RIVERSIDE COUNTY OFFICE OF EDUCATION

schoolof CAREEREDUCATION
Connected to the World of Work

2025–2026
HANDBOOK &
COURSE CATALOG

riversidesce.org

RIVERSIDE COUNTY OFFICE OF EDUCATION

school of CAREER EDUCATION
Connected to the World of Work

STUDENT HANDBOOK & COURSE CATALOG
Policies and Regulations
2025–2026

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 post-secondary 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

Nereida Gutierrez
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 ll, 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

ACCREDITED BY THE COMMISSION OF THE COUNCIL ON OCCUPATIONAL EDUCATION

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

MESSAGE FROM THE EXECUTIVE DIRECTOR

Students,

Welcome to School of Career Education and thank you for choosing School of Career Education to fulfill your career goals. This academic catalog contains much of the information you will need as you proceed with your education at School of Career Education.

Catalogs, however, are often considered a bit dry and formal. You can make this catalog "come alive" by visiting Student Services, asking questions in class and connecting with other students in your program.

It is the people of School of Career Education – those who teach here and work here – who make it a special place. Don't hesitate to ask us to amplify the information in this catalog or to explain anything you don't understand. School of Career Education is dedicated to your success and making your academic journey a positive one.

Again, on behalf of School of Career Education faculty, staff, and the Riverside County Office of Education, I welcome you to School of Career Education. We hope that you will use this catalog to your best advantage. Your journey towards graduation, into the workforce, or to securing a better job begins today!

Sincerely,

Forest DeRenzo, Ed.D.
Executive Director
School of Career Education

TABLE OF CONTENTS

Program Accreditation
Student Services Center
Resource Centers
Placement Services
Consumer Information
Follow-Up Surveys
Immunization Policies
Electronic Devices Policy
Student Equipment Check Out Policy
Student Center
Student Break Area
Program Make-up Policy

Admission Procedures
- Orientation and Assessment
- Registration
- Payment of Fees

- Dental Assistant/RDA Eligible
- IT Help Desk Professional
- Medical Assistant
- Patient Care Technician
- Pharmacy Technician

- Welding for Skills Upgrade
- CPR Certification
- Dental-Infection Control
- Dental-Coronal Polishing
- Dental-Pit & Fissure Sealant
- Dental-Ultrasonic Scaling
- Dental-RDA Written Exam Review
- Dental-Orthodontic Assistant (Permit Eligible)

Payment Options
Other Funding Sources

Financial Aid Vocabulary
Title IV Eligibility
The Concept of Financial Aid
Financial Aid Verification Process

TABLE OF CONTENTS

TABLE OF CONTENTS

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 92503
(951) 826-4SCE (4723)

1

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

Welcome to School of Career Education (SCE), a subsidiary of the Riverside County Office of Education (RCOE). 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 public not-for-profit organization motivated by your success in the World of Work. There are countless reasons why you should choose SCE — 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.
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.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

2

? **WHAT CLASSES DO YOU HAVE?**

You can find a list of programs and locations currently offered at www.riversidesce.org. We currently offer a variety of comprehensive programs and continuing education classes in clerical, medical, dental, and welding.

? **WHEN ARE CLASSES OFFERED?**

Classes are offered year-round beginning in fall and spring.

? **WHAT DO I NEED TO TAKE A CLASS?**

- Attend an orientation
- Take an assessment (if applicable)
- Official high school or equivalent transcript(s), if applicable
- Social Security card (or right-to-work document)
- Valid government issued photo ID

? **WHERE/HOW DO I SIGN-UP FOR ORIENTATION/ASSESSMENT?**

You may contact a Registration Clerk or Admissions Technician at:

RIVERSIDE LOCATION
(951) 826-4SCE (4723)

INDIO LOCATION
(760) 863-3333

Or visit our website www.riversidesce.org for more information.

? **WHERE DO I GO TO REGISTER FOR CLASSES?**

School of Career Education has two locations to register for classes:

RIVERSIDE LOCATION
School of Career Education
Main Campus
2100 E. Alessandro Boulevard
Riverside, CA 92508

INDIO LOCATION
Don F. Kenny Regional Learning Center
School of Career Education – Branch Campus
47-336 Oasis Street
Indio, CA 92201-6998

? **WHAT IS ON THE ASSESSMENT?**

The assessment test is basic reading and math skills.

? **WHY DO I HAVE TO TAKE THE ASSESSMENT IF I AM A HIGH SCHOOL GRADUATE?**

School of Career Education requires students to take an assessment test basic reading and math skills to ensure the students will be successful in the chosen program. Students enrolled in job upgrade programs and continuing education classes are not required to take assessment. The assessment may take up to 120 minutes to complete, and it is not a pass or fail. The assessment is used as a tool for enrollment. Children are not allowed, and no childcare will be provided.

*Some classes may require two official transcript copies.

3

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

? ## WHAT IS THE COST?

The cost for each program or class is located in the course schedule. The course schedule can be found on our website www.riversidece.org.

? ## DO YOU HAVE FINANCIAL AID?

School of Career Education offers financial aid to eligible students. We are approved for Pell, Stafford Loans, Cal-Grant, and Veteran's Benefits. The school has payment plans for all courses with tuition over $3000.00. Our Financial aid department can discuss financial aid and payment plan options with you. Please email scefinancialaid@rcoe.us or call 951.826-4SCE (4723) for financial aid assistance.

? ## ARE YOU AN ACCREDITED SCHOOL?

RCOE- School of Career Education is accredited by the Commission of the Council on Occupational Education.

? ## ARE CAREER PLANNING AND JOB SEARCH ASSISTANCE PROVIDED?

School of Career Education courses are taught to industry standards and include job search and work readiness skills that are highly desired by industry. In addition, the Student Services Center provides career planning and job search assistance to students and graduates. School of Career Education maintains two Student Services Centers:

RIVERSIDE LOCATION
School of Career Education
Main Campus
2100 E. Alessandro Boulevard
Riverside, CA 92508

INDIO LOCATION
Don F. Kenny Regional Learning Center
School of Career Education – Branch Campus
47-336 Oasis Street
Indio, CA 92201-6998

? ## WHAT IF I ATTENDED SCHOOL OUTSIDE THE U.S.?

Before you register at School of Career Education, you will need your foreign transcript evaluated for equivalency. Many companies evaluate foreign transcripts and provide an official translation. Please contact the Student Services Center for a list of the local evaluation agencies.

*The School of Career Education is not affiliated with any of the evaluation agencies.

? ## DO YOU OFFER INTERNSHIP EXPERIENCES?

Yes, School of Career Education's technical certificated programs provide instruction in both theory and practical applications using methods appropriate to the subject area. Each technical certificated program provides instruction in all aspects of its industry. Instructors maintain intern and employer relationships to ensure industry contact necessary for student success. In addition, students are provided a foundation of technical, academic, and communication skills upon which they can continue to grow, learn, and advance.

*Internships are not provided for Continuing Education courses.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

4

School of Career Education grew from the Riverside County Office of Education's 40 years of experience successfully offering Career Technical Education. Currently, we provide post-secondary training at several locations throughout Riverside County.

School of Career Education's technical certificated programs provide instruction in both theory and practical applications using methods appropriate to the subject area. Each technical certificated program provides instruction in all aspects of its industry. Instructors maintain intern and employer relationships to ensure industry contact necessary for student success. In addition, students are provided a foundation of technical, academic, and communication skills upon which they can continue to grow, learn, and advance.

PROGRAM ACCREDITATION
All School of Career Education programs are accredited by the Commission of the Council on Occupational Education (COE). School of Career Education is a recognized community stakeholder aligned with a variety of Career Technical Education partner organizations. School of Career Education is approved for training through the Workforce Investment Act, Workforce Development Department, Department of Public and Social Services, and Department of Rehabilitation. All adult programs are approved and listed on the California Eligible Training Provider List (ETPL).

STUDENT SERVICES CENTER
The Student Services Center is an integral part of the School of Career Education. Services include career assessment, guidance, and registration.

School of Career Education Maintains Two Adult Student Services Centers:

Riverside County Office of Education - School of Career Education
Main Campus
2100 E. Alessandro Blvd., Riverside, CA 92508
(951) 826-4723

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

RESOURCE CENTERS*
The Resource Centers are located within both Student Services Centers. Services available are:

- Computer Lab with Internet Access
- Resource Listing
- Employment Listings
- Academic Support Services

PLACEMENT SERVICES*
School of Career Education ensures the delivery of effective and quality services to students and graduates in the following areas:

- Career Readiness Workshops
- Career Fairs
- Classroom Seminars
- Intern and Career Placement Assistance
- Career Advising
- Job Postings

*Services vary by location.

5

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

CONSUMER INFORMATION
The staff at School of Career Education works diligently to ensure that every student has an opportunity to be successful in their educational endeavors. It is a priority to maintain a safe, stable, and academically enriching environment for all students enrolled in School of Career Education courses and/or programs. In accordance with federal and state guidelines, School of Career Education annually maintains statistics regarding school enrollment, student program completion, student program placement, student program licensure, and on-campus crime. This allows staff to regularly evaluate all services provided, and improve the quality of services offered. This information is readily available at www.riversidesce.org.

FOLLOW-UP SURVEYS
All students will be asked to participate in a variety of follow-up surveys. The exit interview and instructional survey will occur near the end of a term. The information gathered is used to assess student needs. In addition, a placement survey will be conducted to collect information regarding employment, post-secondary education, military enlistment, and state certification and licensure. The placement survey will ask about employment information regarding the type of position obtained and other information related to employment status. The information gathered will be used for statistical purposes.

IMMUNIZATION POLICIES
Students must provide proof of immunizations and health clearances as stated in program prerequisites. Not all School of Career Education programs require immunizations for admission; students interested in getting more information about immunizations should contact their local or state public health department or consult with their health care provider.

ELECTRONIC DEVICES POLICY
Cellular phones and other electronic devices shall not be used in a manner that causes disruption in the classroom or community site training facility. Abuse of cellular devices with photographic capabilities, use of devices for purposes of photographing test questions, or other notes and materials is prohibited. Photographing individuals in secured areas such as bathrooms, or other areas where there is a reasonable expectation of privacy, and/or taking photographs of an individual against their will is strictly prohibited. Electronic transmission of photographs of any person without express permission is strictly prohibited.

STUDENT EQUIPMENT CHECK OUT POLICY
Students who check out school-owned equipment are financially responsible for maintaining its condition. Equipment must be returned promptly upon request and in the same condition in which it was received, allowing for reasonable wear and tear.

- If the equipment is lost, the student will be charged the full replacement cost.
- If the equipment is damaged or inoperable due to negligence, the student must return the item for repair and will be responsible for the cost of damages.
- In cases of theft, misuse, or carelessness, the student will be held fully responsible for the replacement cost; no replacement provisions will be made.

The School of Career Education reserves the right to request the return of any checked-out equipment at any time.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

6

STUDENT CENTER

You are welcome to use the computer lab located in the Student Services office. Computers and a printer are available for use to complete class assignments, renew skills, conduct research, seek employment, or perform other student related business. You may also have notes or other program related documents copied at no cost.

STUDENT BREAK AREA

Each campus has designated break areas and outside eating/break areas, located outside the Student Service offices. Additionally, there are a variety of restaurants in the vicinity to purchase refreshments. Food and drinks are not permitted near computers or electronic devices.

PROGRAM MAKE-UP POLICY

School of Career Education's programs are designed to reflect the real work environment in every way possible. Productive and consistent attendance is required in all programs. Similar to the rules, regulations, and guidelines required in industry, School of Career Education requires all students to adhere and to comply with basic rules of student conduct and to abide by the authority of administrators and teachers during their participation in the adult programs. All students should be self-directed learners who demonstrate concern and respect.

Attendance and participation is a requirement of all adult programs. Each student is expected to attend all scheduled class and clinical hours. It is up to the discretion of the teacher to schedule all make-up hours. Students are expected to attend make-up hours as scheduled by the teacher. Students must maintain a 93% attendance rate in class at all times.

Please note: All clinic hours are mandatory for students. If a student is absent from a mandatory clinic day, there may be additional cost to make up mandatory clinic hours in the field.

7

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

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.riversidece.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 2025–2026 school year below:

- July 4 (Friday): Independence Day
- September 1 (Monday): Labor Day
- November 11 (Tuesday): Veterans Day
- November 27 (Thursday): Thanksgiving Day
- November 28 (Friday): Day Following Thanksgiving
- December 24 (Wednesday): Day Before Christmas Day (Observed)
- December 25 (Thursday): Christmas Day
- December 26 (Friday): Day Following Christmas Day (In-lieu of Admission Day)
- December 30 (Tuesday): Lincoln Day (Observed)
- December 31 (Wednesday): Day Before New Year's Day (Observed)
- January 1 (Thursday): New Year's Day
- January 19 (Monday): Martin Luther King Day
- February 16 (Monday): Washington's Day
- May 25 (Monday): Memorial Day
- June 19 (Friday): Juneteenth Day

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

8

ADMISSION INFORMATION

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

1 **STEP ONE: ORIENTATION**
Meet with an Admissions Technician for a School of Career Education orientation. Appointments can be made by phone or in person at our Student Services Centers. 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 program enrollment. Orientation sessions are free.

2 **STEP TWO: ASSESSMENT**
School of Career Education requires students to take an assessment test for basic reading and math skills to ensure the student will be successful in the chosen program. Students enrolled in the job upgrade programs and continuing education classes are not required to take assessments. The assessment can take up to 120 minutes to complete and it is a not pass or fail. The assessment is used as a tool for enrollment.

3 **STEP THREE: REGISTRATION**
Once eligibility is confirmed, an appointment will be made at the Student Services Center to enroll. You will need the following documents:

- Official high school or equivalent transcript(s) *.
  *not mandatory for continuing education
- Social Security card (or right-to-work document).
- Valid Government-issued photo identification.
- Completed financial aid packet

4 **STEP FOUR: PAYMENT OF FEES**
Students will be required to pay a non-refundable registration fee of $100. Proceed to the Student Accounts Technician to discuss financing options (prior to the first day of class, students who qualify for financial aid will be invited to attend an orientation to complete the admission process and obtain final authorization to begin program.)

PAYMENT IN FULL: Pay total class fees using a debit card, Visa, MasterCard, Discover, American Express, money order, or cashier's check. Any course having a cost of $3,000 or less must be paid in full at time of registration.

PAYMENT PLAN OPTION: Payment plan option is available through our Financial Aid Department. All payment plans will be automatically debited from student's bank account through our Tuition Management System.

Students receiving assistance from workforce agencies, veterans programs, rehabilitation programs, Department of Labor services, and/or individual employers may be eligible for program fee assistance; speak with your caseworker for confirmation. Students may also seek financial assistance through other sources, such as third-party loans, community groups, and private organizations that offer scholarships and special awards. Refer to the "Student Financial Planning Options" section of this handbook for further details.

Students with academic or administrative holds will need to meet with the School of Career Education Coordinator/Principal before re-enrolling in a School of Career Education class. Students who have been administratively dropped or have self-dropped or withdrawn prior to successful completion of a program will need to meet with the School of Career Education Coordinator/Principal

Please contact the Student Services Center or visit us online at www.riversidece.org for the most current program information and fees.

*Some classes may require two official transcript copies.

9

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

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.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

10

DENTAL ASSISTANT/RDA ELIGIBLE

Financial aid available for those who qualify.

LOCATION	TIME	DAYS	TERM	CLOCK HOURS	FEE*
Don F. Kenny Regional Learning Center, Branch Campus, 47-336 Oasis Street, Indio, CA 92201	8:00 a.m. – 4:30 p.m.	T-F	34 weeks	1001	$16,900
Grindstaff Center II, Extension Campus, 9825 County Farm Road, Riverside, CA 92503	8:00 a.m. – 4:30 p.m.	T-F	34 weeks	1001	$16,900

*Program fee DOES NOT include enrollment prerequisites, immunizations, health clearances, program requirements, or required materials.
*Internship hours vary depending upon sites. *Schedules and fees are subject to change without notice.

WHERE WOULD I WORK?
- Dental offices or hospital facility
- Dental supply and lab company
- County public health office
- College and specialty schools
- Consulting, finance, or insurance firm
- Correctional facilities

MEAN 2024 WAGES*

	HOURLY	ANNUALLY
CALIFORNIA	$26.01	$54,086
INLAND EMPIRE	$23.88	$49,674

*Data based upon *Data based upon wages and employment averages for Dental Assistants in California: www.labormarketinfo.edd.ca.gov.

COURSE DESCRIPTION:
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 training while working with patients and dental staff members to enforce students' success. With the skills they learn throughout the course. Upon completion of the course, students will gain skills and knowledge to work in the dental industry and have a career as a registered dental assistant or dental front office business assistant. In addition, this course offers American Heart Association (AHA) Basic Life Support (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.

ADMISSION REQUIREMENTS:
- Official high school or equivalent transcript.
- Completion of required assessment.
- Current government-issued photo ID.
- Social Security card or right-to-work documentation.

PROGRAM REQUIREMENTS:
- Maintain a minimum 76% grade-point average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- Access to a tablet or laptop with internet access.
- Fingerprinting and background check will be required.

INCLUDED IN THE COST OF PROGRAM FEES:
- Textbooks.
- Three uniform sets and one lab coat.
- Department of Justice (DOJ) background check.
- American Heart Association (AHA) Basic Life Support (BLS) CPR training and card.
- Internship included in program.
- Dental Board of California RDA application fees.

11

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

IT HELP DESK PROFESSIONAL
Computer Support Specialist

Federal Financial Aid available for those who qualify.

LOCATION	TIME	DAYS	TERM	CLOCK HOURS	FEE*
School of Career Education Main Campus, 2100 E. Alessandro Blvd., Riverside, CA 92508	8:00 a.m. – 4:30 p.m.	T-F*	20 weeks	600	$10,400
Don F. Kenny Regional Learning Center, Branch Campus, 47-336 Oasis Street, Indio, CA 92201	8:00 a.m. – 4:30 p.m.	T-F*	20 weeks	600	$10,400

*Program fee DOES NOT include enrollment prerequisites, program requirements, or required materials except for testing fees.
*Schedules and fees are subject to change without notice. *Internship portion of the program will take place Monday - Friday

WHAT POSITIONS I MIGHT HAVE?
- IT Specialist
- Desktop Support Technician
- Computer user Support Specialist
- Network Operations Analyst
- IT infrastructure Support

COURSE DESCRIPTION:

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**. 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 hands-on lab time. The program is outlined with four major components:

- **CompTIA** Tech+: Gain a foundation in IT concepts, ensuring a comprehensive understanding of technology essentials.
- **CompTIA** A+: Dive into hardware and software essentials, problem-solving, and fundamental OT operational roles, preparing for the globally recognized **CompTIA** A+ certification.
- **CompTIA** Network+: Explore the intricacies of networking, covering key topics such as design, implementation, management, and troubleshooting network related scenarios culminating in the prestigious **CompTIA** Network+ certification.
- Internship: Apply the learned knowledge in a practical real-world setting through an internship, gaining hands-on experience in IT support and networking.
- Students will be prepared and take the following certification exams: **CompTIA** A+ (a two-part exam) and **CompTIA** Network+

MEAN 2024 WAGES*

	HOURLY	ANNUALLY
CALIFORNIA	$39.60	$82,365
INLAND EMPIRE	$33.89	$70,497

*Data based upon Occupation Employment Statistics (OES) Survey Results for General Office Clerical in California: www.labormarketinfo.edd.ca.gov

Completion, Placement, and Licensure available on website at www.riversidesce.org

ADMISSION REQUIREMENTS:
- Official high school or equivalent transcript.
- Completion of required assessment test.
- Current government-issued photo ID.
- Social security card or right to work documentation.

PROGRAM REQUIREMENTS:
- Maintain a minimum 76% grade-point average and a 93% attendance rate.
- Internet access
- Fingerprinting and background check may be required.

INCLUDED IN THE COST OF PROGRAM FEES:
- Dell Laptop and Laptop Bag
- Online learning platform
- Two-uniform style polo shirts
- Internship included in-program
- CompTIA A+ Core 1 and Core 2 exams
- CompTIA Network+ exam

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 **|** Revised 6/2025

12

MEDICAL ASSISTANT

Financial Aid available for those who qualify.

LOCATION	TIME	DAYS	TERM	CLOCK HOURS	FEE**
School of Career Education, Main Campus, 2100 E. Alessandro Blvd., Riverside, CA 92508	8:00 a.m. – 4:30 p.m.	T-F*	21 weeks	630	$12,400
Don F. Kenny Regional Learning Center, Branch Campus, 47-336 Oasis Street, Indio, CA 92201	8:00 a.m. – 4:30 p.m.	T-F*	21 weeks	630	$12,400

*Program fee DOES NOT include enrollment prerequisites, immunizations, health clearances, program requirements or required materials.
*Internship portion of the program will take place Monday - Friday. *Schedules and fees are subject to change without notice.

WHERE WOULD I WORK?
- Physician's office
- Medical and surgical hospital
- Outpatient care center
- Health practitioner office
- County public health office

MEAN 2024 WAGES*

	HOURLY	ANNUALLY
CALIFORNIA	$25.22	$52,468
INLAND EMPIRE	$22.09	$45,953

*Data based upon wages and employment averages for Medical Assistants in California: www.labormarketinfo.edd.ca.gov.

COURSE DESCRIPTION:
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 skills necessary to successfully pass the National Center for Competency Testing (AMCA) Clinical Medical Assistant Certification (CMAC) exam.

ADMISSION REQUIREMENTS:
- Official high school or equivalent transcript.
- Completion of required assessment test.
- Current government-issued photo ID.
- Social Security card or right-to-work documentation.

PROGRAM REQUIREMENTS:
- Maintain a minimum 76% grade-point average and a 93% attendance rate.
- Access to a tablet or laptop with internet access.
- Drug testing and background check may be required.

INCLUDED IN THE COST OF PROGRAM FEES:
- eTextbook and MindTap platform access.
- Two uniform sets and one lab coat.
- American Heart Association Basic Life Support (BLS) CPR training and card.
- Internship included in program.
- AMCA Clinical Medical Assistant Certification-CMAC exam.

13

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

PATIENT CARE TECHNICIAN
Pre-nursing program

Includes Nurse Assistant, Acute Care for Nursing, and Home Health Aide training.

Financial Aid available for those who qualify.

LOCATION	TIME	DAYS	TERM	CLOCK HOURS	FEE*
School of Career Education, Main Campus, 2100 E. Alessandro Blvd., Riverside, CA 92508	8:00 a.m. – 4:30 p.m.	T-F*	20 weeks	600	$10,200

*Program fee DOES NOT include enrollment prerequisites immunizations, health clearances, program requirement or required materials.
*Some program dates will take place on Mondays. *Schedules and fees are subject to change without notice.

WHERE WOULD I WORK?
- Skilled nursing facility
- Hospital
- Veteran Health Administration
- Traveling CNA agency
- Federal Bureau of Prisons
- Correctional facilities

MEAN 2024 WAGES*

	HOURLY	ANNUALLY
CALIFORNIA	$23.33	$48,520
INLAND EMPIRE	$21.47	$44,665

*Data based upon wages and employment averages for Nurse Assistants in California: www.bls.gov/oes

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

PCT 101 is the **nurse assistant course**, which exceeds the mandated 160 hours by the California Department of Public Health (CDPH). 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. First Aid certification through the American Heart Association (AHA) is included in this portion of the course.

PCT 102 emphasizes instructions in **acute care for the Certified Nurse Assistant** in an acute care facility. The course provides a comprehensive review of nursing assistant skills with emphasis on acute care units, such as medical, surgical, pediatric, obstetric, orthopedic, etc. The Certified Nurse Assistant will have the opportunity to be trained in various departments of the acute care facility within their scope of practice. Students are prepared for certification in Basic Life Support (BLS) Healthcare Provider CPR through the AHA. In addition to the certification, students are introduced to basic knowledge of electrocardiogram (EKG).

PCT 103 is the combined lecture/lab course for **home health aide**, which 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 certification as a Home Health Aide (CDPH makes the final decision in all certification eligibility.)

ADMISSION REQUIREMENTS:
- Official high school or equivalent transcript.
- Completion of required assessment test.
- Current government-issued photo ID.
- Social Security card (original) non-laminated or right-to-work documentation.

PROGRAM REQUIREMENTS:
- Maintain a minimum 76% grade-point average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- Access to a tablet or laptop with internet access.
- Fingerprinting and background check will be required.

INCLUDED IN THE COST OF PROGRAM FEES:
- Textbooks.
- Two uniform sets and one lab coat.
- Fingerprinting.
- American Heart Association Basic Life Support (BLS) CPR and First Aid trainings and cards.
- Internship included in program.
- Nurse Assistant certification exam.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 **|** Revised 6/2025

14

PHARMACY TECHNICIAN

Financial Aid available for those who qualify.

LOCATION	TIME	DAYS	TERM	CLOCK HOURS	FEE**
School of Career Education, Main Campus, 2100 E. Alessandro Blvd., Riverside, CA 92508	8:00 a.m. - 4:30 p.m.	T-F*	20 weeks	600	$10,200
Don F. Kenny Regional Learning Center, Branch Campus, 47-336 Oasis Street, Indio, CA 92201	8:00 a.m. - 4:30 p.m.	T-F*	20 weeks	600	$10,200

*Program fee DOES NOT include enrollment prerequisites, immunizations, health clearances, program requirements, or required materials.
*Internship portion of the program will take place Monday - Friday *Schedules and fees are subject to change without notice.

WHERE WOULD I WORK?
- Private Pharmacy
- Retail Pharmacy
- Hospital
- Closed door pharmacy
- Correctional facilities

MEAN 2024 WAGES*

	HOURLY	ANNUALLY
CALIFORNIA	$27.60	$57,393
INLAND EMPIRE	$25.67	$53,406

*Data based upon wages and employment averages for Pharmacy Technicians in California: www.labormarketinfo.edd.ca.gov.

COURSE DESCRIPTION:
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.

ADMISSION REQUIREMENTS:
- Two official high school or equivalent transcripts.
- Completion of required assessment test.
- Current government-issued photo ID.
- Social Security card or right-to-work documentation.

PROGRAM REQUIREMENTS:
- Maintain a minimum 76% grade-point average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- Access to tablet or laptop with internet access.
- Fingerprinting and background check will be required

INCLUDED IN THE COST OF PROGRAM FEES:
- Textbooks.
- Two uniform sets.
- American Heart Association Basic Life Support (BLS) CPR training and card.
- Internship included in program.
- California State Board of Pharmacy License application fees.
- Fingerprinting and background check are included.

15

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

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 Commission of the Council on Occupational Education and do not qualify for Title IV financial aid assistance.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

16

WELDING FOR SKILLS UPGRADE

Continuing Education course offering are not accredited by the Commission of the Council on Occupational Education and do not qualify for Tittle IV financial aid assistance. Sallie Mae Loans available for those who qualify.

LOCATION	TIME	DAYS	TERM	CLOCK HOURS	FEE*
Norte Vista High School, 6585 Crest Avenue, Riverside, CA 92503	5:30 p.m. – 9:00 p.m.	W/TH	9 weeks	63	$1,350

*Program fee DOES NOT include enrollment prerequisites, program requirements, testing fees, or required test materials.
*Schedules and fees are subject to change without notice.

WHERE WOULD I WORK?
- Welding shop and various union halls
- Specialty fabrication/manufacturing companies
- Structural and ornamental fabrication companies
- Specialty welding company

MEAN 2024 WAGES*

	HOURLY	ANNUALLY
CALIFORNIA	$24.68	$51,331
INLAND EMPIRE	$21.39	$44,503

*Data based upon wages and employment averages for Welders, Cutters, Solderers, and Brazers in California: www.labormarketinfo.edd.ca.gov.

COURSE DESCRIPTION:
This course involves welding tasks using arc, metal inert gas (M.I.G.), tungsten inert gas (T.I.G.), and gas welding equipment. 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 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).

Pre- qualification test record certificate requirements:
- Complete specified performance indicators
- Practical certification panel
- Written exam(entry-level welding exam)

Additional information/certification for enrolled students: Pre- Qualification Test Record earned may qualify you to sit for the following AWS and LADBS Certification Exam:

- SMAY Panel#1
- FCAW Panel #1
- GTAW("TIG" welding)
- Smag Panel #2
- FCAW Panel #2

*Please note students may need to enroll in additional classes if not successful in completing the Pre-qualification Test record requirements for certification.

ADMISSION REQUIREMENTS:
- Current government-issued photo ID.
- Social Security card or right to work documentation.

PROGRAM REQUIREMENTS:
- Must perform the physical and sensory demands of the program as specified in the course syllabus.

CERTIFICATE OF SESSION COMPLETION REQUIREMENTS:
- Complete specified performance indicators.
- Practical certification panel.
- Written safety test.
- 93% attendance rate.

Students may need to enroll in up to six additional sessions in preparation for the American Welding Society (AWS) certification exams.

17

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

CONTINUING EDUCATION CLASSES

CPR Certification
Alessandro Main Campus, Riverside

Total Clock Hours: 4

Schedules and fees are subject to change without notice.

This course provides American Heart Association Basic Life Support (BLS) Healthcare Provider CPR. Instruction includes: Students using 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) arrive.

DENTAL CONTINUING EDUCATION CLASSES

CDPA (2-hour) & Infection Control (2-hour)
Grindstaff Center II Extension Campus, Riverside
or Don F. Kenny Regional Learning Center Branch Campus, Indio

Total Clock Hours: 4

Schedules and fees are subject to change without notice.

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.

CDPA (2-hour) & Infection Control (8-hour)
Grindstaff Center II Extension Campus, Riverside
or Don F. Kenny Regional Learning Center Branch Campus, Indio

Total Clock Hours: 10

Schedules and fees are subject to change without notice.

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

Coronal Polishing
Grindstaff Center II Extension Campus, Riverside
or Don F. Kenny Regional Learning Center Branch Campus, Indio

Total Clock Hours: 24

Schedules and fees are subject to change without notice.

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 Center II Extension Campus, Riverside
or Don F. Kenny Regional Learning Center Branch Campus, Indio

Total Clock Hours: 16

Schedules and fees are subject to change without notice.

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 | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 **|** INDIO (760) 863-3333 **|** Revised 6/2025

18

Ultrasonic Scaling
Grindstaff Center II Extension Campus, Riverside
or Don F. Kenny Regional Learning Center Branch Campus, Indio

Total Clock Hours: 4

Schedules and fees are subject to change without notice.

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 (One-Day Review)
Grindstaff Center II Extension Campus, Riverside or
Don F. Kenny Regional Learning Center Branch Campus, Indio

Total Clock Hours: 4

Schedules and fees are subject to change without notice.

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

Orthodontic Assistant Permit
Grindstaff Center II Extension Campus, Riverside

Total Clock Hours: 85

Schedules and fees are subject to change without notice.

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 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 TB 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.
8. Students must wear scrub type uniform and lab coat.

19

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

PAYMENT OPTIONS

Below you will find the various financing options, terms, and required documents to begin a student's financing selection. Students should meet with a Student Accounts Technician to discuss which plan is best for them.

PAYMENT IN FULL

Students may pay the full payment due at the time of registration with a cashier's check, money order, debit card, Visa, MasterCard, Discover, or American Express. This option allows students to pay for the program in full with no further payments due. Any course having a cost of $3,000 or less must be paid in full at the time of registration.

CAL GRANT

Cal Grant awardees may elect to receive the full disbursement of their "Access" or "Book and Supplies" awards to use towards educational expenses instead of having it applied to any outstanding balances on the student's account. By choosing the first option, Cal Grant awardees are responsible to resolve any account balances with their institution. Cal Grant awardees have the ability to rescind option at any time (up to disbursement). Please see your financial aid office for more information.

PELL GRANT

School of Career Education administers Title IV funds based on eligibility. To learn more, students can contact a Student Accounts Technician at (951) 826-4SCE.

WILLIAM D. FORD FEDERAL DIRECT STAFFORD LOAN

The Department of education is the guarantor for the low-interest federal loan program available to both undergraduate and graduate students. The program includes both subsidized and unsubsidized. Your eligibility for the Direct Subsidized and Direct Unsubsidized Loans are based on the information reported on the FAFSA. Subsidized loan – Interest is not charged on subsidized loans while the student is in school at least half-time, during your grace period, and during deferment periods. An interest rate of 3.73% is charged once the student has graduated. Unsubsidized loan - Interest at a rate of 3.73% is charged on unsubsidized loans during all periods. If you have been awarded a Direct Loan, you will need to activate it by completing the Entrance and Financial Awareness Counseling and electronically sign the Master Promissory Note (MPN).

PRIVATE SALLIE MAE EDUCATION LOAN

The *Career Training Smart Option Student Loan* from Sallie Mae can help pay for your education from non-degree-granting institutions. As you consider a private student loan, evaluate your total anticipated monthly loan payments based on how much you expect to earn in the future.

PAYMENT PLAN

To assist students who wish to enroll in School of Career Education courses but cannot pay the full tuition at the time of registration, students have the option of a payment plan to pay tuition. A payment plan option is available through our Financial Aid Department. All payment plans will be automatically debited from students bank account through our Tuition Management System. School of Career Education will only accommodate above payment plan after all other resources have been exhausted.

AGENCY CONTRACTS

Some students receive tuition assistance from a public agency. If a student receives assistance from a public agency, the student must submit an approved authorization form or fee voucher completed and signed by an official agency representative. The authorized voucher must be submitted to the Student Account Technician on the day of enrollment in order for the school to bill the agency. Students receiving partial tuition assistance from public agencies are responsible for any remaining fees.

VOCATIONAL REHABILITATION

The Department of Rehabilitation provides service and financial aid assistance to students with certain disabilities. To learn more, students can contact their local Department of Rehabilitation.

WORKFORCE INNOVATION AND OPPORTUNITY ACT

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

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

20

NET PRICE CALCULATOR

This calculator is intended to provide estimated net price information (defined as estimated cost of attendance – including tuition and required fees, books and supplies, room and board, and other related expenses – minus estimated grant aid) to current and prospective students and their families based on what similar students paid in a previous year.

These estimates do not represent a final determination, or actual award, of financial assistance, or a final net price; it is an estimate based on cost of attendance and financial aid provided to students in a previous year. Cost of attendance and financial aid availability change year to year. The estimates shall not be binding on the Secretary of Education, the institution of higher education, or the State. The Net Price Calculator is under our website's Financial Aid Help Center page.

OTHER FUNDING SOURCES

CORPORATE REIMBURSEMENT PROGRAMS

Employed students may be eligible for fee reimbursement through their employer's benefit program. Students can check to see if their employers offer fee reimbursement assistance.

Students can seek financial assistance through other sources such as third-party loans, community groups, and private organizations that offer scholarships and special awards.

21

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

FINANCIAL AID VOCABULARY

Acronyms and initials are frequently used in discussing financial aid; many appear in this publication. Familiarity with the following terms will be helpful when reviewing financial aid information:

AGI	Adjusted Gross Income
COA	Cost of Attendance
ED	U.S. Department of Education
FAFSA	Free Application for Federal Student Aid
FSEOG	Federal Supplemental Educational Opportunity Grant
FSA	Federal Student Aid
FWS	Federal Work Study
DL	Direct Loan
GPA	Grade Point Average
IRS	Internal Revenue Service
ISIR	Institutional Student Information Record
MPN	Master Promissory Note
NSLDS	National Student Loan Database System
SAI	Student Aid Index
SAR	Student Aid Report

TITLE IV ELIGIBILITY

School of Career Education now offers Federal Financial Aid for the eligible programs. School of Career Education administers the following Title IV funds:

- Federal Pell Grant – this is a gift aid and does not require repayment.

The U.S. Department of Education's federal student loan program is the William D. Ford Federal Direct Loan (Direct Loan) Program. Under this program, the U.S. Department of Education is your lender. There are four types of Direct Loans available:

- Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school.
- Direct Unsubsidized Loans are loans made to eligible undergraduate, graduate, and professional students, but eligibility is not based on financial need.
- Direct PLUS Loans are loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required. Borrowers who have an adverse credit history must meet additional requirements to qualify.
- Direct Consolidation Loans allow you to combine all of your eligible federal student loans into a single loan with a single loan servicer.

All Title IV funds are awarded based on eligibility. You can determine your eligibility by filing a Free Application for Federal Student Aid (FAFSA). The application can be found online at www.studentaid.gov. You must be fully enrolled in an eligible School of Career Education program before any Title IV aid will be dispersed on your behalf. A School of Career Education Student Accounts Technician is available Monday through Friday from 8:00 a.m. – 3:00 p.m. to answer any financial aid related questions. A Student Accounts Technician can be reached at scefinancialaid@rcoe.us.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

22

CLOCK HOUR MEASUREMENT

School of Career Education's academic calendar is based upon a clock hour. A clock hour equals 60 minutes of training, of which 10 minutes are allowed for a student break. All breaks are designated by the teacher.

The academic year is defined as 900 hours and 26 weeks. If a program is greater or less than the academic year, it shall be measured in clock hours for Title IV program payments as follows:

Dental Assistant/RDA Eligible: 1001 CLOCK HOURS
Academic Year One: 0-900 hours, 26 weeks
Academic Year Two: 901-1001, 8 weeks

IT Help Desk Professional: 600 CLOCK HOURS
Academic Year One: 0-600 hours, 20 weeks

Medical Assistant: 630 CLOCK HOURS
Academic Year One: 0-630 hours, 21 weeks

Patient Care Technician: 600 CLOCK HOURS
Academic Year One: 0-600 hours, 20 weeks

Pharmacy Technician: 600 CLOCK HOURS
Academic Year One: 0-600 hours, 20 weeks

THE CONCEPT OF FINANCIAL AID

You do not have to be from a low-income family to qualify for financial aid, but you do have to have "financial need." Your "need" is the difference between what it costs to attend a particular school and what you and your family can contribute.

HOW IT WORKS

Cost of Attendance (tuition, fees, books, supplies, room & board, and personal expenses).

Minus (-) Your Expected Family Contribution (the amount that you and your parents should be able to contribute as determined by a Government formula).

Equals (=) Your Financial Need.

EDUCATIONAL COST

In addition to the costs for personalized tuition, books, and supplies; financial aid programs also estimate how much it costs to live under various circumstances (i.e., depending upon whether you live with your parents, campus housing or in a separate apartment). This amount is called the "cost of attendance budget." The financial aid office measures your ability to contribute against the appropriate cost of attendance budget. Financial aid programs offer a way to bridge the gap between what the student and family can provide and what it will cost to attend School of Career Education.

COST OF ATTENDANCE (COA)

Students must be enrolled at least full-time in an eligible program to have all cost of attendance components used to calculate the cost of attendance. The cost of attendance determines the amount of assistance a student is awarded. Components for determining the cost of attendance: tuition & fees, room, board and miscellaneous expenses, dependent care, disability related. **This amount is not charged to your account; it is simply an estimate of expenses during your school year.**

23

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

STUDENT AID INDEX (SAI)

Your SAI is a number calculated by the federal government using financial and family information from your FAFSA. For those familiar with prior versions of the FAFSA, it replaces the EFC, or Expected Family Contribution.

The lower your Student Aid Index, the more aid you are likely to get. Your SAI can go as low as negative 1,500. Yes, that's below zero! An SAI that is zero or below guarantees that you will get the most federal aid available, including the maximum Pell Grant. As this number climbs, there is less chance that you will get federal Pell Grants, but you will still be eligible for federal loans and possibly college-funded grants, depending on your family's income.

What will stay the same?

- Applicants will provide income, asset, and family information on the Free Application for Federal Student Aid (FAFSA®). Many data elements will automatically populate on the application from either their or their parents' federal income tax return.
- The need analysis formula will remain: cost of attendance (COA) minus Student Aid Index (SAI) and other financial assistance equals eligibility for need-based financial aid.

To be considered eligible for financial aid, students must generally meet the following minimum requirements:

- Be a U.S. citizen or an eligible non-citizen.
- Demonstrate "financial need" as determined through the FAFSA application.
- Be enrolled in an eligible program.
- Have a high school diploma or equivalent.
- Have a valid Social Security Number.
- Not be in default on any loan such as Federal Perkins Loans or Direct Loans.
- Not owe a repayment on a Federal Pell Grant, Federal Supplemental Education Grant (FSEOG).

Students who receive federal financial aid funds have the following rights:

- The right to review your financial aid files and accept or decline your financial aid award.
- The right to know how your financial aid will be distributed.
- The right to know how your financial aid was determined.
- The right to know the refund policy of School of Career Education.

While receiving financial aid, the student has the following responsibilities:

- The student has the responsibility to maintain Satisfactory Academic Progress (SAP).
- Satisfactory Academic Progress is defined by School of Career Education as maintaining a GPA of 76% or above and an attendance record of 93% or above. Failure to maintain SAP standards could result in loss of eligibility for financial aid.
- The student must complete all application forms accurately and honestly.
- The student must provide correct information. If it is found that a student purposefully provided false information, it could be considered a criminal offense, which could result in an indictment under the U.S. Criminal Code.
- The student is responsible for providing all documentation to the Student Accounts Office in a timely manner. Failure to do so could result in not receiving a financial aid award.
- The student is responsible for reading and understanding all materials he/she signs and for keeping copies of those documents.
- The student is responsible for all agreements that they sign.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

24

FINANCIAL AID VERIFICATION PROCESS

WHAT IS VERIFICATION?

Verification is the confirmation through documentation that the information provided on a student's Free Application for Federal Student Aid (FAFSA) is correct. The Department of Education requires colleges and universities to verify or confirm the data reported by students and their parent(s) on the FAFSA. The verification process ensures that eligible students receive all the financial aid to which they are entitled and prevents ineligible students from receiving financial aid to which they are not entitled.

WHY IS YOUR FILE BEING VERIFIED?

While there are several reasons why a student may be selected for verification, some leading causes are:
- The submitted FAFSA application has incomplete data.
- The data on the FAFSA application appears to contradict itself.
- The FAFSA application has estimated information on it.
- Random selection.

WHAT DOCUMENTS ARE NEEDED AFTER SELECTION?

The verification process requires that students submit documentation such as IRS transcripts and worksheets to be compared to information from the student's application. Other documentation, including but not limited to documentation of federal benefits received, W-2s, citizenship, or child support paid may also be requested as it applies to the information on the application.

HOW WILL I KNOW I HAVE BEEN SELECTED?

Notification is sent through our third party servicer (Campus Ivy) via email which will state there are outstanding requirements and lists the document requirements and status. You may also be mailed or emailed additional documents that are required.

WHAT HAPPENS IF THERE ARE DISCREPANCIES IN THE APPLICATION?

After all required documents are submitted, School of Career Education Student Accounts Office and the third party service provider will compare them to your application. If errors are found, corrections will be made. If the errors are significant enough to change the amount of financial aid that you will be awarded, the Student Accounts Office will retransmit the FAFSA to Department of Education for reprocessing.

HOW LONG DOES DATA CORRECTION TAKE?

You should allow 10 business days for verification review process and an additional five (5) business days if corrections have to be made and transmitted.

- Additional time may be necessary during peak periods.
- Once the verification and/or correction process is completed the student will be awarded within five (5) business days. An email notifying the student of the award will be sent via Campus Ivy to their email address.
- Verification must be completed in advance of disbursing any money from any financial aid program so it is vital to send, complete, and correct errors as quickly as possible.

WHEN WILL I RECEIVE MY 1098-T TUITION STATEMENT?

Tuition statements will be available every year by January 31st in your student portal.

25

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

PROFESSIONAL JUDGMENT

Professional Judgment (HEA Sec. 479A(a)) may be granted by the financial aid administrator to address a student's financial and family circumstances that may have changed from the base year information originally reported on the FAFSA. Professional Judgment will only be used on a case-by-case basis to address special circumstances, which are conditions that differentiate an individual student from a class of students. A Professional Judgment decision may not be appealed. See the Title IV Student Accounts Technician for application procedures.

FEDERAL ID NUMBER

The Federal School ID number (also known as Title IV Institution Code) is assigned to each college or university for the purpose of applying Federal Financial Aid through FAFSA (Free Application for Federal Student Aid).The Federal School ID number of School of Career Education is: **042084**

FINANCIAL AID VERIFICATION REQUIREMENTS

Selected students are provided a clear explanation of the documentation that is needed to satisfy the verification requirements in the "Outstanding Verification Request Form". Submission deadlines and the consequences of failing to provide the requested information are thoroughly discussed. Students who do not complete their financial aid file within 14 days from the start of the program must pay any tuition/fee from personal resources. Students are periodically reminded of any documents which have yet to be submitted. Students selected to verify the information used in the determination of their aid eligibility should submit the required documentation upon request. This will prevent a delay in the disbursement of their financial aid awards. No grants or Federal Subsidized Direct Loan proceeds are disbursed prior to receiving all required verification documents. The student is to comply with the verification requests noted in the comment section of the SAR/ISIR, and any additional requests made by the school. If additional documentation is required, the institution must request the documentation from the student in writing.

The institution may refer any instance in which there is reason to believe that an applicant has applied for Title IV, HEA program funds under false pretenses to state or local law enforcement agencies for investigation and report the referral of that instance to the Secretary of the Department of Education.

FRAUDULENT INFORMATION

The institution is required by federal regulations to make referrals to the Department of Education and the Department of Justice if it is suspected that aid was requested under false pretense. School of Career Education takes the proper stewardship of Federal funds seriously and will cooperate with government agencies in the full prosecution of students who were found to provide falsified information. If a student received financial aid because information was reported incorrectly, any portion of that aid which should not have been received must be repaid. If you purposely give false or misleading information on your application form, you may be fined $10,000, receive a prison sentence, or both.

DISBURSEMENT OF PELL GRANT FUNDS

The amount of your Pell Grant will be determined by the Expected Family Contribution (calculated by the federal processor), your cost of attendance and your enrollment status. Awards are pro-rated for three-quarter time, half-time and less than half-time enrollment. Pell Grant funds are applied directly to your tuition account for each term that you are eligible.

PELL GRANT RECIPIENTS

A Pell Grant applicant must complete the entire process before the Pell Grant Program deadline in September or 120 days after the last day of the student's enrollment whichever is earlier. If the process is not completed, the student is not eligible for the Pell Grant for that award year. Students who have not completed the verification process within the required period will be notified in writing.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

26

FEDERAL PELL GRANT

The Department of Education guarantees the low-interest federal loan program available to undergraduate and graduate students. The program includes both subsidized and unsubsidized. Your eligibility for Direct subsidized and unsubsidized loans is based on the information reported on the FAFSA. Subsidized loan – Interest is not charged on subsidized loans while the student is in school at least half-time, during your grace period, and during deferment periods. Interest is charged once the student has graduated. Unsubsidized loan - Interest is charged on unsubsidized loans during all periods. If you have been awarded a Direct Loan, you must activate it by completing the Entrance Counseling and electronically signing the Master Promissory Note (MPN). Interest rates change yearly; please check studentaid.gov or contact the financial aid office for the current interest rate.

Note: The Department of Education prohibits students from receiving Federal Financial Aid at different colleges for the same academic term. For example, suppose a student gets the full annual Pell Grant for the current academic year at another institution. In that case, the student cannot receive a Pell Grant for the same period at School of Career Education.

Log on to the StudentAid.gov site to view your Lifetime Eligibility Used (LEU). The LEU will be found on the Financial Aid review page.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG) POLICY

The Federal Supplemental Educational Opportunity Grant (FSEOG) is an additional grant available to undergraduate students with exceptional financial need and gives priority to students who receive Federal Pell Grants and have a negative Student Aid Index (SAI). Students with a negative SAI will receive a fixed dollar amount. The dollar amount is based on the amount of funds the school receives and the number of students for the award year.

FSEOG Funds are limited to students who apply early, are eligible for Pell Grants, and who demonstrate the highest need with priority consideration for FSEOG. If any FSEOG is remaining after awarding to all students with a negative SAI, the school will award FSEOG to the next tier of students with an SAI up to zero. The award amounts vary by the funding available to the school. The FSEOG does not need to be repaid. Funds for the Federal Supplemental Educational Opportunity Grants (FSEOG) are allocated to eligible institutions. Schools award the funds to eligible students in accordance with federal regulations. These grants are restricted to undergraduates with the greatest financial need who also receive Federal Pell Grants.

Since the availability of funds varies among universities there is no guarantee that every eligible student will be able to receive an FSEOG and not be receiving tuition assistance from a third party organization.

To be eligible for FSEOG Grant a student must:

1. Have a current FAFSA on file with a valid SAI.
2. Demonstrate a financial need.
3. Not receiving tuition assistance from third-party organizations.

27

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

FEDERAL WORK-STUDY (FWS)

FWS is a federal financial aid program to provide part-time employment for eligible students. Unlike FSEOG, the FWS program does not require priority be given to students with exceptional financial need. School of Career Education must make FWS jobs reasonably available, to the extent of available funds, to all eligible students. Funding is limited and awarded on a first come first served basis.

To be eligible for FWS employment, a student must:

1. Have a current FAFSA on file with a valid SAI.
2. Indicate interest in federal work-study on the FAFSA.
3. Demonstrate financial need.
4. Meet satisfactory academic progress (SAP) requirements.
5. Complete all required financial aid documentation.

WILLIAM D. FORD FEDERAL DIRECT STAFFORD LOAN

The Department of education is the guarantor for the low-interest federal loan program available to both undergraduate and graduate students. The program includes both subsidized and unsubsidized. Your eligibility for the Direct subsidized and unsubsidized loans is based on the information reported on the FAFSA. Subsidized loan – Interest is not charged on subsidized loans while the student is in school at least half-time, during your grace period, and during deferment periods. An interest rate of 5.49% is charged once the student has graduated. Unsubsidized loan - Interest at a rate of 5.49% is charged on unsubsidized loans during all periods. If you have been awarded a Direct Loan you will need to activate it by completing the Entrance and Financial Awareness Counseling and electronically sign the Master Promissory Note (MPN).

Note: The Department of Education prohibits students from receiving Federal Financial Aid at different colleges for the same academic term. For example, if a student receives the full annual Pell Grant for the 2023-2024 academic years at another institution, the student cannot receive a Pell Grant for the same time period at School of Career Education.

You can log on to the National Student Loan Data System (NSLDS) Student Access Web Site at www.nslds.ed.gov/nslds_SA/ using your Federal Student Aid PIN and view your Lifetime Eligibility Used (LEU). The LEU will be found on the Financial Aid review page.

FINANCIAL AID DISBURSEMENT POLICY

Financial Aid awards from all programs will be posted to students accounts weekly 30 days after the start of each program. Financial aid funds shall be posted to student accounts in the following order:
- Third-Party Vouchers
- California Adult Education Program Funds
- Federal Pell grant
- Federal Stafford Loan (Subsidized)
- Federal Stafford Loan (Un-Subsidized)
- Other Third-Party Scholarships

ATTENDANCE VERIFICATION

The Department of Education requires the verification of attendance prior to the disbursement of any federal funds. Until attendance is verified for a student, no financial aid will be disbursed.

DISBURSEMENT AND REFUNDS

Disbursement authorization is the posting of financial aid awards to student's accounts by the Financial Aid Office and occurs weekly starting 30-days after the start of the program. Federal regulations state the institution must process refunds (if a refund is due) within 14 days of the credit balance date. All refunds are sent by check to the student's address on file.

CAL-GRANT

The Cal Grant is grant administered by the State of California and awarded to students who demonstrate financial need which is determined by the results of the Free Application for Federal Student Aid (FAFSA) and the California Student Aid Commission (CSAC) income and asset ceilings limit (please refer to www. csac.ca.gov for more information). In addition to federal student aid requirements, students must be California residents and attend a qualified institution at least half-time. Both FAFSA and GPA verification form if not submitted by your high school or college must be submitted by the March 2nd deadline. Eligible students will be notified prior to fall of the same year.

These grant funds are based on funds available from the State and do not have to be repaid unless a student is over awarded. Students attending School of Career Education may qualify for Cal Grant B or C depending on the program of study. All Cal Grant payments are credited to the student's account to cover tuition, fees, books, and supplies. However, a student may request direct payment of his or her Cal Grant B access funds up to the date the funds transaction occurs.

DACA (DEFERRED ACTION FOR CHILDHOOD ARRIVALS)

DACA is a federal process that defers removal action of an individual by USCIS for a specified number of years. It is important to note that DACA is not the same as financial aid and Undocumented/Dreamer students should still submit a CA Dream Act Application and Non-SSN GPA instead of a FAFSA.
- It is not the same as financial aid
- it does not grant lawful immigration status
- It does allow individuals to apply for an SSN and work authorization

CA Dreamers (DACA status holders) should still file a CA Dream Act Application instead of a FAFSA and submit a Non-SSN GPA.
For more info about DACA visit: www.uscis.gov and www.immigrantsrising.org

CHAFEE GRANT PROGRAM

The California Chafee Grant for Foster Youth is a grant program administered by the California Student Aid Commission. To qualify, a student must be a current or former foster youth who was a dependent or ward of the court, living in foster care, between the ages of 16 and 18, not have reached their 26th birthday as of July 1 of the award year, and have financial need. Youth who are/were in Kin-GAP, a non-related legal guardianship or were adopted, are eligible only if the youth was a dependent or ward of the court, living in foster care, between the ages of 16 and 18. This is a grant and does not need to be repaid.

2025–2026 ELIGIBLE PROGRAMS

The U.S. Department of Education, under 34 CFR 668.42, requires the disclosure of general information to students with regard to consumer-information regulations.

PROGRAM CAREER/OCCUPATION INFORMATION

The Department of Education requires School of Career Education to disclose Standard Occupation Codes (SOC) of each program, as listed below.

Dental Assisting RDA Eligible Program, Standard Occupational Code: 31-9091
Medical Assistant, Standard Occupational Code: 31-9092
Patient Care Technician, Standard Occupational Code: 31-1014
Pharmacy Technician, Standard Occupational Code: 29-2052

At School of Career Education, we strive to keep our costs as low as possible without jeopardizing the quality of your education.

29

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

PATIENT CARE TECHNICIAN, PHARMACY TECHNICIAN, AND IT HELP DESK PROFESSIONAL
THE ESTIMATED COST OF ATTENDANCE (COA) FOR THE ABOVE PROGRAMS ARE AS FOLLOWS FOR 2025–2026:

(600 hours/20 weeks/30 hours per week) | ACADEMIC YEAR (est. 6 months)

Dependent
Food and Housing: $11,442.00
Personal Expenses: $3,852.00
Transportation: $6,912.00

Independent
Food and Housing: $15,462.00
Personal Expenses: $10,662.00
Transportation: $8,370.00

Patient Care Technician Program : Tuition/Supplies: $10,200.00
Pharmacy Technician Program: Tuition/Supplies: $10,200.00
IT Help Desk Professional Program Tuition/Supplies: $10,400.00

Financial aid will be disbursed within clock hour term 0–300 and 301–600 hours for Patient Care Technician and Pharmacy Technician.

DENTAL ASSISTANT RDA ELIGIBLE PROGRAM,
THE ESTIMATED COST OF ATTENDANCE (COA) IS AS FOLLOWS FOR 2025–2026:

(1001 hours/34 weeks/30 hours per week) | ACADEMIC YEAR (est. 9 months)

Dependent
Food and Housing: $15,256.00
Personal Expenses: $5,136.00
Transportation: $9,216.00
Tuition/Supplies: $16,900.00

Independent
Food and Housing: $20,616.00
Personal Expenses: $14,216.00
Transportation: $11,160.00
Tuition/Supplies: $16,900.00

Financial aid will be disbursed within clock hour term 0-500.5 and 500.5-1001 hours for Dental Assistant/RDA Eligible.

MEDICAL ASSISTANT,
THE ESTIMATED COST OF ATTENDANCE (COA) IS AS FOLLOWS FOR 2025–2026:

(630 hours/21 weeks/30 hours per week) | ACADEMIC YEAR (est. 6 months)

Dependent
Food and Housing: $11,442.00
Personal Expenses: $3,852.00
Transportation: $6,912.00
Tuition/Supplies: $12,400.00

Independent
Food and Housing: $15,462.00
Personal Expenses: $10,662.00
Transportation: $8,370.00
Tuition/Supplies: $12,400.00

Financial aid will be disbursed within clock hour term 0–315 and 316–630 hours for Medical Assistant.

NOTE: STUDENTS RECEIVING FINANCIAL AID MAY STILL INCUR OUT-OF-POCKET EXPENSES.

FINANCIAL AID DEADLINES
How long do I have to complete verification?

Students are expected to apply for aid and complete the verification process before the program starts, but no later than 30 days after the program begins. Otherwise, the student is in jeopardy of not receiving any federal aid for their period of enrollment.

All required documents should be submitted or uploaded through their Campus Ivy account to the Financial Aid Office no later than 10 business days from the initial date of request.

Any delay in submitting all required documents will cause a delay in the awarding of financial aid, resulting in the student being responsible for paying all or part of their bill until awarding takes place.

FINANCIAL AID OVER-PAYMENTS OR OVER-AWARDS

What is an overpayment/over-award?

An over-payment or over-award occurs when a student receives more than the amount for which he or she was eligible under the Federal Pell Grant and Federal Direct Loan programs. A student will be notified by letter when such a discrepancy is discovered. School of Career Education will collect the over-payment or over-award from the student via our billing/collection method.

CAL GRANT INFORMATION & POLICIES

Cal Grants are for students who are pursuing an undergraduate degree, or vocational, or career training and do not have to be repaid.

TWO STEPS TO APPLY FOR A CAL GRANT

STEP 1: COMPLETE EITHER A FAFSA OR DREAM ACT APPLICATION:

- **FAFSA: U.S. Citizens, Permanent Residents, or Other Eligible Non-Citizens:**
  - Must complete and submit the online FAFSA (Free Application for Federal Student Aid) at studentaid.gov
  - The FAFSA must be completed and filed with the federal processor by the deadlines noted (see Application Cycles & Deadlines section below) to be considered for a Cal Grant award
  - Students can e-sign the FAFSA application with their FSA ID
  - When completing the dependency questions on the FAFSA, students who are determined to be "Dependent" must also have one of their parents request a FSA ID to e-sign the student's FAFSA.
- **Dream Act: Students who meet the definition of an AB540 student:**
  - Must complete the California Dream Act Application at https://dream.csac.ca.gov
  - This must be completed by the March 2 deadline
  - Students will be able to e-sign the Dream Act Application at the time of submission
  - When completing the dependency questions on the Dream Act Application, students who are determined to be "Dependent" must have one of their parents request a pin # from the California Student aid Commission (CSAC) to e-sign the student's application

STEP 2: FILE A VERIFIED GRADE POINT AVERAGE (GPA) WITH THE CALIFORNIA STUDENT AID COMMISSION (CSAC)

- **See section below titled: GPA Requirement for information about how to complete this requirement**

APPLICATION CYCLES & DEADLINES

Cal Grant High School Entitlement Award: For current high school seniors and recent high school graduates. **Deadline to Apply is March 2nd each Award Year.**

?   WHO IS CONSIDERED FOR A HIGH SCHOOL ENTITLEMENT AWARD?

- Current high school seniors and last year's high school graduates
- Students who meet the General Cal Grant Eligibility Requirements (see section with this title below)

31

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

Cal Grant Transfer Entitlement Award: (For students who plan to transfer directly from a California Community College to a 4-Year University). **Deadline to Apply is March 2nd each Award Year.**

? WHO IS CONSIDERED FOR A TRANSFER ENTITLEMENT AWARD?

- Students who plan to transfer directly from a CA Community College to a 4-year University that offers a bachelor degree in the award year. There cannot be a gap in enrollment between attendance at the California Community college and the 4-Year University.
- Students who are under the age of 28 by December 31 of the award year.
- Students who meet the General Cal Grant Eligibility Requirements (see section with this title below)
- Students who graduated from a CA high school after June 30, 2000 and were California residents (or if applied through the Dream Act application, living in California) at the time of high school graduation.
  OR
- Students that did not graduate from high school, but were a California resident on their 18th birthday (if applied through the Dream Act application, living in California on their 18th birthday)
- Meet the application deadline

Cal Grant Competitive Awards: For students who are not eligible for the Cal Grant Entitlement awards **Deadlines to Apply below:**

- March 2nd California Community College, CSU, UC or eligible Private College students
- September 2nd is a second chance only for California Community College students who missed the March deadline, and who have already completed 16+ college credits and will be continuing to attend a California Community College
- 20,500 awards offered at each deadline

? WHO IS CONSIDERED FOR A COMPETITIVE AWARD?

- Students who are not awarded a Cal Grant Entitlement award.
- Students who meet the General Cal Grant Eligibility Requirements (see section with this title below)
- Students who complete a Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA).

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

32

GPA REQUIREMENT

In order to be considered for a Cal Grant award the California Student Aid Commission (CSAC) must receive the student's school certified Grade Point Average (GPA) by the filing deadline. (This is in addition to their FAFSA or Dream Act application.)

- **March 2 Deadline for GPA submission** – for California Community Colleges, CSU's, UC's or eligible private colleges for consideration of the Entitlement in the first competitive Cal Grant cycle, or Cal Grant C programs.
- **September 2 Deadline for GPA submission** – is a second chance only for California Community College students who missed the March deadline, and who have already completed 16+ college credits and will be continuing to attend a California Community College. These applicants will be considered in the second competitive cycle.

CSAC will only accept GPAs by one of the following methods:

- **Certified by high school or college electronically.** The fastest and most secure way for a student to submit his or her Cal Grant GPA is to have their school electronically upload the GPA directly to the California Student Aid Commission's system.
- **Certified by a school official on the paper GPA Verification form.** The paper Cal Grant GPA Verification form must be certified by the school if the school cannot submit it electronically. Click on this link to download the Cal Grant GPA Verification Form and have the registrar in Admissions & Records certify the GPA. The GPA Verification form must be postmarked no later than the deadline date(s) as described above. No transcripts are accepted.

? SHOULD YOUR HIGH SCHOOL SUBMIT YOUR GPA?

- Students who have less than 16 completed college units are required to have their high school submit their GPA.

? HOW CAN I SUBMIT MY GPA?

- An applicant who does not have a high school GPA or whose GPA is more than five years old may submit a test score from the General Educational Development Test (GED), the American College Test (ACT) or the SAT Reasoning Test (SATI), in order to be considered for a Cal grant Award.

33

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

School of Career Education students identified as AB 540 Dreamer & Deferred Action For Childhood Arrivals (DACA) who meet the AB 540 requirements, will have other data matches submitted to CSAC in lieu of a social security number,(for example address, date of birth, e-mail address, etc.) along with their GPA by the March 2nd Deadline. AB 540 & DACA students must make sure that these data elements match between Admissions & Records and their Dream Act Application.

- Be a U.S. citizen or eligible noncitizen or meet AB540eligibility criteria
- Be a California resident for 1 year
- Attend a qualifying California college
- Not have a bachelor's or professional degree
- Have financial need at the college of your choice
- Have family income and assets below the minimum levels
- Be enrolled or plan to enroll in a program leading to an undergraduate degree or certificate
- Be enrolled or plan to enroll at last half-time
- Have registered with U.S. Selective Service (www.sss.gov) if required to do so (males age 18-26)
- Not owe a refund on any state or federal grant, or be in default on a student loan
- Not be incarcerated
- Maintain the SAP (Satisfactory Academic Progress) standards as established by the school. Recipients who do not meet the SAP eligibility standards are ineligible for Cal Grant payment (they will not use up eligibility during terms they are ineligible for payment)

*Other requirements include financial need criteria and student data reporting. For more information about the Cal Grant eligibility requirements, go to www.csac.ca.gov/students

VETERANS BENEFITS INFORMATION

School of Career Education welcomes the opportunity to assist all our service members, veterans, spouses, and other family members who are eligible to receive VA Educational Benefits. We are committed to helping you with your educational needs and assisting you with your transition to academic life. We are a military-friendly campus and strive to help all our military members succeed.

GETTING STARTED WITH YOUR VETERANS BENEFITS

Step 1: Determine Your Benefits
You may be eligible for more than one of the programs. To help determine which application you should submit, contact the VA office at 888-442-4551. If you do not want to apply for your educational benefits online, ask for an application to be mailed to you.

Step 2: Apply for VA Education Benefits
You will log in to My Education Benefits | Veterans Affairs and follow the instructions.

Step 3: Enrollment and Certification of Benefits
Bring a copy of your Certificate of Eligibility to the school.
Once enrolled, the VA Certifying Official will confirm your enrollment with the VA.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

34

Step 4: Verification and Payment Process
Depending on which VA program you qualify for, your benefits may be paid directly to you or the School of Career Education.

You may be required to verify attendance with the VA at the end of each month.

IMPORTANT: Contact the School of Career Education's VA Certifying Official immediately if there are any changes in your enrollment status, including adding courses, dropping courses, withdrawing, or receiving incomplete grades, so you will not incur personal charges.

If you have any questions or concerns regarding the enrollment or verification process, please contact our VA Certifying Official, Nadine Flowers, at 951.826.6808 or nflowers@rcoe.us. You are also welcome to visit us in the Student Service Office.

VETERANS BENEFITS INTERNAL TRANSFER POLICY:
EVALUATION AND GRANTING OF PRIOR CREDIT FOR VA STUDENTS

In compliance with 38 USC 3675 and 21.4253(d)(3), Riverside County Office of Education/School of Career Education is committed to reviewing and granting credit for prior coursework and experience as appropriate to a VA student's current program.

Policy Requirements:
1. Evaluation of Prior Credit:
   - Upon initial enrollment or program change, the school will evaluate prior coursework, transfer credits, and relevant experience.
   - The evaluation will determine applicable clock hours that can be applied toward the student's program requirements.
2. Granting Credit and Program Adjustment:
   - Clock hours will be granted where appropriate, and the student's program length will be adjusted accordingly.
   - The student will be notified of the evaluation results.
3. Transcript Procurement Efforts:
   - The student will obtain official transcripts for credit evaluation.
   - If transcripts cannot be obtained, the student may still be certified for enrollment, provided they have matriculated into the program.
4. Record-Keeping and Compliance:
   - Records of credit evaluations will be maintained and made available for VA compliance surveys.
   - The VA will review credit evaluation policies and practices during compliance visits, and non-compliance may affect school approval status.

This addendum ensures that Riverside County Office of Education/School of Career Education upholds federal requirements for VA-approved institutions and maintains compliance with all applicable regulations.

Our financial aid office hours and contact information is as follows:
Monday through Friday
8:00 a.m. to 4:00 p.m.
(951) 826-6808
scefinancialaid@rcoe.us

35

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

DROP AND REFUND POLICY

It is the intent of School of Career Education to have a fair and equitable refund policy. The policy is uniformly administered and published. Students are provided an orientation prior to registration. Orientation presentations outline pertinent program information and expectations. Program fee refund for School of Career Education students withdrawing prior to completion of a program, are issued based on the following refund policies:

WITHDRAWAL/DROP POLICY

If a student wishes to withdraw or drop from a program, they must withdraw in the Student Services Center. The student may be responsible for outstanding program fees.

UNOFFICIAL WITHDRAWALS

For the purposes of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:
- You notify the school of your withdrawal or the actual date of withdrawal.
- The school terminates your enrollment.
- You fail to meet Satisfactory Academic Policy.

No Refund for Withdrawal after attending 60% of program term or payment period
Students attending 60% or more of the schedule program term or payment period will not receive a refund. Students will be responsible for any remaining balance on their account.

PROGRAM CANCELLATION

In the event of program cancellation, all fees will be refunded within 45 days of the cancellation date without requiring a request from the student. All refunds are mailed to student.

REFUND POLICY

All refund payments will be mailed within 45 days of the date of cancellation, withdrawal, involuntary withdrawal or completion of a Request to Drop a Course Form (located in Student Services Office).

Important: Checks will be mailed to the student's address maintained by School of Career Education. Students are responsible for keeping their address current. Please notify Student Services of any address changes. Refunds for students who receive financial aid will be first paid to the financial aid source according to a distribution formula established pursuant to federal regulations.

REFUNDS TO STUDENTS RECEIVING COMMUNITY OR ORGANIZATIONAL FUNDING

All outside agency funding is subject to the refund policy. Students must adhere to the funding agency agreements. Students are responsible to pay School of Career Education any unpaid fees.

REFUNDS FOR CONTINUING EDUCATION CLASSES ($3,000 OR LESS)

Tuition is collected in advance of the class start date; only the tuition minus the $100 registration fee, will be refunded for students who drop on or before the first date of class. Students who drop on the second day of class are not eligible for a refund.

PROGRAM REFUNDS (NOT APPLICABLE FOR CLASSES $3,000 OR LESS)

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

36

REFUND FOR WITHDRAWAL PRIOR TO THE START OF INSTRUCTION

A refund of all tuition less a $100 fee will be refunded to students who withdraw from the program prior to the first day of instruction.

REFUND FOR WITHDRAWAL AFTER THE START OF INSTRUCTION

Students withdrawing from school after the start of instruction and before completing 60% of the program term or payment period, will be refunded on a pro-rated basis and calculated by the number of program hours completed and any supplies and materials issued to the student.

The refund shall be calculated as follows:
- Deduct a non-refundable registration fee not to exceed $100.
- Divide this figure by the number of hours in the program.
- The percentage is the hourly charge for the program.

The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction, the cost from materials, and the amount of the non-refundable registration fee specified. The refund shall be any amount in excess that was paid by the student.

ADMINISTRATIVE WITHDRAWAL AND ACADEMIC DISMISSAL

School of Career Education reserves the right to academically dismiss students from a certificate program or continuing education class; or to administratively withdraw students from the school when warranted. Academic dismissal from a program may be the result of a student's failure to maintain good academic standing, make satisfactory academic progress, earn required grades in certain program requirements, follow the school's academic integrity policy, etc. Administrative withdrawal from the school may be the result of unresolved fiscal matters, violation of policies, behavioral misconduct, etc.

WITHDRAWAL FINANCIAL AID

Financial aid recipients who withdraw should consult with the financial aid office to discuss status of their aid eligibility. Federal policy dictates that the financial aid office is required to recalculate federal financial aid eligibility for students who withdraw prior to completing 60% of the payment period. This review is to determine the amount of unearned funds that must be returned to the federal government under the Title IV guidelines. If it is determined that a return to Title IV is necessary, the financial aid office will process the corresponding paperwork and inform the student if any debt exists.

EXIT COUNSELING

Students who withdraw or drop from a program must complete Exit Counseling at www.studentaid.gov. The student is still responsible for all Stafford Loans disbursed and must set up a payment plan with their loan servicer. If you have questions, please get in touch with the financial aid office for assistance.

MILITARY SERVICE

A Student who is called for active military service shall not incur academic or financial penalties due to performing military services on behalf of our country. Fees will be refunded on a pro-rated basis and calculated by the number of program hours completed and any supplies and materials issued to the student.

37

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

REFUNDS TO STUDENTS RECEIVING COMMUNITY OR ORGANIZATIONAL FUNDING

All outside agency funding is subject to the refund policy. Students must adhere to the funding agency agreements. Students are responsible to pay to School of Career Education any unpaid fees.

RETURN OF TITLE IV FUNDS

The School of Career Education is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence. Prior to completing 60% of a payment period or term, the Federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

If a student does not officially withdraw from a program and fails to earn a passing grade, federal aid regulations require that we assume the student has "unofficially withdrawn," unless it can be documented that the student completed the enrollment period. Unofficial withdrawals require a Title IV refund calculation at the midpoint of the enrollment period. The reduction of federal aid may create a balance due to School of Career Education that must be repaid.

TITLE IV REFUND PROCESS

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the student's withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:
- Unsubsidized Direct Stafford Loans
- Subsidized Direct Stafford Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- All other Federal Grants for which a Return of funds is required

TITLE IV REFUND OVER-PAYMENT

1. A bill will be sent with the amount due. You will not be eligible for further financial aid funds until the overpayment is paid in full. In addition, your school records will be placed on "HOLD." You will not be able to register for classes or request academic transcripts until this bill has been paid in full.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

38

2. If you do not pay this bill or make payment arrangements, your overpayment will be reported to the National Student Loan Data System (NSLDS). NSLDS notifies all other colleges and universities that you now owe money. You will be ineligible to receive further financial aid, at any college. The NSLDS notification will be removed when your bill is paid in full.

3. If you continue to ignore this bill, and a final notice is sent to you, your account will be turned over to the Department of Education for all future collection. The Department of Education has the ability to garnish your wages, withhold your tax refunds, send your account to a collection agency, and take you to court to recover the money owed.

4. You must pay this bill in full within 30 days.

39

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

NO-SHOW POLICY

School of Career Education emphasizes the need for all students to attend classes. Attendance is important for academic success and prepares students to meet the demands of future employment. Regular attendance and punctuality will help students develop good habits and attitudes necessary to compete in today's competitive job market. Attendance is considered in the evaluation of the student's academic performance according to the guidelines listed below:

1. If any student is absent from a School of Career Education course for more than three consecutive calendar days and no contact by the student has been made during that period, the student will be withdrawn from School of Career Education course.

2. To maintain satisfactory academic standing, a student must maintain a minimum of 76 percent grade average and 93 percent attendance rate. Minimum hours for program certification will vary by course.

3. School of Career Education measures progress in clock hours and is, therefore, a non-term program.

If you fail to meet these requirements, you are considered to be a "no-show," and you will be notified once you have been removed from a course as a no-show.

If you are a Financial Aid recipient, and you are reported as a no-show, you will have your aid adjusted to reflect the actual number of clock hours for the program you are attending. When you have received financial aid, and are dropped as a no-show, the college must return that portion of funding to the federal government.

DAILY ATTENDANCE AND ABSENCE REPORTING

Daily record of attendance will be kept. Students are required to sign in on a daily basis. If a student forgets to sign in, an absence will be recorded in the attendance system. The instructor determines actual attendance recorded.

AUDITING A CLASS POLICY

With Administration approval and completion of admissions requirements, prospective students are permitted to audit a class for up to three consecutive school days. Arrangements are made directly with administration under any rules that the administration and instructor may establish. Audited hours are not recorded at attendance unless; student fully registers for the program on or before the fourth school day.

A student cannot audit a program for which they previously exited.

No attendance/credit/grade will be given for those who do not enroll on or before the fourth school day from first day the audit began.

Audited programs do not apply in meeting full-time status requirements.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

40

GRADING SYSTEM

All training at School of Career Education is competency-based. Competency-based education is learner centered, allowing student to progress as skills and competencies are mastered. Employment competencies are defined by performance standards established by employer teams specific to each program. Teachers monitor completion time and evaluate student performance as outlined on the course competency lists and the program syllabus. Refer to the program syllabus for specific details. Grades will be rounded to the nearest tenth of a percent.

STANDARD GRADING SYSTEM	
GRADE	**PERCENTAGE**
A (EXCELLENT)	92-100
B (GOOD)	85-91
C (FAIR)	76-84
D (POOR)	67-75
F (FAILURE)	-66

TARDINESS/EARLY DEPARTURE

Students who arrive for class after the scheduled start time will receive a tardy on their attendance sign-in sheet. Students who depart from class before the scheduled completion time will receive an early departure on their attendance sign-in sheet. Excessive tardiness and/or early departures can lead to dismissal from School of Career Education program. All tardy and early departure time is deducted from the course hours per calendar month.

MAKE-UP HOURS POLICY

In alignment with the School of Career Education's commitment to maintaining program integrity and supporting student success in the World of Work, students are expected to complete all scheduled class and clinical hours. To support students in meeting this expectation, the following make-up hours policy is in effect:

LATE ENROLLMENT MAKE-UP HOURS

Students who enroll after the official program start date will be allowed up to 20 business days from the first day of class (not the date of enrollment) to complete any hours missed due to late enrollment. Make-up hours must be scheduled in coordination with the instructor.

GENERAL ABSENCE MAKE-UP HOURS

Students who are absent for any reason are required to make up for the missed instructional hours within 15 business days of the absence. Students must coordinate with their instructor to schedule the make-up time. Make-up sessions must be completed and approved by the instructor. Failure to comply with this policy may result in an attendance violation and could impact the student's Satisfactory Academic Progress, including potential withdrawal from the program due to non-compliance with the minimum attendance requirement of 93%.

41

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

HYBRID COURSEWORK STUDENT IDENTITY VERIFICATION AND ATTENDANCE PROCESS

SCE implements the following processes for verifying student identity in hybrid programs, ensuring compliance with federal and accreditation requirements.

1. Secure Login and Password: SCE uses unique usernames and secure passwords for students accessing their Learning Management System (LMS), ensuring only authorized users can access coursework and assessments.
2. Proctored Examinations: SCE uses in-person proctoring solutions only. For example, all exams and assessments are given by the instructor when the students are physically present in the classroom and/or lab. This allows for the instructor to monitor student behavior during exams to detect potential academic dishonesty.
3. Visual Identification Tools: Tools such as video conferencing enable instructors to confirm the identities of students during synchronous sessions.

SCE Adheres to specific requirements for taking and verifying attendance to ensure compliance with COE and U.S. Department of Education.

ATTENDANCE REQUIREMENTS FOR CLOCK HOUR HYBRID PROGRAMS

Attendance Verification: Attendance must be tracked for all instructional activities that count toward the required clock hours, whether completed on campus or online.

1. For the online component, SCE instructors will use their Learning Management System (LMS) to record login times, duration of participation, assignment submission, and interaction with instructional content.
2. Attendance during online sessions with live direct instruction, feedback, and discussion facilitation may be used for tracking purposes.
3. SCE instructors must ensure that the time spent engaging in online content equates to the required clock hours. Instructors will track students' time on task, logins, and instructional time.

CLINICAL INTERNSHIPS

Clinical and practicum experience is required in some programs and enables students to gain experience through job training sites while working with patients/clients. An internship and the experience it provides greatly increase a student's chance of attaining gainful employment. Students participating in clinical internships work under the direct supervision of the instructor. Students assigned to clinical/intern sites are expected to do the following:

1. Meet all site requirements.
2. Turn in timecard/attendance records on a weekly basis to the instructor. (Tampering with timecard or falsifying any timecard information is considered fraud and grounds for dismissal from the program.)
3. Dress appropriately and according to industry standard.
4. Wear School of Career Education name badge while at clinical/intern training site.
5. Demonstrate appropriate skills, behavior, attitude, and work habits.

Note: *Students who cannot be placed at a site during the clinical/intern phase of the training or have to be removed from a site because of substandard work habits, dress, or class attendance will be dropped from the course and will not receive a refund.*

Students who have to make-up internship/clinical hours outside of scheduled class hours are subject to pay for additional hours needed to complete program.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

42

School of Career Education is a clock hour school and the academic year is defined for Federal Student Aid purposes as 900 hours and 26 weeks. An academic year is the period of time it takes a full-time student to complete at least 900 clock hours. A program can be more than 900 hours and more than 26 weeks and still be considered one academic school year.

Satisfactory Academic Progress (SAP) in academic work and attendance is a requirement for all School of Career Education students. SAP helps monitor whether students are moving toward successful completion of the program in a timely manner or may become at risk of losing financial aid eligibility, incurring fees, or losing enrollment.

Satisfactory academic progress (SAP) is used to define successful completion of coursework to maintain eligibility for student financial aid. Federal regulations require the School of Career Education to establish, publish, and apply standards to monitor your progress toward completion of your certificate program. Satisfactory academic progress is based on a qualitative component, which is based on a cumulative GPA, and a quantitative component which consists of a maximum timeframe in which a student must complete his or her program. The student's academic average is reviewed to determine qualitative progress. The minimum required is 76% at the conclusion of each evaluation period.

The student is required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at least 93% of the scheduled class hours on a cumulative basis during each evaluation period. In order to maintain satisfactory academic progress, students must:

- Maintain a cumulative grade percent average (GPA) of at least 76%;
- Maintain a minimum of 93% attendance record throughout the program. Students maintaining an attendance record between 85-92% must have School of Career Education Coordinator/Principal approved documented absences (i.e., doctor/hospital documentation, extreme emergencies) to be considered as having made SAP.

The School of Career Education determines satisfactory progress by monitoring students throughout their enrollment and with a formal evaluation at the midpoint of the program.

The instructor will review the student's progress toward their educational objective monthly.

Students meeting all expectations and requirements at the midpoint evaluation will be considered as having made SAP and will be eligible to receive financial aid disbursements (if applicable).

All Financial Aid students failing to meet requirements for attendance and/or academic progress at an evaluation point will be notified in writing by School of Career Education Administration. Pending the result of an appeal, students may be placed on Probationary status, or risk termination of Financial Aid, and termination of the program.

INCOMPLETE GRADES

Incomplete grades are not given, and students must repeat the program in which they earn less than a 76% average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame. Students who withdraw from the program will receive a grade of 0% interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

43

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

WARNING PROCESS

If a student fails to meet the cumulative 93% attendance or 76% grade average for any evaluation period they will be placed on warning for the next evaluation period. The student is eligible for financial aid while on warning. Failure to achieve a 93% attendance or a 76% grade average, or both, at the end of the warning period will result in the administrative withdrawal of the student.

Students will be notified in writing (Academic Improvement Plan) when they are placed on warning and the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling, from the School Director, as appropriate, when they are placed on warning. The institution will notify a student by mail if he or she is being administratively withdrawn for unsatisfactory academic progress.

MAXIMUM TIME FRAME

All program requirements must be completed within a maximum time frame of 150% the normal program length, as measured in calendar year. In example, the Dental program which is 34 weeks in length, must be completed within 51 weeks. Time spent on an approved leave of absence is not counted against the maximum time frame.

APPEAL PROCESS

Students failing to meet SAP may follow an appeal process to re-determine SAP; and if granted, may be placed on "Probation" wherein the student may continue to receive Title IV financial aid.

Students must submit a written appeal of SAP determination to the School of Career Education Coordinator/Principal during regular hours and within three (3) business days of receiving an unsatisfactory SAP determination.

Appeals must be written by the student and contain the extenuating and/or extreme circumstances as to why the student failed to meet SAP and what has changed that will allow the student to make and maintain SAP at the next evaluation point.

Appeals will be reviewed by an "Appeals Committee" as appointed by the School of Career Education Coordinator/Principal. The written appeal will be reviewed by the committee and it may request an in-person interview with the student. A determination will be made in writing within ten days of the Appeals Committee decision.

If the appeal is granted, the student will be placed on Probation and a SAP contract will be developed to ensure student progress for a successful and timely completion of their program. The maximum time frame a student is allowed to complete their clock hours is 150% of the scheduled hours, if that student has documented medical extenuating circumstance related absences that have been approved by the School of Career Education Coordinator/Principal.

If a student appeal is denied, the student will be classified as "self-pay" and Title IV financial aid will not be reinstated. The student may be required to follow a SAP contract to continue enrollment.

If a student withdraws after losing aid, the required Return to Title IV calculation will be performed to determine if any monies are owed to the federal government. (Please refer to Drop/Refund Policy)

MISSED COURSEWORK DUE TO ABSENCE

Individual instructors must approve any make-up homework, projects, quizzes, or tests.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

44

REPEATING CLASSES/REENROLLMENT

A class may be repeated by petition and administrative approval only.

Students who receive a course completion grade of "D" or "F" may Petition to Repeat a Course to improve the grade and obtain the course certificate at the student's expense and based on course availability.

LEAVE OF ABSENCE POLICY

School of Career Education is required to have a written formal Leave of Absence (LOA) policy. The school and students must comply with the stated policy as well as governing regulations when requesting, approving and processing LOAs.

CONTINUING EDUCATION AND JOB SKILL UPGRADE CLASSES

Continuing Education and Job Skill Upgrade classes that are less than 350 hours will not qualify for LOA.

CAREER TECHNICAL PROGRAMS

This policy is applicable to all students enrolled in any comprehensive programs at the school. If a student is not attending a program, the student is not eligible to apply for a leave of absence. Leave of Absence Request form can be obtained in the Student Services office.

Students may be approved by the school for multiple LOAs in a 12-month period. The total of all LOAs may not exceed 180 calendar days in a 12-month period. During a LOA, the student is not considered withdrawn and no Return to Title IV (R2T4) calculation is required for financial aid recipients. The school will not impose additional charges when the approved LOA ends and the student resume their program of study.

A LOA may be approved if the school determines there is a reasonable expectation the student will return and complete the program. Students must follow the school LOA Policy when requesting the LOA, by providing (on or before the start of the LOA) a written, signed and dated request, including the reason for the LOA to the Student Services office.

If unforeseen circumstances prevent a student from providing a request to the campus on or before the start of the LOA, the school may grant the LOA if the school has documented the reason and decision. The school must collect the signed LOA request form from the student at a later date within a reasonable amount of time from the last date of attendance. Unforeseen circumstances may include, but are not limited to, medical and family emergencies, military, jury duty, business travel, school course cancellation and/or facility closure, and natural disasters.

If a student is out of attendance due to an unforeseen circumstance and considered an unofficial withdrawal and the school can document the reason and decision for the LOA prior to the Return of Title IV (R2T4) calculation being performed, the student will be placed on an approved LOA and no calculation will be required. However, if the student is an unofficial withdrawal and the campus does not document the reason prior to the calculation being performed, the student will be considered an unofficial withdrawal and a Return to Title IV will be calculated.

A LOA will NOT be approved if a student requests a LOA after seven consecutive days of nonattendance, is in an unofficial withdrawal status and the request is not due to unforeseen circumstances that occurred prior to the unofficial withdrawal status.

If a student requests a LOA start date in the future and is officially withdrawn, unofficially withdrawn, or administratively withdrawn from the school prior to the start date of the LOA, the LOA is not valid and will be negated.

45

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

Depending on the time missed, and the curriculum covered, the student may have to wait and enter the next scheduled program term and the return may depend on space available in that program. A student returning from a LOA cannot displace a newly enrolled student.

FAILURE TO RETURN

The school will advise the student, prior to granting the LOA, the effect that failure to return from a LOA may have on payment terms, including the students Pell Grant. If a student does not return from an approved LOA, the withdrawal date and beginning of the grace period will be the student's last date of attendance. If the student reenters, after withdrawing from the school, the previously approved LOA days will count toward the student LOA maximum of 180 days in a 12-month period.

If receiving outside funding, you must contact the agency or source of funding and follow their procedures. It is not the responsibility of School of Career Education staff to notify community funding agencies of changes resulting from your leave of absence. Most funding agencies will require LOA documentation. A portion of your financial aid may be refunded back to its source (federal and/or private).

BEREAVENT POLICY

Students may request up to three days, upon the death of any member of the student's immediate family. This includes mother, father, grandmother, grandfather, or grandchild of the student or of the student's spouse or any relative living in the student's immediate household. Students must communicate with their instructor of the reason for absence immediately. Students are required to make up the missed attendance and assignments.

PROGRAM COMPLETION REQUIREMENTS

A student successfully completes the program when School of Career Education considers the student to have successfully passed the coursework associated with the required class hours and receives a Certificate of Training.

INDUSTRY APPLICATION/EXAM/LICENSE PAYMENT POLICY

For programs that include licensure application fees and industry exam fees provided by RCOE School of Career Education to a third party, students have up to 120 days from the time of issuance to use for payment. After the 120 days have passed, students will not be reissued a new check, reimbursed for the cost of the fees, or refunded a portion of the tuition.

CERTIFICATE OF COMPLETION AND TRANSCRIPT

Students successfully exiting a School of Career Education program will receive a Certificate of Completion. In addition to the Certificate of Completion, students may request a transcript containing the program of study, courses completed with corresponding grades, period of enrollment, and credential awarded. Students can expect to receive a Certificate of Completion within 30 days from the completion of the program.

STUDENT RECOGNITION CEREMONY

Students who successfully complete a program and receive a certificate of training will be invited to attend the Recognition Ceremony. Students currently attending must meet financial and satisfactory academic requirements to participate in the recognition ceremony.

RECOGNITION CEREMONY ATTIRE

Students invited to the recognition ceremony must wear school scrubs for medical programs and business attire for non-medical programs. For IT programs students must wear the school issued polo shirt and business professional pants/skirt.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

46

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

STUDENT DRESS CODE

All programs have a dress code policy and/or require a uniform. Students are expected to conform to the dress code requirements of the program, because this aligns with employer expectations and helps maintain safe campuses by ensuring students are recognizable. Students are expected to follow industry standards with regard to piercings and tattoos. Piercings are limited to ears and tattoos are required to be covered. Students' clothing should not create a safety hazard or be a disruption to the learning process. Dress code violations will be referred to the Coordinator Principal and/or Manager of Student Services. Refer to the program syllabi for specific requirements for your program.

Health professional students are required to practice work-place appropriate professional appearance, including attire. This policy governs the dress of all health professional students who attend any one of the Riverside County Office of Education School of Career Education Main, Branch, and/or Extension campuses.

Patient trust and confidence in the allied health professions constitute an element essential to successful treatment experiences and outcomes. The message communicated by the care giver through their dress and appearance plays a primary role in establishing this trust and confidence.

Throughout the school year, the students experience close contact with patients and affiliate internship sites, and community business partners. It is essential that the appearance of all students be professional, neat, clean, and conservative in style.

The following standards are required while enrolled in the Riverside County Office of Education-School of Career Education career technical programs:

PROFESSIONAL APPEARANCE STANDARDS POLICY

- Careful attention must be given to personal hygiene.
- Clothes that have a scent of smoke, colognes, perfumes, and hairspray are not appropriate.
- Haircuts, hairstyling, and personal grooming must be neat, clean, and conservative.
- Hair must be secured neatly away from the student's face. Culturally required hair covers must be laundered daily.
- The wearing of hats and "hoodies" indoors is not permitted.
- Excessive makeup and obvious false eyelashes are not permitted.
- Visible tattoos and body piercing, such as facial and tongue studs are not permitted. Each program will provide specific requirements addressing tattoos and piercings.
- Rings should be low profile and limited to one finger per hand.
- Clean short fingernails must be maintained so they will not penetrate gloves or pose a safety risk or violation of infection control guidelines.
- Artificial nails and colored nail polish are prohibited in some programs. Clear or flesh colored nail polish is acceptable.
- Uniform freshly laundered and wrinkle free.

47

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

CELL PHONES

To ensure a positive learning environment, all cell phones must be turned off while in the classroom and during training hours at sites. Cell phones may only be used during break times or after class or site hours. In addition, cell phones must not interrupt test time or skills check off. In extenuating circumstances, students may receive an emergency call with instructor approval.

UNACCEPTABLE BEHAVIOR

Students are expected to conduct themselves in a manner reflecting the ideals, values, and educational goals of School of Career Education program at all times. Therefore, students who engage in any of the following behaviors, including, but not limited to, while on a School of Career Education campus, participating in any School of Career Education sponsored activity, or community classroom training site, or going to or coming from any such location, may result in dismissal from your School of Career Education class as well as disciplinary action:

1. Use of computers, phones, copiers, and printers for anything other than employment and educational purposes.
2. Installation/copying of software and modification of computer workstation setups in any way.
3. Deliberate misuse of the facility, destroying property, resources, or equipment.
4. Possession of weapons, alcohol, drugs, or other controlled substances.
5. Appearing to be under the influence of drugs or alcohol.
6. Possession of cigarettes, no smoking or vaping on school property.
7. Theft/removal of materials (including books, software, supplies, and equipment) without a school representative's approval.
8. Damage or vandalism to School of Career Education center property.
9. Violent, rude, or threatening behavior including physical/verbal abuse, profanity/inappropriate language, arguing, threats, gross misconduct, boisterous or disruptive behavior, and inappropriate gestures.
10. Negative behavior that disrupts training in the classroom or internship site.
11. Harassment of any kind. The Uniform Complaint Procedure form can be obtained from classroom instructors, Student Service Center staff, or from the RCOE Division of Personnel Services.
12. Sleeping during class, internship site, or other school functions.
13. Bringing any adult guest to attend class with them without the instructor's approval. (Liability issues do not allow minors in the classroom or clinical setting.)
14. Cheating, plagiarism, or other forms of academic dishonesty.

ACADEMIC INTEGRITY

Academic integrity, honesty, and ethics are required of all students of the post-secondary career training community. Students are expected to conduct themselves in a manner reflecting the ideals, values, and educational goals of School of Career Education program at all times including clinic, internship, and externship. All students must display academic integrity and honorable behavior because it is essential to professional behavior that will go beyond graduation from School of Career Education and is the foundation for ethical behavior in the workplace.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

48

Actions of workers in the health careers industry are of great importance, as others' lives are dependent on ethical behavior. The general public as well as professional health care organizations and accrediting organizations hold individuals in the healthcare industry to a high ethical standard and therefore expect School of Career Education program to monitor and work to form professional behavior in their students. As future healthcare professionals, students at School of Career Education have a responsibility to follow academic integrity.

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

1. CHEATING

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

2. PLAGIARISM

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

3. OTHER FORMS OF ACADEMIC DISHONESTY

    a. Fraud and the alteration of a grade or official record.
    b. Changing examination solutions/answers after the fact.
    c. Inventing, changing, or falsifying lab and skills check-off form.
    d. Purchasing and submitting written assignments, homework, or examinations.
    e. Reproducing or duplicating images, designs, and web pages without giving credit to the developer, artist, or designer.
    f. Submitting work created for another class without instructor approval.
    g. Selling or providing research papers, coursework, or assignments to other students.

INTERNSHIP CODE OF CONDUCT

Representing the School of Career Education Vision and Mission, as well as, the following guidelines are the Student Internship Code of Conduct during the internship commitment:

- Professionally represent the School of Career at all times during the internship commitment.
- Follow the Rules of Conduct and Discipline Standards.
- Be honest, ethical, and trustworthy at all times.
- Maintain confidentiality of work-related projects and personnel.
- Familiarize yourself with and adhere to the employer's policies and procedures.
- Understand what constitutes a permissible work absence and whom to notify if absent.
- Be prompt to work and when completing work assignments.
- Dress appropriately for the work environment.

49

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

- Follow through with any workplace commitment.
- Abide by the policies regarding personal use of email, cell phone, and internet usage during work hours.
- Seek constructive feedback from the supervisor and accept suggestions.
- Strive to improve performance during the Internship opportunity.
- Enhance your professional skill set and acquire new knowledge-based learning.
- Immediately advise the Instructor of any concerns with the employer.

COPYRIGHT INFRINGEMENT

School of Career Education provides that all copyrighted materials "must be used in conformance with applicable copyright and other laws." Downloading or distributing copyrighted material, e.g. documents, books, programs, music, movies, videos, text, etc., without permission from the rightful owner violates the United States Copyright Act. Further, the copying of digital copyrighted materials, such as third-party software, without the express written permission of the owner of the proper license is illegal. These include and are not limited to music, software, movies and television programs that are in violation of the Federal Digital Millennium Copyright Act (DMCA) and other Federal Copyright laws. Students are prohibited from using any file-sharing networks on any School of Career Education campus provided network, including the Wi-Fi network.

INFRINGEMENT OF COPYRIGHT LAWS

Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials. Criminal copyright infringement is investigated by the Federal Bureau of Investigation. The penalties may depend upon the amount and the willfulness of the infringing activity and can range from civil liability, criminal liability, money damages, including reimbursement of attorneys' fees and costs. In a civil lawsuit, the penalty for copyright infringement can range from $1,000 to $30,000 per copyrighted work infringed. This penalty can be increased to $150,000 per infringed work in cases of particularly flagrant infringement. In the most serious and widespread cases of copyright infringement, criminal prosecution is possible.

CONSEQUENCES FOR VIOLATING STUDENT CONDUCT AND DISCIPLINE STANDARDS INCLUDE THE FOLLOWING:

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

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

All violations of academic integrity will be reported to administration to investigate. Individual reports will also be evaluated in the context of patterns of dishonesty. The faculty member, Coordinator/Principal, and School of Career Education administrator will make the determination of the effect on student status and/or course grades resulting from reports and documentation of violations.

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

STUDENT CONDUCT AND DISCIPLINE STANDARDS

If in the judgment of the administration of School of Career Education, a student's conduct does not conform to the above standards, School of Career Education will follow a course of action deemed appropriate up to and including suspension or dismissal from the course and program.

INVESTIGATION OF INFRINGEMENT COMPLAINTS
Allegations of copyright infringement by School of Career Education students, that violate the DMCA, will be investigated. The infringement will be reported to the Education Officer for appropriate action. If School of Career Education determines that any users have violated any copyright laws, the offending user's access to online services may be terminated or the student may be dismissed. School of Career Education reserves the right to choose how to address or respond to any allegation of copyright infringement received.

TOBACCO & DRUG-FREE ENVIRONMENT
Riverside County Office of Education Board Policies 4020 and 5131.6 prohibits the use, possession, and distribution of illicit drugs or alcohol products at all times on all property and in all facilities owned, leased, and/or operated by School of Career Education, whether indoors or outdoors. Violation of Board Policy may result in any or all of the following actions:

- Referral to outside agencies for substance abuse assistance.
- Dispatch request and/or report filed with local law enforcement agency.
- Ineligibility for Federal Financial Aid.

51

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

DRUG ABUSE PREVENTION PROGRAM

STATE OF PHILOSOPHY AND PURPOSE

It is the intention of the Riverside County Office of Education, School of Career Education to provide an environment that maximizes academic achievement and personal growth. School of Career Education recognizes that alcohol, tobacco, and other drug use or abuse poses a significant threat to the health, safety and well-being of users and the people around them. Substance abuse also interferes with academic and career interest and can lead to health, personal, social, economic and legal problems.

Alcohol and other drug abuse, addiction or dependency is a behavioral/medical problem. Because School of Career Education's intent is to be helpful, not punitive, programs have been developed to deter alcohol and other drug abuse. First, education is provided. Second, a program of referral is available. Third, disciplinary procedures are applied to uphold School of Career Education's policy regarding alcohol and other drug use in the Standards of Student Conduct as listed in the Student Handbook.

School of Career Education policy is that all use of alcohol and other drugs is prohibited on School of Career Education property and at any School of Career Education sponsored or related activity regardless of its location. Furthermore, the use of tobacco is prohibited in all School of Career Education buildings and grounds.

EDUCATION

School of Career Education offers a variety of educational opportunities to its students and the community, which addresses alcohol and other drug-related issues. Information about drug abuse resources is available in the School of Career Education Student Handbook & Course Catalog. Additional educational opportunities include awareness activities.

HEALTH RISKS

The abuse of narcotics, depressants, stimulants, hallucinogens, or alcohol can cause serious detriment to a person's health. The risks associated with the misuse of the previously mentioned drugs vary but include, and are not limited to: convulsions, coma, paralysis, irreversible brain damage, tremors, fatigue, paranoia, insomnia and possible death. Drug and alcohol abuse is extremely harmful to a person's health, interferes with productivity and alertness, and working while under the influence of drugs or alcohol could be a danger to the employee, faculty and students.

Described below are some of the additional dangers and symptoms relative to use/abuse:

MARIJUANA

Commonly known as "pot", it is a plant with the botanical name of cannabis sativa. Pot is almost always smoked but can be ingested. Use causes the central nervous system to become disorganized and confused. Most users experience an increase in heart rate, reddening of eyes and dryness of the throat and mouth. Studies have proven that marijuana's mental effects include temporary impairment of short term memory and an altered sense of time. It also reduces the ability to perform tasks requiring concentration, swift reactions and coordination. Feelings of euphoria, relaxation and bouts of exaggerated laughter are also commonly reported. Smoking "pot" may cause: brain chemical changes, an altered reality, physically damaged lungs, emphysema, chronic bronchitis, lung cancer, a weakened immune system, damage to sperm in males, irregular menstrual cycles in females, reduced fertility and sex drive.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

52

COCAINE/CRACK

Cocaine is a stimulant drug, which is derived from the coca plant. Street cocaine is available in the form of a powder or a "rock" of crack and is most commonly inhaled or smoked. Cocaine increases the heart and blood pressure and is very addictive. Crack is a form of smokable cocaine named for the popping sound it makes when burned. It is a mixture of cocaine, baking soda and water. It is 5-10 times more potent than cocaine and is extremely dangerous. It has been reported that addiction can occur with as few as two "hits". Some of the symptoms of cocaine/crack abuse are: personality changes, unexplained weight loss, excess sniffing and coughing, insomnia, depression, irritability, neglect of responsibility toward work, school, family and friends and panic attacks.

ALCOHOL

In small doses, alcohol has a tranquilizing effect on most people, although it appears to stimulate others. Alcohol first acts on those parts of the brain that affect self-control and other learned behaviors; lowered self-control often leads to the aggressive behavior associated with those who drink. Alcohol use can also quickly cause dehydration, coordination problems and blurred vision. In large doses, alcohol can dull sensation and impair muscular coordination, memory and judgment. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart and cause brain damage and a great number of other health, medical and social issues.

HALLUCINOGENS

These are also known as psychedelics. The effects vary; the same person may have different reactions on different occasions. Most users affected by changes in time and space perception, delusions and hallucinations. The effects may be mild or overwhelming, depending on the dose and quantity or the drug. Physical reactions range from minor changes such as dilated pupils, a rise in temperature and heartbeat to tumors. High doses can greatly alter the state of consciousness. After taking a hallucinogenic, the user loses control of thought processes. Although many perceptions are pleasant, others may cause panic or may make a person believe that he or she cannot be harmed. These delusions can be quite dangerous.

HEROIN

Heroin is a narcotic, which relieves pain and induces sleep. Commonly known as "junk" or "smack", heroin is a highly addictive depressant and has been attributed as the cause of many deaths. Obvious symptoms include "pin point pupils", drowsy, lethargic slurred speech and an inability to concentrate. Related medications used to treat pain include oxycontin and oxycodone, methadone and codeine. The abuse of painkillers ranks second only to the abuse of marijuana in the United States. Heroin users experience a high rate of infectious disease due to a weakened immune system and dirty needles shared by users. Children can be born addicted or can become addicted from heroin in the mother's milk.

FENTANYL

Fentanyl is a potent synthetic opioid, which relieves pain and induces profound sedation. Commonly referred to as "China White" or simply "Fent," fentanyl is an extremely addictive substance and has been linked to numerous overdose deaths. Symptoms of fentanyl use include severe drowsiness, pinpoint pupils, slow or stopped breathing, and a marked inability to concentrate. Related medications used to manage pain include morphine, hydromorphone, and buprenorphine. The misuse of prescription opioids, including fentanyl, is a significant public health issue in the US, with abuse rates second only to marijuana. Fentanyl users face a high risk of infectious diseases due to compromised immune systems and the sharing of contaminated needles. Additionally, infants can be born with a dependency on fentanyl or can become addicted through exposure to the drug in their mother's milk.

53

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

CRYSTAL METHAMPHETAMINE

Crystal methamphetamine is a colorless, odorless powerful and highly addictive synthetic (man-made) stimulant. Crystal methamphetamine typically resembles small fragments of glass or shiny blue-white "rocks" of various sizes. Like powdered methamphetamine, crystal methamphetamine produces long-lasting euphoric effects. Crystal methamphetamine, however, typically has a higher purity level and may produce even longer-lasting and more intense physiological effects than the powdered form of the drug. Crystal methamphetamine use is associated with numerous serious physical problems. The drug can cause rapid heart rate, increased blood pressure and damage to the small blood vessels in the brain – which can lead to stroke. Chronic use of the drug can result in inflammation of the heart lining. Overdoses can cause hyperthermia (elevated body temperature), convulsions and death. Individuals who use crystal methamphetamine also may have episodes of violent behavior, paranoia, anxiety, confusion and insomnia. The drug can produce psychotic symptoms that persist for months or years after an individual has stopped using the drug. Crystal methamphetamine users who inject the drug expose themselves to additional risks, including contracting HIV (human immunodeficiency virus), methamphetamine also risk scarred or collapsed veins, infections of the heart lining and valves, abscesses, pneumonia, tuberculosis and liver or kidney disease.

DEPRESSANTS

Depressants are highly addictive. They are usually known as "downers". A user may be drowsy, lethargic, suffer from memory loss and have slurred speech. Many lawful drugs that have a depressant feature are from the family of drugs called barbiturates. More serious effects of the abuse of downers are liver damage, paradoxical anxiety and excited rage, coma and death.

ECSTASY

(MDMA) Also known as XTC, X, E and Molly. Ecstasy is a mind altering drug with hallucinogenic and speed like side effects. Often used at raves it is taken to promote loss of inhibition, excited-ness, euphoria energy and sexual stimulations. Ecstasy increases the amounts of serotonin in a person's brain, which causes increased energy and cheerfulness; it also contains anti-coagulative properties, which can cause a person to bleed to death if injured. Ecstasy can also cause serious brain damage in a short time. Side effects of ecstasy are: depression, increase in heart rate and blood pressure, muscle tension, nausea, blurred vision, faintness, chills, brain damage, organ damage and death. Similar "designer drugs" include MDEA and MDA (also known as "Adam" and "Eve")

RITALIN

Methyphenidate (Ritalin) is a medication prescribed for individuals (usually children) who have an abnormally high level of activity or attention-deficit hyperactivity disorder (ADHD). It contains amphetamines and can be abused as a stimulant by those other than for whom they are prescribed. When abused, the tablets are either taken orally or crushed and snorted. Some abusers dissolve the tablets in water and inject the mixture – complications can arise from this because insoluble fillers in the tablets can block small blood vessels.

GHB

Gamma-hydroxyl butyrate is an intoxicating chemical with medical, recreational and potentially dangerous uses. Its use is illegal for any purpose in the United States. Nicknamed the "date rape drug", it is a clear liquid often mixed in drinks to promote relaxation or increased sociability. When taken, side effects can be: drowsiness, dizziness, vomiting, amnesia, decreased motor skills, slurring of speech, unrouseable sleep (coma) and death. GHB was used a dietary supplement until banned by the FDA. GHB is now illegal in the United States. Common slang names for GHB are: G, Liquid X, GBH, Gamma-oh, Blue Verve, Grievous Bodily Harm, Goop and EZLay.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

54

ASSISTANCE AND REFERRAL

Students can seek help through School of Career Education Student Services Center. School of Career Education Coordinator/Principal will provide assistance for students with alcohol or drug-related problems, including crisis intervention, education, and referral. Contact the Student Services Center at (951) 826-4723 or (760) 863-3333.

OFF-CAMPUS SERVICES

For off-campus services call:
Riverside County Drug Abuse Program: (951) 955-2105
Indio Substance Abuse Program: (760) 347-0754
Riverside County Alcohol Program: (951) 778-3500
The Riverside County Commission on Alcohol and Drug Abuse Service, Inc.: (760) 347-9442
Riverside Recovery Resources, Inc.: (951) 684-3744
Alcoholics Anonymous – Inland Empire Center Office: (909) 825-4700 or Indio: (760) 625-9018
American Council on Alcoholism Problems: (205) 989-8177
Referral Cocaine Hotline: (951) 359-3895 or (800) 347-8998
Cocaine Anonymous – Inland Empire and Coachella Valley: (951) 359-3895 or 1(800) 347-8998
National Council on Alcoholism/Drug Dependence: 1(800) NCA-CALL or 1(800) 622-2255
Al Anon – Inland Empire: (909) 824-1516
Al Anon – Indio: (760) 341-6202
Narcotics Anonymous – Inland Empire: (909) 795-0464
Substance Abuse and Mental Health Services Administration (SAMHSA): 1(800) 662-HELP (4357)

FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

A federal or state drug conviction can disqualify students from receiving federal financial aid. Under the Higher Education Act, Title IV Section 485(k), students become ineligible for federal student aid programs upon a conviction under state or federal statutes for the sale (including convictions for conspiring to sell drugs) or possession of drugs which occurred during a period of enrollment for which the student was receiving Title IV financial aid. Students who lose eligibility for federal financial aid for drug law violations will not be eligible for aid from the following: Federal Pell Grant, Supplemental Educational Opportunity Grants (SEOG), Iraq Afghanistan. Service Grants, Academic Competitiveness Grants (ACG), Federal Work-Study, and Federal Direct Loans (Subsidized, Unsubsidized, and PLUS).

The chart below illustrates the period of ineligibility for financial aid, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs).

	POSSESSION OF ILLEGAL DRUGS	SALE OF ILLEGAL DRUGS
1ST OFFENSE	1 year from date of conviction	2 years from date of conviction
2ND OFFENSE	2 years from date of conviction	Indefinite period
3 + OFFENSES	Indefinite period	Indefinite period

Ineligibility is longer if convicted for both possessing and selling illegal drugs.

55

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

EXTERNAL TRANSFER POLICY
School of Career Education does not grant external transfers.

INTERNAL TRANSFER POLICY
In the event a student discovers School of Career Education program does not meet their needs, there is a <u>one week transfer period</u>. Provided space availability, upon request, and within one week from the start of the program, a student may transfer into another School of Career Education program. The Internal Transfer policy procedures are as follows:

1. Notify the current instructor of the desire to change programs.

2. The instructor will direct the student to the appropriate staff in the Student Services Center to complete a request to transfer.

3. Guidance from the Student Accounts Technician or the Admissions Technician who will develop a personalized plan for the student is required. The plan may include:
   a. Guidance or counseling with an outside agency such as the local Riverside County Employment Resource Centers, the Riverside Employment Training Agency, the local Cal-WORKs offices, or California Department of Rehabilitation.
   b. Job Shadowing and/or assistance conducting research into various career pathways of employment.
   c. Guidance meeting with student, parent, outside counselor and Academic Advisor.
   d. Completion of career inventories with review of the results.

4. When the decision is made for the program transfer, the student will complete transfer paperwork to enter the new program. The student will attend an orientation session with the new instructor. The student will be required to make-up any work missed.

5. Fees paid for the term will be automatically transferred to the new program at a pro-rated basis. Transfer fees are determined based on supplies, uniforms and materials issued in the original program. Should the new program choice have a higher cost, students will be responsible to pay for all additional supplies, materials, uniforms and fees. A refund will be issued for program transfers that result in lower fees. However, costs for supplies, materials, uniforms used for the original program will be deducted.

6. Student financial aid will be processed for the new program the date transfer is approved. Student may incur an out of pocket cost due to transferring programs after program started.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

56

STUDENT RECORDS AND DUPLICATE CERTIFICATES

Transcripts and duplicate certificates can be requested through the Student Services Center and require twenty (20) business days to complete. The official transcript will be issued in a sealed envelope. Students can pick up transcripts or have it mailed directly to the institution. Students wishing to receive a copy of their student record will be issued an unofficial copy.

Students must fill out the Request for CTE/SCE Student Records form available in the Student Services Center. Official records and duplicate certificate requests are $20.00 each and payable by money order, debit or credit card.

DUPLICATE ID BADGES

In the event a student ID badge is lost or damaged, a duplicate ID badge can be purchased for $5.00 each and payable by money order, debit or credit card.

OFFICIAL STUDENT RECORDS

Any change of address, phone number, or legal proof of name change must be submitted in writing to the Registration Clerk. In order to ensure accurate records, students must keep School of Career Education informed of all changes by completing a Change of Name/Address Form.

REPORTS OF PROGRESS

Instructors will give students regular progress reports. As a condition of funding assistance to students provided by agency partners, progress reports are routinely requested. Information requested typically includes attendance and performance in the program.

RELEASE OF STUDENT RECORDS

The release of all information regarding students is closely monitored and protected. Students, who desire their records to be sent to an institution, employer, etc., authorize release by first completing the Release of Information. The Attendance/Registration Technician will only release student records to the agency/individual designated on the form. Refer to FERPA policy for more specific details and exceptions.

REVIEW OF RECORDS

School of Career Education maintains educational records in accordance with state and federal laws. Students have the right to review their own records. Students who are 18 or older and enrolled in a postsecondary program must give written permission for anyone to review their records. Refer to FERPA policy for more specific details and exceptions.

PRIVACY OF RECORDS

By law (1974 Family Educational Rights and Privacy Act or FERPA), student records may not be released without written consent of the student. School officials and teachers having legitimate educational interest are the exception. All others, such as police or officers of the court, must show proper authorization in order to examine student records. Refer to FERPA policy for more specific details and exceptions.

57

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

The Family Educational Rights and Privacy Act (FERPA) afford students of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) **The right to inspect and review** the student's education records within 45 days of the day School of Career Education receives a request for access. Parents or eligible students should submit to the Student Services Center a written request that identifies the record(s) they wish to inspect. The Student Services Center will make arrangements for access and notify the eligible student of the time and place where the records may be inspected.

(2) **The right to request the amendment**, of the student's education records, that the eligible student believes are inaccurate. Eligible students may ask School of Career Education to amend a record that they believe is inaccurate. They should write to the Student Services Center, clearly identify the part of the record they want changed, and specify why it is inaccurate. If School of Career Education decides not to amend the record as requested by the eligible student, the school will notify the eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the eligible student when notified of the right to a hearing.

(3) **The right to consent to disclosures of personally identifiable information** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

(4) **The right to withhold directory information.** At its discretion, School of Career Education may provide "directory information" without the consent of the student in accordance with the provisions of the Act. Directory information may include:

STUDENT NAME	DATES OF ATTENDANCE
STUDENT ADDRESS	DATE OF BIRTH
TELEPHONE LISTING	

Students may instruct School of Career Education to withhold any or all of the information identified above by completing the Release of Student Directory Information form. The Release of Student Directory Information form is available at the time of registration, or by notifying the Riverside County Office of Education, School of Career Education, Student Services Center, 2100 E. Alessandro Blvd., Riverside, CA 92508, in writing within two weeks after the first day of class.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

58

(5) **The right to file a complaint** with the U. S. Department of Education concerning alleged failures by School of Career Education to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

> Family Policy Compliance Office
> U. S. Department of Education
> 400 Maryland Avenue, SW
> Washington, D.C. 20202-5901
> (800) 872-5327

ABOUT FERPA

The following information is an excerpt from the U. S. Department of Education website at: http://www.ed.gov/policy/gen/reg/ferpa/index.html.

FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR-99.31):

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA. Any student objecting to the release of directory information should bring it to the attention of the Student Services Center and complete a "FERPA Privacy Release" form. Accordingly, release of directory information for the particular student will be withheld.

Please be advised that although we have received said authorization for the release of information, School of Career Education reserves the right to deny the release of any and all information unless court ordered to do so.

59

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

For the proper reporting procedure relating to nondiscrimination or harassment of any type, please refer to the Uniform Complaint Procedure. The Uniform Complaint Procedure form can be obtained from classroom instructors, Student Service Center staff, or from the RCOE Division of Personnel Services.

School of Career Education programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, ethnic group identification, religion, gender, color, national origin, and physical or mental disability, age, or sexual orientation.

School of Career Education shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, testing procedures, and other activities. School of Career Education prohibits intimidation or harassment of any student by any employee, student, or other person. School staff shall carefully guard against segregation, bias, and stereotyping in instruction, guidance, and supervision.

School of Career Education is committed to providing a nondiscriminatory environment that is conducive to learning. School of Career Education affirms the right of every student to be protected from harassment or any student conduct which may interfere with another student's ability to participate in or benefit from school services, activities, or privileges.

Students who harass other students shall be subject to appropriate counseling and discipline, up to and including suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

Any student who feels that he/she is being harassed should immediately contact the site administrator, designee, or any other staff member. Any student who observes an incident of harassment should report the harassment to a school employee, whether or not the victim files a complaint. Procedures, **School of Career Education Student Complaint form**, and information about filing a complaint can be obtained from School of Career Education Student Services Office, and the Personnel Office. These are available free of charge. All complaints will be investigated and resolved in accordance with School of Career Education's Uniform Complaint Procedure. (5CCR 4620)

Sexual harassment of a student by other students, employees, or other persons is prohibited. School of Career Education also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process. School of Career Education considers sexual harassment to be a serious offense, subject to disciplinary action, up to and including dismissal. (Education Code 212.5)

In accordance with the Board policy, the Chief Personnel Officer, Division of Personnel Services, is the designee who holds the position as coordinator for nondiscrimination to handle complaints regarding discrimination and inquiries regarding School of Career Education's nondiscriminatory policies. (Complaints must be filed with: Chief Personnel Officer, Division of Personnel Services, 3958 12th Street, Riverside, CA 92502, 951-826-6677.)

Any student who feels that he/she is being or has been harassed by a school employee, another student, or a nonemployee on school grounds or at a school-related activity shall immediately contact their instructor or any other employee who will be responsible for investigating and reporting the complaint in accordance with administrative regulations.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

60

NOTICE OF NONDISCRIMINATION POLICY

School of Career Education is committed to equal opportunity for all individuals in education. School of Career Education programs shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation, or perception of one or more characteristics.

TITLE IX: PROHIBITING SEX-BASED DISCRIMINATION

Pupil and Public Rights Under Title IX Title IX of the Education Amendments of 1972 ("Title IX") is a federal law prohibiting sex-based discrimination in all educational programs and activities, including athletic programs. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity operated by RCOE.

Title IX protects all participants in RCOE's educational programs and activities, including students, parents, employees, and job applicants. RCOE does not discriminate on the basis of sex. Discrimination on the basis of sex can include sexual harassment and sexual violence.

In addition to Title IX, the California Education Code prohibits discrimination on the basis of sex in schools (California Education Code §§ 220-221.1). Other state and federal laws also prohibit discrimination and ensure equality in education. Please refer to an overview of all RCOE's nondiscrimination policies and the following specific policies and procedures regarding sexual harassment:

- Non-Discrimination in Programs and Activities – Board Policy 0410.3
- Sexual Harassment (Employees) – Administrative Regulation 4119 11 01/4129 01/4319 01
- Non-Discrimination/Harassment (Students) – Board Policy 5145.3
- Sexual Harassment (Students) – Board Policy 5145.7
- Sexual Harassment (Students) – Administrative Regulation 5145.7
- Uniform Complaint Procedures – Board Policy 1312.3
  - Uniform Complaint Procedures – Administrative Regulation 1312.3

Information provided here applies to every RCOE school site and all RCOE programs and activities.

PUPIL AND PUBLIC RIGHTS UNDER TITLE IX

- You have the right to fair and equitable treatment, and you shall not be discriminated against based on your sex, pregnancy, or related condition.
- You have the right to be provided with an equitable opportunity to participate in all academic and extracurricular activities, including athletics.
- You have the right to have access to a sex/gender equity coordinator, referred to as the Title IX Coordinator (find contact information below), to answer questions regarding sex/gender equity laws.
- You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on sex/gender equity laws.
- You have the right to file a confidential discrimination complaint with the United States Department of Education Office for Civil Rights or the California Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
- You have the right to pursue civil remedies if you have been discriminated against.
- If you file a discrimination complaint, you have the right to be protected against retaliation (California Education Code § 221.8).

61

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

FILING A COMPLAINT

A complaint alleging unlawful discrimination or retaliation must be filed no later than six months from the date the discrimination or retaliation occurred or six months from when the complainant first learned of the unlawful discrimination. The Superintendent or designee may extend this timeline by up to 90 days for good cause upon written request by the complainant setting forth the reasons for the extension.

A student, parent, guardian, employee, individual, or organization may file an oral or written complaint alleging discrimination, harassment, intimidation, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity, and/or bullying on the basis of a protected characteristic under RCOE's Uniform Complaint Procedure by sending a complaint to RCOE's Title IX Coordinator.

TITLE IX COORDINATOR

RCOE's Title IX coordinator oversees compliance with Title IX requirements and promotes sex equity in RCOE programs. For any incidents or concerns related to Title IX, please immediately notify the department/site Title IX Coordinator, or you may contact the RCOE Division of Personnel Services Title IX Coordinator.

Department/Site/Unit Title IX Coordinator
Name: Trisha Jenkins
Email: TJenkins@rcoe.us
Phone: (951)826-6359

Personnel Services Title IX Coordinator
Name: Executive Director Personnel Services, Dion Clark
Email: DClark@rcoe.us
Phone: (951) 826-6653

For additional resources and information regarding Title IX, please visit the RCOE website at the following URL: https://www.rcoe.us/departments/personnel-services/title-ix. On the website, you will find Title IX training materials and all related policies.

HOW RCOE INVESTIGATES COMPLAINTS

Complaints filed under RCOE's Uniform Complaint Procedure will be investigated, and a decision will be made within sixty calendar days of the RCOE's receipt unless the complainant agrees to an extension. RCOE's compliance officer or designee may conduct the investigation or choose an investigator to interview alleged victims, alleged offenders, and relevant witnesses. The compliance officer and/or investigator may choose to review available records, statements, or notes related to the complaint, including evidence or information received from the parties during the investigation. The compliance officer and/or investigator may visit reasonably accessible locations where discrimination is alleged to have occurred. As appropriate, RCOE's compliance officer periodically will inform the parties of the status of the investigation. The complainant will be notified when a decision is made. Complaints that are not filed under RCOE's Uniform Complaint Procedure will be investigated and decided pursuant to the applicable procedure.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

62

WHAT HAPPENS AFTER THE INVESTIGATION

The compliance officer will prepare and send a final written decision to the complainant and respondent, if any, within sixty (60) working days of RCOE's receipt of the complaint (unless this deadline is extended by mutual agreement).

The complainant or respondent may appeal RCOE's decision to the California Department of Education within fifteen calendar days. The appeal must specify the reason for the appeal and whether RCOE's facts are incorrect and/or the law is misapplied. It must also include a copy of the original complaint to RCOE and a copy of RCOE's decision.

For complaints alleging unlawful discrimination based on state law, the complainant may pursue available civil law remedies, including seeking assistance from mediation centers or public/private interest attorneys, sixty calendar days after filing an appeal with the California Department of Education. (California Education Code § 262.3.) Note that this sixty-day moratorium does not apply to complaints seeking injunctive relief in state courts or discrimination complaints based on federal law. (California Education Code § 262.3.)

Complaints may also be filed with the United States Department of Education, Office for Civil Rights, within 180 days of the alleged discrimination.

You may also file a discrimination complaint with the U.S. Department of Education Office for Civil Rights. For more information, visit http://www2.ed.gov/about/offices/list/ocr/complaintintro.html. The electronic complaint form for the Office for Civil Rights is available online at https://ocrcas.ed.gov.

Contact the Office for Civil Rights at:
San Francisco Office
Office for Civil Rights
U.S. Department of Education
50 United Nations Plaza
San Francisco, CA 94102
Telephone: (415) 486-5555
Fax: (415) 486-5570; TDD: (800) 877-8339
Email: ocr.sanfrancisco@ed.gov

For information about how to file other types of complaints and the procedures for those complaints, please contact RCOE's Title IX coordinator.

63

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

INDIVIDUALS WITH DISABILITIES

School of Career Education is committed to equal opportunity for all individuals in education. School of Career Education will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities in accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, and Section 504 of the Rehabilitation Act of 1973 ("Section 504"), as amended, as well as other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability. No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of School of Career Education.

School of Career Education will, upon request, furnish auxiliary aids and services, as well as provide reasonable accommodations and modifications in policies, practices, and procedures so as not to deny equal access to individuals with disabilities. Any qualified individual with a disability who requires an auxiliary aide or service, reasonable accommodations, or a modification of policies or procedures to participate in a program, service, or activity of School of Career Education should contact Trisha Jenkins, Coordinator/Principal at (951) 826-6359, as soon as possible. The request of the individual will be considered and auxiliary aids and services, reasonable accommodations, and/or modifications, or, where appropriate, an effective alternative will be provided to qualified individuals with disabilities, unless doing so would result in a fundamental alteration of the program or would constitute an undue financial and/or administrative burden.

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

64

CAMPUS SAFETY

The School of Career Education considers the personal physical safety of its students, faculty, and staff essential for a successful learning environment. Part of crime prevention is individual safety consciousness and awareness of personal environment. School of Career Education suggests the following crime prevention measures, which can contribute to personal safety and security. Full report located online at http://www.riversidesce.org

1. Do not leave valuable items in your car, including personal items and school related materials.
2. Do not park in isolated areas.
3. When using a personal vehicle, keep the doors locked at all times. Before entering a vehicle, always look around the vehicle and in the back seat.
4. Keep personal keys in your possession at all times.
5. At night, travel in well-lighted areas and in pairs if possible. Avoid short cuts and deserted areas.
6. Notice and be aware of suspicious persons and conditions.
7. Leave items of high monetary value at home.
8. Do not leave personal property unattended.
9. Do not carry more cash than necessary and do not advertise what you have.
10. Mark personal items with your name or some other traceable identification.
11. Do not bring any kind of firearm, dangerous weapons, explosives, or lethal materials onto School of Career Education property.
12. If anything makes you feel unsafe or threatened, dial 9-1-1.

School of Career Education does not maintain campus police staff. Local law enforcement has authority.

We want you to know that the safety of our students is our primary concern. School of Career Education has a Safety Plan in place. This plan contains specific guidelines on procedures to keep our schools safe in an emergency. We continually train our staff on safety measures and regularly conduct drills to practice emergency procedures.

Annually School of Career Education compiles a crime, fire and safety report to all of its employees and students as part of the commitment to campus safety and security pursuant to the requirements of the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The report is available on the website: www.riversidesce.org.

65

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

The purpose of a student grievance procedure is to provide a process by which student related issues may be resolved in a fair and efficient manner following due process. The procedure is intended to achieve an equitable solution to an issue with due regard for the rights of the student, the faculty, and the School of Career Education. For a complaint to be considered a grievance, the action that is alleged must be a violation of federal or state law, and applicable to School of Career Education's policy or procedure. The purpose of the complaint and grievance procedure is to provide an impartial review process and to ensure that the rights of students are properly recognized and protected.

The staff identified below is available to explain School of Career education's complaint and grievance procedures to students and as well as provide appropriate forms.
- Instructors
- Registration Clerk
- Admissions Technician
- Student Accounts Technician
- Instructional Specialist
- Coordinator/Principal
- Executive Director

OVERVIEW OF GRIEVANCE PROCEDURE

Step One:
Prior to any formal, written allegation, a student shall contact the appropriate staff member (instructor or other appropriate staff member involved) and attempt, in good faith, to resolve the concern through the consultation process. If the student is dissatisfied with the response or the solution after completing this, the student may elevate this to the next Step.

Step Two:
If the issue is not resolved with affected parties, the student may request and informal conference with the Coordinator/Principal who shall schedule a meeting within ten (10) school days of receiving the concern. The Coordinator/Principal has five (5) school days to investigate the matter, gather pertinent information and provide a response.

If the student is dissatisfied with the response or the solution after completing Step Two, the student may elevate the process to the next Step.

Step Three:
If the issue is not resolved at the informal level, the student may file a formal, written grievance. The student shall direct this letter to the Executive Director of School of Career Education. The written complaint or the concern must: a) be in writing using the Uniform Complaint Procedure form; b) describe the nature of the complaint or concern and alleged violation(s); c) describe the steps the student has taken to resolve the matter. Please submit your complaint form to:

Riverside County Office of Education
Division of Student Programs and Services
School of Career Education
3939 Thirteenth Street
P.O. Box 868
Riverside, CA 92502-0868

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

66

Within ten (10) school days of receipt of a written request by the affected student, the Executive Director of School of Career Education will coordinate a formal review of the complaint. Within five (5) school days of the conclusion of the investigation and findings, the division head/designee shall transmit the decision, in writing, to all affected parties.

Step Four:
Questions or concerns that are not satisfactorily resolved by SCE staff may be brought to the attention of the Superintendent/designee. The student, within five (5) school days of receipt of the written decision, may make a written appeal of the decision to the Superintendent/designee.

The Superintendent/designee may:
 a. Concur with the division head's/designee's decision.
 b. Modify the recommended decision.

In all cases, final appeal shall rest with the Superintendent/designee.

Step Five:
Complaints not satisfactorily resolved by the first four steps of the process, may be brought to the attention of Riverside County Office of Education/School of Career Education's accrediting agencies:

Accredited by the Commission of the Council on Occupational Education

Council on Occupational Education
www.council.org
7840 Roswell Road, Bldg. 300, Suite 325,
Atlanta, GA 30350
Phone: (800) 917-2081
Fax: [770] 396-3790

Students' complaint alleging discrimination or a violation of a federal or state law and are not satisfactorily resolved by RCOE SCE staff or the Superintendent may be brought to the attention of the California Department of Education (CDE). The complainant has the right to appeal the RCOE SCE Superintendent decision to CDE within fifteen (15) days of receiving the decision. A student or any member of the public may file a complaint about the institution with CDE by completing a complaint form which can be obtained online at http://www.cde.ca.gov/re/cp/uc/.

Categorical Programs Complaints Management office
California Department of Education
Legal and Audits Branch
1430 "N" St., Suite 5408
Sacramento, CA 95814
(916) 319-0929

67

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

SCHOOL OF CAREER EDUCATION MAIN CAMPUS

JACLYNN CASTILLO
FULL-TIME, INSTRUCTOR, PHARMACY TECHNICIAN

- Designated Subjects Career Technical Education Credential in the area of Health Science and Medical Technology, University of California - Riverside, CA
- Pharmacy Technician License CPhT - California State Board of Pharmacy

CARLA CROW
FULL-TIME, INSTRUCTOR AND PROGRAM DIRECTOR, PATIENT CARE TECHNICIAN

- Designated Subjects Career Technical Education Credential in Health Science and Medical Technology, University of California-Riverside
- Master of Science in Nursing, Specialty in Healthcare Education, University of Phoenix
- Certificate in Gerontology, University of Phoenix
- Registered Nurse, CA

HENRY LE
FULL-TIME, INSTRUCTOR, IT HELP DESK PROFESSIONAL

- Certificate in Career Technical Education Teaching Credential from the University of San Diego
- Certificate in Applied Data Science Bootcamp in Python from MIT
- Certificate in blockchain Technologies and Applications for business from UC Berkeley
- Master of Science in Cyber Security from Webster University
- Certificate in Threat Detection in Cyber security from Webster University
- Bachelor of Social Science in Anthropology, University of California, Irvine
- Associate of Art degree, Orange Coast College

CRISTINA VILLANUEVA
FULL-TIME, INSTRUCTOR, MEDICAL ASSISTANT

- Designated Subjects Vocational Education Credential in the area of Health Science and Medical Technology, San Diego State University - San Diego, CA
- Diploma in Vocational Nursing - American Career College - Ontario, CA

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

68

INSTRUCTIONAL STAFF

DON F. KENNY REGIONAL LEARNING CENTER - SCE BRANCH CAMPUS

VACANT
FULL-TIME, INSTRUCTOR AND PROGRAM DIRECTOR, DENTAL ASSISTANT/RDA ELIGIBLE

REBECCA BRAVO
FULL-TIME, INSTRUCTOR, MEDICAL ASSISTANT

- Diploma Medical Assistant, Milan Institute Indio, CA
- Medical Assistant Certification through National Healthcare Career Association

VACANT
FULL-TIME, INSTRUCTOR, IT HELP DESK PROFESSIONAL

DIANA CLEMENTE-ORTIZ
FULL-TIME INSTRUCTOR, PHARMACY TECHNICIAN

- Designated Subjects Career Technical Education Credential in the area of Health Science and Medical Technology, Riverside County Office of Education
- Pharmacy Technician License CPhT- California State Board of Pharmacy

GRINDSTAFF CENTER II – EXTENSION CAMPUS

LAURA EVERSULL
FULL-TIME INSTRUCTOR, DENTAL ASSISTANT/RDA ELIGIBLE

- Designated subject Bachelor of Vocational Education in Health Science, California State University of San Bernardino
- Registered Dental Assistant (RDA)
- Certified Dental Assistant (CDA) National Board
- Designated Subjects Career Technical Education Credential at Riverside County Office of Education

NORTE VISTA HIGH SCHOOL

VINCENT GUERRERO
PART-TIME, WELDING INSTRUCTOR

- High school diploma
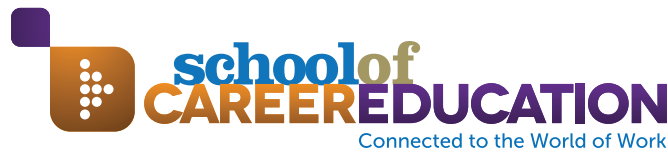- Career Technical Education teaching credential in Welding

69

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

SCHOOL OF CAREER EDUCATION – SUPPORT STAFF

Andrea Valencia, Administrator's Secretary
Karen Santana, Office/School Secretary
Cynthia Reynoso, Admissions Technician
Anisa Garcia, Admissions Technician
Brenda Estrada, Registration Clerk
Yvette Zepeda, Registration Clerk
Araseli Jaquez, Attendance Technician
Nadine Flowers, Senior Student Accounts Technician
Karina Ibarra, Office/School Clerk

SCHOOL OF CAREER EDUCATION – ADMINISTRATION

Forest DeRenzo, Ed.D., Executive Director
Trisha Jenkins, Coordinator/Principal COE Chief Administrative Officer
Mirna Pierce, Program Coordinator
Bob Montoya, Instructional Specialist

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 **|** INDIO (760) 863-3333 **|** Revised 6/2025

70

71

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 | Revised 6/2025

SCHOOL OF CAREER EDUCATION | STUDENT HANDBOOK & COURSE CATALOG
RIVERSIDE (951) 826-4723 | INDIO (760) 863-3333 **|** Revised 6/2025

72

RIVERSIDE COUNTY OFFICE OF EDUCATION

school of CAREER EDUCATION
Connected to the World of Work

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

𝕏 @riverside**sce**

📷 f ♪ @RiversideCounty**sce**

in @Riverside County **School of Career Education**