SOUTHEAST COLLEGE

2025-2026

(07/08/25-07/07/26)

College Catalog

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2025-2026

(07/08/25-07/07/26)

College Catalog

Publication Date: July 08, 2025

(With Notices of Addenda from: 10/30/2025, 01/02/2026, 02/17/2026, 03/04/2026)

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SCHOOL CATALOG

July 08, 2025 - July 07, 2026

1. GENERAL INFORMATION

1.1 Disclaimer Information

This catalog is provided for informational purposes. While every effort has been made to ensure its accuracy, the provisions of this catalog should not be considered a binding contract between the student and Southeast College (***hereinafter referred to as SC***). SC reserves the right to change any provisions or requirements at any time, ensuring that such changes do not unduly burden enrolled students. For additional information, students should refer to the current schedule of classes. Our college catalog provides a broad overview of our institution's overall academic offers, policies and general information. The best source for current and detailed information regarding program policies and procedures is the student handbook. Consult the most recent, published version for the more accurate and up-to-date details. For specific programmatic policies, refer to each student handbook.

1.1.1 California Regulatory Disclosures

Southeast College is a private institution approved to operate by the California Bureau for Private Postsecondary Education (CA BPPE). Approval to operate indicates that the institution is in compliance with the minimum standards set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

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

As a prospective student, you are encouraged to review the School Catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which will be provided to you before enrollment.

The school's policy is to update its official catalog annually to include all information about the approved curricular programs of Southeast College. This is done to provide students and other interested parties with an education in accordance with Education Code 94909. Annual updates may be made using addenda accompanying the catalog. If changes in educational programs, services, procedures, or policies that are required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, these changes will be reflected in addenda accompanying the catalog at the time they are made.

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 (BPPE)
Physical Address: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
Website Address: www.bppe.ca.gov Email: bppe@dca.ca.gov
Telephone and Fax #'s: (916) 574-8900 or by fax (916) 263-1897
Toll-Free (888) 370-7589 or by fax (916) 263-1897

1.2 Accreditation and Approvals

On April 19, 2017, Southeast College (SC), formerly Southeast California College, and originally Health Sciences College of California (HSCC), received institutional approval to operate* as a non-accredited institution under school code #68973651. Southeast College is a private institution approved to operate* by the Bureau for Private Postsecondary Education (BPPE). This approval signifies that the College complies with the minimum standards established by the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

**Approved to operate means compliance with state standards as set forth in the CEC and 5, CCR.*

San Bernardino (SB) Campus (Main)
The following programs are approved programs for the main campus located in San Bernardino, CA. SC's Vocational Nursing Program has been approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) since March of 2018.

Monterey Park (MP) Campus (Non-Main)
The Monterey Park campus of Southeast College has operated under the approval of the Bureau for Private Postsecondary Education since May of 2025. The following programs are approved programs for the non-main campus located in Monterey Park, CA. SC's Vocational Nursing Program for SC-MP has been approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) since May of 2024.

Institutional Accreditation and Approvals

Approved to operate* by the Bureau for Private Postsecondary Education (BPPE)
Physical Address: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
Web site address: www.bppe.ca.gov
Email Address: bppe@dca.ca.gov
Telephone and Fax #'s: (916) 574-8900 or by fax (916) 263-1897
Toll-free (888) 370-7589 or by fax (916) 263-1897

Programmatic State Approvals by Program

Vocational Nursing

California Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
The Vocational Nursing program at Southeast College is approved by the California Board of Vocational Nursing and Psychiatric Technicians at 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833.
Phone: (916) 263-7800 Website: www.bvnpt.ca.gov E-mail: bvnpt@dca.ca.gov

1.3 Ownership & Governance

Southeast College (SC), owned and operated by Angeles Nursing, Inc. It was duly formed and organized under the laws and regulations of the Secretary of State for the State of California, with the Articles of Incorporation filed on March 8, 2023.

1.4 History

Southeast College (SC) is a private postsecondary institution owned and operated by Angeles Nursing, Inc., which was established in March 2023 by Lloyd Sun, a dedicated advocate for educational advancement in diverse communities. Mr. Sun founded the company with a deep commitment to fostering transformative learning experiences and expanding access to high-quality healthcare education.

The college's origins trace back to 2013, when it was originally founded under the name Health Sciences College of California (HSCC). On April 17, 2017, HSCC received institutional approval to operate from the Bureau for Private Postsecondary Education (BPPE). That same year, the college pursued approval for its Vocational Nursing (VN) program, which was conditionally authorized pending final approval by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Upon receiving BVNPT approval on February 2, 2018, HSCC launched its inaugural VN cohort on April 23, 2018.

In an effort to improve its facilities and learning environment, HSCC relocated on April 16, 2018, to a new main campus at 225 East Airport Drive, San Bernardino, California. As part of its growth strategy, the institution adopted the DBA name Southeast California College (SCC) to reflect a broader vision for program expansion beyond its initial offerings.

Following the acquisition by Angeles Nursing, Inc., and the BPPE's approval of a change in business ownership on July 30, 2024, the college officially changed its name to Southeast College (SC). The new name reflects a modernized brand identity while preserving the institution's mission of educational access, workforce preparation, and community service.

In May 2024, the Monterey Park campus of Southeast College received BVNPT approval to offer the Vocational Nursing program, with the first VN cohort scheduled to begin in December 2024. Continuing its strategic expansion, the Monterey Park campus was granted BPPE approval to operate as a branch campus of the San Bernardino main campus in May 2025.

Today, Southeast College operates as a multi-campus institution, committed to providing career-focused healthcare education that empowers students to succeed in a dynamic and evolving healthcare industry.

1.5 Mission Statement and Institutional Objectives

Southeast College serves its immediate and extended community with the following **Mission Statement**:

Southeast College is deeply committed to the educational advancement of its diverse community, serving as a catalyst for transformative learning experiences. By cultivating a learner-centered environment, the institution equips graduates with the essential tools of problem-solving, critical thinking, and a profound understanding of their respective fields, empowering them to make meaningful contributions to society.

As part of the institution's Mission, the College strives for the following **Vision**:

Southeast College envisions itself as a pinnacle of academic excellence, a bastion of learning that is not only responsive to the individual needs of its students but also interpersonally supportive and intellectually stimulating. It seeks to innovate continuously, ensuring that its educational programs remain dynamic and relevant in an ever-changing educational landscape. Moreover, the institution is steadfast in its commitment to preparing students for success in a rapidly evolving global community, leveraging technology to enhance the learning experience and adapt to the demands of the modern business environment.

In pursuit of this vision, Southeast College aspires to be a beacon of academic excellence, inspiring its students to achieve their full potential and become active contributors to a better society.

In the **Identity** Statement:

Southeast College, nestled in Southern California, stands as a beacon of academic excellence, offering a rich tapestry of allied health programs. The college's primary focus remains on health-related fields. These diverse programs are carefully crafted to not only meet the ever-growing demand for a skilled workforce but also to provide graduates with a springboard to pursue rewarding and impactful careers.

Within its health-related programs, Southeast College is dedicated to advancing human health and welfare through comprehensive education. By nurturing a cadre of proficient professionals, the college endeavors to enhance clinical practice, managerial acumen, and educational leadership. This commitment

underscores the college's overarching mission to make a tangible and enduring contribution to the betterment of society.

In self-reflection, Southeast College represents the following **Philosophy** statement:

Southeast College holds the belief that among the noblest pursuits in life is the act of serving others. This philosophy underscores the college's core belief that education serves as the cornerstone for preparing future generations of professionals. These individuals are envisioned to possess not only the requisite knowledge and skills but also the attitudes necessary for perpetually enhancing the quality, safety, and efficacy of health and human services. Furthermore, Southeast College aims to cultivate graduates who will serve as exemplary professionals and valuable assets in the community.

In the pursuit of these goals, educators at Southeast College play a pivotal role. They are not merely instructors but rather partners, role models, coaches, and mentors. Through these multifaceted roles, educators guide students on a transformative journey of self-discovery, facilitating the acquisition of new knowledge and the development of critical skills.

These institutional statements qualify the *Mission Statement, Vision, Identity and Philosophical* values Southeast College has developed since its founding in 2013.

Institutional Learning Outcomes:

Upon completion of a Southeast College Program, graduates will be equipped to implement the following Institutional Learning Outcomes:

1. Master the knowledge, skills, and attitudes of a discipline
2. Apply critical thinking and professional judgment skills in both problem analysis, and planning and implementing solutions
3. Communicate effectively both orally and in writing, and through use of technological media
4. Exhibit the highest ethical and professional standards and integrity
5. Function collaboratively as members of interdisciplinary teams
6. Contribute to continuous quality improvement efforts
7. Use information literacy skills necessary to support continuous, lifelong learning
8. Appreciate cultural differences and values in order to serve their communities as responsible professionals in a diverse society

The institutional objectives of Southeast College are dynamic and responsive, evolving over time in response to the input and influence of various stakeholders. These stakeholders include students, faculty, staff, employers, and other constituents, whose perspectives and needs continually shape the college's objectives. Additionally, the changing dynamics of the community and external environment contribute to the ongoing evolution of these objectives.

1.6 Administration & Faculty

Each campus must demonstrate that there is an on-site administrator responsible for managing operational effectiveness, ensuring adherence to regulatory agency standards, and maintaining the overall quality of curricular offerings. At a minimum, the on-site administrator and management team of the campus must be qualified to perform their designated duties as outlined by the institution. They must demonstrate their training and management skills through relevant experience and/or education, fulfilling their responsibilities and functions effectively. They must also be responsive to the needs and requirements of faculty, staff, and students. Program Directors must meet the qualifications set forth by the institutional accreditor, programmatic accreditor (if applicable), licensing board (if applicable), and any other relevant regulatory agencies.

The following provides the minimum qualifications faculty members must have to maintain employment in any/all programs at Southeast College:

Certificate Programs

i. Graduation from an accredited program recognized by the U.S. Department of Education, the Council for Higher Education Accreditation (CHEA), or an otherwise recognized training entity (e.g., hospital-based program) in their specialty field, or equivalent (the qualitative and quantitative equivalency of foreign education and the specific courses using the credential evaluation services). Additionally, the faculty member must have two (2) years of occupational experience in the subject field in which they teach; OR
ii. A minimum of three (3) years of job-related training and experience for those instructors who are not graduates of an accredited program in the field in which they teach.

In addition, all faculty must:

iii. Receive training in educational methods, testing and evaluation and evidence strength in instruction methodology, delivery and techniques as indicated by evaluation by supervisory personnel within 30 days of beginning instruction.
iv. Hold current licenses, certifications or other designations as required by local, state or federal laws to work in the field.

1.6.1 Faculty/Staff Directory

See insert in the back of the catalog for college administration, faculty and staff.

1.7 Disclosure of Language Used in Program Study

All courses within each program at Southeast College are conducted in English. For most programs, prospective students are required to take an entrance exam that assesses their proficiency in English. This exam is a mandatory step in determining a student's eligibility for admission.

1.8 Facilities (San Bernardino – *Main*; Monterey Park – *Non-Main*)

Southeast College ensures that its facility and equipment adhere strictly to the regulations and ordinances set forth by federal, state, and local authorities. These regulations encompass a wide array of areas, including fire safety, building safety, and general health and well-being standards. It is important to note that while the college takes every precaution to maintain a safe environment, it does not assume responsibility for incidents such as property theft or damage, etc.

The San Bernardino campus of Southeast College is situated at 225 East Airport Drive, San Bernardino, California 92408, occupying a total area of 4,882 square feet. This location is considered our main campus location where all class sessions will be held. This includes 2,482 square feet in suite 110 and 2,400 square feet in suite 150. Conveniently located along the 10 eastbound freeway, the college is in close proximity to various dining and shopping establishments on Hospitality Lane in San Bernardino, California.

The facility at Southeast College San Bernardino campus is thoughtfully designed to foster an optimal learning environment. It comprises laboratory/clinical classrooms, a library resource center, a student lounge, a computer laboratory, and administrative offices. Each classroom is equipped with a ceiling-mounted projector that delivers both audio and video content. The computers are connected to the Southeast College network, allowing instructors to display Internet-based materials such as educational videos and faculty-developed content.

The Southeast College Library Resource Center offers a wide range of resources available to students in various formats, including books and periodicals. These resources are accessible through LIRN (Library and Information Resource Network), an online library resource. The Library Resource Center serves as a central resource for all students and faculty, both physically and virtually, and is accessible during and outside of classroom hours.

The San Bernardino campus features a nursing skills laboratory dedicated to the Vocational Nursing program. The nursing skills laboratory is furnished with three hospital beds, two simulation patient-care mannequins, a steel medicine cart, steel storage cabinets, and various other laboratory supplies.

The Monterey Park campus of Southeast College is situated at 111 North Atlantic Blvd., Ste. 117, Monterey Park, 91754, occupying a total area of 2,700 square feet, distributed across the first level (Suite 117) and third level (Suite 353A) of the facility. All classes held at this location are considered non-main campus courses. Conveniently located along the interstate 10 freeways, the college is in close proximity to various dining and shopping establishments on Atlantic Boulevard in Monterey Park, California.

The classrooms at this campus are equipped with ceiling-mounted projectors that support both audio and video, enhancing the learning experience by allowing instructors to display educational content. Since all computers are integrated into the Southeast College network, instructors have the ability to present a wide range of online materials, including educational videos from the Internet, faculty-developed resources, and other publicly available instructional materials.

The library resource center provides students with access to a comprehensive collection of resources, available in multiple formats such as books, periodicals, and electronic materials. Through LIRN (Library and Information Resource Network), students can access an extensive array of online library resources related to the programs offered at the campus. This service ensures that students have the tools they need to succeed in their academic and clinical studies.

The computer laboratory features desktop stations equipped with Windows operating systems, Microsoft Office, and web browsers for online research and coursework. Each station is outfitted with comprehensive review software designed for the Vocational Nursing program, allowing students to practice and reinforce key concepts. This software also supports students' preparation for the NCLEX-PN exam by providing practical review resources.

The nursing skills lab at the Monterey Park campus is fully equipped to support hands-on training. The lab includes hospital beds, examination tables, simulation patient-care mannequins, a steel medicine cart, steel storage cabinets, and other well-maintained laboratory supplies necessary for clinical education. These facilities allow students to practice and refine their nursing skills in a controlled, realistic environment.

Additional Educational Facilities: Southeast College – San Bernardino is affiliated with the following healthcare organizations to meet the needs of clinical and externships training: Family Health Inc. (Redlands and San Bernardino locations), Dr. Mitchell Spirt, M.D., Access Urology (Chino and City of Industry locations), Home Care of Loma Linda, Linda Valley Healthcare, Total Kids-Loma Linda, San Bernardino Department of Public Health, etc.

Additional Educational Facilities: Southeast College – Monterey Park is affiliated with the following clinical facilities approved by the BVNPT to support students' clinical training. These facilities provide students with the opportunity to gain real-world experience in a variety of healthcare settings. Some of the clinical facilities that have established affiliation agreements with Southeast College Monterey Park campus is Country Villa Claremont Healthcare Center, Ivy Creek Healthcare and Wellness Centre, Pinegrove Healthcare and Wellness Centre, and Alhambra Healthcare and Wellness Centre to name a few.

1.9 Non-Degree Certificate Programs

Southeast College prepares students for both the healthcare job market and advanced studies through a range of non-degree certificate programs.

Program Title	Clock Hours	Credential
Vocational Nursing	1,530	Certificate

2. ACADEMIC CALENDAR

2.1 Definition of Academic Year and Fiscal Year

The definition of an Academic Year at SC is at least 26 weeks of instructional time and 900 hours for a clock-hour program and at least 30 weeks of instructional time and 36 quarter credit units for a credit-hour program.

2.2 Academic Calendar/Schedule of Classes

CERTIFICATE PROGRAMS

Southeast College certificate programs follow a non-standard term-based approach and do not adhere to a traditional academic calendar. New classes generally commence five to six times annually, but start dates vary, unlike those of a conventional four-term school year. VN courses typically run for 44 or 64 weeks, depending on whether the student is full or part-time.

This varied and frequently intensive schedule enables students to reach their educational objectives more efficiently. Southeast College's (SC) low student-to-faculty ratio and small class sizes, typically averaging 25 students or fewer, promote active learning and collaboration. The student-to-instructor ratio in laboratories is maintained at 20 to 1 or lower. Additionally, all program schedules incorporate national holidays.

Kindly be advised that the class schedule may change without prior notice. Southeast College retains the right to cancel scheduled classes due to availability or other reasons.

CODE	Program	Pre-requisite	Hours/Days 30 min or 1 hour for lunch break included **subject to change*	Length	Break
VND VNW	Vocational Nursing	High School Diploma/ GED/ Equivalent	**Day: 44 weeks** 8:30a-3p Theory Days & 8:30a-5p 3 Skills Lab or 7a- 3:30p 3 Clinical Days **-** **Weekends: 64 weeks** 5:30p-10p Tue/Thu (Theory*) 8:30a-5p Sat/Sun (Theory*) 8:30a-5p Sat/Sun (Skills Lab*) 7a-3:30p Sat/Sun (Clinical*)	1,530 hours D: 44 wks W: 64 wks	Approximately 1 week following each term

HOLIDAYS, RECESSES AND BREAKS 2025

	Winter	Spring	Summer	Fall
Presidents' Day	Feb. 17			
Memorial Day		May 26		
Juneteenth Day		Jun. 19		
Independence Day			Jul. 4	
Labor Day			Sep. 1	
Thanksgiving Break				Nov. 24-30
Christmas Break				Dec. 24-Jan. 4

** Make-Up for Classes that fall on a holiday will be scheduled within the same instructional week.*

HOLIDAYS, RECESSES AND BREAKS 2026

	Winter	Spring	Summer	Fall
Presidents' Day	Feb. 16			
Memorial Day		May 25		
Juneteenth Day		Jun. 19		
Independence Day		Jul. 4		
Labor Day			Sep. 7	
Thanksgiving Break				Nov. 23-29
Christmas Break				Dec. 24-Jan 3

** Make-Up for Classes that fall on a holiday will be scheduled within the same instructional week.*

SC reserves the right to modify this schedule. Students will be notified of any changes in a timely manner.

2.3 Add/Drop Period

The Add/Drop period commences on the first day of classes and concludes on the seventh (7th) day thereafter. During this timeframe, students may add or drop classes. Any courses dropped during this period will not be recorded on students' transcripts or be considered when evaluating Satisfactory Academic Progress. Students who drop all classes will be regarded as having withdrawn from the College. It's important to note that the College will automatically withdraw a student from any course(s) for which they are registered if attendance has not been posted by the Add/Drop period's conclusion.

2.4 Enrollment Status

Enrollment status is defined by the number of clock hours in each program for certificate programs. The table below outlines the various enrollment statuses.

CERTIFICATE PROGRAMS	
STATUS	CLOCK HOUR
Full Time	24 or more hours
Three-quarter (3/4)	Not applicable (N/A)
Half (1/2)	Not applicable (N/A)
Less than half (1/2)	Not applicable (N/A)

**At Southeast College, all clock hour programs require a full-time enrollment.*

Please be aware that the definition of full-time status according to the Department of Education, the Department of Veterans Affairs, and the Department of Homeland Security may differ from that used by academic and registrar's offices. According to the Department of Education, the minimum standards for full-time enrollment status for undergraduates should be at least 12 quarter hours per academic term in a program using a semester, trimester, or quarter system, and 24 clock hours per week for a program using clock hours.

2.5 Holidays/Constitution Day Holidays

Holidays
SC observes the following holidays:

- New Year's Day
- Presidents' Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Constitution Day

Constitution Day is recognized on September 17th, the day the U.S. Constitutional Convention signed the Constitution in 1787. Southeast College will hold regular classes on this day.

3. ADMISSION/ENROLLMENT INFORMATION

For specific program policy, see Student Handbook.

3.1 Eligibility

All applicants must meet the following qualifications:

- Southeast College does not admit students from outside the United States. The institution does not provide visa services, nor does it vouch for student status or any associated charges related to international student visas. Prospective students must be U.S. citizens or eligible non-citizens to apply for admission.
- For most programs, applicants must submit proof of completion of 12th grade education or the equivalent prior to admission, and must hold at least a high school diploma, official transcript, GED certificate or equivalent.
- The applicant must verbally demonstrate that he/she has reasonable expectations of how the program would benefit him/her in terms of skill acquisition, academic gains or job marketability
- The student must successfully pass the entrance exam if applicable.
- Direct transfer credit may be established through evaluation of official academic transcripts.
- Must meet the program specific requirements. Please refer to the student handbook for more information.
- Applicants must submit a Medical Examination Form *(available at the Admissions Office)* from a physician stating you can participate in the program without any limitations*.
  **Currently, this definition does not apply to all programs – please check with the Admissions Office for specifics.*

3.2 Procedures for Enrollment

✓ **Registration for Admission**

POLICY

Prospective students seeking admission to SC's programs start the admission and enrollment process by submitting a comprehensive and accurate enrollment agreement and contract, along with the non-refundable registration fee.

As an applicant, it is encouraged for the prospective student to carefully review and understand the contents of this catalog before signing an enrollment agreement. They are also advised to review the School Performance Fact Sheet, which will be provided before signing the enrollment agreement.

PROCEDURE

The Procedure by which this process is determined is as follows:

i. From the time of the applicant's expressed interest through a telephone conversation, to the time they come to tour the campus, and all the way prior to signing an official enrollment agreement, the student's permanency of physical location and address is determined by
   (a) Securing valid copies of their CA State Issued Identification, or CA DMV issued current Driver's license, **OR**
   (b) A valid and current issue of a U.S. Passport bearing the picture and current address of the applicant, **OR**
   (c) A signed student attestation certifying that they physically reside in the State of California where they provide a current address at the time of enrollment.
ii. During the enrollment process, the applicant is provided a document subsequent to the enrollment agreement called "**Change of Contact Information"** form to be completed onsite, and periodically updated by the student at a minimum of every six (6) months; thus, will be collected and officially filed in the Registrar's office.
iii. The above steps (i, i(a) or (b), and (c) and ii), will be the basis for determination of the student's physical location.
iv. Prior to signing an enrollment agreement, the prospective student acknowledges that Southeast College does not offer distance education outside the State in which the institution is physically located in. In addition, Southeast College discloses that a student relocating to a state in which the institution does not have approval to operate prior to program completion, may adversely impact the student's ability to complete the program or obtain gainful in-field employment.

An Enrollment Agreement found to contain incomplete, false, or misleading information may lead to dismissal. Upon receiving the contract and fee, SC applicants are responsible for ensuring the completion of their admission file.

SC's Admissions Representative will guide students on the necessary documents needed to start a program of study. All required documents must be submitted to the school before the program start date. Students must complete the admissions process and attend the first day of class for all programs.

Classes are filled on a first-come, first-served basis. Initially, the applicant meets with an admissions representative to discuss career opportunities and the enrollment process.

✓ **Admissions Policy for Applicants with Felony Charges and/or Convictions**

Southeast College does not accept admissions applications from prospective students with felony charges and/or convictions. The College believes that students should not invest significant time, money, and potential debt if they are unlikely to secure employment in their field of training. If you have a felony charge and/or conviction, or any criminal misdemeanor, please disclose this information to your Admissions Representative for further assistance.

✓ **Entrance Exam**

Following an interview with an Admissions Representative covering the prospective student's personal, educational and employment history, the student will take an Entrance Exam (if applicable). Passing the Entrance Exam demonstrates that he/she can perform in the classroom at the level required for each program, and the institution may then proceed with enrollment. Students meeting the Transfer of Credit Policy for a program are exempt from having to take the Entrance Exam.

Students applying for the Vocational Nursing (VN) programs must take the ATI TEAS-VI (Test of Essential Academic Skills) which is designed to measure overall academic preparedness for nursing related content. The VN applicant must at least obtain an **overall score of Basic or higher**. The overall score is intended to correlate with the applicant's program success.

TEAS® VII Proctored Assessment		**Score Range (150 items)**	**Overall Passing Score**	**Reading (42 items)**	**Math (30 items)**	**Science (48 items)**	**English & Language Usage (30 items)**
Cut Scores	**Developmental**	**0.0%-40.0%**		< 47.6%	< 46.7%	< 33.3%	< 40.0%
	Basic	**40.7%-58.0%**	**41.3%**	47.6%	46.7%	33.3%	40.0%
	Proficient	**58.7%-79.3%**		69.0%	63.3%	45.8%	60.0%
	Advanced	**80.0%-91.3%**		83.3%	86.7%	66.7%	80.0%
	Exemplary	**92.0%-100.0%**		95.2%	96.7%	81.3%	93.3%

Applicants will be allowed a maximum of two attempts, with a minimum of 2 weeks between attempts, to pass the admission exam. If an applicant does not pass the TEAS after two attempts, they must wait for a period of 6 months to retest and must provide proof of remediation. TEAS scores must be within one (1) year of the date for the VN

program.

✓ **English Language Proficiency**

All students demonstrate English proficiency by passing the ATI TEAS (for the VN Program), or WBST (For Certificate Programs other than the VN Program). Information about passing scores can be found in the previous section, "Entrance Exam."

✓ **Admissions Status**

A student is granted admitted status by SC after all documents have been received, the applicant's admission file has been reviewed and all admission requirements have been met.

✓ **Official Diploma/Transcript**

As appropriate, an applicant must submit an official high school diploma/transcript or official degree/transcript reflecting all work taken at institutions of education. Applicants who did not graduate from an accredited high school but received a General Education Development (GED) certificate or passed the HiSET, TASC, or other state-authorized examinations must provide documentary proof of certification or official transcripts reflecting all work taken at institutions of higher education.

✓ **Foreign Transcripts**

All academic records from countries other than the United States must be evaluated by the credential evaluation services of an agency that has published standards for membership, affiliations to national international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions and employers (e.g. National Association of Credential Evaluation Services or NACES: http://www.naces.org/members.html and Association of International Credential Evaluators, Inc. or AICE: http://www.aice-eval.org/members/).

✓ **Assessment for Admission**

The school reserves the right to accept or reject an applicant based on their character reference, scholastic status, and/or financial status. Assuming all admissions requirements and standards are met, and the applicant is motivated and prepared to commit financially and personally to their chosen training program, an enrollment agreement between the school and the applicant may be signed. The first payment may be made (prior to the first day of class, unless other arrangements are made, the student is required to pay in full: the registration fee, cost of books & equipment, and the first tuition payment), and a start date may be set.

✓ **Transfer of Credit Policy**

Southeast College (SC) considers credit from other institutions accredited by an agency recognized by the United States Department of Education (DOE) or the Council for Higher Education Accreditation (CHEA).

Students must complete a minimum of 50% of credits to be completed in residence for certificate program. Transferred credits will be excluded from the calculation of grade point averages (GPA).

The Program Director will evaluate and transfer any credits for previous education or training that are deemed appropriate and satisfactory, and meet the following minimum requirements:

- Transferable courses must have a passing grade or equivalent from no longer than 5 years ago.
- The course meets the requirements of the specific academic program for which it is being considered. Each program maintains its own transfer credit requirements.
- Courses earned in foreign institutions will be evaluated using standards established by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded (e.g. NACES: http://www.naces.org/ and AICE: http://www.aice- eval.org/).
- Official Transcripts from the previous institution must be submitted before credit is granted.

Southeast College determines the courses that are equivalent to the courses in the program and are acceptable for credit.

Additional Admissions Requirements for Vocational Nursing Program

- Applicants must submit a background check and be cleared of any criminal charges.
- Applicants must pass a urine drug screening test.
- Applicants satisfactorily complete an interview with the Director or Assistant Director of the Vocational Nursing program.
- Alternate Students - May admit alternate students in each new class to replace students who may drop out.
- The number of alternate students admitted may not exceed 10% of the school's Board-Approved number of students per class.
- Prior to admission, alternate students will be informed in writing of their alternate status and that they may be dropped from the cohort during Term I.
- Alternate students may participate in classes until the commencement of scheduled clinical experience at approved clinical facilities.

- Alternate students, in good standing, may be officially admitted to the program if an accepted student drops out.
- Alternate students' enrollment will be cancelled and all monies will be refunded except registration fee, used books & supplies, and ATI fee if no student drops out before the beginning of the clinical experience. Alternates will be offered a guaranteed seat in the next available class, so long as the alternate maintains satisfactory progress and complies with all Vocational Nursing program and College policies and procedures.

3.3 Orientation

Every prospective new student must be physically present on campus, attend via video conferencing, or complete the Orientation webinar before the first day of class to finish the enrollment process and orientation.

The purpose of orientation will be to review and explain:

- All attendance and classroom policies
- Students' responsibilities concerning preparedness for classes
- The services provided by the school
- The conduct expected of SC students and graduates in their fields of study

3.4 Re-enrollment

Any student who wishes to re-enroll in the same program should first submit in writing a letter to SC, noting the reason for initial withdrawal and reasons for desire to re-enroll. Any student who re-enrolls must sign a new enrollment agreement at the current tuition rate. Any student who had outstanding balance from the previous enrollment is not allowed to re-enroll.

Re-enrollment is appropriate if a student:

- Withdrew from the College
- Interrupted continuous program enrollment during class
- Was dismissed or suspended for nonacademic reasons
- Invalidated a leave of absence
- Plans to return for graduation

Students who left in good standing and who are re-enrolling in their previous major will be approved to re-enroll.

Students who have been terminated or dismissed for unsatisfactory progress from the College may apply for re-admission at the direction of the School Director or the Program Director. To be considered, the student must demonstrate that the issues leading to the termination or suspension have been addressed. The School Director or the Program Director will review all such cases and may impose certain requirements on students seeking readmission.

Every re-enrollment request will be reviewed, and a status report will be returned to the student.

3.5 Reinstatement Policy

Whether due to probation, termination, suspension or personal reasons, students who have been in any one of these conditions may be reinstated upon approval of the School Director. Students must request reinstatement in writing and deliver it to SC. All requests are determined on an individual basis. Please submit a request in person to an Admissions Representative at 225 East Airport Drive, Suite 150, San Bernardino, CA 9408 or 111 North Atlantic Blvd., Suite 117, Monterey Park, CA 91754 as applicable.

4. FINANCIAL INFORMATION

Trained staff members are available to assist students with general financial questions regarding the loan application process, file status, state funding programs, policies and procedures.

4.1 Tuition and Other Fees* - Certificate Program

Program Title	Total Charges for the Current Period of Attendance	Reg. Fee (Non-Refundable)	STRF Fee** (Non-Refundable)	Estimated Tuition Per Term/Level/ PMT Period	Estimated Total Tuition	Estimated Books & Equip. & Other Fees	Estimated Total Charges for the Entire Educational Program
Vocational Nursing	$7,871.50	$100.00	$0.00	$5,546.25/ Term	$22,185.00	$4,562.75	$26,847.75

**Students receiving assistance may have varying fees associated with their chosen field of study which are not reflected in the table above.*
***Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will be zero dollars and zero cents ($0.00) per one thousand dollars ($1,000) of institution charges.*

4.2 Tuition Payment Policy

Upon enrollment, students are responsible for paying their tuition costs in full, either through direct payment or a financial plan. Tuition is payable in advance and due at the time of enrollment, with students having the option to enroll under one of SC's tuition payment plans. All payment arrangements must be made in advance. A student's tuition payment obligation is divided into payment periods ranging from one to six increments, depending on the program. Students are expected to fulfill their payment obligations at the beginning of each payment period.

Students are solely responsible for the full payment of their tuition in order to graduate. The school reserves the right to withhold a document of completion from any student who has not fully paid their tuition.

SC is not a lending institution. Tuition for any program must be paid on a pre-arranged date according to the contract. If payment is not made as agreed, the student may be suspended until their tuition is current. This situation may require the student to continue their studies with another group.

4.3 Processing Fees & Late Fees

Southeast College offers students the option to pay their out-of-pocket balance through a payment plan on a monthly, quarterly, or term basis. Enrollment in the automatic credit card payment system, as detailed in the Payment Plan Agreement, is required to participate. A 2% late fee will be assessed on any payment not received by the scheduled due date. If a payment remains unpaid for more than three (3) business days after the due date, the student will be restricted from attending classes until the account is brought current. Students who pay by check will be charged a $25 processing fee for any returned checks, regardless of the reason.

4.4 Tuition Collection Policy

Tuition balances must be paid in full by the student's last day of attendance to avoid the account becoming delinquent. If a student withdraws or completes a course while an outstanding balance remains, no official documents will be released, and re-enrollment will not be permitted until the balance is paid in full.

Collection Process

Letters and email blasts will be sent out on prearranged days to inform and attempt collection of past due balances before being reported to the collection agency.

- ✓ *30 Days Past Due*- An email will be sent to student's email address and a letter to any other address on file. *Hold will remain or placed.
  **Hold – Student may not continue with next term or re-enroll until the amount is paid in full.*

- ✓ *60 Days Past Due*- Past due email and warning letter are sent out.
- ✓ *90 Days Past Due*- Final letter will be mailed. **This is the Final Notice.**
- ✓ Student will have 14 days to respond from and repay debt before account is sent to collections.

Collection Placement

After the 14 days, from final notice, all accounts greater than $250.00 will be referred to the collection agency.

- ✓ Accounts with the agency will incur collection costs
- ✓ The debt will be reported to credit bureaus.
- ✓ Student may not re-enroll until balance is paid in full.

*Accounts under $250.00 will remain in-house and acquire a 15% penalty fee, from the original unpaid balance.

Any questions regarding this policy may be directed to the Business Office.

4.5 Refund Policies – Certificate Programs

(In Compliance with CA. Ed. Code §94911(e)(1))

Prior to the Start of Classes

If an applicant is not accepted by the College, all monies paid, including tuition and registration fees, will be refunded. The College reserves the right to cancel a class before the first scheduled class day. In the event of a class cancellation, the student is entitled to a full refund, including the registration fee. If an accepted applicant does not start classes, all monies paid, including tuition and registration fees, will also be refunded.

During the Cancellation Period

The Student has the right to withdraw from the program at any time, including the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

To withdraw or cancel the enrollment agreement, the Student must send a written Notice of Cancellation or Letter of Withdrawal via email, letter, or deliver it in person, postmarked no later than the end of (a) the first class session or (b) the seventh day after enrollment, whichever is later. Compliance with this policy will result in a full refund, less the registration fee, which shall not exceed $250.00.

After the Cancellation Period

If a student withdraws from the certificate program after the allowed period for cancellation of the enrollment agreement, SC will calculate a refund of tuition, fees, or supplies (books and/or equipment) for the period of attendance. The refund amount will be the difference between earned and unearned charges for that period. Refunds will be processed automatically within 45 days of the last day of attendance, which is considered the drop or withdrawal date.

Books and/or equipment purchased from SC must be returned to the school in "like new" condition within the cancellation period, or the student will be liable for the full cost. If the student owes the school for books and/or equipment, they must return these items in good condition within 30 days to receive the refund. If the student fails to return them within 30 days, the fair market value of the books and/or equipment will be deducted from the refund amount.

SC provides a pro rata refund of nonfederal student financial aid program monies paid for institutional charges to students who have not completed 100 percent of the period of attendance for certificate programs. For students receiving funds through the Federal Student Aid program, unearned funds will be returned to lenders or grant programs in the order required under federal law.

It is the policy of the institution to issue refunds according to the distribution policy disclosed in the school catalog.

If the amount you have paid exceeds the amount owed for the time you attended, a refund will be issued within 45 days of the withdrawal date. If the amount you owe is more than what you have already paid, you will need to make arrangements to pay the remaining balance.

4.6 Refund Procedures & Refund Method & Pro Rata Refund Calculation Module – Certificate Programs

Refund Procedures
To request a refund, a student must complete and submit a Notice of Cancellation/Withdrawal form or deliver a written letter to the Registrar's Office stating their intent to cancel or withdraw from the College when voluntarily withdrawing. (The College will complete a Notice of Drop from the Program form when a student is dropped involuntarily.) A written letter of cancellation or withdrawal does not need to follow a specific format and is effective as long as it clearly indicates the student no longer wishes to be bound by the Enrollment Agreement.

The Notice of Cancellation/Withdrawal form, available from the Registrar's Office, or a written letter of cancellation or withdrawal can be mailed, faxed, emailed, or submitted in person once completed. Refunds will be mailed within approximately two to six weeks. Ensure your current mailing address is on file with the College. Refunds, when due, will be processed without requiring a request form from the student and will be issued within 45 days of the last day of attendance.

Refunds are issued via check only. If a payment is made by credit card for any registration transactions and you later drop any or all of your classes within the required refund period, the refund amount will not be credited back to your credit card account. All refund checks are made payable to the student by the Business Office.

Refund Method
For non-federal student financial aid program funds, the College's refund policy provides a pro rata refund of monies paid for institutional charges for students who have completed 60 percent or less of the attendance period for certificate programs. At Southeast College, this pro rata refund is applied to students who have not completed 100 percent of the attendance period for certificate programs.

i. Determine the total amount of tuition and fees charged to the student; deduct the one-time charges such as the registration fee and the cost of used equipment, books, and supplies fees from the total charges (Not that unused books, educational supplies and equipment are not included in this offset, and will be separately evaluated on a case-by-case basis).
ii. The hourly charge for instruction is calculated by dividing the tuition cost by the number of hours in the program.
iii. The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours measured from the first day of instruction as set forth in the Enrollment Agreement through the Last Date of Attendance (LDA) regardless of absences by the hourly charge for instruction. This is the prorated tuition.
iv. The prorated tuition is added to the registration fee and the cost of used equipment, books, and supplies issued by the College to determine the total amount of charges the student is obligated pay.
v. The amount the student has paid for the program is subtracted from the amount the

College is allowed to retain to determine if the student has a balance or a refund is due.

Pro Rata Refund Calculation Model (Have not completed 100% of period of attendance)
A student enrolls in a certificate program consisting of 900 clock hours, with the enrollment agreement reflecting the following charges: The cost per clock hour is $12.40 ($11,160 tuition / 900 clock hours). For this program, the costs for the period of attendance would be: $12.40 x 450 clock hours = $5,580 tuition, plus a non-refundable registration fee of $50 and any fees for equipment/supplies purchased from the College. A student paid $5,912 ($5,580 tuition, $50 non-refundable registration, and $282 for books/supplies/equipment) for this period of attendance. If the student stops attending after 200 clock hours scheduled through the Last Day of Attendance (LDA), the refund calculation is as follows:

Example Refund calculation for a Student Withdrawing After 200 clock hours scheduled through the LDA (For less than the period of attendance)	
Tuition for this period of attendance	$5,580.00
Non-refundable Registration	$50.00
Used Books/Equipment/Supplies	$282.00
% of Clock hour Completed if Student Withdraws (when calculating percentages, round to three decimal places, for example, 4486 = 449, or 44.9%)	200/450 hrs or 44.4%
% of Tuition Paid Due as Refund* (rounded to three decimal places%)	55.6%
Pro Rata Tuition Refund Due to Student ($5,580 - $2,477.52)	$3,102.48
Total Amount Retained by Southeast College ($2,477.52 of tuition & $50 of non-refundable registration & $282 of used equipment/supplies)	$2,809.52**
***$2,809.52 = $5,912 -$3,102.48*	

If any portion of the tuition was paid from the proceeds of a loan, the refund shall be sent to the lender or, if appropriate, to the State of Federal agency that guaranteed or insured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any Student Financial Aid Program from which the Student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the Student.

4.7 Statement of Indebtedness

The student is responsible for the amount of course instruction. If the student obtains a loan for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

If the student is eligible for a loan guaranteed or insured by the State or Federal government and the student defaults on the loan:

I. The Federal or State government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
II. The student may not be eligible for any other Federal financial assistance for education at a different school or for government housing assistance until the loan is repaid.

4.8 Student Tuition Recovery Fund (STRF) Statement

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 paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 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 non-collection 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.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, Option #5 or by visiting www.bppe.ca.gov.

5. ACADEMIC POLICIES

For specific program policy, see Student Handbook.

5.1 Definition of Clock Hour and Credit Hour

Southeast College measures student progress in clock hours for Certificate Programs. The number of clock hours assigned to a course usually reflects the combination of class, laboratory, and/or externship/clinical hours required in the course.

34 Code of Federal Regulations (CFR) §600.2 Definitions: The following definitions apply to terms in this part:

Clock hour: A period of time consisting of –

1. A 50- to 60-minute class, lecture or recitation in a 60-minute period;
2. A 50- to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period.

5.2 Grading Policy

A student's progress and quality of work in the certificate program are evaluated using letter grades and corresponding percentages, as outlined below. Assessments encompass written tests, projects, reports, term papers, and clinical performance. The final grade reflects a composite of all these evaluation methods.

Timeline for Evaluation & Grades (Progress Records) Process (Residential Education): Upon receiving student lessons, projects, or tests, Southeast College instructors will provide feedback or evaluations within 72 hours, or three (3) business days. Instructors must submit final grades to the Registrar's Office within seven (7) calendar days after the term's scheduled completion. Within seven (7) calendar days of receiving final grades, the Registrar's Office will make evaluations available to students through Report Cards, which can be requested by email, mail, or in-person pick-up.

5.3 Grading Standards – Certificate Program

The grading standard is according to the following system:

Theory (All Certificate Programs)

Grade	Score (%)	Grade Explanation	Grade Point
A	100 – 90	Excellent	4.0
B	89 – 80	Very Good	3.0
C	79 – 75	Good	2.0
F	Below 75	Failing	0.0
CR		Credit	Credit
NC		No Credit	N/A
I		Incomplete	N/A
W		Withdrawal	N/A

All numerical grades are rounded to the nearest whole number (e.g. 74.51 rounded to 75%) "I" may be made up upon arrangement with the instructor.

These letter grades are used on transcripts and in computing grade point averages. Instructors may use plus (+) or minus (-) notations, but such notations are not used in final GPA computations.

Lab/Clinical/Externship*

Grade	Grade Explanation
Pass	Complete Lab/Clinical Objectives & Satisfactory Lab/Clinical Evaluation
Fail	Incomplete Lab/Clinical Objectives & Unsatisfactory Lab/Clinical Evaluation

Additional codes include:

Code	Explanation of Code
RP	Repeat a Course
AU	Audit
R	Remediation

5.3.1 Method of Evaluation

The final letter grade may be determined by various factors including attendance/participation, quizzes, examinations, final exams, homework assignments, term or research papers, and/or final projects, as outlined in the course syllabus at the faculty's discretion. All examinations and assignments must be completed and submitted on the assigned dates. Students must achieve a passing score to pass the course; failure to do so will result in course failure and placement on academic probation during the course retake.

5.4 Probation and Remediation Policy

Probation and remediation vary by program. In certificate programs, students must achieve an average score of C or higher to pass. Each certificate program offers remediation opportunities tailored to its specific requirements. For a detailed overview of the Program-Specific Remediation Policy, please refer to the Student Orientation Package and the Student Handbook.

5.5 Non-Punitive (pass/fail) grades

SC does not offer Non-Punitive (pass/fail) grades.

5.6 Make-Up Classes

Students must make up any missed classes to advance to the next module/term and achieve graduate status.

5.7 Auditing a Class, Non-Credit Courses and Repeating a Class

SC does not charge for auditing a course or for any course where the grade is not counted toward graduation requirements. This does not apply to repeats of required courses that the student has failed. The right to audit and the extent of auditing vary depending on the class and instructor. Not all classes are available for auditing.

A student may retake any course on their transcript, regardless of the grade earned, and have the original grade replaced with the notation 'RP' for completed courses. For GPA calculation, the grade from the second enrollment will replace the grade from the first enrollment.

A student may not retake the same course a third time unless they received a 'NC' (no credit) or 'NP' (not passed) on the second attempt. When a student completes a course for the third time, only the grade and units from the third completion will count toward the cumulative GPA, with the grade from the second enrollment being replaced by 'RP.' Both the original and repeated attempts will be included in the rate of progress calculations.

5.7.1 Course Audit Policy

Auditing is a registration status that allows students to attend a course without earning credit. Audited courses do not contribute to enrollment status for academic standing.

If space is available, a student may audit a course with written approval from the Program Director (or designee) obtained before the start of the module or term. Auditing is limited to regularly registered and enrolled courses.

Arrangements must be made directly with the faculty member, following any guidelines set by the instructor. Typically, students auditing a course do not participate in discussions, exams, or written assignments but are required to attend classes.

The level of participation for auditing students is at the instructor's discretion. Students are limited to auditing one course per module/term. No traditional letter grade is given, and no credit is awarded; the course will be noted on the student's transcript with an "AU" (audited).

5.8 Testing Policy

1. If possible, the student must inform the instructor in advance if the student will be unable to attend class on a scheduled examination day.
2. If the absence is due to illness or emergency, written verification must be submitted to the instructor in order to be eligible for a make-up examination.
3. Students will be permitted to re-test for any grade below passing at the discretion of the instructor.
4. The make-up testing schedule is determined by each individual instructor and presented at the beginning of a class.

5.9 Failure to Complete the Program

There are four possible results if students fail to complete the program as originally enrolled. Failure to take the appropriate steps can lead to an F in the student's permanent records.

1. **Withdrawal**: It is always the last date of academic attendance as determined by the school from its attendance records.
2. **Leave of Absence**: A LOA status can be granted once for a certificate program during a student's academic career. The leave cannot exceed a maximum of 180 calendar days. *Please refer to the LOA policy (5.15) for further information.*
3. **Fail**: A student whose grade is below C fails the course, receiving an F. These students may be readmitted in a future term to strive for a higher grade after a Program Director evaluates and approves his/her readmission.
4. **Incomplete**: Ordinarily, a grade of "I" (Incomplete) is not permitted except for extraordinary circumstances. Incomplete grades will automatically convert to a grade of "F" 6 months after the scheduled end of the course if the student has not completed the coursework and earned a letter grade by that time. Students may not use a grade of "Incomplete" to avoid a failing grade. A grade of "I" will be granted only if the following conditions are met:

    a. The course instructor agrees to grant the grade of "Incomplete" (I).
    b. The student's overall grade is a "C" or better at the time the I grade is requested
    c. The student has completed all coursework (including assignments and tests) except for one or two items. Specifically, 75% or more of the course must be complete at the time the Incomplete is requested.
    d. The student provides documentation of a personal or family situation (e.g. death of an immediate family member or sudden illness of the student or a family member) that would reasonably prevent a person from completing the course.
    e. The Provost and Program Director agree that the Incomplete may be granted.
    f. The student provides a written plan for completing the coursework within 30 days of the end of the course.

5.10 Withdrawal from Program

Students may withdraw from the College at any time after the cancellation period and receive a prorated refund if they have completed less than 100 percent of the scheduled clock hours in their program's current attendance period for certificate programs. The refund will be calculated after deducting a registration fee and any charges for equipment not returned in good condition within 30 days of withdrawal.

Students intending to withdraw should contact their Program Director and the Registrar and are strongly encouraged to consult with the Business Office. Regardless of the withdrawal circumstances or the date of notification, the official withdrawal date will be recorded as the last date of class attendance.

- Voluntary Withdrawal: To be considered a voluntary withdrawal, the student must notify the College of his/her intent to withdraw. The Notification of Cancellation is available from the Registrar's Office and can be mailed, faxed, emailed or submitted in person once completed.
- Involuntary (Administrative/Termination/Dismissal) Withdrawal (Drop Out): The College will fill a Notice of Drop from Program form when a student is dropped involuntarily. A student will be dropped by the College for the following reasons:

    a. failure to attend classes for a period of 14 consecutive calendar days;
    b. failure to return from a Leave of Absence (LOA);
    c. violation of the student Code of Conduct, pursuant to College disciplinary procedures;
    d. violation of the satisfactory academic progress policy; and
    e. serious violation of any College policy, pursuant to College disciplinary procedures.

5.11 Transfer of Credits Policy

NOTICE REGARDING THE TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

a) The transferability of credits you earn at this institution is entirely at the discretion of the institution to which you may transfer. Similarly, the acceptance of any certificate earned from this institution is also at the discretion of the receiving institution. If the credits or certificate you earn here are not accepted by the institution you wish to transfer to, you may need to repeat some or all of your coursework. Therefore, it is important to ensure that attending this institution aligns with your educational goals. You should consider contacting the prospective institution to verify if your credits or certificate will transfer.
b) If the institution provides a general student brochure, it must be given to the prospective student before enrollment. Additionally, if a program-specific student brochure is available for the program the prospective student is interested in, it must also be provided before enrollment.

c) An institution shall provide the school catalog to any person upon request. In addition, if the institution has student brochures, the institution shall disclose the requested brochures to any interested person upon request.

Disclosures

- Southeast College does not admit ability-to-benefit students.
- Southeast College has not entered into an articulation or transfer agreement with any other college or university.
- Southeast College does not award credit based upon challenge examinations or achievement tests.

5.11.1 Transfer of Credits Policy for General Certificate Programs

Southeast College (SC) considers credit from other institutions accredited by an agency recognized by the United States Department of Education (DOE) or the Council for Higher Education Accreditation (CHEA).

Credit toward curriculum requirements may be given to students who are admitted if the following requirements are met:

1. The previous education must have been completed within the last five years and completed with a passing score from a previous institution, or equivalent.
2. Transcripts from a previous institution must be submitted before credit is granted.
3. Southeast College determines the courses are equivalent to courses in the program and are acceptable for credit.

5.11.2 Transfer of Credits Policy for Vocational Nursing Program

Southeast College (SC) considers credit from other institutions accredited by an agency recognized by the United States Department of Education (DOE) or the Council for Higher Education Accreditation (CHEA).

Credit toward curriculum requirements may be given to students who are admitted to the Vocational Nursing Program if the following requirements are met:

1. The previous education must have been completed within the last five years and completed with a passing grade of C, a passing score from a previous institution, or better.
2. Transcripts from a previous institution must be submitted before credit is granted.
3. The following courses are acceptable for credit:
    a. Accredited vocational or practical nursing courses
    b. Accredited nurse assistant programs
    c. Accredited registered nursing courses
    d. Accredited psychiatric technician courses
    e. Armed service nursing courses
    f. Other courses the school determines are equivalent to courses in the program.

4. Any credit granted is always at the discretion of school administration and follows the regulations of the Bureau of Vocational Nursing and Psychiatric Technicians.

5.12 Advanced Placement and Credit for Experiential Learning

Southeast College does accept transfer credits for Advanced Placement (AP) coursework or examinations. However, at this time, the college does not accept or grant credit for Prior Experiential Learning.

5.13 Attendance Policy

5.13.1 Certificate Programs

Students are expected to attend all clock hours of their enrolled program. For the Vocational Nursing Program, excused absences are allowed, but all other missed clock hours must be made up according to a specified schedule, which should be coordinated with the Instructor or Program Director. Absences and tardiness will be reviewed individually to determine whether the student will be retained or dismissed from the program. Contagious illnesses, the death of a family member, and other significant reasons for absence will be considered in the retention decision. Documentation supporting any absence or tardiness must be submitted to the Program Director. Students are responsible for all material covered during their absence.

The attendance policy will be in effect from the first day of the program:

1. Students must arrive 15 minutes before the start of class.
2. Three incidents of tardiness will lead to a student being marked absent.
3. A student who arrives late or leaves early by more than 15 minutes is considered absent.
4. All absences must be made up.
5. Make up for theory absences may be done by Board-regulated acceptable methods, as determined by an instructor. This may include missed time and course objectives for each absence.
6. Make up for clinical absence must be done in the clinical area supervised by an instructor. Make up can also be done in the skills laboratory with an instructor present.
7. All absences require legitimate documentation as cause (e.g. Doctor's excuse, official court record, jury summons, bereavement notice, etc.).

EXCUSED ABSENCES (Vocational Nursing Program Only)

Absences due to illness, jury duty, or family and other emergencies are considered excused and must be supported by documentation provided to the instructor either before or immediately upon the student's return to class. Each term, a student may have up to two (2) excused absences (a maximum of 4%), with any additional absence hours accumulating. No more than 10% of the clock hours in a payment period may be classified as excused absences. Students are always responsible for completing all oral and written examinations, as well as assignments (e.g., projects, papers, reports), and must adhere to the course protocol established by the faculty member (syllabus, outlines, etc.).

EXCESSIVE ABSENCES

Excessive absences can result in a drop or dismissal from class. If a student's absences in a specific period exceed the number of hours the class meets per week, the student may be prohibited from further attendance in the class. Students who have been absent from all of their courses for 14 consecutive calendar days will be terminated from the training program. However, if a program attendance policy is stricter, a stricter policy will be applied. Please refer to the student handbook for the detailed information. *Please refer to 5.10 'Withdrawal from Program'.*

5.14 Expulsion Policy

Students may be expelled from the college when their conduct is deemed unacceptable or for the following reasons:

- Failure to maintain satisfactory grades
- Failure to achieve satisfactory clinical performance
- Failure to represent Southeast College in a professional and ethical way
- Failure to abide by the college's rules, including attendance policy

5.15 Leave of Absence (LOA) Policy

A leave of absence (LOA) is a temporary pause in a student's program of study, during which the student is not in attendance. A LOA is not necessary if the absence is solely due to a scheduled program break, although a scheduled break can occur during a LOA.

The purpose of a LOA is to allow students to take an extended break from college without having to withdraw or negatively impact their satisfactory academic progress. A LOA can be authorized by the Program Director, School Director, or a designated representative. Reasons for granting a LOA may include, but are not limited to: serious medical issues, pregnancy, military duty, or the death of an immediate family member.

A leave of absence (LOA) may be granted once for a certificate program during a student's academic career. Under no circumstances can an LOA exceed 180 calendar days within any continuous 12-month period. Students who are unable to return to full-time or part-time status by the end of their LOA will be considered to have withdrawn from Southeast College.

I. LOA will be allowed for military reasons, emergency, illness or pregnancy. Students will be required to continue their instruction in the next available class at the point where their studies were interrupted, at the discretion of the School Director/Academic/Program Director (or designee) and pending space availability.
II. The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period.
III. The time taken for a LOA will not be counted against the maximum allowable time for

program completion. Hours of the program will resume when the LOA is officially completed.

IV. LOA may only be granted to a student who maintains a GPA of 2.0 or greater. The GPA requirement does not apply to a new student who have not completed at least one (1) full academic module or term at the College.

V. A LOA will be not granted if students have outstanding balances.

VI. The student will incur no additional tuition charges during an approved leave of absence.

Requesting LOA Procedure:

- Students must outline the reason for their leave in writing and submit it to the Registrar who will present the request for review to the Director of Student Finance (or designee) and Business Officer (or designee). Once it's reviewed and no issue are found, the Registrar (or designee) forwards the request for approval to the School Director/Academic/Program Director.
- The Registrar will notify students are approved or denied for leave with a letter.

Returning from a LOA Procedure:

1. Students on an approved leave must meet with their Program Director prior to resuming studies.
2. Students on an approved leave must communicate with the Registrar's Office to coordinate the right timing for resuming their studies.
3. Any conditions set for a return from leave, such as a letter of clearance from the student's physician for medical leave of absence, that are specified in the letter of approval from the School Director/Academic/Program Director must be met before the student may resume his/her studies.
4. Copies of said forms must be forwarded to the Registrar.

Warning:

SC cannot guarantee a particular return date for students interrupting their training. Consult with the school catalog, student program handbook and your Program director before considering taking a LOA.

5.16 Graduation Requirement (For specific program policy, see Student Handbook)

Students enrolled into any program will be considered "graduates" after meeting the following requirements:

- Must achieve passing grades for the program
- Must complete the all required courses with an overall grade-point average (GPA) of at least 2.0 for certificate programs.

- Must maintain satisfactory attendance
- Satisfactory completion of all the courses in a program
- Must be in good financial standing with the college
- **Must meet the program specific graduation requirements stated in each program student handbook**

A Certificate of Graduation will be awarded to each graduate upon completion of the graduation requirements.
**Students unable to satisfy the graduation requirements within the allotted time may appeal.*

5.17 Licensure/Certification Process

Under California law, the College is required to take reasonable steps to ensure that you are eligible for licensure if you choose a program that prepares you for a field where licensure is required. Carefully review these requirements and conduct additional research if you have any concerns about meeting licensure criteria. Note that licensure requirements may differ in other states. Students are responsible for obtaining the most up-to-date application requirements for any state where they plan to seek employment.

Licensure/Certification Process

Completion of the following programs enables the student to take or submit application with appropriate fees for licensure or a certification examination.

Vocational Nursing Program – Licensed Vocational Nurse (LVN)

Vocational Nursing graduates must become licensed by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) to practice as a Licensed Vocational Nurse (LVN) in the State of California. Vocational Nursing graduates will become licensed by taking and passing the NCLEX-PN, a year-round computer-adaptive vocational nurse licensure examination and by completing application to the BVNPT with appropriate fees.

1. Must be a graduate of a California Approved School of Vocational Nursing.
2. Must complete application to the Bureau of Vocational Nursing & Psychiatric Technicians (BVNPT) and pay appropriate fees;
3. Must complete application for National Council Licensure Exam and pay appropriate fees; and
4. Must schedule a computer Adapted Testing Exam time with the appropriate agency.

Summary of Requirements for Licensure as a Vocational Nurse*

https://www.bvnpt.ca.gov/applicants/summary_vn.shtml

1. Be at least 17 years old; and
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).

3. Complete the Record of Nursing Program Form.
4. Completed fingerprints using either Live Scan or fingerprint card (Hard Card) processing method pulling records from the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).
5. Submit the appropriate nonrefundable fee to the "BVNPT".
6. The processing time is 4-6 weeks for Method 1 Applications and up to 26-weeks for Method 2 Applications. Once the Eligibility Notice from the Board is received, the student is now able to register with Pearson Vue, pay the fee and schedule their NCLEX date.
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX)
8. When the requirements of Steps 1-8 have been successfully met, student can submit to the Board the Initial License Fee to be paid. The license fee is in addition to the application fee. If there are no obstructions, the student will be able to pull up their License Number on the Board's website within 24-hours.

For further information regarding the requirements for eligibility for licensure in the State of California, please refer to the BVNPT website: *https://bvnpt.ca.gov/applicants/index.shtml*

5.18 Transcript Requests

Transcript requests from graduates of Southeast College should allow up to ten (10) business days to process. The first transcript is free, followed by a $10 fee for each additional transcript.

5.19 Satisfactory Academic Progress

The purpose of measuring and enforcing SAP standards is to ensure that students are progressing towards academic program completion in accordance with the institution's academic standards with respect to qualitative performance (e.g., GPA) and at a required pace, within a maximum timeframe. SC's Satisfactory Academic Progress (SAP) Policy is designed to reinforce the connection between student finance and successful academic performance.

Student progress is assessed at the end of each payment period based on the standards outlined below. Any academic transcripts from transfer students received by the Student Finance Office will be evaluated according to this SAP Policy (see chart below).

The academic progress for all programs is based on three measures: cumulative grade-point average or percentage (Qualitative standard), completion rate based on hours earned compared to hours attempted (Quantitative standard), and a maximum timeframe for the program completion. The following describes SC's standards for each of these measures.

Students in a Clock Hour (Certificate) Program

Minimum GPA (Qualitative)	Per Term Completion Rate(Quantitative)	Overall Maximum Time Frame
2.0	Successfully Completed Hours/Scheduled Hours & Weeks needed to successfully complete hours attempted/Actual weeks attempted Standard set by school is 67%	150% of Scheduled Program Length

***Example: If your program requires 900 clock hours, you must complete your program by the time you attempt 1350 hours.*

Grades of Withdrawal (W), Incomplete (I), and Failing (F) are counted as attempted hours yet will NOT count as earned hours.

5.20 Academic Appeal

If a student believes that their final grade for a course was incorrect, that they experienced unfair treatment by an instructor or administrative staff at Southeast College, or that any issue related to their academic progression, probation, suspension, or termination from a program was handled unfairly, they may use the appeals process outlined in this policy to seek resolution. Any issue subject to appeal will be referred to as "the conflict" in this policy.

The student carries the responsibility of proving their claim of unfair grading or treatment. Grades can only be awarded or changed by the course instructor or through the appeals process. Students should note that grades cannot be altered by other instructors, program directors, deans, or college administrators. During the appeals process, a grade may be adjusted either up or down, and other conflicts may also be addressed through this process.

6. STUDENT RIGHTS

6.1 Notice of Student's Right to Cancel

The Student has the right to withdraw from the program of instruction at any time. To withdraw or cancel enrollment, the Student must send a signed Notice of Cancellation or Letter of Withdrawal postmarked NO LATER THAN the seventh day following the first day of class (or delivered to the school before midnight of the same day). Compliance with this policy will result in a full refund.

San Bernardino (SB) campus: Notice of Cancellation or Letter of Withdrawal must be sent to:

Office of the Registrar
Southeast College
225 E. Airport Dr., Ste. 150
San Bernardino, CA 92408

Monterey Park (MP) campus: Notice of Cancellation or Letter of Withdrawal must be sent to:

Office of the Registrar
Southeast College
111 N. Atlantic Blvd., Ste. 117
Monterey Park, CA 91754

If you have any complaints, questions, or problems that you cannot work out with the school, write or call the Bureau for Private Postsecondary Education (BPPE) at 1747 N. Market Blvd., Ste. 225, Sacramento, CA 95834. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website at www.bppe.ca.gov

6.2 Student's Right to Records

Current official academic student files are kept in fire-proof file cabinets or in rooms equipped with sprinklers. Southeast College retains all files on-site for a minimum of five (5) years from the student's last date of attendance. Student transcripts and enrollment agreements are preserved permanently. Students must report any address or name changes to the registrar immediately. It is important for students to keep the college updated on any address changes throughout their enrollment and after graduation.

6.3 Student's Right to Privacy (FERPA)

Southeast College (SC) maintains compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. FERPA defines requirements which are designed to protect the privacy of student records maintained by SC. The law requires that:

1. Students should be provided access to official records directly related to them. Students who wish to see their records must make an appointment or submit a written request through SC's Registrar's Office.
2. Students may not remove any materials, but are entitled, at their expense, to one copy of any materials contained in their file, unless a disclaimer appears on the document indicating that the student is not to be given a copy, or if the student waived the rights to the document.
3. Students should be given the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the faculty member.
4. Students' written consent must be received prior to releasing personally identifiable student data from their records to other than a specified list of exceptions. SC is authorized to release public directory information concerning students. Directory information includes the student's name, address, phone number, date and place of birth, major field of study, dates of attendance, certificates and awards received and the most recent previous educational agency or institution attended by the student. Directory information is subject to release by SC at any time unless the Registrar has received a prior written request from the student specifying that the information not be released.

SC is authorized to provide access of student records to SC officials and employees who have legitimate educational interests. These are persons who have responsibilities in SC academic, administrative, service or research functions.

A copy of SC's FERPA policy is available to students through the Registrar's Office. Education records will be released pursuant to a judicial order or a lawfully issued subpoena, but only after the student is given reasonable and necessary notification of SC's intent to comply with the subpoena before release of the records.

Students have the right to restrict disclosure of directory information. Written requests for privacy holds should include name, address, specific records to be withheld and/or to whom the privacy hold applies, and the student's signature and date. Requests are valid throughout student's enrollment unless otherwise notified.

Congress has provided the Family Education Rights and Privacy Act in that a student have certain rights of access to his/her education records (available in the front office).

6.4 Non-Discrimination Policy

Southeast College (SC) does not deny admission or discriminate against students currently enrolled on the basis of race, color, religion, sex, age, disabilities and area of origin, residence or sexual orientation from participating in any of the school's activities. SC will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

6.5 Educational Safety Environment

Due to requirements set forth by the Occupational Safety and Health Administration (OSHA), proper attire including shoes, eyewear and other articles should be worn during all class hours.

6.6 Hygiene & Dress Code Policy

Students are expected to follow this dress code as follows:

1. Wear the school issued uniform every day for both the Theory and Practicum classes at Southeast College.
2. Uniform (top and bottom) in neat and clean condition.
3. If the weather is cool, a shirt may be worn under or a sweater over the uniform.
4. White socks are to be worn with white or light-colored comfortable, clean flat shoes (no high heels allowed). Shoes must have closed heels, toes, and sides.
5. Finger nails must be kept short (no longer than the finger tip), clean, with no nail polish or clear nail polish only. Absolutely no artificial nails are allowed. They are known to carry excessive amounts of bacteria and/or virus. Any student who arrives at practicum with artificial nails will be sent home immediately and will be marked absent.
6. Jewelry shall be limited to a conservative wrist watch with second hand, wedding ring(s), and very small stud earrings. No necklaces, earrings that drop below the earlobe, or other jewelry that could interfere with patient care or be a source of infections may be worn. If a clinical instructor or agency or site staff instructs the student to remove a piece of jewelry, the student must comply or be dismissed from the clinical/externship site.
7. Hair shoulder length or shorter or pinned up. Hair must be kept in such condition that it does not swing forward to fall on or touch a patient when providing care.
8. Beards are allowed if kept trimmed.
9. No exposed tattoo is allowed.
10. The school ID badge on lanyard around neck or pinned to uniform left chest.
11. No hats/beanies.

6.7 Americans with Disability Act (ADA)

Southeast College recognizes its responsibilities and obligations under the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 to prohibit discrimination on the basis of a disability while providing reasonable accommodations to qualified disabled students. Students have the choice to self-disclose and request an accommodation through the school's ADA Compliance Officer. Communications alone with faculty or other staff members does not

in itself fulfill the ADA accommodation requirements. Students will be required to verify their disability through a Medical Release Form, Documentation of Disability Form, and Accommodation Request Form. Southeast College will review the documentation for consideration. Students applying have confidentiality and will not be retaliated against for requesting accommodations or bringing a complaint procedure for non-compliance by the college.

Southeast College as a private college is regulated by Title III of the ADA. In order to comply with Title III, Southeast College

- Provides classes and services in an integrated setting
- Provides reasonable modifications in policies, practices, and procedures that deny equal access to students with disabilities
- No unnecessary eligibility standards or rules that deny students with disabilities an equal opportunity or experience
- Removed architectural and structural communication barriers on campus when possible
- Maintain accessible features of facilities and equipment
- Furnish aids when necessary and requested to ensure effective communication

It is important to Southeast College students are knowledgeable about their rights and responsibilities in their education. Students have the responsibility to request and report their accommodations. For many students with disabilities, knowing their rights is an essential part of self-advocacy. Southeast College is here to assist with their journey.

6.8 Student Seeking Reasonable Accommodations

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Southeast College adheres to the principle that "no individual with a handicap shall be excluded from participating in the programs and services offered by SC solely due to the handicap." The college does not discriminate based on disability and ensures that its programs, including extracurricular activities, are accessible to students with disabilities. By providing necessary aids, services, and policy modifications, the college aims to offer a complete educational experience. Southeast College does not charge students for these accommodations. To be eligible for accommodations, aids, or services, a student must have a documented disability and must meet with the ADA Compliance Officer to verify the disability.

<u>Students</u>

1. Student informs the Southeast College ADA Compliance Officer of the request for an accommodation.
2. The ADA Compliance Officer will ask for documentation regarding the individual's functional limitations to support the request. Any medical documentation will be collected and maintained in accordance with confidentiality.
3. When the student's disability becomes qualified, the student will consult with the ADA Compliance Officer:
    a. Discuss the purpose and essential functions of the student
    b. Determine the limitations the student faces

c. Identify potential accommodations and determine how effective each would be for the student.
d. Select and implement the reasonable accommodation most appropriate for both the student and Southeast College. While a student's preference will be given consideration, Southeast College is free to choose among the choices available and may choose one that is more affordable or easier to implement.
e. The ADA Compliance Officer will provide a written decision to the student within a reasonable time unless agreed upon otherwise by the student and Southeast College.

Southeast College is committed to providing reasonable accommodations unless doing so would cause undue hardship or fundamentally alter the nature of the program or service. The college is not required to provide personal items needed for daily activities, such as eyeglasses, hearing aids, or wheelchairs. Students who do not request accommodations can choose to keep their disability information private. The college cannot provide services or accommodations if it is unaware of the need. It is the student's responsibility to disclose their needs in advance so that the college can develop an appropriate plan.

6.9 Equal Opportunity

To ensure proper handling of all equal opportunity matters, including the Civil Rights Act and Americans with Disabilities Act, discrimination, accommodation and compliance issues, inquiries should be directed to the following individual:

School Director/Compliance Officer at (909) 763-3481, for the following matters:

- Sexual Harassment
- Discrimination – Education/Race
- Discrimination – Workplace – Hiring/Promotion
- Training
- ADA
- EEO – Hiring/Promotion
- Gender Equality

6.10 Student Grievance Policy

The grievance procedure can be initiated by a student or group of students who believe they have been subjected to unjust treatment or denied rights that negatively impact their status, rights, or privileges as students. It is the responsibility of the student(s) to provide evidence of the alleged unfair or improper action.

The programs at Southeast College are challenging and demanding, and students may encounter difficulties. The college is committed to addressing these issues when informed. The following procedure is designed to help students resolve any problems they encounter.

1. First, discuss the problem with your instructor rather than with other students.
2. Next, make an appointment to approach the Program Director if you and the instructor were unable to resolve the problem.
3. If the problem is still not resolved, the student will make an appointment to discuss the matter with the School Director.
4. If the problem involves the VN program, you may contact the Board of Vocational Nursing and Psychiatric Technicians.

Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833
T: 916-263-7800 Web: https://bvnpt.ca.gov E-mail: bvnpt@dca.ca.gov

5. For other problems, you are able to contact:

Bureau for Private Postsecondary Education (BPPE)
P.O. Box 980818, West Sacramento, CA 95798-0818
1747 North Market Blvd., Suite 225, Sacramento, CA 95834
T: 888-370-7589 Web: www.bppe.ca.gov E-mail: bppe@dca.ca.gov

6.11 Right to Appeal

Students may submit a written appeal for any decisions that negatively affect their ability to complete a course or program, such as failure, suspension, or termination. All such appeals must be submitted within 30 days of notice to the Appeal Committee. It is the responsibility of the student to submit all relevant documents or statements of support with their appeal letter. Appeals should be brought or mailed to:

San Bernardino campus:

Southeast College
Attn: Appeal Committee
225 E. Airport Dr., Ste. 150
San Bernardino, CA 92408

Monterey Park campus:

Southeast College
Attn: Appeal Committee
111 N. Atlantic Blvd., Ste. 117
Monterey Park, CA 91754

In all cases of student grievances, if the complaint cannot be resolved after exhausting the school's procedures, the student may file an external complaint.

7. STUDENT RESPONSIBILITIES

For specific program policy, see Student Handbook.

7.1 Student Code of Conduct

Students at SC are expected to uphold ethical standards, honesty, and integrity as responsible members of the academic community. This includes demonstrating mutual respect and civility in academic and professional interactions. Southeast College reserves the right to suspend or dismiss any student whose conduct is deemed unacceptable. Unacceptable conduct includes excessive absences or tardiness, failure to maintain satisfactory academic standing or clinical performance, inappropriate behavior toward peers, faculty, staff, or affiliates, failure to adhere to school rules, and other behaviors considered inappropriate.

7.2 Standards of Student Conduct

Students are responsible for learning all required material. While academic performance is the primary factor in determining grades, student conduct plays a significant role in the academic environment. Students must respect and comply with civil and criminal laws, and they may face legal consequences for violations of city, county, state, or federal laws. Students are also expected to adhere to the code of conduct at all times, both on campus and when representing Southeast College off-site. Any violations of this conduct code will result in disciplinary action. Such violations include, but are not limited to, the following:

- Uniforms not worn in class in accordance with uniform policy, if applicable
- Harassment of any kind or carrying weapons oncampus
- Disruptive behavior that hinders or interferes with the educational process
- Any act or statement which threatens or violates the personal safety of any member of the faculty, staff or student body
- Violation of the student Code of Conduct
- Failure to comply with any reasonable directive from faculty or school officer
- Falsification or invention of any information citation or document, lying during a school investigation, or plagiarizing any piece of writing
- Any form of academic dishonesty which includes but is not limited to: cheating, fabricating, plagiarizing (copying or presenting another's work as your own), unlawfully acquiring or using copyrighted work, or helping another student to commit academic dishonesty.
- Violation of any state, federal, or school laws, regulations or rules

7.3 Discipline Procedures

If a student violates a rule or regulation, the matter will be promptly investigated. The student will be informed of the issue and the investigation process. A committee will review the investigation, discuss the findings, and make recommendations to the School Director or Assistant Director. The student will have the opportunity to present their case to the committee.

If a violation is confirmed, the student will receive sanctions proportionate to the severity of the violation. The School Director or Assistant Director will make the final sanctioning decision and communicate it to the student. If the student believes the decision is incorrect, they may request an appeal within 10 days. The appeal must be submitted in writing to the committee, which will review the appeal and render a final decision.

7.4 Dismissal

Failure to abide by a student conduct code can result in various actions, ranging from warnings to suspension or dismissal or expulsion. Dismissal is the termination of Southeast College student status for an indefinite period and may include exclusion from specified areas of the campus. Readmission to any campus of the Southeast College after Dismissal may be granted only under exceptional circumstances and requires the specific approval of the School Director of the campus to which a dismissed student has applied. A student has a right to appeal. Please refer to 6.11.

8. CAMPUS SECURITY AND SAFETY

Southeast College is dedicated to maintaining a campus environment that is safe, supportive, and responsive, ensuring that all students can fully benefit from a wide range of educational opportunities. The Clery Act mandates that Southeast College addresses sexual assault on our campus.

Southeast College is committed to assisting all community members in ensuring their safety and security. Southeast College shares many of the same concerns as the neighboring cities, including the priority of providing a safe environment for students, faculty, and staff. Safety and security are responsibilities shared by everyone, and your actions and behavior can significantly reduce your risk of personal harm.

At Southeast College, we understand the importance of campus safety. Our goal is for students, faculty, and staff to enjoy their academic experience free from threats to their safety and well-being. This publication aims to provide information on the safety and security of campus facilities, the offices responsible for coordinating campus safety and security, campus crime statistics, substance abuse policies, sexual assault policies, and timely warnings, all in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

8.1 The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (or Clery Act)

The Jeanne Clery Crime Awareness and Campus Security Act of 1990 (Clery Act) requires colleges and schools to provide students and applicants a detailed report of crime statistics for the prior three years. The Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

8.2 Sexual Harassment/Discrimination Policy

Southeast College students, faculty, and staff are entitled to learn and work in an environment free of sexual harassment. Sexual harassment is prohibited in any School-related activity. Sexual harassment is defined as unwelcome sexual advances (including sexual violence), requests for sexual favors, and/or physical, verbal, or written conduct of a sexual nature includes but not limited to the following:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment education, or participation in the School's programs or activities, or
- Submission to or rejection of such conduct by an individual is used as a basis for decision pertaining to an individual's employment, education, or participation in the School's programs or activities, or
- Such speech or conduct is directed against another and is abusive or humiliating and

persists after the objection of the person targeted by the speech or conduct or
- Such conduct would be regarded by a reasonable person as creating an intimidating, hostile, or offensive environment that substantially interferes with an individual's work, education, or participation in the School's programs or activities.

8.2.1 Questions or Concerns About Sexual Harassment/Discrimination Policy – Contact Information

If you have a complaint involving sexual assault, sex discrimination, sexual harassment, stalking, or dating and domestic violence, or if you have questions about Southeast College's policies or procedures in these areas, please contact the designated Administrator (Assistant School Director): kalvin.latimer@southeastcacollege.com or call (909) 763-3481 or School Director: lsun@southeastcacollege.com .

8.3 Geography: Campus Location

The San Bernardino campus of Southeast College is situated at 225 East Airport Drive, San Bernardino, California 92408, occupying a total area of 4,882 square feet. This includes 2,482 square feet in suite 110 and 2,400 square feet in suite 150. Conveniently located along the 10 eastbound freeway, the college is in close proximity to various dining and shopping establishments on Hospitality Lane in San Bernardino, California.

The Monterey Park campus of Southeast College is situated at 111 North Atlantic Blvd., Ste. 117, Monterey Park, 91754, occupying a total area of 2,700 square feet, distributed across the first level (Suite 117) and third level (Suite 353A) of the facility. All classes held at this location are considered non-main campus courses. Conveniently located along the interstate 10 freeways, the college is in close proximity to various dining and shopping establishments on Atlantic Boulevard in Monterey Park, California.

For purposes of Clery Act data collection and reporting, the following definitions apply:

- **Campus**: Areas of buildings, which are leased, owned or controlled by Southeast College, including any classrooms, administrative offices, faculty offices, along with any hallways, lavatories, storage areas, stairwells, elevators or other areas used exclusively by Southeast College staff, faculty or students.
- **Non-Campus Property:** All other areas of campus buildings that are not otherwise included in the definition of "campus" (above), including any hallways, elevators or outdoor areas owned or controlled by the building/development owners and routinely used by Southeast College's students. These areas are considered part of the "'campus" for the purposes of the statistics above.
- **Public Property:** Any public thoroughfares, streets, alleys, sidewalks and/or public parking facilities that is immediately adjacent to, and accessible from, the campus.

8.4 Annual Campus Security Report

Southeast College is committed to assisting all members of the Southeast College community in providing for their safety and security. The annual security compliance document is available on the Southeast College website at https://www.southeastcacollege.com.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or properties owned or controlled by Southeast College; and on public properties within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the Southeast College Administration Office. If you would like to receive the Annual Campus Crime Statistics Report that contains this information, you can stop by the Southeast College Administration Office at 225 E. Airport Drive, Ste. 150, San Bernardino, CA 92408 for information about the San Bernardino campus or at 111 N. Atlantic Blvd., Ste. 117, Monterey Park, CA 91754 for information about the Monterey Park campus, or request that a copy be mailed to you by calling the San Bernardino campus at (909) 763-3481 or the Monterey Park campus at (626) 513-5957.

8.5 Campus Crime Statistics

The detailed statistics in this policy reflect the number of crimes reported and referrals made for Southeast College – San Bernardino Campus and Monterey Park Campus for the past three calendar years (2021-2023). Those cases are as follows:

2021-2023 Clery Campus Crime Statistics for SB/MP Campuses

Total Crimes:

OFFENSE	YEAR	ON CAMPUS		NON-CAMPUS		PUBLIC AREA	
		SB	MP	SB	MP	SB	MP
Murder/Non-negligent Manslaughter	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Negligent Manslaughter	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Rape	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Fondling	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Incest	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Statutory Rape	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Robbery	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Aggravated Assault	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Burglary	2021	2	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Motor Vehicle Theft (Includes theft attempts)	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Arson	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Liquor Law Arrests	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Drug Arrests	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Weapon Law Arrests	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Hate Crimes	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0

Violence Against Women Act (VAWA) Offenses:

OFFENSE	YEAR	ON CAMPUS		NON-CAMPUS		PUBLIC AREA	
		SB	MP	SB	MP	SB	MP
Domestic Violence	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Dating Violence	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Stalking	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0

Disciplinary Actions:

OFFENSE	YEAR	ON CAMPUS		NON-CAMPUS		PUBLIC AREA	
		SB	MP	SB	MP	SB	MP
Weapons: carrying, possession, etc.	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Drug Abuse Violations	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0
Liquor Law Violations	2021	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2023	0	0	0	0	0	0

For more information, please visit the following websites:

San Bernardino Area:
https://www.sbcity.org/city_hall/police_department/crime_statistics/about_ucr_statistics

Monterey Park Area:
https://www.montereypark.ca.gov/409/Crime-Statistics

8.6 Timely Warning

In addition to the required Annual Campus Crime Statistics Report, Southeast College will provide a timely warning to the campus community of any occurrences of crimes considered to represent serious or continuing threats to students and employees, whether they are reported to campus officials or the local police agencies. Crimes that Southeast College views as serious include but are not limited to:

- Homicide
- sex offense

- robbery
- burglary
- aggravated assault
- motor vehicle theft
- arson
- hate crimes
- arrests for liquor/drug or weapons violations
- campus discipline for liquor/drugs/weapons

If the school is aware of such a crime, and the management of the school feels that a serious and continuing threat to students and employees exists, the Campus Security Director will post appropriate warning notifications in various locations throughout the campus, including all entrance/exit doors of the campus buildings. These warning notifications will remain in place for ten days or longer if school management feels that a continuing threat remains.

8.7 Security of Campus Facilities

Southeast College campus facilities are private property. All visitors must report to the reception desk at each respective campus location to be admitted to the campus grounds/buildings. Any unauthorized visitation or other trespassing on Southeast College's facilities, including trespassing by students during non-business hours, is strictly prohibited.

8.8 Campus Law Enforcement

Southeast College does not maintain a law enforcement department or employ a security force. However, the building in which Southeast College facilities are housed does maintain security personnel. All crimes and other emergencies will be handled by the building security or local law enforcement agencies appropriately. The building security officers patrol the campus around the clock. Foot and vehicle patrols enable officers to monitor and maintain security on campus and promote contact between the campus community and building security officers.

8.9 Drug, Alcohol, and Tobacco Policies

At Southeast College, we are committed to fostering a safe and productive environment for all students. The misuse of drugs or alcohol undermines this goal and is strictly prohibited. All students are expected to remain free of alcohol, illegal drugs, and controlled substances.

Southeast College prohibits the following: possession of controlled substances which would constitute a violation of the California Health and Safety Code Section 11350 or the Business and Professions Code Section 4230; use of alcoholic beverages while on any property owned or used by Southeast College. The "controlled substances," as used in this section, include, but are not limited to the following drugs and narcotics: opiates, opium and opium derivatives, mescaline, hallucinogenic substances, peyote, marijuana, stimulants, depressants and cocaine.

Smoking is prohibited in all classrooms and enclosed spaces regularly used by students, faculty, staff, or administrators. Designated smoking areas are located outside the main

building for those who wish to smoke.

8.10 Sexual Assault Prevention/Reporting

Southeast College does not provide dormitories or other facilities for use outside of regular school hours. During business hours, sufficient faculty and staff are available throughout the campus to assist students as needed. Any crime, including sexual assault, whether on or off campus, should be reported immediately to the local police department or appropriate law enforcement agency.

We understand that the decision to report a rape or sexual assault can be difficult. However, we strongly encourage immediate reporting of these incidents to the proper authorities. Sexual assault is a serious crime, and reporting it may help prevent future victims. Victims are urged to contact law enforcement by dialing 9-1-1 for criminal investigation, medical attention, and access to crisis counseling and legal advocacy services. Victims may request that the entire reporting process remain confidential.

If both the victim and the accused are enrolled students, the college may initiate disciplinary action. During any campus disciplinary proceedings, both the accuser and the accused are entitled to the same opportunities to have others present. Both parties will be informed of the outcome once the school committee reaches a decision. If the accused is found to have violated the Southeast College Code of Student Conduct, they may face probation, suspension, expulsion, or exclusion from campus. Under certain circumstances, victims may request adjustments to their academic arrangements.

If you become a victim of a sexual assault on or off campus:

- Go to a safe place
- Immediately contact the local police department
- Contact someone you trust to be with you or ask the police department dispatcher to do so for you
- Do not shower, bath, douche, change or destroy your clothing
- Do not clean or straighten up the area

A police officer will arrange for forensic and medical services as appropriate and a report will be accepted in confidence through a 3rd-party or anonymously.

8.11 Firearms and Weapons Policy

Southeast College does not authorize the possession or use of weapons and firearms on the College's campuses or on any property owned or controlled by the College. This also includes ammunition for weapons, guns, BB guns, stun guns, chemicals, bombs, hazardous materials, explosive devises, knives, incendiary devices and any item capable of inflicting serious injury.

No one (personnel, students or visitors) except law enforcement officers of either the State of California or of a Federal Law Enforcement Agency shall be authorized to possess or carry

firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while upon campus or other properties owned or controlled by the College, without the prior knowledge and consent of the School Director.

Any individual who fails to abide by this policy may be subject to disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense, or prosecution under appropriate city, state or federal laws. Individuals should immediately report any knowledge he or she may have regarding the possession, use or display of weapons and firearms to the School Director.

8.12 Potentially Infectious Agents and/or Hazardous Materials Policy

It is the policy of Southeast College that all students who are exposed (i.e. needle stick, inhalation, mucus membrane or skin exposure or percutaneously to infectious agents and/or hazardous materials including radiation, blood-borne pathogens) while engaged in an educational program seek and obtain prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow up laboratory values, as necessary.

8.13 Hate Crimes and the Law

Southeast College is mandated to protect all members of the campus community by preventing and prosecuting bias or hate crimes that occur within the campus jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Anyone committing such acts can be referred to the Southeast College Administration for disciplinary action, as well as facing prosecution under the California law.

8.14 Violence Against Women Act Compliance

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety- and security-related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).

The Higher Education Act defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

Domestic violence means a felony or misdemeanor crime of violence committed by: (1) a

current or former spouse or intimate partner of the victim, (2) a person with whom the victim shares a child in common, (3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship, (b) the type of relationship, and (c) the frequency of interaction between the persons involved in the relationship.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

8.15 The Gramm-Leach-Bliley Act (GLBA) Cybersecurity Requirements

The Gramm Leach Bliley Act (GLBA) is a law that applies to financial institutions and includes privacy and information security provisions that are designed to protect consumer financial data. This law applies to how higher education institutions collect, store, and use student financial records. GLBA regulations include both a Privacy Rule (16 CFR 313) and a Safeguards Rule (16 CFR 314), both of which are enforced by the Federal Trade Commission (FTC) for higher education institutions. Colleges and universities are deemed to be in compliance with the GLBA Privacy Rule if they are in compliance with the Family Educational Rights and Privacy Act (FERPA).

8.16 Distribution of Report/Policy

A notice of this report and policy statement will be given to all students and employees annually. Those wishing a printed copy of this report may print directly from our webpage or may contact any member of the Southeast College administration for a printed copy sent by mail or picked up.

8.17 Crime Prevention

Southeast College does not maintain dormitories or other facilities that are used outside of regular school hours. Sufficient faculty and staff are available throughout the building and grounds during business hours to reduce the likelihood of crime during school hours. Students and employees are encouraged to be vigilant and observant when in the non-campus or public areas, and to protect themselves and each other by reporting suspicious or illegal activity to proper authorities immediately. To help students and employees protect them and their property, Southeast College develops and makes available to students an updated crime log and safety tips.

8.18 Daily Crime Log

The Clery Act requires academic institutions with internal security maintain a daily crime log. This log may be publicized as a hard copy log and will be accessible on campus. The crime log for the "most recent 60-day period" must be available for public review during normal business hours. Any requests to view logs older than the 60-day recent period must be made available within two business days of the request for public inspection.

A hard copy of the daily crime log for Southeast College is maintained in the administration office. Southeast College does not make available an electronic version of the daily crime log. The business hours for access and further information are M-F, 9:00 a.m.-6:00 p.m. Furthermore, security is provided as part of the college's lease terms and as part of the Clery requirements, crimes are primarily registered with them at each campus location.

8.19 Emergency Notification

Southeast College Alerts will deliver messages using some or all of the following channels:

- The Southeast College homepage;
- Broadcast e-mail to all Southeast College students;
- Blackboards in classrooms;
- Phone Alerts;
- Classroom/hallway alarms.

8.20 Safety Tips

Effective policing is a community activity. Protect yourself against crime by taking the following common-sense precautions.

- ✓ **Emergencies**
  - Fire: Leave the building and call 911
  - Health/Medical: call 911
- ✓ **On Campus**
  - Report unusual or suspicious activities to the Southeast College Administration Office in person or call (909) 763-3481 (SB Campus) or (626) 513-5957 (MP Campus).
  - Keep small valuable items (jewelry, cash, wallets, purses, etc.) out of sight or in a closed/locked backpack.
  - Small electronics such as iPods, mp3 players, cell phones, thumb drives, and laptops are easily taken by thieves and must be secured at all times.

- ✓ **Parking Lots**
  - Do not walk alone to your car.
  - Lock your car at all times.
  - Take your valuables with you or lock them in the trunk.
  - Use anti-theft and safety devices, including remote key access for lighting, car alarms, and steering wheel locks.
- ✓ **Personal Safety**
  - Always let someone know where you are.
  - Never walk alone at night, always walk with a friend.
  - Do not leave a party or bar with a casual acquaintance.
  - Never leave drinks of any type alone, when at a social gathering.
  - Report any rape or sexual assault, even if you know the assailant. It's still a crime.
  - Report unusual or suspicious activities to the Southeast College Administration Office immediately at (909) 763-3481 (SB Campus) or (626) 513-5957 (MP Campus).
  - In Your Car
    - Do not signal breakdowns or request help from strangers.
    - Check the back seat before entering your car.
    - Do not open your window more than an inch if you respond to strangers who approach your car.
- ✓ **In General**
  - Be aware of your surroundings.
  - Keep your door locked at all times.
  - Don't walk alone late at night.
  - Keep your valuables locked up in a safe place.
  - Don't leave your laptop computer unattended.
  - Mark your valuables with your name.
- ✓ **Notice, Remember and Report**
  - License plate number
  - Which way the car or person went
  - Anything left at the scene by the assailant or the victim
  - Description of car (color, number of doors, rust)
  - Description of person, including
    - approximate age, weight, height, and build
    - gender
    - color and length of hair

- color of eyes
- color of skin
- clothing
- distinctive marks including scars, tattoos
- distinctive accessories including rings, earrings, piercings

✓ **Your Identity**

- Don't give out personal information on the phone, through the mail, or on the Internet unless you initiated the contact or are sure you know who you are dealing with.
- Don't carry your SSN card in your wallet; store it in a secure place.
- Keep your purse or wallet in a safe place; do the same with copies of administrative forms that have your sensitive personal information.

✓ **Preventing Fires**

Fire prevention and safety programs at Southeast College include:

- Fire drills (Building Services)
- Inspection and maintenance of fire-detection and fire-fighting equipment (Campus Services)
- Routine checks of emergency firefighting equipment (Campus Services)

✓ **Preventing Fire-Related Crimes**

The following activities are illegal:

- Causing a false alarm
- Maliciously activating building fire alarm system
- Discharging a fire extinguisher mischievously
- Tampering with fire-detection and fire-prevention equipment (smoke detectors, sprinklers)
- arson

Any student who commits these crimes will be referred to the College Disciplinary Board. Criminal charges may also be filed.

✓ **In Case of Fire Drill**

When the alarm sounds:

- Always leave the building immediately. Never assume the alarm is a false alarm.
- Continue to evacuate the building even if the alarm stops.
- Use the nearest exit. If the nearest exit is blocked by fire, heat or smoke, go to another exit.
- Always use the stairs. Stairway fire doors will keep out fire and smoke if they are

closed and will protect you until you get outside. Never use an elevator. If the power fails, you will be trapped.

- ✓ **When to use 9-1-1 versus 7-digit telephone lines**
  - Call 9-1-1 when there is a life or death emergency that requires the immediate response of emergency service such as police, fire or paramedic. Always call 9-1-1 when there is a medical problem or something that requires the San Bernardino or Monterey Park Fire Department to respond, because they do not have non-emergency lines.
  - When there is a situation that requires police response but is not an emergency, use non- emergency telephone number 1-909-384-5742 for the San Bernardino Police Department or 1-626-573-1311 for the Monterey Park Police Department.

It is a misdemeanor under California Penal Code Section 148.3 for any person to willfully use the 9-1-1 system for any purpose other than reporting an emergency. It is a felony if someone is injured or dies as a result of emergency service response to a false call.

8.21 Important Security/Safety Phone Numbers

Southeast College SB Campus - Campus Security Department
225 E. Airport Drive, Suite 150
San Bernardino, CA 92408
(909) 763-3481

The San Bernardino Police Department
710 North D Street
San Bernardino, CA 92401
(909) 384-5742

Southeast College MP Campus - Campus Security Department
111 North Atlantic Blvd., Ste. 117
Monterey Park, CA 91754
(626) 513-5957

The Monterey Park Police Department
320 West Newmark Avenue
Monterey Park, CA 91754
(626) 573-1311

Please Remember to Call 9-1-1 when there is a life or death emergency that requires the immediate response of emergency service such as police, fire or paramedic.

9. STUDENT SERVICES

9.1 New Student Orientation

All new students are required to attend an orientation session conducted by the Southeast College Admissions Office. Orientation will walk students through the registration/admissions process.

9.2 Counseling: Career and Placement Assistance

The Career Counseling and Placement Assistance Services provide students with:

- Individual and group counseling, exploration of career options and information on occupational fields and employment trends
- Overseeing a variety of educational and career options, including non-credit programs and vocational assistance
- Seminars in resume writing, interviewing skills, working with people and other job-related topics

Disclaimer on Job Placement
The purpose of all programs offered by SC is to extend the nature and range of careers available to our students by providing a quality education that integrates theory with practical application. However, SC cannot offer guarantees of job placement, advancement, or continued employment.

9.3 Counseling: Course Advisement and Tutorial Services

Southeast College is deeply committed to its Mission and Philosophy. In line with these values, all employees strive to maintain a close yet professional relationship with students through consistent and appropriate communication. Faculty members are dedicated to supporting students through counseling, advising, and tutoring services to ensure academic success and program completion. Instructors work to identify students in need of assistance, but students are also encouraged to take initiative by seeking out additional help and discussing any challenges with their instructors or Program Director.

There is a sufficient number of faculty and staff available to provide counseling and academic advising. Tutoring services, however, are primarily the responsibility of the lead theory instructor or other faculty members as designated by the Program Director. Instructors may offer tutoring hours outside of regular class time, which should be communicated verbally or outlined in the course syllabus. The instructor will coordinate with the student to schedule mutually agreed-upon tutorial sessions.

9.4 Library/Learning Resource Center

The Southeast College San Bernardino and Monterey Park campuses has on-site library holdings for local patrons to access books and periodicals through the LIRN online library related to the programs offered at this campus. In the LIRN Library environment, students and faculty have access to databases vendors such as ProQuest, GALE, PubMed, and more. The library is a centrally located resource physically and virtually for all students and faculty and is accessible during classroom hours. The SC library offers group-study space, a reading room and access to current word processing software and the internet. Refer to the Library web-portal for access to LIRN and College Catalog.

9.5 Student Parking

Student parking is available in a parking structure or lot adjacent to and/or areas within walking distance of the college's location. SC is not responsible for parking violations, property theft, property damage, etc. Please keep vehicles locked at all times. Southeast College parking is free.

9.6 Student Lounge

Student Lounges are available for students during school hours to relax, study and take meal breaks.

9.7 Housing

Southeast College does not have dormitory facilities under its control. Although Southeast College has no responsibility to provide or help find housing for students, the Office of Student Services may assist in arranging a hotel, apartment, or home stay for students.

SB Campus: The surrounding area of Southeast College has many options available for apartment, condo, and house rentals. Housing prices can vary depending on size, amenities, age of building, street location, etc. The overall June 2025 average cost of rental housing in San Bernardino is $1,768. The average size for a San Bernardino, CA apartment is 819 square feet, but this number varies greatly depending on apartment type. Studio apartments are the most affordable, while 1-bedroom apartments are closer to the average. Sources for average rental prices: https://www.rentcafe.com/average-rent-market- trends/us/ca/san-bernardino/

MP Campus: The surrounding area of Southeast California College has many options available for apartment, condo, and house rentals. Housing prices can vary depending on size, amenities, age of building, street location, etc. The overall June 2024 average cost of rental housing in Monterey Park is $2,506. The average size for a Monterey Park, CA apartment is 1,008 square feet, but this number varies greatly depending on apartment type. Studio apartments are the most affordable, while 1-bedroom apartments are closer to the average. Sources for average rental prices: https://www.rentcafe.com/apartments-for-rent/us/ca/monterey-park/

10. NON-DEGREE PROGRAM INFORMATION

For more program specific information, see Student Handbook.

The programs listed below are evaluated as Non-Degree granting programs (as defined by Articles 6, 7 and 9 of the California Private Postsecondary Education Act of 2009).

10.1 Vocational Nursing

Weeks/Hours: 44 weeks (Daytime), 64 weeks (Weekends) / Total of 1,530 clock hours

Prerequisite: None

Credential(s) Awarded Upon Completion: Certificate

2020 CIP Code: 51.3901 (Licensed Practical/Vocational Nurse Training)
2018 SOC Code: 29.2060 or 29.2061 (Licensed Practical and Licensed Vocational Nurses)

Students are entitled to a list of the job classifications considered to be in the field of this educational program. To obtain this list, please ask an institutional representative or visit the links below and type in the job title or SOC code from the list of employment positions to look up more information:
https://www.bls.gov/soc/2018/
https://www.onetonline.org/find
http://www.labormarketinfo.edd.ca.gov/occguides/Search.aspx

Program Description

This program requires 44 full-time and 64 part-time weeks of attendance days. Students will learn proper patient care, medical terminology, medication administration, body systems, body growth and development, patient care assessment and nursing procedures. Upon successful completion of the program, graduates will be eligible to apply for and take the NCLEX-PN. Successfully passing the NCLEX-PN leads directly to licensure.

Program Objectives/Goals

- Prepare students to meet basic standards in quality Vocational Nursing;
- Prepare to deliver quality nursing care and function successfully in the health care system in both the long term, acute care and outpatient care environments;
- Prepare students to help meet the current demand for health care providers;
- Prepare students to pass the NCLEX-PN;
- Prepare students to obtain a Vocational Nursing education and become gainfully employed;

Program Delivery

Residential: Classroom/Theory, Skills lab and Clinical Instruction ***Classroom/Theory Instruction*** will be delivered as residential. As a residential course, Southeast College will utilize traditional pedagogical methods of instruction in the physical classroom environment where a class of students is led by instructors within a scheduled structure of instruction and outside class work.

Skills Lab and Clinical Instruction will be delivered as residential. During Skills Lab or Clinical days, the students are pre-scheduled to perform their assigned term- appropriate skills checklist, either on the Campus Skills Laboratory or an affiliate Clinical facility. The instructor may judiciously critique the students and be asked to repeat the process for a successful retry. Clinical days may be 100% live or 50% live and 50% Skills Lab.

Completion Requirements

- A student must pass all examinations and course requirements with a final grade of a passing score.
- A student must attend mandatory review course after successful completion of required hours and passing grades for the program. Successful completion of a review course is required for program completion.
- A student must pass an exit exam in order to be considered graduate.

At the completion of the program, the student will be able to:

- Function in the delivery of care to clients
- Communicate with clients, client families, and members of the healthcare team
- Perform nursing skills applying critical thinking
- Integrate ethical, professional, legal responsibility and accountability into actions and decisions
- Assume responsibility for personal and professional growth
- Eligible to apply for and take the board exam. Upon successful passing the board exam, the graduates will apply for certificate by the California Bureau of Vocational Nursing & Psychiatric Technicians

Course Description

Term	Course Title / Pre-Requisites	Course Description	Hours
Term 1	VN110 (Theory) VN110C (Clinical) **Fundamentals of Nursing (FON)** Pre-requisite(s): None	Fundamentals of Nursing is the very foundation of all nursing avenues. Our curriculum has a unifying theme based on the works of Dr. Abraham Maslow's The Hierarchy of Human Needs. This foundation is carefully organized into units with lesson plans closely tied in with the California Department of Public Health requirement under Title 22 regulations and the nursing assistant training program (NATP). Integrated into this course are the organizing principles of caring, critical thinking, problem- solving, team building, medical terminologies, ethics and legal aspects of nursing, cultural sensitivity, nursing process, patient education, as well as end- of- life care and post-mortem care. Additionally, subjects and topics included are CPR, Airway Obstruction (Heimlich Maneuver), care for patient in shock, victims of poison, bleeding and hemorrhaging, drugs, and alcohol emergencies, and Thermal and Cold Emergencies. The introduction of the Next Generation NCLEX-PN (NGN) examination is integrated into this course. This NGN asks better questions to help nurses think critically when providing care and make the right decisions. NGN is about protecting the public and achieving the best outcomes for clients, nurses, and institutions.	100.5 Theory 72.0 Skills 144.0 Clinical
Term 1	AP120 (Theory) **Anatomy and Physiology** Pre-requisite(s): None	The term 1 course regarding structures and functions deal with two very distinct and yet interrelated sciences: **Anatomy** and **Physiology.** As a science, anatomy is often defined as the study of the structure of an organism and the relationships of its parts. Anatomists learn about the structure of the human body by cutting it apart – dissection, a principal technique used to isolate and study the structural components or parts of the human body. **Physiology,** on the other hand, is the study of the functions of living organisms and their parts. Physiologists use scientific experimentation to tease out how each activity of the body works, how it is regulated, and how it fits into the complex, coordinated operation of the whole human organism.	54.0 Theory 0.0 Skills 0.0 Clinical
Term 1	PHRM1 (Theory) **Pharmacology 1- Basic Med-Math**	This term introduces the beginner student to Pharmacology 1 (Basic Med-Math). This course shall provide a review on mathematics and dosage calculations at the same time learning the commonly used Metric system, Apothecary and Household Units of measures. One of the many nurse's roles is to accurately	12.0 Theory 0.0 Skills 0.0 Clinical

	Pre-requisite(s): None	calculate drug dosages to administer medications safely to each patient. Several topics in the Principles of Mathematics are also reviewed such as fractions, decimals, percentages, ratios and more specifically calculation of medication. Additionally, mastering the Principles and Practice of Medication Administration are discussed including but not limited to routes of medication administration and accurately transcribing medication orders given verbally or via telephone. The course will explain how the nurse incorporate this knowledge using the Nursing Process and providing Patient- Education. The introduction of the Next Generation NCLEX-PN (NGN) examination is integrated into this course. This NGN asks better questions to help nurses think critically when providing care and make the right decisions. NGN is about protecting the public and achieving the best outcomes for clients, nurses, and institutions.	
Term 2	VN210 (Theory) VN210C (Clinical **Medical-Surgical Nursing I** Pre-requisite(s): Anatomy & Physiology, Fundamentals of Nursing, Pharmacology 1, Term Review 1	As the major focus of this term, **Medical-Surgical Nursing-I** is a combination theory and clinical course geared to provide a solid introduction to the students learning the head-to-toe client-data gathering, asepsis, elements of infection and its processes, causes of diseases, basic drugs and interventions, and nursing considerations. Furthermore, specific topics to be discussed in this course are **Cardiovascular System and Disorders, Respiratory System and Disorders, Endocrine System and Disorders, Blood and Lymph Systems and Disorders, and Immune System Disorders, and HIV/AIDS disease.** Cancer patient and nursing care related to Cancer is explained and discussed to include Nutritional needs and Patient Education, Nursing Process, Ethical Issues, Culturally Congruent Care and Critical Thinking Skills are emphasized. Relevant to these disorders are topics related to medication interventions for which students are provided with ample time for skills lab practice in **drug administrations, classifications,** and **calculations** and provide **patient teaching/education**. The introduction of the Next Generation NCLEX-PN (NGN) examination is integrated into this course. This NGN asks better questions to help nurses think critically when providing care and make the right decisions. NGN is about protecting the public and achieving the best outcomes for clients, nurses, and institutions.	104.5 Theory 24.0 Skills 212.0 Clinical
Term 2	PHRM2 (Theory) **Pharmacology 2**	The Pharmacology-2 course provides the student the basic knowledge of pharmacological interventions that focuses on calculations of dosages, application of knowledge related to drug classifications, use, actions, side-effects, adverse reactions, contraindications, and nursing considerations. This course is structured so that the students will learn to apply their	18.0 Theory 0.0 Skills 0.0 Clinical

	Pre-requisite(s): Anatomy & Physiology, Fundamentals of Nursing, Pharmacology 1, Term Review 1	knowledge in drug interventions and other pharmaceutical approaches as well as complementary and alternative therapies i.e., herbal etc. Moreover, this course tackles medications, its use as interventions, side-effects, adverse reactions, nursing considerations or implications related to the medical-surgical nursing-I diseases **(cardiovascular, respiratory, endocrine, blood, lymph immune, HIV/AIDS and Cancer)**. Cancer patient and nursing care related to Cancer is explained and discussed to include Nutritional needs and Patient Education, Nursing Process, Ethical Issues, Culturally Congruent Care and Critical Thinking Skills are emphasized. Relevant to these disorders are topics related to medication interventions for which students are provided with ample time for skills lab practice in **drug administrations, classifications,** and **calculations** and provide **patient teaching/education**. The introduction of the Next Generation NCLEX-PN (NGN) examination is integrated into this course. This NGN asks better questions to help nurses think critically when providing care and make the right decisions. NGN is about protecting the public and achieving the best outcomes for clients, nurses, and institutions.	
Term 2	PSY10 (Theory) **Psychology – Mental Health Nursing** Pre-requisite(s): Anatomy & Physiology, Fundamentals of Nursing, Pharmacology 1, Term Review 1	The Psychology – Mental Health Nursing course emphasizes nursing care of the client with mental health issues and help or assist family in achieving satisfactory and productive ways of coping with their daily living and life-style changes. This course includes discussion on eating disorders, alcoholism, drug addiction, anxiety, defense mechanisms, major mental disorders, communication skills and communication with patient who have psychiatric issues or diseases as well as providing the appropriate and topic-related **patient teaching/ education.** The introduction of the Next Generation NCLEX-PN (NGN) examination is integrated into this course. This NGN asks better questions to help nurses think critically when providing care and make the right decisions. NGN is about protecting the public and achieving the best outcomes for clients, nurses, and institutions.	24.0 Theory 0.0 Skills 0.0 Clinical
Term 3	VN315 (Theory) VN315C (Clinical) **Medical-Surgical Nursing II**	As the major focus of this term, **Medical-Surgical Nursing-II** is a combination theory and clinical course geared to provide an advancing knowledge and skills of the students learning the head-to-toe client-data gathering, asepsis, elements of infection and its processes, causes of diseases, basic drugs and interventions, and nursing considerations. Specific topics to be discussed in this course are **Integumentary System and**	84.5 Theory 8.0 Skills 152.0 Clinical

	Pre-requisite(s): Psychology (Mental Health Nursing), Medical-Surgical Nursing I, Pharmacology 2, Term Review 2	**Disorders, Care of Pre/Post-Operative Patient, Gastrointestinal System and Disorders, Urinary System and Disorders, Gallbladder, Liver and Biliary diseases.** The nutritional needs and patient education are tackled further in this term such as nursing process, ethical issues, culturally congruent care, and critical thinking are emphasized as well. Nutrition and metabolism, Growth and development are integrated in this term. The introduction of the Next Generation NCLEX-PN (NGN) examination is integrated into this course. This NGN asks better questions to help nurses think critically when providing care and make the right decisions. NGN is about protecting the public and achieving the best outcomes for clients, nurses, and institutions.	
Term 3	PHRM3 (Theory) **Pharmacology 3** Pre-requisite(s): Psychology (Mental Health Nursing), Medical-Surgical Nursing I, Pharmacology 2, Term Review 2	The Pharmacology-3 course provides the student the integrated knowledge of medication interventions related to the diseases discussed in their medical-surgical-nursing-II (M/S-II) course – **integumentary disorders, pre-post-operative patient care, gastrointestinal, urinary gallbladder, liver, and biliary diseases;** that focuses on calculations of dosages, application of knowledge related to drug classifications, use, actions, side-effects, adverse reactions, contraindications, and nursing considerations. This course is structured so that the students will learn to apply their knowledge in drug interventions and other pharmaceutical approaches as well as complementary and alternative therapies i.e., herbal etc. Relevant to the disorders discussed in M/S-II are topics related to drug interventions for which students are provided with ample time for skills lab practice in **drug administrations, classifications,** and **calculations** and teach basic information on Intravenous (IV) therapy choices and giving appropriate and topic- related **patient teaching/ education**. The introduction of the Next Generation NCLEX-PN (NGN) examination is integrated into this course. This NGN asks better questions to help nurses think critically when providing care and make the right decisions. NGN is about protecting the public and achieving the best outcomes for clients, nurses, and institutions.	12.0 Theory 0.0 Skills 0.0 Clinical
Term 3	VN320 (Theory) VN320C (Clinical) **Maternity Nursing**	The Maternity Nursing course is a comprehensive approach in learning the topics from health promotion, pregnancy, care of the mother and newborn, care of the high-risk mother, newborn, and family with special needs, as well as health promotion for the infant, child, and adolescent. Included in the course is learning the childbearing process from pregnancy through birth	20.0 Theory 16.0 Skills 24.0 Clinical

	Pre-requisite(s): Psychology (Mental Health Nursing), Medical-Surgical Nursing I, Pharmacology 2, Term Review 2	and the postpartum period. Contents reviews normal pregnancy and stresses the high-risk client within each phase of pregnancy. The student is provided the knowledge necessary to utilize the nursing process in the care of female clients with reproductive system disorders, normal pregnancy, and high-risk pregnancy. The introduction of the Next Generation NCLEX-PN (NGN) examination is integrated into this course. This NGN asks better questions to help nurses think critically when providing care and make the right decisions. NGN is about protecting the public and achieving the best outcomes for clients, nurses, and institutions.	
Term 3	VN325 (Theory) VN325C (Clinical) **Pediatric Nursing** Pre-requisite(s): Psychology (Mental Health Nursing), Medical-Surgical Nursing I, Pharmacology 2, Term Review 2	The Pediatric Nursing course is an integrative approach in learning the topics from health promotion starting at infancy, childhood, and all the way to adolescent. The basic pediatric nursing care is discussed at length and even more specifically the care for children with physical and/or cognitive disorders. Part of the design is to gain knowledge through the integration of the growth and development course with emphases on common childhood diseases and disorders, treatments and pharmacological agents and the use of the nursing process in the care of the ill-child from infancy through adolescence. The introduction of the Next Generation NCLEX-PN (NGN) examination is integrated into this course. This NGN asks better questions to help nurses think critically when providing care and make the right decisions. NGN is about protecting the public and achieving the best outcomes for clients, nurses, and institutions.	26.0 Theory 16.0 Skills 24.0 Clinical
Term 4	VN420 (Theory) VN420C (Clinical) **Medical-Surgical Nursing III** Pre-requisite(s): Medical-Surgical Nursing II, Pharmacology 3, Maternity Nursing, Pediatric Nursing, Term Review 3	The Medical-Surgical Nursing-III is a combination theory and clinical course that is geared towards further developing the student's knowledge and skills competencies related to head-to-toe assessment, gathering health/medical histories, and care of patients with different diseases (multi-system issues) that affect various body systems. Moreover, the student learns to incorporate the nursing process in the care of these patients. This term's M/S-III focuses on the following disorders: **Nervous, Sensory, Musculoskeletal, Reproductive Systems and Disorders.** Health-Wellness and Prevention through Nutrition, and thorough discussion and incorporation of the nursing process and providing patient education and family teaching related to the diseases discussed. The introduction of the Next Generation NCLEX-PN (NGN) examination is integrated into this course. This NGN asks better questions to help nurses think critically when providing care and make the right decisions. NGN is about protecting the public and achieving the best outcomes for clients, nurses, and institutions.	51.5 Theory 8.0 Skills 254.0 Clinical

Term 4	PHRM4 (Theory) **Pharmacology 4** Pre-requisite(s): Medical-Surgical Nursing II, Pharmacology 3, Maternity Nursing, Pediatric Nursing, Term Review 3	The Pharmacology-IV course provides integrated knowledge of pharmacological interventions that focuses on calculations of dosages, application of knowledge related to drug classifications, use, actions, side-effects, adverse reactions, contraindications, and nursing considerations. This course is structured so that the students will learn to apply their knowledge in drug interventions and other pharmaceutical approaches as well as complementary and alternative therapies i.e., herbal etc. in relation to the medical-surgical nursing-III disorders – **Nervous, Sensory, Musculoskeletal, Reproductive** systems. Relevant to the disorders previously discussed are topics related to drug interventions for which students are provided with ample time for skills lab practice in **drug administrations, classifications, etc.** and **calculations** and some topic-related **patient teaching / education**. The introduction of the Next Generation NCLEX-PN (NGN) examination is integrated into this course. This NGN asks better questions to help nurses think critically when providing care and make the right decisions. NGN is about protecting the public and achieving the best outcomes for clients, nurses, and institutions.	12.0 Theory 0.0 Skills 0.0 Clinical
Term 4	VNL10(Theory) **Leadership and Supervision** Pre-requisite(s): Medical-Surgical Nursing II, Pharmacology 3, Maternity Nursing, Pediatric Nursing, Term Review 3	The course explores concepts of leadership and management through examination of various leadership and management theories, application of the ethical and legal principles, organizational and resource management styles, and meeting consumer needs and delegation of nursing care. This course will emphasize the use of critical thinking skills in the leadership / manager role and helps the student to become an efficient nurse leader or supervisor. The introduction of the Next Generation NCLEX-PN (NGN) examination is integrated into this course. This NGN asks better questions to help nurses think critically when providing care and make the right decisions. NGN is about protecting the public and achieving the best outcomes for clients, nurses, and institutions.	18.0 Theory 0.0 Skills 0.0 Clinical
Term 4	VNRV4 Term Review 4	As the last part of the 4-term review series, this course is designed to capture the highlights of the materials learned throughout the program (terms 1- 4). The objectives are integrating knowledge and skills gained from the topics discussed in fundamentals of nursing, medical-surgical nursing-I- III with the corresponding pharmacology1-4, leadership and supervision, and other courses / subjects. Materials from the required textbook(s), including important	39.0 Theory 0.0 Skills 0.0 Clinical

	Pre-requisite(s): Medical-Surgical Nursing II, Pharmacology 3, Maternity Nursing, Pediatric Nursing, Term Review 3	review contents from www.ATItesting.com and its available supplemental review books, and NCLEX-PN types of questions including those innovative ones are all incorporated into this review course. The focus is to prepare students to successfully pass the term, progress to the next and at the end of the program, be successful at passing the NCLEX-PN State Board exam. The introduction of the Next Generation NCLEX- PN (NGN) examination is integrated into this course. This NGN asks better questions to help nurses think critically when providing care and make the right decisions. NGN is about protecting the public and achieving the best outcomes for clients, nurses, and institutions. During the Virtual-ATI NCLEX review. all the students are required to complete a pre-graduation review, including completion of the NCLEX Strategies, Fundamentals of Nursing, Pharmacology 1-4, and the Medical-Surgical I-III.	
Total		**Total Theory & Review Hours: 576** **Total Clinical/Skills Lab Hours: 954**	**1530 Hours**

APPENDIX I

FACULTY/STAFF DIRECTORY

FACULTY/STAFF DIRECTORY

San Bernardino Campus:

(San Bernardino location is in process of expanding Faculty and Administrators)

Officers and Key Personnel	
Lloyd Sun*	*President/CEO, School Director/On-Site Administrator*
Mandy Duan*	*Associate School Director, Student Finance/ Business Officer*
Kalvin Latimer*	*Assistant School Director*
Academics – Program Directors/Assistant Directors	
Bernard Riccomini*	*Director of Nursing, Vocational Nursing Program Director*
Staff	
Yuki Zhao	*Registrar*
Alida Montanez-Salas*	*College Librarian*
Jazzlyn White	*Student Services/Job Placement Coordinator*
Dina Hsu	*Admissions Representative*
Bernie Ying Chen*	*IT Specialist, Help Desk*

covers both campuses

Alodia Laygo, LVN, BScE (Adjunct Faculty)
Ms. Alodia Laygo is a highly experienced Licensed Vocational Nurse with over thirteen years of expertise in nursing care, supervision, and instruction. Currently a Triage Nurse in the Palliative Department at Optum, she manages telehealth services, educates patients on symptom management, and supports clinicians with clinical evaluations. Ms. Laygo is a certified CPR instructor with proficiency in wound treatment, medication administration, body assessments, and electronic health records. As an adjunct faculty member at institutions like Angeles College of Nursing and Integrity College of Nursing, she has taught nursing theory, skills labs, and clinical courses. Her passion for nursing education and staff development is further exemplified by her role as Director of Staff Development at Rose Garden Convalescent Center, where she created educational programs and managed staff training. Additionally, she holds certifications in IV therapy, infection prevention, and patient advocacy.

Kevin Reyna, LVN, RN, ADN (Adjunct Faculty)
Mr. Kevin Reyna is a Registered Nurse (RN) with an associate degree in nursing and extensive clinical experience across hospitals, rehabilitation centers, and behavioral health facilities. Professionally, he has been working as an LVN charge nurse since May 2, 2014, bringing over a decade of hands-on leadership and patient care experience. He is skilled in medication administration, wound care, tracheostomy and G-tube management, and vital signs monitoring. Mr. Reyna emphasizes patient-centered care, safety, and education, holding certifications in Basic Life Support, intravenous therapy, and airway maintenance. His dedication to improving

patient outcomes is reflected in his work at Assisted Healthcare Services and Laurel Park Behavioral Health Center, where he applied evidence-based interventions for both physical and psychiatric patient populations.

Sophia Gonzalez, RN, ADN (Adjunct Faculty)
Ms. Sophia Gonzalez is a bilingual Registered Nurse with seven years of healthcare experience, specializing in pediatrics, medical/surgical care, and telemetry. Currently, she works in surgical care at Loma Linda Medical Center, where she administers treatments, prepares patients for surgery, and provides postoperative care. Previously, she served as a telemetry nurse at various medical centers, including Eisenhower Medical Center and St. Bernardines Medical Center, focusing on cardiac monitoring and emergency care. Ms. Gonzalez holds an Associate Degree in Nursing from Riverside City College and is pursuing her Bachelor of Science in Nursing at California Baptist University. She is skilled in Epic and Cerner EHR systems and holds certifications in BLS, ACLS, and infection control.

Linda Fugawa, RN, MSN (Adjunct Faculty)
Ms. Linda Fugawa gained her Bachelor of Science in Nursing (BSN) at the West Coast University and continued her education further to achieve her Master of Science in Nursing degree, Family Nurse Practitioner, at the United States University that was conferred last April 2020. As a professional experience, she worked as an ER, OR nurse, and did some RN case management of patients from Montclair Hospital Medical Center in Montclair, Emanate Health Hospital in Covina, and more recently in East Valley Medical Center in Pomona. She is currently teaching the VN program at the American Career College and Angeles College, City of Industry campus.

Cordelia Benson, RN, BSN, (Adjunct Faculty)
Ms. Cordelia Benson, RN, BSN, VA-BC, is a highly skilled and dedicated nurse with 18 years of experience in the healthcare industry. She began her journey as a Licensed Vocational Nurse (LVN) and progressed to become a Registered Nurse (RN), earning an Associate Degree in Nursing from West Coast University and a Bachelor of Science in Nursing from the University of Phoenix. Currently pursuing a Master of Science in Nursing with a focus on psychiatric mental health, Cordelia has extensive experience across nursing specialties, including ICU, medical-surgical, PICC line nursing, and operating room nursing. Her career has spanned prestigious institutions like Riverside County Medical Center, Loma Linda University Medical Center, and Kaiser Permanente. As a Vascular Access Board Certified (VA-BC) nurse, Ms. Benson remains committed to providing top-tier care and continually enhancing patient outcomes. Now an adjunct faculty member at Southeast College's VN program, she brings her wealth of knowledge and passion for nursing education to the classroom.

Zabrina Alibadbad, RN, BSN, (Adjunct Faculty)
Ms. Zabrina Adel Alibadbad, is an experienced Registered Nurse and Licensed Vocational Instructor with a strong background in nursing education and patient care. She earned her Bachelor of Science in Nursing from Azusa Pacific University and has over a decade of experience in various healthcare roles. Ms. Alibadbad currently serves as a nursing instructor at Angeles College and Integrity College of Health, where she develops lesson plans and assesses nursing students' skills. Additionally, she works as a staff nurse at Blue Diamond Home Health and College Hospital, where her responsibilities include patient admissions, discharges,

medication management, and patient education. Fluent in both English and Tagalog, Ms. Alibadbad is certified in Basic Life Support and holds licenses as both a Registered Nurse and a Licensed Vocational Nurse in California.

Renato Custodio, BSBA, LVN, DSD (Adjunct Faculty)
Mr. Renato "Ray" Custodio is a licensed nursing professional and experienced educator with over 15 years of combined clinical and academic experience. He holds a Bachelor of Science in Business Administration, a teaching certificate, and an active California professional nursing license. With a strong foundation in patient care, he has served in roles such as Home Health Nurse, Patient Care Director, and State Prison Medication Nurse, delivering services across home health, assisted living, and correctional settings. In addition to his clinical background, Mr. Custodio has taught vocational nursing theory and clinical courses at Marian College, Summit College, and Pacific College, where he has played a key role in preparing future nurses through evidence-based instruction and mentorship.

Helen Chan, BSN, RN (Adjunct Faculty)
Helen Chan is a registered nurse with over three years of bedside experience in telemetry and medical-surgical units. She earned her Bachelor of Science in Nursing from California State University, Long Beach in May 2020. Helen worked at Loma Linda University Medical Center from December 2020 to April 2024, where she collaborated with interdisciplinary teams to provide individualized care, educated patients and families, and maintained accurate records using the EPIC system. She also gained clinical research experience at WCCT Global, administering medications and monitoring participants during clinical trials. Helen served as a Skin Care Champion at Loma Linda, where she trained staff on wound care and prevention strategies and participated in quarterly pressure injury surveys. Her dedication to patient care was recognized with a DAISY Award in Winter 2022. She holds active certifications in BLS and ACLS, and a California RN license valid through December 2025.

Chelsea Barnes, MSN, RN (Adjunct Faculty)
Chelsea Barnes is a highly motivated and compassionate Registered Nurse with strong leadership experience and a multidisciplinary academic foundation. She holds a B.A. in Biochemistry from the University of California, Riverside, a B.S. in Nursing from UMass Global, and is currently completing her Master of Science in Nursing with a Leadership focus at United States University. She is also enrolled in the MSN-Family Nurse Practitioner program with an expected completion in 2026. Chelsea currently serves as a Registered Nurse Supervisor at Las Colinas Post-Acute in Ontario, CA, and as a Clinical Nurse Supervisor at All Lives Matter Hospice in San Bernardino, CA. In these roles, she manages patient care, leads interdisciplinary teams, provides advanced wound care, performs case management, and supports patients and families through complex medical and emotional challenges, particularly in gero-psych and hospice populations. Known for her professionalism, critical thinking, time management, and dedication to equitable patient care, Chelsea brings over two years of supervisory and direct care experience across skilled nursing and hospice settings. Her commitment to clinical excellence and holistic, compassionate care positions her as a strong leader in both acute and end-of-life care environments.

Rose-Zina L. Harris, R.N., M.S.N Ed, DNP (Adjunct Faculty)
Dr. Rose-Zina L. Harris, R.N., M.S.N. Ed, DNP is a seasoned nursing professional and healthcare leader with over 15 years of clinical, administrative, and academic experience. She holds a Doctor of Nursing Practice (DNP), a Master of Science in Nursing Education, and has earned progressive degrees in nursing from West Coast University and Long Beach City College. Currently serving as a Case Manager RN at Queen of the Valley Hospital since 2018 and as Vice President of Clinical Services at Regal Medical Group since 2013, Dr. Harris oversees care coordination, utilization management, and discharge planning for complex patient populations across multiple hospitals and outpatient settings. She also has previous experience as a hospice case manager, cardiovascular nurse, assistant director of nursing, and RN supervisor. Her background spans across critical care, telemetry, ICU/CCU, and home health. She is proficient in Medicare, Medi-Cal, HMO, Duals, and SNP care models and uses clinical tools such as InterQual and Milliman guidelines. Throughout her career, Dr. Harris has led teams, developed compliance strategies, and supported quality improvement efforts across healthcare systems

Bernard M. Riccomini, MBA, MSN, RN, PHN (Director of Nursing)
Bernard Riccomini is a seasoned nursing educator and leader. He holds an MBA from American Intercontinental University, an MS and BS in Nursing from the University of Phoenix, and an AS in Nursing from Mount St. Mary's University. He served for over 15 years at Preferred College of Nursing, most recently as Director of Nursing Education, and has held roles including Director of Nursing, Director of Patient Care Services, Case Manager, Clinical Supervisor, and Director of Staff Development. He is currently in the final term of the Doctor of Nursing Practice (Executive) program at Azusa Pacific University. He is committed to cultivating transformative nursing leadership and fostering lifelong learning to elevate quality care, advance interdisciplinary collaboration, and strengthen the profession in today's evolving healthcare environment.

Alina Maria Nagy, RN, BSN
Alina Nagy is an experienced Registered Nurse with a strong background in both acute and post-acute care settings. Over the span of her career, she has served in various clinical and supervisory roles, demonstrating expertise in patient assessment, medication administration, interdisciplinary collaboration, and leadership. Her experience includes positions at Citrus Nursing Center, Loma Linda Post Acute, Heritage Garden, and San Gorgonio Hospital, as well as prior roles in hospital and pediatric care settings internationally. Alina holds a Bachelor of Science in Nursing from Constantin Noica College in Sibiu, Romania, and maintains current BLS and ACLS certifications. She is recognized for her professionalism, patient-centered approach, and commitment to ensuring quality and compassionate care.

Xiaohua "Lily" He: MSN, FNP-BC (Adjunct Faculty)
Xiaohua "Lily" He, serves as the Assistant Director of Nursing at Southeast College (Monterey Park Campus) and as Adjunct Faculty. Fondly known as Ms. Lily by her students and colleagues, she brings extensive experience in vocational nursing education and clinical leadership, guiding multiple VN cohorts through comprehensive theory and clinical training. Ms. He earned her Associate Degree from Shandong "Linyi" Medical College in 2001 and her BSN from Binzhou Medical University in 2003. She completed her MSN – Family Nurse

Practitioner (FNP-C) from Azusa Pacific University in 2018. In addition to her academic role, she practices as a Family Nurse Practitioner at Rosemead Health Center, providing patient-centered primary and preventive care across the lifespan, and serves as Lead RN at Golden State Care Center, where she also tutors students. Fluent in Mandarin, her professional interests include nursing education, community health, and clinical mentorship, with a focus on cultivating compassionate and competent future nurses.

FACULTY/STAFF DIRECTORY

Monterey Park Campus:

(Monterey Park location is in process of expanding Faculty and Administrators)

Officers and Key Personnel	
Lloyd Sun*	*President/CEO, School Director/On-Site Administrator*
Mandy Duan*	*Associate School Director, Student Finance/ Business Officer*
Kalvin Latimer*	*Assistant School Director*
Academics – Program Directors/Assistant Directors	
Bernard Riccomini*	*Director of Nursing/Vocational Nursing Program Director*
Xiaohua He	*Assistant Director of Nursing/Assistant Vocational Nursing Program Director*
Staff	
Carrie Yu	*Registrar*
Alida Montanez-Salas*	*College Librarian*
Josie He	*Student Services/Job Placement Coordinator*
Amy Sun	*Admissions Representative*
Bernie Ying Chen*	*IT Specialist, Help Desk*

covers both campuses

Xiaohua "Lily" He: MSN, FNP-BC (Adjunct Faculty)
Xiaohua "Lily" He, serves as the Assistant Director of Nursing at Southeast College (Monterey Park Campus) and as Adjunct Faculty. Fondly known as Ms. Lily by her students and colleagues, she brings extensive experience in vocational nursing education and clinical leadership, guiding multiple VN cohorts through comprehensive theory and clinical training. Ms. He earned her Associate Degree from Shandong "Linyi" Medical College in 2001 and her BSN from Binzhou Medical University in 2003. She completed her MSN – Family Nurse Practitioner (FNP-C) from Azusa Pacific University in 2018. In addition to her academic role, she practices as a Family Nurse Practitioner at Rosemead Health Center, providing patient-centered primary and preventive care across the lifespan, and serves as Lead RN at Golden State Care Center, where she also tutors students. Fluent in Mandarin, her professional interests include nursing education, community health, and clinical mentorship, with a focus on cultivating compassionate and competent future nurses.

Kevin Reyna, LVN, RN, ADN (Adjunct Faculty)
Mr. Kevin Reyna is a Registered Nurse (RN) with an associate degree in nursing and extensive clinical experience across hospitals, rehabilitation centers, and behavioral health facilities. Professionally, he has been working as an LVN charge nurse since May 2, 2014, bringing over a decade of hands-on leadership and patient care experience. He is skilled in medication

administration, wound care, tracheostomy and G-tube management, and vital signs monitoring. Mr. Reyna emphasizes patient-centered care, safety, and education, holding certifications in Basic Life Support, intravenous therapy, and airway maintenance. His dedication to improving patient outcomes is reflected in his work at Assisted Healthcare Services and Laurel Park Behavioral Health Center, where he applied evidence-based interventions for both physical and psychiatric patient populations.

Gregorio V. Uy, BSN, RN (Adjunct Faculty)
Dr. Greg Uy his primary degree in Doctor of Medicine (MD), at the University of Santo Tomas, Mainly, Philippines in 1977. His undergrad and pre-med was in Bachelor of Science in Nursing (BSN) from Sta. Rita Hospital School of Nursing and Midwifery in the Philippines. His professional work encompasses primary care in Asia, hospice registered nursing in Anaheim California, and currently teaching for North West College in Long Beach and Angeles College, City of Industry campus, vocational nursing program.

Generoso M. Flores, Jr., RN, BSN, MD (Adjunct Faculty)
Dr. Generoso M. Flores, Jr. is a distinguished healthcare professional with over four decades of experience spanning clinical practice, nursing leadership, and academic instruction. Originally trained as a General Surgeon and Medical Doctor in the Philippines, Dr. Flores later transitioned into nursing in the United States, where he has since held multiple Director of Nursing positions in skilled nursing facilities. His leadership has been instrumental in regulatory compliance, infection control, interdisciplinary coordination, and staff development, consistently earning commendable outcomes during state health surveys. In addition to his administrative accomplishments, Dr. Flores has made significant contributions to nursing education as a lead theory instructor, clinical liaison, and former LVN Program Director. He is known for his ability to bridge clinical practice with theoretical learning, preparing future nurses with both academic rigor and real-world insights. With a unique background that blends medical and nursing expertise, Dr. Flores remains a dedicated advocate for quality patient care and professional development in the healthcare field.

Nicole Bausley, MSN, RN (Adjunct Faculty)
Ms. Bausley is an experienced and dedicated nursing professional with over 17 years of clinical experience, beginning her career in 2007 at PIH Health Hospital in Whittier, California. She holds both a Bachelor of Science in Nursing (BSN) and a Master of Science in Nursing Education (MSN) from Western Governors University. Nicole is a licensed Registered Nurse in the state of California and has completed formal training in teaching methodologies, qualifying her for academic instruction in vocational and professional nursing programs. With a strong foundation in maternal-newborn care and nursing education, Nicole combines clinical expertise with a passion for teaching, mentorship, and promoting evidence-based practices. Her long-standing commitment to patient care and nursing education makes her a valuable contributor to both healthcare and academic environments.

Ginny Wang, BSN, RN (Adjunct Faculty)
Ms. Wang is a highly skilled and bilingual registered nurse with over seven years of professional experience in perioperative, oncology, and medical-surgical telemetry nursing. She holds a Bachelor of Science in Nursing from California State University, Long Beach, and is certified in both Perioperative Nursing (CNOR) and Oncology Nursing (OCN), along with

ACLS, BLS, and PALS credentials. Ginny currently serves as a Circulating Nurse at Kaiser Permanente and City of Hope, where she also chairs the Shared Governance Council for perioperative services. She is a committed educator and preceptor, training nursing students and new perioperative staff through evidence-based instruction and structured orientation programs. Her clinical expertise includes high-acuity oncology care, chemotherapy administration, sterile technique, and quality improvement. She is also proficient in health informatics, having served as an EPIC Superuser to train staff in electronic medical records. Known for her leadership, communication skills, and dedication to excellence in patient care and professional development, Ginny is a valued contributor to both clinical and academic nursing environments.

Jessica Liu, MSN, RN (Adjunct Faculty)
Ms. Liu is a seasoned registered nurse with over 17 years of professional clinical experience, specializing in acute care, ICU, and complex case management. She earned her Master of Science in Nursing from Grand Canyon University and completed her Bachelor of Science in Nursing at the University of Phoenix. Jessica has been serving at City of Hope in Duarte, CA since 2012, where she works as a Charge Nurse and RN Supervisor, managing follow-up treatments and coordinating patient care in a high-acuity oncology environment. Prior to that, she spent seven years at Methodist Hospital in Arcadia, CA, delivering ICU care and managing critically ill patients. She holds an active California RN license and has completed formal coursework in teaching, qualifying her for nursing instruction in vocational or academic settings. With deep expertise in both patient care and leadership, Jessica is known for her clinical judgment, mentorship, and dedication to advancing nursing practice through education and evidence-based care.

APPENDIX II

NOTICE OF ADDENDUM

Notice of ADDENDUM: *October 30, 2025*

The following contains Southeast College revisions, updates and new information that shall be considered incorporated content into the current 2025-2026 College Catalog. Students are hereby given constructive notice of said changes.

Effective October 30, 2025, a **disclosure regarding the 'Consortium and Contracting Agreement'** will be incorporated into the applicable documentation. This disclosure may be applied retroactively where appropriate and permissible under the relevant agreements or regulatory frameworks. The affected pages are listed below:

It is understood that the affected section(s)/page(s) listed below is updated with this disclosure.

Table of Contents – Chapter 1

1. General Information: page 1

Catalog Changes – Listed by Chapter & Section:

CHAPTER 1. GENERAL INFORMATION

Section 1.1.2 Consortium and Contracting agreements

The college is committed to transparency in all educational partnerships and affiliations. At this time, the college does not participate in any consortium, contracting, or articulation agreements with other educational institutions or providers. Should such agreements be established in the future, the college will provide clear and timely disclosures to students regarding the nature, scope, and terms of the agreements, including any impact on transferability of credit, in accordance with institutional policy and all applicable state, federal, and accrediting agency requirements.

Notice of ADDENDUM: *January 2, 2026*

The following contains Southeast College revisions, updates and new information that shall be considered incorporated content into the current 2025-2026 College Catalog. Students are hereby given constructive notice of said changes.

Effective January 2, 2026, the **Vocational Nursing program tuition and other fees, including total charges shown in Section 4.1 Tuition and Other Fees – Certificate Program has changed.** The affected pages are listed below:

Catalog Changes – Listed by Chapter & Section:

CHAPTER 4. FINANCIAL INFORMATION

Section 4.1 Tuition and Other Fees* - Certificate Program [Page 20]

Program Title	Total Charges for the Current Period of Attendance	Reg. Fee (Non-Refundable)	STRF Fee** (Non-Refundable)	Estimated Tuition Per Term/Level/ PMT Period	Estimated Total Tuition	Estimated Books & Equip. & Other Fees	Estimated Total Charges for the Entire Educational Program
Vocational Nursing	$7,987.50	$100.00	$0.00	$5,737.50/ Term	$22,950.00	$4,450.00	$27,500.00

**Students receiving assistance may have varying fees associated with their chosen field of study which are not reflected in the table above.*

***Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will be zero dollars and zero cents ($0.00) per one thousand dollars ($1,000) of institution charges.*

Notice of ADDENDUM: *February 17, 2026*

The following contains Southeast College revisions, updates and new information that shall be considered incorporated content into the current 2025-2026 College Catalog. Students are hereby given constructive notice of said changes.

Effective February 17, 2026, the institution's **Satisfactory Academic Progress (SAP) Policy has been updated.** The affected pages are listed below:

Catalog Changes – Listed by Chapter & Section:

CHAPTER 5. ACADEMIC POLICIES

Section 5.19 Satisfactory Academic Progress (For specific program policy, see Student Handbook) [Page 37-38]

Southeast College does not currently participate in federal or state financial aid programs. However, the institution maintains a Satisfactory Academic Progress (SAP) policy that is structured in alignment with federal regulatory standards and accreditor expectations to ensure consistent monitoring of student academic progress.

Under federal regulations, students receiving Title IV financial aid must make Satisfactory Academic Progress (SAP) toward completion of their program to remain eligible for aid. SAP standards generally include maintaining a minimum cumulative grade point average (GPA), successfully completing at least 67% of attempted coursework (quantitative progress), and completing the program within 150% of the published program length (maximum timeframe).

Although Southeast College does not currently offer financial aid, the College has designed its SAP Policy to promote accountability, academic achievement, and timely program completion. The institution evaluates each student's academic progress at the end of each evaluation period based on the standards outlined below. Academic transcripts for transfer students are reviewed using the same SAP standards to ensure consistency in evaluating cumulative progress.

All students are required to maintain Satisfactory Academic Progress to remain in good academic standing. These SAP standards are established for institutional monitoring purposes and do not replace or override the College's separate academic policies and graduation requirements.

SAP Requirements
Academic progress is based on three measures: cumulative grade-point average or percentage (Qualitative standard), completion rate based on hours/units earned compared to hours/units attempted (Quantitative standard), and a maximum time frame for program completion. The following describes SC's standards for each of these measures.

Students in a Clock Hour (Certificate Program)

Minimum GPA	Per Term Completion Rate (Quantitative) – Cumulative Credit Hours Completed/Cumulative Credit Hours Attempted	Overall Max Time Frame
2.0	67%	150% of Scheduled Program Length

Grades of Withdrawal (W), Incomplete (I), and Failing (F) will count as attempted hours, but will NOT count as earned hours.

Minimum Cumulative Grade Point Average (Qualitative)
The minimum cumulative GPA for a student in a clock hour program at the end of each payment period to maintain eligibility is 2.0.

Per Term Completion Rate/Pace of Progression (Quantitative)
A student in a clock hour program must complete all scheduled clock hours in the payment period to maintain eligibility.

Maximum Time Frame
The maximum time frame may not exceed 150% of the published program length. All clock hours or credit hours attempted are counted toward this maximum time frame, regardless of whether the student received financial assistance at any point during enrollment.

Hours attempted include repeated courses, failed courses, withdrawals, and accepted transfer hours. Students are required to complete all program requirements within 150% of the standard published length of the certificate program (measured in clock hours) or degree program (measured in credit hours). Failure to complete the program within this timeframe may result in academic dismissal in accordance with institutional policy.

Students in certificate programs (as measured in clock hours)
Example: If your program requires 900 clock hours, you must complete your program by the time you attempt 1,350 clock hours (900 x 150% = 1,350).

Evaluation and Notification of Eligibility
Minimum progress standards are evaluated at the end of each payment (term) period. At the end of each term of enrollment, students must earn the minimum cumulative GPA, minimum number of credit hours, and be within the maximum time frame.

Hours Attempted
All clock hours or credit hours attempted during a student's enrollment are included in the

calculation of the maximum time frame, regardless of whether the student received financial assistance. Attempted hours include all coursework in which a student is enrolled, including withdrawals, incomplete grades, failing grades, repeated courses, and transfer credits accepted by the College.

Repeated Coursework
Students may repeat a previously passed course; however, the repeated course will count toward enrollment for eligibility purposes only once.

Academic Progress Status
SAP Status

Academic Progress	Status	Result
Meeting Completion Rate and Minimum GPA/Percentage	Eligible	Eligible
1st Failure	Warning	Provisional Eligibility
2nd Consecutive Failure	Denied	Not Eligible

Warning
Academic Warning is assigned to a student who fails to meet SAP standards at the end of an evaluation period. A student placed on Academic Warning may continue enrollment for one additional evaluation period. To clear the Warning status, the student must meet the required cumulative GPA and quantitative completion standards by the end of the warning period.

If the student fails to meet the required standards by the conclusion of the warning period, the student may be placed on Academic Probation or dismissed in accordance with institutional policy.

Students may regain good academic standing by meeting the required cumulative GPA and completion percentage at the end of a subsequent evaluation period. Withdrawal from the College does not reset or eliminate prior SAP standing upon re-entry; previous academic performance remains part of the SAP evaluation.

Appeal Procedures
A student who does not meet SAP requirements may submit a written appeal if extenuating circumstances prevented them from satisfying the required qualitative (GPA) and/or quantitative (completion rate or maximum time frame) standards. Extenuating circumstances may include, but are not limited to, serious illness or injury of the student, the death of an immediate family member, or other significant events beyond the student's control.

Appeals are not automatic and are reviewed on a case-by-case basis. Students must submit a completed appeal form, a written explanation detailing the circumstances that affected their academic performance, supporting documentation, and a completed academic plan (if required) by

the established deadline.

If the appeal is approved, the student may be placed on Academic Probation and must comply with all conditions outlined in the approved academic plan. Failure to meet the terms of the probationary status may result in dismissal in accordance with institutional policy.

Suspension
Academic Suspension is a status assigned to a student who fails to meet Satisfactory Academic Progress (SAP) standards after a period of Academic Warning, fails to meet SAP while on Academic Probation, or does not satisfy the conditions outlined in an approved Academic Plan (Reestablish status). Students placed on Academic Suspension are not in good academic standing and may be subject to dismissal in accordance with institutional policy. To clear a Suspension status, a student must either submit a successful appeal that is approved by the College or independently reestablish compliance with the minimum SAP standards by the end of the next evaluation period, as permitted by institutional policy.

Probation
A student who fails to meet SAP and has an approved appeal will be provided with a one-term academic plan. At the end of one term on 'Probation', the student must meet the SAP standards' terms and conditions.

Ineligible
Ineligible Status is assigned to a student who fails to meet Satisfactory Academic Progress (SAP) standards and whose appeal has been denied. Students placed in Ineligible Status are not in good academic standing and may not continue enrollment in the subsequent term unless they independently reestablish compliance with the institution's minimum SAP requirements, in accordance with College policy.

Notice of ADDENDUM: *March 4, 2026*

The following contains Southeast College revisions, updates and new information that shall be considered incorporated content into the current 2025-2026 College Catalog. Students are hereby given constructive notice of said changes.

Effective March 4, 2026, the **Vocational Nursing program faculty biography has been updated to include level of education, institution awarding the education credential, and full-time, part-time, or adjunct status shown in Section Appendix I, Staff/Faculty Directory.** The affected pages are listed below:

Catalog Changes – Listed by Chapter & Section:

Appendix I Staff/Faculty Directory

San Bernardino Campus [Page 72-76]

Alodia Laygo, BSN, LVN, RN (Part-time)
Education Level: Bachelor of Science in Nursing from West Coast University
Ms. Alodia Laygo is a highly experienced Registered Nurse with over thirteen years of expertise in nursing care, supervision, and instruction. Currently a Triage Nurse in the Palliative Department at Optum, she manages telehealth services, educates patients on symptom management, and supports clinicians with clinical evaluations. Ms. Laygo is a certified CPR instructor with proficiency in wound treatment, medication administration, body assessments, and electronic health records. As an adjunct faculty member at institutions like Angeles College of Nursing and Integrity College of Nursing, she has taught nursing theory, skills labs, and clinical courses. Her passion for nursing education and staff development is further exemplified by her role as Director of Staff Development at Rose Garden Convalescent Center, where she created educational programs and managed staff training. Additionally, she holds certifications in IV therapy, infection prevention, and patient advocacy.

Kevin Reyna, ADN, RN (Adjunct Faculty)
Education Level: Associate Degree in Nursing from Mt. San Antonio College
Mr. Kevin Reyna is a Registered Nurse (RN) with an associate degree in nursing and extensive clinical experience across hospitals, rehabilitation centers, and behavioral health facilities. Professionally, he has been working as an LVN charge nurse since May 2, 2014, bringing over a decade of hands-on leadership and patient care experience. He is skilled in medication administration, wound care, tracheostomy and G-tube management, and vital signs monitoring. Mr. Reyna emphasizes patient-centered care, safety, and education, holding certifications in Basic Life Support, intravenous therapy, and airway maintenance. His dedication to improving patient outcomes is reflected in his work at Assisted Healthcare Services and Laurel Park Behavioral

Health Center, where he applied evidence-based interventions for both physical and psychiatric patient populations.

Sophia Gonzalez, ADN, RN (Adjunct Faculty)
Education Level: Associate Degree in Nursing from Riverside City College
Ms. Sophia Gonzalez is a bilingual Registered Nurse with seven years of healthcare experience, specializing in pediatrics, medical/surgical care, and telemetry. Currently, she works in surgical care at Loma Linda Medical Center, where she administers treatments, prepares patients for surgery, and provides postoperative care. Previously, she served as a telemetry nurse at various medical centers, including Eisenhower Medical Center and St. Bernardines Medical Center, focusing on cardiac monitoring and emergency care. Ms. Gonzalez holds an Associate Degree in Nursing from Riverside City College and is pursuing her Bachelor of Science in Nursing at California Baptist University. She is skilled in Epic and Cerner EHR systems and holds certifications in BLS, ACLS, and infection control.

Cordelia Benson, ADN, RN (Adjunct Faculty)
Education Level: Associate Degree in Nursing from West Coast University
Ms. Cordelia Benson, ADN, RN is a highly skilled and dedicated Vocational Nurse with 18 years of experience in the healthcare industry. She began her journey as a Licensed Vocational Nurse (LVN) and earning an Associate Degree in Nursing from West Coast University. Currently pursuing a Master of Science in Nursing with a focus on psychiatric mental health, Cordelia has extensive experience across nursing specialties, including ICU, medical-surgical, PICC line nursing, and operating room nursing. Her career has spanned prestigious institutions like Riverside County Medical Center, Loma Linda University Medical Center, and Kaiser Permanente. As a Vascular Access Board Certified (VA-BC) nurse, Ms. Benson remains committed to providing top-tier care and continually enhancing patient outcomes. Now an adjunct faculty member at Southeast College's VN program, she brings her wealth of knowledge and passion for nursing education to the classroom.

Renato Custodio, LVN (Full-time)
Education Level: Diploma in Vocational Nursing from North-West College
Mr. Renato "Ray" Custodio is a Licensed Vocational Nurse (LVN) professional and experienced educator with over 15 years of combined clinical and academic experience. He earned his Vocational Nursing diploma from North-West College, and an active California professional nursing license. With a strong foundation in patient care, he has served roles such as Home Health Nurse, Patient Care Director, and State Prison Medication Nurse, delivering services across home health, assisted living, and correctional settings. In addition to his clinical background, Mr. Custodio has taught vocational nursing theory and clinical courses at Marian College, Summit College, and Pacific College, where he has played a key role in preparing future nurses through evidence-based instruction and mentorship.

Helen Chan, BSN, RN (Adjunct Faculty)
Education Level: Bachelor of Science in Nursing from California State University, Long Beach
Helen Chan is a registered nurse with over three years of bedside experience in telemetry and

medical-surgical units. She earned her Bachelor of Science in Nursing from California State University, Long Beach in May 2020. Helen worked at Loma Linda University Medical Center from December 2020 to April 2024, where she collaborated with interdisciplinary teams to provide individualized care, educated patients and families, and maintained accurate records using the EPIC system. She also gained clinical research experience at WCCT Global, administering medications and monitoring participants during clinical trials. Helen served as a Skin Care Champion at Loma Linda, where she trained staff on wound care and prevention strategies and participated in quarterly pressure injury surveys. Her dedication to patient care was recognized with a DAISY Award in Winter 2022. She holds active certifications in BLS and ACLS, and a California RN license valid through December 2025.

Bernard M. Riccomini, MBA, MSN, RN, PHN (Director of Nursing)
Education Level: Master of Science in Nursing and Bachelor of Science in Nursing from University of Phoenix; Associate of Science in Nursing from Mount St. Mary's University; Master of Business Administration from American Intercontinental University
Mr. Riccomini is a seasoned nursing educator and leader. He holds an MBA from American Intercontinental University, an MS and BS in Nursing from the University of Phoenix, and an AS in Nursing from Mount St. Mary's University. He served for over 15 years at Preferred College of Nursing, most recently as Director of Nursing Education, and has held roles including Director of Nursing, Director of Patient Care Services, Case Manager, Clinical Supervisor, and Director of Staff Development. He is currently in the final term of the Doctor of Nursing Practice (Executive) program at Azusa Pacific University. He is committed to cultivating transformative nursing leadership and fostering lifelong learning to elevate quality care, advance interdisciplinary collaboration, and strengthen the profession in today's evolving healthcare environment.

Alina Maria Nagy, BSN, RN (Part-time)
Education Level: Bachelor of Science in Nursing from Constantin Noica College, Sibiu, Romania
Ms. Nagy is an experienced Registered Nurse with a strong background in both acute and post-acute care settings. Over the span of her career, she has served in various clinical and supervisory roles, demonstrating expertise in patient assessment, medication administration, interdisciplinary collaboration, and leadership. Her experience includes positions at Citrus Nursing Center, Loma Linda Post Acute, Heritage Garden, and San Gorgonio Hospital, as well as prior roles in hospital and pediatric care settings internationally. Alina holds a Bachelor of Science in Nursing from Constantin Noica College in Sibiu, Romania, and maintains current BLS and ACLS certifications. She is recognized for her professionalism, patient-centered approach, and commitment to ensuring quality and compassionate care.

Xiaohua "Lily" He: MSN, FNP-BC (Adjunct Faculty)
Education Level: Associate Degree in Nursing from Shandong Linyi Medical College; Bachelor of Science in Nursing from Binzhou Medical University; Master of Science in Nursing from Azusa Pacific University
Xiaohua "Lily" He, serves as the Assistant Director of Nursing at Southeast College (Monterey Park Campus) and as Adjunct Faculty. Fondly known as Ms. Lily by her students and colleagues, she brings extensive experience in vocational nursing education and clinical leadership, guiding multiple VN cohorts through comprehensive theory and clinical training. Ms. He earned her

Associate Degree from Shandong "Linyi" Medical College in 2001 and her BSN from Binzhou Medical University in 2003. She completed her MSN – Family Nurse Practitioner (FNP-C) from Azusa Pacific University in 2018. In addition to her academic role, she practices as a Family Nurse Practitioner at Rosemead Health Center, providing patient-centered primary and preventive care across the lifespan, and serves as Lead RN at Golden State Care Center, where she also tutors students. Fluent in Mandarin, her professional interests include nursing education, community health, and clinical mentorship, with a focus on cultivating compassionate and competent future nurses.

Appendix I Staff/Faculty Directory

Monterey Park Campus [Page 77-79]

Gregorio V. Uy, MD, BSN, RN (Adjunct Faculty)
Education Level: Doctor of Medicine from University of Santo Tomas, Philippines; Bachelor of Science in Nursing from Sta. Rita Hospital School of Nursing and Midwifery, Philippines
Dr. Greg Uy his primary degree in Doctor of Medicine (MD), at the University of Santo Tomas, Mainly, Philippines in 1977. His undergrad and pre-med was in Bachelor of Science in Nursing (BSN) from Sta. Rita Hospital School of Nursing and Midwifery in the Philippines. His professional work encompasses primary care in Asia, hospice registered nursing in Anaheim California, and currently teaching for North West College in Long Beach and Angeles College, City of Industry campus, vocational nursing program.

Generoso M. Flores, Jr., RN, BSN (Adjunct Faculty)
Education Level: Bachelor of Science in Nursing from Dr. Carlos S. Lanting College
Mr. Generoso M. Flores, Jr. is a distinguished healthcare professional with over four decades of experience spanning clinical practice, nursing leadership, and academic instruction. Originally trained as a General Surgeon and Medical Doctor in the Philippines, Mr. Flores later transitioned into nursing in the United States, where he has since held multiple Director of Nursing positions in skilled nursing facilities. His leadership has been instrumental in regulatory compliance, infection control, interdisciplinary coordination, and staff development, consistently earning commendable outcomes during state health surveys. In addition to his administrative accomplishments, Mr. Flores has made significant contributions to nursing education as a lead theory instructor, clinical liaison, and former LVN Program Director. He is known for his ability to bridge clinical practice with theoretical learning, preparing future nurses with both academic rigor and real-world insights. With a unique background that blends medical and nursing expertise, Dr. Flores remains a dedicated advocate for quality patient care and professional development in the healthcare field.

Ginny Wang, BSN, RN (Part-time)
Education Level: Bachelor of Science in Nursing from California State University, Long Beach
Ms. Wang is a highly skilled and bilingual registered nurse with over seven years of professional experience in perioperative, oncology, and medical-surgical telemetry nursing. She holds a

Bachelor of Science in Nursing from California State University, Long Beach, and is certified in both Perioperative Nursing (CNOR) and Oncology Nursing (OCN), along with ACLS, BLS, and PALS credentials. Ginny currently serves as a Circulating Nurse at Kaiser Permanente and City of Hope, where she also chairs the Shared Governance Council for perioperative services. She is a committed educator and preceptor, training nursing students and new perioperative staff through evidence-based instruction and structured orientation programs. Her clinical expertise includes high-acuity oncology care, chemotherapy administration, sterile technique, and quality improvement. She is also proficient in health informatics, having served as an EPIC Superuser to train staff in electronic medical records. Known for her leadership, communication skills, and dedication to excellence in patient care and professional development, Ginny is a valued contributor to both clinical and academic nursing environments.

Kevin Reyna, ADN, RN (Part-time)
Education Level: Associate Degree in Nursing from Mt. San Antonio College
Mr. Kevin Reyna is a Registered Nurse (RN) with an associate degree in nursing and extensive clinical experience across hospitals, rehabilitation centers, and behavioral health facilities. Professionally, he has been working as an LVN charge nurse since May 2, 2014, bringing over a decade of hands-on leadership and patient care experience. He is skilled in medication administration, wound care, tracheostomy and G-tube management, and vital signs monitoring. Mr. Reyna emphasizes patient-centered care, safety, and education, holding certifications in Basic Life Support, intravenous therapy, and airway maintenance. His dedication to improving patient outcomes is reflected in his work at Assisted Healthcare Services and Laurel Park Behavioral Health Center, where he applied evidence-based interventions for both physical and psychiatric patient populations.

Xiaohua "Lily" He: MSN, FNP-BC (Assistant Director of Nursing)
Education Level: Associate Degree in Nursing from Shandong Linyi Medical College; Bachelor of Science in Nursing from Binzhou Medical University; Master of Science in Nursing from Azusa Pacific University
Xiaohua “Lily” He, serves as the Assistant Director of Nursing at Southeast College (Monterey Park Campus) and as Adjunct Faculty. Fondly known as Ms. Lily by her students and colleagues, she brings extensive experience in vocational nursing education and clinical leadership, guiding multiple VN cohorts through comprehensive theory and clinical training. Ms. He earned her Associate Degree from Shandong "Linyi" Medical College in 2001 and her BSN from Binzhou Medical University in 2003. She completed her MSN – Family Nurse Practitioner (FNP-C) from Azusa Pacific University in 2018. In addition to her academic role, she practices as a Family Nurse Practitioner at Rosemead Health Center, providing patient-centered primary and preventive care across the lifespan, and serves as Lead RN at Golden State Care Center, where she also tutors students. Fluent in Mandarin, her professional interests include nursing education, community health, and clinical mentorship, with a focus on cultivating compassionate and competent future nurses.

Notice of ADDENDUM: *March 4, 2026*

The following contains Southeast College revisions, updates and new information that shall be considered incorporated content into the current 2025-2026 College Catalog. Students are hereby given constructive notice of said changes.

Effective March 4, 2026, the institution's **Procedures for Enrollment – Change of Contact Information has changed.** The affected pages are listed below:

Catalog Changes – Listed by Chapter & Section:

CHAPTER 3. ADMISSION/ENROLLMENT INFORMATION

Section 3.2 Procedures for Enrollment (Change of Contact Information) [Page 14]

PROCEDURE

The Procedure by which this process is determined is as follows:

i. From the time of the applicant's expressed interest through a telephone conversation, to the time they come to tour the campus, and all the way prior to signing an official enrollment agreement, the student's permanency of physical location and address is determined by
   (a) Securing valid copies of their CA State Issued Identification, or CA DMV issued current Driver's license, **OR**
   (b) A valid and current issue of a U.S. Passport bearing the picture and current address of the applicant, **OR**
   (c) A signed student attestation certifying that they physically reside in the State of California where they provide a current address at the time of enrollment.
ii. During the enrollment process, the applicant is provided a document subsequent to the enrollment agreement called "**Change of Contact Information."** The form is to be completed, collected, and officially filed in the Registrar's office.
iii. The above steps (i, i(a) or (b), and (c) and ii), will be the basis for determination of the student's physical location.
iv. Prior to signing an enrollment agreement, the prospective student acknowledges that Southeast College does not offer distance education outside the State in which the institution is physically located in. In addition, Southeast College discloses that a student relocating to a state in which the institution does not have approval to operate prior to program completion, may adversely impact the student's ability to complete the program or obtain gainful in-field employment.

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