



COURSE SCHEDULE 2024-2025

riversidesce.org





Division of Student Programs and Services School of Career Education COURSE SCHEDULE

2024-2025

THE MISSION

The mission of the School of Career Education is to provide post-secondary students with high-quality, affordable vocational training, to equip our students with the tools and skills that will lead to a successful career.

THE VISION

School of Career Education will be regionally recognized as the premier postsecondary occupational training program in Riverside County. A commitment to excellent instruction, coupled with continuous improvement will provide adult students a first rate affordable occupational training program. The School of Career Education will be highly regarded for its occupational teaching excellence, affordability and its instructors' connections to the world of work thereby resulting in graduates of their training programs to become employed or allow them to move up their career ladder and be successful in the World of Work.

RIVERSIDE COUNTY OFFICE OF EDUCATION (RCOE)

Edwin Gomez, Ed.D. Riverside County Superintendent of Schools

Kristin Brooks, Ed.D. Riverside County Assistant Superintendent of Schools Division of Student Programs and Services

BOARD OF EDUCATION

Elizabeth F. Romero, President Kim Cousins, Vice President Ben Johnson II, Member Jamie Azpeitia-Sachs, Member Bruce N. Dennis, Member Ray "Coach" Curtis, Member Jennifer Mejares Pham, Member

Please address inquiries and correspondence to: Riverside County Office of Education Division of Student Programs and Services | School of Career Education 2100 East Alessandro Blvd. Riverside, CA 92508 (951) 826-4723

ACCREDITATION

Council on Occupational Education 7840 Roswell Road, Building 300, Suite 325 Atlanta, GA 30350-3898 (800) 917-2081 www.council.org



COUNCIL ON OCCUPATIONAL EDUCATION

WELCOME.....

Welcome to School of Career Education. When it comes to charting your career path, you want an experienced partner that you can trust. At School of Career Education, we're a not-for-profit organization motivated by your success in the World of Work. There are countless reasons why you should choose us. Here are the top five:

#1: Regional Employer Relationships: Because education should lead to employment.

Our relationships with more than 1,000 regional employers mean that we have our pulse on their hiring needs and understand the skills you need to be successful in the World of Work.

#2: Affordable Quality: An education is within your reach.

Advancing your education and workplace skills shouldn't translate to a lifetime of debt and financial struggle. Compared to private schools, School of Career Education is incredibly affordable with flexible financing and options.

#3: Real-World Industry Experience: Instructors matter.

Our state-approved credentialed instructors are leaders within their respective industries with years of real-world experience, giving you a competitive advantage in connecting to a prosperous future in today's tough job market.

#4: Accredited, Not-for-Profit Status: We're not motivated by profits, but by success of our students.

Because we have a long history as a Regional Occupational Program (ROP) that is part of the Riverside County Office of Education, and relationships with more than 20 regional school districts and community colleges, you can trust that our accredited school always has your best interest for succeeding in the World of Work.

#5: Students Love Us: The feeling is mutual.

In a recent survey, 100 percent of our students would recommend School of Career Education to a friend or a family member for their career planning and training needs.

At School of Career Education, you are our future. Let us help you get connected to the World of Work.

I join the entire staff and faculty in welcoming you to School of Career Education!

Sincerely,

Forest DeRenzo, Ed.D. Executive Director Career Technical Education

TABLE OF CONTENTS

ADMISSION INFORMATION		
Admissions Process Orientation and Assessment Registration Payment of Fees 		
PROGRAMS		
Comprehensive • Dental Assistant/RDA Eligible • IT Help Desk Professional • Medical Assistant • Patient Care Technician • Pharmacy Technician		
Continuing Education Dental-Infection Control Dental-Coronal Polishing Dental-Pit & Fissure Sealant Dental-Ultrasonic Scaling Dental-RDA Written Exam Review Dental-Orthodontic Assistant (Permit Eligible) Welding for Skills Upgrade CPR Certification 		
FINANCIAL AID INFORMATION		
Financial Aid Process		
PROGRAM AND HOLIDAY SCHEDULES		
CAMPUS LOCATIONS		

ADMISSION INFORMATION

To enroll in School of Career Education the following requirements must be met. An official high school or equivalent transcript is required.

- Attend an Orientation.
- · Take an assessment (if applicable).
- Official high school or equivalent transcript(s)*
- Social Security Card (or right-to-work document).
- · Valid government-issued photo identification.

*Some programs may require two (2) copies of your official high school or equivalent transcript.

STEP ONE: ORIENTATION & ASSESSMENT

Meet with an admissions technician for a School of Career Education orientation and assessment. Appointments can be made by phone or in person at our Student Services Centers:

> School of Career Education Alessandro Main Campus

2100 E. Alessandro Boulevard Riverside, CA 92508 (951) 826-4SCE (4723)

School of Career Education Don F. Kenny Regional Learning Center Branch Campus

47-336 Oasis Street Indio, CA 92201-6998 (760) 863-3333

The School of Career Education orientation provides an overview of programs and facilities, as well as school policies, procedures, and expectations. An admissions technician will assist with career plans and will provide basic information about payment and financial aid options. Orientation participation is mandatory for School of Career Education programs. Orientation sessions are free and are for adults only; children are not allowed during assessment, and childcare will not be provided.

STEP TWO: REGISTRATION

Once eligibility is confirmed, complete registration documents and financial aid process.

STEP THREE: PAYMENT OF FEES

Schedule an appointment with the student accounts technician to discuss financing options. School of Career Education offers qualifying students financial aid for several of our programs. School of Career Education accepts payments and vouchers from local and state government offices. You can find more information on our policies and procedures in the School of Career Education Handbook and Course Catalog which can be found on our website at:



Riverside County Office of Education, School of Career Education's (SCE) post-secondary programs are offered on a firstcome, first-served basis. To be eligible to enroll in a program, adults are required to provide an official high school transcript or equivalent, and complete a basic skills assessment test. Continuing education units and other preparatory classes may not have the same requirements. Prospective students must attend an orientation session prior to enrolling in a class. Please contact the Admissions Office for an appointment. Flexible payment arrangements are available for programs that exceed \$3,000. Schedules and fees are subject to change without notice. Course schedule is subject to change to a distance learning/hybrid format.

COMPREHENSIVE PROGRAMS

An education program designed to provide a sequence of educational and skill development experiences that lead to multiple workplace competencies. These programs are designed to prepare individuals for job entry and/ or career advancement.

Dental Assistant/RDA Eligible Financial Aid available for those who qualify.

\$16,800

\$9,900

Don F. Kenny Regional Learning Center - Branch Campus, Indio	
September 17, 2024 - June 6, 2025 (1,001 hours, 34 weeks)	
8:00 a.m. – 4:30 p.m.	
Tuesday – Friday	

Schedules and fees are subject to change without notice. Course schedule is subject to change to a distance learning/hybrid format. **Grindstaff II - Extension Campus, Riverside** September 17, 2024 - June 6, 2025 (1,001 hours, 34 weeks) 8:00 a.m. - 4:30 p.m. Tuesday - Friday

This course prepares students to successfully meet the license requirements and pass the Dental Board of California registered dental assistant exam and is recognized by the Dental Board of California as a fully approved Registered Dental Assistant Program. During this course, students will be provided with quality training and instruction by experienced dental professionals who are certified educators in the Health Science and Medical Technology industry. This course is designed to give students real-life clinical experiences while working with patients and dental staff members. During these experiences, students will be guided and supervised as they learn to employ the techniques and skills they learn throughout the course. This course also provides clinical training to enforce students' success. Upon completion of the course, students will have the skills and knowledge to work in the dental industry and have a career as a clinical dental assistant; dental front-office business assistant including financial coordinator, schedule coordinator, treatment coordinator; dental x-ray technician; or dental supplies manufacturer representative. In addition, this course offers AHA BLS Healthcare Provider CPR certification. This course prepares students to successfully meet the license requirements and pass the Dental Board of California registered dental assistant exam and is recognized by the Dental Board of California as a fully approved Registered Dental Assistant program.

*Fingerprinting and background check may be required.

IT Help Desk Professional Financial Aid available for those who qualify.

Alessandro – Main Campus, Riverside September 3, 2024 – January 30. 2025 (600 hours, 20 weeks) AND 02/04/25 to 06/18/24 (600 hours, 20 weeks) 8:00 a.m. – 4:30 p.m. Tuesday – Friday

IT Help Desk Professional-Evenings October 15,2024 - June 26,2025 (600 hours, 37 weeks) 6:00 p.m. – 10:00 p.m. Monday – Thursday Fridays asynchronous (3 hours) Don F Kenny Regional Learning Center – Branch Campus, Indio September 3, 2024 – January 30. 2025 (600 hours, 20 weeks) AND 02/04/25 to 06/18/24 (600 hours, 20 weeks) 8:00 a.m. – 4:30 p.m. Tuesday – Friday

Internship portion of the program will take place Monday-Friday. Schedules and fees are subject to change without notice. Course schedule is subject to change to a distance learning/hybrid format.

This Course is designed to train and prepare students for entry-level employment as a Computer User or Network Support Specialist. Students will be equipped with the essential skills and industry-recognized certifications needed for success in the dynamic world of IT support. This is a comprehensive program built upon CompTIA certifications (bold CompTia Certification). Students will be proficient in the fundamentals of information technology providing the foundation of technology essentials. In this program students will receive instruction and virtual and hand-on lab time. The program is outlined with four major components (bold) CompTIA, CompTIA A+, CompTIA Network+ and CompTIA Network+ certification. Students will be prepared to take the following certification exams: CompTIA A+ (a two-part exam) and CompTIA Network+ . ***Fingerprinting and background check may be required**.

COMPREHENSIVE PROGRAMS (CONT.)

Medical Assistant Financial Aid available for those who qualify.

Alessandro - Main Campus, Riverside

August 27,2024 - January 24, 2025 (630 hours, 21 weeks) AND 01/29/25 to 06/13/25 (630 hours, 21 weeks) 8:00 a.m. - 4:30 p.m. Tuesday - Friday

Don F. Kenny Regional Learning Center - Branch Campus, Indio August 27,2024 - January 24, 2025 (630 hours, 21 weeks) AND 01/29/25 to 06/13/25 (630 hours, 21 weeks) 8:00 a.m. - 4:30 p.m. Tuesday - Friday

Internship portion of the program will take place Monday-Friday. Schedules and fees are subject to change without notice. Course schedule is subject to change to a distance learning/hybrid format.

This course is designed to train and prepare students for entry-level employment as an assistant to the doctor in an office, clinic or healthcare center. Topics include communication skills, ethics, confidentiality, anatomy, vital signs, assisting with patient exams, pharmacology, medical terminology, metrics, EKG, advanced charting and administration of medication to include injections and venipuncture. Students will meet California state requirements for administering injections, drawing blood, and performing capillary blood collection. In addition, this course also offers training and testing to obtain American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider CPR certification. This program prepares students with the American Medical Certification Association (AMCA) Clinical Medical Assistant Certification (CMAC) Exam.
*Fingerprinting and background check may be required.

Patient Care Technician Financial Aid available for those who qualify.

Alessandro - Main Campus, Riverside September 03, 2024 - January 30, 2025 (600 hours, 20 weeks) AND 02/04/25 to 06/20/25 (600 hours, 20 weeks) 8:00 a.m. - 4:30 p.m. Tuesday - Friday

Internship portion of the program will take place Monday-Friday, hours will vary (pending approval.) Schedules and fees are subject to change without notice. Course schedule is subject to change to a distance learning/hybrid format.

The Patient Care Technician Course is comprised of three components: Nurse Assistant, Acute Care for Nursing and Home Health Aide.

The Patient Care Technician course is a three-phase course that is based on the Health Science and Medical Technology industry sector of the California Career Technical Education Model Curriculum Standards.

PCT 101 This combined lecture/lab course teaches the student the theory and clinical skills needed to work with residents/patients in a skilled nursing facility or rehabilitation facility. It is designed to provide the student with the knowledge and skills necessary to perform basic care services for a patient in an acute care setting or a resident in a long-term care setting. Students who successfully complete the course can sit for the California State Certification as a Nurse Assistant.

PCT 102 This course provides a comprehensive review of nurse assistant skills with emphasis on acute care units, such as medical, surgical, pediatric, obstetric, orthopedic, etc. The various departments of the acute care facility within their scope of practice.

PCT 103 This combined lecture/lab course for home health teaches the student the theory and clinical skills needed to work with clients in the home care setting. Upon successful completion of this portion of the program, the instructor will submit the names of eligible students to the CDPH for the Home Health Aide (CDPH makes the final decision in all certification eligibility. *Fingerprinting and background check may be required.

9

\$10,100

\$12,300

COMPREHENSIVE PROGRAMS (CONT.)

Pharmacy Technician Financial Aid available for those who qualify.

Alessandro - Main Campus, Riverside

September 3, 2024 - January 28, 2025 (600 hours, 20 weeks) AND 01/30/25 to 06/13/25 (600 hours, 20 weeks) 8:00 a.m. - 4:30 p.m. Tuesday - Friday Don F. Kenny Regional Learning Center - Branch Campus, Indio September 5, 2023 - February 2, 2024 (600 hours, 20 weeks) AND 01/30/25 to 06/13/25 (600 hours, 20 weeks) 8:00 a.m. - 4:30 p.m. Tuesday - Friday

Internship portion of the program will take place Monday-Friday, hours will vary (pending approval.) Schedules and fees are subject to change without notice. Course schedule is subject to change to a distance learning/hybrid format.

This course is designed to provide students with the skills and understanding of the profession to perform as a pharmacy technician in different practice settings. This course offers certification in American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider CPR. The State Board of Pharmacy requires a minimum of 240 theory hours, which includes the following content: knowledge of practice settings to support the pharmacist with the receipt and dispensing of prescript and non-prescription medications, pharmacy law and ethics, pharmacology, pharmacy and medical terminology and abbreviations, clerical skills, customer service, pharmacy software, pharmacy math, recordkeeping, inventory management, processing prescriptions, and pharmacy operations. In addition to theory, clinical internship hours are required and included. This course includes additional hours to ensure competency and proficiency.

*Must pass a criminal clearance background check.

\$9,800

CONTINUING EDUCATION CLASSES

Educational Activities or experiences designed to assist in the development of knowledge and skills with the goal of maintaining one's current professional occupation (as opposed to advancing one's career). Participants in continuing education are assumed to have previously attained a basic level of education, training, or experience in the occupational area in which they are enrolling.

Continuing Education course offerings are not accredited by the Council on Occupational Education and do not qualify for Title IV financial aid assistance.

RDA Examination Information/ www.dbc.ca.gov

We have the ability to customize Continuing Education Trainings for Dental offices!

Infection Control (2-hour) & CDPA (2-hour)

Grindstaff II - Extension Campus, Riverside TBD 8:00 a.m. - 12:00 p.m. Monday

Schedules and fees are subject to change without notice. Course schedule is subject to change to a distance learning/hybrid format.

This Dental Board of California approved continuing education course is designed for the dental professionals who hold a current California Dental Board License. This course is presented as a lecture session that satisfies the two-hour CDPA and two-hour IC mandated requirements for licensing renewal.

Infection Control (8-hour) & CDPA (2-hour)

Grindstaff II - Extension Campus, Riverside TBD - 4:00 p.m. (Day 1) and TBD - 10:00 a.m. (Day 2)

*Future dates TBD. Schedules and fees are subject to change without notice. Course schedule is subject to change to a distance learning/hybrid format.

This Dental Board of California approved course is designed for dental assistants who need the two-hour CDPA and the eight-hour infection control combination lecture and clinic practice course.

Coronal Polishing

Grindstaff II - Extension Campus, Riverside TBD, 8:00 a.m. - 4:00 p.m. (Day 1) TBD, 8:00 a.m. - 4:00 p.m. (Day 2) and TBD, 8:00 a.m. - 4:00 p.m. (Day 3)

*Future dates TBD. Schedules and fees are subject to change without notice. Course schedule is subject to change to a distance learning/hybrid format.

This Dental Board of California RDA approved course, designed for dental auxiliaries, is a combination of lecture, laboratory, and clinical patient sessions. Students provide their own patients; specific patient eligibility criteria apply. Details will be provided at the time of registration.

Pit & Fissure Sealant

Grindstaff II - Extension Campus, Riverside TBD, 8:00 a.m. - 4:00 p.m. (Day 1) and TBD, 8:00 a.m. - 4:00 p.m. (Day 2)

*Future dates TBD. Schedules and fees are subject to change without notice. Course schedule is subject to change to a distance learning/hybrid format.

This Dental Board of California RDA approved course, designed for dental auxiliaries, is a combination of lecture, laboratory, and clinical patient sessions. **Students provide their own patients; specific patient eligibility criteria apply. Details will be provided at the time of registration.** *Proof of completion of Coronal Polishing course required.*

> SCHOOL OF CAREER EDUCATION | COURSE SCHEDULE RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 9/2024

\$360

\$360

\$75

\$295

CONTINUING EDUCATION CLASSES (CONT.)

Ultrasonic Scaling

Grindstaff II - Extension Campus, Riverside TBD 8:00 a.m. – 12:00 p.m. Monday Schedules and fees are subject to change without notice. Course schedule is subject to change to a distance learning/hybrid format.

This Dental Board of California RDA approved course, designed for dental auxiliaries, is a combination of lecture, laboratory, and clinical sessions.

Licensure Prep Course RDA Written Review

Grindstaff II - Extension Campus, Riverside TBD Monday

Schedules and fees are subject to change without notice. Course schedule is subject to change to a distance learning/hybrid format.

This course consists of four (4) hours of didactic instruction relating to the Dental Board of California RDA written exam. Textbook included.

Orthodontic Assistant Permit

Grindstaff II - Extension Campus, Riverside TBD 8:00 a.m. - 4:00 p.m.

Schedules and fees are subject to change without notice. Course schedule is subject to change to a distance learning/hybrid format.

This 85-hour course is designed to prepare students for permit requirements as an Orthodontic Assistant. Jobs include orthodontic chairside assisting for an orthodontist or general dentist. The course will provide practical aspects and apply classroom theory in a clinical environment. Community classroom externship includes pre-clinical science, infection control procedures, and advanced chairside assisting in orthodontic specialty. This course will prepare a registered dental assistant to perform Orthodontic Assistant duties as described in the California Dental Practice Act.

Prerequisites:

- 1. Current/Active Registered Dental Assistant License OR proof of six (6) months experience as a dental assistant. (A letter from the employer/dentist is required.)
- 2. Proof of Completion of DBC Board Approved Ultra Sonic Scaling Course.
- 3. Verification of T.B. or skin test or chest x-ray clearance within the last year.
- 4. HBV vaccination clearance.
- 5. Completed a course in Basic Life Support (AHA or ARC).
- 6. Proof of having completed a Board approved eight-hour Infection Control course (two-hour course required for licensed RDA).
- 7. Proof of having completed a two-hour Board approved course in CA Dental Practice Act.

Students must wear scrub type uniform and lab coat.

SCHOOL OF CAREER EDUCATION | COURSE SCHEDULE RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 9/2024 \$300

\$250

\$1,195

CONTINUING EDUCATION CLASSES (CONT.)

Welding for Skills Upgrade

\$1,350 per session

Norte Vista High School Extension Campus Fall Session dates: 9 Weeks: August 5, 2024 to October 7, 2024 5:30 p.m. – 9:00 p.m. Monday and Tuesday

9 Weeks: August 7, 2024 to October 3, 2024 5:30 p.m. – 9:00 p.m. Wednesday and Thursday

9 Weeks: October 8, 2024 to December 17, 2024 5:30 p.m. – 9:00 p.m. Monday and Tuesday

9 Weeks: October 9, 2024 to December 12, 2024 5:30 p.m. – 9:00 p.m. Wednesday and Thursday

Schedules and fees are subject to change without notice. Course schedule is subject to change to a distance learning/hybrid format. Spring Session dates: 9 Weeks: January 6, 2025 to March 17, 2025 5:30 p.m. – 9:00 p.m. Monday and Tuesday

9 Weeks: January 8, 2025 to March 13, 2025 5:30 p.m. - 9:00 p.m. Wednesday and Thursday

9 Weeks: March 18, 2025 to May 27, 2025 5:30 p.m. – 9:00 p.m. Monday and Tuesday

9 Weeks: March 19, 2025 to May 22, 2025 5:30 p.m. - 9:00 p.m. Wednesday and Thursday

This Course involves welding tasks using arc, metal inert gas (M.I.C.) tungsten inert gas (T.I.C.), and gas welding equipment, leading to entry-level positions in the welding industry. Students will learn how to use various tools and machine set-up. These courses are not sequenced; students may participate in any course regardless of prior knowledge and skill level. Students may need to take the course up to six times depending upon prior knowledge to prepare for the American Welding Society (AWS) Certification exams at a qualified AWS Accredited Testing Facility (ATF).

CPR Certification

\$25.00 (Student) \$65.00 (non-student)

Alessandro - Main Campus, Riverside TBD 8:30 a.m. - 12:30 p.m.

Schedules and fees are subject to change without notice. Course schedule is subject to change to a distance learning/hybrid format.

This course is for anyone with limited or no medical training who needs a course completion card for CPR and AED used to meet job, regulatory, or other requirements. Upon successful completion, the student will receive the American Heart Association Heartsaver or Basic Life Support (BLS) Provider card which is valid for two years. American Heart Association Heartsaver teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn to perform adult, pediatric and infant CPR using an AED, and relief of foreign-body airway obstruction (choking).

FINANCIAL AID INFORMATION

Financial Aid Process How to Apply for Financial Aid

Federal Student Aid is an office of the U.S. Department of Education that manages and regulates Title IV funds of the Higher Education Act (HEA) of 1965. To be considered for various federal, state, and institutional aid, students need to complete a FAFSA (Free Application for Federal Student Aid) online. Step-by-step instructions are provided below.

STEP 1: Complete an Orientation and Assessment with the Admission Office.

To schedule an appointment, contact:

Main and Extension Campus (Riverside) (951) 826-4723 Branch Campus (Indio) (760) 863-3333

STEP 2: Complete Your FAFSA Application Online.

(It may take up to five business days for the school to receive your FAFSA.)

- Go to www.studentaid.gov
- Complete the FAFSA form
- Choose the 2024–2025 FAFSA year.

Enter Riverside County Office of Education/School of Career Education's Federal School ID Number: 042084
 OR

If you are a U.S. non-resident and meet the AB540 Residency requirement. you may be eligible for Financial Aid through the California Dream Act Application (CADAA) online.

- Apply at https://dream.csac.ca.gov/landing
- Be sure to include Riverside County Office of Education school code 04208400

** If you worked in 2022, your FAFSA cannot be processed without tax information—no exceptions. You must create an FSA ID to submit your FAFSA. If you are a dependent, your parents will need an FSA ID as well.

STEP 3: Complete SCE Online Application.

The application was sent to you after the orientation via email. The application must be completed to send your financial aid funding estimate.

RCOE has partnered with an online company to automate the processing of federal financial aid applications using the Campus Ivy Financial Aid portal. After you have completed a FAFSA and SCE online application, Campus Ivy will send you an email to register your financial aid account. This is how you will access your funding estimate.

STEP 4: Complete your Loan Entrance Counseling and Master Promissory Note.

(This step is mandatory if receiving loans.)

Go to www.stuentaid.gov under the "Loans and Grants" menu to complete both the Loan Entrance Counseling and Master Promissory Note. Please be advised, financial aid will not be processed until both are completed.

STEP 5: Contact our Financial Aid Office to review your financial options.

The Financial Aid Office will be available on a first-come, first-served basis. Please email your campus to schedule an appointment.

Riverside & Grindstaff Campus (951) 826-4723 scefinancialaid@rcoe.us Indio Campus (760) 863-3333 scefinancialaid@rcoe.us

CONTINUING EDUCATION CLASSES

All Continuing Education Classes less than \$3,000 must be paid in full at time of registration.

Tuition includes a non-refundable registration fee of \$100.00.

Payment methods accepted: MasterCard, Visa, AMEX, Discover, Debit Card, Money Order, Voucher, and/or Cashier's Check.

Sallie Mae: All students are encouraged to apply for private education loan. Students may be required to pay \$25.00 per month while attending school. Students are able to pay off loan at any time, no penalty will be incurred.

Title IV Eligible Programs: Student must fill out FAFSA application and follow the financial aid process. (ask student services for financial aid information). Once student has been approved, the monthly payment will be adjusted accordingly.

School of Career Education Payment Plan:

All students on payment plans are required to set up a payment plan account through our payment system. Payments are made monthly on the 15th of each month. You will receive an email with instructions on how to set up your account. Students have **three** days to set up their automatic payment plan. **No exceptions.**

*All payment plans include a \$100.00 non-refundable administrative fee.

Scholarships and Vouchers: School of Career Education welcomes all scholarships, vouchers, workman's compensation and agency funding. We will gladly work with your agency on payment.

School of Career Education will only accommodate payment plan after all other resources have been exhausted.

PROGRAM SCHEDULES

School of Career Education program schedules vary by location and length of class. See program description for further details or visit us online at www.riversidesce.org for the most current information.

HOLIDAY SCHEDULES

School of Career Education will not offer instruction or student services on major state federal holidays. Winter and spring break schedules vary by classroom location. Please note the holiday schedule for the 2024–2025 school year below:

- September 2 (Monday): Labor Day
- November 11 (Monday): Veterans Day
- November 28 (Thursday): Thanksgiving Day
- November 29 (Friday): Day Following Thanksgiving
- December 24 (Tuesday): Day Before Christmas Day (Observed)
- December 25 (Wednesday): Christmas Day
- December 26 (Thursday): Day Following Christmas Day (In-lieu of Admission Day)
- December 30 (Monday): Lincoln Day (Observed)
- December 31 (Tuesday): Day Before New Year's Day (Observed)
- January 1 (Wednesday): New Year's Day
- January 2 (Monday): Martin Luther King Day
- February 17 (Monday): Washington's Day
- May 26 (Monday): Memorial Day
- June 19 (Thursday): Juneteenth Day



CAMPUS LOCATIONS

Riverside County Office of Education School of Career Education Alessandro - Main Campus 2100 East Alessandro Boulevard Riverside, CA 92508 (951) 826-4SCE (4723)

Riverside County Office of Education School of Career Education Don F. Kenny Regional Learning Center - Branch Campus 47-336 Oasis Street Indio, CA 92201 (760) 863-3333

> Riverside County Office of Education School of Career Education Grindstaff II - Extension Campus 9825 County Farm Road Riverside, CA 92503 (951) 826-4SCE (4723)

> Riverside County Office of Education School of Career Education Norte Vista High School 6585 Crest Avenue Riverside, CA 92504 (951) 826-4SCE (4723)

NOTES





For more information, please call

(951) 826-4SCE (4723) or (760) 863-3333

Or visit our website! www.riversidesce.org

Programs, schedules, and fees are subject to change without notice.



riversidesce.org





O F C @RiversideCountysce

@Riverside County **School of Career Education**