MAYFIELD COLLEGE

CATALOG

2024

01/01/24-12/31/24

By

MAYFIELD COLLEGE

Mayfield College: Main Campus - Cathedral City
35-325 Date Palm Drive #101
Cathedral City, CA 92234

Mayfield College: Branch Campus - Twentynine Palms
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GENERAL

Mayfield College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Mayfield College is accredited by the Commission of the Council on Occupational Education. The Council on Occupational Education is recognized by the United States Department of Education.

Mayfield College programs are approved by the California State Approving Agency for veteran educational benefits.

In addition, Mayfield College is affiliated or actively participating in the following organizations: California Association of Private Postsecondary Schools (CAPPS) and the Chamber of Commerce for Cathedral City, Palm Springs, Palm Desert, Rancho Mirage, and Indio.

Mayfield College is approved to offer instruction is in a residential format (in-person) for all programs unless due to circumstances coursework must be completed at a distance (online).

Instruction in an online setting is based on a state of emergency, a situation in which a government is empowered to be able to put through policies that it would normally may not be permitted to do, for the safety and protection of their citizens. A government can declare such a state during a natural disaster, civil unrest, armed conflict, medical pandemic or epidemic or other biosecurity risk.

Based on the COVID pandemic when an instructor or student is tested positive or becomes ill the class must go online until a negative COVID test is obtained from everyone in the class (instructor and students).

Online instruction is provided only for the lecture component of a course and is completed at a location determined by the student. Mayfield College utilizes Adobe Connect, Google Classroom and Pearson "MyLab" to delivery instruction online. Prior to enrollment each student must attest on the enrollment agreement to having the following minimum requirements to participate in coursework online, if the need arises to have coursework online.

- Computer or Mobile Device

  Requirements to attend virtual sessions on various devices with Adobe Connect

  WINDOWS
  - 1.4 GHz Intel Pentium 4 or faster processor (or equivalent)
  - Windows 10, 8.1 (32-bit/64-bit), Windows 7 (32-bit/64-bit)
  - 512 MB of RAM (1 GB recommended)
  - Microsoft Internet Explorer 11 or later, Windows Edge browser, Mozilla Firefox, and Google Chrome

  For HTML Client
  - Intel Core i5 or faster processor
  - Windows 10, 8.1 (32-bit/64-bit), Windows 7 (32-bit/64-bit)

- 2 GB of RAM (4 GB recommended)
- Google Chrome (v70.0 & above), Mozilla Firefox (v65.0 & above), and Edge (Chromium) (v79.0 & above)

MAC OS
- 1.83 GHz Intel Core Duo or faster processor
- 512 MB RAM (1 GB recommended)
- Mac OS X 10.13, 10.14 and 10.15
- Mozilla Firefox, Apple Safari, Google Chrome
- For HTML Client - Google Chrome (v70.0 & above), Apple Safari (v12.0 & above), and Mozilla Firefox (v65.0 & above)
- For HTML Client
- Intel Core i5 or faster processor
- Mac OS X 10.13, 10.14 and 10.15
- 2 GB of RAM (4 GB recommended)
- Google Chrome (v70.0 & above), Mozilla Firefox (v65.0 & above), Apple Safari (v12.0 & above) and Edge (Chromium) (v79.0 & above)

LINUX
- Ubuntu 16.04; Red Hat Enterprise Linux 6
- No application support is available for Linux. Users on Linux can attend meetings in a browser.
- Google Chrome
- Adobe Flash Player 23.0

VIRTUAL ENVIRONMENT
- Citrix XenApp 7.11

MOBILE
- The Adobe Connect app for iOS and Android requires Adobe Connect Server version 8.2 or later
- Some features may not be enabled in all Adobe Connect meetings if one is using an Adobe Connect Server older than version 9.4.2 (required for Custom pods)
- Google Android 4.4 or later
- Apple iOS: iOS 8.1.2 or later

- Camera
- Speakers
- Internet Connection, minimum bandwidth: 512 Kbps

All laboratory and externship coursework are completed in a residential format.

The approved programs in the table below are taught in a traditional residential format and are taught at 35-325 Date Palm Drive, Cathedral City, CA 92234. Please note that not all programs are offered at all times. Please check with admissions for program availability.

Program	Academic Semester Credit Hours	In-Clock Hours	Approved Instructional Delivery Method(s)*	Weeks	Financial Aid Credit Hours
Computer Support Technician Advanced	33	725	Traditional / Hybrid	40	22
Heating, Ventilation, and Air Conditioning	35	720	Traditional / Hybrid	40	22
Medical Assisting	36	720	Traditional / Hybrid	40	22
Medical Front Office Advanced	33	725	Traditional / Hybrid	40	22
EKG Technician	0	50	Traditional	3	0

*Distance Education Program - A program that makes available 100% of its required instructional hours via distance education.
*Hybrid Program - A program that makes available less than 100% of its required instructional hours via distance education.
*Traditional Program – A program that requires all instructional hours to be completed on campus.

Our Cathedral City location is approximately 25,000 square feet in size. The maximum class size depends on the classes and the module. In general, lab classes have a maximum student to teacher ratio of 20:1, and lecture classes are a maximum ratio of 20:1.

Students who successfully complete a course of study are awarded an appropriate certificate certifying their graduation.

Library resources are available for use that includes video tapes, CDs and DVDs, as well as current magazine publications and medical books. Resources are accessible on campus in the student resources center/library, which also includes computers with internet access. Students may access the on-campus student resources center/library Monday thru Friday 8:00 am to 5:00 pm. There is a check-in check-out system for removing resources from the student resources center/library.

The approved programs in the table below are taught in a traditional residential format and are taught at 73680 Buena Vista Drive, Twentynine Palms, CA 92277. Please note that not all programs are offered at all times. Please check with admissions for program availability.

Program	Academic Semester Credit Hours	In-Class Clock Hours	Approved Instructional Delivery Method(s)*	Weeks	Financial Aid Credit Hours
Business Office Administration	0	304	Traditional / Hybrid	Varies based on schedule of attendance at the time of enrollment.	0
Computer Information Systems and Network Technology	13	270	Traditional / Hybrid	Varies based on schedule of attendance at the time of enrollment.	0
Electricity Advanced	0	190	Traditional / Hybrid	Varies based on schedule of attendance at the time of enrollment.	0
HVAC/R Level 1 Advanced	0	80	Traditional / Hybrid	Varies based on schedule of attendance at the time of enrollment.	0
Computer Support Technician Advanced	33	725	Traditional / Hybrid	40	22
Heating, Ventilation, and Air Conditioning	35	720	Traditional / Hybrid	40	22
Medical Assisting	36	720	Traditional / Hybrid	40	22
Medical Front Office Advanced	33	725	Traditional / Hybrid	40	22
EKG Technician	0	50	Traditional	3	0

*Distance Education Program - A program that makes available 100% of its required instructional hours via distance education.
*Hybrid Program - A program that makes available less than 100% of its required instructional hours via distance education.
*Traditional Program – A program that requires all instructional hours to be completed on campus.

Our Twentynine Palms location is approximately 5,000 square feet in size. The maximum class size depends on the classes and the module. In general, lab classes have a maximum student to teacher ratio of 20:1, and lecture classes have a maximum ratio of 20:1. Students who successfully complete a course of study are awarded an appropriate certificate certifying their graduation. Library resources are available for use that includes video tapes, CDs and DVDs, as well as current magazine publications and medical books. Resources are accessible on campus in the student resources center/library, which also includes computers with internet access. Students may access the on-campus student resources center/library

Monday thru Friday 8:00 am to 5:00 pm. There is a check-in check-out system for removing resources from the student resources center/library.

The programs offered at Mayfield College are not designed nor lead to any required licensure in the state of California.

Mayfield College is authorized for WIA voucher training and the military Tuition Assistance program. Mayfield College programs are approved by the California State Approving Agency for veteran educational benefits. The school has available private payment plans. Mayfield College also trains for various insurance companies for the vocational rehabilitation of their clients.

Mayfield College has never filed for bankruptcy petition, operated as a debtor in possession, has filed a petition within the preceding five years, or has had a petition of bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.).

All information in the content of this school catalog is current, correct and is certified as true by Kevin Ha, Campus President.

Kevin Ha
Kevin Ha, Campus President

Hours of Operation

The school's business hours are Monday through Thursday 8:00 a.m. until 10:00 p.m and Friday from 8:00 a.m. until 5:00 p.m. For additional information about the school, contact the Admissions Department.

Legal Control

Mayfield College is a private, postsecondary school. It is owned by Mayfield College, Inc., a Delaware Corporation. The school is in compliance with all local, state, and federal laws and regulations and governed by the Board (Julie Ha and Kevin Ha).

Academic Calendar

Observed Holidays

January 1	New Year's Day
January 15	Martin Luther King, Jr.
February 19	President's Day
May 27	Memorial Day
June 19	Juneteenth
July 4	Independence Day
September 2	Labor Day
November 28	Thanksgiving
December 23 – December 27	Winter Break

*   Registration is continuous.
** The Twentynine Palms campus observes the holidays established by the Marine Corps Air Ground Combat Center. For the Academic Calendar for both campuses, please see Addendum A.

Mission Statement

The mission of Mayfield College is to provide our students with the knowledge, personal skills and experiences required to become leaders in tomorrow's careers.

Consumer Protection

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the Bureau's Internet web site www.bppe.ca.gov.

ADMISSIONS

General Admission Requirements

Prospective students are required to have graduated from high school or its equivalency. The following items are acceptable as proof of equivalency:
- Evidence of passing the High School Equivalency Exam
- Evidence of passing the GED
- Documentation of High School Graduation on a DD214
- Documentation of High School Diploma on a transcript from an accredited or Bureau approved postsecondary institution.
- Documentation of completion of an associates or higher degree as equivalent.

Prospective students are required to provide documentation of high school completion or equivalency, or fill out a transcript request (attestation) and Mayfield College will try to obtain documentation of high school completion.   Mayfield will attempt to receive documentation from the secondary school directly that confirms the validity of the student's diploma and will attempt to confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education. A student may not begin coursework until Mayfield College is in receipt of the documentation.

If Mayfield College believes that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, our staff will research the document and will request more information from the student to validate the student's diploma.

Mayfield College does not admit ability-to-benefit students (except under the Department of Education "grandfathering test" as described in GEN-12-09: Title 4 Eligibility for Students Without a Valid High School Diploma) https://ifap.ed.gov/sites/default/files/attachments/dpcletters/GEN1203.pdf

The accepted ability-to-benefit tests for admission under the Department of Education's "grandfathering test" are:
- Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2
- Combined English Language Skills Assessment (CELSA), Forms 1 and 2
- ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic)

Application Procedure

Qualified applicants who desire to enroll in one of the programs offered must apply in person. The Admissions Department is open from 8 a.m. to 5 p.m. Monday through Friday. One of our Admissions Representatives will guide the applicant through the following steps:

1. Answering questions about the school and the programs offered
2. Touring our facilities and equipment

The admissions process is comprised of the following steps:

1. Complete the Student Evaluation Questionnaire
2. Meet with an Admissions Representative
3. Be provided with a catalog and School Performance Fact Sheet for program of interest
4. Provide documentation of prior education or confirm on file at Mayfield College

5. Tour the facilities
6. Complete the Enrollment Application
7. Meet with a Financial Aid Officer
8. Complete the Financial Aid process
9. Attend an Orientation Session prior to the start date of class

Restarts

Students wishing to restart after withdrawing from the school may do so without penalty, and will be assessed tuition as a proportion of the total program cost for only the modules for which the student is re-entering. Any prior balances must be cleared before the student will be permitted to re-enter.

Orientation and Requirements for Admission

Prior to entrance into regularly scheduled classes, incoming students will be provided with a comprehensive orientation on school policies, Drug Free and Alcohol Abuse Prevention Policy and additional program information. At the orientation, students will be provided with an opportunity to discuss the information described in the catalog and program handbook, school policies, program requirements, dress code, attendance requirements, etc. Orientation also allows enrollees to become acquainted with fellow classmates, instructors and staff of Mayfield College.

Transfer Between Programs

If a student wishes to transfer between programs at Mayfield College, the student must receive prior approval from the School Director.

Transfer Credits

Mayfield College will give credit to a student that previously attended any institution that is Regionally or Nationally Accredited. Credit will be given based on the level of schooling and credits the student earned at the previous institution as it relates to the program the student wishes to enroll in at Mayfield College. The School will evaluate the credits earned and convert those into clock hours, prorate the tuition and charge the student the difference. A maximum amount of 75% of the total clock hours of any program may be transferred in. Mayfield College does not accept experiential learning credits.

Mayfield College will award appropriate undergraduate level credit for extra-institutional learning through practices that reflect the principles and guidelines in the statement on Awarding Credit for Extra-institutional Learning. This shall include awarding credit through use of one or more of the nationally recognized, non-traditional learning testing programs provided for service members by the OSD, such as described in the ACE Guide to Educational Credit by Examination. These examinations include CLEP, DSST, and ECE.

Articulation Agreements

This Institution has not entered into any transfer or articulation agreements with any other colleges or universities.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Transcripts

Mayfield College will provide a transcript of the student's academic record upon written request by the student. An official copy will be mailed to the appropriate person and/or school. An unofficial copy can be secured and given directly to a student.

Transcript Fee

Applicants who request an official transcript or G.E.D. test score through the school are assessed a non-refundable $5 fee.

STUDENT SERVICES

Placement Services

The School provides placement assistance to all our graduates, exclusive of seminar participants. However, it is understood that the School does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or Graduate. Students will be given assistance in career preparation including how to prepare a professional resume, fill out employment applications, and learn interviewing techniques. Our Placement Department will assist students in applying for jobs that fit each student's qualifications.

Drug Free and Alcohol Abuse Prevention Policy

It is a policy of Mayfield College to maintain a drug-free and alcohol-free workplace and campus. The illegal possession, use or distribution of drugs or alcohol by students, staff, and instructors is a violation of Mayfield College's rules as well as State and Federal law. The management at Mayfield College has directed employees to report drug and alcohol abuse with State and Federal agencies. Mayfield College upholds high standards of conduct for both employees and its students. Mayfield College prohibits the following acts:

1. Use, possession, manufacture, distribution or sale of illegal drugs or drug paraphernalia on campus premises or while on off-campus field trips either during or after working hours.
2. Unauthorized use or possession or manufacture, distribution, or sale of a controlled substance while on campus premises, or while engaged on school business or attending school activities either during or after working hours.
3. Unauthorized use, manufacture, distribution, possession, or sale of alcohol on campus premises or while on school activities either during or after working hours.
4. Storing in a locker, desk, vehicle, or other place on school premises, any unauthorized controlled substances, drug paraphernalia or alcohol.
5. Use of alcohol off school premises that adversely affects an employee's or student's work or academic performance, or an employee's or student's safety or the safety of others.
6. Possession, use, manufacture, distribution or sale of illegal drugs off campus premises that adversely affects the employee's work performance or the student's academic performance, or an employee's or student's safety or the safety of others.
7. Violation of State or Federal laws relating to the unauthorized use, possession, manufacture, distribution or sale of alcohol, controlled substances or drug paraphernalia.
8. For employees, failure to notify an employee's supervisor of an employee's arrest or conviction under any criminal drug statute as a result of a violation of law which occurs at Mayfield College.

Students may obtain copies of the complete Drug Free and Alcohol Abuse Prevention Policy from the Student Services Office.

Voters Registration Form

Voter registration forms are available in the administrative office.

Housing

Mayfield College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Cathedral City, CA, and Twenty-nine Palms rental properties start at approximately $1,100.00.

ACADEMICS

Instructors and Curriculum

The Instructors of Mayfield College are selected not only for their education, credentials, work experience, but also for their dedication, enthusiasm and ability to motivate students to their highest level of academic achievement. Students are urged to meet with their instructors for assistance when needed. Curricula for all programs have been designed, not only to provide career skills, but also to qualify students for immediate employment opportunities in a relatively short period of time. Mayfield College instructors and their qualifications are outlined in the catalog addendum.

Policy and Program Modification

In keeping with the school's philosophy of an immediate response to the needs of students and future employers, the school reserves the right to modify the course content, structure, and schedule without additional charges to the student and within the regulatory guidelines. The school reserves the right to amend the catalog as needed.

Books and Supplies

Additional supplies and services, such as notebooks, note paper, highlighters, pens, pencils and erasers, etc., must be provided by the student.

Attendance

Consistent attendance is essential to the overall effectiveness of the training a student receives at Mayfield College. Since future employers emphasize punctuality and attendance as top job requirements, attendance is as important as learning. A student is required to attend all scheduled classes regularly and punctually.

Mayfield College recognizes that there are times when a student is unable to attend class, arrives late or leaves early. The attendance policy allows for these circumstances, while ensuring that each student attends class a sufficient amount of time to master the subject material. A student will be placed on attendance probation if he or she is below 75% attendance at the end of any given module. Frequent tardiness and/or unexcused absences are cause for placing a student on probationary status. Unsatisfactory progress and automatic termination from the program will result after fourteen (14) consecutive calendar days of absence.

Attendance Probation:	A student will be placed on attendance probation if he or she is below 75% attendance at the end of any given module. The student must bring their attendance above 75% by the end of the following module to be removed from probation. A student may be placed on probation for a maximum of two modules before dismissal is recommended.
Consecutive Hours Absent:	A student who has missed fourteen (14) consecutive calendar days and does not return on the fourteenth (14) day will be terminated from school on that day.
Tardiness or Leaving Early:	Students who are late to class or who leave class 15 - 60 minutes early are considered tardy. Tardiness on four separate occasions will constitute one (1) day of absence and be recorded on their attendance record.
Attendance Probation Removal: *Time period* *Effects of meeting/not meeting* *Times placed*	If the 75% attendance is not achieved at the conclusion of the second probationary period, the student will receive disciplinary action.

Attendance Appeal Process:	Students may appeal termination if extenuating circumstances exist. Appeals must be made in writing to the School Director. The director will decide the date of re-entry, if applicable.

Re-entry Policy

Students who have been terminated for violating the attendance policy may re-enter through the appeal process.

Leave of Absence Policy

While enrolled in school, students may be granted leave of absences (LOA) no longer than 180 days in a 12-month period. All LOAs must be in writing and addressed to the School Director. The request must identify a reason for the leave of absence. Documentation from an appropriate person or agency supporting the reason should be provided if applicable. The School Director may approve the request if there is the likely expectation that the student will return. If a student fails to return on the scheduled return date, he/she shall be terminated from the training program.

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate:

- Students returning from a leave of absence are not guaranteed that the module required to maintain the normal progression in their training program will be available at the time of re-entry.
- They may have to wait for the appropriate module to be offered.
- Financial aid may be affected. The student will be advised of the possible loss of the student's grace period for his or her loans which would result in immediate repayment.

Grading Policies

Evaluation of student achievement will be based on meeting the objectives for each class. At the beginning of each module, the instructor will provide the student with a syllabus identifying the objectives and grade determination criteria. Students must achieve a cumulative grade point average of at least 70%. A student who fails a class is permitted to continue in her/his studies as long as satisfactory progress is maintained. Any subject that is failed must be repeated and passed. Students will be responsible for additional cost incurred with repeated modules.

Grade Point
The following system of grade points is used to evaluate a student's level of achievement:

A = 4.0	=	100 - 90%	Excellent
B = 3.0	=	89 - 80%	Good
C = 2.0	=	79 - 70%	Average
D = 1.0	=	69 - 60%	Below Average
F = 0	=	Below 59%	Failing

Incomplete:	An incomplete grade may be given for incomplete class assignments and/or examinations only with permission from the instructor. The *I* grade will be converted to an F grade if the incomplete is not made up within one week after the following module begins.

Response and Grading Timeframe for Online Coursework
For the emergency conditions where distance (online) instruction is required the Mayfield College instructors teaching distance (online) courses ensure timeliness of their responses to students' requests by following instructional requirements on response times of no more than 24 hours within the published operations schedule of the program/course. Mayfield College will provide a response to submitted materials when attending online instruction within 10 days of receipt.

Make-up work
Absences from class cannot be made up. However, students will be required to make up all assignments, examinations or other work missed as the result of any excused or unexcused absence. Upon returning to school, the student must immediately arrange to meet with the instructor regarding missed requirements. Upon instructor approval, the student must make up assignments within five (5) days and examinations within two (2) days of returning from an absence. The instructor may assign additional outside assignments if deemed necessary.

All arrangements are subject to the approval by the School Director.

Grading Policies for Externship

For programs requiring an externship, the policies and grading are described in the syllabus. Days, hours, dress code, responsibilities, etc. are dependent on the requirements of the externship facility. During the externship, each student will be evaluated in the areas of professional performance, work habits, initiative, etc. If the student is unable to reach minimum competency in the extern facility, she/he will be required to return to school for remedial assistance and/or serve additional externship hours.

Satisfactory Academic Progress

The Satisfactory Academic Progress policy applies to all students (new, full-time, Leave of Absence) in all programs. Mayfield College only has full-time students attending programs and does not have any part-time students. This policy applies to Title IV and non-Title IV recipients and treats all different programs the same.

All students must maintain satisfactory academic progress (SAP) in order to remain eligible to remain enrolled in the institution and to remain eligible for financial aid. Satisfactory academic progress is based on a qualitative component, which is based on cumulative GPA, and a quantitative component, which is based on pace, and a maximum timeframe for the student to complete their program. In order to maintain satisfactory academic progress, students must:
- Maintain a cumulative grade point average (GPA) of at least 70 percent (qualitative component) (see Grading Policies) (students need to achieve a specific minimum cumulative GPA of 2.0 out of a 4.0 scale at each evaluation point), and
- Successfully complete 67% of the credits or hours attempted (quantitative component), and
- Complete the eligible certificate programs within 150% of the normal published length of the program of 10 months.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

For Veterans utilizing the GI Bill,® attendance and academic progress are evaluated weekly. Veteran students utilizing the GI Bill® cannot be absent for more than 5 consecutive class days. On the 6th of the student's absence, Mayfield College will terminate the student's GI Bill® benefits.

Satisfactory academic progress is measured at the end of the first pay period (midpoint or 50% of the program) and at the end of the program.

If a student fails to meet the SAP requirements after the first pay period, that student will be notified in writing (mail, email, written document in person) and placed on probation, until the next SAP check, making the student ineligible for financial aid unless the student has met the qualitative and quantitative components of satisfactory academic progress.

Mayfield College will give credit to a student that previously attended any institution that is Regionally or Nationally Accredited. Credit will be given based on the level of schooling and credits the student earned at the previous institution as it relates to the program the student wishes to enroll in at Mayfield College. Mayfield will evaluate the credits earned and convert those into clock hours, prorate the tuition and charge the student the difference. A maximum amount of 75% of the total clock hours of any program may be transferred in. Mayfield College does not accept experiential learning credits.

Mayfield College will award appropriate undergraduate level credit for extra-institutional learning through practices that reflect the principles and guidelines in the statement on Awarding Credit for Extra-institutional Learning. This shall include awarding credit through use of one or more of the nationally recognized, non-traditional learning testing programs provided for service members by the OSD, such as described in the ACE Guide to Educational Credit by Examination. These examinations include CLEP, DSST, and ECE.If a student has transfer credits approved from a prior college, those hours will not be counted towards the GPA standards of SAP but will be included as credits or hours attempted and completed.

If a student changes programs, Mayfield College will not include the credits attempted and grades earned from the prior program toward the student's new program.

Mayfield College does not utilize a Warning for student who do not meet SAP requirements.

Probation, Appeals and Termination

If at midpoint and at the end of the program the student does not maintain at least a 70% cumulative GPA or at least a 67% completion rate, the student will be placed on probation and notified in writing.

Students that have been placed on probation may request an appeal with the Director, or designee, to develop an academic plan that will ensure the student is able to meet SAP standards by a specific time frame. The student's academic plan will be reviewed with the student during the probationary period as stated on the plan

Specific Actions to reestablish eligibility.

Within five (5) dates of notification, prepare a written letter or email that includes:
- information about the circumstances or events which prevented the student from meeting the SAP requirements
- why the student failed to make SAP, and
- the course of action or change that will allow them to make Satisfactory Academic Progress at the next evaluation

The Director, or designee, will review only the appeals that have the necessary documentation of mitigating circumstances that will be evaluated, including:

- severe illness, medical condition, or injury
- death of an immediate family member
- traumatic life-altering event, or
- military deployment/call to active duty
- Other cases may be considered if they are determined to have caused physical or psychological stress on a student. An appeal may not be based upon the need for funds nor the lack of knowledge that eligibility for aid was in jeopardy.

The Director, or designee, will then determine whether the student is eligible for an academic plan and can regain SAP within the maximum timeframe. The student will be notified in writing, within five (5) days, of the final decision. There are no additional appeals processes.

If the appeal is approved, a student previously eligible for financial aid will regain financial aid eligibility while on an academic plan.

If the appeal is denied, probation status conditions will continue until the student meets the SAP requirements, fails to meet the probation terms or reaches the maximum timeframe to complete the course and is withdrawn. The student is ineligible for financial aid while on probation, unless the student has met the qualitative and quantitative components of satisfactory academic progress.

A student will be allowed one appeal of probation status for the length of the program.

At the end of the period of probation with or without an academic plan, if the student does not meet the minimum standards, the student will be terminated from Mayfield College.

Reinstatement and Re-establishment of Financial Aid Eligibility

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeals process. In the appeals process, a student may provide a written statement describing the mitigating circumstances to the School Director which may or may not result in the student's reinstatement at Mayfield College. Students are not eligible for financial aid during this appeals process. If a student is re-admitted to Mayfield College through the appeals process, the student will be placed on probation and will be allowed one more payment period to be eligible for financial aid, with an academic plan. At the end of the first payment period of probation after reinstatement, the following standards must be achieved or the student will be terminated: a cumulative GPA of 70% and at least a 67% completion rate at the end of probation.

Impact of Remedial Courses, Repeated Courses, Incomplete Courses and Withdrawals

Mayfield College does not provide remedial courses for students. When a student receives an Incomplete ("I") or Withdrawal ("W") from a course, or repeats a course because of an "F" grade, all credits count as credits attempted. The "I" or "W" grades are not included in the cumulative GPA. When a course is repeated, the repeated grade is included in the cumulative GPA. Students who repeat courses will be subject to an additional tuition charge pro-rated by module. If a student has an incomplete in a course, the credits for the course count towards the determination of credit hours attempted, but not earned. If a student withdraws from a course, the credits for the course count toward the determination of credit hours attempted, but not earned and will not be considered in the cumulative GPA. The credit hours will be considered earned once the course is completed. The course will not be considered in the cumulative GPA until a grade is assigned.

Student Records

The institution maintains records to include the name, address, email address, and telephone number of each student who is enrolled in an education program, for a minimum of five years from the student's last day of attendance. Transcripts are maintained permanently. For each student granted a diploma or certificate, the institution maintains permanent records of the following:

1. The diploma/certificate granted and the date on which that degree or certificate was granted.
2. The courses and units on which the certificate or degree was based.
3. The grades earned by the student in each of those courses.

Family Educational Rights and Privacy Act of 1974, as amended
Mayfield College complies with the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student education records.

Under FERPA, Mayfield College is required to:
- Provide a student with an opportunity to inspect and review his or her education records within 45 days of the receipt of a request;
- Provide a student with copies of education records or otherwise make the records available to the student if the student, for instance, lives outside of commuting distance of the school;
- Redact the names and other personally identifiable information about other students that may be included in the student's education records.

Amendment of Education Records
Under FERPA, Mayfield College must:
- Consider a request from a student to amend inaccurate or misleading information in the student's education records;
- Offer the student a hearing on the matter if the school decides not to amend the records in accordance with the request;
- Offer the student a right to place a statement to be kept and disclosed with the record if, as a result of the hearing, the school still decides not to amend the record.

Mayfield College is not required to consider requests for amendment under FERPA that:
- Seek to change a grade or disciplinary decision;
- Seek to change the opinions or reflections of a school official or other person reflected in an education record.

Disclosure of Education Records
Mayfield College must:
- Have a student's consent prior to the disclosure of education records;
- Ensure that the consent is signed and dated and states the purpose of the disclosure.

Mayfield College may disclose education records without the student's consent when:
- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state or local educational authorities or accrediting bodies auditing or enforcing federal or state supported education programs or enforcing federal laws which relate to those programs;

- The disclosure is to the parents of a student who is a dependent for income tax purposes;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or
- The information disclosed has been appropriately designated as directory information by the school.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school asks students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Mayfield College in complying with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

Graduation Requirements

Success is dependent upon the student's individual efforts, abilities and application to the requirements of the School.

To be eligible for graduation, student must:

- Complete all required classroom modules with at least a cumulative grade point average of 2.0.
- Meet the specific grade and other program requirements for specific modules (if applicable).
- Meet the Satisfactory Progress requirement.
- Meet all financial or other obligations to the school.

Mayfield College does not have a cumulative final test or examination required for the completion of any program.

Diploma and Certificates

When requirements are met, a diploma/certificate is awarded to graduates of all approved programs.

FINANCIAL AID POLICIES

Financial Assistance

FEDERAL:
Preparing for a lifelong career requires not only a commitment of time and effort, but also a financial investment in a quality educational program. Many people feel that they cannot afford the tuition, books and time required for formal training. Subject to individual qualifications, the following financial aid programs are available to students at Mayfield College.

- Federal Pell Grant;

- Subsidized and Unsubsidized Stafford Direct Loan Programs; and
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

Students seeking financial aid must first complete the Free Application for Federal Student Aid application. (FASFA) The school's financial aid representative will use this application to determine the students' needs and assist with deciding what programs best serve the student.

If you've completed the steps to resolve your loan dispute and you still are not satisfied, you may need to contact the Federal Student Aid (FSA) Ombudsman Group of the U.S. Department of Education (ED). The Ombudsman Group is a neutral, informal, and confidential resource to help resolve disputes about your federal student loans.   The Ombudsman Group is dedicated to helping resolve disputes related to Direct Loans, Federal Family Education Loan (FFEL) Program loans, Guaranteed Student Loans, and Perkins Loans. Please use the following information to contact the FSA Student Loan Ombudsman Group.

Via On-line Assistance:	http://studentaid.gov/repay-loans/disputes/prepare
Via Telephone:	877-557-2575
Via Fax:	202-275-0549
Via mail:	U. S. Department of Education
	FSA Ombudsman Group
	830 First Street, N. E., Mail Stop 5144
	Washington, D.C. 20202-5144

Mayfield College participates in the following Title IV program funds:

Federal Pell Grant
Federal Pell grants are available to help matriculated students who have no prior undergraduate degrees. A Pell Grant is a grant from the federal government. Pell Grants are not loans and do not have to be paid back to the government after graduation.

Federal Subsidized and Unsubsidized Stafford Direct Loan Programs
The Federal Stafford Direct Loan program is the most widely-used loan program for college students. Federal Stafford Direct Loans offer many features, including:
- Low Interest rate. Stafford Direct Loans borrowed after July 1, 2021 have a fixed interest rate of 3.73%.
- No payments required while in school. Repayment begins six months after the student graduates.
- Deferment options. The student can apply for deferment of repayment while enrolled in a professional program; if the student becomes unemployed; or meets certain other conditions.

Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide to students. Federal direct loans are available to students regardless of income.

There are two types of Federal Stafford Direct Loans: Subsidized and Unsubsidized.

Subsidized Stafford Direct Loans are interest-free while the student is enrolled in college at least half-time and during the student's six-month grace period and during deferment periods. The Federal government subsidizes the student's loan by paying the interest to the lender on the student's behalf.

Unsubsidized Stafford Direct Loans accrue interest while the student is enrolled. The student can choose to pay off the interest each month while in school, or can allow the interest to accumulate until the student goes into repayment.

The student may be eligible for subsidized or unsubsidized Stafford Direct Loan funds, or both. The Financial Aid Office will determine whether the student qualifies for subsidized Stafford Direct Loan funds based on the information provided on the Free Application for Federal Student Aid (FAFSA), and depending on the student's total educational budget and other aid funds received.

Federal Parent Direct Loan for Undergraduate Students (PLUS)
The federal PLUS program is a popular financing option for parents of dependent undergraduate students. The PLUS loan is borrowed in the parent's own name. Here are some important details about federal PLUS Direct Loans:

- Loan Amount: Parents may borrow any amount up to the full cost of attendance as determined by Mayfield College, less any other resources. The cost of attendance includes tuition and allowances for books, personal expenses, and transportation.
- Credit Qualification: Parent borrowers must meet minimum credit requirements in order to borrow the PLUS loan. A credit check will be conducted when the parent begins the loan application process. If the parent does not meet the credit requirements, the parent will not be able to continue the application process. Students whose parents do not qualify for PLUS loans can borrow additional federal Stafford student loan funds.
- Interest Rate: PLUS loans borrowed after July 1, 2021 will have a fixed interest rate of 6.28%.
- Repayment: Parent borrowers begin monthly repayment within 60 days after full disbursement. The repayment period is ten years.

STATE:

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

Mayfield College programs are approved by the California State Approving Agency for veteran educational benefits. Veterans under the Montgomery GI Bill® – Active Duty (chapter 30 of Title 38 U.S.C.), the Montgomery GI Bill® Selected Reserve (Chapter 1606 of title 10 U.S.C.), Post-Vietnam Era Educational Assistance (Chapter 32 of title 38 U.S.C.), and Dependents' Education Assistance (Chapter 35 of title 38 U.S.C.) should mail their Enrollment Certifications (VA Form 22-199)and Notices of Change of student Status (VA Form 22-1999b) to Department of Veterans Affairs, P.O. Box 8888, Muskogee, OK 74402-8888. VA Forms 22-199 and VA Forms 22-1999b are available in the Financial Aid Office.

Students who are funded under their private rehabilitation insurance policy must provide Mayfield College a letter from their rehabilitation counselor approving Mayfield College as an eligible training institution.

Mayfield College is a Cal Grant eligible institution. The California Student Aid Commission offers state-funded grants to students. Students who would like to be considered for this grant must complete a FAFSA by the deadline published annually in the FAFSA and may also need to submit a GPA Verification to the California Student Aid Commission.

General Cal Grant Eligibility Requirements
All Cal Grant applicants must:

- Be California residents
- Be U.S. citizens or eligible non-citizens
- Meet U.S. Selective Service requirements
- Attend an eligible California qualifying postsecondary institution
- Be enrolled at least half-time
- Maintain satisfactory academic progress as defined at school of attendance
- Have family income and assets below the established ceilings
- Not be in default on any student loan
- Not owe any federal or state grant refund

Mayfield College is eligible for the following types of Cal grants:

Cal Grant A
Cal Grant A provides tuition and fee assistance for low and middle-income students. For Cal Grant A, your coursework must be at least two academic years.

Cal Grant B
Cal Grant B provides a living allowance and tuition and fee assistance for low-income students. Awards for most first-year students are limited to an allowance for books and living expenses. When renewed or awarded beyond the freshman year, the award also helps pay for tuition and fees. For Cal Grant B, your coursework must be for at least one academic year.

Cal Grant C
Cal Grant C awards assist with tuition and training costs for occupational, technical, and vocational programs. Funding is available for up to two years depending on the length of the program. To qualify, you must enroll in an occupational, technical, or vocational program that is at least four months long at a vocational/career school. Even though a GPA is not required to apply for a Cal Grant C, you are still encouraged to submit yours because it can only help your chances of receiving an award.

Tuition and Fees

The Enrollment Agreement obligates the student and the school for the entire program of instruction. The student's financial obligations will be calculated in accordance with the school's refund policy in the contract and this school catalog. Registration and tuition fees for each program are listed on the following page. An institutional catalog is available at no charge and will be provided to each enrollee prior to enrollment. Tuition is due in full at the beginning of each payment period. The school will work with each student to determine the best financial arrangement to meet their obligation for tuition. The school provides a voluntary prepayment plan to students and their families to help reduce the costs upon entry into training. Details are available through the financial aid representative.

The following payment plan is available to those who do not qualify for total financial assistance sufficient to cover the amount of tuition and fees:
- 10% down payment on the total program charges, followed by equal monthly installments during the student's enrollment period.

Because of the many changes, which occur daily in business and education, it is impossible to guarantee longstanding particulars. The School, therefore, reserves the right to modify tuition, fees and other charges without notice, but will not impose retroactively. Present tuition and fees are as follows:

CURRENT FEES AND TUITION:

Programs	Registration Fee Non-Refundable	Student Tuition Recovery Fund *Non-Refundable	Textbooks / Supplies	Uniforms	Tuition	**Total Charges (per hour fee, if applicable)
Medical Front Office Advanced	100.00	0.00	1,000.00 / 561.50	50.00	16,138.50	17,850.00
Computer Support Technician Advanced	100.00	0.00	1,000.00 / 519.50	50.00	16,180.20	17,850.00
Heating, Ventilation and Air Conditioning	100.00	0.00	1,000.00 / 836.48	50.00	15,863.52	17,850.00
Medical Assisting	100.00	0.00	1,000.00 / 562.19	50.00	16,137.81	17,850.00
HVAC/R Level 1 Advanced	0.00	0.00	0.00 / 0.00	0.00	2,666.67	2,666.67 ($33.33)
Electricity Advanced	0.00	0.00	0.00 / 0.00	0.00	6,333.33	6,333.33 ($33.33)
Computer Information Systems and Network Technology	0.00	0.00	0.00 / 00.00	0.00	9,000.00	9,000.00 ($33.33)
Business Office Administration	0.00	0.00	0.00 / 0.00	0.00	9,000.00	9,000.00 ($29.61)
EKG Technician	100.00	0.00	648.91	50.00	2,201.09	$3,000.00

* Non-Refundable - $0.00 for every $1,000 rounded to the nearest $1,000 of institutional charges.
**Charges for the period of attendance and the entire program.

Additional Fees, if applicable: Applicants who request an official transcript or G.E.D. test score through the school are assessed a non-refundable $5 fee. A returned check fee is determined by bank charge submitted to Mayfield College that ranges from $6.00 to $14.00. Additional uniforms or replacement supplies range from $6.00 to $40.00.

Financial Aid Student Rights

Students have the right to know:

- Types of Financial Aid available at Mayfield College.
- The basis for eligibility and the process of fulfilling those needs.
- When Financial Aid has been awarded and the conditions to which they are agreeing.
- The refund policy.

This information is available within this catalog and through the Financial Aid Department.

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

WITHDRAWAL POLICY

In order to withdraw, the student may officially withdraw by notifying the Registrar's office orally or in writing. If a student does not officially withdraw, the student will be dropped after fourteen (14) consecutive calendar days.

REFUND POLICY

Refunds are issued through the Financial Aid Office when a student withdraws from all classes. The issuance of refunds is not contingent upon notification of withdrawal by the student. Refunds are made within 45 days of the school's determination of the date of withdrawal if the student did not provide notice or 45 days from the official date of notice. For students receiving funding from a third party, tuition refunds are first applied toward repayment of third party funding. Mayfield College follows the refund policies outlined in the regulations for (1) the State of California's Bureau for Private Postsecondary Education; (2) Council on Occupational Education; and (3) the US Department of Education and applies the refund policy which provides the highest refund to the student.

STUDENT'S RIGHT TO CANCEL
1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time. You have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation or withdrawal may occur when the student provides a written notice of cancellation at the following address: Mayfield College, Attn: Administration, 35-325 Date Palm Drive, Suite 101, Cathedral City, CA 92234 or 73680 Buena Vista Drive, Twentynine Palms, CA 92277. This can be done by mail or by hand delivery.
3. The written notice of cancellation or withdrawal, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration fee not to exceed $100.00 within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM
You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $100.00. The refund is to be paid within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, the determination date of a student's withdrawal from a program of instruction is when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution, including conduct policies; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

- The student has failed to attend class for fourteen (14) consecutive calendar days.
- Failure to return from a leave of absence.

For official and unofficial withdrawal, the withdrawal date will be the student's last date of recorded attendance.

For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of fourteen (14) consecutive calendar days. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Return of Cal Grant Funds Policy

Cal Grant recipients, who withdraw from the school at any time after the cancellation period (described above) and are eligible for a pro rata refund, will have the pro rated refund of Cal Grant funds returned to the Cal Grant program. The refund to Cal Grant is to be paid within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the Cal Grant is considered earned and no refund will be submitted back to the Cal Grant program.

Return of Title IV Funds Policy

Federal regulations specify how Mayfield College must determine the amount of Title IV program assistance that the student earns if he or she withdraws from school. The Title IV programs Mayfield College participates in that are covered by this law are: Federal Pell Grants, Stafford Loans, and PLUS Loans.

When a student withdraws during his/her payment period, the amount of Title IV program assistance that the student has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on his/her behalf) less assistance than the amount earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance the student has earned is determined on a prorata basis. For example, if the student completed 30% of the payment period, the student earns 30% of the assistance originally scheduled to receive. Once the student has completed more than 60% of the payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

Unearned funds to returned by the school will be returned as soon as possible but no later than 45 days after determining the student has withdrawn.

If the student did not receive all of the funds earned, the student may be due a post-withdrawal disbursement. Post-withdrawal disbursements are disbursed within 45 days of the date of determination. If the post-withdrawal disbursement includes loan funds, Mayfield College will offer it to the student within 30 days. This allows the student at least 14 days to response with permission (or parent's permission in the case of a PLUS Loan) before it can disburse the loan funds on the student's account or directly to the student or parent (in the case of a PLUS Loan). The student may choose to decline some or all of the loan funds so that additional debt is not incurred. Mayfield College will apply post-withdrawal funds to outstanding tuition and fees. If a Title IV credit balance is created, those funds will be disbursed to the student as soon as possible but no later than 14 days from the date of the refund calculation.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to the student once the student withdraws because of other eligibility requirements.

If the student receives (or Mayfield College or parent on the student's behalf) excess Title IV program funds that must be returned, Mayfield College must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of the student's funds, or
2. The entire amount of excess funds.

Mayfield College must return this amount even if it did not keep this amount of the student's Title IV program funds.

If Mayfield College is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or parent for a PLUS Loan) repays in accordance with the terms and conditions of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The amount of a grant overpayment that the student must repay is any amount of the overpayment that is greater than half of the grant funds the student received or was scheduled to receive. The student must make arrangements with Mayfield College or the Department of Education to return the unearned grant funds.

The Tile IV funds are returned in the following order:

1. Unsubsidized Federal Stafford Direct Loans;
2. Subsidized Federal Stafford Direct Loans;
3. Direct PLUS Loans; and
4. Federal Pell Grants

The requirements for Title IV program funds when the student withdraws are separate from any refund policy of Mayfield College. Therefore, the student may still owe funds to Mayfield College to cover unpaid institutional charges. Mayfield College may also charge the student for any Title IV program funds that the school was required to return. If the student does not already know about Mayfield College's refund policy, the student can ask the Financial Aid department for a copy. The Financial Aid Department can also provide the student with the requirements and procedures for officially withdrawing from school.

If the student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243), TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been

eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Programs

MEDICAL FRONT OFFICE ADVANCED
Method of Delivery: Residential
Cumulative Final Exam: None
Graduation Document: Certificate
Potential Entry-Level Occupation Titles: *Coder, Health Information Clerk, Health Information Specialist, Health Information Technician (Health Information Tech), Medical Records Analyst, Medical Records Clerk, Medical Records Coordinator, Medical Records Director, Medical Records Technician (Medical Records Tech), Registered Health Information Technician (RHIT)*
Standard Occupational Codes (SOC): *29-2071.00 - Medical Records and Health Information Technicians*
Potential Entry-Level Occupation Titles: *Coder, Health Information Clerk, Health Information Specialist, Health Information Technician (Health Information Tech), Medical Records Clerk, Medical Records Coordinator, Medical Records Technician (Medical Records Tech), Registered Health Information Technician (RHIT)*
Standard Occupational Codes (SOC): *29-2072.00 - Medical Records Specialists*

PROGRAM DESCRIPTION
The Medical Front Office Advanced certificate program has been designed to prepare students for entry-level employment working in private physicians' offices, clinics, physicians' groups, or medical billing offices in such entry level positions as medical receptionist, medical transcriptions, medical documents processing clerk, medical billing clerk, medical insurance clerk, and insurance processing clerk.

PROGRAM OBJECTIVE
The objective is for students in this program to receive a solid foundation in medical terminology, medical insurance forms, medical coding and billing, introduction to medical transcription, processing medical documents, as well as basic business computer applications.

SCHEDULE

35 Classroom Weeks	**Monday through Thursday**
5 Weeks of Externship	**Monday through Friday**
40 Total Weeks	

725 In-Class Clock Hours/33 Academic Semester Credit Hours/22 Financial Aid Credit Hours

	In-Class Clock Hours			Academic Semester
Courses	**Lecture**	**Lab**	**Extern**	**Credit Hours**
Medical Law and Ethics, Health Care Data Content Structure	40	20	0	3.3

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Computers in Healthcare	40	20	0	3.3
Introduction to ICD-10 Coding	40	20	0	3.3
Medical Office Procedures and Reimbursement Methodology	40	20	0	3.3
Introduction to CPT/HCPCS Coding	40	20	0	3.3
Insurance Processing	40	20	0	3.3
Medical Transcription and Coding	40	20	0	3.3
Introduction to Medical Front Office	40	20	0	3.3
Medical Terminology, Pathology, and Pharmacology	40	20	0	3.3
Externship	0	0	185	4.1
Totals:	**360**	**180**	**185**	**33***

* The Grand Total number of credit hours will be rounded down to a whole number.

Medical Law and Ethics, Health Care Data Content Structure
This module presents the fundamental concepts of health care systems, careers and employability skills, communications, medical law and ethics and safety and security procedures. This module also presents the description of health care data content, which includes the medical records, charting and observation, as well as the different medical forms and HIPAA regulations. The lesson also presents the description of medical ethics associated with patient care, medical contracts and managed care.

Computers in Healthcare
This module presents the description of the parts and features of the computer and its usage in health care. The lesson also presents introductory information to Windows and Word applications, keyboarding, Excel and PowerPoint.

Introduction to ICD-10 Coding
This module presents the concepts and guidelines for ICD-10-CM coding.

Medical Office Procedures and Reimbursement Methodology
This module covers Worker's Compensation billing guidelines and form completion. This module also covers EOB's, payment adjudication, RBRVS calculations, balance billing, refunds, claims management, appeals, and auditing.

Introduction to CPT/HCPCS Coding
This module presents the concepts and guidelines for CPT and HCPCS coding. This lesson also covers compliance in coding.

Insurance Processing
This module covers physician medical billing guidelines with the CMS-1500 form for private health insurance, Medicare, Medicaid, TRICARE, as well as hospital billing guidelines with the UB-04 form.

Medical Transcription and Coding
This module covers electronic health records and will describe the basic EMR actions and menus that will give students an overview of its applications, as well as concepts and applications such as transaction entry, claim management, posting mail payments, balancing the day, statement management and data backup and maintenance will also be covered in this lesson.

Introduction to Medical Front Office
This module covers medical terminology concepts, including prefixes, suffixes, and word roots. This module also covers the anatomy and physiology of multiple body systems, beginning with: Integumentary system, the skeletal system, the muscular system, the cardiovascular system, the lymphatic & immune systems, and the respiratory system. The lessons also focus on the diseases of these body systems.

Medical Terminology, Pathology, and Pharmacology
This module covers medical terminology concepts, including prefixes, suffixes, and word roots. This module also covers the anatomy and physiology of multiple body systems, beginning with: Digestive system, urinary system, reproductive system, endocrine system, nervous system and special senses: the eye and ear. The lessons also focus on the diseases of these body systems.

Externship
On-the-job-training is the focus of this portion of the program. Students will perform actual work with one of the employers that we have partnered with through our Advisory Committee. After successfully completing this portion of the program, students will have "real world" job experience that can be included in their resume, and be discussed in future interviews.

COMPUTER SUPPORT TECHNICIAN ADVANCED
Method of Delivery: Residential
Cumulative Final Exam: None
Graduation Document: Certificate
Potential Entry-Level Occupation Titles: *Computer Specialist, Computer Support Specialist, Computer Technician, Desktop Support Technician, Help Desk Analyst, Help Desk Technician, Information Technology Specialist (IT Specialist), Support Specialist, Technical Support Specialist*
Standard Occupational Codes (SOC): *15-1232.00.00 - Computer User Support Specialists*

PROGRAM DESCRIPTION
The Computer Support Technician Advanced certificate program has been designed to prepare students for entry-level employment working as an Computer Tech, Support Technician, and Service Field Technician. This program prepares students for the CompTIA A+ certification exam.

PROGRAM OBJECTIVE
The objective is for students in this program to acquire the basic skills necessary to seek, identify, locate and solve problems in computer systems and peripherals. They will be able to analyze and troubleshoot problems that are either hardware or software related. They will be able to integrate new peripherals into the normal office computer system, and install new software and hardware as systems are upgraded.

SCHEDULE

35 Classroom Weeks   **Monday through Thursday**

5 Weeks of Externship   **Monday through Friday**

40 Total Weeks

725 In-Class Clock Hours/33 Academic Semester Credit Hours/22 Financial Aid Credit Hours

	In-Class Clock Hours			Academic Semester Credit Hours
Courses	**Lecture**	**Lab**	**Extern**	
Introduction to Computers	40	20	0	3.3
Introduction to Windows	40	20	0	3.3
Assembly	40	20	0	3.3
A+ Certification Training	40	20	0	3.3
A+ Review	40	20	0	3.3
Introduction to Networking	40	20	0	3.3
Installation	40	20	0	3.3
Troubleshooting Introduction	40	20	0	3.3
Troubleshooting Intermediate	40	20	0	3.3
Externship	0	0	185	4.1
Totals:	**360**	**180**	**185**	**33***

* The Grand Total number of credit hours will be rounded down to a whole number.

Introduction to Computers
This is a basic, introductory course to introduce students to the capabilities of the computer. Students learn to interface with a computer using an interactive CD that gives students an overview of the general operations of the computer and peripheral equipment.

Introduction to Windows
Windows creates the link between the user and the computer by providing an interface, or environment, in which one can communicate with the computer. Windows serves as the base software in which a variety of programs can operate. In this course, students learn to navigate in the Windows environment.

Assembly
A completely disassembled PC that needs to be reassembled and put back into working order is the challenge for students during this class.

A+ Certification Training
This is the central focus of the program. This is the preparatory course for the industry-wide A+ Certification Program developed and sponsored by the Computing Technology Association (CompTIA). In this course, students will become familiar with the concepts and practices of the Information Technology Industry. All of the necessary skills needed to become a successful PC Technician will be studied in depth. This includes a detailed study of PC hardware and associated Microsoft Operating System software (Windows 9x, Windows NT, Windows 2000 and Windows XP).

A+ Review
In this portion of the course, students will study the specific questions and types of questions that will be presented in the A+ Certification Exam. Analyzing the questions, and determining how to define the best possible answer is the central theme. Students will spend much of their time taking simulated A+ Exams during this course.

Introduction to Networking
Networks dominate the modern computing environment. During this portion of the program, students will learn the fundamentals of networking technologies network operating systems, wired and wireless networks. Various troubleshooting techniques will be explored, including identifying and isolating symptoms, separating hardware problems from software problems, research, fixing and testing.

Installation

The installation of the various releases of Microsoft Windows applicable to the A+ Certification will be explored during this part of the program. Students will be given hands-on experience in performing installations and upgrades.

Troubleshooting Introduction

This course prepares students how to repair hardware and replace Windows operating systems, troubleshooting, and networking.

Troubleshooting Intermediate

This course teaches students advanced techniques in how to repair hardware.

Externship

On-the-job-training is the focus of this portion of the program. Students will perform actual work with one of the employers that we have partnered with through our Advisory Committee. After successfully completing this portion of the program, students will have "real world" job experience that can be included in their resume, and be discussed in future interviews.

HEATING, VENTILATION AND AIR CONDITIONING
Method of Delivery: Residential
Cumulative Final Exam: None
Graduation Document: Certificate
Potential Entry-Level Occupation Titles:
Sample of reported job titles: A/C Tech (Air Conditioning Technician); HVAC Installer (Heating, Ventilation, Air Conditioning Installer); HVAC Mechanic (Heating, Ventilation, Air Conditioning Mechanic); HVAC Service Tech (Heating, Ventilation, Air Conditioning Service Technician); HVAC Service Technician (Heating, Ventilation, Air Conditioning Service Technician); HVAC Specialist (Heating, Ventilation, and Air Conditioning Specialist); HVAC Technician (Heating, Ventilation, Air Conditioning Technician); HVAC Technician (Heating, Ventilation, and Air Conditioning Technician); Service Technician; Systems Mechanic
Sample of reported job titles: HVAC / R Technician (Heating, Ventilation, Air Conditioning / Refrigeration Technician); HVAC Service Technician (Heating, Ventilation, Air Conditioning Service Technician); HVAC Tech (Heating, Ventilation, Air Conditioning Service Technician); HVAC Technician (Heating, Ventilation, Air Conditioning Technician); HVAC/R Service Technician (Heating, Ventilation, and Air Conditioning/Refrigeration Service Technician); Refrigeration Mechanic; Refrigeration Operator; Refrigeration Technician (Refrigeration Tech); Service Technician (Service Tech); Transportation Refrigeration Technician

Standard Occupational Codes (SOC):
49-9021.00 - Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9021.01 - Heating and Air Conditioning Mechanics and Installers
49-9021.02 - Refrigeration Mechanics and Installers

PROGRAM DESCRIPTION

The Heating, Ventilation and Air Conditioning certificate program has been designed to prepare students for entry-level employment as an HVAC Technician.

PROGRAM OBJECTIVE

Students in this program will acquire the skills necessary to identify, locate and solve heating, ventilating, air conditioning and refrigeration problems in all types of buildings from residential to commercial.

Students will apply theory and principles learned in the class and lab settings that will help them to develop, select, operate and test heating, ventilating and air conditioning equipment. The program emphasizes theory, as well as hands-on practice.

SCHEDULE

35 Classroom Weeks   **Monday through Thursday**

5 Weeks of Externship   **Monday through Friday**

40 Total Weeks

720 In-Class Clock Hours/35 Academic Semester Credit Hours/22 Financial Aid Credit Hours

Courses	In-Class Clock Hours			Academic Semester Credit Hours
	Lecture	Lab	Extern	
Air Distribution, Venting, Maintenance, and Air Conditioning	45	15	0	3.5
Electronics and Control Circuit Troubleshooting	45	15	0	3.5
Electric Heat, Accessories, Metering, and Compressors	45	15	0	3.5
Heat Pumps and Handling Refrigerants	45	15	0	3.5
Maintenance and Troubleshooting	30	30	0	3
Hydronic, Airside and Balancing Systems	45	15	0	3.5
Troubleshooting Systems and Indoor Quality Systems	45	15	0	3.5
Refrigeration	45	15	0	3.5
Codes & Licenses, Energy, Water Treatment, and Building Mgmt.	60	0	0	4
Externship	0	0	180	4
Totals:	**405**	**135**	**180**	**35***

 * The Grand Total number of credit hours will be rounded down to a whole number.

<u>Air Distribution, Venting/Maintenance, and Air Conditioning</u>
This course covers the fundamentals of air distribution systems used in air conditioning. The student is given instruction in the fundamentals and principles of human comfort, psychometrics, heat transfer and how to calculate heating and cooling loads. The course also covers fan fundamentals, types of distribution systems, heating and cooling apparatus, and the controls of system operations. Topics include air conditioning and heat pump technology covering commercial and residential air conditioning and the characteristics and operation of heat pump systems. The electrical and mechanical systems will be studied and analyzed. Students will study the procedures for the installation, maintenance, troubleshooting and repair of dehumidifiers, room air conditioners, and split systems. Instruction will be given on air conditioning and heat pump controls and diagnostic procedures.

Electronics and Control Circuit Troubleshooting
Study of AC and DC circuits, the use of electrical meters, reading electrical diagrams, electrical distribution systems in residential and commercial buildings and the installation of electrical equipment. Sections of the National Electrical Code are also studied. Provides the foundational knowledge and skills to understand and safely install, service, and troubleshoot HVAC/R electrical circuits and electronics. Topics include basic electrical theories, HVAC/R electricity and electronic symbols and schematics, proper meter usage, motors, controls, and other electrical/electronic devices. The sequence of operation and diagnostic troubleshooting, utilizing pictoral, schematic, and hands-on approaches are also stressed.

Electric Heat, Accessories, Metering, and Compressors
This course will cover the necessary skills to be able to maintain, troubleshoot and install electrical heat. It will cover the many differing applications of electric heat and will allow for the learner to become confident in the service and installation of electric heat appliances. The components and controls of electric heat will be covered in detail as to allow the learner to think sequentially in the processes required for troubleshooting electric heat sources. Safety in electricity will be covered extensively.

Heat Pumps and Handling Refrigerants
Upon successful completion of this course, the student should be able to identify the function of all components and accessories of all electric and dual heat pump systems. Topics will include electric heat and heat pump fundamentals, principles and applications; refrigerant flow controls; defrost cycle controls; heat pump thermostats; indoor air distribution; dual fuel controls; and change-over stats. Emphasis will be on the electrical diagrams and mechanical principles of operation. These systems, as well as practical instruction in service and diagram procedures and techniques for the efficient operation, maintenance, troubleshooting and repair of these systems, will make up the lab portion of the course.

Maintenance and Troubleshooting
Upon successful completion of this course, the student will be able to identify techniques and procedures used in the residential construction industry to determine proper sizing of HVAC equipment and ducts to meet the requirements for a high-quality, comfortable climate in terms of heating, cooling, humidifying, dehumidifying, ventilation and air cleaning or filtering.

Hydronic, Airside, and Balancing Systems
This course provides the theory and practice in fluid measuring methods and instrumentation. Emphasis is placed on working with instruments such as pitot tube devices and velometers to illustrate the interaction of fluid systems curves. Course content also includes air psychometries, air and hydronic system balancing and measurement of sound.

Troubleshooting Systems and Indoor Air Quality Systems
This course introduces the techniques of assessing and maintaining the quality of the indoor environment in residential and commercial structures. Topics include handling and investigating complaints, filter selection, humidity control, testing for sources of carbon monoxide, impact of mechanical ventilation, and building and duct pressures. Upon completion, students should be able to assist in investigating and solving common indoor air quality problems.

Refrigeration
An introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment, and refrigeration components.

Codes and Licenses, Energy, Water Treatment, and Building Management
HVAC theories and concepts with special emphasis on the understanding and documentation of the codes and regulations required for the State of California. This course specifies cleaning and treatment of

circulating HVAC water systems, including cleaning compounds, chemical treatment for closed loop heat transfer systems, chemical treatment for open loop systems, and glycol-water heat transfer systems.

Externship
This course will provide the student with an opportunity to use the skills acquired from classroom instruction in a "real life" setting. Students will be placed with an HVAC department within an outside business as an extern where the staff will provide opportunities for practical application of the student's skills.

MEDICAL ASSISTING
Method of Delivery: Residential
Cumulative Final Exam: None
Graduation Document: Certificate
Potential Entry-Level Occupation Titles: *Certified Medical Assistant (CMA), Chiropractor Assistant, Clinical Assistant, Doctor's Assistant, Medical Assistant (MA), Medical Office Assistant, Ophthalmic Technician, Optometric Assistant, Optometric Technician, Registered Medical Assistant (RMA)*
Standard Occupational Codes (SOC): *31-9092.00 - Medical Assistants*

PROGRAM DESCRIPTION
The Medical Assisting certificate program has been designed to prepare students for entry-level employment in a variety of medical settings, such as a physician's office or medical clinic. Graduates of the program may enter the field as: Medical Assistant, Clinical Medical Assistant, Electrocardiogram Technician, Medical Secretary, or Medical Receptionist.

PROGRAM OBJECTIVE
The content of the program provides the student with specialized training in industry-current medical, clinical and administrative procedures. Instruction in the clinical aspect of the program includes medical terminology, anatomy and physiology, patient relations, use and care of diagnostic equipment, venipuncture, injections, infection control protocol, EKG operations, urinalysis and treatment procedures commonly performed in a medical setting. The administrative aspect includes scheduling appointments, medical bookkeeping, processing insurance forms, and other critical patient services.

SCHEDULE

35 Classroom Weeks	**Monday through Thursday**
5 Weeks of Externship	**Monday through Friday**
40 Total Weeks	

720 In-Class Clock Hours/36 Academic Semester Credit Hours/22 Financial Aid Credit Hours

Courses	In-Class Clock Hours			Academic Semester Credit Hours
	Lecture	**Lab**	**Extern**	
Health Care Concepts and Health Care Delivery Services	60	0	0	4
Medical Office Administration and Basic Patient Care	60	0	0	4
Clinical Medical Assisting	40	20	0	3.4
Pharmacology and Administration of Medications and Office Emergencies	40	20	0	3.4

Medical Billing and Financial Management	40	20	0	3.4
Medical Insurance Processing and Computerized Medical Coding Procedures	40	20	0	3.4
The Medical Laboratory	40	20	0	3.4
Electrocardiography and Radiology	40	20	0	3.4
Psychology, Professionalism, and Human Resources	60	0	0	4
Externship	0	0	180	4
Totals:	**420**	**120**	**180**	**36***

* The Grand Total number of credit hours will be rounded down to a whole number.

Health Care Concepts and Health Care Delivery Services
This module presents the basic concepts that all health care providers need to understand, including health care delivery systems, communication and interpersonal skills, medical law and ethics, wellness, disease, and infection control, safety, quality assurance, and security procedures in health care, medical and surgical asepsis, and basic computer literacy. The module will also provide basic medical terminology related to prefixes, suffixes, word roots, abbreviations, and symbols. Students will also be introduced to the study of anatomy and physiology and diseases processes.

Medical Office Administration and Basic Patient Care
This module presents the concepts of patient reception, appointment scheduling, communications (verbal and nonverbal and written), and telephone techniques. The module also covers the skills and knowledge of basic patient care, which includes taking vital signs, assisting with physical examinations and medical specialties. In addition, the module presents the anatomy and physiology of the skeletal and muscular systems.

Clinical Medical Assisting
This module presents the concepts of clinical medical assisting in pediatrics, geriatrics, eye and ear care, and minor surgery, and physical therapy. In addition, the module presents the medical terminology and anatomy and physiology related to the nervous systems and the special senses.

Pharmacology and Administration of Medications and Office Emergencies
This module presents the concepts required to learn about pharmacology and the various routes of administration of medication. In addition, the module will cover the medical terminology and anatomy and physiology related to the integumentary system.

Medical Billing and Financial Management
This module presents the concepts and applications for managing medical records, filing, and manual medical billing and claims processing. Accounting, bookkeeping, banking and medical office management are also discussed in the module. The module will also discuss the description and classification of medical law and ethics. In addition, the module will cover the medical terminology and anatomy and physiology related to the endocrine system.

Medical Insurance Processing and Computerized Medical Coding Procedures
This module presents the concepts and applications involved in processing medical insurance claims, as well as the computerized coding of these claims. Students will learn how to utilize the electronic medical billing software Medisoft. The module will also cover the medical terminology and anatomy and physiology related to the digestive system.

The Medical Laboratory
This module presents the concepts and applications involved in working in the medical laboratory. This will include basic laboratory procedures, diagnostic clinical procedures, transporting, accessioning, and processing specimens, collection procedures, supplies and equipment and performing phlebotomy in the health care setting. The module will also cover the medical terminology and anatomy and physiology related to the circulatory and lymphatic systems.

Electrocardiography and Radiology
This module presents the concepts and applications involved in identifying and performing basic EKG tracings and assisting in radiology procedures. The module will cover patient care techniques related to EKG testing, legal and ethical responsibilities related to electrocardiography, application and use of medical instrumentation modalities related to electrocardiography, cardiovascular emergency equipment and procedures, and basic x-ray procedures. The module will also cover the medical terminology and anatomy and physiology related to the cardiovascular and respiratory systems.

Psychology, Professionalism, and Human Resources
This module presents concepts related to psychology, professionalism in the health care environment, job preparation, and human resources. The module will also cover the medical terminology and anatomy and physiology related to the urinary and reproductive systems, as well as basic procedures affecting these systems.

Externship
On-the-job-training is the focus of this portion of the program. Students will perform actual work with one of the employers that we have partnered with through our Advisory Committee. After successfully completing this portion of the program, students will have "real world" job experience that can be included in their resume, and be discussed in future interviews.

HVAC/R LEVEL I ADVANCED – Twentynine Palms Campus Only
Method of Delivery: Residential
Cumulative Final Exam: None
Graduation Document: Certificate
Potential Entry-Level Occupation Titles:
Sample of reported job titles: A/C Tech (Air Conditioning Technician); HVAC Installer (Heating, Ventilation, Air Conditioning Installer); HVAC Mechanic (Heating, Ventilation, Air Conditioning Mechanic); HVAC Specialist (Heating, Ventilation, and Air Conditioning Specialist); Refrigeration Mechanic; Refrigeration Operator; Refrigeration Technician (Refrigeration Tech); Service Technician (Service Tech); Systems Mechanic; Transportation Refrigeration Technician (Transportation Refrigeration Tech)
Standard Occupational Codes (SOC):
49-9021.00 - Heating, Air Conditioning, and Refrigeration Mechanics and Installers

COURSE DESCRIPTION
The HVAC/R Level 1 Advanced program has been designed to introduce HVAC professionals to current design and installation techniques and performance testing equipment for HVAC systems and components. The program has been designed to introduce professionals to electricity in HVAC systems. Due to the advanced nature of this course, enrollment will be restricted to only those individuals who have successfully completed the HVAC/R program or those who already have a fundamental understanding of the general relationship of HVAC systems and components.

COURSE OBJECTIVE
The course objectives are to provide the student with specialized training in refrigeration and air conditioning. Further exploration includes basic physics and major system components, including hermetic, semi-hermetic, and open compressors, as well as condensers, evaporators, and refrigerant-metering devices. Students will gain an advanced understanding of electricity and magnetism as they pertain to resistors, conductors, power supplies, circuit protection devices, and transformers. Further advanced exploration will include electricity in HVAC systems, electrical components, basic electronics, troubleshooting components, and troubleshooting residential equipment.

SCHEDULE

80 Clock Hours   **Monday through Thursday**

Courses	In-Class Clock Hours		
	Lecture	Lab	Extern
Physics, Electricity and Magnetism	4	3	0
Component Functions	4	2	0
Advanced Gas Laws	4	3	0
Pressure/Temperature Relationship	4	2	0
Compression Refrigeration Cycle	4	2	0
Refrigerants, Oil	4	2	0
Recycling, Safe Practices and Public Relations	4	2	0
Compressors	4	2	0
Condensers	4	2	0
Evaporators	4	2	0
Capillary Tubes	4	2	0
Valves	4	2	0
Resistors, Conductors, Power Supplies, Circuit Protection	4	2	0
Totals:	**52**	**28**	**0**

Physics, Electricity and Magnetism
Advanced principles of electricity required by HVAC technicians including proper use of test equipment, A/C and D/C circuits, and component theory and operation. This subject provides foundation to support understanding how to troubleshoot heating, air conditioning and refrigeration equipment. Students will delve into the principles of electricity, electrical current, circuitry, and A/C devices; apply Ohm's law to electrical calculations; and perform electrical tests.

Component Functions
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Students will demonstrate systems applications; implement and demonstrate industry accepted refrigerant charging procedures; demonstrate air conditioning system installation procedures; and demonstrate component and part diagnostics and replacement.

Advanced Gas Laws

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. Students will learn how to identify different types of gas furnaces; identify and discuss component operation of gas furnaces; service and troubleshoot gas furnaces; perform safety inspections on gas and electric heating systems; identify unsafe operation of gas furnaces; identify and discuss component operation of electric heating systems; and service and troubleshoot electric heating systems.

Pressure/Temperature Relationship

Study of the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. Student will learn how to identify refrigeration components; explain operation of the basic refrigeration cycle and heat transfer; demonstrate proper application and/or use of tools, test equipment, and safety procedures.

Compression Refrigeration Cycle

Study of the vapor compression cycle, multistage compression cycles, and cascaded systems. Understanding of how each component within the compression refrigeration cycle operates.

Refrigerants, Oil

Study of the characteristics and applications of various refrigerants and their associated refrigerant oils.

Recycling, Safe Practices and Public Relations

Study of HVAC refrigerant recovery and recycling. Review of safe practices and EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. Students will define refrigerant recovery, recycle, and reclaim terms; explain refrigerant recovery, recycle, and reclaim procedures; analyze refrigerant recovery, recycle, and reclaim operations; identify Type I, Type II, and Type III appliances; examine and utilize Section 608 of the Clean Air Act of 1990 Refrigerant, Recycle, and Reclaim to determine compliance.

Compressors

Study of the performance of refrigeration compressors (heat rate, electrical power requirement, mass flow) and the correct compressor performance for changes in operating pressures, temperatures, and control methods.

Condensers

Study of condenser fan curve operating point, determining the condenser duty, superheat and subcooling. Students will understand the Condenser performance curve and air flow requirements.

Evaporators

Application of non-psychometric formulas to analyze the airside performance of the evaporator heat exchangers.

Capillary Tubes

Study of the Hand expansion valve and capillary tubes. Students will learn how to remove and replace the capillary tubes.

Valves

Study and application of the reversing valve operation and the operation of different gas valves.

Resistors, Conductors, Power Supplies, Circuit Protection

Study of how electrical power is transmitted, resistors, conductors, circuit protection devices, transformers, overcurrent, and ground fault interrupters.

ELECTRICITY ADVANCED – Twentynine Palms Campus Only
Method of Delivery: Residential
Cumulative Final Exam: None
Graduation Document: Certificate
Potential Entry-Level Occupation Titles:
Sample of reported job titles: A/C Tech (Air Conditioning Technician); HVAC Installer (Heating, Ventilation, Air Conditioning Installer); HVAC Mechanic (Heating, Ventilation, Air Conditioning Mechanic); HVAC Specialist (Heating, Ventilation, and Air Conditioning Specialist); Refrigeration Mechanic; Refrigeration Operator; Refrigeration Technician (Refrigeration Tech); Service Technician (Service Tech); Systems Mechanic; Transportation Refrigeration Technician (Transportation Refrigeration Tech)
Standard Occupational Codes (SOC):
49-9021.00 - Heating, Air Conditioning, and Refrigeration Mechanics and Installers

COURSE DESCRIPTION
The Electricity Advanced program has been designed to introduce HVAC professionals to current design and installation techniques and performance testing equipment related to electricity in HVAC systems. Due to the advanced nature of this course, enrollment will be restricted to only those individuals who have successfully completed the HVAC/R program or those who already have a fundamental understanding of different types of electrical systems.

COURSE OBJECTIVE
Course objectives are to provide the student with specialized training in electricity. Further advanced exploration will include electricity in HVAC systems, electrical components, basic electronics, troubleshooting components, and troubleshooting residential equipment.

SCHEDULE

190 Clock Hours   **Monday through Thursday**

Courses	In-Class Clock Hours		
	Lecture	**Lab**	**Extern**
Electrical Components	25	15	0
Electricity	25	10	0
Electronics	25	15	0
Troubleshooting Components	25	10	0
Troubleshooting Residential and Commercial Equipment	25	15	0
Totals:	**125**	**65**	**0**

Electrical Components
Advanced study in electrical components in HVAC/R systems including: resistors and resistance, capacitors and capacitance, inductors and inductances, transformers, relays and contactors, motors, circuit protection devices, conductors, power supplies, and basic controls.

Electricity
Advanced study in the role of electricity in the HVAC/R industry including: electricity and magnetism, voltage, direct and alternating current, series and parallel circuits, electrical symbols and schematic diagrams, and electrical safety.

Electronics
Advanced study in electronics in HVAC/R systems including: solid state electronics, diodes and power supplies, power supply regulation and filtration, transistors, silicon-controlled rectifiers, triacs, diacs, and solid state relays, Peltier diodes, protective devices, number systems, logic circuits, digital integrated circuits, analog integrated circuits, microprocessors and computers.

Troubleshooting Components
Advanced study in troubleshooting components in HVAC/R systems including: test equipment, resistors, capacitors, relays, contactors, starters, transformers, thermostats, motors, hermetic and semi-hermetic components, and wiring systems.

Troubleshooting Residential and Commercial Equipment
Advanced study in troubleshooting residential and commercial HVAC/R equipment including: reading and understanding schematics, split systems, furnaces: gas, oil, electric, heat pumps: air-to-air, water-source, electronic air cleaners, and humidifiers.

COMPUTER INFORMATION SYSTEMS AND NETWORK TECHNOLOGY – Twentynine Palms Campus Only

Method of Delivery: Residential
Cumulative Final Exam: None
Graduation Document: Certificate
Potential Entry-Level Occupation Titles: *Computer Specialist, Computer Support Specialist, Computer Technician, Desktop Support Technician, Help Desk Analyst, Help Desk Technician, Information Technology Specialist (IT Specialist), Support Specialist, Technical Support Specialist*
Standard Occupational Codes (SOC): *15-1232.00.00 - Computer User Support Specialists*
Potential Entry-Level Occupation Titles: *Computer Network Specialist, IT Consultant (Information Technology Consultant), Network Specialist, Network Support Specialist, Network Technical Analyst, Network Technician, Personal Computer Network Analyst, Systems Specialist*
Standard Occupational Codes (SOC): *15-1231.00 - Computer Network Support Specialists*

PROGRAM DESCRIPTION
The Computer Information Systems and Network Technology program blends theory and practice to prepare its graduates for careers in fields such as systems development, computer repair, and network administration. The program focuses on the application of information technology to facilitate the management and operation of organizations. This program concentrates on computing and network technology and the organization context in which these technologies are employed to solve business problems.

PROGRAM OBJECTIVE
The objective of the Computer Information Systems and Network Technology program is to train students for Information Technology careers. This course is designed to teach computer repair lab work, network administration, and systems development as it pertains to Information Technology. Students

completing the course will also understand all of the procedures and protocols of working in an IT department or company.

SCHEDULE
270 Clock Hours/13 Semester Credit Hours   **Monday through Thursday**

Courses	In-Class Clock Hours			Academic Semester Credit Hours
	Lecture	Lab	Extern	
Hardware and Software	30	30	0	3
Installation	15	15	0	1
Networking and Security	30	30	0	3
Operating Systems	30	30	0	3
Troubleshooting	30	30	0	3
Totals:	**135**	**135**	**0**	**13**

Hardware and Software
In this course, students will become familiar with the concepts and practices of the Information Technology Industry. All of the necessary skills needed to become a successful PC Technician will be studied in depth. This includes a detailed study of PC hardware and associated Microsoft Operating System software (Windows 9x, Windows NT, Windows 2000 and Windows XP).

Installation
The installation of the various releases of Microsoft Windows applicable to the A+ Certification will be explored during this part of the program. Students will be given hands-on experience in performing installations and upgrades.

Networking and Security
Networks dominate the modern computing environment. During this portion of the program, students will learn the fundamentals of networking technologies network operating systems, wired and wireless networks. Various troubleshooting techniques will be explored, including identifying and isolating symptoms, separating hardware problems from software problems, research, fixing and testing.

Operating Systems
Windows creates the link between the user and the computer by providing an interface, or environment, in which one can communicate with the computer. Windows serves as the base software in which a variety of programs can operate. In this course, students learn to navigate in the Windows environment.

Troubleshooting
Here students will be guided through the steps necessary to properly identify and isolate the most common problems that can affect computers. During the introduction portion of the course, students will learn how to differentiate hardware from software related issues. As students progress through the course, simulated problems will be presented, and they will demonstrate how to isolate and fix the issues.

BUSINESS OFFICE ADMINISTRATION – Twentynine Palms Campus Only
Method of Delivery: Residential
Cumulative Final Exam: None
Graduation Document: Certificate
Potential Entry-Level Occupation Titles: *Administrative Clerk (Admin Clerk), Clerical Aide, Clerical Assistant, Clerk, General Clerk, Office Assistant, Office Clerk, Office Coordinator, Office Services Specialist, Office Support Assistant, Accounting Assistant, Accounting Clerk*
Standard Occupational Codes (SOC): *43-9061.00 - Office Clerks, General*

PROGRAM DESCRIPTION

The Business Office Administration program is designed to introduce the student to the study of a wide range of subjects related to positions and careers in the modern office. The program includes the training necessary to successfully perform in the many and varied Office Technician and Administrative Assistant type positions available in the job market. Recognizing the importance of office communications, office computer applications, records management, and virtual technology in the business community, these areas provide students with learning opportunities relevant to everyday business.

PROGRAM OBJECTIVE

The objective of the Business Office Administration program is to train students for careers in the business environment. This course is designed to teach students to understand the business functions of organizations, develop critical and analytical thinking skills, and secure effective communication and leadership skills.

SCHEDULE

304 Clock Hours/17 Semester Credit Hours   **Monday through Thursday**

Courses	In-Class Clock Hours		
	Lecture	Lab	Extern
Business Communication	57	19	0
Introduction to Business Management	57	19	0
Leadership	57	19	0
QuickBooks	57	19	0
Totals:	**228**	**76**	**0**

Business Communication
The ability to communicate effectively plays a major role in achieving career success. Technological advancements have increased the need for skilled communicators, and employers state that the application of acceptable communication skills is essential for a workforce to survive in a competitive, global environment.

Introduction to Business Management
The study of business world operations including the wide range of occupational functions and the American economic system.

Leadership
This course is designed to provide a basic introduction to leadership by focusing on what it means to be a good leader. Emphasis in the course is on the practice of leadership. The course will examine topics such

as: the nature of leadership, recognizing leadership traits, developing leadership skills, creating a vision, setting the tone, listening to out-group members, handling conflict, overcoming obstacles, and addressing ethics in leadership. Attention will be given to helping students to understand and improve their own leadership performance.

QuickBooks
This module presents a comprehensive exploration of QuickBooks Online Plus. In this course students will learn reinforcement of accounting concepts and will have an opportunity to work in a Cloud-based environment. Students will explore error correction and resulting ramifications, as well as be introduced to a thorough exploration and use of many of QuickBooks Online features. Other course offerings will include an experience in recording transactions for service and inventory businesses; transactions ranging from simple to complex that simulate real-world occurrences; use of online payroll subscription; creation of a company for use in QuickBooks Online; & printing of business forms and reports.

EKG Technician
Method of Delivery: Residential
Cumulative Final Exam: None
Graduation Document: Certificate
Potential Entry-Level Occupation Title: *Electrocardiogram Technician (EKG Tech)*
Standard Occupational Codes (SOC): *29-2031.00 Cardiovascular Technologists and Technicians*

PROGRAM DESCRIPTION
A program that prepares individuals, under the supervision of physicians and nurses, to administer EKG and ECG diagnostic examinations and report results to the treatment team. Includes instruction in basic anatomy and physiology, the cardiovascular system, medical terminology, cardiovascular medications and effects, patient care, EKG and ECG administration, equipment operation and maintenance, interpretation of cardiac rhythm, patient record management, and professional standards and ethics.

PROGRAM OBJECTIVE
- Conduct electrocardiogram (EKG), phonocardiogram, echocardiogram, stress testing, or other cardiovascular tests to record patients' cardiac activity, using specialized electronic test equipment, recording devices, or laboratory instruments.
- Explain testing procedures to patients to obtain cooperation and reduce anxiety.
- Monitor patients' blood pressure and heart rate using electrocardiogram (EKG) equipment during diagnostic or therapeutic procedures to notify the physician if something appears wrong.
- Obtain and record patient identification, medical history, or test results.
- Monitor patients' comfort and safety during tests, alerting physicians to abnormalities or changes in patient responses.

SCHEDULE
50 Clock Hours   **Monday through Thursday**

EQUIPMENT BY PROGRAM

Medical Front Office Advanced
- Dell PC Computers
- Laser Printer
- Carousel Projector
- Overhead Transparencies
- Personnel Protective Equipment Kits
- Ten Key Calculators
- ICD-10 and CPT Reference Books

Computer Support Technician Advanced

- Dell PC Computers
- Laser Printer
- Carousel Projector
- Overhead Transparencies
- Personnel Protective Equipment Kits
- Ten Key Calculators
- Servers
- Cable
- Pliers,
- Nutdrivers
- Precision screwdrivers
- Ratchet screwdrivers with exchangeable tips
- Razor knife
- Soldering iron and desoldering pump
- Spare parts holder
- Telescoping tweezers
- Wire cutters
- Wire strippers
- Antivirus tools
- Back-up devices
- Registry cleaners
- Disk defragmenters
- CDs and removable storage devices.
- Cable tester
- Line tracer
- Tone probe
- Multimeter
- PCI diagnostic card
- Power supply tester
- Network cable punch down tools
- Computer vacuum
- Monitor wipes

Heating, Ventilation and Air Conditioning Programs (including Electricity Advanced)

- Forced air heating systems - 90% efficiency furnaces
- Forced air heating systems - 80% efficiency furnaces
- Furnace trainers
- Capacitor testers
- Multimeters
- Coil fin tools
- Spout oilers
- Sensor tubing
- Gas leak detectors
- Carbon monoxide detectors
- Gas analyzers
- Thermometers
- Pressure gauges
- Refrigerant leak detectors
- Refrigerant recovery machines
- Combustion analyzers
- Pumps
- Goggles
- Gloves
- Head protection
- Shoe covers
- First aid kits
- Dell PC Computers
- Laser Printer
- Carousel Projector
- Overhead Transparencies
- Personnel Protective Equipment Kits
- Ten Key Calculators
- Refrigeration and Air Conditioning Trainers
- Heating and Ventilation Trainers
- Hermetic Refrigerant Compressor
- Ceiling Fan Air Cooler
- Basic Heat Pump Demonstrator
- Vapour Compression Refrigeration Cycle System
- Refrigeration Technology Demonstration Panel
- Heat Pump Training System
- Basic Cycle Refrigeration Trainer
- Domestic Refrigeration Trainer
- Experimental Module Refrigeration System
- Refrigeration Cycle with Open Compressor
- Heat Transfer in a Refrigeration System
- Industrial Refrigeration Trainer
- Refrigerant Charging and Evacuation Station
- Basic Modular Refrigeration System
- Advanced Modular Refrigeration System
- Base Condensing Unit
- Single Chamber Refrigerator Module
- Double Chamber Refrigerator Module
- Air Conditioner Module
- Domestic Air Conditioner Module
- Climatisation Module
- Cooling Plant with Ice Store
- Commercial Refrigeration Unit with Fault Simulation

- Capacity Control Methods in Refrigeration
- Multiple Compressor Refrigeration Control
- Reverse Cycle Refrigeration Training System
- Electrically Heated Absorption Refrigeration Unit
- Gas Heated Absorption Refrigeration Unit
- Steam Jet Refrigeration System
- Oil Return in Refrigeration Systems
- Heat Pump with Pumpdown Control
- Compressor Controls Trainer
- Refrigerant Compressor Fault Simulator
- Domestic Air Conditioning Controls
- Industrial Air Conditioning Controls
- Trainer Refrigeration Control
- HVAC Simulator
- Refrigeration Wiring Skills Trainer
- Split System Air Conditioner
- Domestic Air Conditioning Simulator

- Car Air Conditioning Trainer
- Open Duct Air Conditioning Trainer
- Recirculating Air Conditioning Trainer
- Air Conditioning System with Climate Chamber
- Full-Scale Air Conditioning Trainer
- Supply Bench for Training Panels
- Universal Measuring System, Digital
- Thermal Expansion Training Panel
- Temperature Measurement Training Panel
- Pipe Friction Training Panel
- Valve Loss Training Panel
- Fitting Loss Training Panel
- Fluid Friction Training Panel
- Losses in Pipe Systems and Fittings
- Three-Way Mixing Valve Training Panel
- Circulating Pumps Training Panel
- Expansion Vessel Training Panel
- Safety Devices Training Panel
- Radiator Training Panel
- Domestic Heating Circuit Training Panel

- Hydraulic Compensation of Radiators
- Domestic Heating System Control Training Panel
- Heating System Training Panel with PC Control
- Central Heating System
- Oil Burner Demonstrator
- Domestic Heating Furnace
- Domestic Water Heating System
- Exhaust Gas Analyzer
- Oil Tank Safety Trainer
- Safety & Control in Heating Systems
- Domestic Gas Supply Training Panel
- Instantaneous Gas Heater
- Forced Air Gas Burner Training Panel
- Demo Unit, Gas Burner
- Training Panel Function of Gas Heater
- Ventilation Trainer
- Ventilation System Trainer
- Control Unit for Ventilation System

Medical Assisting
- Medical Examination Tables
- Patient Privacy Drapes (Screens)

- Carts
- Mayo Trays
- Artificial Arm for Venipuncture

- Pair of Crutches
- Otoscope/Opthalmoscopes (box)

- Biohazard Red Bag - 5 gallon
- Adult-Child-Infant Torsos for CPR
- Little Skeleton
- 12"x16" Anatomical Posters for Class & Lab
- (Skeletal/Blood System/General) Lamenated
- Burdick Triple Channel EKG Machine
- Venipuncture Trays
- Glucometer (Assure II - includes 1 box of 5
- strips)
- Test Tube Rack
- Centrifuge
- Microhematocrit Centrifuge
- Microscope (biocular)
- Autoclave
- Instrument Transfer Forceps
- Sharps 5-Gallon Standing Red Container
- Aural Thermometer
- Stethescope (Student)
- Sphygmomanometer
- Balance Scale
- Snellen Eye Chart
- Distilled Water
- Disposable Capes
- EKG Paper
- Electrodes - EKG Sensors 10 100-sensor
- packs
- Ace Bandages 3", 4" and 6"
- Autoclave Tape
- Cold Packs (break for emergencies)
- Sheer Band-Aids Regular 1" (latex free)
- Surgical Tape 1" & 2" (1 box of 12 rolls each)
- Adult Speculum
- 21g x1 Hypodermic Needles w/3cc safety
- syringes
- 23g x1 Hypodermic Needles w/3cc safety
- syringes
- 23g x 3/4 Butterfly Sets (1 box of 50)
- 27g x1/2 TB needles w/3cc safety syringes
- Vacutainer SST Tubes (1 box of 100)
- Saline Solution (injections) 30 ml Vials - 1 box
- of 25
- Slide Covers - 1 box of 50
- Slides - I box of 100
- Hematocrit Clay - 1 box of 10
- Capillary Tubes (plastic) - 2 bottles of 100 each
- Lancets - 2 boxes of 50 each
- Sterile Wrapping (autoclave) smaller size
- 10"x12"
- Sterilization Pouches (Small)
- Multistix Urinalysis Strips
- Urin Chem Strips for Urin
- 21g x 1 Vacutainer Needles
- 22g x 1 Vacutainer Needles
- Lavender Vacuum Tubes (7 ml size)
- Red Vacuum Tubes (7 ml size)
- Rubber Tourniquets (regular)
- Temp-Dot Thermometers - I box of 50
- Thermometer Sleeves (covers) - 1 box of 50
- Thermoscan Covers - 1 box of 50
- Digital Thermometer
- 1x1 Gauze Squares for eye patch, bandage,
- etc.
- Biohazard Bags - 1 box of 100
- Cotton Balls (non-sterile)
- Cotton Swabs (non-sterile)
- Culture Swabs (100-McKesson)
- Germicidal Soap
- Powdered Gloves-Non-Sterile Single-boxes of
- 100 (Xtra-Small, Small, Medium, Large)
- Non-powdered Gloves - Sterile
- 6 1/2 Size
- 7 1/2 Size
- Tongue Depressors (non-sterile)
- Pap Smear Kits (a few for show)
- Disposable Drapes (for EKG)
- Exam Table Paper - 1 case
- Pregnancy Kit (HCG) - for show
- 1" band-aids (2-McKesson)
- 2" ace bandages

- 4 x 4 Gauze Sponges
- 2 x 2 Gauze Pads
- Isopropyl Alcohol 70%
- Betadine
- Disinfectant
- Chlorex
- Soap for Students
- Soap for Instruments
- Turning Fork
- Percussion Hammer
- Disposable Scapel
- Small Scissors (Curved)
- Needle Holders
- Thumb Forcep
- Suture Scissor
- Retractor
- Biopsy Forcep
- Bandage Scissor
- Kelly Hemostats
- Small Curved Hemostat
- Allis Tissue Forcep
- Uterine Curette
- Metal Tube Gauze Holder
- Forcep Holder Cylinder
- Transfer Forceps
- Glass Jars for cotton, tongue depressors, etc.
- Forester Sponge Forceps
- Eye/Ear Metal Irrigation Syringe
- 2" x 4" Plastic Kidney Bowls
- Dell PC Computers
- Laser Printer
- Carousel Projector
- Overhead Transparencies
- Personnel Protective Equipment Kits
- Ten Key Calculators

Computer Information Systems and Network Technology
- Dell PC Computers
- Laser Printer
- Carousel Projector
- Overhead Transparencies
- Personnel Protective Equipment Kits
- Ten Key Calculators
- Servers
- Cable
- Pliers,
- Nutdrivers
- Precision screwdrivers
- Ratchet screwdrivers with exchangeable tips
- Razor knife
- Soldering iron and desoldering pump
- Spare parts holder
- Telescoping tweezers
- Wire cutters
- Wire strippers
- Antivirus tools
- Back-up devices
- Registry cleaners
- Disk defragmenters
- CDs and removable storage devices.
- Cable tester
- Line tracer
- Tone probe
- Multimeter
- PCI diagnostic card
- Power supply tester
- Network cable punch down tools
- Computer vacuum
- Monitor wipes

Business Office Administration
- Dell PC Computers
- Laser Printer
- Carousel Projector
- Overhead Transparencies
- Personnel Protective Equipment Kits
- Ten Key Calculators

STUDENT POLICIES AND SERVICES

Student Orientation

During orientation, a school administrator will familiarize the student with the school facilities, services, grading policies, graduation requirements, etc. as described in this catalog and student handbook.

Hours

Instruction Hours:	8:30 a.m. to 12:30 pm or 1:00 to 5:00 p.m., Monday through Thursday
	10:00 a.m. to 2:00 p.m. Monday through Thursday (HVAC only)
	6:00 p.m. to 10:00 p.m., Monday through Thursday
Office Hours:	8:00 a.m. to 5:00 p.m., Monday through Friday
	5:30 p.m. to 10:00 p.m., Monday through Thursday by appointment

Classes are offered continually on a cyclical basis, usually starting on selected Mondays. Legal holidays are observed. The school closes for vacation one week during the Christmas holiday season. The school provides special consideration for holidays of all religious beliefs. Appropriate arrangements can be made with the School Director.

Maintenance of School Facility

Care and adherence to infection control protocol (health professions) and equipment and environmental protection are necessary responsibilities of the workplaces. In order to prepare for these requirements, the following procedures must be followed:

1) Smoking is prohibited in the classrooms and restrooms. Smoking will be permitted outside on the ground floor.
2) Students must maintain a clean, organized, workstation at all times. When leaving the area, all electrical, including computers, must be turned off.
3) Food and drinks are prohibited in the classrooms.
4) Students misusing the equipment and instrumental devices may be subject to dismissal and may be billed for damaged equipment.
5) Accidents and/or breakdowns must be reported immediately to the student's instructor.

Medical, Dental, Psychological Care

Successful progression through a program of study requires sufficient sleep, exercise and a proper diet. If the student requires medical and/or dental appointments, appointments should be made after school hours. If a student is in need of personnel psychological counseling, the President will provide a listing of services in the community.

Visa Services / Instruction in English

Mayfield College does not offer visa services, vouch for student status or have any associated charges for prospective students from other countries or English language services. All instruction occurs in English.

English language proficiency is determined during the admissions interview, receipt of prior education documentation, which is high school graduation or equivalency as stated in the admission policy and documented by the School Acceptance signature on the enrollment agreement.

Child Care

Mayfield College is not equipped or properly staffed to provide childcare services for enrollees.

Current Student Information

It is important that the school be notified of any change in residence or telephone numbers. Current and accurate personal information is necessary if an emergency does occur.

Visitors

Parents, spouses, prospective employers, etc. are cordially invited to visit the school at any time, but with appropriate notice to the school. Special arrangements will be made for groups. Anyone, who is disruptive to the smooth operation of the school, may be asked to leave the premises immediately. Students are not allowed to bring children into the classrooms/laboratories without approval from the administration.

Telephone

Emergency calls will be transmitted to the student when received.

Photo Release

At Mayfield College, students will provide absolute rights and permission to use photographic portraits, pictures or videos of them in character form, for advertising or any other lawful purpose whatsoever.

Academic Advisement

All students are provided with personal assistance regarding program requirements and scheduling. In addition, individual assistance and advising are readily available to students with special academic difficulties. Enrollees are encouraged to immediately request an appointment with their instructor if any scholastic problems arise. All students are urged to take advantage of this valuable assistance. The

administration welcomes any suggestions in which any aspect of the school can be improved. Suggestions should be directed to the School Director.

Resource Center

Library resources are available for use that includes video tapes, CDs and DVDs, as well as current magazine publications and medical books. Resources are accessible on campus in the student resources center/library, which also includes computers with internet access. Students may access the on-campus student resources center/library Monday thru Friday 8:00 am to 5:00 pm. There is a check-in check-out system for removing resources from the student resources center/library.

Lost and Found

It is important not to carry valuables such as large sums of money, jewelry, credit cards, etc. to class. Due to the nature of the laboratory classes, valuables cannot always be secured within a classroom. If something is lost, contact the administrative assistant at the front desk.

Dress Code

Creating a professional image requires dressing professionally for the career of your choice. This concept begins in school. Throughout your educational experiences, prospective employers may visit and observe you in the classroom. Casual business attire is required. Shorts, beachwear, jeans, see-through fabric, low necklines, hemlines more than 4 inches above the knee, baggy trousers, thongs are not appropriate attire for school.

Job Placement Assistance

Mayfield College provides placement services for all program completers. Our placement process consists of the following steps we have found effective to place students into jobs in the field they have studied. 1) Conduct regularly scheduled meetings with the student to assure the placement process is on track, 2) provide job-seeking skills training in class, 3) provide job leads, 4) interview and conduct self-assessment testing of the student to determine interests and skills, 5) assist in the preparation and writing of resumes and cover letters, 6) provide training for filling out job applications, and 7) educate the student about how to properly prepare for a job interview.

ADA Accommodations Policy

In accordance with the Americans with Disabilities Act, Mayfield College provides disability accommodations for students with identified and/or diagnosed disabilities. Students with disabilities need not inform their instructors about the nature of their disabilities, but they are responsible for contacting and providing appropriate documentation to the Disability Services Coordinator prior to receiving accommodation. The process for requesting accommodation(s) is:

- The student should contact the Disability Services Coordinator to provide appropriate documentation regarding the disability

- The Disability Services Coordinator will provide a letter of accommodation, which must be signed by the student prior to its being distributed to instructor(s).
- The Disability Services Coordinator will notify the student when the accommodation letter has been sent to the instructor(s) requested.
- Once the accommodation letter has been sent to the instructor(s) requested by the student, it is the student's responsibility to meet with each instructor to discuss how his/her accommodations may be met within each course.

Mayfield College will attempt to meet reasonable accommodations requested. A reasonable accommodation is a modification to a non-essential aspect of a course, program, service or facility which does not pose an undue burden and which enables a qualified student with a disability to have adequate opportunity to participate and to demonstrate his or her ability. Such accommodations are determined on an individual basis depending upon the nature and extent of the disability. If a student has a documented disability which requires accommodation(s), or if more information is needed, please contact the Disability Services Coordinator at 760-328-5554.

Conduct

Please maintain the following behaviors, as they are acceptable professional conduct for career professionals:
1) Accept assigned duties and responsibilities.
2) Demonstrate initiative and productivity.
3) Demonstrate sensitivity, compassion and a caring attitude towards your peers.
4) Demonstrate a cooperative, supportive team attitude toward your peers, instructor and directors.
5) Treat people, as you would like to be treated.
6) Maintain professional grooming and personal hygiene at all times.
7) Any type of harassment, horseplay or threats of <u>any kind</u> will not be tolerated.
8) Any physical violence will be reported to the local sheriff.
9) Use of profanity, insubordination, dishonesty and violation of safety rules are unacceptable behaviors and will not be tolerated.
10) Use or sale of non-prescription drug/s, alcohol will not be tolerated on the School premises and/or surrounding structures.
11) Mayfield College maintains a smoke-free environment.
12) Food or drink is **NOT** permitted in the classrooms, unless designated by the School Director.

Violation of the rules of conduct present in the catalog may lead to dismissal from school and/or probation. All disciplinary matters will come before the administration. The administration will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from Mayfield College to future employers. Mayfield College reserves the right to dismiss any student whom it feels continuation would be a detriment to the student, fellow students and/or the school.

Campus Crime Security Policy

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics

Any student, instructor, or employee of Mayfield College should directly report any potential criminal act or other emergency to any officer or representative of Mayfield College at 760-328-5554 for assistance during school hours. The Mayfield College Officer will immediately call the local

police/sheriff's offices. If any potential criminal act or emergency occurs after school hours, reports should be made to the local police/sheriff's offices:

City	Police/Sheriff
Bermuda Dunes	760-863-8990
Cathedral City	760-770-0300
Coachella	760-836-3215
Desert Hot Springs	760-329-6403
Indian Wells	760-836-1600
Indio	760-347-8522
La Quinta	760-863-8990
Palm Desert	760-836-1600
Palm Springs	760-323-8116
Rancho Mirage	760-836-1600
Thousand Palms	760-836-1600
Twentynine Palms	760-367-9546
Yucca Valley/Joshua Tree	760-366-4175

Upon receipt of a call, officers are dispatched to the site, an investigation is conducted and appropriate action taken. Please be as detailed as possible when providing a physical description of a suspect or perpetrator to the police and to the Mayfield College officer. Along with describing a person's height, weight and build, try to include information pertaining to facial hair, skin complexion, jewelry and tattoos (where applicable). Vehicle descriptions should include, make, model, color and approximate year of manufacture. When possible, try to record marker plate, state of origin, and any notable damage to the vehicle. It is also imperative that crime scenes not be disturbed so as to preserve any physical evidence that may exist.

Mayfield College enforces Drug Free and Alcohol Abuse Prevention regulations as required by federal and state regulations. The unlawful possession, use or distribution of alcohol by employees on school property or as part of any school activity is prohibited. The Family Educational Rights and Privacy Act (FERPA) as amended in 1998 enables Mayfield College to release to parents of students under the age of 21 information concerning alcohol or drug related disciplinary violations. Illegal drugs and drug paraphernalia are prohibited on campus. The possession, sale, manufacture or distribution of any controlled substance is in violation of school regulations and illegal under both state and federal laws. Therefore, any employee or student engaging in such illegal action will be subject to disciplinary procedures, which could result in sanctions, including termination of employment, suspension or expulsion from school, and criminal prosecution.

Students may obtain copies of the complete Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act from the Student Services Office.

Student Responsibilities and Rights

Responsibilities
1. In addition to the requirements described under sections on attendance, satisfactory progress, etc. in this catalog, students are expected to follow standards of conduct and ethical consideration generally found in the professional workplace. Refer to the conduct section in catalog.
2. Read and understand all forms that you are asked to sign and keep copies of them.

3.   It is the student's responsibility to compare and choose the School they wish to attend. Tuition must be paid regardless of any future complaints or problems, unless discharged by a court of law.
4.   Repay all loans on time and in full.

Rights
1.   Know what financing is available. For all loans you receive, you have the right to know the total amount that must be repaid, the monthly payment amount, the late penalty charge, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.
2.   Know the criteria for satisfactory progress and when you are not meeting these criteria.
3.   You may stop school at any time and receive a refund for the part of the course you did not take (if payment has been made). The refund policy is in this catalog and also described in your enrollment agreement.
4.   If you have unresolved complaints after following the grievance procedures, you may contact the Bureau for Private Postsecondary Education. Read the section on grievance procedures carefully.

Student Grievance Procedures

Occasionally, a problem may arise between you and an instructor, or with some aspect of the School. Students are encouraged to verbally communicate their concerns to the appropriate person. It is very important that this problem be resolved. The following are the steps you should take to resolve this problem:

Step One: The student should request an appointment with the instructor or person affected.

Step Two: If Step One has not resolved the problem, the student must in writing, appeal to the School Director, within 48 hours after the incident occurs. The "Incident Report" can be obtained from the School Director.

Step Three: If the student has followed the above steps, the School Director will call a grievance committee hearing within 24 hours of receipt of the "Incident Report" form. The following steps are followed:
    a.   All involved parties must complete an "Incident Report" form.
    b.   All documentation must be received prior to the meeting.
    c.   The membership of the grievance committee members can consist of, but is not limited to the School Director, Financial Aid Officer, the instructor and/or appropriate program head.
    d.   All persons involved with the incident will also be in attendance.
    e.   Testimony will be presented by the student and all other parties involved. Minutes will be taken.
    f.   After all testimony is presented, the committee will immediately meet in the absence of those involved to review the testimony.
    g.   A vote will be taken and a decision will be made.
    h.   The decision of the committee will be immediately reported to all interested parties.

Step Four: A student who, after exercising the procedure set forth above, and making every attempt possible to find a solution, has not been successful, has the right to forward the complaint to the following agency:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
888-370-7589
www.bppe.ca.gov

Schools accredited by the Council on Occupational Education must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

The Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770-396-3898
www.council.org

A copy of the Council's Complaint Form is available at the school and may be obtained by contacting the President of the school.

Students may receive comparable program information related to tuition and program length by contacting:

The Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770-396-3898
www.council.org

California Contractor License

Mayfield College offers programs/courses in Heating, Ventilating, Air-Conditioning, and Refrigeration that prepare students/graduates for entry-level employment as an employee who is paid wages by a licensed contractor. **As an employee, a student/graduate is <u>not</u> required to be licensed** to work in the State of California. Mayfield College does not and cannot promise or guarantee either employment or level of income or wage rate to any student or graduate. One must work for a Contractor or other legal entity long enough to qualify for Licensure. This is typically for a minimum of four years as a Journeyman prior to application.

Should a student/graduate wish to become a licensed contractor there are several requirements/items that may be required or considered, if applicable, based on years of experience in the field, having a "qualifying individual" attest to experience, an examination, business ownership, project fees, etc.

To obtain the details on a contractor's license please visit the following site to determine which license will be the best fit for your particular business goal:

Department of Consumer Affairs
Contractors State License Board

http://www.cslb.ca.gov/Applicants/ContractorsLicense/ExamApplication/BeforeApplyingForLicense.asp

License Exemption: An employee who is paid wages is exempt from having to obtain a State of California Contractor's license.

Are there any financial requirements to meet in order to qualify for a contractor's license?

Yes. All applicants for a new contractor's license, other than those applying for a joint venture license, must have more than $2,500 worth of operating capital. Operating capital is defined as your current assets minus your current liabilities.

Will a conviction for a criminal offense prevent a person from being licensed as a contractor or from serving as a qualifying individual?

The CSLB's applications and other forms include questions regarding criminal convictions. The CSLB may deny a license if the crime is substantially related to the duties, functions and qualifications of a contractor. Failure to disclose the requested information may, in and of itself, be grounds for denial of a license.

Even if a crime is found to be substantially related to the duties, functions and qualifications of a contractor, an individual may be licensed if he or she has demonstrated sufficient rehabilitation. See Rule 869 in Chapter 13 of the California Contractors License Law & Reference Book.

In 2005, the Legislature mandated that all applicants for licenses and home improvement salesperson registrations would be required to submit fingerprints with each application. All new applicants for licensure, including each officer, partner, owner and responsible managing employee; and all home improvement salespersons will have to submit fingerprints.

Fingerprints are not required for:

- Individuals who are currently licensed by the CSLB, as long as they do not apply for any changes to their licenses; and
- Applicants for joint venture licenses.

DISCLAIMER

Mayfield College reserves the right to make changes in equipment, materials, curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. The provisions of this publication to, however, supersede any previously stated provision either written or oral.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 3707589, option #5, or by visiting osar.bppe.ca.gov.

ADDENDUM A: 2024 ACADEMIC CALENDAR

Start	Graduation
01/08/2024	10/14/2024
01/16/2024	10/22/2024
02/05/2024	11/11/2024
02/12/2024	11/18/2024
03/04/2024	12/09/2024
03/11/2024	12/16/2024
04/01/2024	01/06/2025
04/08/2024	01/13/2025
04/29/2024	02/03/2025
05/06/2024	02/10/2025
05/28/2024	03/04/2025
06/03/2024	03/10/2025

ADDENDUM A: TWENTYNINE PALMS CAMPUS 2024 ACADEMIC CALENDAR
HVAC/R Level 1, Electricity Advanced, Computer Information Systems and Network Technology, and Business Office Administration.

<u>Programs</u>
AM 10:00AM - 2:30PM   PM 1:00PM – 5:30PM   EVE 5:30PM - 10:00PM

Mayfield College is an advocate for flexibility needed to improve access to and availability of educational programs for active duty military students. For active duty military students with approval of their Commanding Officers and the Base Education Department will be able to graduate in a shorter period of time provided that they attend both the morning classes (10:00AM – 2:30PM) and evening classes (5:30PM – 10:00 PM).

*Estimated dates start and graduation dates based on Release of Liberty period dates.

Start	Graduation (1 class per day)	Active Duty Graduation (2 classes per day)
*	*	*

INSTRUCTOR ADDENDUM

Program	Computer Support Technician Advanced			
Instructor Name	**Postsecondary Education**	**Experience In Field / In Classroom**	**Full-Time**	**Part-Time**
Michael Borja	BS, Computer Science	20 years / 11 years	X	

Program	Heating, Ventilation, and Air Conditioning			
Instructor Name	**Postsecondary Education**	**Experience In Field / In Classroom**	**Full-Time**	**Part-Time**
Steve Brawner	HVAC	25 years / 11 years	X	
Rafael Gonzalez	HVAC	11 years / 2 years	X	

Program	Medical Assisting			
Instructor Name	**Postsecondary Education**	**Experience In Field / In Classroom**	**Full-Time**	**Part-Time**
Diana Moreno		17 years / 13 years	X	
Brooke Cacho		11 years / 2 years	X	
Christina Guzman		6 years / 2 years	X	
Michelle Hernandez		20 years / 3 years	X	

Program	Medical Front Office			
Instructor Name	**Postsecondary Education**	**Experience In Field / In Classroom**	**Full-Time**	**Part-Time**
Christine Silva		26 years / 13 years	X	

Program	Business Office Administration			
Instructor Name	**Postsecondary Education**	**Experience In Field / In Classroom**	**Full-Time**	**Part-Time**
Daniella La Rosa		5 years / 3 years	X	

Program	Computer Information Systems and Network Technology			
Instructor Name	**Postsecondary Education**	**Experience In Field / In Classroom**	**Full-Time**	**Part-Time**
Lucas Vantine		4 years / 2 years	X	

Program	Computer Information Systems and Network Technology			
Instructor Name	**Postsecondary Education**	**Experience In Field / In Classroom**	**Full-Time**	**Part-Time**
Luis Ovola	BS, Information Systems	7 years / 6 years		X

Program	Electricity Advanced			
Instructor Name	**Postsecondary Education**	**Experience In Field / In Classroom**	**Full-Time**	**Part-Time**
Gavin Jordan		26 years / 8 years	X	

Program	HVAC/R Level 1 Advanced			
Instructor Name	**Postsecondary Education**	**Experience In Field / In Classroom**	**Full-Time**	**Part-Time**
Gavin Jordan		26 years / 8 years	X	

Program	EKG Technician			
Instructor Name	**Postsecondary Education**	**Experience In Field / In Classroom**	**Full-Time**	**Part-Time**
Diana Moreno		17 years / 13 years	X	