

A Message from the Dean of Students

Welcome to the East San Gabriel Valley ROP/TC Adult Career Training Division in West Covina, CA. It is a new decade of demanding and ever-changing times, but also a wonderful chance for you to engage in opportunities provided here. The opportunities at East San Gabriel Valley ROP/TC will open doors to a life of meaning, growth and ultimately success. Together we can accomplish many things. You are joining us at an exciting time of innovation, growth, and change. The ACT Division offers excellent career technical educational programs with top-quality faculty, who value teaching as much as developing a well-rounded educational experience for the student.

The ESGVROP/TC, ACT Division, partners with many businesses and works with over 40 support service agencies to provide the best resources for our clientele. Our community relationships with our work source centers such as: Baldwin Park, El Monte, Irwindale, Los Angeles, Pasadena, and Rosemead are strong and beneficial to our students. Support services offer assessment and counseling services to ensure that the appropriate classes are taken and the student's needs are met.

In addition, we work with our partners such as the Department of Rehabilitation, Goodwill Industries, U.S. Veterans, SERS, Salvation Army, the Employment Development Department, LA Works, and other State and local agencies who send us their clients and who also provide financial support and additional services. Business leaders serve on our advisory committees to insure that our program of study meets the current labor market demands. It is our privilege to be able to give students from all walks of life the opportunity to overcome their toughest challenges and to foster a desire for learning and the confidence to navigate their life successfully. We welcome you to our community, to share and to contribute to the many exciting opportunities that lie ahead. It is a privilege to have you join our Adult Career Training program.

Cynthia Garcia
Dean of Student Services

Educate, Empower, Employ!



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Insert A.....Class Schedule
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2011/2012
Effective January 1, 2011

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 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 Main Office, Administration Office, Admissions, Financial Aid, Academics/Student Services, Career Services, Business Office, Veteran Services and Assessment Center.

ADMISSIONS

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 aid, 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 Hours

Transcripts from other schools and work experience may be recognized as credit hours. The maximum credits the facility will accept in transfer from another institution for each level of degree program is 360 hours of general education. However, a student may petition by written appeal that additional hours 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 hours 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 360 hours of transfer credit hours used to satisfy general education requirements may be given for those classes that qualify. Credit hours are also given through challenge examinations. The maximum credits hours accepted for transfer is 50 percent of the credit hours required for completion for the program. The Director of Admissions (with the Academic office) is responsible for transfer evaluation. Incoming transcripts and credit hours 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.

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. Upon enrollment, students are required to attend a New Student Orientation in order to familiarize themselves with the campus, as well as the rules and regulations 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.

ADMISSIONS

Cost

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: For classes that require a text book there is no additional cost for books. The cost of books is inclusive in the tuition charge.

Uniforms: For classes that require a uniform, the costs of uniforms are not included in the tuition charge.

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 \$5,550

Total Hours 900

Progress Hours Refund on

Received Withdrawal

10% 90 \$4,990.00 (90%)

25% 225 \$4,162.50 (75%)

50% 450 \$2,775.00 (50%)

60% 540 \$ 00.00

PROGRAMS OFFERED

Certificate Programs	Hours
Microcomputer Repair/Maintenance (A+ Certification)	600
Business Management & Marketing	600
Early Childhood Education	900
Emergency Medical Technician Basic	600
Energy Efficient Construction	900
Graphic Arts/Silk Screening	600
Medical Assistant	900
Nurse Assistant/Home Health Aide/Acute Care	600
Public Safety (Criminal Justice/Forensics)	600
Video Production (Digital Media)	600
Microsoft Office User Specialist (MOUS)	600

Short Term Training	Hours
Security Officer State Mandated Training	40
Advanced Security Officer Training	120
Loss Prevention	40
Loss Prevention / Asset Protection	80
Security Officer Annual Recertification	8
Security Officer - Firearm State Mandated Training	16
Security Officer - Baton (Side Handle/Expandable)	10
Security Officer - Bicycle Patrol	16
Security Officer - School Security (SB1626)	24
Security Officer – Supervision	24
Security Officer – Advanced Supervision	40
Security Officer – Guard Card Certification	8
Security Officer - Firearm Recertification	8
ServSafe Professional Food Handling	15
ServSafe Professional Food Handling - Recertification	8
QuickBooks	24

* Please note, Cash, WIA, DOR, TRA, Veteran Program payments accepted.
Federal Financial Aid not available for short term training.
Cost is subject to change.

COURSE DESCRIPTIONS

Microcomputer Repair/Maintenance

(A+ Certification)

Open enrollment

Mon –Fri

Morning 8:00 am - 2:30 pm

Prepares students to install, build, configure, upgrade, troubleshoot and repair computer software and hardware. Includes instruction in diagnosis, detection, isolation, and correction of malfunctions. This course prepares students for the A+ certification preparation for computer technicians and eligible for positions such as Computer Specialist or Computer Technician. Pre-requisites: Students must have basic keyboard knowledge. Computer experience is preferred.

Business Management & Marketing

(BMM)

Open enrollment

Mon –Fri

Morning 8:00 am - 2:30 pm

This course instructs students on how to operate, manage and market a business. Students will study a variety of topics including entrepreneurship practices, marketing and customer service, global business management, human resources, leadership and risk management. Business ethics will be part of developing a business plan and the student will receive their first business license. Pre-requisites: None.

Early Childhood Education

(ECE)

Open enrollment

Mon –Fri

Morning 8:00 am - 2:30 pm

This course instructs students on the developmental stages of children from birth through early adolescence .The student will receive hands-on training, while assisting teachers in infant, toddler, preschool programs, elementary schools, and special education programs. Students will be instructed in appropriate practices, creativity, critical thinking, problem solving, career preparation, and in early/elementary education. Students who successfully complete the course may be eligible for advanced placement and/or college credit. Pre-requisite: Pass basic reading test.

COURSE DESCRIPTIONS

Emergency Medical Technician Basic (EMT)

Open enrollment
Mon –Fri
Morning 8:00 am - 3:00 pm
Evening 5:00 pm – 9:00 pm

The EMT-Basics course prepares the student to perform the skills necessary to respond to emergency calls and provide immediate care to ill and injured patients, both at the location of the emergency and during transport to the medial facility. The EMT program is a combination of lecture and skills training that lead to the ambulance ride alongs. Topics covered from Assessment of the Patient to Advanced Life Support procedures. Upon completion of this course, students will be eligible to take the National Registry examinations for license in the State of California. Pre-requisites: 18 Years of age, California drivers license. TB clearance, a Livescan will be conducted, and pass a basic reading test.

Energy Efficient Construction (EEC)

Open enrollment
Mon –Fri
Morning 8:00 am - 2:30 pm

This course is designed to give students entry-level skills in residential construction. This includes: foundation, framing, plumbing, electrical, dry wall applications, tile setting, painting, and finished carpentry. The student will gain hands on experience with community projects that are related to construction skills such as masonry, roofing, window installation and landscaping for energy efficiency. The energy efficient construction course will prepare students for carpentry, construction, painting, dry wall and tile, electrical positions. Pre-requisites: None

COURSE DESCRIPTIONS

Graphic Arts / Silk Screening (GASS)

Open enrollment
Mon –Fri
Morning 8:00 am - 2:30 pm

This course is designed to instruct in fundamental design and screen printing. Instruction in computer graphics using Photoshop will give students the practice in importing images used for digitizing. The graphic arts/silk screening course will cover graphic design, pre-press layout, photographic image rendering and manipulation, drawing and coloring, ad design, graphic and text placement, and page layout. Knowledge of methods for showing, promoting, and selling products or services will be given. Primarily designed for those wishing to be self-employed, opportunities in silk screening printer, platen-press operator and airbrush artist are the job titles available. Pre-requisite: None

Medical Assistant (MA)

Open enrollment
Mon –Fri
Morning 8:00 am - 12:00 pm
Afternoon 1:00 pm - 5:00 pm
Evening 5:00 pm – 9:00 pm

The Medical Assistant program is Nationally Accredited by the Commission on Accreditation of Allied Health Education programs (CAAHEP) upon recommendation of the American Association of Medical Assistants Endowment (AAMA). Students are trained in the administrative (front office) and clinical (back office) skills which include: answering telephone, greeting patients, updating and filing 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. Pre-requisite: Pass Basic Math and Reading comprehension test.

COURSE DESCRIPTIONS

Nurse Assistant/Home Health Aide/Acute Care (C.N.A)

Open enrollment
Mon –Fri
Morning 8:00 am - 2:30 pm (Clinical hours 6:30 am – 1:00 pm)

The Nursing Assistant/Home Health Aide/Acute Care Training program is qualified by the Department of Health Services. 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. Topics include Patient rights, medical terminology, vital signs, resident care skills, nutrition, emergency procedures, death and dying, and acute care. 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 the Home Health Aide course. Pre-requisite: Pass Basic Reading Comprehension test.

Public Safety (PSA)

Open enrollment
Mon –Fri
Morning 8:00 am - 2:30 pm
Evening 5:00 pm - 9:00 pm

This course provides an introduction to three disciplines in 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. Upon successful completion of the program the student is ready for immediate employment or may be eligible for college credit. Pre-requisite: Pass Basic Reading and Writing test.

COURSE DESCRIPTIONS

Video Production

(VP)

Open enrollment
Mon –Fri
Morning 8:00 am - 2:30 pm
Evening 5:00 pm - 9:00 pm

This course is designed to prepare students to work in the growing and exciting field of Video Production/Digital Media industry. Training focuses on learning the Digital Red One Camera, the editing software, Final Cut Pro, the software After Effects, handling the P2 HD Camera and Photoshop. The student will get hands on training with real live work (field work projects) to support lecture and technical classroom training. Upon successful completion of the course students can be eligible to work in the film industry. Pre-requisite: Proficient in handling the keyboard and Macintosh essentials.

Microsoft Office User Specialist

(MOUS)

Open enrollment
Mon –Fri
Morning 8:00 am - 2:30 pm
Evening 5:00 pm - 9:00 pm

The MOUS preparation for certification course will cover the prerequisite skills for the MOUS certification. Students will learn Microsoft Word, Excel, PowerPoint, and Access. Upon successful completion the student will have “hands on” experience with the applications and commands. Basic computer skills will be taught along with the software skills.

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.

Cash Tuition Payment

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

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 or agency.

Federal Student Aid

Financial aid is designed to help students pay for school. 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.

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 eligibility status. The Financial Aid Representative can assist you in applying for the institutional grant.

STUDENT FINANCIAL PLANNING OPTIONS

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.

Corporate Reimbursement Programs

Check to see if your 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 to the student upon the student providing a tuition invoice or receipt and an official passing grade card to their employer.

Veterans Programs (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, so check with the Veterans Office to see whether you qualify.

Department of Rehabilitation (DOR)

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.

Workforce Investment ACT (WIA)

The Department of Labor may provide services and financial assistance to individuals who are participating in their workforce development programs. To find out more, contact your local Workforce Investment Board.

FINANCIAL AID INFORMATION

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 & 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...

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.

FINANCIAL AID INFORMATION

Components for determining the Pell grant award

Cost of Attendance (COA)
Minus
Expected Family Contribution (EFC)
Totals:
Need

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 cost of attendance:

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

Pell Grant Credit Balances

A Pell grant credit balance occurs whenever a school credits Pell grant funds to a students' account and those funds exceed the students' 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

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.*

Title IV Refund Policy

General

Federal Law regulations require that schools compute a student withdrawal refund calculation for students who receive federal student aid to determine the federal student aid earned by the student when a student withdraws from a school either officially or unofficially.

FINANCIAL AID INFORMATION

Title IV Refund Policy continued

- A. Official Withdrawal** after commencement of classes
 - 1. The date the student notifies ESGVROP/TC of withdrawal or
 - 2. The date of withdrawal, whichever is earlier.
- B. Unofficial Withdrawals** after commencement of classes
 - 1. The beginning date of any start date, in which a student fails to start classes,
 - 2. The first business day following 10 consecutive class days of absences or
 - 3. The date when the college terminates the student's enrollment.
- C. Cancellations**

Applicants not accepted by ESGVROP or who cancel within 3 to 5 business days are entitled to a refund of all monies paid.

II. Initiating Withdrawal Process/Timelines

Schools are required to withdraw students from school within the guidelines indicated above in section (B). or as soon as the school determines that the student will not be returning. Withdrawal calculation must be processed and sent to student accounts office within 7 days of notification or withdrawal.

- A. Departments responsible for initiating the withdrawal process are:
 - 1. Academics – Students failure to maintain satisfactory progress
 - 2. Records/Registrar – Students failure to follow attendance policy guidelines.
 - 3. Academics – Students notifies school that they are withdrawing.
- B. The Student Status Change Form is completed for each withdrawal. The Department that _____ begins the withdrawal _____ process must initiate the Student Status Change Form.
- C. The individual at the campus who is responsible for updating the schools computer system must change the student's status to withdrawn. The following dates must match:
 - 1. The effective date of change on the Student Status Change Form.
 - 2. The date the student signs and dates the Student Status Change Form (if Applicable)

3. The computer system termination or drop date.
4. The date of determination for return of title IV calculations.

This date must reflect the date the student was not eligible to continue, or the date the student notified the school they would not be returning.

D. The person/department responsible for initiating the drop must complete the effective date of Change on the Student Status Change Form. The withdrawal process will be initiated by the Academics/Registrar by paper format to student accounts and financial Aid department of the withdrawal status and begins completing the paper work. The Academic/Registrar department has 7 consecutive days from the date of determining the withdrawal to communicate to Financial Aid and Student Accounts department by paper.

III. Financial Aid Department Withdrawal Process

The Director of Financial Aid is responsible to handle all student status change forms received by the academic department. ESGVROP uses the Department of Education Template RT24 form "Treatment of Title IV Funds When a Student Withdraws from a Clock-Hour Program".

FINANCIAL AID INFORMATION

Title IV Refund Policy continued

A. The Director of Financial Aid reviews the following Data on the Status Change Form for accuracy:

1. The number of clock hours the student has completed verses what's on the computer system.
2. Verify if the student is a title IV recipient.

B. The Director will complete a RT24 form for all Title IV recipients. The RT24 form is completed steps 1 through 10 according to the directions of the form.

C. If the RT24 form requires a refund by the school under step 6 of the RT24 form the Director of Financial Aid will adjust Edexpress Systems adjusting the disbursements according to the required refund.

D. The Director of Financial Aid is responsible to provide copies of the RT24 forms for all title IV recipients to the student accounts department with in 7 calendar days from the first day of receiving the status change form.

Percentage Earned by the Student - A percentage of federal student aid will be returned as unearned by the student if the withdrawal is prior to completing over 60 % of their program. The portion of Title federal student aid earned by the student as of the withdrawal date is calculated on a pro rata basis by comparing the total program hours to the total number of hours of class and lab time attended or scheduled to have been attended prior to withdrawal.

Federal Regulations state that the amount of Title IV refund is based on the percentage of title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the school must calculate the following:

1. To determine the percentage of the payment period completed, the number of days* attended in the payment period is divided by the total days*in the payment period. *Days=calendar days for purposes of this formula, and therefore include weekends and holidays. Only scheduled brakes of 5 days or more and approved leave of absences are excluded.

2. The net amount of Title IV funds disbursed, and what could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. The result is the amount of unearned Title IV.
3. The earned aid is subtracted from the aid that was actually disbursed to or on behalf of the student.
4. The Institution will return the lesser of the total earned aid or the unearned institutional charges for the payment period.
5. Unearned aid is allocated back to the Title programs in the following order as specified by law:
 1. Federal Pell Grant Program
 2. Other Assistance awarded

Post Withdrawal Disbursements - A Student who withdraws, or otherwise ceases attendance has lost Federal Student Aid eligibility and generally may not receive further disbursements for the enrollment period. However, a post withdrawal disbursement distinguish payments made after a student loses eligibility, whereas Post-withdrawal disbursements is aid a student has “earned” based solely on the period of enrollment calculated on the Return of

FINANCIAL AID INFORMATION

Title IV Refund Policy continued

Title IV Funds Calculation (RT24) and must be disbursed within 90 days of the date of determination(withdrawal date). If the student is otherwise eligible to receive a post withdrawal disbursement in the period of enrollment for which an RT24 calculation. The Financial Aid Director may only approve a post withdrawal disbursement for amounts indicated in the completed RT24 calculation. To ensure the correct amounts are approved and disbursed, the director of financial aid provides copies to student accounts of the RT24 post withdrawal disbursement information with the disbursement Batch roster request.

III. Student Accounts/Posting the Refunds

A. Recording Refunds

Student Accounts manager is responsible for the completion of the all necessary refunds and record the refunds to the student account indicating the source and the refund amounts.

B. 45 Day or Less Timeframe

It is ESGVROP policy that the timeframe from withdrawal date to receipt of drop calculation at the student accounts department no longer than 15 days from the date of determination that the student withdrew. Adherence to this policy ensures refunds are processed timely. This is critical to the success of the school as late refunds are the most serious audit finding by the U.S. Department of Education, and can cause serious liabilities for the school. Therefore, drops must be fully processed at the student accounts office by: 15 days from the date of determination that the student withdrew. The 15 day timeframe will allow student accounts to meet the 45 day timeframe policy per the U.S Department of Education. An Institution must return the amount of Title IV funds for which it is responsible as soon as possible, but no later than 45 days after it determines or should have determined that the student withdrew.

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

FINANCIAL AID INFORMATION

Notification of Rights under FERPA for Postsecondary Institutions continued

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.

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 30 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.

Attendance

East San Gabriel Valley ROP/Technical Center emphasizes the need for all students to attend classes. Attendance is important for academic success and prepares graduates to meet the demands of future employment. Regular attendance and punctuality will help students develop good habits and attitudes necessary to compete in today's competitive job market. Attendance is considered in the evaluation of the student's academic performance and guidelines are listed below:

6. If any student is absent from the ROP for more than 10 consecutive calendar days and no contact has been made during that period, the student will be withdrawn from the ROP.

7. To maintain satisfactory attendance a student must complete a minimum, per month of:
 - a. 108 clock hours for the 600 hour and 900 hour programs
8. Requirements for attendance from the:
 - a. 900 hour Medical Assistant course only 15 hours (3 days total) may be missed in the CORE, Administrative, Medical Emergencies, Terminology/Anatomy & Physiology modules and 25 hours (5 days total) may be missed in the Phlebotomy, Clinical, and EKG modules. 200 hours of externship must be completed.
 - b. 600 hour Nursing Assistant course only 3 days may be missed, 100 hours of clinical must be completed.
 - c. 600 hour Emergency Medical Technician course only 3 days may be missed, 30 hour field/ride along must be completed.
 - d. Students exceeding these timeframes will not be eligible to receive financial aid.

ACADEMIC INFORMATION

Daily Attendance

Daily record of attendance will be kept. Students are required to sign in on a daily basis. If a student forgets to sign in an absence will be recorded.

Tardiness/Early Departure

Students who arrive for class after the scheduled start time may receive a tardy on their attendance sign in sheet. Students who depart from class before the scheduled completion time may receive an early departure on their attendance sign in sheet. Excessive tardiness and/or early departures can lead to dismissal from the ROP.

Missed coursework due to absence

Individual instructors must approve any make up homework, projects, quizzes or tests. Missed coursework that is turned in late will be considered when computing a student's final course grade.

Leave of Absence

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 (long cases)

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

Ride along Internships, Clinical and Externships

Clinical and practicum experience required in some programs enable students to work with on the job training and in the health fields with patients/clients. Students participating in clinical and internships work under the direct supervision of the instructor. Students assigned to clinical or practicum sites:

1. Are expected to meet all site requirements.
2. Must turn in the hours on a weekly basis with the instructor.

ACADEMIC INFORMATION

Satisfactory Progress

To be eligible for Federal Student Aid (FSA) funds, a student must maintain Satisfactory Academic Progress (SAP). 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; maintain a grade average of 70% or a “C” a 80% or a “B” for EMT 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. The SAP rules for East San Gabriel Valley ROP is listed below:

1. Students must maintain a cumulative grade point average (GPA) of at least 2.0. and for the EMT course, a 3.0 GPA’s will be monitored at the end of each month.
2. Satisfactorily complete a minimum, per month of:
 - a. 108 clock hours for the 600 hour and 900 hour programs. Months may vary due to holidays.
 - b. Grades of D, F, and W or incomplete grades do not constitute satisfactory completed credit units.

3. Requirements for graduation:

- a. 900 hour programs which are 12 month in length must be completed within 1 year and 6 months.
- b. 600 hour programs which are 6 months in length must be completed within 9 months.
- c. Students exceeding these timeframes will not be eligible to receive financial aid.

Academic 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.

ACADEMIC INFORMATION

Academic Dismissal

Students who fail to meet the GPA requirements and/or have not completed the minimum clock hours for their program after the probation length will be placed on academic dismissal. Students lose financial aid eligibility while on academic dismissal.

Financial Aid Reinstatement

Financial aid eligibility is reinstated when the GPA requirement is met and /or the minimum clock hours have been satisfactorily completed. SAP for financial aid reinstatement will be monitored at the end of each month.

Academic Appeals

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. Students with extenuating circumstances may

appeal their academic dismissal. Students must submit an appeal letter detailing their circumstances to the Director of Academics for review within 30 days.

Course Repetition

Students are not permitted to receive financial aid for repeating courses, which have been completed successfully. If there is still no improvement, the student will be removed from the program.

Grade Point Average

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

ACADEMIC INFORMATION

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.

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.

ACADEMIC INFORMATION

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.

Student Conduct and Discipline Standards

Students in the Adult Career Training assume an obligation to conduct themselves in a manner compatible with the school's function as a post-secondary institution and suitable member of a training/academic community. The school, therefore, expects its students to conduct themselves as responsible individuals, considerate and respectful of the rights and interest of others. The following rules of conduct will be enforced:

ACADEMIC INFORMATION

Student Conduct and Discipline Standards continued

Student Dress Code:

Students are expected to maintain a neat clean appearance during class time, as they will in their future employment. Students are expected to wear their uniforms whenever they are in a clinical setting off site and in class.

Note: *Individual programs may enforce a stricter dress code based on program requirements.*

Cell phone:

To insure a positive learning environment, all cell phones and pagers must be turned off in class. Calls may only be made during break-time or after class. In addition, cell phones and pagers must not interrupt test time or skills check off. If it is observed if anything with texting that will be dealt with as an interruption. In extenuating circumstances you may receive emergency calls on the instructor's approval. Using the classroom phone number is highly recommended.

Unacceptable Behavior:

Includes, but is not limited to:

1. The use of computers, phones, copiers and fax machines for anything other than employment and educational purposes.
2. Installation/copying of software and modification of the computer workstation setups in any way.

3. Any deliberate misuse of the facility, destroying property, resources, and equipment.
4. Possession of weapons, alcohol, drugs, or other controlled substances.
5. Any person who appears to be under the influence of drugs and alcohol.
6. Theft/removal of materials (including books, software, supplies, and equipment) without a school representative approval.
7. Damage or vandalism to the ROP center/property.
8. Violent, rude or threatening behavior, including: physical/verbal abuse, profanity/inappropriate language, arguing, threats, gross misconduct, boisterous or disruptive behavior, and inappropriate gestures. Removal from campus will be enforced.

ACADEMIC INFORMATION

Student Conduct and Discipline Standards continued

9. Displaying negative behavior that disrupts training in the classroom.
10. Any kind of harassment (see Harassment Policy).
11. Sleeping during class, especially at the internship, and during workshops.
12. Students should not invite any adult guest to attend class with them without the instructor's approval.
Liability issues do not allow minors in the classroom/clinical.
13. It is recommended that valuables not be brought to class. ESGVROP/TC is not responsible for any loss, theft, or the destruction of such valuables.
14. No cheating, plagiarism or other forms of academic dishonesty.

Academic Integrity:

Academic integrity, honesty, and ethics are required of all students of the Adult Career Training community. Students are expected to conduct themselves in a manner reflecting the ideals, values, and educational goals of the school at all times. All students must display academic integrity and honorable behavior because it is essential to professional behavior that will go beyond graduation from ACT. They are the foundation for ethical behavior in the workplace.

Students in the health careers are of great importance since peoples' lives are dependent on ethical behavior. The general public, as well as professional health care organizations and accrediting organizations, hold individuals in the healthcare industry to a high standard and expect schools to monitor and form professional behavior of their students. As future healthcare professionals, students at East San Gabriel Valley have a responsibility to follow academic integrity.

Academic integrity requires that work for which students receive credit be entirely the result of their own effort. Academic dishonesty takes place when a student attempts to gain an unfair advantage over others or undermines the academic integrity of the school. The following list includes some examples of violations:

ACADEMIC INFORMATION

Student Conduct and Discipline Standards continued

1. Cheating

- Using unauthorized material such as notes, electronic devices, cell phone or PDA accessories to answer quiz/test questions
- Copying another student's homework, written assignment, worksheets, project, quiz/test, electronic media, or data.
- Assisting or allowing someone else to cheat
- Failure to report cheating to an academic official of the school.

2. Plagiarism

- Representing the ideas, expressions, or material of another without due credit
- Paraphrasing or condensing ideas from another person's work without proper citation.
- Failing to document quotes and paraphrases from books, magazines, internet with proper works cited.

3. Other forms of academic dishonesty

- Fraud and the alteration of a grade or official record

- Changing examination solutions/answers after the fact, inventing, changing or falsifying lab and skills check.
- Purchasing and submitting written assignments, homework, or examinations.
- Reproducing or duplicating images, designs, Web pages without giving credit to the developer, artist, or designer.
- Submitting work created for another class without instructor approval.
- Selling or providing research papers, course work, or assignments to other students.

The consequences for violating academic integrity can result in the following:

1. Failing grade for the assignment
2. Failure of the course/module
3. Removal from the course/program
4. Rescinding of a certificate

ACADEMIC INFORMATION

Student Conduct and Discipline Standards continued

Note: A student is prohibited from withdrawing from a course in which an “F” grade is received due to a violation of academic integrity.

All members of the school, instructors, students, and staff share in the collective responsibility to make known acts of academic dishonesty. Without academic integrity the achievements and quality of education can be jeopardized.

All violations and unacceptable behavior will be reported to East San Gabriel Valley ROP/TC administration to investigate. The faculty member, program director, academic director, and superintendent will make the determination of the effect on student status and/or course grades resulting from reports and documentation of violations.

If in the judgment of the administration of East San Gabriel Valley ROP/TC Adult Career Training, a student’s conduct does not conform to the Student Conduct and Discipline Standards, the school will follow a course of action deemed appropriate up to and including dismissal or suspension from the course.

Smoking

SMOKING IS NOT ALLOWED ON CAMPUS. The designated smoking area for adult students who smoke is behind the chain link fence on the north side facing the city park.

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. The campus will conduct drug dog patrols for the safety of all students.

ACADEMIC INFORMATION

Disabled Students

The campus is fully accessible to the physically disabled.

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 ROP. Students with complaints/grievances relating to classroom or other matters should follow the following procedures:

1. Discuss the issue with their instructor. Every attempt should be made by both the student and faculty member to resolve the matter at this level.
2. If it is not resolved at the instructor level, unresolved complaints/grievances should be submitted in writing to the Academic Department.

A review of the grievance and faculty response, as well as any additional information will be conducted. An appointment will be provided to the student within 10 days of receiving the grievance. If dissatisfied with the response or solution, a student should follow the steps below:

Step 1: Request from the academic department a grievance form, fill out the form and submit to the Director of Adult Career Training (ACT). If dissatisfied with the response or solution, go to the next step.

Step 2: Contact the Superintendent of East San Gabriel Valley ROP/TC.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting:

Western Association of Schools and Colleges

43517 Ridge Park Drive, Suite 1, Temecula, CA 92590, (951) 693-2550, Fax: (951) 693-2551

ACADEMIC INFORMATION

Student Harassment

It is the policy of East San Gabriel Valley ROP/TC to provide all students, faculty, and employees with an educational, employment, and business environment free from all forms of harassment, intimidation, exploitation, or unwelcomed sexual advances, request for sexual favors, and other verbal, visual, or physical conduct or communications of a sexual nature as defined and otherwise prohibited by the State and Federal rules, regulations, statutes, and laws prohibiting sexual harassment and retaliation.

All students should be aware that the ROP/TC strongly disapproves of any conduct that constitutes sexual harassment. The ROP forbids sexual harassment of its students and employees by faculty, managers, supervisors, employees, other students, or members of the general public. The ROP will take action and disciplinary measures to ensure compliance. All harassment should be reported immediately to the Adult Career Training Director.

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.

ACADEMIC INFORMATION

Health Risks continued

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 800-227-234

CAREER SERVICES

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
- Job Clubs

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.

STUDENT SERVICES

Department of Student Services

Student services provide the student with an opportunity to participate in a leadership program, student government, community outreach and other social, academic, and personal growth experiences. Additional resources are provided for the students including job source leads provided by the Career Services and Veterans Departments as well as counseling services in the Academic Department.

Student Services/Academic Office

The Student Services office is responsible for the involvement of students in a campus leadership program, and serves as the center for student activities at East San Gabriel Valley ROP/TC's Adult Career Training Division. Student Services provides student leadership development, volunteer opportunities and other school and community projects.

The Academic Director, Dean of Student Services, and the Counselor serve to give direction and to advise students based upon ROP's Adult Career Training attendance, conduct and discipline procedures. Students are assisted in

understanding their due process, their rights and the grievance procedures. The Academic Department has a counselor on site that advises and assists students with personal and academic issues.

Counseling Services

Our experienced counselor provides a variety of counseling and academic services to accommodate our diverse population of students. The counselor is prepared to assist any student struggling with personal issues that affect their academic performance. The ACT Division Counselor also provides assistance to students with disabilities and special needs. Counseling is provided on an individual basis by appointment.

Student Council

Student Council serves as the representative voice that promotes and protects students in the ACT Division and provides the council member the opportunity to develop leadership skills, community relations and a means with which to also enhance their individual resumes. Student Council is responsible for activities and entertainment on campus, fundraising, a school newsletter, and graduation.

STAFF DIRECTORY

Name	Department	Title	Extension	E-mail
Dr. Laurel Adler	Administration	Superintendent	121	ladler@esgvrop.org
Patricia Whitcher	Administration	Administrative Assistant	121	pwhitcher@esgvrop.org
Dr. Anim Mener	Personnel	Director	130	amener@esgvrop.org
Annette Johnson	Administration	Personnel Lead	131	ajohnson@esgvrop.org
Kimberly Case	ATB Proctor	Instructional Lead	103	kcase@esgvrop.org
Josephine Quach	Business Office	Chief Financial Officer	134	jquach@esgvrop.org
Lakshimi Rai	Business Office	Student Accounts	139	lrai@esgvrop.org
Jessica Rios	Business Office	Purchasing Technician	133	mrrios@esgvrop.org
Mariejo Macasaet	Business Office	Accountant	135	mmacasaet@esgvrop.org
Dianna DiOssi	Information Technology	IT Coordinator	080	ddiossi@esgvrop.org
Ryan Quesenberry	Information Technology	IT Lead	150	rquesenberry@esgvrop.org
John Trinh	Information Technology	IT Lead	193	jtrinh@esgvrop.org
Mary Ann Gomez-Angel	Adult Career Training	Director	174	mgomez@esgvrop.org
Ethel Fimbres	Adult Career Training	Supervisor	195	efimbres@esgvrop.org
Bridgette Millan	Admission Department	Senior Admission Specialist	155	bmillan@esgvrop.org

Silvia Ramirez	Admission Department	Clerk	142	sramirez@esgvrop.org
Frankie DeGuzman	Veteran Department		176	fdguzman@esgvrop.org
Gil Aguilar	Veteran Department	Consultant	160	gaguilar@esgvrop.org
Ana Holladay	Veteran Department	Clerical Aide	179	aholladay@esgvrop.org
Elia Evans	Financial Aid	Director of Financial Aid	156	eevans@esgvriop.org
Yessenia Arceo	Financial Aid	Financial Aid Specialist	157	yarceo@esgvrop.org
Gloria Martinez	Financial Aid	FA/VA Cert. Official	365	gmartinez@esgvrop
Elisabeth Salazar	Financial Aid	Financial Aid Administrator	118	esalazar@esgvrop.org
Linda Lopez	Financial Aid	Financial Aid Clerk	165	llopez@esgvrop.org
Cynthia Garcia	Academics	Dean of Students	180	Cgarcia@esgvrop.org
Karen Kavoossi	Academics	Counselor	172	kkavoossi@esgvrop.org
Celina Villagomez	Academics	Registrar	187	cvillagomez@esgvrop.org
Lauren Anderson	Academics	Clerical Aide	183	landerson@esgvrop.org
	Career Services			
Noemi Macias	Career Services	Clerical Aide	114	nmacias@esgvrop.org
Peter Talavera	Career Services	TRA Specialist	114	ptalavera@esgvrop.org
Sunaina Sharma	Career Services	Clerical Aide	114	ssharna@esgvrop.org
Michelle Rios	Attendance	Attendance Coordinator	126	mrrios@esgvrop.org
Maria Jacobs	Adult Career Training	Receptionist	160	rjacobs@esgvrop.org
Lisa Cervantes	ACT	Clerical Aide	176	lcervantes@esgvrop.org

FACULTY INFORMATION

Instructor	Licenses Degrees Held	Program of Instruction	University/College Attended	Email
Cindy Nguyen	A.S	Medical Assistant	American Assoc. of Medical Assistants	cnguyen@esgvrop.org
Jaime Sandoval	B.S	Medical Assistant	Charles R. Drew University	jsandoval@esgvrop.org
Joe De Leon	Paramedic License	Emergency Medical Technic	California State University of Los Angeles	jdeleon@esgvrop.org
Chris Leon	B.S	Emergency Medical Technic	Loma Linda University	cleon@esgvrop.org
Wally Alvarez	High School	Emergency Medical Technic (CPR)	CSHM	walvarez@esgvrop.org
Kenneth Sexton	Paramedic License	Emergency Medical Technic	Crafton Hills College	ksexton@esgvrop.org
James Chu	B.S.	Emergency Medical Technic	California State University of Ivine	jchu@esgvrop.org
Kevin Adams	Paramedic License	Emergency Medical Technic	Sinclair Community College	kadams@esgvrop.org
Jeremy Fahey	Paramedic License	Emergency Medical Technic	EMT Paramedic LACO	jfahev@esgvrop.org
Arnold Newman	Paramedic License	Emergency Medical Technic	University of Los Angeles	anewman@esgvrop.org
Vivian Arteaga	L.V.N	Certified Nursing Assistant	East Los Angeles Community College	vdesantos@esgvrop.org
Paula Franden	B.S	Certified Nursing Assistant	California State University of Los Angeles	pfranden@esgvrop.org
Carol Higuera	B.S	CNA/Home Health Aide	California State University of Los Angeles	chiguera@esgvrop.org
Sakol Sam Khemalaa	High School	A+ Certification	Palisades Park High School	skhemalaap@esgvrop.org
John Trinh	B.S	Electronics	DeVry University	jtrinh@esgvrop.org
Frankie DeGuzman	M.B.A	Public Safety Academy	Chapman University	fdeguzman@esgvrop.org
Albert Ybarra Jr.	B.A	Video Production	University of La Verne	aybarra@esgvrop.org
Mary Wells	M.B.A	Business Management and Marketing	University of Phoenix	mwells@esgvrop.org
Denise Peterson	A.A	Early Childhood Education	Citrus College	dpeterson@esgvrop.org
Stanley Van Mierlo	B.S.	Energy Efficient Construction	California Polytechnic Univer	smierlo@esgvrop.org
Susan Richardson	B.A	Graphic Arts/Silk Screening	Art Center College of Design	srichardson@esgvrop.org