative Shirley Gunther  
 Admissions Representative Nancy Collias

**Bookstore / Library / Learning Resource Center**

Bookstore Manager Edward Reaser  
 Librarian / Learning Resource Center Manager Edward Reaser

**Faculty Directors**

Director of Court Reporting Yolanda Krieger  
 Director of Medical Programs Tehmina Ashraf Khan  
 Director of Legal Programs Leslie Rajikas

**Technology/Media/Learning Resources**

Director of Information Technology Kevin Magner  
 Information Technology Support Jonathan Cortes  
 Media and Educational Support Victor Benkovic  
 Grading Resource Center Staff  
 Medical Laboratory Jorge Guzman

**Apprenticeship/Externship and Placement Supervisors**

Court Reporting Apprenticeship and Placement Supervisor Yolanda Krieger  
 Legal Programs Externship and Placement Supervisor Leslie Rajakas  
 Medical Programs Externship and Placement Supervisor Tehmina Khan

**Legal Programs Placement Coordinator**

Placement Coordinator Kathy Genevay

**South Coast College Faculty****Mary Augustine, CSR, AAS**

Instructor  
 AAS, South Coast College, CA  
 Major: Court Reporting  
 CSR, Court Reporters Board of California

Mary Augustine is a California Certified Shorthand Reporter (CSR). Ms. Augustine received her Certificate and AAS degree in Court Reporting from South Coast College.

Ms. Augustine worked as a reporter for over 10 years and taught theory at night at South Coast College. Before returning to South Coast College, Ms. Augustine was employed with the Westminster School District as a para-educator for the Special Education Department for over five years.

Ms. Augustine currently teaches theory and skill development classes in the court reporting program at South Coast College.

### **Rabia Basri, MBBS**

Instructor

MBBS, Foundation University Medical College, Islamabad, Pakistan

Major: Science

Rabia Basri obtained her MBBS degree from Foundational University Medical College in Islamabad, Pakistan. Before coming to work for South Coast College, she had taught anatomy and physiology for a local career college in Cerritos, California.

Ms. Basri is currently an instructor in the medical assistant program at South Coast College.

### **Marlin Branstetter, BSL, JD**

Instructor

JD, Western State University, College of Law, Fullerton, CA

Major: Law

BSL, Western State University, College of Law, Fullerton, CA

Major: Law

Marlin Branstetter attended California State University, Fullerton and received his undergraduate and graduate degrees from Western State University, College of Law.

Professor Branstetter is a practicing attorney who has his own law practice where he specializes in bankruptcy proceedings. He is a member of the State Bar of California. He has taught legal classes at South Coast College since 1987.

### **Joseph R. Burt, BA, MA**

Instructor

MA, California State University, Fullerton, CA

Major: English

BA, University of California, Irvine, CA

Major: English

Joseph R. Burt earned his Bachelor of Arts degree in English from the University of California at Irvine and his MA degree from California State University, Fullerton.

Professor Burt is an English instructor in the court reporting program and has taught general education classes for the Paralegal Studies AA degree at South Coast College.

**Kim Cathey, CSR, AAS**

Instructor

AAS, South Coast College, Orange, CA

Certificate, California School of Court Reporting, Santa Ana, CA

Major: Court Reporting

CSR, Court Reporters Board of California

Kim Cathey is a California Certified Shorthand Reporter (CSR).

Ms. Cathey received her Certificate in Court Reporting from California School of Court Reporting and her AAS in Court Reporting from South Coast College. She has been a full-time deposition reporter since 1993.

She is currently a full-time deposition reporter and an evening instructor at South Coast College.

**William B. Dixon, BA, JD**

Director of Legal Programs / Instructor

JD, Western State University, College of Law, Fullerton, CA

Major: Law

BA, California State University, Long Beach, CA

Major: Political Science

William B. Dixon obtained his BA degree in political science from California State University, Long Beach and JD degree at Western State University, College of Law, Fullerton, CA.

Professor Dixon was Associate Dean of Academics; Assistant Dean of Academics; Assistant Dean of Students; and Dean of Student and Alumni Affairs / Assistant Dean of Academic Administration (Part-time Division) at Western State University.

Professor Dixon is Director/Instructor of Legal Studies at South Coast College, an adjunct faculty member at Pacific West College of Law in Orange, CA, and provides legal counsel for South Coast College.

### **Kathy Genevay, CSR, AAS**

Instructor

AAS, South Coast College, CA

Major: Court Reporting

CSR, Court Reporters Board of California

Kathy Genevay is a California Certified Shorthand Reporter (CSR). Ms. Genevay received her Certificate and AAS degree in Court Reporting from South Coast College and worked as a deposition reporter.

She has been affiliated with South Coast College since 1989.

Ms. Genevay was also a court reporting instructor at CEI College, formerly Lee College, for over 10 years. She is currently a court reporting instructor who teaches both day and evening courses.

### **Jean Gonzalez, BA, MA**

Director and Instructor

MA, Kent State University, Kent, OH

Major: English Minor: Education

BA, University of Scranton, Scranton, PA

Major: English Minor: Philosophy

Jean Gonzalez received a BA degree from the University of Scranton where she earned a General Excellence in the Arts Award and an MA degree in Teaching from Kent State University. She holds community college credentials in the fields of English, Office Technologies, and Computer-related Technologies.

Ms. Gonzalez has extensive teaching experience in court reporting, computer-related courses, and English. She has taught at every level of education from high school through university level, both public and private, and has authored over 20 textbooks in the fields of court reporting, office automation, business communications, word processing, and programming.

Ms. Gonzalez currently teaches theory and CSR Review courses.

### **Jennifer Hawk, BA, MFA**

Instructor

MFA, California State University, Long Beach

Major: English

BA, California State University, Long Beach,

Major: English

Jennifer Hawk received her MFA English degree and BA English degree from California State University, Long Beach. She has been teaching English-related courses for over 16 years. She also was the founder and director of Blue Lotus Academy.

Ms. Hawk currently is an English instructor for the paralegal program at South Coast College.



**Kathy Hettick, CSR, AA**

Instructor

AA, Bakersfield College, CA

Major: Court Reporting

Certificate, South Coast College, CA

Major: Court Reporting

CSR, Court Reporters Board of California

Kathy Hettick received an Associate of Arts degree from Bakersfield College. She is a California Certified Shorthand Reporter (CSR). Ms. Hettick received her Certificate in Court Reporting from South Coast College.

Ms. Hettick was a full-time rapid-data entry specialist at the Buena Park Police Department for many years. She taught full time for a number of years at South Coast College.

Ms. Hettick is currently an Official Reporter in the Orange County Courts and a part-time instructor at South Coast College.

**Tehmina Ashraf Khan, MD, MPH**

Director of medical programs / Instructor

MPH, California State University, Fullerton, CA

Major: Public Health

MD, Liaquat University of Medical and Health Sciences, Pakistan

Major: Medicine

Certificate, Orange Coast College, Costa Mesa, CA

Major: Electronic Health Records Manager

Tehmina Ashraf Khan received her Doctor of Medicine degree from the Liaquat University of Medical and Health Sciences, Pakistan. She is progressing toward a Master's degree in Public Health from California State University, Fullerton. She also holds a Certificate in Electronic Health Records Manager from Orange Coast College.

Dr. Khan was employed as a medical doctor and administrator for the Punjab Health Department in Pakistan. She has been an Electronic Health Records Trainer for the Rosemead Medical Plaza and a medical billing and coding specialist for the Foundation Medical Group.

She also has teaching experience as an instructor of Medical Programs for PCI College.

### **Yolanda Krieger, CSR, AAS**

Director of Court Reporting / Instructor  
AAS, South Coast College, CA  
Major: Court Reporting  
CSR, Court Reporters Board of California

Yolanda Krieger is a California Certified Shorthand Reporter (CSR). Ms. Krieger received court reporting training at Tri-Community College and an AAS degree in Court Reporting from South Coast College. She had been a deposition reporter for several years.

Ms. Krieger is the Director of Court Reporting at South Coast College and teaches an occasional skill building course.

### **Thomas James Lo, BA, JD**

Instructor  
JD, Western State University, College of Law, Fullerton, CA  
Major: Law  
BA, California State University, Long Beach, CA  
Major: Political Science

Thomas James Lo received his JD degree from Western State University and a BA degree in Political Science from California State University, Long Beach. He holds a California State Bar license.

Professor Lo has been the Senior Deputy Public Defender for the Orange County Public Defender's office for over 14 years and has been practicing law since 1991.

Professor Lo is a part-time paralegal instructor in the Paralegal Program at South Coast College.

### **Rick Louie, BSEE**

Instructor  
BSEE, California State University, Fullerton, CA  
Major: Electrical Engineering Emphasis: Computer Engineering

Rick Louie received his BSEE degree from California State University, Fullerton.

Mr. Louie has over 14 years' experience in the computer-aided transcription area working for Gigatron Corporation. He has held positions in technical support, marketing, and supervision/management. His current position involves helping court reporters with their computers and software daily over the phone and in person.

His expertise extends not only to the Gigatron software but to other CAT systems as well. He regularly conducts seminars to teach computers and StenoCAT software and writes articles for both Gigatron and the StenoCAT Users Group.

Mr. Louie is a part-time instructor in the court reporting computer courses.

**Kevin Magner**

Director of Operations and Marketing / MIS Director / Instructor

Mount Saint Mary's College, Emmitsburg, MD

Major: English

Orange Coast College, Costa Mesa, CA

Major: Business Management

University of Phoenix, Costa Mesa, CA

Major: Business Administration

Kevin Magner attended Mount Saint Mary's College (English); Orange Coast College (Business Management); and University of Phoenix (Business Administration). His course work included numerous computer technology courses including Introduction to Computers, Basic and Fortran programming, and System Analysis.

Mr. Magner has attended professional development courses during previous employment that included database implementation and management.

Mr. Magner was responsible for the implementation of a just-in-time inventory system at Ricoh Electronics copier production facility; a warehouse inventory system implementation at Shurlok, Corporation; and a tracking system for Consolidated Controls.

Mr. Magner gained additional technology experience as an account manager for Data Recall, a company specializing in automated data-entry systems.

Mr. Magner has managed the IT Department for South Coast College during which time he has attended additional technology courses including Advanced Microsoft Excel and Access courses and Adobe GoLive Web Development software courses at New Horizons, a corporate software training company. Mr. Magner teaches computer-related classes part time at South Coast College.

**Suzanne Metcalf, CSR, AAS**

Instructor

CRI, National Court Reporters Association

Certificate, Cypress College, Cypress, CA

Major: Court Reporting

AAS, South Coast College, CA

Major: Realtime Court Reporting

CSR, Court Reporters Board of California

Suzanne Metcalf is a California Certified Shorthand Reporter (CSR). Ms. Metcalf received her Certificate in Court Reporting from Cypress College and an AAS degree in Court Reporting from South Coast College. She is a National Court Reporters Association Certified Realtime Instructor.

Ms. Metcalf worked as a deposition reporter for several years. She has extensive practice in expert witness and percipient witness depositions.

Ms. Metcalf is currently a day and evening instructor at South Coast College.

### Monique Philips-Lloyd, BA

Instructor

BA, California Polytechnic University, Pomona, CA

Major: Liberal Studies

Minor: English

Emphasis: Reading/Language

Monique Philips-Lloyd earned her BA degree in Liberal Studies and English from California Polytechnic University, Pomona, CA.

Professor Philips-Lloyd is working on an MA degree at National University in Education. Ms. Philips-Lloyd obtained her certificates from Slingerland Institute for Literacy for Special Education, Santa Ana, CA; Postsecondary and Vocational Certification, Sacramento, CA; Applied Behavior Analysis Certification, Los Angeles, CA; and Multi-Sensory Certification, Yorba Linda, CA.

Professor Philips-Lloyd has taught at Mt. San Antonio College, Brea Olinda High School, Fullerton College, Anaheim School District, and Heritage Oak Private School (A Blue Ribbon School). She is currently a part-time instructor at South Coast College.

### Leslie D. Rakujas, BA, JD

Instructor

JD, Western State University, College of Law, Fullerton, CA

Major: Law

BA, American University, Washington, DC, School of International Relations

Major: International Relations and Russian Area Studies

Leslie Rakujas received her BA degree from American University in Washington, DC, and a JD from Western State University, Fullerton, CA.

Ms. Rakujas was the director of the paralegal program and a law professor at Career College of California.

Professor Rakujas was managing attorney in a law firm that represents private student loan clients. Her legal experience also includes working to defend client rights against the three major credit reporting bureaus and as a pro bono attorney with the Public Law Center.

Prior to becoming an attorney, Ms. Rakujas had broad experience as a litigation paralegal with national and international law firms located in the District of Columbia area.

Ms. Rakujas is currently an instructor in the paralegal program at South Coast College.

**Edward Reaser, BA, MSLS**

Librarian/Learning Resources Director  
MSLS, University of Southern California, Los Angeles, CA  
Major: Library Science  
BA Whittier College, Whittier, CA  
Major: French

Edward Reaser earned his BA degree in French from Whittier College and his MSLS degree in Library Science from the University of Southern California.

Mr. Reaser has worked at college, medical/legal, business, and public libraries. He has done staff training and has taught college courses, including English, economics, and U.S. government.

Mr. Reaser is the college librarian and oversees the resources in the various learning resource centers throughout the college.

**Rebecca Remsen, CSR, RPR, AAS, AA**

Instructor  
AAS, South Coast College, CA  
Major: Court Reporting  
AA, Cypress College, Cypress, CA  
Major: General Education  
RPR, National Court Reporters Association  
CSR, Court Reporters Board of California

Rebecca Remsen is a California Certified Shorthand Reporter (CSR) and a Registered Professional Reporter (RPR). Ms. Remsen received an AA degree in Court Reporting from Cypress College and an AAS degree in Court Reporting from South Coast College.

Ms. Remsen worked as a reporter for several years and has been affiliated with South Coast College for over 20 years. She currently teaches full-time in the Court Reporting Program.

### Andrea Rinker-Chavez, CSR, RPR, CLR, CRR, CCRR

Instructor

AAS, South Coast College, CA

Major: Court Reporting

CSR, Court Reporters Board of California

BA, Criminal Justice

Andrea Rinker Chavez is a California Certified Shorthand Reporter (CSR). Ms. Rinker-Chavez received her AAS degree in Court Reporting from South Coast College after receiving a BA degree in Criminal Justice from Cal State University, Stanislaus. Ms. Rinker-Chavez graduated with high honors from South Coast College after completing the court reporting program in record time and qualifying for the State examination on her first attempt. Ms. Rinker-Chavez is on the Board of the Deposition Reporters Association (DRA) and is a full-time freelance court and deposition reporter. She has been a court/deposition reporter for seven years.

As an alumna, Ms. Rinker-Chavez devotes a great deal of energy to supporting the students of South Coast College. She is a frequent speaker in classes, engages students in support activities sponsored by DRA, and participates in many of the college's extracurricular activities.

Ms. Rinker-Chavez is a deposition instructor for the court reporting program.

### Michelle Carmela Yacoob, JD, BS, MPH

Instructor

JD, Chapman University

Major: Law

BS, Occidental College

Major: Cognitive Science, Biology

MPH, Columbia University

Major: Master of Public Health

Michelle Yacoob received her BS degree from Occidental College, a JD degree from Chapman University, and her MPH from Columbia University.

Professor Yacoob's varied career includes working as a Risk Assessor for Maley Healthcare in New York; working in Paris, France devising trust equivalents under French law for British and American expatriates; and of counsel with Buffet de Orlando Barsallo Associates in Panama City, Panama.

More recently, Ms. Yacoob has worked in entertainment law and she is a LEXIS/NEXIS research trainer.

Professor Yacoob's primary teaching responsibilities include legal research (with an emphasis on electronic research techniques), legal analysis and writing, and advanced legal procedures

*Tuition and Fee Schedule*

**ASSOCIATE OF APPLIED SCIENCE DEGREE IN COURT REPORTING  
DAY SCHOOL**

The Court Reporting Program is a skill-based program, and **the number of months it takes to complete varies. Students pay for only the length of time they attend. Therefore, completing the program in less than the expected completion time decreases the tuition.** At whatever time period the student completes the program, the total estimated cumulative charges for that period of attendance is stated in Column 7. Tuition is charged per quarter, and the total academic year cost of tuition, books, and fees is stated in Column 5.

South Coast College has found that the most important factors relating to a timely or earlier program completion relate to all the following:

- A student’s strict adherence to the College’s curriculum;
- A consistent, daily, and time-intensive out-of-class practice regimen that follows the College’s skill-development philosophy; and
- Excellent class attendance for all classes.

Academic Year	Tuition for One Academic Year	Books and Supplies	Fees	Total Academic Year Costs	Cumulative Program Time	Cumulative Program Cost
<b>1</b>	\$ 11,954.25	\$ 746.00	\$ 244.00	\$ 12,944.25	9 months	\$ 12,944.25
<b>2</b>	\$ 12,551.97	\$ 585.00	\$ 145.00	\$ 13,281.97	18 months	\$ 26,226.22
<b>3</b>	\$ 13,179.57	\$ 585.00	\$ 145.00	\$ 13,909.57	27 months	\$ 40,135.79
<b>4*</b>	\$ 13,838.55	\$ 585.00	\$ 145.00	\$ 14,568.55	36 months	\$ 54,704.34
<b>5</b>	\$ 11,301.50	\$ 555.00	\$ 145.00	\$ 12,001.50	43 months	\$ 66,705.84
<b>Total</b>	\$ 62,825.84	\$ 3,056.00	\$ 824.00	\$ 66,705.84		\$ 66,705.84

\*Expected completion year

The program has been approved as a 3-year, 8-month program (44 months). Tuition for the program is \$67,450.34. If you complete the program before the 44 months, South Coast College does not charge you the entire \$67,450.34. Rather, it charges you up to the date that you formally withdraw. If you exceed the maximum time frame allowed for the program (67 months), you are considered to be in an extended enrollment status and cannot be counted in our statistics as a graduate. You are considered to be a completer.

**NOTES:**

1. In the first academic year, the \$199 fee consists of a nonrefundable one-time \$99 registration fee and a \$100 lab fee that is charged annually. If the student cancels the enrollment agreement, then the \$100 lab fee is refundable. The \$99 registration fee is nonrefundable.
2. At the time of this publication, the Student Tuition Recovery Fee (STRF) is not being charged. An explanation of the STRF Fee is on the last page of the addendum.
3. Tuition increases 5 percent for each additional academic year.

**IMPORTANT:** The Addenda are a necessary part of the catalog that must be distributed with each catalog.

*Tuition and Fee Schedule*

**ASSOCIATE OF APPLIED SCIENCE DEGREE IN COURT REPORTING  
NIGHT SCHOOL**

The Court Reporting Program is a skill-based program, and **the number of months it takes to complete varies. Students pay for only the length of time they attend. Therefore, completing the program in less than the expected completion time decreases the tuition.** At whatever time period the student completes the program, the total estimated cumulative charges for that period of attendance is stated in Column 7. Tuition is charged per quarter, and the total academic year cost of tuition, books, and fees is stated in Column 5.

South Coast College has found that the most important factors relating to a timely or earlier program completion relate to all of the following:

- A student’s strict adherence to the College’s curriculum;
- A consistent, daily, and time-intensive out-of-class practice regimen that follows the College’s skill-development philosophy; and
- Excellent class attendance for all classes.

Academic Year	Tuition for One Academic Year	Books and Supplies	Fees	Total Academic Year Costs	Cumulative Program Time	Cumulative Program Cost
<b>1</b>	\$ 10,914.80	\$ 791.00	\$ 244.00	\$ 11,949.80	12 months	\$ 11,949.80
<b>2</b>	\$ 11,460.56	\$ 780.00	\$ 145.00	\$ 12,385.56	24 months	\$ 24,335.36
<b>3</b>	\$ 12,033.56	\$ 780.00	\$ 145.00	\$ 12,958.56	36 months	\$ 37,293.92
<b>4*</b>	\$ 12,635.24	\$ 780.00	\$ 145.00	\$ 13,560.24	48 months	\$ 50,854.16
<b>5</b>	\$ 8,844.72	\$ 720.00	\$ 145.00	\$ 9,709.72	56 months	\$ 60,563.88
<b>Total</b>	\$ 55,888.88	\$ 3,851.00	\$ 824.00	\$ 60,563.88		\$ 60,653.88

\*Expected completion year

**NOTES:**

1. In the first academic year, the \$199 fee consists of a nonrefundable one-time \$99 registration fee and a \$100 lab fee that is charged annually. If the student cancels the enrollment agreement, then the \$100 lab fee is refundable. The \$99 registration fee is nonrefundable.
2. At the time of this publication, the Student Tuition Recovery Fee (STRF) is not being charged. An explanation of the STRF Fee is on the last page of the addendum.
3. Tuition increases 5 percent for each additional academic year.



*Tuition and Fee Schedule*

**CERTIFICATE IN COURT REPORTING  
DAY SCHOOL**

The Court Reporting Program is a skill-based program, and **the number of months it takes to complete varies. Students pay for only the length of time they attend. Therefore, completing the program in less than the expected completion time decreases the tuition.** At whatever time period the student completes the program, the total estimated cumulative charges for that period of attendance is stated in Column 7. Tuition is charged per quarter, and the total academic year cost of tuition, books, and fees is stated in Column 5.

South Coast College has found that the most important factors relating to a timely or earlier program completion relate to all of the following:

- A student’s strict adherence to the College’s curriculum;
- A consistent, daily, and time-intensive out-of-class practice regimen that follows the College’s skill-development philosophy; and
- Excellent class attendance for all classes.

Academic Year	Tuition for One Academic Year	Books and Supplies	Fees	Total Academic Year Costs	Cumulative Program Time	Cumulative Program Cost
1	\$ 11,954.25	\$ 746.00	\$ 244.00	\$ 12,944.25	9 months	\$ 12,944.25
2	\$ 12,551.97	\$ 585.00	\$ 145.00	\$ 13,281.97	18 months	\$ 26,226.22
3	\$ 13,179.57	\$ 585.00	\$ 145.00	\$ 13,909.57	27 months	\$ 40,135.79
4*	\$ 13,838.55	\$ 585.00	\$ 145.00	\$ 14,568.55	36 months	\$ 54,704.34
5	\$ 11,301.50	\$ 555.00	\$ 145.00	\$ 12,001.50	43 months	\$ 66,705.84
<b>Total</b>	\$ 62,825.84	\$ 3,056.00	\$ 824.00	\$ 66,705.84		\$ 66,705.84

\*Expected completion year

The program has been approved as a 3-year, 7-month program (43 months). Tuition for the program is \$ 66,705.84. If you complete the program before the 43 months, South Coast College does not charge you the entire \$66,705.84. Rather, it charges you up to the date that you formally withdraw. If you exceed the maximum time frame allowed for the program (65 months), you are considered to be in an extended enrollment status and cannot be counted in our statistics as a graduate. You are considered to be a completer.

**NOTES:**

1. In the first academic year, the \$244 fee consists of a nonrefundable one-time \$99 registration fee and a \$145 lab fee that is charged annually. If the student cancels the enrollment agreement, then the \$145 lab fee is refundable. The \$99 registration fee is nonrefundable.
2. At the time of this publication, the Student Tuition Recovery Fee (STRF) is not being charged. An explanation of the STRF Fee is on the last page of the addendum.
3. Tuition increases 5 percent for each additional academic year.

*Tuition and Fee Schedule*

**CERTIFICATE IN COURT REPORTING  
NIGHT SCHOOL**

The Court Reporting Program is a skill-based program, and **the number of months it takes to complete varies. Students pay for only the length of time they attend. Therefore, completing the program in less than the expected completion time decreases the tuition.** At whatever time period the student completes the program, the total estimated cumulative charges for that period of attendance is stated in Column 7. Tuition is charged per quarter, and the total academic year cost of tuition, books, and fees is stated in Column 5.

South Coast College has found that the most important factors relating to a timely or earlier program completion relate to all of the following:

- A student’s strict adherence to the College’s curriculum;
- A consistent, daily, and time-intensive out-of-class practice regimen that follows the College’s skill-development philosophy; and
- Excellent class attendance for all classes.

Academic Year	Tuition for One Academic Year	Books and Supplies	Fees	Total Academic Year Costs	Cumulative Program Time	Cumulative Program Cost
1	\$ 10,914.80	\$ 791.00	\$ 244.00	\$ 11,949.80	12 months	\$ 11,949.80
2	\$ 11,460.56	\$ 780.00	\$ 145.00	\$ 12,385.56	24 months	\$ 24,335.36
3	\$ 12,033.56	\$ 780.00	\$ 145.00	\$ 12,958.56	36 months	\$ 37,293.92
4*	\$ 12,635.24	\$ 780.00	\$ 145.00	\$ 13,560.24	48 months	\$ 50,854.16
5	\$ 8,844.72	\$ 720.00	\$ 145.00	\$ 9,709.72	56 months	\$ 60,563.88
<b>Total</b>	\$ 55,888.88	\$ 3,851.00	\$ 824.00	\$ 60,563.88		\$ 60,653.88

\*Expected completion year

**NOTES:**

1. In the first academic year, the \$244 fee consists of a nonrefundable one-time \$99 registration fee and a \$145 lab fee that is charged annually. If the student cancels the enrollment agreement, then the \$145 lab fee is refundable. The \$99 registration fee is nonrefundable.
2. At the time of this publication, the Student Tuition Recovery Fee (STRF) is not being charged. An explanation of the STRF Fee is on the last page of the addendum.
3. Tuition increases 5 percent for each additional academic year.

*Tuition and Fee Schedule*

**CERTIFICATE IN COURT REPORTING PRODUCTION SPECIALIST PROGRAM  
DAY SCHOOL**

At whatever time period the student completes the program, the total estimated cumulative charges for that period of attendance is stated in Column 7. Tuition is charged per quarter, and the total academic year cost of tuition, books, and fees is stated in Column 5.

Academic Year	Tuition for One Academic Year	Books and Supplies	Fees	Total Academic Year Costs	Cumulative Program Time	Cumulative Program Cost
<b>1</b>	\$ 11,954.25	\$ 746.00	\$ 244.00	\$ 12,944.25	9 months	\$ 12,944.25
<b>2</b>	\$ 12,551.97	\$ 585.00	\$ 145.00	\$ 13,281.97	18 months	\$ 26,226.22
<b>Total</b>	\$ 24,506.22	\$ 1,331.00	\$ 389.00	\$ 26,226.22		\$ 26,226.22

**CERTIFICATE IN COURT REPORTING PRODUCTION SPECIALIST PROGRAM  
NIGHT SCHOOL**

Academic Year	Tuition for One Academic Year	Books and Supplies	Fees	Total Academic Year Costs	Cumulative Program Time	Cumulative Program Cost
<b>1</b>	\$ 11,954.28	\$ 791.00	\$ 244.00	\$ 12,989.28	12 months	\$ 12,989.28
<b>2</b>	\$ 12,552.00	\$ 780.00	\$ 145.00	\$ 13,477.00	24 months	\$ 26,466.28
<b>Total</b>	\$ 24,506.28	\$ 1,571.00	\$ 389.00	\$ 26,466.28		\$ 26,466.28

- NOTES:**
1. The Certificate in Court Reporting Production Specialist Program length is 18 months for the Day Program and 24 months for the Night Program.
  2. In the first academic year, the \$244 fee consists of a nonrefundable one-time \$99 registration fee and a \$145 lab fee. If the student cancels the enrollment agreement, then the \$145 lab fee is refundable. The \$99 registration fee is nonrefundable.
  3. At the time of this publication, the Student Tuition Recovery Fee (STRF) is not being charged. An explanation of the STRF Fee is on the last page of the addendum.
  4. Tuition increases 5 percent for each additional academic year.

*Tuition and Fee Schedule*

**PARALEGAL AA DEGREE PROGRAM  
DAY SCHOOL**

At whatever time period the student completes the program, the total estimated cumulative charges for that period of attendance is stated in Column 7. Tuition is charged per quarter, and the total academic year cost of tuition, books, and fees is stated in Column 5.

Academic Year	Tuition for One Academic Year	Books and Supplies	Fees	Total Academic Year Costs	Cumulative Program Time	Cumulative Program Cost
<b>1</b>	\$ 11,954.25	\$ 1,701.00	\$ 244.00	\$ 13,899.25	9 months	\$ 13,899.25
<b>2</b>	\$ 12,551.97	\$ 1,701.00	\$ 145.00	\$ 14,397.97	18 months	\$ 28,297.22
<b>Total</b>	\$ 24,506.22	\$ 3,402.00	\$ 389.00	\$ 28,297.22		\$ 28,297.22

**PARALEGAL AA DEGREE PROGRAM  
NIGHT SCHOOL**

Academic Year	Tuition for One Academic Year	Books and Supplies	Fees	Total Academic Year Costs	Cumulative Program Time	Cumulative Program Cost
<b>1</b>	\$ 11,954.28	\$ 1,701.00	\$ 244.00	\$ 13,899.28	12 months	\$ 13,899.25
<b>2</b>	\$ 12,552.00	\$ 1,701.00	\$ 145.00	\$ 14,398.00	24 months	\$ 28,297.28
<b>Total</b>	\$ 24,506.28	\$ 3,402.00	\$ 389.00	\$ 28,297.28		\$ 28,297.28

**NOTES:**

1. The Paralegal Studies Program length is 18 months for the Day Program and 24 months for the Night Program.
2. In the first academic year, the \$244 fee consists of a nonrefundable one-time \$99 registration fee and a \$145 lab fee. If the student cancels the enrollment agreement, then the \$145 lab fee is refundable. The \$99 registration fee is nonrefundable.
3. At the time of this publication, the Student Tuition Recovery Fee (STRF) is not being charged. An explanation of the STRF Fee is on the last page of the addendum.
4. Tuition increases 5 percent for each additional academic year.

*Tuition and Fee Schedule*

**MEDICAL ASSISTANT CERTIFICATE PROGRAM COSTS  
DAY SCHOOL**

At whatever time period the student completes the program, the total estimated cumulative charges for that period of attendance is stated in Column 7. Tuition is charged per quarter, and the total academic year cost of tuition, books, and fees is stated in Column 5.

Academic Year	Tuition for One Academic Year	Books and Supplies	Fees	Total Academic Year Costs	Cumulative Program Time	Cumulative Program Cost
1	\$ 11,954.25	\$ 550.00	\$ 254.00	\$ 12,758.25	9 months	\$ 12,758.25

- NOTES:**
1. The Medical Assistant Program length is 9 months for Day Program. A Night Program is not currently offered.
  2. In the first academic year, the \$254 fee consists of a nonrefundable one-time \$74 registration fee and a \$180 lab and insurance fee. If the student cancels the enrollment agreement, then the \$180 lab and insurance fee is refundable. The \$74 registration fee is nonrefundable.
  3. At the time of this publication, the Student Tuition Recovery Fee (STRF) is not being charged. An explanation of the STRF Fee is on the last page of the addendum.

## *Tuition and Fee Schedule*

### **Student Tuition Recovery Fund (STRF) Explanation**

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

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

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

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 in an educational program or are enrolled in a residency program and prepay 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 or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party.



**ADDENDUM - B**

# **Consumer Information Handbook**

**2020-2021**

Updated June 30, 2020



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Orange, CA 92868  
714-867-5009  
[www.southcoastcollege.edu](http://www.southcoastcollege.edu)





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## Mission Statement

*The mission of South Coast College is to provide quality education and training in a caring, student-oriented environment to highly motivated individuals who wish to improve their lives.  
South Coast College — Founded 1961*

## Purpose of the Consumer Handbook

The information in this handbook is to help current and prospective students make informed decisions concerning their educational goals. Post-secondary education requires a serious commitment of time, concentration, and resources for a student to be able to succeed, and the faculty and staff at South Coast College are dedicated to helping you succeed. All enrolled students receive a copy of the Consumer Handbook on the first day of school and an acknowledge of receipt is maintained in the student file. Subsequently, on a yearly basis, the student is reminded to review updates in the Consumer Handbook, which is available on the South Coast College website.

Any questions or comments concerning the information contained in this handbook should be directed to the Financial Aid Office at (714) 867-5009 or by speaking to a Financial Aid Officer during the following hours:

<b>Monday</b>	8:00 am – 6:00 pm
<b>Tuesday</b>	8:00 am – 8:00 pm
<b>Wednesday</b>	8:00 am – 6:00 pm
<b>Thursday</b>	8:00 am – 8:00 pm
<b>Friday</b>	8:00 am – 4:00 pm

## Misrepresentation

The Department of Education may fine, limit, suspend, or terminate the participation of any school that substantially misrepresents the nature of its educational program, its financial charges, or the employability of its graduates.

Misrepresentation is any false, erroneous, or misleading statement made to a student or prospective student, to the family of an enrolled or prospective student, or to the Department of Education. Substantial misrepresentation is any misrepresentation on which the student or family member could be reasonably expected to rely on or has reasonably relied on to that person's detriment.

South Coast College has a commitment to integrity and transparency with regard to all aspects of its operation. South Coast College personnel are committed to answering any questions that you may have regarding its programs, any of the disclosures presented, or any financial concerns that you may have.

South Coast College has a total open-door policy, and students have access to managers of all areas: admissions, educational, financial, and financial aid.

## Institutional Information

### School Costs

#### Cost of Attendance (COA)

The Cost of Attendance (COA) includes both direct and indirect costs associated with attending South Coast College. Direct costs include tuition, fees, and books and supplies. Indirect costs include room and board (based on living situation), transportation costs, and personal expenses.

NOTE: The following is an example of the Court Reporting Program for first-year, full-time students who live with their parents. This is an example of how a COA is calculated. It does **not** represent your actual costs:

Example:	
<b>Direct Costs*</b>	
Tuition	\$ 11,954
Books	\$ 611
Machine Rental	\$ 740
<b>Subtotal for Direct Costs:</b>	<b>\$ 13,305</b>
<b>Indirect Costs</b>	
Room and Board	\$ 6,786
Transportation	\$ 1,134
Loan Fees	\$ 110
Personal Expenses	\$ 3,564
<b>Subtotal for Indirect Costs:</b>	<b>\$ 11,594</b>
<b>Total Cost of Attendance (Direct Costs Plus Indirect Costs):</b>	<b>\$ 24,899</b>
*South Coast College encourages students to borrow <b>only</b> what they need to meet their <b>direct costs</b> . <b>Direct costs</b> are what you would pay for your education at South Coast College. <b>Indirect costs</b> are what the Department of Education estimates your living expenses to be while you are attending school. Getting loans for indirect costs increases student debt, and the student should keep in mind that the loans have to be repaid. However, students may get financial aid for indirect costs upon request and eligibility.	

Students' financial aid awards cannot exceed their Cost of Attendance.

The most current COA is posted on the South Coast College web site at:  
<http://southcoastcollege.edu/admissions/financial-aid-resources/>

#### Net Price Calculator

Access South Coast College's Net Price Calculator at [www.southcoastcollege.edu/netcalc](http://www.southcoastcollege.edu/netcalc).

## Academic Programs

### Degree Programs and Other Training and Education Offered

All degrees and programs are listed in the South Coast College Catalog. A copy of the catalog is given to each new student before the student is considered enrolled. The catalog can be downloaded from the South Coast College website. A link to the website is as follows:

<http://southcoastcollege.edu/student-resources/program-catalog/>

### Change of Program

If students wish to change from one program to another at South Coast College, they need to do so in writing. Requests are reviewed by the program director to see if any classes are transferable from the students' prior program into their new program.

- Only the courses that are transferred into the new program are used to calculate the students' SAP in the new program.
- All units and grade points that are not accepted into the new program are closed and no longer used in the students' SAP calculation.
- All program requirements for South Coast College students are outlined in the South Coast College catalog.

### Additional Degree

If students wish to work toward an additional degree, they need to apply in writing. Requests are reviewed by the program director to see if any classes are transferable from the students' prior degree or certificate into their new degree or certificate.

- Only the courses that apply to the additional degree or certificate are used to calculate the students' SAP in their new program.
- All units and grade points that are not accepted into the new program will be closed and no longer used in the students' SAP calculation.
- All program requirements for South Coast College students are outlined in the South Coast College catalog.

### Program Graduation

A minimum of a CGPA of 2.0 or greater is required for graduation in all programs at South Coast College.

### Instructional, Laboratory, and Other Physical Plant Facilities Related to Academic Programs

South Coast College is located at 2011 West Chapman Avenue in Orange, California. The land encompasses approximately three acres and includes a two-story Mediterranean architecture building

consisting of approximately 30,000 square feet. The structure is located in a landscaped setting separated from an adjoining building by an attractively landscaped island. A comfortably furnished patio and balcony with park benches provide a place for students and staff to enjoy the outdoors while on break.

The building is composed of 18 classrooms that are used for lecture purposes only and several resource centers equipped with computers for students in all programs. The medical program also has a medical laboratory. In addition, the College has a bookstore, a library with computers, a library reading room, a courtroom, a skill test transcription/grading resource center, a conference room, a media resource center, a student lounge with vending machines, refrigerator, sink, and a staff lounge.

## Faculty and Other Instructional Personnel

South Coast College currently has approximately twenty part-time faculty members and four full-time faculty members. All faculty are listed with titles, credentials, and biographies, in the South Coast College catalog. The catalog can be downloaded from the South Coast College. A link to the website is as follows: <http://southcoastcollege.edu/student-resources/program-catalog/>

## Plans to Improve Program

South Coast College has plans to automate more of our record keeping to reduce paperwork.

## Written Arrangements

South Coast College has written arrangements with the following entities:

### American Medical Technologists

10700 W. Higgins Rd., Suite 150  
Rosemont, IL 60018  
Phone Number: 847-823-5169  
[www.americanmedtech.org](http://www.americanmedtech.org)

South Coast College students are able to take the Registered Medical Assistant Examination for Registered Medical Assistant (RMA) certification.

### National Court Reporters Association (NCRA)

12030 Sunrise Valley Dr., Suite 400  
Reston, VA 20191  
Phone Number: 800-272-6272  
[www.ncra.org](http://www.ncra.org)

NCRA recognizes South Coast College as an NCRA Certified Training Program.

Please refer to the Approvals section of the South Coast College for more details on these entities.

The catalog can be downloaded from the South Coast College. A link to the website is as follows:

<http://southcoastcollege.edu/student-resources/program-catalog/>



## Accreditation and Licensure

### Accreditation

South Coast College is accredited by the Accrediting Council of Career Schools and Colleges (ACCSC).

### Approvals

#### Bureau for Private Postsecondary Education (BPPE)

2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
(916) 431-6959 or (888) 370-7589  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

#### California Student Aid Commission (CSAC)

P.O. Box 419026  
Rancho Cordova, CA 95741-9026  
(888) 224-7268  
[www.csac.ca.gov](http://www.csac.ca.gov)

#### Department of Consumer Affairs

Court Reporters Board of California  
2535 Capitol Oaks Dr., Suite 230  
Sacramento, CA 95833  
(916) 263-3660  
[www.courtreportersboard.ca.gov](http://www.courtreportersboard.ca.gov)

South Coast College has an approval to offer a Court Reporting Program for licensure.

#### Orange County Workforce Investment Board

1300 S. Grand Avenue  
Santa Ana, CA 92705  
(714) 567-7371  
[www.ocwib.org](http://www.ocwib.org)

#### Student and Exchange Visitor Program (SEVIS)

DHS/ICE  
500 12<sup>th</sup> Street SW Stop 5600

Washington, D.C. 20536-5600  
(703) 603-3400  
[www.ice.gov/sevis](http://www.ice.gov/sevis)

### **U.S. Department of Education**

50 Beale Street  
San Francisco, CA 94105  
(800) 872-5327  
[www.ed.gov](http://www.ed.gov)

### **U.S. Department of Veterans Affairs**

810 Vermont Avenue NW  
Washington, D.C. 20420  
(800) 827-1000  
[www.va.gov](http://www.va.gov)

South Coast College is approved for the training of veterans pursuant to Title 38, United State Code. This institution will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the VA and student accordingly.

### **Procedures for Review**

South Coast College has most of its accreditation, approval, licensure, and documents involving written arrangements with other entities posted in the lobby of the college for review. Questions regarding these or any other documents can be posed to the Dean of Operations.

### **Contact Information for Filing a Complaint**

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form which can be obtained on the Bureau's website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

A complaint can be filed by contacting any of the previously mentioned entities.

### **Cancellation/Withdrawal Procedures**

A student has the right to cancel as explained in the Notice of Cancellation provided to the student at the time of enrollment. The student must cancel in writing. A withdrawal at any point after the period of cancellation may be effectuated by the student's written notice or by the student's conduct including but not necessarily limited to a student's lack of attendance for ten (10) consecutive days. Students who have not attended classes for ten consecutive class days (excluding holidays) without excused absence is considered an unofficial withdrawal.

## The Requirements for Officially Withdrawing from School

Students have the right to withdraw from school at any time.

While written notification of withdrawal is not required for withdrawal, the procedure to withdraw from South Coast College is to obtain a withdrawal form from the Financial Aid Office, complete the form, have the appropriate personnel sign the form, and complete an Exit Interview for your student loans. A fee of fifty dollars (\$50) will be assessed. A fee of one hundred dollars (\$100) is assessed for unofficial withdrawals where the student does not properly notify the College of departure and attend an Exit Interview.

## Federal Refund Policy and Return of Aid

Federal regulation states that up through the 60-percent point in the payment period, a pro rata schedule is used to determine the amount of Federal Student Aid funds the student has earned at the time of withdrawal. After the 60-percent point in the payment period, student has earned 100 percent of the Title IV funds. For a student who withdraws after the 60-percent point in time, there are no unearned funds.

Amount of Title IV aid disbursed	<b>minus</b>	Amount of Title IV aid earned	<b>equals</b>	Amount to be returned to the Department of Education by the school
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The amount of Title IV aid disbursed minus the amount of Title IV aid earned equals the total amount to be returned to the Department of Education by the school. In order to determine whether Title IV funds must be returned, the school must calculate the following:

1. To determine the percentage of the payment period completed, the number of days attended in the payment period (PP) is divided by the total days in the payment period. \*Days = calendar days for purposes of this formula and therefore include weekends and holidays. Only scheduled breaks of 5 days or more and approved leaves of absence are excluded.
  - Example: 25 calendar days attended in the PP / 82 total days in the PP = 30%.
2. The net amount of Title IV funds disbursed and that could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.
  - Example: \$4,000 Title IV aid disbursed X 30% of PP = \$1,200 earned
3. The earned aid is subtracted from the aid that was actually disbursed to or on behalf of the student.

## Policies on Treatment of Title IV Funds When a Student Withdraws

4. The institution will return the lesser of the total unearned aid or the unearned institutional charges for the payment period.

- Example: \$4,000 disbursed - \$1,200 earned = unearned (amount of return)
5. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
    - 1) Unsubsidized Stafford Loan Program
    - 2) Subsidized Stafford Loan Program
    - 3) Stafford PLUS Program
  
  6. If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:
    - 4) Federal Pell Grant Program
    - 5) Federal SEOG Program
    - 6) Other assistance awarded under this title for which return of funds is required.

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

### State Refund Policy

South Coast College is also required to comply with the State of California refund policy.

## Facilities and Services for Students with Disabilities

All administrative and educational facilities are accessible to the physically and intellectually disabled. Students with disabilities may discuss any special educational needs with their Program Director, and South Coast College will make every attempt to accommodate these requests. Disabled parking and a campus elevator are provided for accessibility.

## Student Body Diversity

South Coast College does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran. Our most current student body breakdown is as follows:

Male	11%
Female	89%
Self-identify as a member of a racial/ethnic group	86%
Federal Pell Grant recipients	38%

## Copyright Infringement—Policies and Sanctions

Copyright is a form of legal protection that protects an owner’s right to control the reproduction, distribution, performance, display, and transmission of a copyrighted work.

Peer-to-peer (P2P) file sharing is a term that describes software programs that allow computer users utilizing the same P2P software to connect to each other and directly access digital files from one another’s hard drives.

The unauthorized distribution of copyrighted material by one student to another is prohibited by law, and sanctions for violation of the law may include both civil and criminal liabilities. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringement. For willful infringement, a court may award up to \$150,000 per work infringement. A court can, at its discretion, also assess costs and attorneys’ fees. Willful copyright infringement can also result in criminal penalties including imprisonment of up to five years and fines up to \$250,000 per offense.

South Coast College takes this law very seriously, and any student found sharing or distributing copyrighted material will face disciplinary action and may be subject to censure, probation, suspension, or dismissal. The level of disciplinary action will be based on the seriousness of the situation. ***For more information, go to the U.S. Copyright Office website at [www.copyright.gov](http://www.copyright.gov).***

## Transfer of Credit Policies and Articulation Agreements

Students who transfer into South Coast College may have their academic units reviewed for acceptance into their program. Courses that are transferred into a program will be counted toward the 150 percent maximum time frame that students can complete in their program. Transfer units do not count in students’ 65 percent completion rate or in their CGPA.

## Miscellaneous Items

### Constitution and Citizenship Day

September 17 has been designated by the Department of Education as U.S. Constitution and Citizenship Day. South Coast College keeps information on the U.S. Constitution and Bill of Rights posted year round to help ensure that all students are familiar with their U.S. history and rights as Americans. All instructors are encouraged to teach at least one class session on the Constitution on that day or to participate in an activity related to the Constitution.

### Emergency Response and Evacuation

In the case of an emergency such as fire, earthquake, or campus violence, South Coast College is prepared to assist students and staff to respond in a calm, organized fashion. Exits are clearly marked with neon

signs; and evacuation maps have been placed in offices, classrooms, and hallways. Fire extinguishers are clearly mounted around campus.

In an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees at South Coast College, the Operations Manager, without delay, will determine the content and method of a campus-wide notification, unless such notification will compromise individual safety or otherwise compromise efforts to contain the emergency.

Once the level of the emergency has been assessed and an action plan determined, the Operations Manager will either notify the campus personnel in person or by using the broadcasting system accessible at the front desk. Students, staff, and faculty will be informed of the action plan, such as staying indoors, evacuating the building, evacuating the campus, or other.

The chain of responsibility in an emergency is as follows: (1) The Operations Manager, (2) The Director/President, (3) Managers, (4) Staff/Faculty, (5) Students.

The Operations Manager will notify and liaison with outside emergency personnel such as police or firefighters as necessary. Outside agencies will also be notified if any emergency occurring at South Coast College requires contacting the surrounding community.

The emergency response and evacuation procedure is tested annually.

### **Information about Vaccination Policies**

South Coast College does not have any vaccination requirements.

### **Textbooks**

South Coast College has an on-campus bookstore that stocks both required and recommended texts and supplies for all programs. A cost-sheet is given to new students as an addendum to the catalog at Orientation. In cases where texts and supplies are bundled, the cost sheet breaks down the cost for each item included in the bundle. Textbooks and supplies can be purchased in the campus bookstore or off-campus sites or from other students.

The cost of required textbooks is generally included in a student's financial aid package so students can make bookstore charges against their South Coast College account. This allows all students to be able to purchase textbooks and supplies ten days prior to the start of class if their financial aid award is complete. At the time of repackaging, a student can choose not to have books and supplies included in their financial aid package and to pay for these costs out of pocket.

### **Voter Registration**

South Coast College supplies Voter Registration forms to all students during the August Quarter Registration each year and supplies Voter Registration Materials in the front lobby or the Student Services / Financial Aid Office year round.

If you are 18 or older, a U.S. Citizen, and a resident of California and attending South Coast College, you should be eligible to register. If you have recently changed your name, address, or political party, you can also use the materials supplied to re-register.

For additional information on Voter Registration, or to register electronically, go to the following:

[www.registertovote.ca.gov](http://www.registertovote.ca.gov)

## Financial Assistance Information

### Types of Aid Offered at South Coast College

#### Cal Grant

Cal Grant is a financial aid program administered by the California Student Aid Commission (CSAC) providing aid to California undergraduates, vocational training students, and those in Teacher Certification Programs. Cal Grants are the largest source of California State-funded student financial aid.

To be eligible for a Cal Grant, a student must be a U.S. citizen or an eligible non-citizen; be a California resident; attend a qualifying California college; demonstrate financial need at the college; be in a program leading to an undergraduate degree or certificate; not have a Bachelor's or professional degree.

Student must submit his/her FAFSA and GPA verification applications by March 2 of each year to be considered.

#### Pell Grant: Need-Based

Pell Grants are federal grants that never have to be repaid. Eligibility is based on the Estimated Family Contribution and a payment schedule that is established by the Department of Education each year. A student must have an eligible Estimated Family Contribution (EFC) to qualify. Awards are distributed quarterly and are adjusted to three-quarter time for evening programs.

#### Supplemental Educational Opportunity Grant (SEOG): Need-Based

SEOG is a federal grant that never has to be repaid. Students must have a zero (0) EFC and not have a prior degree to qualify.

#### Iraq and Afghanistan Service Grant — Non-Need-Based

For students whose parent or guardian dies as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001.

If the student has an EFC that is over the maximum to be eligible and the student was under age 24 when his/her parent dies, he/she may be eligible for this grant as determined by DOE when the student files his/her FAFSA.

## Veterans Benefits

Students who are applying for Veterans Benefits to help cover their costs at South Coast College need to apply for their benefits online at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill). Once a VA application is approved, the student will receive a “Certificate of Eligibility” from the Veterans Administration. They need to submit this form to the Financial Aid Office as soon as possible. Coordination of tuition payment is set up if the student has VA benefits that cover tuition and fees.

Enrollment for VA recipients is certified electronically during the second week of each quarter. Payment to the student or the student’s account varies depending on the VA Administration’s time frame. South Coast College will hold tuition payments for students pending VA benefits; however, if students have other financial aid in the form of grants or loans, their tuition will be paid from their financial aid until VA benefits are received.

### Direct Loan:

- **Subsidized: Need-based.** Subsidized Direct Loans are federally guaranteed loans that begin interest and repayment six months after the student is no longer enrolled at least half-time.
- **Unsubsidized: Non-need-based.** Unsubsidized Direct Loans are federally guaranteed loans that begin accumulating interest immediately upon disbursement and begin repayment six months after the student is no longer enrolled at least half-time.

### Direct PLUS Loans: Non-Need-Based

Direct PLUS Loans are federally guaranteed loans that have to be repaid. PLUS loans are for parents of Dependent students. Parents cannot have adverse credit to be able to qualify. If parents cannot qualify for a PLUS loan, students may borrow additional Unsubsidized Stafford Loan funds as a replacement in their packages.

### Private Loans: Non-Need-based

Students can apply for Private Loans up to their full cost of education as determined by the financial aid office. Loan eligibility and interest rate are contingent on the applicant’s credit worthiness. Private Loans should not be considered until all other financial aid has been applied for and awarded. Contact the financial aid office for more information on Private Loans.

## How to Apply for Financial Aid

### New Students

All prospective students are brought in to see a Financial Aid Officer for a Tentative Award by their Admissions representative. Costs, financial aid, and payment amounts are discussed with students based on their program and start date. Students are then scheduled for a follow-up appointment where the Financial Aid Officer assists them by completing a FAFSA through FAA Access, and packages/awards their financial aid. At the appointment, students complete all necessary paperwork. This paperwork includes, but is not limited to, a South Coast College Financial Aid Information Form, an Entrance Interview form, a



receipt for the Consumer Handbook, and a Verification Worksheet. Direct Loan MPN's are printed and taken to the Financial Aid Orientation for new students to complete the first week of the quarter. Loans are processed electronically in EExpress and the MPN is mailed to COD for processing.

## Continuing Students

All continuing students are required to complete their FAFSA online. Two months prior to the anniversary of their start date (9 months for day students and 12 months for evening students) a package/award is made. Students are notified when it is time for them to set up an appointment to repackage. At the appointment, students complete all necessary paperwork. This paperwork includes, but is not limited to, a South Coast College Financial Aid Information Form, an Entrance Interview form, and a Verification Worksheet. Direct Loans are processed electronically through EExpress.

## Eligibility Requirements

- Meet South Coast College Admissions Requirements
- Be a U.S. Citizen or Eligible Non-Citizen
- Have a high school diploma, GED, or verification of home schooling
- Enrolled at least half-time
- Making Satisfactory Academic Progress (SAP)
- Be in compliance with Selective Service registration
- Not be in default on a Federal Student Loan
- Not owe a repayment on a federal grant

## Awarding Funds

Funds are awarded on a first-come first-served basis after taking all other eligibility requirements into account. Files are reviewed and repackaged upon a student's anniversary date — every 9 months for day students and 12 months for evening students. SEOG is only awarded to students with a 0 EFC.

After all grant aid is awarded, loan aid is offered based on academic grade level and aggregates used. As awarding is done with the students present, they determine how much subsidized and/or unsubsidized loan they want to borrow based on their individual needs. If there is still a balance due, PLUS loans are discussed or payments are set up at the time of awarding. Conversely, if the student qualifies for living-expense funds, this is set up at the time of awarding. The South Coast College award letter shows all funds awarded and balances by quarter with the payment arrangements or living expense checks (stipends).

Private loans are never part of students' initial financial aid award and are only brought up if the students indicate they need more funding than they are being offered.

## Estimated Family Contribution (EFC) and Need

Financial aid applicants must file a Free Application for Financial Aid (FAFSA) online each year so that the Department of Education can determine their estimated family contribution. The Financial Aid Office then determines student eligibility for need-based aid by subtracting the estimated family contribution from the cost of attendance.

Example:	
Cost of Attendance	\$24,999
Minus Estimated Family Contribution	\$ 5,000
<b>Equals Total Need</b>	<b>\$19,999</b>

If students are Dependent by the federal definition outlined in the FAFSA, parental income and assets are also used in calculating the estimated family contribution.

A student who has a financial situation that cannot be adequately reflected in the FAFSA (e.g., loss of job, loss of benefits, divorce) should make an appointment to discuss his or her individual case with a Financial Aid Officer.

Children of soldiers who died as a result U.S. military service in Iraq or Afghanistan after September 11, 2001, may be eligible for an automatic zero EFC. The student must be eligible for a Pell Grant and must have been under age 24 when his/her parent died. The student is notified directly by the Central Processing System if he/she meets the criteria for this waiver of EFC.

### Need vs. Non-Need Financial Aid

Need-based financial aid cannot exceed students' need as determined by the "Cost of Attendance minus Estimated Family Contribution" formula given previously. The awarding formula for non-need-based financial aid is as follows:

Example:	
Cost of Attendance	\$24,999
Minus Need-Based Aid	\$ 9,050
<b>Equals Eligibility For Non-Need-Based Aid</b>	<b>\$15,949</b>

Non-need-based aid can be used in place of the estimated family contribution in some cases. Examples of non-need-based aid are Unsubsidized Direct Loan, PLUS Direct Loans, and Private Loans.

### Verification

South Coast College verifies all financial aid applicants that the Central Processing Service (CPS) selects for verification. The school may also choose to place a financial aid application into a verification status on a case-by-case basis. Verification means the students must provide documentation of the information they submitted on the FAFSA in the form of federal tax returns, a Verification Worksheet, and any additional forms the financial aid office deems necessary. Funds will not be released to students who are selected for verification until they complete the verification process. Students who do not or cannot fulfill the verification requirements will not be awarded financial aid.

Any conflicting information must also be reviewed and resolved prior to packaging. Failure to submit any needed verification information and documentation within two weeks may result in a late award.

## Federal Work Study (FWS): Need-Based

Federal Work Study (FWS) is a federal program where students earn money to help them with living expenses. Federal Work Study at South Coast College is utilized for two types of jobs: 1) A tutor or literacy non-profit program that is off-campus or 2) an on-campus job that benefits students. The program in which the South Coast College students engage in off-campus is the America Reading Tutor for Children or Performing Family Literacy Activities and the on-campus jobs are primarily for graders in the Court Reporting Program. Students complete all necessary paperwork in the Accounting Department and are paid twice a month by South Coast College. FWS is not part of an original award package and is generally available to upper classmen only.

## Federal Work-Study Policies and Procedures

### Federal Work-Study

The FWS Program provides funds for part-time employment to assist students in financing the costs of their educational expenses. Federal Work-Study jobs may be on or off campus.

Off-Campus employers must be pre-approved for participation.

### Student Eligibility

1. A student must have financial eligibility to qualify for FWS funding every year by completing the Free Application for Federal Student Aid (FAFSA).
2. A student must meet Satisfactory Academic Progress standards every quarter.
3. The FWS award is not input into the student's award letter until the end of the award period.
4. A student must have financial need of at least \$500.00 a quarter to qualify.
5. The FWS amount cannot exceed unmet need.
6. South Coast College posts the position and interested students come into the Financial Aid Office to apply.
7. A student must sign the Job Description and Agreement as well as an Application and Referral Form for the Off-Campus jobs.
8. The Off-Campus agency must complete their section of the referral form.

### Obtaining Employment

1. Once a student qualifies for a FWS position, make sure to submit completed personnel paperwork to the Human Resources office with approved IDs.
2. South Coast College pays 100% of student earnings and requests twice a year (June and December) for the reimbursement of FWS funds from Department of Education.
3. A student must attend mandatory employee orientation.
4. Once Human Resources receive clearance for student's fingerprints, a time card will be sent to a student indicating that a student may begin to work for the Off-Campus jobs.
5. Hand written or online timecards must be submitted to the Human Resources office with supervisor approval twice a month by due dates.
6. Unsigned timesheets will be rejected and returned to a student, resulting in a delay in payment.

7. Falsification of timesheets will result in immediate student termination without grounds for appeal.

### Pay Rate / Hours

1. A student is paid by the hour and pay rate may start at the federal minimum wage and it will be increase after 90 days of probation period, depending on the performance.
2. A student may not work more than 30 hours per week.
3. The paychecks will be available on the 5<sup>th</sup> (pay period from 16<sup>th</sup> until the last day of pervious month) and 20<sup>th</sup> (pay period from 1<sup>st</sup> to 15<sup>th</sup> of current month) of each month.

**Note:** South Coast College pays more than the total FWS authorization amount for FWS employees. South Coast College's share is exceeding 25% of federal funds.

### Job Performance

1. Grading or community service tutoring are work-study positions that are contingent upon a student being in good standing at South Coast College.
2. The supervisor will do an evaluation at the end of each quarter. If a student has a poor evaluation, he/she will be counseled. If a student has a second poor evaluation, he/she is no longer eligible for work study.
3. Students are expected to dress appropriately for the type of FWS position they have been assigned.

### Pell-Eligible Students

Pell-eligible students may obtain or purchase required books and supplies by the seventh day of a payment period.

## General Conditions and Terms Applicable to Any Employment

### Code of Conduct for Financial Aid Officers

South Coast College 1) bans revenue sharing with lenders, 2) bans steering borrowers to a particular lender, 3) bans offers of funds for private loans to students, 4) bans accepting gifts from loan agencies, 5) bans compensation for services to a lender, and 6) bans compensation for serving on any loan advisory board. All financial aid staff members adhere to this policy.

South Coast College does not offer students a preferred lender list for Private Loans. All students are referred to one lender, as there is only one lender we have found that makes Private Loans to our school.

### Professional Judgment

South Coast College encourages students with a substantial change in financial circumstances to notify the financial aid office for possible reconsideration of their financial aid award. These requests are

reviewed on a case-by-case basis and will not always be allowed, nor will they always make a change to a student's financial aid award. The decision of the campus is final and cannot be appealed to the Department of Education. Some examples include but are not limited to loss of a job, retirement, separation, divorce, death of parent or spouse, extreme medical expenses, or child-care costs.

## Drug and Alcohol Policies

### Policy

South Coast College is committed to achieving a safe, healthy, productive work environment for all employees and students, free from effects of illegal drugs and employee/student alcohol consumption. It is the policy of South Coast College to prohibit illegal drug usage, possession, sale, and distribution on or in the South Coast College property or while performing South Coast College business and to prohibit alcohol/drug usage, which may affect a person's job performance. Having an illegal drug in the body while on or in South Coast College property and/or being under the influence of alcohol/drugs while on duty or performing South Coast College business are prohibited. South Coast College conducts a biennial review of its drug and alcohol policies and procedures for effectiveness and makes any changes deemed necessary.

South Coast College provides assistance to our employees and students in getting help. However, it is the responsibility of each employee or student to seek assistance before alcohol and drug problems lead to a violation of school policy. Once a violation of this policy occurs, subsequently seeking assistance or voluntarily entering a rehabilitation program will not necessarily lessen any disciplinary action and may be disregarded in any disciplinary decision.

Violation of this policy or any other policy of South Coast College relating to alcohol or drugs may result in disciplinary action, up to and including suspension pending termination. Because of the importance to all employees and students of enforcement of the College's drug and alcohol policies, disciplinary action involving these policies may be implemented with or without warning to the disciplined employee or student.

Students receiving Title IV funds who are convicted of a criminal drug offense during the period of enrollment for which the funds were awarded will lose eligibility for all Title IV funds. In such cases, the student will be given written information on how they can regain eligibility.

The complete drug and alcohol prevention policy including penalties for drug law violations is found in the Drug and Alcohol Abuse Prevention Program Policies booklet that is given to each new student and can be downloaded at <http://southcoastcollege.edu/images/pdf/da.pdf>. Information is provided annually to each student in separate written notice advising students of the following:

Conviction under federal or state law for any offense involving the possession or sale of illegal drugs will result in loss of eligibility for any Title IV grant, loan, or work-study.

If eligibility is lost, the following will occur:

The student will be notified in a separate, clear, and conspicuous written notification about:

- Their loss of eligibility
- Ways in which they can regain eligibility

Information regarding the Drug and Alcohol Abuse Prevention Programs Policy and is provided to each student and employee annually on October 1. All new students and new employees are informed of this policy at the time of their enrollment or employment.

## Students' Rights and Responsibilities

### Criteria for Continued FSA Eligibility

At South Coast College, the satisfactory academic progress standards are monitored in three areas:

1. Cumulative Grade Point Average (CGPA)
2. Maximum Time Frame for Completion of Program (150%)
3. Percentage of Credits to be Completed at Evaluation Points (67% of Attempted Credits or Clock Hours, whichever applies)

SAP standards 1-3 are monitored for degree seeking students in annual increments and for all other program students in quarterly increments. (**Note:** "Annual," as used for SAP, is 3 quarters for day students and is 4 quarters for night students.)

### Satisfactory Progress Standards

Continuing students are given their current loan balance annually when they repackage. At this time the financial aid officer advises them on how much they have borrowed and how their estimated time to degree will affect their future indebtedness. Students are also given a DOE Entrance Interview booklet when they repackage so they can stay current on all student loan information and their rights and responsibilities under the program.

### 2018-19 Satisfactory Academic Progress

#### Campus Standards

Federal regulations require all institutions that participate in Title IV aid programs to define and monitor satisfactory academic progress (SAP) for all financial aid recipients. The standards must be the same as, or at least as stringent as, the SAP standards for non-financial aid recipients. The standards must be applied to all students, both full-time and part-time.

#### Notification to Student

- Any student not meeting one or more of the SAP requirements will be notified in writing.
- The CGPA, percentage of completed credits, and maximum time frame are reviewed annually or quarterly, based on the students' start and repackaging date. At repackaging, the students are sent a letter asking them to come into the FAO for counseling.

- Written notification includes information on the consequences of not meeting SAP standards, how to reestablish eligibility, and the appeal process.
- In a situation where students regain financial aid eligibility, they will be notified in writing by the FAO and their financial aid files will be reactivated.
- The full process for each of the three SAP areas will be discussed later in this section.

### Academic Norms

SAP standards for financial aid recipients are measured against the academic norms for all students in the three areas:

### Cumulative Grade Point Average (CGPA)

The cumulative grade point average (CGPA) is based on a 4.0 scale as follows:

A = 4	B = 3	C = 2	D = 1	F = 0
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Students must have a 2.0 CPGA at the end of each academic year and at each annual review period thereafter. A 2.0 or above is required for graduation in all programs

Students who do not have a 2.0 CGPA at the end of each academic year, or at any annual review thereafter, will be taken off of financial aid. These students can reestablish their financial aid eligibility by either 1) attending without financial aid (paying cash) and bringing their CGPA back to a 2.0; or 2) appeal due to extenuating circumstances. The appeal process is discussed later in this section. Once a student regains his or her eligibility for financial aid, he or she will be notified in writing by the FAO and his/her financial aid file will be reactivated. Students who do not wish to pay cash while reestablishing eligibility or who do not have extenuating circumstances for an appeal will be academically dismissed.

### Maximum Time Frame for Completion of Program

Federal regulations require schools to set a limit to the amount of time a student can work toward any degree or certification and maintain their financial aid eligibility. At SCC we use the maximum time frame allowed, which is 150% of the normal published program length. The time frame for each program measured in credits and clock hours is as follows:

Program	Normal Time (Credits)	Maximum Time Frame (Credits)	Normal Time (Clock Hours)	Maximum Time Frame (Clock Hours)
Court Reporting (AAS Degree)	192	288	4,440	6,660
Court Reporting (Certificate)	177	265	4,272	6,408
Paralegal Studies	96	144	1,344	2,016

Medical Assisting	39	58	900	1,350
Realtime Steno Interpreting	195	292	4,440	6,660

Students who do not meet the maximum time frame requirement at annual or quarterly review, will be ineligible for financial aid. Students who do not meet/reach the maximum time frame can also file an appeal if they believe they have extenuating circumstances. The appeal process is discussed later in this section. Once a student regains his or her eligibility for financial aid, he or she will be notified in writing by the Financial Aid Office and his/her financial aid file will be reactivated.

### Percentage of Credits/Clock Hours Completed

To ensure that students are able to finish their program within the 150-percent time frame allowed, the FAO monitors the percentage of cumulative credits completed annually or quarterly. Students are required to complete 67% of all credits attempted during each evaluation point (annually or quarterly) depending upon the program. Students earning 67% of cumulative credits attempted are on pace to complete the program within the maximum time frame.

For court reporting students, the following credit hour to clock hour conversion will be applied:

- At least 900 clock hours per academic year divided by 25 yields 36 quarter credits per academic year.
- Daytime court reporting students are scheduled to complete at least 300 clock hours per term for three terms annually (900 clock hours)
- Nighttime court reporting students are scheduled to complete at least 228 clock hours per term for four terms annually (912 clock hours)

Students who do not meet the percentage requirement at each evaluation point will be taken off financial aid. These students can reestablish their financial aid eligibility by either 1) attending without financial aid and bringing their percentage back up; or 2) appeal due to extenuating circumstances. The appeal process is discussed later in this section. Once a student regains his or her eligibility for financial aid, he or she will be notified in writing by the Financial Aid Office and his/her financial aid file will be reactivated. Students who do not wish to pay cash while reestablishing eligibility or who do not have extenuating circumstances for appeal will be academically dismissed.

### Termination

Attending classes consistently is essential to the student's progress through the program. In accordance with federal requirements, if a student misses more than two weeks of school without an approved leave of absence or fails to return as scheduled from an approved leave of absence, he/she will be withdrawn from the program of study.



## Evaluation of SAP Standards

The increment for SAP review varies due to the student's program and type of SAP standard being reviewed. The review increments are as follows:

### Cumulative Grade Point Average (CGPA)

- Court Reporting AAS, Paralegal Studies: annually (**Note:** Annual, as used for SAP, is 3 quarters for day students and is 4 quarters for night students.)
- All other programs: quarterly.

### Maximum Time Frame for Completion of Program

- Court Reporting, AAS, Paralegal Studies: Annually.  
(**Note:** Annual, as used for SAP, is 3 quarters for day students and is 4 quarters for night students.)
- All other programs - quarterly.

### Percentage of Credits Completed

- Court Reporting, AAS, Paralegal Studies: Annually.  
(**Note:** Annual, as used for SAP, is 3 quarters for day students and is 4 quarters for night students.)
- All other programs: Quarterly.

## Effect of Non-Academic Grades on SAP

### Course Withdrawals

Withdrawals result in a "W" grade. They are counted in credits attempted but not in credits completed and affect the student's 67-percent completion requirement as well as the maximum time frame calculation.

### Incomplete Grades

SCC does not give a grade of Incomplete.

### Repeated Courses

Repeated courses will be counted in the calculation toward the 67% required completion of credits and the credits that count toward reaching the maximum time frame length of a program, which is 150% of the normal program length.

## Non-Punitive Grades

SCC does not have non-punitive grades.

## Non-Credit

A goal class can be taken for a letter grade or non-credit.

## Remedial

SCC does not have remedial classes.

## Transfer of Credits

- Students who transfer into SCC may have their academic credits reviewed for acceptance into their program. Courses that are transferred into a program will be counted toward the 150% maximum time frame that a student can compete in their program. Accepted transfer credits count as both attempted and completed hours.
- Students who transfer out of SCC would need to contact their new school to see if any of their credits will transfer. SCC does not have any current articulation agreements with other schools concerning transfer of credits earned at SCC.

## Probation Periods

Students may appeal for reinstatement of financial aid if they feel they have extenuating circumstances. If an appeal is approved, the student will be placed on probation and his/her SAP will be reviewed quarterly. Students placed on probation may continue to receive Title IV funds for one payment period while the student is on financial aid probation. Students must meet the institution's SAP standards or have an academic plan developed by the institution to monitor SAP. Students who fail to meet the SAP standards specified in their appeal or academic plan during their probation period will be terminated from aid until such time as they get back to the level of SAP standards required at SCC.

## Appeal Process

Students may file an appeal if they believe there are mitigating circumstances why they did not meet the campus SAP requirements, whether for CGPA, percentage of credits completed, or maximum time frame. SCC defines mitigating circumstances as including, but not being limited to:

- An act of nature that results in the displacement of the student from his/her residence.
- A documented extraordinary medical condition/serious accident.
- Death of an immediate family member.
- Unusual circumstances beyond the student's control

## Appeal Procedure

- The student writes a letter to the attention of the Director of Financial Aid that includes all mitigating circumstances involved as well as an action plan for improvement. “I had issues,” is an insufficient explanation.
- Any documentation that can verify or help clarify the appeal should be attached.
- If the appeal is for exceeding the maximum time frame, a letter of support from your program director outlining your academic plan for the next enrollment period is also required.
- The appeal will be taken to the campus management committee for review and action. The student will be notified of their appeal outcome within 10 working days.

## Appeal Approval

If an appeal is approved, the student’s financial aid will be awarded/reinstated for a probationary period. If a student fails to meet SAP standards while in their probation period, he/she will be taken off of financial aid. If, at the end of a probationary period, the student is still not meeting the SAP requirements, they will be taken off of financial aid. The student will be allowed to enroll as a cash paying student until they reestablish their SAP status. Students who do not wish to enroll in a cash payment status may be dismissed.

## Appeal Denial

If an appeal is denied, the student will be taken off of financial aid. Students will be allowed to enroll as cash paying until they reestablish their SAP status. Students who do not wish to enroll in a cash payment status may be dismissed. Students who are at the maximum time frame for their program and are denied can only reestablish eligibility by transferring into a new program.

## Change of Program

- If students wish to change from one program to another at SCC, they need to do so in writing. Requests are reviewed by the program director to determine whether any classes are transferable from the student’s prior program into their new program.
- Only the classes that are transferred into the new program are used to calculate the student’s SAP in the new program.
- All credits and grade points that are not accepted into the new program are “closed” and no longer used in the student’s SAP calculation
- All program requirements for SCC students are outlined in the current SCC catalog.

## Additional Degree

- If students wish to work toward an additional degree, they need to apply in writing. Requests are reviewed by the program director to see if any classes are transferable from the student’s prior degree into their new degree.
- Only the courses that apply to the additional degree are used to calculate the students SAP in their new degree program.

- All credits and grade points that are not accepted into the new program will be “closed” and no longer used in the students SAP calculation
- All program requirements for SCC students are outlined in this catalog.

## Program Graduation

A CGPA of 2.0 or greater is required for graduation in all programs at SCC.

## Methods and Frequency of Disbursing Information

Financial aid funds are disbursed to a student’s account once attendance and half-time enrollment for the quarter are verified. However, students at South Coast College can purchase textbooks and supplies on the campus bookstore ten days prior to the start of a quarter if their financial aid process is complete and an award has been made.

If students have a credit balance with no outstanding charges, they are eligible for living expense checks. Living expense checks are available in the Financial Aid Office after 1 p.m. on the second Thursday of each quarter.

Exceptions to the second-week disbursement are as follows:

- Funds not received from a lender or other funding agency on time
- Summer grants awarded from the following year’s FAFSA must be held until July 1
- Students’ files that are incomplete
- No attendance recorded

## Student Loan Information: Terms and Conditions of Loans

Student award letters contain the amount of subsidized and unsubsidized loans that the student is being awarded as well as the maximum amount he/she is eligible for, for the award year. Students are required to sign the award letter, and a copy is kept in their financial aid file. All Loan information, including information on deferments, is given to students each time they package in a one-on-one Entrance Interview using the DOE Direct Loan Entrance Interview booklet. South Coast College has new students complete a paper Master Promissory Note that is processed through COD. Students are notified when their loan funds are disbursed to their account via an Accounting Statement. If the student is receiving a living expense check, he/she is notified when the check is available for pick-up in the Financial Aid Office.

## Loan Entrance Counseling

Loan Entrance Counseling is required of all financial aid recipients and is done one-on-one with students at the time they are packaged/awarded. This is done annually for students in any program longer than one year. At packaging/repackaging, students are required to complete an “Entrance Interview” form. The advisor reviews the terms and conditions of the loan(s) the student is awarded and gives each student a copy of the *DOE Entrance Interview booklet*. Students receive a copy of all forms for their records.

## Loan Exit Counseling

Loan Exit Counseling is required of all students who leave South Coast College whether officially or unofficially. If the student leaves officially, the counseling session is done one-on-one at the time he/she withdraws or graduates. Students are required to complete an *Exit Interview* form. The *DOE Direct Loan Exit booklet* is given to exiting students to ensure that students understand the terms and conditions of their loan repayment. If students leave unofficially, the materials are mailed to their home address with a cover letter asking them to return the Exit Interview form and the Exit Interview Checklist within two weeks.

## Students' Responsibilities

Students must understand their responsibilities as well as their rights. If you borrow money for your education, you must repay your loans. You will not be allowed to not pay your loan. There are serious consequences for failing to repay loans. However, there are deferment possibilities for student loan borrowers. You cannot simply ignore your responsibilities. If you have financial hardship, you need to talk with someone who can help you. Information on repaying student loans can be found at [www.studentloans.gov](http://www.studentloans.gov).

You must keep in mind the following:

- The necessity for repaying your loan
- Consequences of failing to repay loan
- Deferment possibilities for student loan borrowers

Information regarding these items and a sample repayment schedule can be found at the [www.studentloans.gov](http://www.studentloans.gov) website.

## National Student Loan Data System (NSLDS)

All Direct Loan borrower information for both students and Parent PLUS borrowers is reported to NSLDS and will be accessible by guaranty agencies, lenders, and institutions who are authorized users of the NSLDS system.

All continuing students are given a copy of their loan history from the NSLDS database every time they repackage as well as when they leave South Coast College. This tool is used to discuss the student's total indebtedness in relation to repayment and aggregate loan limits. Loan detail pages are also printed for the student to be aware of who his/her various loan servicers are.

To access the NSLDS student site log onto: [http://www.nsls.ed.gov/nsls\\_SA/](http://www.nsls.ed.gov/nsls_SA/) [www.nsls.ed.gov](http://www.nsls.ed.gov)

## Privacy of Student Records: FERPA

### Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of students' educational records and gives them certain rights concerning those educational records. These include, but are not limited to:

1. The right to review and/or request a copy of your own educational records. At South Coast College this requires a 30-day written request to the Records Office.
2. The right to request amendment to inaccurate or misleading information in your educational record. If, after review of the request, the school decides not to amend the record, it will inform the student of the process to request a hearing on the matter.
3. The right to provide written consent before South Coast College releases any information in your record except as allowed in the law. Allowable third parties include, but are not limited to, accrediting agencies, auditors, transfer institutions, Department of Education, judicial order or subpoena, and agencies handling health or public safety emergencies.
4. The right to file a complaint with the U.S. Department of Education if you feel South Coast College is not meeting FERPA guidelines. A complaint form can be obtained by calling (202) 260-3887.

South Coast College students are notified annually regarding educational records: right to review, right to request amendment; right to consent to disclosures of personally identifiable information: right to file complaint with ED; school's policy regarding disclosures to school officials with legitimate educational interest (if applicable).

South Coast College has implemented all available safeguards to ensure FERPA guidelines are met in both paper and electronic format. For more information about FERPA log onto: [www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

## South Coast College Information Security Policy

The Information Security Plan is designed to ensure the security, integrity, and confidentiality of non-public customer information, protecting it against anticipated threats, and guarding it against unauthorized access or use. The College's policies are reviewed annually and the designated Gramm-Leach Biley (GLB) Act. Security Program Officer for the College is the Director of Operations. All correspondence and inquiries about the College Information Security Plan should be directed to this officer.

College employees are responsible for securing confidential information used in the execution of their duties and for following any additional departmental privacy and security procedures. The College's GLB Information Security Plan and departmental policies include measures to safeguard physical and electronic records and address the need for constant attention to privacy and security when using non-public information. Supervisors are expected to provide training for all staff and volunteers on the privacy and security procedures for their department.

Information that must be safeguarded includes "any record containing non-public information about a student, employee, alumni or any other third party engaged in a financial transaction with the College". The information to be protected may be in paper, electronic or other forms. Typical examples of protected information include financial information, academic records and employee personal information. Each department will ensure that third party service providers maintain appropriate safeguards for non-public information to which they have access. Contracts with service providers must include specific provisions to secure the privacy and security of information according to the GLB.

All confidential material should be kept in secure locations using locked filing cabinets or offices with locked doors. Employees should turn off their computers, lock offices and secure data when leaving their work area for an extended period of time. If an employee is unsure if their actions are in compliance with the College Information Security Plan, they should consult with their supervisor. An employee failing to comply with the security policies of the College could be subject to disciplinary action up to and including dismissal and legal action for personal liability.

South Coast College protects its online access through a firewall managed by a certified firewall technician.

## Institutional Security Policies and Crime Statistics

### Campus Safety and Security

South Coast College has been diligent in providing a safe environment for its students. In the event that a crime or safety threat does occur, you should immediately contact the Operations Manager who will determine if off-campus agencies (e.g., police or fire department) should be contacted.

The Operations Manager keeps the crime log, submits the annual report to DOE by October 1 and also issues any necessary warnings to the campus community in response to specific campus crimes that might pose a threat to other persons or property. Information booklets about personal safety are posted and distributed in various places on campus. Seminars on safety are provided for interested students and staff.

Each year colleges are required to report crime statistics for any crime that occurs either on campus or within the immediate area of the campus to the Department of Education and to make this information available to students and staff. This is often referred to as the "Clery Report." This report is available for viewing online at:

<http://southcoastcollege.edu/wp-content/uploads/2015/06/South-Coast-College-Policy-and-Annual-Report.pdf>

Students and employees receive annual updates regarding the Campus Safety and Security.

### Violence Against Women

Each year colleges are required to report any violence against women committed on the campus. For the previous year, there have been no reported instances of violence against women. It is to be noted that South Coast College does not have any dormitories and has a predominately-female population.

## Student Right-to-Know Act

### Graduation and Retention Rates

The graduation and retention rate measures are defined by the National Center for Educational Statistics (NCES) as only including undergraduate degree- and/or certificate-seeking students who have never attended another institution of higher education and who began attending South Coast College in a specific cohort year. Graduation rate is defined as the percentage of graduates within 150 percent of the normal time frame. Retention rate is the percentage of students who persist in their educational program by re-enrolling the second academic year. The following information is from the most current year's report. The full report can be found on the [CollegeNavigator](http://nces.ed.gov/collegenavigator/?id=123642#general) site at <http://nces.ed.gov/collegenavigator/?id=123642#general>

The following data is from the information reported to the Integrated Postsecondary Education Data System (IPEDS) by South Coast College for 2013-2014, based on the 2010 cohort year. The cohort is first-time full-time enrollees who have no prior postsecondary education. This information is shown in total and is not program-specific. For more specific program information, see the Gainful Employment Section of this Handbook or contact the admissions office for a "School Performance Fact Sheet" for the program(s) in which you are interested.



Based on IPEDS 2017-18 Graduation Rate, Cohort 2014-2015 Data:

<b>Graduation Rate</b>	<b>69%</b>
<b>Males</b>	<b>50%</b>
<b>Females</b>	<b>74%</b>
<b>American Indian/Alaska Native</b>	<b>3.3%</b>
<b>Asian/Pacific Islander</b>	<b>0%</b>
<b>Black/African American</b>	<b>3.3%</b>
<b>Hispanic/Latino</b>	<b>63.3%</b>
<b>White/non-Hispanic</b>	<b>13.3%</b>
<b>Non-Resident Alien</b>	<b>n/a</b>
<b>Other/Unknown</b>	<b>16.6%</b>
<b>Pell Grant Recipients</b>	<b>38%</b>
<b>Need-based loans, no Pell</b>	<b>32%</b>
<b>Non-need-based loans only</b>	<b>43%</b>
<b>Cash-Paying Students</b>	<b>27%</b>

This rate only includes first-time full-time students. Many of our students who are not counted in these figures have prior degrees or prior post-secondary education.

Retention Rate – (began in 2017 and re-enrolled in 2018):

Full-Time Students	<b>65%</b>
Three-Quarter-Time Students	<b>17%</b>

## Placement Rates

South Coast College calculates job placement rates annually for reporting to its accrediting agency and for reporting to students as part of the “Gainful Employment” disclosure requirement. The most current job placement rates by program are listed under the *Gainful Employment* grid found on the South Coast College web site. For additional information about placement, students are encouraged to meet with their program director either prior to enrolling at South Coast College or prior to graduation.

South Coast College court reporting certificate and degree graduates are employed as court/deposition reporters or as CART providers. Medical Assistant graduates are employed in medical front and back offices. Paralegal Studies graduates are employed as independent paralegals or as assistants to attorneys.

## Resources

### Contact Information

The South Coast College Financial Aid and Student Services Office

### Office Hours

<b>Monday</b>	8:00 – 6:00
<b>Tuesday</b>	8:00 – 8:00
<b>Wednesday</b>	8:00 – 6:00
<b>Thursday</b>	8:00 – 8:00
<b>Friday</b>	8:00 – 4:00
<b>Phone</b>	(714) 867-5009 Ext. 116

### South Coast College Website

[www.southcoastcollege.edu](http://www.southcoastcollege.edu)

### South Coast College Catalog

Issued to student at time of enrollment or available upon request

[www.southcoastcollege.edu/student-resources/program-catalog/](http://www.southcoastcollege.edu/student-resources/program-catalog/)

### South Coast College Campus Safety and Security

[www.southcoastcollege.edu/wp-content/uploads/2015/06/South-Coast-College-Policy-and-Annual-Report.pdf](http://www.southcoastcollege.edu/wp-content/uploads/2015/06/South-Coast-College-Policy-and-Annual-Report.pdf)

### South Coast College Gainful Employment Disclosures

[www.southcoastcollege.edu/student-resources/federal-compliance/](http://www.southcoastcollege.edu/student-resources/federal-compliance/)

### General Information on All Federal Student Aid:

[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

### Entrance Counseling Guide

Distributed at Packaging appointment or available upon request

## Exit Counseling Guide

Distributed upon graduation or withdrawal

## Student Access to His/Her Loan History

[www.nslds.ed.gov](http://www.nslds.ed.gov)

## Net Price Calculator

[www.southcoastcollege.edu/netcalc](http://www.southcoastcollege.edu/netcalc)

## Campus-Specific Data

[www.nces.ed.gov/collegenavigator/?id=123642](http://www.nces.ed.gov/collegenavigator/?id=123642)

## Scholarship Search

[www.fastweb.com/](http://www.fastweb.com/)

Paralegal Program

SCC Course Number	SCC Course Name	TITLE	AUTHOR(S)	PUBLISHER	Publication Year	ISBN	SCC Product Number	Required Items Price	Optional Books
EN100	English Composition	Basic English Skills	Mantabe, P.	Middelton-Wasley	2013	978-0-9828538-7-0	10451	\$ 33.00	
HU101	Survey of Literature	Perrine's Literature: Structure, Sound, and Sense, 13th Edition	Johnson, Greg & Arp, Thomas, R.	Cengage	2018	978-1-305-97103-5	15061	\$ 209.95	
HU101	Survey of Literature	Literature: A Portable Anthology	Gardner; Lawn; Ridl; Schakel	Bedford/St. Martin's	2017	978-1-319-03534-1	15060	\$ 54.99	
HU102	Intro. To Philosophy	Philosophy A Text with Readings, 13th Edition	Velasquez, Manuel	Cengage	2017	978-305-41047-3	15026	\$ 209.95	
HU102	Psychology	Psychology 2e	Spielman, Rose	OpenStax	2020	9781975076450	15050	\$ 65.00	
HU103	Oral Communication	The Speech I Teach	Deselle, Michelle	Kendall Hunt		9781524911232	15043	\$ 65.00	
LA100	Professional Development	Reaching Your Potential, 4th Edition	Throop; Castellucci	Cengage	2011	9781435439733	10332	\$ 175.00	
LA110	Intro. To PL Studies	Introduction to Law for PL	Currier, Katherine	Aspen College		9781454838760	15048	\$ 175.00	
LA120	Legal Ethics & Prof. Responsibility	Legal Ethics, 3rd Edition	Kauffman, Kent D.	Cengage	2014	978-0-8400-2465-7	14962	\$ 150.00	
N/A	N/A	Merriam-Webster's Dictionary of Law	Merriam-Webster	Merriam-Webster	2016	9780877797197	14950	\$ 16.95	
LA200	Contract Law	Basic Contract Law for Paralegals, 8 <sup>th</sup> Edition	Helewitz, Jeffrey A.	Wolters Kluwer	2015	978-1-4548-5555-2	15014	\$ 220.00	
LA210	Torts	Torts for Paralegals	Schaffer, Lisa	McGraw-Hill	2009	9781454896227	15071	\$ 199.95	
LA210	Torts	Torts and Personal Injury Law, 5th Edition	Okrent, Cathy J.	Cengage		9781133691853	15086	\$ 250.00	
LA220	Family Law	California Family Law for Paralegals, 7th Edition	Waller, Marshall W.	Wolters Kluwer Law & Business	2016	978-1-4548-5224-7	15025	\$ 250.00	
LA230 and LA240 and LA350	Legal Analysis & Writing	Legal Research Analysis and Writing, 4th Edition	Putman, William H.	Cengage	2014	978-1-133591900	15072	\$ 188.00	
LA250	Criminal Law	Criminal Law and Procedure, 7th Edition	Hall, Daniel E., J.D.	Cengage	2015	9781285448817	15011	\$ 155.00	
LA260	Law Office Procedures	Law Office Management for Paralegals, 3rd Edition	Vietzen, Laurel A.	Wolters Kluwer	2015	978-1-4548-5938-3	15018	\$ 143.95	
LA270	Real Property	Real Estate and Property Law for Paralegals, 5th Edition	Bevans, Neal R.	Aspen	2018	978-1454896210	15055	\$ 200.00	
LA280	Estates, Wills & Trusts	Basic Wills, Trusts, & Estates for Paralegals, 7th Edition	Helewitz, Jeffrey A.	Wolters Kluwer	2016	978-1-4548-7344-0	15069	\$ 192.00	
LA290	Evidence	Evidence for Paralegals, 5th Edition	Marlowe, Joelyn D.; Cummins, Suzanne	Wolters Kluwer	2016	978-0-7355-9013-7	15015	\$ 175.00	

SCC Course Number	SCC Course Name	TITLE	AUTHOR(S)	PUBLISHER	Publication Year	ISBN	SCC Product Number	Required Items Price	Optional Books
LA300	Bankruptcy	Basic Bankruptcy Law for Paralegals, 10th Edition	Buchbinder, David L.	Wolters Kluwer	2014	978-1-4548-7340-2	15051	\$ 235.00	
LA320	Legal Software Application	Using Computers in the Law Office, 8th Edition	Cornick, Matthew S.	Cengage	2017	978-1-3376-2498-5	15052	\$ 196.50	
LA330 and LA340	Civil Litigation	California Civil Litigation, 5th Edition and Study Guide	Luten, Susan Bernett	Cengage	2009	978-1-4354-3876-7	10166	\$ 186.95	
LA330 and LA340 and LA360	Civil Litigation I & II Legal Transcription	Litigation by the Numbers, 4th Edition, with updates	Goren, Julie A.	Lawdable Press	2017	978-0974936147	10419	\$ 175.00	
LA370	Immigration Law	U.S. Immigration Made Easy, 19th Edition	Bray, Ilona, J.D.	Nolo	2019	978-1-4133-2595-9	15070	\$ 50.00	
NS101	College Algebra	Beginning Algebra, 7th Edition	Martin-Gay, Elayn	Pearson	2018	978-0-13-424316-0	15058	\$ 221.75	
NS102	Anatomy & Physiology	Memmler's Structure and Function of the Human Body, 11 <sup>th</sup> Edition, Plus	Taylor, Jason & Cohen, Barbara	Wolters Kluwer	2016	978-1-496-34492-2	15023	\$ 200.00	
SS101	Critical Reading of Current Events	Vocabulary I	Duffie, Patricia K.	Duffie & Associates		1-890601-04-6	10044	\$ 64.00	
	Critical Reading of Current Events	Vocabulary II	Duffie, Patricia K.	Duffie & Associates		1-890601-04-6	10045	\$ 64.00	
SS102	Computers in Society	Understanding Computers in a Changing Society, 6th Edition	Morley, Deborah	Cengage	2015	978-1-285-76771-0	15003	\$ 85.50	
LA380	Intellectual Property	Intellectual Property: The Law of Trademarks, Copyrights, Patents and Trade Secrets, 5th Ed	Bouchoux, Deborah	Delmar/Cengage	2018	978-1305948464	15042	\$ 249.95	
Total								\$ 4,857.39	\$ -

**Addendum D CHANGES TO THE CATALOG FOR 2020-2021**

The following provisions that were informally used to address the short-term and long-term leave requirements of the veteran students are now formalized in the following procedure:

**Requirements for Short-Term Leaves for Service-Related Duties**

Students are to notify their instructors of their required service-related duties and to obtain the assignments for missed work.

**Requirements for Long-Term Leave for Service-Related Duties**

Since South Coast College does not have a leave of absence policy, veteran students must notify the school of the reason for their absence and withdraw from school. If the student has met the satisfactory progress requirements in the catalog, the student will be readmitted immediately upon return.

**Typographical Error**

Discovered a typographical error on course on course RE202 Theory Reinforcement. It should be CR202RE Theory Reinforcement.

**Self-Monitoring Procedures**

South Coast College makes every effort to inform its students, faculty, and staff of currency in the policies and procedures that are implemented by the Bureau for Private Post Secondary Education (BPPE).

The Chief Operating Officer regularly reviews pertinent BPPE laws and regulations with its paralegal instructors that affect the operations of the school. These would include the California Private Postsecondary Education Act of 2009, SB Bill 1192, Student Tuition Recovery Fund, Title 5. Division 7.5 California Code of Regulations, and Disciplinary Guidelines.

In the weekly meetings, the Chief Operating Officer discusses BPPE updates on its policies and procedures that affect the operation of the school. Documentation of any changes in the school policies and procedures affected are reflected in the school catalog

accordingly. In instances where BPPE policies and procedures have been implemented before the publication of a new catalog, the Administration Office will bring these to the attention of the students, faculty, and staff through the following: Notification in the Orientation and Updates Team and through special notifications in Teams when the student body is affected.

### **Court Reporting Production Specialist, Emphasis in Transcript/Document Production**

#### **Program Description**

The Certificate in Court Reporting Production Specialist, Emphasis in Transcript/Document Production program is designed to be an entry-level career in the court reporting area. A Court Reporting Production Specialist may be employed in a variety of document production areas. The Production Specialist may specialize in the production of documents for a court reporting agency or may be involved in the various of aspects of the document cycle, including the transcription of documents, proofreading of documents, scoping of documents either as an employee or as an independent contractor. The Production Specialist will be able to do the following:

Schedule and track transcripts through the production cycle and do all aspects of transcript assembly including: minor editing, scanning exhibits, copy and make CDs, binding, printing, preparing and shipping of transcripts;

Transcribe audio files with a high degree of accuracy;

Proofread transcripts produced transcripts produced by court/deposition reporters;

Scope transcripts using computer-aided translation scoping software to ensure an error-free final product.

The certificate the students receive upon completion of all program requirements is: Certificate in Court Reporting Production Specialist, Emphasis in Transcript/Document Production.

#### **Certificate in Court Reporting Production Specialist, Emphasis in Transcript/Document Production**

The Certificate in Court Reporting Production Specialist, Emphasis in Transcript/Document Production program consists of a total of 2,690 Credit Hours, 94 Quarter Credits.

Course Breakdown: Certificate in Court Reporting Production Specialist, Emphasis in Transcript/Document Production  
Day Program and Night Program

Course	Title	Academic Credits
<b>Year 1, Quarter 1</b>		
CR201A	Shorthand Theory Part I	2.50 Cr
CR201B	Shorthand Theory Part II	2.50 Cr
CR202AA	Court Reporting Theory Part I	2.50 Cr
CR202AB	Court Reporting Theory Part II	2.50 Cr
CR202BA	Computer Tutorial Part I	2.50 Cr
CR202BB	Computer Tutorial Part II	2.50 Cr
<b>Year 1, Quarter 2</b>		
CR101	English I: Sentence Structure	5.00 Cr
PR118A	Skill Building 40 wpm	2.50 Cr
PR118B	Skill Building 50 wpm	2.50 Cr
CR203	Skill Building 60 wpm	5.00 Cr
CR204	Skill Building 70 wpm	5.00 Cr
PR115A	Document Preparation: Formatting	2.00 Cr
PR115B	Document Preparation: Speaker Identification	1.50 Cr
<b>Year 1, Quarter 3</b>		
CR102A	English IIA: Grammar and Usage: Noun Emphasis	5.00 Cr
CR205	Skill Building 80 wpm	5.00 Cr
CR206	Skill Building 90 wpm	5.00 Cr
<b>Year 1, Quarter 4</b>		
PR106STA	Steno Legal Part I	3.00 Cr
PR106STB	Steno Legal Part II	3.00 Cr
CR207	Skill Building 100 wpm	5.00 Cr
CR208	Skill Building 110 wpm	5.00 Cr
<b>Year 2, Quarter 1</b>		
CR103	English III: Analysis of the Rhetoric of Oral Communications	5.00 Cr
CR209	Skill Building 120 wpm	5.00 Cr
PR110STA	Medical Terminology with Steno Emphasis Part I	2.50 Cr



Course	Title	Academic Credits
<b>Year 2, Quarter 2</b>		
PR110STB	Medical Terminology with Steno Emphasis Part II	2.50 Cr
PR104	Introduction to Computers and Management Information Systems	2.50 Cr
PR105	Court Reporting CAT and Realtime Software	2.50 Cr
PR106	Introduction to CAT Concepts (Dictionary Build)	2.50 Cr
PR107TR	Apprenticeship—Training for Court and Deposition Transcript Production	2.00 Cr
<b>TOTAL CREDITS FOR CERTIFICATE IN COURT REPORTING (DAY PROGRAM)</b>		<b>94.0 Cr</b>

**Graduation Requirements**

The student must complete the following graduation requirements to attain the Certificate in Court Reporting Production Specialist, Emphasis in Transcript/Document Production:

1. Complete 94 credit hours required for graduation, as described in this catalog.
2. Pass machine shorthand skill 120 wpm.
3. Complete 70 hours of apprenticeship under supervision.
4. Return all College materials.
5. Complete a financial aid exit interview.
6. Be free of indebtedness to the College.
7. Maintain a minimum CGPA of 2.0.
8. Cease enrollment at South Coast College.

**Course Descriptions**

**CR201A                    Machine Shorthand Theory Part I**  
**CR201B                    Machine Shorthand Theory Part II**  
**Part I:                    2.5 Credits**  
**Part II:                    2.5 Credits**

Machine Shorthand Theory is an introductory study of machine shorthand that includes learning the steno keyboard and a phonetic-based system for representing words, phrases, punctuation, and other symbols. It is the basis for the machine shorthand skill required for the Certified Shorthand Reporter examination for court and other verbatim reporter positions.

**CR202AA Court Reporting Theory Part I**  
**CR202AB Court Reporting Theory Part II**  
**Part I: 2.5 Credits**  
**Part II: 2.5 Credits**

Court Reporting Theory is a reinforcement class in machine shorthand that provides practice in writing challenging material. The course includes an introduction to two-voice testimony. Students receive hands-on realtime practice. Concurrent Enrollment in Machine Shorthand Theory is required. Note: Students attend mandatory laboratory to practice transcription from steno notes and laboratory media.

**CR202BA Computer Tutorial Part I**  
**CR202BB Computer Tutorial Part II**  
**Part I: 2.5 Credits**  
**Part II: 2.5 Credits**

Computer Tutorial is a machine shorthand class that uses a computer to measure a student's speed and accuracy in writing shorthand and transcribing steno notes. Students write shorthand using the steno keyboard from English material viewed on the screen and transcribe using the QWERTY keyboard on the computer from steno notes provided in each lesson. Emphasis is placed on developing typing and shorthand accuracy.

**Skill Building Courses  
 (CR203-CR221B)**

The skill building program at South Coast College is a well-designed program that consists of coordinated materials for homework, in-class dictation/practice, laboratory practice, and testing.

Day students are required to sign up for a block of a minimum of 16-25 hours a week in machine-related courses, depending upon the student's current speed. This time is divided up among various activities: testing at current speed (goal), practicing accuracy for realtime purposes (trail), evaluating ability to write a higher speed (push), reinforcing theory for skill development, taking dictation on medical or legal dictation, practicing two- to four-voice live dictation. One hour a week is dedicated to the application of the academic subject that corresponds to the academic course in which the student is enrolled.

At 150 wpm, students are required to take a multi-voice course to meet the requirements of a minimum of 16 hours a week on the machine. At 180 wpm, students are required to take an additional multi-voice course, which increases the required time on the machine to a minimum of 20 hours a week.

Students up to 170 wpm are required to attend theory reinforcement/realtime writing course at 8 a.m. or 12 p.m., depending upon their goal speed.

At each skill level, students are required to do one hour of daily homework practice material from hard copy and to type a minimum of two tests per week from dictation material dictated in the goal class for which the student receives attendance credit. Students are encouraged to transcribe every test. Test requirements are five-minutes in duration at 97.5 percent accuracy. (Tests at speeds of 170 wpm, 180 wpm, 190 wpm, 200 wpm are longer tests).

Note: Tests are not repeated within a six-month period.

**PR118A      Skill building 40 wpm**  
**PR118B      Skill building 50 wpm**  
**40 wpm:      2.5 Credits**  
**50 wpm:      2.5 Credits**

Prerequisite: CR201 and CR202; completion of PR118A is required for PR118B.

Skill Building 40/50 wpm consists of dictation and transcription of two-voice court proceedings and literary material. It introduces students to the skill building process. The course provides a reinforcement in most frequently used words, phrase review, word families, punctuation, number drills, legal terms, and speaker identification. Transcription from new material is emphasized. This course is a sequential course in the court reporting program. The skill goal is 50 wpm. Open enrollment is possible upon completion of CR202. Open exit is possible upon completion of skill requirements.

**CR203 Skill building 60 wpm**  
**5 Credits/180 Credit hours**

Prerequisite: CR201 and CR202

Skill Building 60 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material at 40, 50, and 60 wpm. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement

in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 60 wpm. Open exit is possible upon completion of skill requirements.

**CR204 Skill building 70 wpm**  
**5 Credits/180 Credit hours**

Prerequisite: CR203

Skill Building 70 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 70 wpm. Open enrollment is possible upon completion of 50 wpm. Open exit is possible upon completion of skill requirements.

**CR205 Skill building 80 wpm**  
**5 Credits/180 Credit hours**

Prerequisite: CR204

Skill Building 80 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 80 wpm. Open enrollment is possible upon completion of 60 wpm. Open exit is possible upon completion of skill requirements.

**CR206 Skill building 90 wpm**  
**5 Credits/180 Credit hours**

Prerequisite: CR205

Skill Building 90 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently

used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 90 wpm. Open enrollment is possible upon completion of 70 wpm. Open exit is possible upon completion of skill requirements.

**CR207 Skill building 100 wpm**  
**5 Credits/180 Credit hours**

Prerequisite: CR206

Skill Building 100 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 100 wpm. Open enrollment is possible upon completion of 80 wpm. Open exit is possible upon completion of skill requirements.

**CR208 Skill building 110 wpm**  
**5 Credits/180 Credit hours**

Prerequisite: CR207

Skill Building 110 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 110 wpm. Open enrollment is possible upon completion of 90 wpm. Open exit is possible upon completion of skill requirements.

**CR209 Skill building 120 wpm**  
**5 Credits/180 Credit hours/5 hours of out-of-class observation**

Prerequisite: CR208

Skill Building 120 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently

used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 120 wpm. Open enrollment is possible upon completion of 100 wpm. Open exit is possible upon completion of skill requirements.

**CR101 English I: Sentence Structure**  
**5 Credits**

Prerequisite: None

English I is a thorough, fundamental study of English sentence structure. Parts of speech; sentence parts including phrases, clauses, appositives; and simple, compound, and complex sentence structures are emphasized; and composition skills are studied and practiced in depth. Various methods of paragraph development are covered along with the techniques to enhance paragraph effectiveness (arrangement of sentences for paragraph coherence, transitions between sentences, paragraph length). One hour a week is spent in the application in a machine shorthand setting. See *Skill Building Classes* description.

**CR102A English IIA: Grammar and Usage - Noun Emphasis**  
**5 Credits**

Prerequisite: CR101 or equivalent

Grammar and Usage - Noun Emphasis is a thorough study of grammar and usage acceptable in business and academic communications, in preparation for CSR and other professional exams, as well as in transcript and transcription editing. This is a systematic study of compound and collective nouns, pluralization, possessives, foreign nouns, pronouns in phrases and subordinate clauses, antecedents, personal and possessive and relative and interrogative and demonstrative and reflexive and indefinite pronouns, subject/predicate/pronoun agreement, adjective and adverb forms and usage, articles, and all related usage problems. Students are required to demonstrate knowledge of principles learned through written assignments, and one hour a week is spent in the application in a machine shorthand setting. See *Skill Building Classes* description.

**CR103 English III: Analysis of the Rhetoric of Oral Communications**  
**5 Credits**

Prerequisite: CR101 or equivalent

Analysis of the Rhetoric of Oral Communications represents an analysis of oral communication with an emphasis on punctuating properly for a variety of oral communications. Students are required to demonstrate a knowledge of syntax and structure on various types of oral presentations, and one hour a week is spent in a machine shorthand setting. See *Skill Building Classes* description.

**PR106STA      Legal Steno Part I**  
**PR106STB      Legal Steno Part II**  
**Part I: 3.0 Credits**  
**Part II: 3.0 Credits**

Prerequisite: 60 wpm or permission of instructor

Legal Steno is a legal course that, in addition to providing legal terminology, provides instruction in writing legal terminology in machine shorthand. This course may be repeated to obtain the number of hours required for laboratory hours purposes or for makeup hours without additional credit.

**PR110STA/B    Medical Terminology with Steno Emphasis**  
**5 Credits**

Prerequisite: 80 wpm or permission of instructor

The Medical Terminology with Steno Emphasis course provides material that concentrates on the fundamentals of medical terminology shorthand machine writing corresponding to the body systems and subject matter of Integrated Medical Science. Students learn to write a selected group of medical terminology steno outlines using a medical theory designed especially for this purpose. Medical terminology steno development includes steno outlines for word roots, prefixes and suffixes with a strong emphasis on correct steno outlines, repetition, definitions, and correct spelling. One hour a week is spent in applying the knowledge of the material in a machine shorthand setting.

**PR115A            Document Preparation: Formatting**  
**PR115B            Document Preparation: Speaker Identification**  
**Part A: Formatting            2.0 Credits**  
**Part B: Speaker Identification    1.5 Credits**  
**Total    3.5 Credits**

**Duration:** 6 weeks (A and B)

**Prerequisite:** CR201, CR202, or equivalent

These courses provide a basic foundation in multiple-speaker identification and in preparation of transcripts for test-taking at South Coast College, according to the Minimum Transcript Requirements mandated in the Code of Regulations. The course includes: multi-voice practice using software; introduction to the light board and speaker identification; transcription techniques, including: spelling, basic punctuation, hyphenation, and proofreading. The production of professional-quality work is emphasized. Skill building techniques are also presented. Students must have a typing skill of 30 wpm to complete this class.

### **PR104 Introduction to Computers and Management Information Systems**

**2.5 Credits**

**Prerequisite:** None

Introduction to Computers and Management Information Systems provides an introduction to computers and computer-aided transcription (CAT). This course includes a study of hardware, Windows file management, and an overview of the computer-aided transcription cycle. It is designed to help students gain basic computer literacy and be able to make informed decisions about software and equipment.

### **PR105 Court Reporting CAT and Realtime Software**

**2.5 Credits**

**Prerequisite:** 120 wpm skill speed or above and completed dictionary or consent of the instructor

Court Reporting CAT and Realtime Software is a course that provides hands-on experience with the following parts of the computer-aided transcription (CAT) cycle: building a dictionary, reading in notes, using Note Scope, translating notes, editing notes, using the editor as a word processor, spell checking a document, and printing a document. It also provides introduction to Microsoft Windows commands used in reporting.



**PR106 Introduction to CAT Concepts (Dictionary Build)**  
**2.5 Credits**

Prerequisite: 120 wpm skill speed or consent of the instructor

Introduction to CAT Concepts is a class that enables students to develop a familiarity with the CAT system and build a starter dictionary suitable for a working reporter.

**PR107TR Apprenticeship - Training for Court/Deposition Reporting**  
**2 Credits**

Prerequisite: Shorthand skill of 120 wpm

The student is required to have 70 total hours of apprenticeship and observation. The student will perform various stages of document preparation and production while under supervision.

*Admissions: Evidence of High School Graduation and Foreign Student Admissions Requirements*

**ADMISSIONS REQUIREMENTS AND PROCEDURES: EVIDENCE OF HIGH SCHOOL GRADUATION**

Applicants must provide evidence for their student files that they can perform college-level course work. Evidence can include a certified copy of an original high school diploma, an official copy of a high school transcript indicating the date of high school graduation, a copy of a DD214 military record indicating the applicant is a high school graduate or equivalent, a high school proficiency exam, a GED (General Educational Development) certificate or official notification that a GED has been earned, or an official college transcript indicating the date of high school graduation. If an applicant who currently resides in the United States but attended a school in a foreign country is unable to produce the required documents, evidence may include certification from other official sources.

**INTERNATIONAL APPLICANTS**

South Coast College is authorized under federal law to enroll non-immigrant, alien students. South Coast College will assist qualified international students in securing the immigration documents necessary for school attendance in the United States.

**ADMISSIONS REQUIREMENTS FOR INTERNATIONAL APPLICANTS:**

1. All applicants must meet with an admissions representative for an informational interview. Parents, spouses, and significant others are encouraged to be present.
2. All applicants must complete an application and submit the application fee of \$100.00 U.S., which will exempt the student from paying administrative, application, and registration fees stated on the Tuition and Fee Schedule (Catalog Addendum A), if applicable. The application fee is fully refundable if the applicant decides not to complete the enrollment process or is not accepted by South Coast College.

3. All applicants must submit an official high school diploma or college transcript. Foreign transcripts must be translated into English along with an explanation of the grading scale, and evaluated for equivalency to a United States high school diploma by an authorized school official or appropriate outside agency, such as:

**LISANO INTERNATIONAL**

PO Box 407  
 Auburn, AL 36831-0407 U.S.A.  
 Telephone: +1-334-745-0425  
 Email: LisanoINTL@AOL.com  
 Web Site: www.lisano-intl.com

**CENTER FOR EDUCATIONAL DOCUMENTATION, INC.**

PO Box 170116  
 Boston, MA 02117 U.S.A.  
 Telephone: +1-617-338-7171  
 Email: info@cedevaluations.com  
 Web Site: www.cedevaluations.com

**GLOBAL SERVICES ASSOCIATES**

409 North Pacific Coast Highway, #393  
 Redondo Beach, CA 90277 U.S.A.  
 Telephone: +1-310-828-5709  
 Email: info@globaleval.org  
 Web Site: www.globaleval.org

4. All applicants must complete any program admission requirements if applicable (see Catalog for Admissions Requirements and Procedures).
5. All applicants must submit bank statement(s) balance(s) converted into U.S. dollars, indicating that the student or

*Admissions: Evidence of High School Graduation and Foreign Student Admissions Requirements*

parent/guardian has sufficient funds to cover the costs of tuition, fees, and living expenses for the entire program of study or a certified government sponsor letter indicating that tuition, fees, and living expenses will be paid in advance of each term. Students are encouraged to obtain adequate health insurance. South Coast College does not provide student housing.

6. All applicants must complete an Enrollment Agreement (it must be signed by a parent or guardian if the applicant is under 18 years of age). Upon receipt of Item 5, South Coast College will issue a Certificate of Eligibility (INS-Form-I-20) to apply for a student visa.
7. All applicants must attain a score of 50 out of 100 points on an admissions standardized inventory test that tests English proficiency and score 70 out of 100 points on an admissions standardized general knowledge test. The standardized English proficiency test has seven sections, totaling 100 points:
  - 1. Choosing the right word, Part I (20 points)
  - 2. Choosing the right word, Part II (10 points)
  - 3. Matching synonyms (10 points)
  - 4. Attaching prefixes (10 points)
  - 5. Matchings words and meanings (10 points)
  - 6. Correct spelling (30 points)
  - 7. Attaching suffixes (10 points)

If the student does not satisfactorily pass the English proficiency test, then he or she will be required to take the Test of English as a Foreign Language (TOEFL).

**ACCEPTANCE TO SOUTH COAST COLLEGE**

Upon completion of all admission requirements, South Coast College administration will review the information and inform the applicant in writing whether he/she has been accepted for

enrollment. If an applicant is not accepted, all monies paid will be refunded.

*Veteran Students*

South Coast College is in compliance with requirements prescribed in 38 U.S.C. §3679(e) beginning August 1, 2019.

South Coast College has policies consistent with the following:

(A) A policy that permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of this title and ending on the earlier of the following dates:

- (i) The date on which the Secretary provides payment for such course of education to such institution.
- (ii) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.

(B) A policy that ensures that the educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's ability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title.

**Section 103, Public Law 115-407  
Veterans Benefits and Transition Act Of 2018**

**EFFECTIVE DATE:**  
August 1, 2019

**WHAT IS IT?**  
Prevents a school from penalizing the student while waiting for the United States Department of Veterans Affairs (VA) to make tuition and fee payments.

- Cannot deny a student access to classrooms, libraries, or other institutional facilities.
- Cannot make the student borrow money to cover the cost while waiting for payment.
- Cannot charge a student a late fee or penalty.

**WHO IS COVERED**  
Any student using benefits covered under Title 38 of the United States Code, Chapter 31 or under the Post-9/11 GI Bill, also known as Chapter 33.

**WHAT IS THE COVERED PERIOD?**  
Protection begins when the student provides the school with a Certificate of Eligibility (COE) or a Statement of Benefit.

- The School can require the student to submit the COE or Statement of Benefits no later than the first day of the program.
- Can also require the student to submit a written request to use benefits or other necessary certifications.

Protection ends when VA makes payment or 90 days after the date that the school certifies tuition and fees.

*Veteran Students*

**IMPLEMENTATION**

- State Approving Agencies (SAAs) have contacted schools and provided a standardized catalog addendum.
- Addendum is an attestation that the school's policy is in accordance with the law.
- Addendums must be complete and returned to the SAA in accordance with SAA guidance.

**WAIVERS**

Information on waivers will be provided by VA at a later date.