

CALIFORNIA CAREER COLLEGE



2016 – 2017 Catalog

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MESSAGE FROM THE PRESIDENT

Dear Students,

It is with great pleasure that I welcome you to CCC! We are delighted that you have selected CCC to launch your career in the health care field. CCC was established in 2001 and has proudly assisted promising students in launching their careers in the nursing field. Everyone at CCC looks forward to working with you as you pursue your academic endeavors.

We have prepared this Catalog to address any questions you may have about CCC's policies, procedures, and expectations for academic progress. As you embark on this journey in your career we trust that you will adhere to the professional standards and conduct required in the nursing field and expected during your training at CCC.

Our administration, faculty and staff are excited to see your academic progress unfold during your training and we all look forward to celebrating your success.

Susan Naimi, President
California Career College

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COLLEGE BACKGROUND

HISTORY

California Career College (“CCC”) was founded in February 2001 and has been in operation for the past twelve consecutive years. CCC is a private educational institute owned and operated by SHN Career College, Inc., a California corporation. Since its inception, CCC has expanded from a student body of twelve (12) to over one hundred (100) students annually enrolling in its Vocational Nursing Program.

The main campus facility, which was constructed in 2006 is located at 7003 Owensmouth Avenue, Canoga Park, CA 91303. The main campus contains a classroom and laboratory facilities where students are trained in theoretical nursing courses and perform basic nursing skills prior to entrance into their clinical rotations. Students have access to a network of computers and a library facility at the main campus where they may obtain additional educational resources and tools to prepare for the NCLEX-PN Examination.

MISSION STATEMENT

California Career College’s mission is to provide an innovative and relevant learning environment to prepare high school graduates (or equivalent) in the role of nursing, the goal of which is to meet the varied health care needs of the community; prepare graduates for the state licensing exam and employment in the field of nursing.

STATEMENT OF NON-DISCRIMINATION

CCC does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or marital, family, parental status or Veteran or military status, age or disability. CCC complies with all local, state and federal laws barring discrimination. Accordingly, equal opportunity for employment and admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to the Program Director, who will provide students with the procedures available for resolving complaints relating to alleged unlawful discriminatory actions.

ACCREDITATION & APPROVALS

CCC is institutionally accredited and approved by the following agencies:

<p>Accrediting Bureau of Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043 Tel: (703) 917-9503 Fax: (703) 917-4109 E-mail: info@abhes.org www.abhes.org</p>
<p>Board of Vocational Nursing and Psychiatric Technicians (BVNPT) 2535 Capital Oaks Drive, Suite 205 Sacramento, CA 95833 Tel: (916) 263-7800 Fax: (916) 263-7959 www.bvnpt.ca.gov</p>
<p>Bureau for Private Postsecondary Education (BPPE) 2535 Capital Oaks Drive, Suite 400 Sacramento, CA 95833 Tel: (888) 370-7589 Fax: (916) 263-1897 www.bppe.ca.gov</p> <p>CCC is a private institution, approved to operate by the California Department of Consumer Affairs Bureau for Private Postsecondary Education pursuant to California Education Code Section 94302. The department's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions.</p>
<p>United States Department of Education (DOE)</p> <p>CCC is authorized by the U.S. Department of Education for participation in the Federal Supplemental Educational Opportunity Grants, Federal Pell Grants, and Federal Student Loans.</p>

Administration Business hours: Monday through Friday from 9:00 a.m. to 5:00 p.m.
 Library hours: Monday through Friday from 9:00 a.m. to 4:30 p.m.

Program start date:
 Anticipated program completion date:
 Catalog effective date: September 1, 2016
 Date printed: September 1, 2016

ADMISSIONS

ADMISSIONS POLICY FOR APPLICANTS WITH FELONY CONVICTIONS

Prospective students should be aware that certain misdemeanors and/or convictions may prevent them from successfully completing the program due to clinical site requirements. CCC, therefore, reserves the right to deny admissions to anyone under these circumstances. CCC believes that students should not invest substantial time and money if the ability to secure employment in the field of nursing is unlikely. If you have a felony conviction, please disclose that information to the admissions coordinator and she can provide further assistance.

ADMISSIONS POLICY

The following requirements are used for determining admission and continued enrollment at CCC:

1. Each applicant must be at least 18 years of age.
2. Each applicant will attend an interview with an admissions representative. This interview will include a discussion of the individual student's qualifications, the student's goals, and the school's philosophy. A review of financial obligations and financial aid opportunities will also take place.
3. Each applicant must submit proof of high school graduation or the general education development (GED) testing programs equivalent and the official transcript of any post-secondary educational training received.
4. The following application documentation is also required: (i) Enrollment Application; (ii) high school transcript, diploma or GED certificate; (iii) documentation of any required physical examination, pathology tests, and/or immunizations must be presented. In addition, full disclosure of any known medical conditions that will adversely affect the same completion of the selected program is required.
5. Each student shall pass the Basic Mathematics (75%) exam and a Basic Reading and Comprehension screening test.
6. CCC may admit alternate students in each new class to replace students who drop out prior to commencement of the scheduled clinical experience. Each alternate student is to have on file:
 - a. A current application (steps 1 through 5 above) and
 - b. Proof of competency at the current class entry level (challenge exams or returning students).

7. Upon commencement of clinical experience, the number of students may not exceed the actual number of students approved by the Board for that particular class.
8. Certain misdemeanors and/or convictions may prevent a student from successfully completing a program due to clinical site requirements, therefore, under those circumstances CCC reserves the right to deny admissions. To comply with requests from clinical agencies, the Program requires a background check on all eligible applicants. All candidates to the Vocational Nursing Program must obtain a background clearance prior to beginning this program. The admissions representative will provide the candidate with the information on how to obtain this clearance. Applicants should discuss any concerns in regards to licensing eligibility, such as having a criminal background, with the admissions representative.
9. A \$50 non-refundable application fee is required to apply for the Vocational Nursing Program.

At present we are not accepting international students who require a visa. CCC does not offer non-credit, ability-to-benefit (ATB), or English-As-A-Second Language (ESL) courses.

CCC reserves the right to deny admissions to any applicant and to change entrance requirements without prior notice.

CCC does not guarantee employment upon graduation from the vocational nursing program.

REASONABLE ACCOMODATIONS

Pursuant to section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, CCC complies with the regulation that “no otherwise handicapped individual” shall be excluded from participation in the program and services offered by CCC “solely by reason of the handicap.” A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and has consulted with the President of the college, and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

CCC is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit, or service of the college. To request auxiliary aids or services, please contact the President of the college in writing. Students should submit requests with supporting documentation at least six (6) weeks prior to the beginning of the first day of classes or as soon as practical.

ACADEMIC POLICIES

ATTENDANCE/TARDINESS, MAKE-UP STANDARDS & ATTENDANCE PROBATION

CCC believes that in order to succeed in the Program, regular attendance and punctuality are required. Students must attend all scheduled hours of class. If a student misses a class, he or she must make up the hours missed by scheduling a make-up session with the instructor.

All students are expected to notify the appropriate instructor when they are going to be absent from the classroom or the clinical area. The student must notify the instructor no later than 30 minutes prior to the start of the class or clinical assignment. Failure to properly notify the instructor will result in the absence being considered “unexcused.”

The first unexcused absence during any course will result in the student receiving a deficiency notice. The second unexcused absence will result in the student being placed on probationary status. A third unexcused absence will result in the student receiving a failing grade for the term. In this event the student may be given an opportunity to repeat the course as provided by the Course Progression Policy.

Absences will negatively affect the student’s term grade. Absences equal to or in excess of 15% of any term will require the student to be placed on Attendance Probation. The student would remain on probation until the end of their current term provided the student remains in compliance with the terms of his/her probation. Attendance must be maintained at an average of 95 percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the Enrollment Agreement.

Students are expected to arrive at the designated starting time for scheduled classes and clinical assignments.

- a. Those arriving more than 7 minutes late for class will be admitted when the class is given a break.
- b. If a test or quiz is in progress and the student arrives late, the student will be admitted, but will only be allowed the remainder of the allotted test time to complete the test or quiz.
- c. Those arriving more than 7 minutes late for clinical assignment will not be accepted into the clinical area.

The student will be marked absent, tardy, or as having left early if they miss class due to medical, dental, personal, or legal appointments. The college reserves the right to require medical clearance for any communicable disease, health condition and/or pregnancy

Students accumulating absences will be counselled individually by the Program Director and faculty to assess whether the absences have affected their ability to meet the course objectives and they must attend to clinical or computer make-up classes before the end of the term. The instructor may assign additional outside make-up work to be completed for each absence.

Arrangements to take any test missed because of an absence must be made with the instructor and approved by the school administration.

The following is a list of make-up methods:

Theory: Case studies, independent study, written examination, attendance at seminars or workshops, auto tutorial laboratory, and research reports.

Clinical: Performance evaluation of skills, laboratory, or additional time in the clinical area with clients/patients when available.

Students will be required to demonstrate achievement of all theory and clinical objectives covered on the day(s) absent:

- a. The student passing a criterion-based examination with a 75% or higher accuracy rating may demonstrate achievement of theory objectives.
- b. Achievement of clinical objectives may be confirmed by the clinical instructor and documented following the successful demonstration by the student of the performance objectives missed.

In the case of excessive absences (more than 3) resulting in the inability to demonstrate successful achievement of the course objectives, the student will not be permitted to advance to the next level in the Program. Absences of more than three (3) consecutive days due to any medical condition must be verified by a physician and a full medical clearance for return to school must be documented by the attending physician. The student may petition to retake the course, provided the reason for absence has subsided and the class space is available.

Students who have been absent from their scheduled classes for fourteen consecutive calendar days, not including scheduled school holidays, will be dropped from the nursing program (except those who are required to participate in military duties: students must provide CCC with written documentation verifying the required military duty and length of service requested).

Students who have been terminated for violating the attendance policy may be reentered through the appeal process. To be eligible to reenter students must wait for the next enrollment period. Normally, approval for re-entry will be granted only once.

TRANSFER OF CREDITS

Transfer of Credit from CCC to Other Colleges

The transferability of credits you earn at CCC is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in Vocational Nursing is

also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. You should confirm that your enrollment at this institution will meet your ultimate educational goals. This may include contacting the institution to which you may seek to transfer after attending CCC to determine if your credits or certificate will transfer.

Transfer of Credit to CCC

Vocational nursing applicants may receive credit for related previous education completed in:

- a. accredited vocational or practical nursing courses
- b. accredited registered nursing courses
- c. accredited psychiatric technician courses
- d. armed services nursing courses
- e. certified nurse assistant courses.

The courses for transfer credit must have been within the past five years from an institution accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA). Official transcripts and/or copies of certificates of completion must be submitted for credit to be granted. Credit will be granted based on the content and hours of the transferring courses and must be equivalent to courses currently offered within CCC's Vocational Nursing Program. Applicants may be required to demonstrate competence in areas requested for evaluation of clock-hours or credit.

The cost of tuition will be adjusted downward to reflect the number of clock hours successfully transferred to CCC.

Challenge Credit

Credit may be granted for relevant knowledge and/or skills acquired through prior experience, courses taken at non-accredited institutions, and individual study.

Credit shall be determined by successful completion of a comprehensive examination and/or practical evaluation.

Objectives for both written and/or practical examinations are made available to the student prior to the examination.

Students must pass the CCC test for Basic Concepts of Nursing with a grade of 75% or above.

Petition for Advanced Standing:

A current school application and the petition for advanced standing must be filed with the Program Director prior to the anticipated start date for the course to which advanced standing is being requested.

Petition to challenge by examination must be filed with the Program Director and all examination fees (to be established) paid in advance of the examination. The challenge examination, a multiple-choice test determined by the instructor to be a valid synopsis of the curriculum within the course, must be completed with a minimum grade of 75%.

GRADING SYSTEM

The grading system outlined below is used for all courses. Only letter grades are posted to the student's official college transcript.

A	90% - 100%
B	80% - 89%
C	75% - 79%
F	74% or less
I	Incomplete
W	Withdrawal
W/F	Withdrawal/ Failing

A "W" or Withdrawal grade will be given to students who attend at least one day of theory class, miss at least two other class sessions and withdraw prior to completing the course. This grade is used only if the faculty member can determine that the student was passing the course at the time of the withdrawal.

A "W/F" or Withdrawal/Failing grade will be given to students who attend at least one day of theory class, miss at least two other class sessions and it is determined by the faculty member that the student was failing the course at the time of withdrawal.

Students will be permitted to re-enroll in the course from which they withdrew as long as they are able to complete the full Program within the 150% time-frame (*i.e.*, 150% of the total Program length).

INCOMPLETE GRADES

Students who fail to complete all course requirements on a timely basis, due to unanticipated circumstances or events, can be awarded the grade of “I” (Incomplete) by the faculty member. Incomplete grades cannot be given as a final grade and will affect the student’s GPA until a final grade is assigned. Students receiving a grade of “I” in a course will have 10 weeks in which to finish the course assignments and submit course materials to the instructor. If the student fails to complete all of the course requirements within the ten weeks, a grade of “W” or “W/F” will be assigned and the student will be required to repeat the course at his or her own expense.

Leave of Absence:

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. CCC may allow a student under such circumstances to take a leave of absence (LOA) from the program.

LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. Students will not be assessed additional tuition charges while on their LOA. Before the start of the LOA, students returning from an authorized LOA will retain all clock hours and work projects completed, and will return to the academic progress status they held.

Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. As of the same date, the loan repayment process will be initiated. Students must be reasonably certain of their intent to return. If the student does not return as scheduled, the grace period on any student loan will revert to start counting from the first day of the leave. In these cases, the loan payment will be due as stated on the promissory note.

LOAs may also affect the scheduled progression of the Program. If a student does not return from LOA as scheduled, the rotation of the remaining courses will not be immediately available. Our Program courses have prerequisites and may not be taken out of sequence. Therefore, the student may have to take another LOA (if available) or drop from the program and re-enroll when the course is offered again to complete their course of study. LOAs are scheduled based on the students progression of the program, CCC will not be held liable for students who extend or alter the original LOA contract.

A pregnant student or married student whose wife is pregnant may request a LOA for the birth of the baby. The pregnant/now delivered student may return to school with documentation of medical clearance from her physician provided there is space remaining in class.

GRADUATION AWARDS (CERTIFICATE OF COMPLETION/ASSOCIATE DEGREE)

When a student has completed the graduation requirements for the Vocational Nursing Program with a GPA of 75% or better, he/she receives a corresponding certificate or degree certifying

his/her graduation from the Program. The school assists the students in completing the necessary documents to file for the NCLEX-PN examination.

GRADUATION CEREMONY

At CCC, we celebrate the culmination of the hard work and success of our students at the graduation ceremony. Upon successful completion of the Program requirements, graduates, along with their family and friends are encouraged to attend the ceremony.

ACADEMIC PROGRESS STANDARDS

REQUIRED STUDY TIME

CCC has estimated that two hours of study time is required for each hour of class. Students whose primary language is not English typically allocate more than two hours of study time for each hour of class. Students are encouraged to form study groups and consult the Student Services Department if they desire tutoring assistance to better understand the course work or to develop good study habits.

SATISFACTORY ACADEMIC PROGRESS (SAP)

STANDARDS

A student's academic progress will be measured when the student has successfully completed $\frac{1}{2}$ of the weeks in the program. In order to maintain satisfactory progress, a student must: (i) maintain a cumulative grade point average of 75% or higher; (ii) progress at a satisfactory rate toward completion of the Program; (iii) at the end of the evaluation period, the student must have successfully completed 95% of all attendance scheduled; and (iv) complete the Program within 150% of the published Program length.

The rate of progress toward completion of the Program is calculated by dividing the cumulative number of clock hours the student has successfully completed in the Program by the cumulative number of clock hours attempted by the student in the Program. The cumulative number of clock hours attempted in the Program includes every repeated course. The cumulative number of clock hours attempted in the Program does not include remedial courses or courses taken that are prerequisite to the Program. Transfer and proficiency/challenge exam credits are counted as both attempted and successfully completed. Clock hours for courses from which a student has withdrawn and received a (W/F) are counted as attempted and not successfully completed.

Grading Policy: Theory Grading

Theory courses are graded on a point system. A student's grade is calculated by dividing the student's total points earned by the total points possible for the course. The total possible points will include, but not be limited to, final exam, midterms, term papers, pop quizzes, care plans,

homework, and study group projects. Students must achieve a passing grade of “C” or above, submit all required exercises and projects complete all required quizzes and examination and meet the standards of school attendance policy. Any student who fails to achieve a minimum grade of “C” (75%) in the final exam (theory segment) of a course may not progress to the next course in the program.

Grading Policy: Clinical Grading

Grades for the clinical segment of a course are assigned as follows:

Pass (“P”): Student has met clinical objectives

Fail (“F”): Student has not met clinical objectives

Any student who fails to achieve a grade of “P” (Pass) in the clinical segment may not progress to the next course of the program.

Academic Progress is assessed after every semester/term. Students who do not complete the Program within 150% of the Program length will be dismissed.

Students should note that good grades are usually correlated with regular attendance and with accurate and timely completion of assignments. On the other hand, poor grades are often correlated with frequent absences and incomplete and/or missing assignments.

EVALUATION PERIODS

Students receiving aid from Title IV Aid Programs must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period or term of the course.

If at the end of a payment period the student fails to maintain a passing grade point average or fails to successfully complete the clock hours required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a financial aid warning SAP status. The student will be eligible for financial aid funds for one subsequent payment period.

If at the end of a payment period following the period under financial aid warning status, the student fails to make the grade or fails to successfully complete the cumulative number of clock hours that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible status for financial aid funds. At this point the student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.

APPEAL PROCEDURES

The student, who wishes to appeal the non-satisfactory progress status, must initiate the process by submitting a written request to the Director of the Program. The request is to be presented within (10) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserves special consideration and the measures that the student has taken to resolve those circumstances in a manner that would not interfere with his/her progress again.

The Director of the Program shall evaluate the appeal within five (5) business days and notify the student in writing of his/her decision. Should the student's appeal be denied, he or she may appear before a school committee formed by representatives from the administration, faculty, and students to present his/her case. The committee shall consist of three (3) current staff members and two (2) current students as needed, and will provide a written notice to the student of its decision within three (3) business days. The decision of the committee shall be final.

If the appeal is approved, the payment period originally placed under eligibility status would be modified to a financial aid probation status. The student will be eligible for aid for the period under financial aid probation.

If at the end of the payment period under probation status, the student fails to make the grade or fails to successfully complete the cumulative number of hours that would allow the student to complete the course of study within the maximum time frame as published the student will be placed in an ineligible for financial aid funds status.

REINSTATEMENT

A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the probation status.

RE-ENTERING

Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

ACADEMIC PROBATION

If a student falls below the SAP standards, he/she will be placed on academic probation for the duration of the term or as specified by the probation notice. Students must satisfy the SAP standards by the end of the probationary period in order to remain in the Program. Students repeating a course will be placed on "academic probation" and will be eligible for removal of probationary status after removal of grade point deficiencies in accordance with the Course

Progression Policy. A student who fails to come into satisfactory progress after the probationary period will be dismissed.

Probationary status may also be initiated if a student's performance has jeopardized minimum patient care standards or when patterns of performance and/or behavior interfere with the student's progress.

REPEAT COURSES AND REMEDIATION PRACTICES

REPEATS

Students who have failed coursework will be required to repeat or remediate the class/course which they failed. Students repeating a course will be held financially responsible for extra classes attended at CCC. A contract addendum will be completed by the Program Director, submitted to financial aid for new financial obligations to be calculated, and reviewed with the student when a repeat is necessary.

When a student is aware in advance of a scheduled test that he/she will be unable to take at the scheduled time, the student will contact the instructor no less than two (2) school days before the test date. The instructor will make the necessary arrangements for the student to take the test prior to the date on which the test is to be given to the rest of the class. If it is determined that a student was aware more than two (2) days of their inability to take a scheduled test and knew that he/she would be absent, and that student did not make prior arrangements to take the test before the scheduled time with their instructor, the test cannot be made up.

Any student who does not take a test in accordance with the terms of this policy shall receive a grade of "0" zero on the test.

The instructor reserves the right to give an alternative or modified test to a student requiring a make up for illness or emergency. That test should examine the same materials as that of the original test and should not be made more difficult for punitive reasons.

Course Progression Policy

Unless special circumstances apply, a theory or clinical course may be repeated only once. When a course is repeated, the student must take both the theory and clinical segments of the course concurrently. A student who is repeating a course must repeat the entire course, starting from the first day of instruction. The grade received on the repeated course will replace the initial attempt at the course. In order to continue in the Program, the student must achieve an average of 75% or higher from the last grades earned in the repeated course. The student who wishes to repeat a failed course will be admitted on a space-available basis. The Program will make every possible attempt to allow the student to repeat the course during the next term in which the course is offered. However, it may be necessary for the student to wait one or more terms for the opportunity to repeat a course.

Course failures and subsequent repeats may interrupt the student's enrollment and negatively impact financial aid eligibility. Remediation of any course work must be completed within 10 weeks of the assignment due date.

UNSATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURES

A student who wishes to be reinstated after voluntarily withdrawing or being dismissed from the college due to failure to meet satisfactory academic progress standards or any other reason, may request reinstatement or appeal the dismissal based upon exceptional mitigating circumstances. Such requests must be made in writing. Circumstances must be documented and the student must demonstrate that such circumstances had an adverse impact on the student's academic progress in the program.

An Appeals Board made up of college officials will review the written request and supporting materials. A decision will be made and the student will be notified in person or in writing. All decisions made by the Appeals Board are final.

MITIGATING CIRCUMSTANCES

For circumstances of poor health, family crisis, or other significant occurrences outside of the student's control, the student must follow the student appeals process. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's performance.

CLINICAL POLICIES

Clinical rotations are scheduled for various time periods, Monday thru Thursday, according to the needs of the Program. An instructor or clinical coordinator will be assigned to visit sites on a regular basis to meet with students and verify that the objectives of the clinical rotation are being met. Students must satisfactorily complete the clinical assignment and all applicable coursework related to the clinical. The clinical instructor will submit an evaluation form documenting the tasks completed. Satisfactory evaluations are required in order to graduate from the Program.

Program failure may result if the student is excessively absent, receives unsatisfactory evaluations by the clinical instructor, fails to complete all coursework pertaining to the clinical assignment, or demonstrates unprofessional or unethical behavior during the assignment. Clinical re-assignments will be evaluated on an individual basis and may require additional charges.

Clinical sites assigned by the college are final and non-negotiable. Students are expected to attend their clinical assignment regardless of travel distance to the site or the hours of the

clinical rotation. If a student refuses a clinical site assignment, he/she may be terminated from the Program as unable to meet the required objectives and expected progress of the program.

MAXIMUM TIME FRAME

Regardless of the student's rate of completion, the maximum time frame that the student will be allowed to complete his/her educational objective is one and one-half (1.5) times the normal length of the program. For example, if a program requires 50 clock-hours the student may not attempt more than 75 (1.5 x 50) clock hours without completing the program. A student who fails to comply with the maximum time frame for the Program completion shall be dropped from the Program.

GRADUATION REQUIREMENTS

The candidate for a certificate of completion or associate of applied science degree in vocational nursing must:

1. Complete all coursework (clock hours) with a grade point average (GPA) of at least 75% (on a scale of 1-100 percent).
 - a. Each student is required to attend classes for material review (totaling 20 hours). These classes are crucial in assessing student comprehension, progress and level of preparation to proceed with the NCLEX.
 - b. Passing score on the written comprehensive test (75% or higher).
 - c. Passing score on the computer formatted tests (75% or higher).
2. Meet all applicable clinical, classroom, and laboratory skill proficiency standards for each semester.
3. Complete all clinical requirements and hours, and receive satisfactory evaluations.
4. Fulfill all financial obligations to the college prior to graduation and attend Financial Aid Exit Interviews, as applicable.

Students must complete all required computer testing before taking the comprehensive examination. CCC does not issue partial clock hours for the Vocational Nursing Program. The entire Program must be completed in order to receive a certificate of completion or associate of applied science degree in vocational nursing, as applicable. Students who have satisfied the requirements for an associate degree will be eligible for the degree upon successful completion of the Program.

Passage of the NCLEX-PN exam is required for licensure as a Vocational Nurse and for employment in the state of California.

SUSPENSION AND TERMINATION

DROPS

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The college reserves the right to suspend or dismiss any student who:

- Failure to meet school's attendance policy or standards
 - More than 3 days of consecutive absences
 - Less than 95% attendance in the Program
- Failure to maintain satisfactory academic progress
 - Less than 75% grade point average for Vocational Nursing Program
- Failure to meet satisfactory clinical standards
- Failure to meet financial obligations to the college
- Displays conduct which the faculty and administration determine to be detrimental to fellow students, other individuals, the community, or the college, as addressed in the conduct policy of the CCC Catalog
- Use of or being under the influence of alcoholic beverages or illegal drugs on or adjacent to college property
- Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs

STUDENT CONCERN AND GRIEVANCE PROCEDURES

If a situation arises in which a student has a concern or grievance of any kind, the following procedure is in effect.

Student Concern:

1. Discuss the concern with the appropriate instructor. All discussions are to be held before or after class or by a scheduled appointment.
2. If the concern cannot be resolved through the instructor, present the concern in writing to the Program Director, who will meet with all pertinent parties to conduct an investigation of the concerns before a decision is reached. The Program Director will provide the student with a written decision within five (5) days based upon the information received in accordance with the policies and guidelines of the college.

Student Grievance:

1. Students may file a formal written grievance within five (5) days of being notified of the Program Director's decision if they do not believe their concerns to be resolved.

2. Appointments with the Review Board are scheduled through the Program Director's office. The Review Board has the responsibility for reaching a decision that is in balance with the best interests of all parties named in the complaint. The following procedure is in effect:

- The student will be notified by the Program Director to attend a Review Board meeting which will convene within five (5) days from receipt of the written grievance.
- The Review Board will be composed of the President/Program Director, the student services coordinator, and a faculty member not affiliated with the student's course.
- The Review Board convenes with the student and any other individuals whose participation is warranted by the circumstances of the particular concern. Evidence will be presented by the student and then by all other parties involved. Minutes will be taken.
- The Review Board will immediately meet in the absence of those involved to review the evidence and resolve the student's concern.
- The Review Board members support the President's decision. The President's decision is final and binding.
- The President's decision will be communicated in writing to the student within five (5) days of the Review Board Meeting.

For additional information, refer to the college's accrediting/approving agencies and the procedures for processing complaints of unlawful discrimination and other grievances.

Bureau of Private Postsecondary Education (BPPE), Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818.

CCC is a private institution, approved to operate by the California Department of Consumer Affairs Bureau of Private Postsecondary Education pursuant to California Education Code Section 94302. The department's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions.

DISCLOSURE AND RETENTION OF STUDENT RECORDS (FERPA)

Adult students and parents of tax dependent students have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file.

Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that is maintained by the institution.

CCC will maintain student records in physical format for five years from the last date of attendance and in electronic format for fifteen years from the last date of attendance. Those records are enrollment applications, enrollment agreements and transcripts. After this period, all records are destroyed.

The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commission or governmental agencies so authorized by law.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Also known as the Buckley Amendment, the Family Educational Rights and Privacy Act was mandated by Congress in 1974. The main points include the following:

1. Student records must be maintained for a minimum of five years, with transcripts maintained indefinitely. The student has the right to inspect academic, financial, or general records by appointment during normal college hours. The only exception is the confidential student guidance notes maintained by faculty members or the Program Director.
2. The college may not release nor disclose academic, personal, or financial information to outsiders (employers, agencies, or individuals) without first securing a written release from the parent or eligible student.
3. The student may not have access to financial data separately submitted by parents or guardians
4. Once the student becomes an eligible student, the rights accorded to, and consent required of parents under this act, transfer from the parents to the student.

DRUG ABUSE PREVENTION PROGRAM

CCC strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with CCC who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agencies:

The Discovery House
6956 Bertrand Ave.
Reseda, CA 91302
Tel: 888.936.1742
Website: www.thediscoveryhouse.com

Sober College
6233 Variel Ave.
Woodland Hills, CA 91367
Tel: 855.235.8715
Website: www.sobercollege.com

Tarzana Treatment Centers, Inc.
18646 Oxnard Street
Tarzana, CA 91356
Tel: 800.996.1051
Website: www.tarzanatc.org

CRIME AWARENESS

In compliance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542, as amended), CCC provides students with current campus security policies and procedures. In addition, CCC posts at its campus facility, information on crime prevention, reporting crimes, and statistics for crimes that have occurred on the college campus.

U.S. CONSTITUTION DAY

Senator Byrd (D-West Virginia) inserted language into Federal legislation that requires all institutions participating in Federal Funding to schedule educational programming about the U.S. Constitution every September 17 or in the same week that it falls. In the years where September 17 falls on a weekend, the programs are to be held in the preceding or following week.

COPYRIGHT PROTECTION POLICY

It is the policy of CCC to respect the copyright protections given by federal law to owners of digital materials and software. It is against CCC policy for faculty, staff, or students to use CCC equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected digital materials or software except as permitted under copyright law (especially with respect to “fair use”) or specific license.

The software provided through CCC for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.

CCC regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to disciplinary action. Repeated violations will result in loss of computing privileges, among other sanctions.

ACADEMIC TRANSCRIPTS

CCC will provide one official transcript to each graduate at no charge. A fee of \$30 will be charged for each additional transcript. Official transcripts will be released to current students who are current with their financial obligation for a charge of \$20. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974. An unofficial transcript may be requested by the student.

Student academic transcripts, which include grades, are available upon written request by the student. Transcript and diploma requests must be made in writing to the Office of the Registrar.

SCHOOL RULES AND REGULATIONS

CONDUCT

In today's competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, CCC has established policies and guidelines for proper conduct. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Violation of any of the following regulations may result in probation, suspension, or dismissal from CCC.

Students must agree to abide by the following regulations:

1. Students will be held responsible for their actions while in attendance at the college and at other facilities during clinical rotations.
2. Dishonesty on the part of any student may result in probation, suspension or termination from the college. Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to staff, faculty, administrators, or other officials; knowingly supplying unauthorized information during an examination; using unauthorized material or sources during an examination; changing an answer after work has been graded and presenting it as improperly graded; and taking an examination for another student.
3. Students will be held responsible for any theft or damage done to college or clinical site property and will be expected to reimburse the institution for such damage or loss.
4. Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, use of profanity, harassment, cheating, and stealing will not be tolerated.
5. Students may not be under the influence of or in possession of any intoxicating beverage or drug while on college or clinical property.
6. Students may not be in possession of any type of weapons or create a safety hazard to others while on college or clinical property.
7. The college is a non-smoking facility. Smoking is permitted in designated areas only.

8. Animals are not permitted on the college grounds with the exception of service animals.
9. Children are not permitted in the instructional areas of the campus.
10. Students must adhere to all required health and safety standards.
11. Students may not refuse clinical assignments solely based on race, gender, cultural origin, religion or medical conditions.

Breach of patient confidentiality. The rights of clients must be adhered to at all times. Students are expected to exercise extreme caution in keeping all information about clients confidential. Students are expected to take precautions so as not to misplace or lose school/patient care notes that could be read by others.

Classroom Policies:

The student is responsible to adhere to the guidelines established for the classroom as defined by the instructor. Students are subject to penalties for failure to comply.

- **Communication Devices:** Due to the extreme distraction caused by cellular phones, beepers, pagers, I watches and portable phones, are prohibited to be used in the classroom, computer lab and anatomy laboratory. In the event of using mentioned devices are used by the student for any reason, the instructor holds the right to deduct 5% of the total participation grade for each occurrence. Tape recorders may be used with permission of the instructor.
- **Food:** Students are permitted to eat meals or snacks in the designated campus areas. No food or gum chewing is permitted in the classroom or lab.
- **Children in Classroom:** Students are not to bring their children in the classroom or leave them unattended at the school.
- **Crosstalk during class:** Students are expected to attend to class activities during lectures and discussions. Individual discussion distracts those students as well as surrounding students. Those who do not respect this policy will be asked to change their seats or will be assigned seats in the class for the remainder of the course.

Clinical Policies

The following Clinical Policies apply to ALL CCC students in the clinical area unless otherwise stipulated by the instructor (some clinical areas may provide their own in-house uniform for student use).

- CCC students are required to be in FULL designated clinical uniform while in the clinical area (during pre-conference, clinical class & post-conference). Note: A stethoscope, black pen and bandage scissors will be considered necessary (required) components.
- No perfume or scented lotions. Deodorant is recommended and whenever possible, should also be unscented.
- No gum chewing at any time within the clinical facility, classroom, or lab.

Those students not complying with these clinical policies will be sent home from clinical sites, and will be given an unexcused absence.

Students shall be promptly informed in writing of unsuccessful behavior or misconduct. Students placed on probation shall be counseled as to their established probationary status. The terms of the probation will be stated in writing and will include criteria for removal of probationary status. Students whose performance remains below minimal acceptable standards will be dismissed from the Program following an interview with the Director of the Vocational Nursing Program.

DRESS CODE AND APPEARANCE

Students must wear appropriate attire as designated by the college. This includes the full uniform required by the program in which the students are enrolled. Uniforms must be worn while on campus and at assigned clinical sites. Students are expected to practice good personal hygiene and maintain a clean, neat and professional appearance at all times. Make-up, hairstyles, fingernails and jewelry must be moderate and understated. No facial piercings are allowed. Any student reporting to class or a clinical site inappropriately dressed will not be allowed to remain and the time missed will be recorded as an absence.

A detailed dress code is provided during orientation and outlined below:

- Full uniform for the female student will include the set top and bottom uniform smock-top in blue color (ironed), name pin/school badge, and uniform shoes (all-white sport shoes are acceptable). Pantyhose or white socks must be worn at all times. A clean, white top may be worn under the uniform for added warmth.

- Full uniform for the male student will include the set top and bottom uniform smock-top in blue color (ironed), name pin/school badge, and uniform shoes (all-white sport shoes are acceptable). Pantyhose or white socks must be worn at all times. A clean, white top may be worn under the uniform for added warmth.
- Hair must be off the collar (both male and female), out of the face, NO decorations. All hair barrettes, clasps, combs, pins, and bands should be tasteful and simple in nature.
- Jewelry is to be kept at a minimum. One pair of stud earrings only. A watch with a second hand is recommended. Wedding and/or engagement rings are acceptable. NO bracelets, anklets, necklaces or chains (excluding medic-alert) will be permitted.
- Nails must be short and clean. Nail polish may be worn if kept in good repair, otherwise instructors are to direct the student to remove the polish.

SEXUAL HARASSMENT AND VIOLENCE PREVENTION

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures in the college, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature.

No student, applicant, faculty member or other employee of CCC shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that he or she is a victim of sexual harassment by any student, applicant, faculty member or other CCC employee should bring the matter to the attention of the Program Director at the telephone number specified in this catalog.

Any questions about this policy or potential sexual harassment should be brought to the attention of the above school official. CCC will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action, if warranted.

STUDENT/EMPLOYEE FRATERNIZATION

Employees of CCC are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have "consented" to such conduct. Further, our employees cannot entertain students or socialize with students outside of the school environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of school policy, and may result in disciplinary action by CCC.

Inappropriate employee behavior includes, but is not limited to, flirting, making suggestive comments, dating, requests for sexual activity, physical displays of affection, giving inappropriate personal gifts, frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, etc.) unrelated to course work or official school matters, giving or accepting rides, giving or offering housing, selling or buying anything of more than a nominal value, providing alcohol or drugs to students, inappropriate touching, and engaging in sexual contact and/or sexual relations.

We also expect that our students will behave in a professional manner towards faculty and staff and would follow the same guidelines as are presented here for employees. If a student witnesses or hears of an instructor or staff person's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Program Director at the telephone number specified in this catalog immediately.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, an Allied Health professional must be in good physical health since he or she will be working in direct contact with patients. The nursing field requires a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his or her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

PREGNANCY

Students who are pregnant at the time of enrollment must provide a written authorization from their attending physician prior to starting the program. A leave of absence due to pregnancy will affect expected graduation date.

Vocational Nursing students who are pregnant must inform the Program Director and provide a complete medical clearance from their treating physician prior to participating in skills lab and attending clinical rotation.

EMERGENCY PREPAREDNESS PLAN

The emergency preparedness plan is available to both students and staff. It is located on the first and second floor of the main campus facility.

VOTING

CCC encourages students to make necessary arrangements to vote before or after scheduled classes. Please visit the voting link on the school's website, www.californiacareercollege.net, to learn more about voting and how to register to vote.

CHANGES IN PROGRAMS OR POLICIES

CCC has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequence of courses in the Program, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, class size constraints or professional requirements.

When class size and curriculum permit, classes may be combined to provide meaningful instruction and training to contribute to the level of interaction among students. When federal, state, accreditation, or professional policy or standard changes occur, CCC is required to make appropriate change and will attempt to minimize the effects of any change on current students.

METHOD OF DELIVERY

Currently, the method of delivery for the Vocational Nursing Program offered at CCC is residential.

SAFETY AND SECURITY

Students are responsible for their own security and safety and must be aware of the security and safety of others. CCC is not responsible for any student's personal belongings that are lost, stolen or damaged on campus, in parking lots, at clinical sites, or during any college activities. Students should immediately report any medical, criminal, or other emergency occurring on campus to their instructor, Program Director, or other CCC employee. Upon receipt of any report of a medical or criminal emergency, CCC will, on behalf of the student, obtain the services of medical or security professionals as appropriate. Students are encouraged to promptly and accurately report all emergencies to CCC officials.

CCC prohibits all persons who enter CCC property from carrying weapons of any kind regardless of whether or not the person is licensed to carry the weapon. Failure to abide by this policy will lead to dismissal from the program and CCC.

PROGRAM OBJECTIVE

The Vocational Nursing Program prepares high school graduates (or equivalent) in the role of nursing, the goal of which is to meet the varied health care needs of the community. The primary focus of the Vocational Nursing Program is to prepare graduates for the state licensing exam and employment in the field of nursing. The Vocational Nursing Program will provide each student with the concepts and principles that are basic to nursing and the provision of patient care.

The problem-solving appraisal of the nursing process (assessment, planning, implementation, and evaluation) has been integrated throughout the Program. The role of the vocational nurse as he/she assists the physician and the registered nurse with the steps in this process will be utilized throughout both the classroom and clinical curriculum.

Students will experience a curriculum, which is current, reality-based, application oriented and sensitive to multicultural diversity. The Vocational Nursing Program will include, but not be limited to, courses in the Role of the Vocational Nurse, Communication Techniques, Anatomy and Physiology, Terminology, Nutrition, Nursing Skills and Procedures, Gerontology, Maternal-Child Health, and Pharmacology.

The student population reflects the cultural and ethnic diversity of the surrounding community. The faculty is also responsive to the ethnic and cultural background of each student and the patient population served. Students are guided in the application of knowledge and the delivery of nursing skills required for the care of persons of various ages, ethnicities and cultures. The emphasis of care, through the application of the nursing process, will be to maintain a state of wellness or in the case of the dying patient, to allow choice, always with respect, comfort and dignity.

The faculty at CCC will provide instruction that is based on the guidelines set by the Vocational Nurse Practice Act, needs assessment data, course objectives and the instructional (program) plans. CCC faculty demonstrate leadership and assume responsibility for instruction, supervision, counseling, control, discipline and evaluation of all students. Our faculty are role models for students; effective communicators and teachers; creative and innovative; and continually strive for excellence in the curriculum. Faculty at CCC exemplify an educational commitment to the nursing profession and the community it serves. Upon successful completion of the Vocational Nursing Program, students will receive a certificate of completion or associate of applied science degree in vocational nursing, as applicable.

VOCATIONAL NURSING PROGRAM CURRICULUM OBJECTIVES

Pre-requisite Objective:

English Reading and Composition - 3 semester credits:

VN 10

This course includes composition and revision of essays, critical thinking, critical reading and documentation. Proper spelling, grammar and form will be reinforced. Research methods and library skills are introduced and a research paper using the APA format is required. 60 hours.

General Mathematics - 3 semester credits:

VN 20

This course is designed for students needing to improve algebra skills. Topics include linear and quadratic functions and their graphs, polynomial and rational functions and their graphs, exponential and logarithmic functions and their graphs, conic sections, sequence and series, solving system equations, matrices and determinants, counting and probability. 60 hours.

Psychology - 3 semester credits:

VN 30

This course provides the student with a general overview of the field of psychology including the scientific approach to basic principles of human behavior. Emphasis is placed on such topics as learning motivation, perception, feeling and emotion, intelligence, and personality. 75 hours.

Sociology - 3 semester credits:

VN 40

This course introduces contemporary sociology as a science and explores the relationship between individuals and recognized intuitions. Research methodology is explored as well as established scientific methods. Globalization and multiculturalism are introduced as newer prospective in sociology. 75 hours.

Anatomy/ Physiology - 4 semester credits:

VN 50

This course provides an introduction to the structure of human anatomy with emphasis on the organ and systems levels. The course of physiology is an overview of human physiology. The foundations of physiology are explored utilizing the basic principles of physics, chemistry, cell biology and biochemistry. The study of anatomy and physiology is presented with lecture and laboratory components that emphasize the concepts presented during class lecture. 105 hours.

Microbiology - 3 semester credits:

VN 60

This course is an overview of microbiology. The foundations of microbiology are presented beginning with the relationship of microbes and daily life, through the pathologic disease processes. Environmental and industrial applications for microbiology are explored as new areas of development. The laboratory component of the course emphasizes the concepts presented during class lecture. 60 hours.

Objective 1. Each vocational nursing student will be instructed in the basic nursing concepts and principles needed for the provision of patient care.

Students will be expected to apply the nursing process (assessment, plan, implementation and evaluation) to each patient situation and provide orderly and systematic care in every clinical situation. Students attend classes in an orderly and structured manner as to provide each and every student with the basic skills and knowledge required to competently and safely care for a wide variety of patients in numerous health care settings.

Students in the Program will be offered courses that include the historical, legal and ethical aspects of nursing, communications, life span development, cultural aspects of nursing, anatomy and physiology, basic nursing skills, mathematics review and medication administration. To further their knowledge base, the Program will include expanded and logical instruction in the areas of Maternal Health, Neonatal and Pediatric Care, Gerontologic Health, Mental Health, Medical-Surgical Nursing, Community Health, Emergency Nursing, and Death and Dying.

Objective 2. Each student will receive the curriculum in a sequence that results in the student's progressive mastery of knowledge, skills and abilities. Students will be provided with classes in a sequential manner that promotes learning and acceptance at each stage of the Program, with each subsequent class building on the knowledge acquired from the class before. Mastery at each stage is vital for the continued success of each student. Because of this, the school will uphold as policy, that each student must achieve a "C" grade or higher in each class before progressing further in the program.

Students will be given many of the basic concepts in nursing during their early stages of classes. As they progress in understanding and knowledge of sociocultural aspects, nursing skills and nursing interventions, they will be given educational opportunities to use and develop their knowledge through lab classes, class interaction and role-playing, as well as hands-on clinical practice within the hospital setting. Students will be expected to complete detailed performance checklists for each of the required skills within the program. These will also be sequential, building on the earliest skills such as taking vital signs and aseptic technique and continuing through the mastery of such skills as tracheotomy care, suctioning, tube feeding and catheterizations.

Objective 3. Each student will be provided with clinical theory, skills and experience that enhances the students' ability to care for patients of all ages in current health care settings.

Once the students have learned the basic skills and concepts of nursing they will be guided through a progression of nursing areas that will provide many opportunities for learning and involvement. Clinical lab within the school will begin early in the Program, allowing the students to practice their skills before they are expected to perform them professionally in a hospital setting. Clinical lab classes will include, but not be limited to the following educational topics:

1. Obtaining and assessment of vital signs
2. Admitting, transferring and discharging a patient
3. Performing a 2-minute hand washing
4. Gloving, gowning, donning a mask, isolation
5. Positioning and range of motion
6. Moving, lifting, transferring patients
7. Oral Hygiene
8. Dressing changes
9. Measuring intake and output
10. Medication calculation and administration

Students will progress to caring for patients in the hospital setting and will be given opportunities to perform patient assessment, care planning, and to develop skills used in the nursing process. Each area will have performance checklists for the student to complete.

Those clinical areas involved are:

1. Medical-surgical nursing
2. Maternity
3. Pediatrics
4. Neonatal
5. Mental Health
6. Community Health

Objective 4. Each student will be taught to practice effective communication and interaction skills. This must include families and aggregates including health care systems, and incorporate the use of written and oral communication, consensus building, conflict management, and negotiation.

Students will be taught that communication is essential to the delivery of nursing care. Therefore communication will be integrated early in the Program with many opportunities for role-playing and discussion of technique. Specific attention will be given to non-verbal communication, therapeutic communication, developing trust, communicating to different age groups, to the different cultural groups and conducting a patient interview.

Students will be taught that documentation is a vital component of communication, necessary for the implementation phase of the nursing process and a necessary means for meeting the patients' needs. Students will be given an overview of patient records, the patient Kardex, physicians' orders, and developing care plans. Computer charting and S.O.A.P. charting will be included.

Students will be taught patient/information confidentiality throughout the Program at every opportunity. The importance of respecting the patient's privacy must be adhered to at each stage of the student's progression within the Program. Students will be instructed that class discussions and assignments will require only the initials of the patient; names of real people are not to be used outside of the hospital setting.

Objective 5. Each student will be instructed on how to establish therapeutic nurse/client relationships that empower self-care and self-efficacy.

The “trust” concept builds on the power of good communication skills and is an integral part of the nurse/client relationship. Therefore, the nurse must be able to initiate and demonstrate therapeutic communication within the clinical setting. This will include listening, use of silence, and gentle touch. The nurse must also be able to identify barriers to communication and adjust technique as needed. Students will be given opportunities to role-play during school lab hours as well as meet one-on-one in the clinical setting with patients of all ages.

Trust is given when the nurse can demonstrate confidence and competence in the clinical setting. Therefore, it is essential that each student become confident within the clinical setting. By enforcing the nurse-proctored Clinical Skills Performance Checklists throughout the program, each student should progress and gain confidence as time goes on. Communication skills are expected to improve.

TERMINAL OBJECTIVES

The terminal objectives of the program correspond to the role of the nurse who provides and manages the care of the client. Upon completion of the Vocational Nursing Program, the graduate will:

1. Be educationally prepared to successfully complete the NCLEX-PN and be employed at skilled nursing facilities, hospitals, a clinic, doctor’s office, long-term care facilities, home health care, or for a nursing registry.
2. Function within the scope of the Vocational Nurse Practice Act and to implement evidence based practice to promote quality health care.
3. Apply scientific principles and nursing knowledge in the delivery of nursing care and to be able to assume roles in nursing, such as charge nurse, client advocate and patient educator.
4. Implement the nursing process to care for individual and/or small groups of clients. Integrate knowledge, skills and values of nursing to meet the needs of clients and evidence based practice to promote quality health care.
5. Integrate knowledge, skills and values of nursing to utilize effective communication to interact with the client, families, community and the interdisciplinary health team.
6. Utilize interpersonal principles and concepts in professional relationships.
7. Provide support and assistance to less experienced personnel in caring for clients and their families.
8. Provide information to clients and families regarding their health needs , methods of self-care, disease prevention and health restoration that are unique to their needs.
9. Collaborate with and advocate for clients and colleagues in the delivery of quality health care.

10. Accept responsibility for continued educational growth and development and to demonstrate willingness to become a life-long learner in building expertise as a member of the nursing profession.

COURSE OF STUDY

Instructional Clock Hours Disclosure (Full-Time Program)

School Name	CIP Code	School Code
California Career College	51.3901	1943151

Accrediting Association	Date of Last Accreditation Visit
Board of Vocational Nursing & Psychiatric Technicians	02-20-2011
Accrediting Bureau of Health Education Schools (ABHES)	04-09-2008
Bureau for Private Postsecondary Education (BPPE)	Approved since 2003

Course Title	Total Instructional Clock Hours / Course Length (Weeks)
Vocational Nursing Program	Full-Time Program 1600 hours / 54 Weeks

Class Title	Theory Hours	Lab/Clinical Hours	Total Hours	Total Credit Units
Weeks 1 – 13 Fundamentals of Nursing	177	202	379	17
Weeks 14 – 26 Medical-Surgical Nursing I	129	271	400	14.5
Weeks 27-39 Medical-Surgical Nursing II	129	276	405	14
Weeks 40 – 52 Family Health	129	266	395	14
Comprehensive Review 52-54	21	0	21	1.5
TOTAL	585	1015	1600	61

INSTRUCTIONAL CLOCK HOUR TO CREDIT CONVERSION: The formula used to calculate the number of (check one) _____ quarter units or X semester units is as follows:
 One credit = 15 lecture hours, one credit = 30 laboratory hours, one credit = 45 clinical hours
 One credit = N/A practicum hours (internship/externship).

Instructional Clock Hours Disclosure
(Part-Time Program)

School Name California Career College	CIP Code 51.3901	School Code 1943151
Accrediting Association Board of Vocational Nursing & Psychiatric Technicians (BVNPT)	Date of Last Accreditation Visit 02-20-2011	
Accrediting Bureau of Health Education Schools (ABHES)	04-09-2008	
Bureau for Private Postsecondary Education (BPPE)	Approved since 2003	

Course Title Vocational Nursing Program	Total Instructional Clock Hours / Course Length (Weeks) Part-time Program/ 1600 hour/80 weeks
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Class Title	Theory Hours	Lab/Clinical Hours	Total Hours	Total Credit Units
Weeks 1 – 19 Fundamentals of Nursing	177	202	379	17
Weeks 19-39 Medical-Surgical Nursing I	129	271	400	14.5
Weeks 39-59 Medical-Surgical Nursing II	129	276	405	14
Weeks 59-78 Family Health	129	266	395	14
Comprehensive Review 78-80	21	0	21	1.5
TOTAL:	585	1015	1600	61

INSTRUCTIONAL CLOCK HOUR TO CREDIT CONVERSION: The formula used to calculate the number of (check one) _____ quarter units or X semester units is as follows:
 One credit = 15 lecture hours, one credit = 30 laboratory hours, one credit = 45 clinical hours
 One credit = N/A practicum hours (internship/externship).

Program Title: Associate Degree of Vocational Nursing
 Academic credit is awarded: quarter credit semester credit

Subject/Course	Total Clock Hours	Lecture Hours	Lab Hours	Extern Hours	Credit	Weeks
English Reading and Composition	60	30	30	-	3	
General Mathematics	60	30	30	-	3	
Psychology	75	30	-	45	3	
Sociology	75	30	-	45	3	
Anatomy/Physiology	105	30	30	45	4	
Microbiology	60	30	30	-	3	
Fundamentals of Nursing	280	155	15	110	13	
Medical/Surgical I	333	105	-	228	12	
Medical/Surgical II	333	105	-	228	12	
Family Health	324	110	-	214	12	
Totals	1705	655	135	915	68	Full time: 54 Part time: 80

VOCATIONAL NURSING – CERTIFICATE /ASSOCIATE DEGREE PROGRAM
CIP Code 51.3901

Full-time:

Program length in months – 12 Full Time
54 Weeks

Part-time:

Program length in months -18 Part-time
80 Weeks

1600 clock hours
61 semester credits

The Vocational Nursing Program is delivered in residence and is designed to enable students to acquire the knowledge, skills, and competencies related to enhancing the health and well-being of individuals. Duties within the scope of practice for a vocational nurse typically include, but are not limited to, provision of basic hygienic and nursing care; measurement of vital signs; basic client assessment; documentation; performance of prescribed medical treatments; administration of prescribed medications; and performance of non-medicated intravenous therapy and blood withdrawal (requires separate Board certification). The program has classroom instruction and required clinical experience to prepare the student to take the National Council Licensure Examination (NCLEX-PN) for licensure as a practical or vocational nurse. Those that pass qualify for entry-level employment as Licensed Vocational Nurses.

COURSE DESCRIPTIONS

Fundamentals of Nursing (VN 100):

(379 clock-hours)

This course introduces students to the basic knowledge and skills needed to begin working in the clinical setting. Course content emphasizes the Evolution of Nursing, Legal Aspects of Nursing, Communication, Physical Assessment, the Nursing Process, Documentation, Cultural Aspects of Nursing, Life Span Development, Loss/Grief, Admission, Transfer and Discharge, Vital Signs, Medical Emergency Aid, Math Review, Pharmacology, Medical Asepsis/Infection Control, Safety, Body Mechanics, Pain Management, Comfort, Rest, Sleep, Complementary, Alternative Therapy, Hygiene, Patient Environment, Specimen Collection and Diagnostic Examinations, Selected Nursing Skills, Basic Nutrition/Nutrition Therapy, Fluids and Electrolytes.

Medical-Surgical Nursing I (VN 200):

(400 clock-hours)

Prerequisite: Fundamentals of Nursing

This course begins the student nurse's introduction into the hospital setting. The student will be given instruction in medication administration, Introduction to Anatomy and Physiology, Care of the Surgical Patient, Pharmacology, Integumentary Disorder, Musculoskeletal Disorder, Gastrointestinal Disorder, Care of the Patient with a Gallbladder, Liver, Biliary Tract or Exocrine Pancreatic Disorder, Care of the Cardiac Patient.

Medical-Surgical Nursing II (VN 300):

(405 clock-hours)

Prerequisite: Medical-Surgical Nursing I

This course continues the student nurses progression in caring for the medical-surgical patient. Both didactic and clinical instruction will be given in the following area: Care of the Patient with a Respiratory Disorder, Care of the Patient with a Urinary Disorder, Care of the Patient with an Endocrine Disorder, Care of the patient with a Reproductive Disorder, Care of the Patient with a Sensory Disorder, Care of the Patient with a Neurological Disorder, Care of the Patient with an Immune Disorder, Care of the Patient with HIV/Aids, Care of the Patient with Cancer.

Family Health (VN 400):

(395 clock-hours)

Prerequisite: Medical-Surgical Nursing II

This course teaches care for the individual and family and their relationships. This will include Health Promotion and Pregnancy, Labor & Delivery, Care of the Mother and Newborn, Care of the High-Risk Mother, Health Promotion Infant/Child/Adolescent, Basic Pediatric Care, Care of the child with a Physical Disorder, Care of the Child with a Mental or Cognitive Disorder, Health Promotion, Basic Concepts of Mental Health, Care of the Patient with a Psychiatric Disorder, Care of the Patient with an Addictive Disorder, Psychotherapeutic Agents, Home Health Nursing, Long Term Care, Rehabilitation Nursing, Hospice Care, Professional Roles and Leadership.

Comprehensive (VN 500):

(21 clock-hours)

Prerequisite: VN 100 to 400

This course encompasses a review of the core vocational nursing courses in order to prepare students for success on the NCLEX-PN.

STUDENT SERVICES

The Student Services Office is available specifically to attend to the needs of the student body at CCC. Student Services will provide students with information regarding tutoring services, review classes, computer lab facility in order to prepare for the NCLEX-PN examination, transportation, childcare, professional counseling services available within the community, as well as attend to any other special concerns which may arise while attending CCC.

ACCESSIBILITY FOR DISABLED STUDENTS

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the President in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least six (6) weeks in advance of the date needed. You may contact the President by telephone at (818) 710-1310.
2. The President will respond within two (2) weeks of receiving the request.

3. If you would like to request reconsideration of the decision regarding your request, please contact the President within one (1) week of the date of response. Please provide a statement of why and how you think the response should be modified.

ORIENTATION

All new students attend orientation prior to the first day of class. Students will be informed of the date and time of orientation during the enrollment process.

ADVISING/TUTORING ASSISTANCE

At CCC, faculty and staff are readily available to assist students. Students are encouraged to meet with their instructors to discuss any academic concerns. CCC provides tutoring assistance for students experiencing academic difficulties, and such students may be required to participate in skill reinforcement sessions outside of regular class time. Instructors make every effort to identify students in need of assistance. Students, however, are urged to take the initiative to seek out-of-class help and to discuss their difficulties with their instructors, the Program Director, or the Student Services Office.

CAREER GUIDANCE

Our Career Services Advisor is available to meet with students individually as often as necessary. Prospective employers are invited to the school periodically to provide demonstrations and discuss career goals with the students.

INSURANCE

CCC provides its students with accident insurance covering injuries due to an accident that occurs while attending or participating in a CCC supervised and sponsored activity. The policy is a secondary policy intended to supplement the student's own insurance and it requires the student to submit any claim to his or her own insurance carrier first. Students need to immediately report an accident or injury to the Program Director to fill out proper forms.

LIBRARY

CCC maintains a library facility to address requirements of the program provided at the school. In addition, public institutions in the area, such as Canoga Park Branch Library, provide our students and staff regular access to library resources. Students will have access to e-books and a variety of on-line resources and databases for projects. Complimentary computer access is also available for students (two hour limit per day).

Canoga Park Branch Library
20939 Sherman Way
Canoga Park, CA 91303
(818) 887-0320

The library also provides the following services to CCC students:

- Use of the library space during normal business hours, Monday-Saturday
- Use of library computers, printer and photocopier (print charges apply)
- Free wi-fi access
- Use of electronic article databases and print books and journals (with a library card)
- General reference consultation with the librarian or library staff

FINANCIAL AID AND TUITION INFORMATION

REQUIRED FEDERAL DISCLOSURE INFORMATION

For graduation rates, median debt of graduates completing programs, and other important information, visit www.californiacareercollege.edu

TUITION AND FEES POLICIES

As of January 2, 2013 institutional charges for tuition are posted to the student tuition account on the basis of payment period.

1 st Pay Period	2 nd Pay Period	3 rd Pay Period	4 th Pay Period	Total Course Charges
\$6,047.00	\$6,047.00	\$4,703.00	\$4,703.00	\$21,500.00

Detailed Charges and Expenses: You are responsible for the following fees and charges pertaining to the program requirements.

Application	\$50.00	Non- refundable one-time fee
Tuition	\$25,000.00	Based on current tuition. Text books, one top uniform and Fire and Safety class are included in tuition.
Professional Liability Insurance	\$23.00	Fee paid to third-party provider. Must be renewed after one year
Background check	\$49.95	Fee paid to third-party service provider. There will be \$5.00 extra charge if student ever lived in LA County.
STRF	NA	Student Tuition Recovery Fund
Other charges	\$250.00	Fee paid to third-party provider. Uniform, stethoscope, and penlight, blood pressure cuff. Additional books and Equipment. (approximately).
IV Certification Program	Per community charges Approximately \$250.00	Optional.

Transfer students will receive a pro-rata reduction in tuition and fees based upon the number of credits (or clock hours) successfully transferred to California Career College. Tuition and fee charges above are based upon sixty-one (61) credit or sixteen hundred (1600) clock hours. Consequently, students who receive transfer credit for *Fundamentals of Nursing* will receive a reduction in tuition costs for the 17 transferred credits accepted by California Career College.

TUITION PAYMENT

Tuition for the first enrollment period of the program is due the first session of each term unless alternative arrangements are made with the Accounting Office. Payment may be made with cash, check, or money order payable to SHN Career College, Inc. Tuition payments should be made in person at the Accounting Office during regular office hours or mailed prior to the due date. Checks that are returned for non-sufficient funds will be assessed a \$30 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or by money order.

PAST DUE ACCOUNT

Students who fail to make prompt payments, issue personal checks which are returned by banks, or fail to make a good-faith effort to keep their account current and in good-standing, may be subject to late fees and college disciplinary action. Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full. In addition, the college reserves the right to withhold a diploma or certificate of completion and to deny requests for official or unofficial transcripts until the account is brought current. Students must also be in financial good standing to attend the graduation ceremony.

CANCELLATION POLICY

Students have the right to cancel the Enrollment Agreement and obtain a full refund (minus the administration fee not to exceed \$125) of the charges paid through attendance at the first class session or the seventh day after enrollment whichever is later. The student is obligated to pay only for educational services rendered and for unreturned equipment.

Cancellation shall occur when the student has provided CCC with written notice of cancellation at the address of the school shown on the top of the first page of the Enrollment Agreement. Students can mail, hand deliver or fax the notice of cancellation to the school. The written notice of cancellation if sent by mail is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. The student will be given two (2) Notice of Cancellation forms (attached to the Enrollment Agreement) to use at the first day of class, but can use any written notice that the student desires.

If the school has given the student any equipment, including books or other materials, the student shall return them to the school within thirty (30) days following the date of the Notice of

Cancellation. If the student fails to return any equipment, including books and other materials, in good condition within the thirty (30) day period, the school may deduct its documented cost for the equipment from any refund that may be due. Once the student pays for the equipment, it is theirs to keep without further obligation.

If the student cancels the Enrollment Agreement, CCC will refund any money that was paid, less any deduction for equipment not timely returned in good condition, within fourteen days after your Notice of Cancellation is received.

Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund.

Refund Policy - 60% Rule

Our 1600 hour program is divided into four program periods.

1st period = 450 hours (roughly corresponds to semester 1)

2nd period = 450 hours (roughly corresponds to semester 2)

3rd period = 350 hours (roughly corresponds to semester 3)

4th period = 350 hours (roughly corresponds to semester 4)

According to the Department of Education and CCC's policy, students who complete greater than 60% of their program period will be considered as having completed 100% of that period.

This formula is calculated as follows:

Hours scheduled to complete divided by total hours in period.

For example: If you received 275 hours of instruction by the day you withdraw, you have completed 61%. You will be charged 100% of that program period.

$275 \text{ hours received} \div 450 \text{ hours in } 1^{\text{st}} \text{ period} = 61\%$

Please refer to Table 1 for more detail.

Students who complete 60% or less of their program period will be charged per hour. Please refer to Table 2 for more detail.

Table 1: Students completing over 60% of program period

Period	Minimum hours of instruction received	Percent charged
1 st period	275	100%
2 nd period	725	100%
3 rd period	1114	100%
4 th period	1464	100%

Table 2: Students completing 60% or less of program period

Example based on Total Tuition: \$10,000.00

Hourly rate: \$6.25

Total clock hours in Program: 1,600

Week	Total hours Attended	Instructional clock hours accrued	Refund due minus hours attended by student X hourly rate
1	33	206.25	9793.75
2	62	387.50	9612.50
4	124	775.00	9225.00
6	186	1162.50	8837.50
8	248	1550.00	8450.00

SCHOLARSHIPS

For information regarding awards or scholarships for which you may qualify, please contact the Financial Aid Office.

FINANCIAL AID – CONSUMER INFORMATION

In an effort to assist the student in making a more educated decision about enrolling, the institution provides the following disclosures on paper in the catalog and on its website:

- California State Institutional Performance Fact Sheet
- Federal Disclosures
- Gainful Employment Disclosure
- Crime Statistics Report and Procedures – Clery Act
- Constitution & Citizenship Day (Sept 17th)
- Drug and Alcohol Abuse Policy
- FERPA
- Textbook disclosure
- Copyright Protection Policy
- Voting Information

These disclosures may be completed annually and distributed on paper (requiring signatures on forms) in the catalog as part of the financial aid section or on the school website.

FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half-time. Financial aid is

awarded to students who have “need”. Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at CCC.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students’ identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

THE U.S. DEPARTMENT OF EDUCATION TITLE IV STUDENT FINANCIAL AID PROGRAMS:

The college is approved for and participates in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

GRANT AID (This aid does not have to be repaid)

- Federal PELL Grant Program (FPELL) \$5,815 maximum annual limit (does not require repayment)
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)* (Does not require repayment)

LOANS TO STUDENT AND/OR PARENT (THIS AID MUST BE REPAID! THESE LOANS ARE NOT DISCHARGED BY BANKRUPTCY)

- Direct Federal Stafford Loans
- Subsidized Loans**
- Unsubsidized Loans**
- Parent Loans (PLUS) (Interest due from parents as last disbursement on the loan is made)

STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. LACK OF PAYMENT IS VERY DAMAGING TO CREDIT HISTORY AND FUTURE BORROWING POWER.

(*) Funds are limited in nature; therefore awards are based on availability of funds at the school.

(**) Annual loan limits and based on educational levels within the course of enrollment.

Loan levels are specifically designated to the course of study at this institution. For example, if the student attended two years at a community college, but enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1st and not 3rd loan level.

For more specific information on each program please refer to the student guide available at Student Guide: http://studentaid.ed.gov/students/publications/student_guide/index.html

Direct Loan Basics for Students: <http://www.direct.ed.gov/pubs/studentbasics.pdf>

Direct Loan Basics for Parents: <http://www.direct.ed.gov/pubs/parentbasics.pdf>

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student
- Be enrolled or accepted for enrollment in an eligible program
- Be a citizen or eligible non-citizen
- Not owe a refund on any FPELL Grant or FSEOG at any school
- Have financial need
- Be making satisfactory progress (as defined by the school's policy) in the course of study
- Be registered for selective service (if a male between the ages of 18-25)
- Have a signed statement of educational purpose
- Have a signed statement of updated information
- Have a high school diploma (or its equivalent, a GED)
- Agree to use any federal student aid received solely for educational purposes

APPLICATION FOR AID, PROCEDURES AND FORMS

All CCC applicants are encouraged to schedule an appointment with the Financial Aid Office prior to enrollment so that eligibility for financial assistance may be determined. This practice enables applicants to evaluate their options for tuition financing.

FINANCIAL AID APPLICATIONS FOR THIS INSTITUTION CONSIST OF THE FOLLOWING:

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

This form needs to be completed as instructed on the form. The FAFSA forms may be located online at: www.fafsa.ed.gov. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

FEDERAL PELL GRANT PROGRAM

Funds received under this program are not subject to repayment from the student. Deadlines: FAFSA applications must be received by June 30th of the year in which the student intends to enroll. SAR or ISIR must be submitted to the financial aid office by September 29th of the award year from which aid is requested or the last date of enrollment in 2015-2016, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

Renewal Process: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year), and is not automatically renewed for the next award year. Students must reapply for the FPELL Grant and submit a copy of the new SAR or ISIR to the financial aid office for each award year.

Maximum Annual Award: \$5,815

Disbursement: They are made based on payment period via check credit to the student's tuition account.

Website: www.ed.gov/programs/fpg/index.html

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Funds received under this program are not subject to repayment from the student.

Deadline: You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

Maximum Annual Award: \$5,100 (amount varies annually)

Disbursement: Checks are issued to the school and credited to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant with an expected family contribution (EFC) below 100.

FEDERAL WILLIAM D FORD DIRECT LOAN PROGRAM

Funds received from either of the loan programs are subject to repayment from the student. Before a loan document is submitted to the Department of Education, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

FEDERAL DIRECT SUBSIDIZED LOAN

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pays interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage, currently at 6.8%. Students may receive both subsidized and unsubsidized loans provided the combined amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan is determined prior to determining eligibility for the unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Maximum Annual Award: First level: \$3,500; Second level: \$3,500

Maximum Aggregate: \$23,000

Website: <http://studentaid.ed.gov/PORTALSWebApp/students/english/studentloans.jsp>

*Note: If you receive a Direct Subsidized Loan that is first disbursed between July 1, 2012, and July 1, 2014, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your *principal* balance.

FEDERAL DIRECT STAFFORD UNSUBSIDIZED LOAN

These loans expand the ability of the U.S. Department of Education to make “Unsubsidized” Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

- (1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student’s cost of attendance less other expected financial assistance (not to exceed annual loan limits).
- (2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested.

Dependent student with Parent loan: First level \$2,000; Second level \$1,500.

Maximum Aggregate: \$8,000

Dependent student without approved Parent loan or independent students: First level \$6,000; Second level \$4,667.

Maximum Aggregate: \$14,000

Disbursement: Checks are issued to the school and credited to the student’s tuition account. It is the student’s responsibility to submit all required forms and documentation to the financial aid office before disbursement. For additional information, read the pamphlet “Direct Loan Entrance Interview”

Website: <http://studentaid.ed.gov/PORTALSWebApp/students/english/studentloans.jsp>

VETERANS’ EDUCATION BENEFITS

CCC’s Vocational Nursing Program is approved for training Veterans and eligible persons under the provisions of Title 38, United States Code. Students interested in Veterans’ Education Benefits should contact the Financial Aid Office. Veterans who are uncertain about their eligibility should contact the Veterans Administration. Eligible students must maintain satisfactory academic progress to continue receiving education benefits.

DETERMINING NEED

The information you report on the FAFSA form when you apply for aid is used in a formula established by the U.S. Congress that calculated your Expected Family Contribution.

CCC utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

COST OF ATTENDANCE

This institution uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below:

Elements included in the budget:	Tuition	Actual Cost
	Registration Fee	Actual Cost
	Books and Supplies	Actual Cost
Living cost allowance (monthly):	Student Living	Student Living
	<u>With Parents</u>	<u>Off Campus</u>
Room and Board	\$7,146	\$10,610
Transportation	\$2,700	\$1,550
Personal/Misc.	\$3,996	\$4,300

(Cost of uniforms is included in the personal allowance or included in the school charges)

DEFINITIONS RELATED TO FINANCIAL AID:

The following definitions correspond to some common terms used within the financial aid terminology:

ACADEMIC YEAR

A Period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours. In effect, students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks regardless of the number of clock hours offered would have aid eligibility reduced in proportion to the number of weeks and hours in the course in relation to the academic year.

CLOCK HOUR

A period of 50 minutes of supervised instruction during a 60 minute time period.

COST OF ATTENDANCE:

Institutional charges for tuition and fees combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

CREDIT BALANCE:

A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible to budget their own funds and for securing that the funds are used for education related expenses.

DEPENDENT STUDENT:

He/she is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

DEPENDENT:

He/she is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual's personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student's parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.

EXPECTED FAMILY CONTRIBUTION (EFC):

Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN

You must be one of the following to receive federal student aid:

- U.S. Citizen
- U.S. National
- U.S. Permanent Resident who has an I-551 or I-551C (Alien Registration receipt card).
- Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
 - Refugee
 - Asylum Granted
 - Parole for a minimum of one year that has not expired
 - T-Visa holder (T-1, T-2, T-3, etc.)
 - Cuban-Haitian entrant
 - Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking"

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)

INDEPENDENT STUDENT:

An individual who meets one of the following criteria:

- Student was born before January 1, 1990
- As of the date of the FAFSA signed, the student was married
- Student is currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Student is a veteran of the U.S. Armed Forces.
- Student has a child who will receive more than half of his/her support from the student between July 1, 2013 and June 30, 2014.
- Student has dependents (other than children or spouse) who live with the student and receive more than half of their support from the student through June 30, 2014.
- Since the student turned age 13, both his/her parents were deceased, or the student was in foster care, or the student was a dependent or ward of the court.
- Student is an emancipated minor as determined by a court in the state of the student's legal residence.
- Student was in legal guardianship as determined by a court in the state of the student's legal residence.
- Student was determined by his/her high school or school district homeless liaison, at some time after July 1, 2012, to be an unaccompanied youth who is homeless.
- Student was determined by the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development, at some time after July 1, 2012, to be an unaccompanied youth who is homeless.
- Student was determined by the director of a runaway or homeless youth basic center or transitional living program, at some time after July 1, 2012, to be an unaccompanied youth who is homeless or is self-supporting and at risk of being homeless.

PARENT(S):

For the purposes of the financial aid programs, “a parent” is the mother and/or father or adoptive parents, step parent or legal guardian – not foster parents.

PAYMENT PERIOD:

450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 clock hours and 26 weeks.

STUDENT TUITION RECOVERY FUND

As of February 1, 2010 the State of California, Bureau for Private Postsecondary Education (BPPE) is enforcing the Student Tuition Recovery Fund established by former Section 94944 of the Education Code, and extended by Chapter 635 of the Statutes of 2007, to continue in existence. The law requires the college to collect a fee from every new student to be remitted into Student Tuition Recovery Fund (STRF). This fund is administered by the State of California's Bureau for Private Postsecondary Education (BPPE).

The amount of the fee for 2016 is \$.50 per \$1,000 of tuition paid, rounded to the nearest \$1,000. You are not required to pay the STRF fee if your tuition is funded by a third party payer, such as an employer or government program, or if you are not a California resident. You will not be eligible for payment from the STRF if you fall into these categories. California Education Code 94944 governs STRF payment eligibility. Bureau for Private Postsecondary Education, 1625 N Market Blvd., Suite S-202, Sacramento, CA 95834, (916) 574-7720.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-Term Career Training with the Bureau for Private Postsecondary Education (BPPE).

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

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

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

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

You may be eligible for STRF if you are a California resident; your prepaid tuition covered the STRF fee; and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Bureau for Private Postsecondary Education (BPPE) Reform Act of 1989.

METHOD OF PAYMENT

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from CCC. Federal student financial aid is available to those that qualify to cover educational expenses. Financial aid may be in the form of grants (no repayment required) and student loans (must be repaid). It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance with their means. It is also our policy to discourage students from borrowing loan funds unless necessary. All estimates of available funds from financial aid will first be used to cover institutional charges; if funds remain available, they will be disbursed directly to the student. For information on the aid programs, please contact the Financial Aid Office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation.

REFUND POLICY

CANCELLATION AND WITHDRAWAL REFUND POLICY

CCC has a definite and written Withdrawal and Settlement Refund policy and it will apply to all terminations for any reason, by either party. The enrollment agreement contract clearly outlines the obligation of both the college and the student. All fees are identified in the Catalog and the contract. Any non-refundable items are identified. A copy of the enrollment agreement covering the costs and payment plan will be furnished to the student before any payment is made.

Refund policy calculations are performed under the following formulas:

1. California State Prorata refund calculation requirements applicable to all regular students.
2. Federal Prorata refund calculation formula applies if the student received federal aid, is enrolled for the first time and if the student withdraws within 60% (in chronological time) of the first payment period of enrollment for which the student is being charged.
3. A school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance.

The calculation resulting in the most beneficial result to the student would be the one used to determine if a refund is due from the amounts paid and credited to the student's tuition account.

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. If a student is not accepted by the school, he/she is entitled to a refund of all monies except a non-refundable application fee and monies due the student will be refunded within forty-five (14) days of official cancellation or withdrawal date.

STUDENTS RIGHT TO CANCEL AND REFUND RIGHTS

The following instances constitute an official cancellation or withdrawal. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person:

- A. A student (or in case of a student under the legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back **IN WRITING**, within the seven (7) calendar days of the signing of the enrollment agreement or contract. In this case all monies collected by the school shall be refunded to the student or parent/guardian except a non-refundable application fee. This policy applies regardless of whether or not the student has actually started training or;
- B. A student cancels his/her contract, **IN WRITING**, after seven (7) calendar days of signing, but prior to entering classes. In this case he/she shall be entitled to a refund of all monies paid to the school less the registration fee of \$75 and the cost of books and equipment, if already received by the student or;
- C. If a student withdraws after attending classes past the seven (7) calendar days, the refund will be calculated based upon the number of hours of instruction already received up to the point of the date of the official cancellation or withdrawal notification, less the registration fee, the cost of the equipment/books and the STRF fee, if originally eligible, charged and paid to the State. Once the student receives and signs for his/her books and equipment those items are deemed “non-refundable”.

If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 14 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. All calculations and refunds are performed and made in a timely manner. The official withdrawal date is on the student’s notification or college’s determination. All funds paid will be refunded if the student is not accepted for enrollment except a non-refundable application fee.

DETERMINATION OF OFFICIAL AND UNOFFICIAL WITHDRAWAL FROM COLLEGE

Withdrawals:

A student’s official withdrawal date is determined by using of the following:

- Official withdrawal date is on the student’s notification or college’s determination.

- The date the student submitted his/her notice of withdrawal to the Office of the Financial Aid.
- The date the student was expelled or dismissed from the college.
- The date of the withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

The student's unofficial withdrawal date is determined by using one of the following:

- The date the student died, if the student passed away during the course.
- The last date that the student attended class.
- The student must inform in a timely fashion, in person or by email if personal appearance is not possible.
- The school determines through monitoring of clock hour attendance at least every thirty (30) days.
- The student failed to attend classes for a three-week period (14 calendar days) and failed to inform the college that he/she is not withdrawing (allows 14 calendar days absence).

Note: When you have a Direct Loan and fail to return from a Leave of Absence, the grace period starts on the last date of attendance before the Leave of Absence.

If the student does not notify the college that he/she is withdrawing, formal termination shall be based on monitoring of participation determined by the institution. The withdrawal date shall be the last date of recorded attendance. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from attendance. For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course on the earliest of: (a) the date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw; (b) college terminates your enrollment due to academic failure or for violation of its rules and policies stated in the Catalog; (c) you fail to attend classes for a two-week period (14 calendar days) and fail to inform the college that you are not withdrawing (allows 14 calendar days absence); (d) you fail to return on schedule from an approved Leave of Absence. In this case, the withdrawal date will be the last date attended prior to the start of the approved Leave of Absence, and the institutional determination of withdrawal date will be the scheduled date of return from the approved Leave of Absence. NOTE: When you have a Direct Loan and fail to return from a Leave of Absence, the grace period starts on the last date of attendance before the Leave of Absence.

RETURN OF TITLE IV FUNDS POLICY

CCC determines the return of Title IV funds percentage. Institutions are required to determine the percentage of Title IV aid "earned" by the student and to return the unearned portion to the appropriate aid.

Treatment of Title IV funds if the student withdraws from the course of study:

The return of Title IV funds is administered by CCC's Financial Aid Department. This policy applies to students who withdraw (official or unofficial) or are dismissed from enrollment at CCC. It is separate and distinct from the CCC policy. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures, as prescribed by regulation. A student's withdrawal date is used to calculate the percentage of the payment period completed and is always the student's last date of attendance/clocked hours. The institution has forty-five (14) days from the date the institution determines that the student withdrew, whether officially or unofficially to return all unearned funds for which it is responsible. Monies due a student who withdraws from the institution shall be refunded within forty-five (14) days of a determination that a student has withdrawn, whether officially or unofficially. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any unearned funds that it is holding to the Title IV programs.

Post-withdrawal disbursement must occur within 120 days of the date the student withdrew:

The Return of Title IV Funds (R2T4) regulation does not dictate the institutional refund policy. However, the calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges. Title IV funds are awarded to a student under the assumption that he/she will attend school for the entire period for which the assistance is awarded. When a student withdraws from all his/her courses, for any reason, including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. A school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student was **scheduled** to be in attendance. If the student withdraws from all his courses prior to completing over 60% of a semester, he/she may be required to repay a portion of the federal financial aid that he/she received for that term. A pro rata schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Federal aid includes Federal Stafford Loan (subsidized and unsubsidized), Perkins Loans, Parent Plus Loan, Pell Grants, and SEOG Grants. The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all of his financial aid and will not be required to return any funds.

Withdrawal before 60%:

CCC must perform an R2T4 to determine the amount of earned aid up through the 60% point in each *payment period*. CCC will use the Department of Education's prorate schedule to determine the amount of R2T4 funds the student **Return of Title IV Funds (R2T4) Policy** CCC has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The institution must still perform an R2T4 to determine the amount of aid that the student has earned.

Withdrawal after 60%:

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, CCC will still determine whether the student is eligible for a post-withdrawal disbursement. Note: CCC has provided an example of the calculation used to determine the amount of unearned aid a student would be expected to repay based on the reported last date of attendance of the term from which a student withdraws.

The return of Title IV funds policy follows these steps:

Step 1: Student's Title IV information

CCC will determine: **Return of Title IV Funds (R2T4) Policy**

- a) The total amount of Title IV aid disbursed (Not aid that could have been disbursed) during the payment period in which the student withdrew.

A student's Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew.

- b) The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed during the payment period in which the student withdrew.

Step 2: Percentage of Title IV Aid Earned:

CCC will calculate the percentage of Title IV aid earned as follows:

The number of calendar hours completed by the student divided by the total number of calendar hours in the period in which the student withdrew.

The total number of hours in a period shall exclude any scheduled breaks of more than five days.

Hours Attended ÷ Hours in Enrollment Period = Percentage Completed

If the calculated percentage exceeds 60%, then the student has "earned" all the Title IV aid for the enrollment period.

Step 3: Amount of Title IV Aid Earned by the Student

CCC will calculate the amount of Title IV aid earned as follows:

The percentage of Title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew (Step 1-b).

$$\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$$

Step 4: Amount of Title IV Aid to be Disbursed or Returned:

If the aid already disbursed equals the earned aid, no further action is required.

If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

$$\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$$

If the aid already disbursed is less than the earned aid, CCC will calculate a Post-Withdrawal Disbursement.

Earned Aid:

Title IV aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Financial Aid Office.

FEDERAL REFUND REQUIREMENTS VS STATE REFUND REQUIREMENTS

In addition to the Return of Title IV requirements for federal financial aid recipients, the college is required by the State to calculate a prorated refund for all students who have completed less than 60 percent of their period of attendance, regardless of whether or not the student received Title IV funds. However, the federal formula for Return of Title IV Funds may result in a larger refund than the state refund policy. In that case, the college and/or student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the college.

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, Veterans should call the DVA nationwide toll free number of 1-800-827-1000.

REGISTRATION FEES, EQUIPMENT AND SUPPLIES

A registration fee not to exceed \$50.00 is a non-refundable item. Equipment, books, supplies, tools, uniforms, and any other items issued and received by the student would not be returnable.

Once items are received by the student it will belong to the student and will represent a liability to the student. All extra costs such as books, equipment etc., that are not included in the tuition price are stated and any non-refundable items are identified.

COURSE CANCELLATION

If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the college shall, at its option:

- (a) Provide a full refund of all monies paid; or
- (b) Provide completion of the course or program at a college in the neighborhood.

All course schedules are subject to change in starting and completing dates. Students will be duly notified. Students will be offered the opportunity to consent as provided by law. In cases where such changes would cause an undue hardship, a refund will be offered. The college reserves the right to withdraw a scheduled program if the registration is insufficient to make up a class. All monies paid will be refunded.

COLLEGE CLOSURE POLICY

If the college closes permanently and ceases to offer instruction **after** students have enrolled, and instruction has begun, the college will make arrangements for students and

- a. They shall be entitled to a pro-rata refund of tuition.
- b. If the program is cancelled subsequent to the student's enrollment, and **before** instruction in the program has begun, then the student shall be entitled to a full refund of all monies paid.

At least 30 days prior to closing, the college shall notify the Bureau for Private Post-Secondary Education in writing of its intention to close and provide a closure plan. A list of all students who were enrolled at the time of college closure, including the amount of each pro rata refund, shall be submitted to our accreditation agency.

COLLECTION POLICY

If the student is terminated or withdraws from college, the college shall inform the student of any balance owed. CCC does not sell or discount student promissory notes, enrollment agreements or contracts for tuition to any third party agencies.

VERIFICATION PROCESS

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986, April 29, 1994, November 29, 1994 – executing legislation 20 U.S.C. 1094 governing the Title IV programs requires schools to be sure of certain applicant reported data. These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process.

To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

WHO MUST BE VERIFIED: The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

VERIFICATION EXCLUSIONS: Applicants excluded from verification include:

- Death – Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration – Applicant is incarcerated at the time the verification is to be performed.
- Certain spouse/parent status: Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- No funds disbursed – The applicant will not receive federal aid funds until the verification process is complete.

REQUIRED VERIFICATION ITEMS: Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:

- Total number of persons in the household.
- The number of members of household enrolled at post-secondary institution at least on a half-time basis.
- Adjusted gross income or adjusted gross family income for the base year 2015.
- U.S. income tax paid for the base year 2015.

Certain untaxed income and benefits for the base year if certain conditions would apply include:

- Social security benefits.
- Child support.
- Untaxed payments to IRA or Keogh.
- Foreign income.
- Earned income credit.
- Interest on tax free bonds.

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

DOCUMENTATION REQUIRED

The student, spouse, or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet 2013-2014. There are primarily two different worksheets: One for dependent students and one for independent students. The worksheets are used for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms as necessary.

TIME PERIOD FOR PROVIDING DOCUMENTATION

Applicants must provide the required documentation within 60 days from the last date of attendance or September 30, 2016.

APPLICANT RESPONSIBILITIES: To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in this Catalog. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- Number of family members in the household
- Number of family members in the household now enrolled in a post-secondary institution on at least half-time basis.
- Change in dependency status.

Federal PELL Grant applicants, whose dependency status changes during the Award Year must file a correction application. The process does not apply if the change occurs due to marriage. Campus-based award applicants whose dependency status changes during the Award Year must have their EFC recalculated. This process does not apply if the change occurs due to marriage.

The applicant must repay any over award, discovered during verification, for which he/she was not eligible.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTS WITHIN THE SPECIFIED TIME PERIOD(S): If the student cannot provide all required documentation, the college cannot complete the verification process within 60 days from the date of the request. The college must then advise applicants that they are not eligible for financial aid funds. The college then gives the applicants the following options:

The student may continue training on a cash payment basis.

The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

INTERIM DISBURSEMENTS: The college may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

NOTIFICATION OF RESULTS OF VERIFICATION: The college shall notify the applicant of the results of the verification process within 30 days of the student’s submission.

REFERRAL PROCEDURE: The college shall forward to the Secretary of Education, referral of fraud cases.

VOCATIONAL NURSING PROGRAM TEXTBOOKS / SUPPLIES

- Mosby’s Foundations of Nursing, 6th Ed (Textbook)
- Mosby’s Foundations of Nursing, 6th Ed (Study Guide - *Optional*)
- Mosby’s Adult Health Nursing, 6th Ed (Textbook)
- Mosby’s Adult Health Nursing, 6th Ed (Study Guide - *Optional*)
- Pearson’s Core Concepts in Pharmacology, 2nd Ed (*Recommended*)
- Pearson’s Nursing Drug Guide (*Recommended*)
- Saunders Q & A Review for NCLEX-PN Examination, 4th Edition (*Recommended*)
- Saunders Comprehensive Review NCLEX-PN Examination, 5th Ed (*Recommended*)
- HESI Comprehensive Review for NCLEX-PN 2nd and 3rd Ed (*Recommended*)
- Student Skills Lab Pack: (stethoscope, sphygmomanometer, blood pressure cuff, pen light, bandage scissors & measuring tape).

LICENSING INFORMATION

State and national licensing examinations or processes are the student’s responsibility. CCC will provide students with information regarding the examinations, application processes, testing dates and locations, and fees for the required examination whenever possible. Students should be aware that all test fees, unless stated on the Enrollment Agreement, are in addition to the tuition paid to CCC. Students who choose to participate in state and national licensing examinations are responsible for payments to the sponsoring organization.

Students are responsible for confirming their eligibility for any licensing or registration. Additionally, students are encouraged to understand any changes or additional requirements that may apply to the licensure or registration requirements.

LICENSURE REQUIREMENT	
Licensed Vocational Nurses	In order to gain employment as a vocational nurse, graduates must successfully pass the NCLEX-PN (National Council Licensing Examination) exam to become licensed by the California Board of Vocational Nursing and Psychiatric Technicians.

PROGRAM PREPARING GRADUATES FOR A FIELD REQUIRING LICENSURE

Under California law, CCC must take reasonable steps to ensure you are eligible for licensure if you choose a program that prepares you for a field where licensure is required. There are numerous eligibility requirements for licensure for the vocational nursing program. Be sure to carefully read these requirements and do further research if you have any concerns about your ability to achieve licensure. Discuss any concerns with your Admissions Advisor and Program Director. If you choose to pursue training despite the fact that you may not be able to achieve licensure, you must indicate that and sign a release to that effect.

Licensure requirements for other states may vary. Students are responsible for obtaining the most recent application requirements for any state in which they intend to become employed.

Licensed Vocational Nurses:

- Be at least 18 years old
- Graduate from an accredited high school or acceptable equivalent (furnish proof); and
- Successfully complete a Board of Vocational Nurse and Psychiatric Technician (BVNPT) approved Vocational Nursing Program. Contact the Program Director for application forms and instructions; and
- Complete and sign the “Application for Vocational Nurse Licensure” and the “Record of Conviction” form; and
- Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. Note: A License will not be issued until the board receives the background information from DOJ.
- In order to be licensed in California, applicant must submit an application fee of \$75 along with the required forms to the BVNPT. One of these forms is called a “Record of Conviction.”
- Applicants will need to be fingerprinted for the Department of Justice and FBI to process the fingerprint card, which costs \$76.
- You will also receive an application to the National Council of the State Boards of Nursing to take the National Council Licensure Examination for the Vocational Nurses (NCLEX-PN). The fee to register by mail is \$200. Once you have submitted this form, you will receive an Authorization to Test and the information to take an exam.
- Once you have successfully completed the NCLEX-PN, you will need to submit an application for licensure to the Board of Vocational Nursing with an initial license fee of \$150.
- Further information on becoming registered may be obtained on the Board of Vocational Nursing and Psychiatric Technicians website, <http://www.bvnpt.ca.gov/>.
- Graduates must satisfy all requirements for certification at the time of Application.

BANKRUPTCY

CCC does not have a pending petition in bankruptcy and is not operating as a debtor-in-possession. Since its inception, a petition has never been filed by or against CCC which resulted in reorganization under chapter 11 of Title 26 of the United States Code.

CATALOG CERTIFICATION

CCC certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of CCC.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau of Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818; (916) 431-6959 or (888) 370-7589; <http://www.bppe.ca.gov>

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

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

CCC OFFICERS & FACULTY ADDENDUM TO CATALOG

Susan Naimi / President and Program Director

Master of Science, Nursing, University of Phoenix (1999); Bachelor of Arts, Biology, Kean College of New Jersey (1981) & CSUN. Registered Nursing License (1983); Advisory Board Member, TLC Home Hospice. President and Director of the Vocational Nursing Program, Clinical and Theory Instructor of Fundamentals of Nursing, Medical Surgical Nursing I and II, Pediatric and Maternity.

Haleh Naimi / General Counsel and Chief Financial Officer

LL.M. (Taxation), New York University (2005); J.D., Southwestern University (1998); Master of Arts, Economics, Georgetown University (1995); Bachelor of Science, Mathematics and Economics, University of California, Los Angeles (1993). Adjunct Professor of Law, Irvine University (2009 to present).

Nassrin Javanshir / Clinical Instructor / Part-time

Bachelor of Science, Nursing, Ferdowsi University, Shahnaz Pahlavi Nursing College (1977); Associate of Arts, Psychology, Los Angeles Pierce College (2000). Registered Nursing License (1986). Clinical Instructor of Fundamentals of Nursing, Medical Surgical Nursing I and II.

Lourdes Argame / Clinical and Theory Instructor / Full-time

MSN/ed, University of Phoenix (1/2012); BSN, PHN, University of Phoenix (3/2010); RN AS, LA Trade Technical College (1989); LVN Chapman College (1979).

Shahin Marashi / Clinical Instructor/ Part-time

Certificate of Completion, California Career College (2007); Licensed Vocational Nurse (2008); Clinical Instructor's Assistant.

Karen Kilpatrick / Theory Instructor / Part-time

Master of Science, Nursing with Academic Honors, University of Phoenix (2007); Bachelor of Science, Nursing with Academic Honors, University of Phoenix (2005); Associate of Science, Nursing with Administrative Honors, Pasadena City College (1997); Associate of Science, Liberal Arts with Administrative Honors, Pasadena City College (1995).

COLLEGE ADMINISTRATION ADDENDUM TO CATALOG

Accounting Department:

Haleh Naimi
Armenohy Telime
Andrew Smith

Admissions Coordinator:

Armenohy Telime

Career Services:

Armenohy Telime
Sthefany Magadan

Financial Aid:

Carlos Ramos

Student Services:

Haleh Naimi
Sthefany Magadan

Office of The Registrar:

Armenohy Telime

Computer Services:

Khasha Roholahi