



SAN JOAQUIN VALLEY COLLEGE

**SUPPLEMENT TO THE
2023 COLLEGE CATALOG**



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This document is a supplement to the 2023 College Catalog and is provided for the purpose of notifying students of corrections and/or updates to College policy, programs, courses, admissions and graduation requirements which have occurred since the Catalog’s publication.

This is a living document; revisions will be added until publication of the next Catalog.

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CATALOG: ALL SECTIONS

PHARMACY TECHNICIAN

REVISION: The Catalog has been revised to reflect that the **Pharmacy Technician Associate of Science degree program at the Santa Maria campus** is not currently enrolling new students. (Catalog, all sections, rev. 7.31.23).

PHARMACY TECHNOLOGY

REVISION: The Catalog has been revised to reflect that the **Pharmacy Technology Certificate of Completion program at the Santa Maria campus** is not currently enrolling new students. (Catalog, all sections, rev. 7.31.23).

VETERINARY TECHNOLOGY

REVISION: The Catalog has been revised to reflect that the **Veterinary Technician Associate of Science degree program at the Fresno campus** is not currently enrolling new students. (Catalog, all sections, rev. 7.25.23).

SECTION 2: ADMISSIONS

STUDENT'S RIGHT TO CANCEL

REVISION: The **Student's Right to Cancel** policy in Catalog Section 2 has been revised, as set forth below. **This revision is in effect for all students who start classes on or after July 1, 2023.** (Catalog, p. 20, rev. 6.30.23)

New students have the right to cancel the enrollment agreement and obtain a refund of charges paid any time prior to midnight on the seventh calendar day (excluding institutionally recognized holidays) after the start of their first scheduled class session, or for new students enrolled in a distance education program, the seventh calendar day (excluding institutionally recognized holidays) after the start of their first lesson.

Cancellation shall occur when the student gives written notice of cancellation at the address of the College shown on top of the front page of the enrollment agreement. Students can submit this written notice by mail, hand delivery, or email. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

If the student cancels the enrollment agreement, the College will not charge institutional charges; however, the College retains the nonrefundable application fee and may charge for equipment not returned in a timely manner and in good condition.

TRANSFER OF CREDIT

REVISION: Bullet #4 under “General requirements for transfer credit include the following:” has been revised, as set forth below. (Catalog p. 21, rev. 6.9.23)

Most courses, including science, computer, technical, and clinical courses, require completion within the past seven (7) years in order to be considered. Please see complete program descriptions for information regarding required coursework, including prerequisites.

TUITION

REVISION: Tuition tables have been revised to reflect that the **Business Office Administration Certificate of Completion** program is no longer eligible for the Workforce Agency contracted total program cost of \$10,025. This revision is effective across all campuses and the Online Division. (Catalog, p. 26-30, rev. 5.19.23)

COURSE RETAKE FEES

REVISION: The **Course Retake Fees** policy has been revised to include a cap in fees assessed, as set forth below. (Catalog, p. 31, rev. 7.7.23)

Students who fail a course required for graduation, who withdraw from a course after the 14th calendar day of that course, or are terminated from a course with a last date of attendance after the 14th calendar day of that course will be charged a Course Retake Fee in the amount of \$750.00. Students who withdraw from a course prior to the 15th calendar day of the course or are terminated from the course with a last date of attendance within the first 14 calendar days of the course will not be subject to the Course Retake Fee.

Retake fees will be capped at \$1,500 per course (two retakes). A student's third (and any subsequent) course retake under the charged-retake policy will not be assessed the retake fee.

Non-degree-seeking students who wish to repeat a general education course to achieve a higher grade may retake the course at cost (see **Tuition** tables in this section).

SECTION 3: FINANCIAL SERVICES

STUDENT'S RIGHT TO CANCEL

REVISION: The **Student's Right to Cancel** policy in Catalog Section 3 has been revised, as set forth below. **This revision is in effect for all students who start classes on or after July 1, 2023.** (Catalog, p. 35, rev. 6.30.23)

New students have the right to cancel the enrollment agreement and obtain a refund of charges paid any time prior to midnight on the seventh calendar day (excluding institutionally recognized holidays) after the start of their first scheduled class session, or for new students enrolled in a distance education program, the seventh calendar day (excluding institutionally recognized holidays) after the start of their first lesson.

Cancellation shall occur when the student gives written notice of cancellation at the address of the College shown on top of the front page of the enrollment agreement. Students can submit this written notice by mail, hand delivery, or email. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

If the student cancels the enrollment agreement, the College will not charge institutional charges; however, the College retains the nonrefundable application fee and may charge for equipment not returned in a timely manner and in good condition.

After the cancellation period, each student is charged a nonrefundable Student Tuition Recovery Fund fee of \$2.50 per \$1,000 in institutional charges (rounded to the nearest \$1,000 increment).

SECTION 6: ACADEMIC POLICIES & REGULATIONS

STUDENT ACHIEVEMENT: GRADES AND CREDITS

REVISION: The **Additional grade designations possible** table has been revised, as set forth below. (Catalog, p. 57, rev. 7.31.23)

CR/P	= Pass, satisfactory 0.0 Grade Points, credit awarded
NC	= Attempted, failed 0.0 Grade Points, credit awarded
I	= Incomplete 0.0 Grade Points, credit awarded
W	= Withdrawal 0.0 Grade Points, credit awarded
WC	= Withdrawn-Cancel 0.0 Grade Points, credit awarded
WN	= Withdrawn, not attempted 0.0 Grade Points, credit awarded
R	= Course Repeated Credit awarded upon successful completion
T	= Transfer Credit

SECTION 7: BACCALAUREATE DEGREE, ASSOCIATE DEGREE, AND CERTIFICATE PROGRAMS

AVIATION MAINTENANCE TECHNOLOGY

CORRECTION: The **course code** for the Sheet Metal Structures and Airframe Auxiliary Systems course has been corrected from AERO 3130 to AERO 130. (Catalog p. 140, rev. 7.12.23)

DENTAL ASSISTING

REVISION: Graduation Requirements for the Dental Assisting Certificate of Completion program have been revised, as set forth below. (Catalog p. 145, rev. 7.12.23)

Graduation Requirements

- Completion of the courses listed below with a grade of C or higher
- Achieve the minimum requirement of the Dental Practice Act (Law and Ethics), Infection Control, CPR, Health Insurance Portability and Accountability Act (HIPAA), Radiology Safety, Coronal Polish, and Pit and Fissure Sealants certification components
- Successful completion of the Career Academy requirements (see **Graduation Requirements for the Certificate of Completion**)

REVISION: Credential and Professional Certifications for the Dental Assisting Certificate of Completion program have been revised, as set forth below. (Catalog p. 145, rev. 7.12.23)

Credential and Professional Certifications

Graduates earn a Certificate of Completion in Dental Assisting and certifications in Dental Practice Act (Law and Ethics), Infection Control, CPR, Health Insurance Portability and Accountability Act (HIPAA), and Radiology Safety. With the completion of certification in Coronal Polish and Pit and Fissure Sealants, students are eligible to take the Dental Board of California Examination for state licensure. *SJVC* prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

ELECTRICAL TECHNOLOGY

REVISION: The **Standard Occupational Code (SOC)** below has been added to the listed SOCs in the Graduate Employment section for the Electrical Technology Associate of Science degree and Certificate of Completion programs. (Catalog p. 95, 148, rev. 7.31.23)

- Helpers - Electricians (47-3013.00)

HEALTH CARE MANAGEMENT

REVISION: Standard Occupational Codes (SOC) for the Health Care Management Bachelor of Science degree program have been revised, as set forth below. (Catalog p. 71, rev. 7.25.23)

Graduate Employment

The following job categories are considered in-field to calculate the graduate employment rates required by the state of California for graduates of the Bachelor of Science in Health Care Management program. Detailed information for each Standard Occupational Classification (SOC) can be found at onetonline.org.

- Bill and Account Collectors (43-3011.00)
- Billing and Posting Clerks (43-3021.00)
- Dental Hygienists (29-1292.00)
- Diagnostic Medical Sonographers (29-2032.00)
- Medical and Health Services Managers (11-9111.00)
- Medical Assistants (31-9092.00)
- Medical Secretaries and Administrative Assistants (43-6013.00)
- Office Clerks, General (43-9061.00)
- Patient Representatives (29-2099.08)
- Pharmacy Aides (31-9095.00)
- Pharmacy Technicians (29-2052.00)
- Respiratory Therapists (29-1126.00)
- Respiratory Therapy Technicians (29-2054.00)
- Surgical Technologists (29-2055.00)

VOCATIONAL NURSING

REVISION: Admissions Requirements for the Vocational Nursing Associate of Science degree program have been revised, as set forth below. (Catalog p. 129, rev. 5.11.23)

Admission Requirements

- Be in good health and physically fit
- Be age 18 by his/her expected start date
- Provide current CPR certification from the American Heart Association

Applicants are selected based on points earned in an evaluation process that includes assessment, transcript review*, professional reference, personal interview, and essay.

**Some courses, including Vocational Nursing courses, require completion within the past 5 years in order to be considered. For re-entry students returning to the program within a one-year period (from the student's drop or termination date to their re-entry date), the College will honor their previously transferred GE courses. Re-entry students who return to the program after a one-year period will have their GE courses subject to the 5-year policy.*

SECTION 8: COURSE DESCRIPTIONS

REVISION: The following course descriptions have been revised, as set forth below.

HCP 103: Foundational Office Skills

2.0 units – 45 hours

This course presents the fundamental administrative skills needed to work in a medical facility. Students will build a foundation in medical coding principles, medical law and ethics, as well as insurance plans and forms. This course includes HIPAA training and certification. (Catalog p. 180, rev. 7.31.23)

HCP 203: Medical Office Management

3.0 units – 45 hours

This course is designed to equip students with the essential skills and knowledge required in medical office management and communication. Students will learn the fundamentals of providing exceptional patient care, mastering effective communication, understanding office management responsibilities, exhibiting professional conduct, and utilizing medical office software applications. (Catalog p. 180, rev. 7.31.23)