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## **About the School**

### ***Goals of the East San Gabriel Valley Regional Occupational Program and Technical Center Post-Secondary Program***

The Technical Degree programs offered by this educational facility provide instruction in both theory and practical applications and methods associated with the subject area. Each program also provides instruction and laboratory practice that exposes students to as many aspects of the program as possible as well as the range of available career possibilities within the field. In addition, students are offered a solid base of technical/business knowledge plus the academic and communication skills that will provide the foundation upon which they will continue to grow, learn, and advance.

### ***Library Resources***

The on-site Guidance/Assessment Center is located on the Del Norte campus. A staff member is on duty during school hours and all career information, books and reference materials are available to the students during that time. Online access is also available. In addition, a regional branch of the Los Angeles County Library is less than one mile away from the campus.

### ***Continuing Education of Staff***

There is a formalized in-service training program for both faculty and support personnel. Ordinarily, three or more department workshops and in-service activities are held each year for all personnel in order to provide activities which will enhance on-the-job effectiveness. Each instructor is observed and monitored by his/her supervisor to insure high standards of academic quality. All faculty are involved in and responsible for helping to implement the mission, purpose and goals of the institution.

### ***Physical Facilities***

The physical facilities at the Del Norte campus consist of eight buildings. In addition to classrooms, there is also the East San Gabriel Valley Regional Occupational Program and Technical Center Main Office, Administration Office, Board Room, Business Office, Guidance/Assessment Center, Reprographics Office, Staff Lounge and storage areas.

## **Admission & Educational Costs**

### ***Admission Standards***

East San Gabriel Valley ROP/TC may admit as regular students only, persons who have a high school diploma or its recognized equivalent, or persons who are beyond the age of compulsory school attendance, which is 18 years old. To be eligible for federal student aide, students who are beyond the age of compulsory attendance but who do not have a high school diploma or its recognized equivalent must meet *ability-to-benefit* criteria or meet the student eligibility requirements for a student who is home schooled. The Ability-to-Benefit test is administered on the Del Norte campus. For additional information, speak to the Admissions Director to schedule an appointment.

### ***Transfer Credits***

Documented previous training and work experience may be recognized. The maximum credits the facility will accept in transfer from another institution for each level of degree program is 20 units of general education. However, a student may petition by written appeal that additional units be considered acceptable for transfer.

The Admission/Registrar's Office will evaluate all incoming transcripts and the incoming course requirements will be matched against those of the class for which credit may be given on a class-by-class basis. If the course competencies are equivalent and a grade of "C" or higher was earned or the class was "passed", then up to 20 units of transfer credit used to satisfy general education requirements may be given for those classes that qualify. Credit is also given through challenge examinations. The maximum credits accepted for transfer is 50 percent of the credits required for completion for the program.

The Director of Admissions (with the Registrar's office) is responsible for transfer evaluation. Incoming transcripts and credit given for classes completed at other institutions will be recorded and kept in the student's file and will be available for inspection and monitoring.

# Admission & Educational Costs

(Continued)

## Admissions Procedures

Admissions Policy: Student should apply for admission as soon as possible in order to be accepted for a specific program and start date. All applicants are required to complete an interview with an admissions representative. This gives applicants an opportunity to see and learn about the school's facilities and equipment and to ask questions relating to the school's curriculum and career objectives. In addition, students are encouraged to attend a New Student Orientation in order to familiarize themselves with the campus, as well as the policies and procedures of the school.

The Admissions Department is designed to assist students with the enrollment process. Information sessions are held twice a week, on Wednesdays and Thursdays at 10:00 a.m. For more information please contact:

Director of Admissions  
1501 W. Del Norte Street  
West Covina CA 91790  
(626) 472-5160

Registration: There is no charge to register for admission

Tuition: For current schedule of tuition charges, see enclosed addendum or call (626) 472-5160

Books: There is no additional cost for books. The cost of books has been included in the tuition charge.

Uniforms: For classes that require a uniform, the cost of uniforms has been included in the tuition charge.

Additional Costs: For courses that require state certification fees, and any industry certification tests won't be included in the tuition charge. Students are responsible for these fees. For current additional fees see enclosed addendum.

## Cancellation

The student has the right to cancel the enrollment agreement for this course of instruction anytime until the fifth business day following the first class session. Cancellation shall occur when the student gives either verbal or written notice of cancellation to the school's Admissions Department. Any equipment provided to the student by the school must be returned within 10 days following the receipt of the request for cancellation. The school shall refund, within 30 business days after it receives notice of cancellation any consideration paid by the student less the cost of any equipment not returned by the student.

## Withdrawal and Refund

You have the right to withdraw from a career program at any time and you may be due a refund if you completed less than 60% of your career course. If you are due a refund, the school will remit a refund within 30 business days following your withdrawal. Below is an example of what you could expect as a refund if you withdraw at various stages of the program:

**Assuming:**

Instructional Cost	\$2,700.00
Total Hours	900

Progress	Hours Received	Refund on Withdrawal
10%	90	\$2,430.00 (90%)
25%	225	\$1,350.00 (50%)
50%	450	\$ 675.00 (25%)
60%	540	\$ 00.00

# Certificate Courses Offered

<u>Course</u>	<u>Hours</u>	<u>Course</u>	<u>Hours</u>
A+ Certification	600	Marketing, Sales and Service	740
Animal Science	720	Medical Assistant	900
CADD	600	Medical Coding	640
Early Childhood Education	900	MOUS	720
Electronics	600	Network Cable Technology	600
EMT Basics	600	Nurse Assistant/Home Health Care	600
Energy Efficient Construction	900	Public Safety Academy	600
Graphic Arts/Silk Screening	600	Video Production	600
Health Information Coding	600		

## Course Descriptions

### A+ CERTIFICATION PREPARATION: Micro-Computer Repair and Maintenance

Prepares students to install, program, operate, maintain and service computers. Includes instruction in diagnosis, detection, isolation, and correction of malfunctions. Instruction includes A+ certification preparation and an introduction to networking (N+). Pre-requisites: Students must have basic keyboard knowledge. Computer experience is preferred.

### ANIMAL SCIENCE/Work-Based Learning

Learn responsibility in all aspects of animal care (including grooming, care and nutrition in pet shops, working with horses, dog and cat kennels and veterinarian hospitals). Students serious about pursuing careers in Animal Science are expected to be proficient in basic academic skills. Students will learn and practice marketing and merchandising skills related to pet care products and services.

### COMPUTER AIDED DRAFTING/DESIGN (CADD)/ARCHITECTURAL DRAFTING

This course is an intensive study in computer graphics utilizing AutoCAD 2000 software. Combined with technical drafting standards, students use CADD to produce 3D graphic models for mechanical and/or architectural components. Upon completion of this program students will have the skills necessary to function as a CADD technician in various disciplines such as mechanical, architectural, civil, or electrical design drafting, as well as 2D/3D illustration and visualization, using the animation component of the software. Students who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit. Basic computer knowledge preferred.

### EARLY CHILDHOOD EDUCATION

This course is designed to provide students with classroom and hands-on training, while assisting teachers in infant, toddler, and preschool programs, elementary schools, and special education programs. Students will be instructed in appropriate practices, creativity, critical thinking, problem solving, career preparation, and employment skills in early/elementary education. Students who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit.

### EMERGENCY MEDICAL TECHNICIAN: Basic

EMT-Basics perform the skills necessary to respond to emergency calls and provide efficient and immediate care to critically ill and injured patients, both at the location of the emergency and during transport to the appropriate medical facility. They integrate critical thinking and emergency care concepts, and skills in managing patients into an overall pre-hospital treatment plan for their patients and coordinate this plan with the hospital emergency department staff. Upon completion of this course, students will be eligible to take the National Registry examinations for license in the State of California.

### ENERGY EFFICIENCY CONSTRUCTION TRADES

This program has been designed to give students entry-level skills in residential construction. This includes: foundation, framing, plumbing, electrical, dry wall applications, tile setting, painting, cabinet making, and finished carpentry. This class is eligible for college credit and/or advanced placement.

### GRAPHIC ARTS/MULTIMEDIA

Students receive a foundation of up-to-date classroom instruction in graphic design, pre-press layout, multimedia presentation and web page design using today's latest software and state-of-the-art Macintosh computers. Using Adobe Photoshop, Illustrator, PageMaker, Adobe Go Live, and QuarkXPress, students will demonstrate the use of the programs for photographic image rendering and manipulation, drawing and coloring, ad design, graphic and text placement, and page layout.

### HEALTH INFORMATION CODING SPECIALIST

This course is designed to prepare students with knowledge, attitudes, and entry-level skills necessary for employment in doctors' offices and clinics. Upon successful completion of this course, the student can carry out duties required for entry-level positions such as medical receptionist, medical bookkeeping, insurance coder, and insurance billing. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem-solving, safety, and other employment skills. The course includes an introduction to various health insurances, medical billing terminology, medical claims submission records management, bookkeeping procedures, procedural coding, and collection procedures.

# Course Descriptions

(Continued)

## MARKETING, SALES & SERVICE

This course is designed to develop or improve skills related to entrepreneurship, sales, marketing and merchandising. Students master business operations through community classroom experience and supporting instruction. Training includes work in selling, inventory control, cashiering, display, customer service, and advertising.

## MEDICAL ASSISTANT

Students are trained in medical assistant administrative and clinical skills which include: answering telephone, greeting patients, updating and filing patient medical records, filling out insurance forms, handling correspondence, scheduling appointments, billing and bookkeeping taking medical histories, recording vital signs, preparing patients for examinations, collecting and preparing laboratory specimens, basic laboratory testing, preparing and administering medications and immunizations, drawing blood and performing electrocardiograms. Students who successfully complete 700 hours of classroom instruction and 200 hours of externship with a grade of 70% or better are eligible to take the American Association of Medical Assistant and the State of California Medical Assistant Certification Examinations.

## MICROSOFT OFFICE USER SPECIALIST (MOUS)

Students cover the prerequisite skills for MOUS Certification testing offered through Microsoft Corporation. Computers are used in a Windows environment to learn the fundamentals of Microsoft Word, Excel, PowerPoint and Access. Course completion is determined on the mastery of all competencies. Students who successfully achieve the competencies taught in this program may be eligible to take the MOUS Certification Test.

## NETWORK CABLE TECHNOLOGY

This is an open entry – open exit introductory course to the physical layer of networking. The program instruction involves 3 Tiers. In Tier 1, students are familiarized with the history and development of the telecommunications industry. Tier 1 objectives include basic terminology, function, purpose and simple troubleshooting devices. Tier 2, students will gain knowledge and skills for entry-level technicians in the network cabling industry. Focus will be on the use of industry tools, cable construction techniques, troubleshooting, and repairs. Industry standards will be addressed for a variety of cables, including twisted pair, unshielded twisted pair, shielded twisted pair, 66/100 terminal blocks, coaxial, BNC, RG, and nodular jacks. Tier 3 center on fiber optic telecommunications devices and instruction will include the basics of light and light transmission through fiber optic cables. Also include: cable construction, techniques of splices, closures, patch cords, cabinets and couplers found in fiber optic systems.

## NURSE ASSISTANT/HOME HEALTH AIDE/ACUTE CARE

This course enables students to learn the necessary theory and skills needed to provide nursing care to patients in various health care settings. Basic nursing principles and practices are combined with clinical practice in long term and acute care facilities. Upon successful completing of the course, the student becomes eligible to take the California Nurse Assistant Examination for Certification and meets the eligibility requirements for a Home Health Aide.

## PUBLIC SAFETY ACADEMY

This course provides an introduction to three disciplines in the public safety: Administration of Justice, Forensics, and security Training. The Administration of Justice topics include the development, organization, and jurisdiction of the criminal justice system; theories of crime, punishment, and public safety. The discipline of Forensics is designed to give an overview of the role of forensic science and the crime laboratory analyst in the legal system. Topics include toxicology, trace evidence, crime scene investigation, forensic photography and testing. The Security Training discipline provides skills that are mandated for registered Security Officers. Topics include powers to arrest, school security, firearms, and weapons of mass destruction, first aid and side handle baton. All disciplines are conducted as a Public Safety Academy involving physical as well as classroom training.

## SMART HOME ENTERTAINMENT TECHNOLOGIES

Students are provided with instruction and experience in hands-on installation methods for after-market electronic, such as radios and DVD players. Instruction includes information on basic electronics, principles, test equipment, and the installation of vehicle audio and communications systems. This HTI+ Certification program is a hands-on training for installation of integrated home entertainment network systems. The course features flexible instruction, fully-illustrated and mapped text, and hands-on practical labs. Upon satisfactory completion, students can earn certification as an HTI technician.

## VIDEO PRODUCTION

Students will work together as production teams in a "real world" studio to produce game shows, commercials, talk shows and news broadcasts. Course content includes learning skills performed by video camera operators, producers, sound engineers, lighting directors, character generator operators, directors, technical directors, floor directors, set designers, scriptwriters, and on-air talent.

## **Transferring from Certificate to Degree Programs**

Students who have successfully completed certificate classes may apply that coursework towards obtaining an Associate of Applied Science Degree at East San Gabriel Valley Regional Occupational Program and Technical Center. The college courses are 3 unit classes and constitute a minimum of 54 hours of study per class. Prior to enrolling in the degree program, students must submit transcripts of completed coursework for review by the guidance staff. A 600 hour certificate may count for up to 30 credits toward the Associates degree. Students will be eligible to apply for Federal Student Aide by contacting the Financial Aid Department.

# Student Financial Planning Options

## Primary Financing Options

We know how important it is to balance your finances against your educational goals. Our affordable payment options were carefully designed with you in mind. Below you will find the various financing options, terms and required documents to begin your financing selection. Talk with one of ROP's Financial Aid Representative to figure out which plan is best for you. Financial Aid is available for those who qualify.

### 1. Cash

This option will allow you to pay your program in full before you begin school, or you may chose to pay monthly installments within the program length

### 2. Employer Direct Bill/Agency Contract

Some students receive tuition assistance from their employer or workforce agency. If you are eligible for employer direct bill or agency contract, you must submit an approved tuition authorization form or tuition voucher completed and signed by an official employer/agency representative. The authorized voucher must be submitted to the student finance office prior to the first class session in order for the school to bill the employer agency.

### 3. Financial Aid

Financial aid is designed to help students pay for school. The Federal Pell grant is available for students to apply through the free application for federal student aid (FAFSA), awards will be based on students eligibility. This is a need -based federal grant for undergraduate students and is typically does not require repayment.

### 4. Institutional Grant

ESGVROP/TC offers Institutional Grants to those who qualify. It is a need based grant. The student must complete an application; the application will be reviewed by the committee members and will notify the student of eligibly status. The Financial Aid Representative can assist you in applying for the institutional grant.

## Other Funding Sources

You can seek financial assistance through other sources, such as third-party loans, employer reimbursement, Veteran assistance, and community groups and private organizations that offer scholarships and special awards. Your Financial Aid Planner will assist you for more information.

### 1. Corporate reimbursement programs

Check to see if you employer offers tuition reimbursement assistance. Employed students may be eligible for tuition reimbursement through their employer's benefit program. Reimbursement amounts vary and are made directly top the student upon the student providing a tuition invoice or receipt and an official passing grade card to their employer.

### 2. Veterans Assistance – (VA)

If you are a veteran, service person, reservist or otherwise eligible, you may qualify for various VA programs. Eligibility criteria for military educational assistance and benefits available vary by state and school, so check with the Veterans Administration to see whether you qualify.

### 3. Vocational Rehabilitation – (Re-hab)

The division of Vocational Rehabilitation provides service and financial aid assistance to students with certain disabilities. To learn more, contact your local Division of Vocational Rehabilitation.

### 4. Workforce Investment ACT – (WIA)

The Department of Labor may provide services and financial assistance to individuals who are participating in their training programs. To find out more, contact your local community Department of Labor.

## **Financial Aid Contact Information**

Director or Financial Aid  
Elia Evans  
1501 W. Del Norte St  
West Covina CA 91790  
Email: [eevans@esgvrop.org](mailto:eevans@esgvrop.org)  
Office: (626) 472-5156

Financial Aid Administrator  
Tina Silva  
1501 W. Del Norte St  
West Covina CA 91790  
Email: [tsilva@esgvrop.org](mailto:tsilva@esgvrop.org)  
Office: (626) 472-5157

VA Certifying Official  
Martin Barragan  
1501 W. Del Norte St  
West Covina CA 91790  
Email: [mbarragan@esgvrop.org](mailto:mbarragan@esgvrop.org)  
Office: (626) 472-5176

# Financial Aid Information

## 2008-2009 Award Year

### ***Satisfactory Academic Progress Policy***

In order to be making satisfactory progress toward a certificate, and continue to be eligible for financial aid students must maintain a rating of "Satisfactory" progress or maintain an overall grade average of 70% or a "C" and proceed through the program at a pace leading to completion within a maximum time frame. The students' attendance and progress will be evaluated on a monthly basis by program teachers.

### ***Probation And Reinstatement Procedures***

In the event that a student fails to meet satisfactory progress, the student will be placed on probation for one month. A student may receive financial aid during the probation period. However, by the end of the probation period, the student must meet satisfactory progress in order to receive any additional financial aid.

### ***Appeals Procedures***

If a student is determined to be ineligible for financial aid because satisfactory progress requirements were not met, the student may appeal this decision to the Director of Financial Aid by indicating in writing the reasons why the minimum requirements were not met and why aid should not be terminated. The Director of Financial Aid will review the appeal and notify the student in writing of the decision.

### ***Course Repetition***

Students are not permitted to receive financial aid for repeating courses, which have been completed successfully.

### ***Payment Periods***

The school defines an academic year as 900 clock hours and 26 weeks of attendance for all programs.

All programs are divided into two payment periods of 450 hours of attendance. Courses with over 900 hours of attendance will extend into the following award year. Payments for courses under 900 hours will be prorated. Payments will be calculated according to the number of hours or the number of weeks in the payment period.

Students who complete course work faster than full time status will have pay periods calculated by weeks of attendance which reduces the amount of the award payment.

### ***Payment Periods***

(Continued)

Here is an example on a 900 hour course:

1 – 450 HOURS = FIRST PAY PERIOD

451 – 900 HOURS = SECOND PAY PERIOD

The following hours cannot be counted towards a pay period:

- ✓ Hours from unsatisfactory ratings.
- ✓ Hours from incomplete course work.
- ✓ Hours completed before passing the Wonderlic Basic Skills Test, (WBST).
- ✓ Hours completed in previous award year if not a Pell Grant participant during that year.

### ***Pell Disbursement Periods***

Students will be notified of any PELL grant awards by receiving a financial aid award letter from the Financial Aid Department. The PELL grant is paid in two disbursements as listed below;

#### FIRST PAYMENT:

The first payment is approved and released when; A.) All required Financial Aid documents are completed and verified by the Director of Financial Aid and B.) The student's attendance has been verified the fifth business day's of school attendance.

#### SECOND PAYMENT:

The second payment is approved and released when; A.) The student has completed mid point of the total program hours and B.) The student is meeting Satisfactory Academic Progress.

# **Financial Aid Information**

## **2008-2009 Award Year**

(Continued)

### ***Pell Grant Credit Balances***

A Pell grant credit balance occurs whenever a school credits Pell grant funds to a student's account and those funds exceed the student's allowable charges. A school must pay the excess Pell grant funds (credit balance) directly to the student as soon as possible, but no later than 14 days after from the date the credit balance occurred. The Financial Aid award letter will have the expected credit balance the student is expected to receive.

### ***Repayment Policy For The Federal Pell Grant Program***

Students who do not complete at least 60% of the hours of each pay period must repay the unearned portion of the Pell Grant for the pay period. This unearned portion is based on the total number of hours scheduled to be completed and divided by the total hours in the pay period (See Example of Repayment calculation below). Students must repay the amount of money received as an overpayment.

Students who owe repayments or overpayments are ineligible for additional Federal Pell Grant assistance. Students who owe a repayment or overpayment for Federal Pell Grant Funds will be reported to the Federal Government and will not be eligible for Title IV funds.

*Sample of Repayment Calculation is available upon request at the Financial Aid Office.*

### ***Cost Of Attendance***

Students must be enrolled at least half-time (12 hours per week) to have all cost of attendance components used to calculate the cost of attendance. The cost of attendance determines how much money a student is awarded.

#### **COMPONENTS FOR DETERMINING THE PELL GRANT AWARD**

Tuition and Fees  
Room, Board and Miscellaneous Expenses  
Dependent Care  
Disability-Related

### ***Complaint Procedure***

ROP has established procedures to resolve alleged violations to state/federal funded programs. These procedures require the complainant to submit a written complaint as early as possible to an East San Gabriel Valley ROP/Technical Center administrator or designee or district superintendent. If complaint is not resolved in a timely manner, please contact:

**Western Association of Schools and Colleges**  
**43517 Ridge Park Drive**  
**Suite 100**  
**Temecula CA 92590-3615**  
**(951) 693-2550**  
**(951) 693-2551 fax**

# Financial Aid Information

## 2008-2009 Award Year

(Continued)

### Notification Of Rights Under FERPA For Postsecondary Institutions

**The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:**

**(1)** The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**(2)** The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**(3)** The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

[Optional] Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO UNIVERSITY: FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

**(4)** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

NOTE: In addition, an institution may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

### ***Student Accounts***

The Office of Student Accounts is responsible for the timely distribution of accurate information relating to a student's financial account. The Director of Student Accounts interacts daily with students, parents, teachers, staff and administration along with outside agencies either in person, by phone, fax, or email. The Office of Student Accounts also acts as the centralized billing and clearinghouse for student charges and credits.

Director of Student Accounts ● 1501 W. Del Norte Street ● West Covina CA 91790  
(626) 472-5156

# Academic Information

## ***Academic Progress***

The Director of Academics monitors daily student attendance and monthly academic progress. East San Gabriel Valley ROP/TC follows a non-term academic calendar. An academic year for a clock-hour program is at least 26 weeks of instructional time. The laws and regulations set the following minimum stands: 900 clock hours for a program measured in clock hours. The ROP/TC measures progress in clock hours and is, therefore, a non-term program.

Director of Academics  
1501 W. Del Norte Street  
West Covina CA 91790  
(626) 472-5174

Registrar  
1501 W. Del Norte Street  
West Covina CA 91790  
(626) 472-5187

## ***Attendance Policy***

Attendance is important for academic success and prepares graduates to meet the demands of future employers. Attendance is considered in the evaluation of each student's performance. Classroom attendance of at least 85 percent is required for continued enrollment. When a student's attendance falls below 85 percent, continued enrollment is not permitted without an administrator's approval. Students are provided an opportunity to make up coursework missed due to absence. Individual instructors must approve make-up tests. Missed test and work that is turned in late will be considered when computing a student's final course grade. Students are expected to be ready for class at the scheduled time. When tardiness is excessive, the instructor will counsel the student. The student will be dropped from the class if excessive tardiness continues since such behavior is disruptive and unfair to the other students.

## ***Satisfactory Progress***

Students will be considered to have made satisfactory progress when they:

- maintain a 2.00 cumulative GPA,
- successfully complete the minimum number of units as described following/or
- have earned the cumulative number of units described as follows:

A student's progress toward his or her educational objective will be evaluated at the end of each semester. The minimum number of units a student must successfully complete at the end of each semester in order to complete a program of study within the maximum time frame is one-half the maximum required hours for program completion. All instructors will maintain grade books on which grade results of student work products such as tests and written projects will be kept.

## ***Progress Probation***

In the event that a student fails to meet satisfactory progress, the student will be placed on probation for one month. A student may receive financial aid during the probation period. However, by the end of the probation period, the student must meet satisfactory progress in order to receive any additional financial aid.

A student on probation will be counseled by the instructor and given a chance to improve (at the instructor's discretion); if there is no improvement, the student is referred to an Administrator for counseling. If there is still no improvement, the student will be removed from the program.

## ***Grade Point Average***

The cumulative GPA (Grade Point Average) indicates the overall achievement of the student for all subjects completed. It is computed by dividing the sum of the grade points earned by the sum of graded units taken. For courses that have been repeated, the better grade is used in computing the GPA.

## ***Repeating Classes***

If a grade of "F" is received, the class/module must be repeated. If a grade of "D" is received, the class/module must be repeated if it is a prerequisite for an advanced class. To earn a certificate, a grade of "C" must be received. A "D" grade may be repeated to improve the GPA (Grade Point Average) at the student's option. A class may be repeated only once. Financial Aid is not available to cover the cost of repeating a class.

## ***Leave of Absence Policy***

An approved Leave of Absence is a temporary interruption in a student's attendance due to the following conditions:

- Medical (including pregnancy)
- Personal (family care issues, loss of family member)
- Military Duty
- Jury Duty.

To initiate a Leave of Absence, a student must request an appointment with the Director of Education. The total time off must not exceed six months.

# Academic Information

(Continued)

## ***Re-enrollment***

Following the notification of dismissal from the school, a student may appeal to the Administration Office for reinstatement if unusual and verifiable circumstances caused dismissal. Appeals for reinstatement must be received to the Administration Office by September 1 for the fall semester and January 31 for the spring semester. Current policy dictates a signed written contract between the school and the student in order for reinstatement.

If a student has been dismissed, they will not automatically be readmitted after one term of dismissal. Their entire record will be reviewed prior to consideration for reinstatement.

## ***Graduation Completion Requirements***

A student successfully completes the program when the ROP/TC considers the student to have passed the coursework associated with the required class hours.

## ***Transferability of Coursework***

The Center cannot guarantee transferability of course credits except with those institutions that have written articulation agreements with ESGVROP/TC. Normally, a four-year college evaluates work completed by the undergraduate transfer student in terms of its relationship to the course offerings and degree requirements of the four-year school, and grants credit for pertinent subjects that have been completed in a satisfactory manner. However, transfer students must realize that each institution sets its own requirements in the matter of specific courses and retains the final approval of courses accepted for transfer from this facility.

## ***Transfer Requirements***

Students planning to transfer to a four-year college or university should understand that admission requirements, general education requirements and transferability of courses would vary from school to school and from major to major. Consequently, students planning to transfer should carefully read the requirements set forth in the catalogs and brochures of the institutions that interest them. These publications can be obtained directly from the colleges and universities. A collection of these materials is available in the school's Post-secondary Office and in most public libraries. Counselors and administrators are available to assist students in these matters.

Students should also be aware that admission to a four-year college or university may involve two, often different, admission steps: the first is admission into the college or university and the second is admission into the student's choice of major. It may happen that a student will have the necessary requirements for admission into the school of his choice but not be admitted to his or her choice of major.

## ***Transcripts***

Transcript Requests (official and unofficial) require at least 10 working days to complete. The official transcript will be issued in a sealed envelope directly to the institution requested. Student wishing to receive their transcripts themselves take the chance that the receiving institution will not consider them "official".

The first transcript is free. Additional transcripts are \$5.00 each; additional unofficial transcripts are \$2.00 each. Transcripts requested by reviewers of the ROP are not included in this count.

## ***Placement***

The Director of Career Services ensures the delivery of effective and quality services to students and graduates in the following areas:

- Career readiness workshops
- On-site career fairs
- Classroom seminars
- Extern and career placement assistance
- Career advising

In addition, the Director of Career Services is also responsible for establishing and maintaining extern and employer relationships to ensure industry contact necessary for student success and for meeting set placement standards as established by accrediting agencies, the State, and the ROP/TC.

Director of Career Services  
1501 W. Del Norte Street  
West Covina CA 91790  
(626) 472-5156

# General Information

## ***Student Grievance Procedure***

The student grievance procedure provides every student with a prompt and equitable means of seeking an appropriate resolution for any alleged violation to his or her rights. The rights protected under these procedures include, but are not limited to, those guaranteed by the established rules and regulations of the East San Gabriel Valley ROP/TC and the Education Code of the State of California. The procedures do not apply to the employment right of protection against capricious, arbitrary, unreasonable, unlawful, false malicious or professionally inappropriate evaluation or actions by an employee of the center. These procedures require the complainant to submit a written complaint to the Adult Career Training Program Director. If the complaint is not resolved in a timely manner, please contact the Western Association of Schools and Colleges (See page 7 for address and phone number).

## ***Disabled Students***

Campus is fully accessible to the physically disabled.

## ***Sexual Harassment Policies***

It is the policy of the ROP/TC to provide a work study environment that is free of sexual harassment. All students should be aware that the Center strongly disapproves of any conduct that constitutes sexual harassment and will take disciplinary measures to ensure compliance. All complaints will be investigated and appropriate action taken. Complaints should be reported to the Adult Career Training Program Director. All staff members are responsible for reporting any violation for immediate correction.

## ***Smoking***

SMOKING IS NOT ALLOWED ON CAMPUS. The designated smoking area for adult students who smoke is off the school property across Del Norte Street.

## ***Drug & Alcohol Abuse Prevention Information***

The use of illicit drugs and abuse of alcohol are dangerous to students and employees. There are local, state, and federal sanctions for unlawful possession, use, or distribution of illicit drugs and abuse of alcohol. Such sanctions include fines and imprisonment. The school maintains a drug-free environment on campus and considers the dangers of drug and alcohol abuse a serious concern. Policies regarding notification and disciplinary action may be found in the administration area of the facility.

## ***Health Risks***

The use of illegal drugs, tobacco, and the abuse of alcohol may have serious health consequences including damage to the heart, lungs, and other organs. Alcohol-related accidents are the number one cause of death for people aged 15-24. The most significant health risk, besides death, is addiction. Addiction is a condition that can be fatal without appropriate treatment. The following substances are known to cause addiction and have adverse health effects:

Alcohol: Alcohol acts as a depressant with effects ranging from mild impairment of coordination, judgment, memory loss, respiratory complications and death.

Nicotine/Tobacco: The use of tobacco/nicotine can lead to severe lung disease, heart disease, cancer and substantial effects on unborn children.

Marijuana/Hashish Products: The use of marijuana/hashish can impair the ability to concentrate, loss of memory, coordination and may result in paranoia. Long term use may result in lung damage and possibly affect sperm mobility.

Cocaine/Crack: Cocaine and crack stimulate the nervous system resulting in a fast heart beat and respiratory rate, and elevated blood pressure. Use can cause death by sudden cardiac arrest or respiratory failure.

Stimulants: Stimulants such as amphetamines, methamphetamines, "crank", "ice", and others have similar effects to cocaine but also include heart failure, stroke, delusions and paranoia.

Anabolic Steroids: Effects of anabolic steroids range from acne to liver damage, cardiovascular and reproductive abnormalities. Psychological effects include depression or aggressive behavior.

Hallucinogens, PCP, LSD: These substances affect the section of your brain that controls intellect and instinct. Effects include violent behavior, self-inflicted injuries, convulsions, coma, heart and lung failure. In the case of LSD, effect may persist even after use has ceased.

Prescription Narcotics (without medical supervision): Affects depend on the substance but can include depression, addiction, and in extreme cases, death.

**Information may be obtained by calling the following:**

Alcohol & Drug Hotline	800-821-4357
Cocaine Hotline	800-662-4357
Smoking/American Cancer Society	800-227-2345

# Faculty Contact Information

**A+ Certification**

Sam Khemalaap  
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**Animal Science**

Vacant  
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Email – tba  
Main Office: (626) 962-5080

**CADD**

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**Early Childhood Education**

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**Electronics**

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**EMT Basic**

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**EMT Basic**

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**Energy Efficient Construction**

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**Graphic Arts/Silk Screening**

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**Health Information Coding**

**Medical Assisting**  
**Medical Coding**  
Kathy Hill  
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**Microsoft Office User Specialist (MOUS)**

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Irwindale CA 91706  
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**Microsoft Office User Specialist (MOUS)**

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**Marketing, Sales and Service**

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**Network Cable Technology**

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**Nurse Assistant/Home Health Care**

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**Nurse Assistant/Home Health Care**

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**Public Safety Academy**

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**Video Production**

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Office: (626) 472-5137

# Post Secondary Degrees Held

Instructor	Licenses/Degrees Held	Major	University/College Attended
Vivian De Santos	LVN	Vocational Nursing Certificate	LA City Schools
John Distelrath	BS	Police Management	CSULA
	MS	Public Administration	USC
Dina El-Zik	BS	Textile Engineering	Alexandria University (Egypt)
Susan Gallant-Lopez	BS	Business Administration	Cal Poly Pomona
Lisa Harrington	BA	Communications	CSU Fullerton
Carol Higuera	BSN	Nursing	CSULA
Katherine Hill	LVN	Vocational Nursing	Rio Hondo College
Sam Khemalaap	A+ Certification	Computer Repair Certification	CompTIA
Debbie La Corte	BA	Economics/Political Science	UCLA
Susan Richardson	BA	Arts/Illustration	Art Center College of Design
Aaron Roman	BA	Political Science	Cal Poly Pomona
	EMT-P	Paramedic Training Institute	El Camino College
Scott Snedeker	AAS	Fire Technology	Mt. San Antonio College
	EMT-I	Emergency Medical Technician	
John Trinh	AA	Liberal Arts	Pasadena City College
	A+ Certification	Computer Repair Certification	CompTIA
Mary Wells	BS	Business Administration	Jackson State University
	MBA	Business Administration	University of Phoenix