



CATALOG

2017

January 1, 2017 – December 31, 2017

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UNIVERSITY OF WESTERN CALIFORNIA

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University of Western California updates its catalog annually.

University of Western California reserves the right to change or modify policies, regulations, curricula, courses, tuition and fees, or any other aspect of its programs described in this catalog at any time.

Revision Date: September 20, 2017

ABOUT THE SCHOOL

Address

University of Western California

Paramount Plaza

3550 Wilshire Blvd. Suite 750

Los Angeles, CA 90010

Tel: (213) 908-1500 Fax: (213) 384-0009

History

The University of Western California was established in 2004 as a non-profit organization. In October of 2004 the school was approved by the Bureau for Private Postsecondary Education, to operate as a degree-granting institution. The University's initial approval included degree programs, MBA, MBA-Real Estate, a certificate program in English as a Second Language; and the *registered* courses in real estate. In 2013, University undertook a major expansion plan and added new non-degree programs, relocated to a new, modern facility.

Mission Statement

The University of Western California is committed to serve as a gateway for a diverse student body interested in excelling in vocational, academic and professional studies. The University of Western California enhances student learning by promoting a comprehensive context for the intellectual, scientific, cultural, technological, and economical development of its students and faculty. The University of Western California is committed to creating and maintaining an environment that develops the individual in all educational endeavors.

Goals and Objectives

The University of Western California's goals and objectives:

- To equip students with knowledge and know-how required in their field of study.
- Seek to enhance the intellectual and social development of each student.
- Students will find University of Western California's programs to be up to date, comprehensive and relevant.
- Develop an attitude of independent thinking and a quest for knowledge among the University of Western California community.
- Develop a sense of professionalism, including values, ethics, and the necessary judgment to function effectively in their chosen field.
- Instill the ability to assume responsibilities and the leadership required in the work place.
- Utilize interactive methods of instruction that promote student-faculty interaction, encourage the use of field trips when appropriate, and endorse the convening of study groups.

GENERAL INFORMATION

Approval Disclosure Statement

The University of Western California (UWC) is a private institution and was granted institutional approval to operate from the Bureau for Private Postsecondary Education (School Code: 1943171) and to offer the courses described in this catalog pursuant to California Education Code known as the Private Postsecondary Education Act of 2009, as amended.

Approvals

California Bureau of Real Estate
2201 Broadway, Sacramento, CA 95818
Tel: (916) 227-0894 Fax: (916) 227-5859 www.bre.ca.gov

California Massage Therapy Council - pending application **
One Capitol Mall Suite 800, Sacramento, CA 95818
Tel: (916) 669-5336 Fax: (916) 444-7462 www.camtc.org

**University of Western California has applied for CAMTC approval, but for whom a final decision has not yet been rendered. If the school ultimately receives CAMTC school approval, the hold on the students' applications will be lifted and the applications will be processed in accordance with CAMTC's standard procedures. *If school approval is ultimately denied, students may still apply for CAMTC certification using education from the denied school as long as your application for certification is received within 90 days of the effective date of denial.*

Articulation and Transfer Agreement

UNIVERSITY OF WESTERN CALIFORNIA HAS NOT ENTERED INTO AN ARTICULATION OR TRANSFER AGREEMENT WITH ANY OTHER COLLEGE OR UNIVERSITY.

Bankruptcy Statement

This institution **DOES NOT HAVE A PENDING PETITION IN BANKRUPTCY**, or operating as a debtor in possession, and has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec 1101 et seq.)

Accreditation

This institution is not accredited by an accrediting agency recognized by the United States Department of Education (USDE).

Hours of Operation

University of Western California holds classes at its campus at 3550 Wilshire Blvd. Suite 750, Los Angeles, CA 90010 between 9:00am and 10:00pm, Monday through Friday. Administrative office hours are scheduled during normal business hours of between 9:00am and 6:00pm, Monday through Friday. Please refer to posted administrative hours by department as some offices hold hours before and after normal business hours. Any change in the hours of operation will be posted at the campus.

Holidays Observed

The College observes the following holidays:

- Christmas Day
- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the Friday following.

Other days may be approved by the administration. The school does not conduct most classes during the two weeks generally considered traditional school "Christmas Vacation."

Physical Description Class Session Location

University of Western California, Los Angeles Campus, occupies approximately 4,500 square feet in a traditional campus facility located at 3550 Wilshire Blvd., Suite 750, Los Angeles, CA 90010. Instruction will be conducted at 3550 Wilshire Blvd., Suite 750, Los Angeles, California, 90010. Facilities include: Audio/Visual equipment, computers, skills/ lab and lecture classes. Student Reference Library with reference texts and manuals, computers equipped with internet and internet library. Student Lounge, The occupancy level of the facility is approximately 120 students.

Equipment for each program of study

University of Western California endeavors to keep its equipment as up to date as practical to meet appropriate industry standards. Our classrooms and skill laboratories are equipped to simulate a specific workplace environment as described below:

Computerized Accounting & Bookkeeping

The instructional classroom for this program contains personal computers and QuickBooks software with limited internet access, and copier/printers. Additional reference material is available where necessary.

Massage Therapy/Advanced Massage Therapy

The Massage Therapy department consists of lecture and laboratory classrooms. The lecture classrooms have a variety of teaching aids such as anatomical charts and posters as well as skeletal and anatomical models. A variety of resources are available, including but not limited to texts, articles, and magazines. The laboratory skills area contains massage tables, equipment, and supplies normally found in a massage and physical therapist's place of business.

Real Estate Principles, Practice & Property Management

The instructional classroom for this program contains personal computers and software including ZipForm with limited internet access, and printers. Additional reference material is available where necessary.

Housing

University of Western California does not offer campus housing. University of Western California is a commuter campus, University of Western California has no dormitory facilities under our control, and most students live in privately owned housing. However, we are surrounded by apartment buildings and rooms for rent ranging from economy to a bit more pricey with more amenities. The community does post apartment listings on a campus housing board and the Student Information Center maintains housing information listing rooms for rent, roommates wanted, apartments to share, room and board, bachelor apartments, single apartments, and some one bedroom apartments. These listings are usually supplied by apartment managers and community residents interested in renting to students. Local free papers and online apartment finders are also good resources. There are many apartments in the immediate vicinity with monthly rental fees beginning at approximately \$700 for room for rent, roommates wanted, apartment to share and approximately \$600 for room and board. Bachelor and single apartment rents are from \$800 to \$1,200. One bedroom apartments are from \$1,500 to \$2,000.

ADMISSIONS REQUIREMENTS

General Admissions Requirements

University of Western California processes applicants on a rolling basis. Unless otherwise specified, applicants will be considered for the next scheduled start date prior to applying for, and being accepted for the admission to the school.

The admission procedure requires an exchange of information between the applicant and the School, which maintains a staff of admissions representatives for this purpose. These representatives conduct a personal interview with each prospective applicant before any decision is made to submit an application for admission. During the interview, the admissions representative will discuss the School's educational programs in relation to the applicant's career preferences, training needs, and individual motivations. To be considered for admission, the applicant must be a graduate of an accredited high school or possess a General Equivalency Diploma (GED). To demonstrate evidence of high school graduation or equivalency, the School

must be provided with appropriate documentation. Applicants must present evidence of graduation from a high school that is state approved, accredited by a regional accrediting association. For non-high school graduates, evidence of the GED equivalency must be submitted. An original diploma, an original GED certificate or an official high school or GED transcript are examples of evidence of graduation. However, an applicant who is 19 or older and who does not possess a high school diploma or recognized equivalency may still be considered for admission provided the applicant's ability to benefit from the training offered has been confirmed by the applicant's receipt of an approved score on the Wonderlic Basic Skills Test (WBST).

Prospective students must be at least 18 and meet the following requirements for admission to University of Western California:

- Visit and tour the School.
- Complete a personal interview with a School admissions representative
- Provide a valid high school diploma or GED equivalent documentation.
- Show a valid Social Security Card.
- Show a valid government issued photo identification card or driver's license.
- Complete an enrollment agreement, and other required enrollment paperwork.
- Attend a financial aid interview, and complete required financial aid paperwork.
- Take the Wonderlic Basic Skills Test (WBST) and achieve the minimum acceptable score of 200 for Verbal and 210 for Quantitative for all programs.
If a minimum score is not achieved, two re-tests may be given using an alternate test form.

It is the student's responsibility to ensure that all documents and forms have been submitted to University of Western California. Admission decisions will be made within 30 days after submission of required documentation and registration fees. Admission decisions are based upon both objective and subjective criteria. An applicant's previous academic record is an important predictor of his/her ability to succeed.

If an applicant does not accept admission or fails to matriculate after one year of acceptance the applicant will need to go through the admission process again as a new student. This means that the applicant must resubmit a new application and all its required documents, forms, and information for admission to the selected program. Please note that previous admission does not guarantee readmission.

Note: Massage Therapy, Advanced Massage Therapy and Real Estate Program have additional program requirements, including but not limited to criminal background check. Such requirements will be discussed by an admissions representative and/or other appropriate staff.

Statement of Non-Discrimination

UWC does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, disability, or prior military service in administration of its educational policies, admission, financial assistance, employment, educational programs, or activities. UWC's equal opportunity department is responsible for the coordination of nondiscrimination efforts and the investigation of employee and student complaints.

The laws and regulations prohibiting the above discrimination are 1) Title VI and VII of the Civil Rights Acts of 1964, 29 CFR 1601-1607; 2) Equal Pay Act of 1963, 29 CFR Part 800; 3) Title IX of the Education Amendments of 1972, 45 CFR Part 86; 4) Age discrimination in Employment Act of 1967, 29 CFR Part 850; 5) Sections 503 and 504 of the Rehabilitation Act of 1973, 45 CFR Part 84 and 41 CFR Part 741; 6) Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 41 CFR Part 60-250; and 7) the Americans with Disabilities Act of 1990.

English As A Second Language

University of Western California does not offer English as a Second Language instruction. However, all prospective students that are accepted for enrollment must be proficient in the English or Chinese language. All students enrolled in the school must possess a high school diploma, GED or have passed an ATB test.

Bilingual Classes

This institution does offer students the option to take the Massage Therapy course in a bilingual Chinese program. Students are required to have proficiency in at least one of the languages in which classes are offered. This proficiency is evidenced by possession of a high school diploma, GED or have passed an ATB test.

Visa Services

At this time, the University does not admit students from other countries, does not offer visa services, and does not vouch for student status, nor any associated charges.

Re-Admissions

Any student, who wishes to re-enroll in the same or another program, should first submit a letter to the School Director, noting the reason for initial withdrawal and reasons for desire to re-admit. Any student who readmit (same program previously canceled or terminated from) must sign a new enrollment agreement at the current tuition rate.

The registration fee must be paid prior to an applicant re-enrolling, unless other approved arrangement have been made. All outstanding balances due to program cancellations/terminations must be paid in full, unless approved arrangements are made before they are allowed to readmit. Students re-entering may receive a partial or full credit for any prior University of Western California training, this will be determined on a case-by-case basis by the School Director.

University of Western California payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program. University of Western California at its sole discretion will determine the student's re-enrollment. Changes from one program to another are not considered re-enrolled. However, students must sign a new enrollment contract to reflect the changes.

Transfer Policy

Students who have previously attended another school or college (within the past 5 years) may receive credit for such attendance when proof of said attendance and transcript is presented at time of enrollment and they pass the institutions examination and skill testing for those subjects.

The Director will evaluate the student's formal education and award appropriate credit if the coursework is comparable to the coursework of University of Western California.

Challenge Examination

The School can also use Challenge Examination(s) to determine the knowledge and competency of a transferring student who may have completed the course(s) with a grade of "C" or higher in non-accredited and non-approved schools. A prospective transfer student applying for Challenge Examination(s) shall be required to pay 50% of the regular tuition for each Challenge Examination. The opportunity to take a Challenge Examination may only be granted by the Academic Dean based upon an equal number of units for a course of similar content and subject as listed in the School's Catalog. Challenge Examination(s) are graded based upon the current grading system of the School. Upon passing the Challenge Examination(s) with a grade of "C" or higher, transfer credit (TC) for that course(s) will be recorded in the official transcript of the transferring student. No grades shall be posted in the official transcript for Challenge Examination(s).

- University of Western California DOES NOT award credit for prior experiential learning.
- University of Western California DOES NOT currently provides Visa Services or voucher for student status. There are no associated charges.
- University of Western California HAS NOT entered into an Articulation or Transfer Agreement with any other college or university

Experiential Credit-Acceptance of Credit for Prior Experience

University of Western California does not award credit for prior experience.

FINANCIAL INFORMATION

Tuition Payment

All tuition is due in full at registration unless alternate payment arrangements are made by student at the time of enrollment. University of Western California accepts payment for tuition, books, equipment and other fees through cash payment, personal check, third-party check. At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing.

Tuition and Financial Assistance

To assist students with their educational costs, UWC offers assistance to qualifying students in obtaining alternative interest-carrying loans to pay a portion of the tuition.

Applicants may also qualify for tuition and other financial assistance through various public and private training or re-training agencies. These agencies include: The Veterans Administration; California Department of Rehabilitation; Private Rehabilitation Agencies and Insurance Companies; the GAIN program; the State Employment Development Department; Trade Readjustment Act. All public and private agencies have certain requirements for eligibility. Tuition assistance is also available through private lending institutions.

In order for a student to remain eligible for financial assistance the student *must* maintain a "Satisfactory Academic and Attendance Progress" status. Students receiving financial assistance must keep in constant contact with the Business Office on the matter of eligibility and tuition. Tuition must be paid in full before a certificate, diploma is awarded.

Financial arrangements must be completed by the first day of class, which may include student payment made directly to the School. Payments may sometimes be arranged with approval of the School Director. If the students' payments are late, then a 5% late charge on the unpaid past due balance will be added monthly, three days after the due date.

Student Loans

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

1. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Title IV

At the present time, UWC does not participate in federal and state financial aid (Title IV) program. If and when UWC does participate in any such programs, all consumer information that is required to be disclosed to the student pursuant to the applicable federal and state financial aid programs will be provided.

Cancellation, Withdrawal and Refund Rights

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 3550 Wilshire Blvd. Suite 750, Los Angeles, CA 90010. This can be done by mail, email or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
6. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has

completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for three (3) consecutive weeks.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Refund Policy

University of Western California has adopted the following as its institutional cancellation and refund policy:

Student has the right to cancel the student's enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later and shall be refunded 100% of the amount paid for institutional charges, less a \$250 non-refundable registration fee. The School shall refund any amount paid by Student within 45 days after it receives the notice of cancellation. Notice of cancellation may be given by mail, email, hand delivery, or fax. The 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 states that Student no longer wishes to be bound by their enrollment agreement.

Students who withdraw from the program prior to completing sixty percent (60%) of period will be refunded on a pro rata basis. However, if a student withdraws from the institution after completing sixty percent (60%) of the period, no refund will be issued.

If the amount that the student has paid is more than the amount owed for the course time attended, then a refund will be made within 45 days of withdrawal. If the amount that the student owes is more than the amount already paid, he or she will have to make arrangements to pay it.

Student Tuition Recovery Fund

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

****STRF fees are \$0 per \$1,000 of tuition****

Hypothetical Refund Example

Assume that a student, upon enrollment in 870 hours Advanced Massage Therapy program, pays \$8,425.00 for tuition, \$250.00 for registration and processing fee, and \$300.00 (fair market value) for equipment as specified in the enrollment agreement, then withdraws after completing 348 hours of elapsed time without returning the equipment he/she obtained. The pro rata refund to the student would be \$5,055.00 based on the calculation stated below. If the student returns the equipment in good condition within 10 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

Based on the preceding example, the refund calculation would be made in the following way:

Total student paid	\$8,425 tuition + \$250 registration & processing fee	\$8,675.00
Less	Registration & Processing fee (amount school may retain)	-\$250.00
Multiplied by	522 Clock hours of instruction not attempted	522
Divided by	870 Clock hours of instruction for which student has paid	870
Equals	Initial refund amount	\$5,055.00
Plus	The documented cost of returned equipment*	+\$0.00
Equals	Actual refund amount	\$5,055.00

**If the student returns the equipment in good condition, the actual refund to the student would be \$5,355.00 (\$5,055.00 + \$300.00). For the purpose of determining the amount they owe for the time they attended, they shall be deemed to have withdrawn from the course when any of the following occurs:*

- A. They notify the school of their withdrawal or the actual date of withdrawal.
- B. The school terminates their enrollment agreement.
- C. They fail to attend classes for a two-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

Disclaimer

University of Western California reserves the right to change tuition and fees, make curriculum changes when necessary, and make substitutions in books and supplies as required without prior notice. Students, once enrolled, will be guaranteed during the term of their enrollment the tuition rate and other institutional charges and fees then in effect, as of the time of their initial class start date. Students who leave the School for any reason and later return will re-enter at the then current tuition rate and institutional fee charges then in effect as of the date of their re-entry. Guaranteed tuition pricing does not apply to books and supplies which are sold to student at the prices then in effect as of the date of sale.

ACADEMIC POLICIES

Freedom of Speech

University of Western California firmly believes in the individual’s right to expression, so long as such expression does not infringe upon or suppress the rights of other individuals. Article 1, Section 2(a) of the California Constitution states that every person may freely speak, write, and publish his or her sentiments on all subjects. Communications involving hate violence, sexual or racial discrimination, and “fight words” are not protected by the law. University of Western California shall uphold and enforce these rights, and should any person’s actions violate the rights of another individual, such person shall be subject to disciplinary action.

Unit of Credit

The quarter credit hour is the unit of measurement used by University of Western California uses to measure its programs. A minimum of 10 lecture hours of not less than 50 minutes each plus outside reading and/or preparation; 20 laboratory hours; or 30 externship hours; or an appropriate combination of all three constitutes one quarter credit hour. The Massage Therapy program is measured in clock hours.

Hours Definition

Clock Hour is defined as “A period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and 10 minutes for student break. This formula complies with the Federal 34 CFR.

Maximum Time Frame for Course Completion

Program	Session	Length	Maximum Time Frame
Massage Therapy	Day/Eve	26 weeks	39 weeks to complete
R.E. Principles, Practice, Property Management	Day/Eve	10 weeks	15 weeks to complete
Computerized Accounting & Bookkeeping	Day/Eve	10 weeks	15 weeks to complete
Advanced Massage Therapy	Day/Eve	35 weeks	53 weeks to complete

A student must satisfactorily complete his/her program of training within a maximum time frame, defined as *one and one half times* the regular scheduled program length, as illustrated above. Leave of Absences, holidays, non-attendance, winter breaks, in-service days, University of Western California closed due to extenuating circumstances and terminations are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped.

Transferability of Credits

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Grading System

Grade reports are issued to students at the completion of each module. Grades are based on the quality of work as shown by written tests, laboratory work, practical assessment, out of class work and projects as indicated on the course syllabus.

The grading scale is as follows:

Included in GPA	Rating	% Score	Letter Grade	Grade Point Average
yes	Excellent	90-100	A	4.00
yes	Good	80-89	B	3.00
yes	Satisfactory	70-79	C	2.00
yes	Poor	60-69	D	1.00
yes	Fail	0-59	F	0.00
yes	Pass	Pass	P	4.00
no	Incomplete	Incomplete	I	n/a
no	Withdrawn	Withdrawn	W	n/a
no	Transfer Credit	Transfer Credit	TC	n/a
no	Repeat	Repeat	R	n/a

Grading is used to assess a student's academic progress. Grades are issued at a maximum of five (5) days from the last day of completion of a course. A grade of an "A", "B", "C" are passing grades as a further breakdown, an "A" indicates an excellent level of achievement, a "B" indicates a good level of achievement, and a "C" indicates an average level of achievement. A "D" is considered unsatisfactory and any student who earns a "D" grade in a course must repeat and successfully complete the course with a "C" or higher prior to graduation. Failing is designated with a "F" grade. Any student earning a grade of "F" in a course must repeat and successfully complete the course with a "C" or higher prior to graduation. An "R" indicates that a student has repeated a course. The grade is issued to replace a prior failing grade only after the student successfully completes the repeated course. A "W" indicates a withdrawal, meaning that the student either withdrew from the course voluntarily or administratively. "TC" indicates transfer credits. Transfer credits are not considered when calculating cumulative grade point average. Transfer credits are generally accepted from prior course work completed at University of Western California, and as stipulated in addendums in reference to specific student statuses. A "P" indicates a passing grade. The "P" also indicates that the course is designed as a pass-fail course.

Satisfactory Academic Progress Policy

All students must meet the following standards of academic achievement and successful course completion while enrolled at University of Western California. University of Western California's SAP policies apply to all students, full or part time status, and for all periods of enrollment regardless of whether or not the student receives financial aid. For success in their chosen career field, the School places equal emphasis on both grades and a student's attendance in the class room and lab hands-on environment.

Each student enrolled at University of Western California must:

1. Grades: Maintain for each module of instruction an academic grade of C or better; and
2. Attendance: Maintain an attendance level of 80% or better for each module of instruction.

Students meeting both the minimum requirements for Grades and Attendance as determined at the end of each module by the school will be considered to be making Satisfactory Academic Progress.

Academic Probation Policy

If a student at the end of a module does not receive at least a C for that module, then the student is automatically placed on probation by the School effective as of the last day of instruction for that unsatisfactory module. The grade received for the unsatisfactory module is recorded and the student must repeat that same module and meet Satisfactory Academic Progress requirements for the repeated module. A student is not required to immediately repeat the unsatisfactory module, but may take another module in the student's program prior to repeating the unsatisfactory module. However, a student has a period of 18 weeks from the last day of instruction of the

unsatisfactory module to take that same module over again and meet Satisfactory Academic Progress for the unsatisfactory module. The student remains on probation until Satisfactory Academic Progress is met.

Satisfactory Attendance Progress Policy

It is important that UWC maintain a record of attendance for each student. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours will result in denial of graduation status.

When students must be absent from class, they should call UWC prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return.

Re-occurring absences could result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain 80% attendance performance or better (Maximum program length) in order to be considered to be maintaining “Satisfactory Attendance Progress” and/or to prevent their training from possibly being interrupted.

Due to the nature and scope of the education and training, the school does not differentiate between an excused and a non-excused absence in computing the maximum number of allowable absences.

Unsatisfactory attendance occurs when a student misses more than 20% of the maximum time frame of the program. Unsatisfactory attendance may lead to Probation status, which normally result in loss of financial assistance (eligibility) for the length of time the student is placed on probation or whenever the student has brought his/her attendance and or academic grade point average to the 80%. This would include any make-up hours and or make up assignments and tests. Excessive absences may result in probation, suspension, or termination.

Attendance Probation Policy

A student who fails to maintain good academic standing for a module will be placed on probation. A student on probation is expected to show the necessary improvement in academic performance by the end of the following module in order to continue his or her studies at the UWC. Probation status may adversely affect financial assistance eligibility.

Students who fail to achieve and maintain a cumulative grade point average of “C” will be placed on academic probation for a period of one quarter. If a student maintains a grade point average of “C” and/or achieves a cumulative grade point average of “C”, probation will be removed. However, if the student fails to maintain a “C” grade point average, the student may be dismissed from their program (unless extenuating circumstances are established).

Students, who fail to attend a minimum of 80% of the maximum time frame of the program hours, shall be placed on “Attendance Probation” (unless extenuating circumstances are established). The length of probation shall be for the period of time required for the student to reach a minimum of “C” (80%) of the scheduled class hours, however, in no event shall exceed one evaluation period (unless extenuating circumstances are established). The probation period may be lengthened to provide assurance that the student achieves and maintains satisfactory attendance progress. The student will be allowed to make up hours, assignments and or exams if space is available, and be removed from probation.

Suspension and Dismissal

A student who fails to meet UWC's academic standards for two consecutive modules/quarters can be dismissed. He/she may apply for readmission and will be placed on "academic probation status" during the first module/quarter.

UWC reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance does not meet the UWC standards and/or who fails to abide by the rules and regulations of UWC.

Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures.

Appeal Procedures

A student whose enrollment has been terminated for failure to maintain Satisfactory Academic Progress may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice from the School. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from previously attaining Satisfactory Academic Progress and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress such as death or severe illness in the immediate family, an injury or illness of the student or other allowable special circumstances. Before an appeal may be granted, a written academic plan must be developed and provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the Maximum Time Frame allowed.

The School Director will assess all appeals, and determine whether the student may be permitted to continue in School on a probation status, despite not meeting the Satisfactory Academic Progress requirements. The student will be sent the written decision within ten days of the School's receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on probation status for the next module, during which time they must meet Satisfactory Academic Progress and any additional terms and conditions set out in the School Director's letter granting the appeal and/or the written academic plan. At the end of the module period, and at the end of every module period thereafter, the student's Satisfactory Academic Progress status will be reviewed. The student may continue on probation as long as he or she meets the terms of the written academic plan approved at the time the student's appeal was granted, and/ or until such time as Satisfactory Academic Progress status is regained.

Module Repeat

A student may repeat once, at no additional tuition charge to them, each module in their program of study due to a failure to maintain Satisfactory Academic Progress, provided they are within the Maximum Time Frame. However, a student repeating a module for grades will incur a charge for a new course book for each repeated module. Students who are accepted back into his/her previous training program after termination of their enrollment due to a failure to maintain

Satisfactory Academic Progress may be re-enrolled at the discretion of University of Western California, but upon reenrollment, the student will be placed on Satisfactory Academic Progress probation as a condition of the student's re-admittance into their program of instruction.

Maximum Time Frame

All module repeat attempts are counted for determining a student's Maximum Time Frame. Please see section under "Maximum Time Frame" for further information.

Tardiness

Students are expected to be on time for each class session. A student is considered tardy for class if he/she arrives later than 15 minutes after the scheduled start of class. Any combination of three (3) documented tardies will be considered as one (1) absence.

Leaving Early

UWC places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she leaves earlier than 15 minutes prior to the close of class. A student leaving early will be marked as having left early. Any combination of three (3) documented early departures will be considered as one (1) absence.

Make-Up Work

The student is responsible for all material covered daily in each class for which he/she is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the class work. The student is responsible for initiating any request to make-up work missed because of class absence. The decision as to the specific type of assistance to give the student with makeup work will be announced at the beginning of the term by the instructor. Make-up of missed classes does not erase an absence from a student's record. All tests must be taken when scheduled. If you are absent: You will not be allowed to make up any test or quiz unless prior arrangements have been made. If a student can provide an excused absence (Doctor's excuse, Jury Duty notice, etc.) no points will be deducted. Homework should be turned in daily or at the instructor's discretion. Assignments turned in late will have a decrease in value reflected on the participation grade at the instructor's discretion.

Independent Study

At times, certain situations occur that may prevent a student from taking and completing a course through the normal modular format. The school may allow the student to take this course by way of directed independent study. The student must first submit the approved request form to the Program Director, at which point the Program Director and School Director will either approve or deny. The granting of a directed independent study is at the school's discretion. If approval is

given for a directed independent study, the student must agree by signing a student directed independent study agreement as to the terms of the class days, hours, instructor, and possible revised syllabus. A student who takes a directed independent study course must meet with an instructor for a minimum of twice a week, with each session meeting for 60 minutes. These meetings are necessary for the instructor to track the student's progress, give instruction to the materials, administer exams, and receive required assignments

Directed Independent Study courses can be considered when:

- ♣ Student is returning from LOA and the classes are not available for the current module
- ♣ Student needs a class to graduate, but it is no longer available as a course
- ♣ Student has transfer credit (as defined under the transferability of coursework policy in this catalog) and the courses are not immediately available
- ♣ By taking a directed independent study would allow them to graduate in a timely manner
- ♣ Active duty military deployment requires the student to accelerate the completion of the course
- ♣ Course is needed due to a scheduling or advising error from the school
- ♣ A re-entry student needs the class to graduate, and the original class does not have a course substitute in the current program

A student will be withdrawn from any directed independent study for failing to attend the class for a period of 14 consecutive days. On occasion, the school at its discretion may approve other courses to be taken by directed independent study. Not all courses will be made available to complete by directed independent study. Classes that have a lab or practicum component may not be taken by directed independent study.

Changing Programs

UWC reserves the right to allow or disallow a transfer from one of its programs to another. In that event, the student will sign a new contract. The student will still be charged for the prior program as well as for the new program. The student must first notify and obtain permission from the School Director prior to changing programs. Instructors are not allowed to approve such transfers since these changes affect the student's financial status with University of Western California.

Leave of Absence Policy (LOA)

A leave of absence (LOA) is a temporary interruption in a student's program of study. Students must submit a written request for a Leave of Absence to the Office, including the basis of the request, expected return date and the initial date of request with the student's signature. While on an approved LOA the student does not attend classes. A Leave of Absence may be granted to a student with extenuating circumstances which prohibit him or her from continuing their regularly scheduled classes. A student should make every effort to contact his or her Program Director, or instructor to explain the reason for needing to take the LOA. Other reasons a student may be granted an LOA would include if a student failed a class which must be retaken and is not available immediately. A leave of absence must not exceed 180 days in any 12-month

continuous period. Students petitioning for a leave of absence must provide the school with an expected date of return that falls within the acceptable limits. If the student's leave of absence is denied and the student fails to attend classes for the requested period, the student will be considered to have withdrawn from UWC. Students who do not return within three (3) days of their scheduled return date will be considered to have withdrawn from the School.

Students returning from a leave of absence must be aware that their required course(s) may not be available immediately upon return.

Measurements of Units

The quarter credit hour is the unit of measurement used by University of Western California uses to measure all programs. A minimum of 10 lecture hours of not less than 50 minutes each plus outside reading and/or preparation:

Graduation Requirements

Candidates for graduation must:

- Complete successfully all courses required for the diploma or certificate program
- Earn a cumulative overall grade point average of at least 2.0 (CGPA)
- Complete 90% of each course or module scheduled hours of attendance
- Complete all competency and skill performance testing required for the program including any externship
- Attend any required graduation meeting(s), seminars, workshops
- Attend exit interview(s) conducted by the Financial Aid Director if the student has utilized student loans
- Attend exit interview with the Career Services office and submit an approved resume, cover letter, and three references together with career portfolio
- Be free of all indebtedness to the School

Upon successfully completing the program, meeting all graduation requirements, students will receive a certificate, provided all financial obligations to the School have been met. Certificates will be available to graduates not later than 30 days from last day of attendance unless Student Services receives a written request for an earlier availability.

Early graduation: This policy is at the sole discretion of University of Western California. All students are encouraged to complete the entire program. A student must request this option from the School Director. The School Director will evaluate the student academic and financial file. Instructors and relevant personnel may assist in the final determination.

Student Records

The Family Right and Privacy Act of 1974 prohibit an institution from releasing the University of Western California records or any other information about a student to any third party without the written consent of the student. University of Western California protects the privacy and confidentiality of all student records. Students are guaranteed the right to access their own files.

Student files of this period are maintained in fire retardant storage files.

Permanent transcripts of the student's progress record are maintained by University of Western California and are available upon written request by the student. There is a \$ 30.00 charge for education transcripts. A fee of \$50.00 will be charged if the last day of attendance was more than three years from the date of the request. Under State Regulations, University of Western California is only required to maintain a student's file for *5 years* from the student's last date of attendance.

SCHOOL POLICIES

Cell Phones and Cameras

Cellular phone, and all other electronic devices must be turned off during class time to prevent interruption. Any cell phone with a camera must be turned off and put away during class times. No cameras or camera phones can be used during class. It is important to know that any videotaping of classroom or lab instruction is the intellectual property of University of Western California as well as any part of the curriculum. As such, videotaping of classroom or lab instruction via mobile device or any other technological means must first be approved by the institution with a written request to the School Director. University of Western California is not responsible for any lost, stolen or damaged student property.

Eating

Eating and/or drinking are not allowed in any of the classrooms.

Children on Campus

Children are not allowed to accompany a student to class or to be left unattended on campus. If a student brings a child to class, the instructor should inform the student of the school policy and ask him/her to remove the child from the classroom. If a child is left unattended, the School Director or other administrator shall be notified. The parent will then be located and requested to comply with the policy. The School assumes no liability for injuries incurred by minors while on campus.

Smoking

Smoking is not permitted anywhere inside the UWC facilities or building. Please smoke outside the building in the designated areas and use the appropriate disposal containers.

Personal Property

Students should keep their valuables with them at all times. Check classrooms before leaving to make sure that no jewelry or watches have been left behind. Upon request University of Western California may issue lockers and locks to students for use while enrolled at the school. If a student is dismissed or withdraws from the school, the student will have 10 business days from date of termination to collect the contents of the locker they were issued and turn in the lock. If the student does not do so, the school will open the issued locker and dispose of the contents. University of Western California is not responsible for any lost, stolen or damaged property.

Office Equipment

The Receptionist Desk will only take emergency calls for students. UWC phones are not intended for personal use by students. Students are not to use any of the office telephones, copy machine, or other office equipment.

Cheating, Plagiarism, and Falsification of Records

Students are subject to disciplinary actions for several types of misconduct or attempted misconduct, including but not limited to:

1. Dishonesty, such as cheating, multiple submissions, plagiarism, or knowingly furnishing false information to UWC;
2. Forgery, alteration, or misuse of UWC documents, or identification;
3. Theft, damage, or destruction of any UWC property;
4. Unauthorized entry to or use of UWC property, equipment, or resource;
5. Disruption of teaching, administration, or other UWC activities;
6. Physical abuse, threats of violence, rape, other forms of sexual assault, or conduct that threatens the health or safety of any person on UWC property or in connection with official UWC functions;
7. Disorderly conduct, disturbing the peace, or failure to comply with the directions of any UWC employee acting in his/her official capacity;
8. Sexual harassment (See Sexual Harassment Policy);
9. The use of 'fighting words' when they constitute hate;
10. The use, possession, sale, distribution, or manufacture of alcohol /drugs on UWC property or at official UWC functions which is unlawful or otherwise prohibited, or not in compliance with, UWC policy or campus regulations; and
11. The unlawful use, possession, sale, distribution, or manufacture of controlled substances, identified in Federal and State Laws or Regulation, on UWC property or at official UWC functions.

Grounds for Disciplinary Action

Those whose conduct reflects discredit upon him/her or UWC may be subject to dismissal. The Administration of UWC reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but not limited to:

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
1. Unprofessional Behavior and/or conduct that reflects unfavorably upon University of Western California and/or its students.
2. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Failure to meet financial requirements.
6. Inappropriate professional clothing worn during training.
7. Failure to abide by the Rules and Regulations of University of Western California.
8. Failure to pay tuition (or any other charges) when due.
9. Breach of University of Western California enrollment agreement.
10. Cheating.
11. Falsifying University of Western California records.
12. Carrying a concealed or potentially dangerous weapon.
13. Disorderly conduct, which interferes with the learning process of any other student, Instructor, or the general progress of the class.
14. Instigation and/or participation in rebellious activities against University of Western California and/or its student(s).
15. Solicitation, which reflects unfavorably upon UWC and/or its Students.
16. Vandalism of University of Western California property.
17. Any form of gang related activity including but not limited to: flashing of Gang signs, wearing of gang colors/attire, etc.
18. Fighting (physical or verbal)
19. Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal.

A student dismissed for unsatisfactory or unprofessional behavior or conduct may request re-admittance into their program by following the procedure set forth under Re-Admission as noted in this catalog.

Student Complaint Procedure

Students who encounter difficulties, problems, or have complaints, should first bring the matter to the attention of their Instructor. If the instructor is unable to resolve the situation, the student is to meet with the Program Director for resolution. If the concern is still yet unresolved, the complaint or grievance must be submitted to the School Director in writing. The School Director will consider all information presented and attempt to resolve the situation in the best interest of the student and school. The complaint or grievance, along with any necessary supporting documentation, must be presented in writing to the School Director at the address listed below:

University of Western California
 3550 Wilshire Blvd. Suite 750
 Los Angeles, CA 90010

A written response will be provided within ten (10) business days.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833
Telephone: (888)370-7589, (916) 431-6959
Fax: (916)263-1897

Controlled Substance, Alcohol and Drug Abuse Policy

UWC seeks to maintain an environment that supports the pursuit and dissemination of knowledge. All members of the academic community – students, faculty, and staff members – share responsibility for protecting the academic environment by exemplifying high standards of professional and personal conduct. Use of illegal drugs by any member of the community interferes with the activities through which the goals of the institution can be realized. Therefore, such practices will not be tolerated. UWC will take all actions necessary, consistent with all applicable laws and UWC policy, to eliminate the use of illegal drugs from the community. Also, information on drug awareness programs, counseling, treatment, rehabilitation, and other related services are available to all students on an on-going basis.

The unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of UWC is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program.

There are local agencies that provide assistance to our employees, students, and their families.

Drug Information Hot-Lines:	(800) 413-2796 or (800) 413-4934
National Institute on Drug Abuse	(800) 662-HELP or (800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686

As stated on the previous page, students and employees are subject to termination for violation of the UWC rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and UWC will press charges of drug distribution.

STUDENT SERVICES

Advising

Beginning with your first attendance at UWC, expert guidance is provided on a one-to-one basis by an advisor from your chosen field. Advisors take their responsibility seriously as they assist you in planning an academic program and choosing a major. The staff makes every effort to maintain close communication with students.

Students experiencing personal problems, which require professional counseling, will be referred to the appropriate agencies, if such assistance is requested by the student.

Tutorial Assistance

The School provides tutoring based on the individual need of the student and the Instructor's schedule. Students with a module grade lower than 70% or "C" automatically becomes eligible for tutoring pending a review of their attendance status. Students are urged to take the initiative in seeking help outside of the class by contacting and discussing their difficulties and seek help from their instructors. If this should occur, the student is to make an appointment with their Instructor or the Program Director to arrange for a tutoring session(s). Tutoring is available at no additional charge to the student.

Placement Assistance and Career Development

In the certificate and diploma programs, instruction is specifically designed to give the student the edge in successfully gaining employment in the field in which they are training. Instruction may include areas such as: proper grooming for successful interviews, resume development, successful interviewing techniques, and mock interviews.

THE UNIVERSITY OF WESTERN CALIFORNIA CANNOT AND DOES NOT GUARANTEE EMPLOYMENT.

NOTE: All graduates will be considered for placement assistance unless a signed student waiver of placement assistance, with a written explanation, is in the student file. Graduates waiving placement assistance may still receive placement assistance at another time by notifying the career service personnel that they again wish to be placed in an active, placement-seeking category. A successful job search is dependent upon a self-confident, well-prepared applicant with a pre-planned strategy. While employment is not guaranteed, assuming cooperation on the part of the graduate, the career service personnel will work diligently with each graduate until he/she successfully obtains employment. The career service personnel helps graduates develop and/or locate positions which best match the student's capabilities and experiences.

The career service personnel are always available to assist in future years when a University of Western California Alumnus contemplates a change in employment. Only graduates of University of Western California are eligible for placement assistance.

Students can benefit from assistant in the following areas:

1. Preparing resumes
2. Proper grooming and developing job interviewing skills
3. Identifying job position openings
4. Following up with employers after interviews
5. Negotiating wages and benefits
6. Maintaining employment once hires
7. Securing opportunities for advancement once hired
8. Developing and utilizing a network of professional contacts who can aid the job Search effort

The amount of effort put forth by the student is the most critical factor. Cooperation in the process will assure a more positive result. University of Western California does not offer employment as an incentive to enrollment.

Disclosure and Retention of Education Records

Education records are defined as files which are comprised of materials and documents containing information directly related to a student and are maintained by the institution. Records are supervised by the School Director and access is afforded the School's staff for the purposes of recording grades, attendance, career services and advising notes, as well as admissions and financial aid information. Some information is reviewed by the financial aid department for purposes of determining financial aid eligibility.

Adult students, parents of minor students and parents of tax dependent students, have the right to inspect, review and challenge information contained in the file. As a postsecondary educational institution, parental access to such records is not required unless the student is a dependent, in which case, all enumerated rights above shall apply equally to parents. Students are not entitled to inspect the financial records of their parents.

Students may request a review of their academic records by writing to the University of Western California at 3550 Wilshire Blvd., Suite 750, Los Angeles, CA 90010. Students will be allowed to review same during regular hours under appropriate supervision. Challenging the record for purposes of changing any of its contents must be done in writing, fully stating the reason. This request will be reviewed by the School Director in consultation with the program director and/or the instructor and a determination to retain, change or expunge will be made. Student will meet with the School Director or designate to review the staff's conclusions. Should further review be requested by the student, a disinterested third party with competence in the program will be asked to review the foregoing records and findings and make a recommendation to the School Director for final action.

A charge of \$30.00 will be made for copying a complete set of records or any portion thereof.

"Directory Information" showing student's name, address, telephone number, birth date and place, program undertaken, dates of attendance and certificate awarded may be provided to third parties by the school, unless a request to omit such information is presented in writing 30 days prior to graduation or termination. Written consent is required before education records will be

disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

Academic Transcripts and Proof of Attendance are available within ten days of receiving a written request for same. The charge is \$30 per copy.

Transcripts

Upon graduation, each graduate will receive one transcript. A student or graduate may request a copy of an official transcript of academic coursework that has been completed at University of Western California by submitting the appropriate form, which must include the student or graduate's signature to the registrar. Requests may take up to two weeks to process. University of Western California reserves the right to deny official transcript requests to any student or graduate who is not in good financial standing with the school.

Library (Resource Center)

UWC has an integrated learning resource system that offers students access to both physical and digital library materials. UWC has libraries with reference books, instructional books, and industry periodicals, as well as a computer lab. Students may access the on-campus library during regular campus operating hours. There is a check-in/check-out system for removing resources from the library.

In addition, all enrolled students have access to Questia.com, the largest on-line library in the world. Questia.com is the first online library that provides 24/7 access to the world's largest online collection of books and journal articles in the humanities and social sciences, plus magazine and newspaper articles. You can search each and every word of all of the books and journal articles in the collection. You can read every title cover to cover. This rich, scholarly content -- selected by professional collection development librarians -- is not available elsewhere on the Internet. Undergraduate, high school, graduate students, and Internet users of all ages have found Questia.com to be an invaluable online resource. Anyone doing research or just interested in topics that touch on the humanities and social sciences will find titles of interest in Questia.com

Online Library (www.questia.com)

Student will be given Username and Password on the first day of class.

Student Lounge

The Student Lounge is available for the convenience of all students.

Student Parking

Student parking is available in a parking facility and can be entered from Ardmore Ave. and Kingsley Drive and/or areas adjacent to the University of Western California building. University of Western California is not responsible for parking violations, property theft, property damage, etc. Please keep vehicle locked at all times.

ACADEMIC PROGRAMS

Real Estate Principles, Practice and Property Management – 200 Clock Hours

Program Description

The 200 hours Real Estate Principle, Practice & Property Management at UWC Career College program will prepare the student for a career in the Real Estate Industry and prepare the student for Real Estate exam. The program is designed to teach the students skills for real estate sales, real estate transaction coordination, and property management, rental and leasing. Among the subjects discussed in this course the major topics of California law, agency issues, contract and closing, financing, leasing and other practical topics geared toward the successful practice of real estate in the state of California. Other lessons include those on license applications, qualifications types of licenses escrow accounts and regulations, advertising, environmental concerns, disclosures, disciplinary actions, and real estate practices specific to California.

Course Title	Lecture Hours
Real Estate Principle	104
Real Estate Practice	48
Property Management	48
Total Hours	200

Course Descriptions

Real Estate Principle – 104 Clock Hours

This course is an overview of Real Estate Concepts and Terms, Legal Description of Real Estate, Investment in Real Estate, and Application of Real Estate Transaction. The purpose of this course is to give students a brief synopsis and overview of real estate: what is real estate? How real estate is transferred, the documents used in transferring it, the rules and laws by which real estate agents will perform, the meaning of representation and how and why properties are appraised. The course will begin with the concepts of ethics in the field of real estate. It will further on cover real property ownership and land use and the California license law. Also discussed within this course are contracts, purchase and sale agreements, the rules of fair housing in real estate and the laws of agency, real estate financing, how title to property is transferred, title closing, basic real estate math, the specialty area of leasing and property management, the principles of investment and control of land use. The course will cover broad topics ranging from titles and records to property Management. Also discussed in this course will be deeds, liens,

taxes and foreclosures. Student will also learn about listing agreements, closing and settlement costs, how to value and appraise a property, basic financing policies and regulations.

Real Estate Practice – 48 Clock Hours

Real Estate Practice course is to prepare students to begin a career in real estate with knowledge of the day-to-day activities of a real estate licensee. This course begins with an exploration of agency duties and disclosures, seller and buyer representation, dual agency, transaction brokers, compensation, and antitrust laws. Students then learn about appraisals and pricing property, the role of the appraiser, California laws regulating appraisers, CMAs, and the appraisal process and the principles and methods used by appraisers. This course features valuable information on home construction and inspection, home financing, and the effects of predatory lending and the subprime market. Earnest money, escrow accounts, and applicable California laws are also examined. The contracts section contains practical information about the paragraphs of California real estate sales contracts. This extensive course ends with lessons exploring the closing process, the role of an escrow agent, title insurance, settlement statements, and the estimation and proration of closing costs.

Property Management – 48 Clock Hours

This course deals with professional property management in operating residential, commercial, and industrial properties. Importance of the function, management contracts, compensation, and certification is covered. A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance reports, habitability laws, and the Fair Housing Act.

Computerized Accounting & Bookkeeping – 200 Clock Hours

Program Description

This program is a rapid, quick-paced program designed specifically for those individuals who want to get right to the heart of the accounting process without all the frills usually inherent in such classes. Students will start by gaining an understanding of the various forms in which business typically are conducted. Students will then get a firm understanding of practical accounting theory which is the cornerstone of the accounting profession. Students will then gain experience in recording actual transactions of a company, doing bank reconciliations, posting adjusting journal entries, etc. Lastly students will gain a firm understanding of the various accounting systems, learn how to generate accounting reports and much more. We will then conclude by teaching students the skills necessary to get a good job and prosper in this fast paced world of business. At the successful conclusion of the course, students will be given their own laptop with accounting software so that they can continue to practice and use it in their new job.

<u>MODULE</u>	<u>HOURS</u>
1. Basic computer & ten key skills	8
2. Basic Microsoft Excel and Word	24
3. Basic Accounting Principles	20
4. QuickBooks Accounting Programs	94
5. Learning the Debits and Credits	20
6. Adjusting Journal Entries	16
7. How to Generate Various Financial Reports	8
8. Job search and Resume Creation/Evaluation	8
9. Final Exam	2
<u>Total Hours</u>	<u>200</u>

Course Descriptions

<u>Major Instruction Units</u>	<u>Hours</u>
I. Basic Computer & Ten Key skills	8
Unit Objective:	
A. Identify the basic components of a computing system and process basic practical skills for computer usage including simple trouble shooting	
B. Increase speed and accuracy in touch-typing for computer and ten key	
C. Gain familiarity in using reference software and internet in obtaining Information for classroom activities	
D. Become proficient with basic Excel worksheet functions and use.	
E. Complete multiple-choice quiz.	

II. Basic Microsoft Excel and Word **24**

Unit Objective:

- A. How to create Word documents
- B. How to create Excel documents
- C. Complete multiple-choice quiz

III. Basic Accounting Principle **20**

Unit Objective:

- A. How accounting is relevant to you
- B. How all economic activity requires accounting
- C. Working with the accounting equation
- D. Understanding the difference between cash and accrual basis accounting
- E. Summarizing profit activities in the income statement
- F. Assembling a balance sheet
- G. Partitioning the statement of cash flows
- H. Complete multiple-choice quiz.

IV. QuickBooks Accounting Programs **94**

Unit Objective: Introduce QuickBook software

- A. Create invoices and credit memos, record sales receipts, set up Inventory items, and monitor your inventories
- B. Record and pay bills, print checks, and process payroll, including withholding
- C. Balance accounts and generates financial reports
- D. Set up a business budget and reconcile account
- E. Perform weekly, monthly, and annual record-keeping
- F. Create job estimates that can be converted into invoices or Compared with actual costs
- G. Track accounts receivable and payable
- H. Produce reports that help you understand customer list, vendors, job expenses, inventory, payroll, and budget
- I. Use job-costing procedure that estimate, bill, and track jobs
- J. Decide whether to use accrual-basis accounting or Cash-basis accounting
- H. Complete multiple-choice quiz.

V. Learning the Debits and Credits **20**

Unit Objective:

- A. Identify three primary business financial statements
 - Income statement
 - Balance sheet
 - Statement of cash flows
- B. Noting the difference between profit and cash flow
- C. How to find answers in the financial statements
- D. Knowing who sets accounting standards
- E. Complete multiple-choice quiz.

VI. Adjusting Journal Entries	16
Unit Objective:	
A. Understanding the need for year-end adjusting entries	
B. How to compute adjusting journal entries	
B. Recording various adjusting entries	
C. Complete multiple-choice quiz.	
VII. How to Generate Various Financial Reports	8
Unit Objectives:	
A. Understanding the nature of the financial reports	
B. How to create financial reports using QuickBooks	
C. How to create customized reports	
D. How to adjust financial reports	
B. Complete multiple-choice quiz	
VIII. Job Search and Resume Creation/Evaluation	8
Unit Objective:	
A. Learn how to make a solid yet simple resume	
B. Prepare and practice interview skills	
C. Demonstrate knowledge of accounting and bookkeeping by passing a final examination with 70% accuracy.	
IX. Final Exam	2

Massage Therapy Programs

Program Description

The massage therapy program has been design to prepare students for entry-level employment as a massage therapist and/or to enter private practice. Structure is placed on the guideline emphasized by the National Certification Board and California Massage Therapy Council. The program incorporates fundamental such as anatomy and physiology, kinesiology, pathology, interpersonal communication skills, business skills, business concepts and clinical experience to provide an integrated approach to learning and to integrate the requisite skills for competency in a professional massage practice. The technique portion of the course introduces western and eastern massage technique, aroma therapy, shiatsu and Swedish massage.

Program Outline

Massage Therapy – 650 Clock Hours

Course Code	Course Title	Lecture Hours	Lab Hours	Total Hours
MT 101	Anatomy & Physiology	150	0	150
MT 102	Massage Therapy Techniques	80	130	210
MT 103	Health & Hygiene	16	4	20
MT 104	Law, Ethics, Business Practices	60	0	60
MT 105	Kinesiology	90	0	90
MT 106	Pathology	50	0	50
MT 107	First Aid & CPR	2	8	10
MT 108	HIV/AIDS	10	0	10
MT 109	Student Clinic I	8	42	50
Massage Therapy Total Hours		466	184	650

Advanced Massage Therapy – 870 Clock Hours

This program is for students who have completed the certificate of Massage Therapy and wish to continue their studies. This program will broaden the student's knowledge base in the Massage Therapy field. Employment opportunities include working with an existing Spa, Chiropractors, Alternative Healing Centers, Health Care Clinics, or self-employment.

Course Code	Course Title	Lecture Hours	Lab Hours	Total Hours
MT 101	Anatomy & Physiology	150	0	150
MT 102	Massage Therapy Techniques	80	130	210
MT 103	Health & Hygiene	16	4	20
MT 104	Law, Ethics, Business Practices	60	0	60
MT 105	Kinesiology	90	0	90
MT 106	Pathology	50	0	50
MT 107	First Aid & CPR	2	8	10

MT 108	HIV/AIDS	10	0	10
MT 109	Student Clinic I	8	42	50
MT 111	Hydrotherapy	5	25	30
MT 112	Eastern Approaches	5	25	30
MT 113	Massage for Chronic Pain	5	25	30
MT 114	Massage for Special Population	5	25	30
MT 115	Sports Massage	5	25	30
MT 110	Student Clinic II	5	65	70
Advanced Massage Therapy Total Hours		514	356	870

Course Descriptions

MT 101 – Anatomy & Physiology

Anatomy refers to the structure of the body, especially bones and muscles. Physiology refers to the workings of the body's "systems" - such as the Digestive System, the Immune System, etc. Massage therapists use their in-depth knowledge of the body's anatomy and physiology to develop session strategies for their clients that are both safe and effective. Students will learn about human movement with relation to levers and their association to planes of movement. At the University of Western California instructors use a wide variety of methods to make the study of anatomy and physiology accessible and relevant to the practice of massage therapy. These can include:

- 3 dimensional models of the body
- Group exercises, such as drawing muscles on each other
- Colorful videos
- And the most recent editions of industry-standard textbooks

MT 102 – Massage Therapy Techniques

Students will learn the Swedish massage format, including the manipulation of soft body tissue. Techniques will include effleurage, pétrissage, tapotement, friction, vibration and joint movement, (130 hours minimum). Emphasis will be placed on harmonious flow and nurturing touch derived from the Swedish format. 80 hrs for the following additional techniques. Reflexology, myofascial release, trigger points, and cross fiber work that are designed to help clients who have specific needs, chair massage techniques, and learning how to perform massage techniques from the seated position. Clinical and sports massage. Palpation skills. Limited Hydrotherapy and Spa techniques. Massage for senior citizens. Passive and Active Stretching techniques.

MT 103 – Health, Hygiene

Students will learn and apply recognized methods of sanitation and cleanliness such as universal precautions and sanitary conditions including disease prevention as applied to massage therapy. of a healthy lifestyle will be discussed. Health maintenance practices for the therapist in order to insure longevity as a Certified Massage Therapist.

MT 104 – Law, Ethics, Business Practices

This course introduces the student to the legal issues that a massage therapist faces. Students will understand the necessity of obtaining a license for professional practices. They will learn the scope of practice, regulations, and ordinances regulated for massage therapy. Students will have an understanding of the job opportunities in the massage industry while covering professionalism, ethical practice, and local and state laws and regulations as it relates to massage. Students will also cover resumes, brochures and business plans.

MT 105 – Kinesiology

Students will study the biomechanical principles of human movement, upper and lower extremities. This includes structure and function of joints, muscle groups, and the characteristics of normal posture and gait. They will review and understand the functional body pertaining to the body systems joints, movement, and muscles. They will demonstrate good body mechanics and learn what positions can affect the client as well as learn how to comfort a client with affected areas.

MT 106 – Pathology

Students will learn about the causes and effects of diseases and infections on all body systems. They will learn about the spread of infections, prevention of contamination and containment, particularly HIV/AIDS. Conditions and disorders will also be taught. Associated with that are the risks, signs and symptoms, contraindications of massage therapy techniques, safety precautions, and other approaches used by other healthcare professionals. Students will be taught these field areas and expected to perform such techniques as pertaining to massage therapy.

MT 107 - First Aid & CPR

In this course the students will learn how to recognize and respond to breathing and cardiac emergencies. The student will also learn how to respond to non-breathing, or cardiac emergencies caused by injury sudden illness.

MT 108 – HIV/AIDS

Students will learn about universal precautions, confidentiality and other legal issues involved in HIV/AIDS service work. Local HIV/AIDS, hepatitis and other STI referral services will be reviewed. The course will also provide information about diverse populations affected by HIV/AIDS. They will also get an understanding of causes and contributing factors to HIV/AIDS. Discussions include medications, secondary diseases, site contraindications, and massage in a hospital of HIV/AIDS.

MT 109 – Student Clinics I

Application of Massage techniques on public clientele. Students provide massage therapy treatment sessions under the supervision of school faculty. Students will be exposed to the function and role of a massage therapist in a clinical environment. Under the supervision of the faculty, students participate in various aspects of clinic operations including provision of care,

communication regarding client care and services, case management, clinic flow, and documentation. SOAP note charting skills are emphasized. Students will understand and perform in the role of a massage therapist in a clinical environment as they participate in various aspects of clinic operations. Clinical interaction and communication skills will be incorporated in the clinical setting.

MT 111 – Hydrotherapy

This course explores client treatment using various forms of water. Discussions include: water as a healing agent, effect of the heat and cold, contraindications for use, safety and procedural guidelines. Specific applications of heat and cold includes packs, compresses, hot and cold stones, body wraps, saunas, steam baths, whirlpools, Vichy showers, paraffin baths, body shampoos, dry brush massages, polishes and scrubs, cold towel frictions.

MT 112 – Eastern Approaches

Students will learn Asian Bodywork Therapies as well as the different kinds of Ayurvedic Healthcare including the five elements of nature, Doshas, and Energy and Chakras. Students also learn a host of useful acupressure points for helping relieve everyday ailments like headaches, nausea, and PMS. Many of our students fulfill their Externship requirements by working alongside TCM practitioners - allowing them to have a "hands-on" experience of how massage can support health in a non-Western clinical setting. Students will also review the functions and relationship of yin and yang in nature and the human body. They will compare the traditional Chinese medicine model with modern Western technique.

MT 113 – Massage for Chronic Pain

Students will be taught the different aspects of pain including diseases associated with pain, basic and chronic pain, pain management, and massage in areas of pain. We also show how to achieve the results of deep tissue work by changing the angle of your touch to the body, where you place your body when you work, and how you can detect the particular layer of tissue you want to address.

- Without straining
- By working slowly, and using very little oil
- By directing our attention and intention to the deeper layers of the body.

MT 114 – Massage for Special Population

This course introduces the students to specialized massage modalities such as chair massage, carpal tunnel relief, pregnancy massage, acupressure for tension headache and massage for the elderly. Students will also learn techniques particular to athletes and highly active people, used to assist them in enhanced performance and quicker recovery from injury. This section includes massage for athletes, particularly muscles in focus, maintenance massage, and treatment massage. Students will learn and focus on the benefits, cautions, considerations, and techniques for topic areas such as massage for the mother and infant, older adult, obese clients, clients with disabilities, and end-of-life care clients.

MT 115 – Sports Massage

Students will learn about the broad aspect of sports massage. Students should be able to explain the purposes of athletic massage, causes of muscle fatigue, and the benefits and contraindications of athletic massage. They will also be able to describe basic applications of athletic massage, as well as be able to list therapeutic modalities used in restorative massage and rehabilitative athletic massage. Students will learn about the relationship of athletic or sports activities to possible injuries and differentiate between acute, subacute, and chronic athletic injuries and the treatment choices for each stage of the injury. They will also be able to demonstrate massage techniques commonly used in pre- and post-event athletic massage as well as locate the stress points of the body.

MT 110 – Student Clinics II

In Student Clinics II, students enhance their identity and role in a clinical environment. Critical thinking, individualized treatment plans, and in-depth clinical interactions using advanced techniques become central to the student experience. Students perform treatment sessions that focus on client symptoms and goals, incorporating techniques and adapting the session to meet client needs with consideration for diverse populations. Students refine their professional identity and role in the clinical environment as they master their skills and prepare to enter the profession. Students also receive valuable feedback from your customers so by the time you graduate, you're already a seasoned professional, ready for a full career in massage therapy.

LICENSURE AND CERTIFICATION PROCESS

Certified completion of the following programs enables the student to take the exam and submit application with appropriate fees for licensure or certification.

Real Estate Salesperson License

To obtain a real estate salesperson license, you must first qualify for and pass a written examination. Those who pass the examination are provided a license application which must be submitted to and approved by the Bureau of Real Estate.

This license is required of individuals who conduct licensed real estate activities as described in the Real Estate Law under the supervision of a licensed broker. A license may also be obtained by a person who does not immediately intend to be employed by a broker. However, a salesperson without an employing broker may not perform acts requiring a real estate license.

General Requirements

Age: You must be 18 years of age or older to be issued a license.

Residence: Proof of Legal Presence in the United States is required.

Course Requirements

Successful completion of three college-level courses is required to qualify for a real estate salesperson examination:

1. **Real Estate Principles**, and
2. **Real Estate Practice**, and
3. **One course from the following list:**
 - Real Estate Appraisal
 - Property Management
 - Real Estate Financing
 - Real Estate Economics
 - Legal Aspects of Real Estate
 - Real Estate Loan
 - Escrows

Bureau of Real Estate

2201 Broadway, Sacramento, CA 95818-2500

Tel: (877) 373-4542 Fax: (916) 227-0925

www.bre.ca.gov

Massage Therapy Certification

The following information describes the requirements of California for its massage therapists:

- Written proof that the applicant is over 18 years of age in the form of a California driver's license, identification card, birth certificate, or passport.
- One portrait photos, 2 inches by 2 inches in color, front face only.
- A copy of the diploma and Official Transcript from a recognized school of massage in the state of California.
- Live scan Fingerprints.
- The applicant's occupation or employment history for the last three years.
- History of any licenses the applicant has held, and whether or not the applicant ever had a license revoked or suspended by any agency and the reasons why.
- History of any convictions of the applicant other than minor traffic violations.
- Eligible to sit for the Massage and Bodywork Licensing Exam (MBLEx) administered by the FSMTB or sit for the National Certification Examination administered by the NCBTMB.

University of Western California faculty and staff will provide guidance to Massage Therapy students in applying for certification in Massage Therapy.

California Massage Therapy Council
One Capitol Mall, Suite 800, Sacramento, CA 95818
Tel: (916) 669-5336 Fax: (916) 444-7462
www.camtc.org

CAMTC Certification: Attendance and/or graduation from California Massage Therapy Council (CAMTC) approved school does not guarantee certification by California Massage Therapy Council. Applicants for certification shall meet all requirements as listed in California business and Professional Code sections 4600 et. seq.

Questions or Complaints to CAMTC: A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the

California Massage Therapy Council
One Capitol Mall, Suite 800, Sacramento, CA 95814,
Tel: (916)669-5336 Fax: (916)669-5337
www.camtc.org

Standard Occupational Codes & Job Classification

Computerized Accounting & Bookkeeping

<u>SOC Code</u>	<u>Employment Position</u>
43-3031	Bookkeeping, Accounting and Auditing Clerk
43-9060	Office Clerks, General
43-9061	Office Assistants
43-6014	Office Secretaries

Massage Therapy

<u>SOC Code</u>	<u>Employment Position</u>
31-9010	Massage Therapists
31-9011	Masseuses, Swedish

Real Estate Principles, Practice & Property Management

<u>SOC Code</u>	<u>Employment Position</u>
41-9022	Real Estate Sales Agents
23-2093	Title Examiners, Officers, Searchers
11-9140	Property Manager
11-9141	Leasing Property Manager
43-9061	Real Estate Clerk

Tuition and Fee Schedules

Name of Program	Clock Hours	Weeks	Registration Fee (non-refundable after 7 th day of class)	Tuition, Textbook & Supplies	Total Cost
Real Estate Principles, Practice & Property Management	200	10	\$150.00	\$3,850.00*	\$4,000.00
Computerized Accounting & Bookkeeping	200	10	\$150.00	\$4,750.00*	\$4,900.00
Massage Therapy	650	26	\$150.00	\$5,635.00*	\$5,785.00
Advanced Massage Therapy	870	35	\$150.00	\$6,635.00*	\$6,785.00

The total charges for the period of attendance and the estimated schedule of total charges for the entire educational program are the same.

The following fees and charges are costs that students may incur beyond the basic tuition cost for specific non-degree programs. Fees are charged when services are rendered.

Late Registration Fee	\$100
Additional Transcript or Diploma Fee	\$30/ea
USPS Priority Mail, U.S. addressee	\$10
Express Mail, U.S. addressee	\$25
Returned Check Fee	\$35
Change of Program Fee	\$200
Course Extension Fee	Varies

*Tuition includes Textbooks, Supplies.

The books may vary according to need and decision of the University. Supplies will be distributed on an “as needed” basis. Supplies do not include what would be considered normal “school supplies,” i.e., note paper, pens, pencils, ring binders, etc.

Student Tuition Recovery Fund

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions

regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

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

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

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

****STRF fees are \$0 per \$1,000 of tuition****

ADMINISTRATION

Staff Members

Janet Lee	School Director
Marcus Lee	Real Estate Program Chief Academic Officer
Chang Y. Yoo	Massage Therapy Program Chief Academic Officer
Jung H. Park	Accounting Program Chief Academic Officer
Janet Lee	Director of Placement
Hyangran Jeon	Student Services

Instructional Faculty

Lee, Marcus

B.S., Physics, University of California, Los Angeles, 1983

Real Estate Broker, CA 1989

Lee, Janet

B.S., System Science, University of California, Los Angeles, 1982

Real Estate Broker, CA 2003

Yoo, Chang Yeal

B.A., Philosophy, Sung Kyun Kwan University, Seoul, South Korea 1979

M.S., Acupuncture Oriental Medicine, Samra University, Los Angeles, CA 1993

Certified Massage Therapist, CA, 2010

L.Ac., Licensed Acupuncturist, CA, 1993

Jin, Chun He

B.S., Anatomy Physiology, University of Yan Bian, Republic of China 1985

M.S., Asian Medicine, Kyung San University, Garden Grove, CA 1998

Massage Therapist, L.A, 2009

Certified Massage Therapist, CA, 2010

Jeon, Hyangran

B.A., Kwangwon National University, Korea, 2006

L.V.N., Shepherd University, 2011

Massage Therapy, University of Western California, 2014

Certified Massage Therapist, CA, 2015

Park, Jung H.

B.S., Computer Science, 2002

B.S., Business Administration, Western Illinois University, 2002

Accountant, 2005

Consumer Disclosure

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 toll-free 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

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

Bureau for Private Postsecondary Education.
2535 Capitol Oak Dr., Suite 400
Sacramento, California, 95833
www.bppe.ca.gov
Telephone: (888)370-7589, (916)431-6959
Fax: (916)263-1897.