

General information detail and location(s)

NAME, ADDRESS, TELEPHONE AND WEBSITE

San Joaquin Valley College
8344 West Mineral King
Visalia, California 93291
(559) 651-2500
www.sjvc.edu

Addresses and telephone numbers for the SJVC Branch Campuses and the Central Administrative Office are provided in Section 1 (pages 13-17).

COLLEGE CATALOG AND SCHOOL PERFORMANCE FACT SHEETS

The College Catalog (hereinafter referred to as “catalog”) provides essential information on **SJVC**’s educational programs, policies, protocols, and student support services. Prospective students are encouraged to review this catalog prior to signing an enrollment agreement.

Students are also encouraged to review the School Performance Fact Sheet (SPFS) for your respective campus and program. SPFS’s contain important performance data for the institution. Students are provided with an SPFS prior to signing an enrollment agreement.

ACCESS TO THE CATALOG

The College Catalog is available on the **SJVC** website (<http://www.sjvc.edu/>). A link to the Catalog is provided under the “Resources” heading at the bottom, right-hand corner of the homepage.

A CD or hard copy of the catalog will be furnished to the public upon request. Prospective students receive a copy of the College Catalog prior to signing an Enrollment Agreement.

RIGHT TO CHANGE THE CATALOG

This catalog and its contents are subject to change without notice, as **SJVC** deems necessary and appropriate. Therefore, this catalog and the descriptions contained herein are not to be construed as a contract binding **SJVC** to any specific policies.

Students will normally follow certificate or degree requirements in effect at the time of admission. However, a student who changes educational programs or fails to maintain continuous enrollment may be required to follow the catalog and student handbook in effect at the time of the change. Furthermore, requirements of government agencies, accreditation agencies, and other regulatory bodies may influence a student’s certificate or degree requirements. Possible changes include, but are not limited to, graduation requirements, admissions requirements, tuition, fees, curricula, and course content. Changes will be reflected in the annual publication of the catalog. Significant changes that occur between catalog publications will be published in a supplement.

The catalog supplement is available on the **SJVC** website (<http://www.sjvc.edu/>). Here you will click on the link to the Catalog (located under the “Resources” heading at the bottom, right-hand corner of the homepage). You will then have the option to download the catalog supplement.

CATALOG PUBLICATION

The catalog is published annually. Copies of the catalog are distributed to all enrolled students via their **SJVC** email address.

CATALOG QUESTIONS

Questions concerning the content of this catalog should be directed to a member of the Campus Leadership Team.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Address:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov

Telephone and Fax Numbers:

(888) 370-7589 or by fax (916) 263-1897
(916) 431-6959 or by fax (916) 263-1897

SJVC LOCATIONS AND PROGRAM OFFERINGS



Antelope Valley (Lancaster) Campus
42135 10th Street West, Suite 147
Lancaster, CA 93534
Phone: (661) 974-8282

The Antelope Valley (Lancaster) Campus was founded in October of 2012. Located in the Lancaster-Palmdale area, this campus serves students and employers in the Antelope Valley. The following programs are offered at the Lancaster Campus:

Associate of Science Degree

Business Administration
Clinical and Administrative Medical Assisting
Criminal Justice: Corrections
Heating, Ventilation, Air Conditioning, and Refrigeration Technology
Medical Office Administration
Pharmacy Technology

Certificate of Completion

Business Administration
Clinical Medical Assisting
Criminal Justice: Corrections
Heating, Ventilation, Air Conditioning, and Refrigeration Technology
Medical Office Administration
Pharmacy Technology



Bakersfield Campus
201 New Stine Road
Bakersfield, California 93309
Phone: (661) 834-0126

The Bakersfield Campus was founded in 1982. Located in the Southern San Joaquin Valley, this campus serves students and employers in all neighboring communities between Visalia and Santa Clarita. The following programs are offered at the Bakersfield Campus:

Associate of Science Degree

Business Administration
Clinical and Administrative Medical Assisting
Criminal Justice: Corrections
Diagnostic Medical Sonography
Heating, Ventilation, Air Conditioning, and Refrigeration Technology
Industrial Maintenance Technology
Medical Office Administration
Pharmacy Technology
Respiratory Therapy
Surgical Technology
Veterinary Technology

Certificate of Completion

Business Administration
Clinical Medical Assisting
Dental Assisting
Diagnostic Medical Sonography
Heating, Ventilation, Air Conditioning, and Refrigeration
Industrial Maintenance Technology



Delano Campus
1920 Cecil Avenue
Delano, CA 93215
Phone: (661) 778-1145

The Delano Campus was founded in September of 2015, and serves students and employers in the southern communities of Kern County. The following programs are offered at the Delano Campus:

Certificate of Completion

Business Administration
Clinical Medical Assisting
Medical Office Administration



Fresno Campus
295 East Sierra Avenue
Fresno, California 93710
Phone: (559) 448-8282

The Fresno Campus was founded in 1985. Located in the heart of the San Joaquin Valley, this campus serves students and employers in all neighboring communities between Madera and Visalia. The following programs are offered at the Fresno Campus:

Associate of Science Degree

- Business Administration
- Clinical and Administrative Medical Assisting
- Criminal Justice: Corrections
- Heating, Ventilation, Air Conditioning, and Refrigeration Technology
- Pharmacy Technology
- Surgical Technology
- Veterinary Technology

Certificate of Completion

- Business Administration
- Clinical Medical Assisting
- Dental Assisting
- Heating, Ventilation, Air Conditioning, and Refrigeration Technology
- Industrial Maintenance Technology



Fresno Aviation Campus
4985 East Andersen Avenue
Fresno, California 93727
Phone: (559) 453-0123

The Fresno Aviation Campus was founded in 1991. Located in the heart of the San Joaquin Valley, this specialized aviation campus serves students and employers in the aviation maintenance industry throughout the Western United States.

The Fresno Aviation Campus offers an Aviation Maintenance Technology program at the Associate of Science Degree and Certificate of Completion levels.



Hanford Campus
215 West 7th Street
Hanford, California 93230
Phone: (559) 584-8840

The Hanford Campus was established in 2004 to better serve the educational needs of students and employers in Kings and Tulare counties. The following programs are offered:

Certificate of Completion

- Business Administration
- Clinical Medical Assisting
- Medical Office Administration



Madera Campus
2185 West Cleveland Avenue, Unit J
Madera, CA 93637
Phone: (559) 302-2155

The Madera Campus was founded in June of 2014, and serves students and employers in all communities' north to Modesto and south to Fresno. The following programs are offered at the Madera Campus:

Certificate of Completion

- Business Administration
- Clinical Medical Assisting
- Medical Office Administration



Modesto (Salida) Campus
5380 Pirrone Road
Salida, California 95368
Phone: (209) 543-8800

The Modesto (Salida) Campus was founded in September of 2004. Located in the northern San Joaquin Valley, this campus serves students and employers in all neighboring communities between Merced and Stockton. The following programs are offered at the Modesto Campus:

Associate of Science Degree

- Business Administration
- Clinical and Administrative Medical Assisting
- Criminal Justice: Corrections
- Electrical Technology
- Industrial Maintenance Technology
- Medical Office Administration
- Pharmacy Technology

Certificate of Completion

Business Administration
Clinical Medical Assisting
Electrical Technology
Industrial Maintenance Technology
Medical Office Administration

Online Division

http://www.sjvc.edu/campus/SJVC_Online/

Phone: (877) FOR-SJVC

The Online Division was established in 2001 in order to better serve the educational needs of students and employers outside the geographical areas served by the on-ground campuses. The Online Division provides instruction to students in all 50 U.S. states, Puerto Rico, and the Virgin Islands. The following programs are offered through the Online Division:

Baccalaureate of Science Degree

Respiratory Therapy Degree Completion

Associate of Science Degree

Business Administration
Clinical and Administrative Medical Assisting
Construction Management
Human Resource Administration
Information Technology
Medical Billing and Coding

Certificate of Completion

Business Administration
Clinical Medical Assisting
Human Resource Administration
Information Technology (20, 25, and 30 week options)
Medical Billing and Coding



Ontario Campus

4580 Ontario Mills Parkway
Ontario, CA 91764
Phone: (909) 948-7582

The Ontario Campus, formerly known as the Rancho Cucamonga Campus, was founded in 2001. Located in the heart of the Inland Empire, this campus serves students and employers in all neighboring communities between San Bernardino and Pomona. The following programs are offered at the Ontario Campus:

Associate of Science Degree

Business Administration
San Joaquin Valley College
College Catalog (Effective December 1, 2017 – December 1, 2018)

Clinical and Administrative Medical Assisting
Construction Management
Criminal Justice: Corrections
Dental Hygiene
Electrical Technology
Heating, Ventilation, Air Conditioning, and Refrigeration Technology
Industrial Maintenance Technology
Medical Office Administration
Pharmacy Technology
Registered Nursing
Respiratory Therapy

Certificate of Completion

Business Administration
Clinical Medical Assisting
Electrical Technology
Heating, Ventilation, Air Conditioning, and Refrigeration Technology
Industrial Maintenance Technology
Medical Office Administration
Pharmacy Technology



Porterville Campus

314 North Main Street
Porterville, California 93257
Phone: (559) 853-4114

The Porterville Campus was founded in 2017, and serves students and employers in the southern communities of Tulare County. The following programs are offered at the Porterville Campus:

Certificate of Completion

Business Administration
Clinical Medical Assisting
Medical Office Administration.



Rancho Cordova Campus

11000 Olson Drive, Suite 100
Rancho Cordova, California 95670
Phone: (916) 638-7582

The Rancho Cordova Campus was founded in June of 2005. Located in Northern California, this campus serves students

and employers in all neighboring communities in and around Sacramento. The Rancho Cordova Campus offers an **Associate of Science Degree** program in Respiratory Therapy.



San Diego Campus
333 H Street, Suite 1065
Chula Vista, CA 91910
Phone: (619) 426-7582

The San Diego Campus, located in Chula Vista, serves students and employers in the greater San Diego area. The campus was founded in July of 2012 and offers an **Associate of Science Degree** program in Dental Hygiene. The College is not accepting any new enrollments at this time.



Temecula Campus
27270 Madison Avenue, Suite 103
Temecula, CA 92590
Phone: (951) 296-6015

The Temecula Campus was founded in July of 2011. Located in the southwestern region of the Inland Empire, this campus serves students and employers in the cities of Temecula, Lake Elsinore, Wildomar, Canyon Lake, and Sun City. The following programs are offered at the Temecula Campus:

Associate of Science Degree

Business Administration
Clinical and Administrative Medical Assisting
Heating, Ventilation, Air Conditioning, and Refrigeration Technology
Medical Office Administration
Pharmacy Technology
Respiratory Therapy

Certificate of Completion

Business Administration
Clinical Medical Assisting
Dental Assisting
Heating, Ventilation, Air Conditioning, and Refrigeration Technology
Medical Office Administration

Pharmacy Technology



Victor Valley (Hesperia) Campus
9331 Mariposa Road
Hesperia, California 92344
Phone: (760) 948-1947

The Victor Valley (Hesperia) Campus was founded in 2009. Located in the High Desert community of Victor Valley, this campus serves students and employers in the cities of Hesperia, Adelanto, Victorville, and Apple Valley. The following programs are offered at the Hesperia Campus:

Associate of Science Degree

Business Administration
Clinical and Administrative Medical Assisting
Criminal Justice: Corrections
Heating, Ventilation, Air Conditioning, and Refrigeration Technology
Medical Office Administration
Pharmacy Technology

Certificate of Completion

Business Administration
Clinical Medical Assisting
Dental Assisting
Heating, Ventilation, Air Conditioning, and Refrigeration Technology
Medical Office Administration
Pharmacy Technology



Visalia Campus
8344 West Mineral King
Visalia, California 93291
Phone: (559) 651-2500

The Visalia Campus was founded in 1977. Located in the heart of the San Joaquin Valley, this campus serves students and employers in all neighboring communities between Fresno and Bakersfield. The following programs are offered at the Visalia Campus:

Associate of Science Degree

Business Administration
Clinical and Administrative Medical Assisting
Criminal Justice: Corrections

Dental Hygiene
Heating, Ventilation, Air Conditioning, and Refrigeration
Technology
Licensed Vocational Nursing to Registered Nursing
Medical Office Administration
Pharmacy Technology
Registered Nursing
Respiratory Therapy
Vocational Nursing

Certificate of Completion

Business Administration
Clinical Medical Assisting
Dental Assisting
Heating, Ventilation, Air Conditioning, and Refrigeration
Technology
Industrial Maintenance Technology
Licensed Vocational Nursing to Registered Nursing
Medical Office Administration
Pharmacy Technology



Central Administrative Office

3828 West Caldwell Avenue
Visalia, California 93277
Phone: (559) 734-9000
www.sjvc.edu

The Central Administrative Office (CAO) provides technical and administrative oversight, direction, and support to all of the **SJVC** campuses.

THE HISTORY OF SAN JOAQUIN VALLEY COLLEGE

San Joaquin Valley College (SJVC) was founded in April 1977 as a private, for profit, Career College dedicated to providing high quality occupational training. Founders Robert and Shirley Perry established the first campus in Visalia, California, training health care professionals. Today, the College offers Associate of Science Degrees and Certificates of Completion in the areas of medical, business, and technology at its campuses in Bakersfield, Fresno, Hanford, Hesperia, Lancaster, Modesto, Rancho Cordova, Ontario, San Diego, Temecula, Madera, Visalia, and the Aviation Campus at the Fresno Yosemite International Airport. The College also offers several online education programs.



San Joaquin Valley College founders
Robert & Shirley Perry

PHILOSOPHY/INSTITUTIONAL PURPOSE

SJVC is committed to the personal, academic, and professional success of its students. The College provides opportunities for developing career skills, critical thinking, professionalism, and an excellent learning experience for the classroom, workplace, and life. It incorporates hands-on, kinetically-inspired assignments and projects which are vital for the vocational-based program offerings. The faculty are expected to be facilitators of the classroom by engaging students in interpersonal, two-way dialogue. Individualized and personalized instruction is encouraged.

SJVC's mission strongly emphasizes education directed toward career development and advancement. Real world education is paramount. Therefore, a plethora of resources are available to the faculty to assist in the delivery of real work instruction, such as mock medical, technical, and business settings within the classrooms, industry-specific equipment, interactive software with true-to-life scenarios, and field trips to businesses and medical settings. Most programs also include an externship or clinical experience.

The College is also responsive to the needs of each community where one of its campuses exists. These communities provide an ideal setting for the medical, business, and technical programs of *SJVC*.

MISSION STATEMENT

SJVC prepares graduates for professional success by offering Baccalaureate and Associate of Science Degrees and Certificates of Completion in business, medical, and technical career fields. The College serves a diverse student population with a common interest in professional development through career-focused higher education. The College is committed to student development through the achievement of measurable learning outcomes, emphasizing a balance of hands-on training and academic instruction. The College identifies and responds to the educational and employment needs of the communities it serves. *The College is committed to the success of every student.*

Adopted by the Board of Governors, July 2008
Revised May 2017

CORE VALUES STATEMENT

As a premier leader in career-focused education, *SJVC* values an education and employment environment which promotes:

Success – The College Community is committed to the personal, academic, and professional success of its students, employees, and graduates by providing high-quality education programs, instruction, professional development opportunities, support services, and guidance.

Integrity – The College Community expects personal and professional integrity in the fulfillment of its mission.

Excellence – The College Community sets excellence as a standard in all areas of operation.

Diversity – The College Community celebrates and embraces diversity; emphasizing inclusion and open dialogue.

Community Involvement – The College Community encourages and supports student and employee involvement in their respective communities to mutually enhance civic, personal, and intellectual development.

Lifelong Learning – The College Community fosters an environment where students and employees actively pursue lifelong learning.

Adopted by the Board of Directors, September 2009



The first *SJVC* Campus in Visalia, CA

**Course, program,
degree offerings**

PROGRAMS OF STUDY LEADING TO A BACCALAUREATE DEGREE

ONLINE CAMPUS

Respiratory Therapy57



PROGRAMS OF STUDY LEADING TO AN ASSOCIATE OF SCIENCE DEGREE

ANTELOPE VALLEY (LANCASTER) CAMPUS

Business Administration	65
Clinical and Administrative Medical Assisting.....	67
Criminal Justice: Corrections.....	71
Heating, Ventilation, Air Conditioning, and Refrigeration Technology	79
Medical Office Administration.....	92
Pharmacy Technology.....	94

BAKERSFIELD CAMPUS

Business Administration	65
Clinical and Administrative Medical Assisting.....	67
Criminal Justice: Corrections.....	71
Diagnostic Medical Sonography	75
Heating, Ventilation, Air Conditioning, and Refrigeration Technology	79
Industrial Maintenance Technology	83
Medical Office Administration	92
Pharmacy Technology.....	94
Respiratory Therapy	99
Surgical Technology	101
Veterinary Technology	103

FRESNO AVIATION CAMPUS

Aviation Maintenance Technology.....	63
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FRESNO CAMPUS

Business Administration	65
Clinical and Administrative Medical Assisting.....	67
Criminal Justice: Corrections.....	71
Heating, Ventilation, Air Conditioning, and Refrigeration Technology	79
Medical Office Administration.....	92
Pharmacy Technology.....	94
Surgical Technology	101
Veterinary Technology	103

MODESTO (SALIDA) CAMPUS

Business Administration	65
Clinical and Administrative Medical Assisting.....	67
Criminal Justice: Corrections.....	71
Electrical Technology	77
Industrial Maintenance Technology	83
Medical Office Administration.....	92
Pharmacy Technology.....	94

ONLINE DIVISION

Business Administration	65
Clinical and Administrative Medical Assisting.....	67
Construction Management.....	69
Human Resource Administration	81
Information Technology	85
Medical Billing and Coding	90

ONTARIO CAMPUS

Business Administration	65
Clinical and Administrative Medical Assisting.....	67
Construction Management.....	69
Criminal Justice: Corrections.....	71
Dental Hygiene.....	73
Electrical Technology	77
Heating, Ventilation, Air Conditioning, and Refrigeration Technology	79
Industrial Maintenance Technology	83
Medical Office Administration.....	92
Pharmacy Technology.....	94
Registered Nursing	96
Respiratory Therapy.....	99

RANCHO CORDOVA CAMPUS

Respiratory Therapy	99
Surgical Technology	101

TEMECULA CAMPUS

Business Administration	65
Clinical and Administrative Medical Assisting.....	67
Heating, Ventilation, Air Conditioning, and Refrigeration Technology	79
Medical Office Administration	92
Pharmacy Technology.....	94
Respiratory Therapy	99
Surgical Technology	101

VICTOR VALLEY (HESPERIA) CAMPUS

Business Administration	65
Clinical and Administrative Medical Assisting.....	67
Criminal Justice: Corrections.....	71
Heating, Ventilation, Air Conditioning, and Refrigeration Technology	79
Medical Office Administration	92
Pharmacy Technology.....	94

VISALIA CAMPUS

Business Administration	65
Clinical and Administrative Medical Assisting.....	67
Criminal Justice: Corrections.....	71
Dental Hygiene.....	73
Heating, Ventilation, Air Conditioning, and Refrigeration Technology	79
Licensed Vocational Nursing to Registered Nursing (LVN-RN) Bridge	87
Medical Office Administration.....	92
Pharmacy Technology.....	94
Registered Nursing	96
Respiratory Therapy	99
Vocational Nursing	105

PROGRAMS OF STUDY LEADING TO A CERTIFICATE

ANTELOPE VALLEY (LANCASTER) CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Criminal Justice: Corrections	117
Heating, Ventilation, Air Conditioning, and Refrigeration	125
Medical Office Administration	136
Pharmacy Technology	137

BAKERSFIELD CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Dental Assisting	119
Diagnostic Medical Sonography	121
Heating, Ventilation, Air Conditioning, and Refrigeration	125
Industrial Maintenance Technology	128

DELANO CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Medical Office Administration	136

FRESNO CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Dental Assisting	119
Heating, Ventilation, Air Conditioning, and Refrigeration	125
Industrial Maintenance Technology	128

FRESNO-AVIATION CAMPUS

Aviation Maintenance Technology	112
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HANFORD CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Medical Office Administration	136

MADERA CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Medical Office Administration	136

MODESTO CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Electrical Technology	123
Industrial Maintenance Technology	128
Medical Office Administration	136

ONLINE DIVISION

Business Administration	113
Clinical Medical Assisting	115
Human Resource Administration	126
Information Technology	129
Medical Billing and Coding	134

ONTARIO CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Electrical Technology	123
Heating, Ventilation, Air Conditioning, and Refrigeration	125
Industrial Maintenance Technology	128
Licensed Vocational Nursing to Registered Nursing	132
Medical Office Administration	136
Pharmacy Technology	137

PORTERVILLE CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Medical Office Administration	133

TEMECULA CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Dental Assisting	119
Heating, Ventilation, Air Conditioning, and Refrigeration	125
Medical Office Administration	136
Pharmacy Technology	137

VICTOR VALLEY (HESPERIA) CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Dental Assisting	119
Heating, Ventilation, Air Conditioning, and Refrigeration	125
Medical Office Administration	136
Pharmacy Technology	137

VISALIA CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Dental Assisting	119
Heating, Ventilation, Air Conditioning, and Refrigeration	125
Industrial Maintenance Technology	128
Licensed Vocational Nursing to Registered Nursing	132
Medical Office Administration	136
Pharmacy Technology	137

knowledge of the objectives and learning outcomes covered in the particular course. Students who successfully pass the examination will be granted the appropriate academic credit. Students must complete this process prior to the first scheduled start date of the applicable course. No tuition credit will be given to students who successfully pass the examination.

SJVC does not grant credit or allow course challenge for experiential learning or previous experience.

Procedure: A written request to transfer in previously earned credit must be submitted to the Registrar's Office prior to the scheduled course(s). The request must include the following:

- Official transcript demonstrating successful completion of the coursework or program for which recognition is sought; and
 - Transcripts must be sent directly from the institution of origin.
- Copy of the catalog program and/or course description or copy of course syllabus (if requested).

The request and the accompanying materials will be reviewed by the Transcript Evaluator and students will receive a written notification of the decision.

CRIMINAL BACKGROUND CHECKS

As part of its responsibility to provide a safe learning environment, **SJVC** reserves the right to conduct criminal background checks on applicants for admission and current students.

SJVC has several reasons for this requirement. First and foremost, **SJVC** has an interest in evaluating the character, maturity, and responsibility of its students. Second, **SJVC** can better academically advise students of difficulties that may arise in the course of the student's efforts to obtain externship and clinical placements, professional licensure, and/or other job placement. Certain extern and clinical sites and professional licensing boards are required by law and/or policy to exclude people with certain convictions.

This does not necessarily mean that **SJVC** will deny admission to, or expel a student from the College. **SJVC** will evaluate each case on its facts. Generally speaking, **SJVC** will look at the rational relationship between the nature, severity, and recentness of the crime; **SJVC's** interests and needs; and the responsibility and repentance of the person convicted in determining whether to take action.

SJVC expects each applicant and/or student to provide **SJVC** with truthful, accurate, and complete information about his/her convictions. This includes a continuing duty to notify **SJVC** of any arrests or convictions during the time that the student is enrolled at **SJVC**. Failure to comply with this

policy may result in immediate denial of admission or suspension and/or expulsion from **SJVC**.

COURSE SCHEDULING

The College reserves the right to schedule courses in the order it deems necessary.

ALTERNATIVE INSTRUCTIONAL SITES

The College reserves the right to deliver instruction off-site in a facility within 25 miles of the home campus that meets the instructional needs of the program or course.

ACADEMIC CALENDAR

Most educational programs have frequent points of enrollment and operate on a continuous, five-week instructional cycle throughout the year. These programs include:

- Business Administration
- Clinical and Administrative Medical Assisting
- Clinical Medical Assisting
- Computer Systems Administration
- Construction Management
- Criminal Justice: Corrections
- Dental Assisting
- Electrical Technology
- Heating, Ventilation, Air Conditioning, and Refrigeration
- Human Resource Administration
- Industrial Maintenance Technology
- Information Technology
- Medical Billing and Coding
- Medical Office Administration
- Pharmacy Technology

The remaining 2017 and 2018 start dates for these programs are provided below. Periodically, some programs will have a "dark start" where new students will have to wait until the next available start date to begin.

2017

12/11/2017

2018

01/22/2018	07/16/2018
02/26/2018	08/20/2018
04/02/2018	09/24/2018
05/07/2018	10/29/2018
06/11/2018	12/03/2018

The programs listed below are linear which means that students must complete classes in a specific sequence from start to finish. Due to this structure, linear programs have fewer enrollment opportunities throughout the year.

The 2018 start dates for these programs are as follows:

AVIATION MAINTENANCE TECHNOLOGY

Aviation-Fresno Campus

01/23/2018	07/19/2018
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03/22/2018 09/18/2018
05/21/2018 11/15/2018

DENTAL HYGIENE

Ontario Campus
06/04/2018

Visalia Campus
02/05/2018
10/01/2018

DIAGNOSTIC MEDICAL SONOGRAPHY

03/23/2018 11/30/2018
06/15/2018
09/07/2018

LICENSED VOCATIONAL NURSING TO REGISTERED NURSING (Bridge Program)

01/03/2018

(30-unit certificate option)

02/07/2018

REGISTERED NURSING

Ontario Campus
05/17/2018

Visalia Campus
04/03/2018

RESPIRATORY THERAPY

Bakersfield and Visalia Campuses
01/29/2018
05/21/2018
09/10/2018

Ontario and Rancho Cordova Campuses

03/12/2018
07/02/2018
10/22/2018

Temecula Campus

01/22/2018
06/11/2018
06/19/2017

SURGICAL TECHNOLOGY

Bakersfield and Fresno Campuses

02/20/2018
10/08/2018

Rancho Cordova and Temecula Campuses

04/02/2018

VETERINARY TECHNOLOGY

Bakersfield Campus

01/22/2018
05/07/2018
08/20/2018
12/3/2018

Fresno Campus

01/22/2018
05/07/2018
06/11/2018
08/20/2018

VOCATIONAL NURSING

03/19/2018
11/13/2018

PROGRAM CANCELLATION

The College reserves the right to cancel a program up to five (5) calendar days after the program start date.

2017 and 2018 HOLIDAY OBSERVATIONS

2017 (as of the date of this publication)

Holiday		Date(s)
Winter Break	On-Ground Students	December 26-29, 2017
	Online Students	December 22-28, 2017

2018

Holiday	Date(s)
New Year's Day	January 1, 2018
Martin Luther King, Jr. Day	January 15, 2018
President's Day	February 19, 2018
Good Friday	March 30, 2018 (after 12 p.m.)
Memorial Day	May 28, 2018

Respiratory Therapy

This program is offered **Online**.

Program Description

SJVC's Bachelor of Science in Respiratory Therapy Program may be completed in 60 weeks. The program is designed for Registered Respiratory Therapists having graduated from a CoARC or CAAHEP accredited associates degree Respiratory Therapy program who want to advance their career. The Bachelor of Science Degree in Respiratory Care affords excellent opportunities for professional growth and development with the necessary education in leadership, education, research and critical care.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Articulate various current professional and clinical roles and potential expanded roles related to the respiratory therapy profession including describing professional behavior, monitoring the quality of respiratory care and listing changes in technology and knowledge base.
2. Demonstrate knowledge in critical care pathophysiology to interpret pertinent clinical information to make recommendations for appropriate therapeutic intervention.
3. Demonstrate effective written and oral communication skills.
4. Demonstrate the ability to access, interpret, and critically appraise relevant medical and other authoritative literature related to clinical practice, administration, education, and/or research associated with the respiratory therapy profession.
5. Develop an original project or research proposal related to clinical practice, administration, education, and/or research associated with the respiratory therapy profession.



Admission Requirements: To be considered for admission to the Respiratory Therapy Program, applicants must meet the following requirements:

- Hold an Associate of Science Degree in Respiratory Care from a CoARC or CAAHEP accredited associate of science degree respiratory therapy program that is within a regionally or nationally accredited institution.
- Successful completion of a minimum of 70.0 units of lower division courses (may include lower division respiratory care coursework).
- Hold a current unencumbered credential licensure as a Registered Respiratory Therapist (RRT), and current unencumbered licensure as a Respiratory Care Practitioner (RCP) in California or in the state of current employment.

Graduation Requirements: Successful completion of the courses listed below with a grade of "C" or higher.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Respiratory Therapy Baccalaureate Degree program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Respiratory Therapists (29-1126.00)
- Respiratory Therapy Technicians (29-2054.00)
- Clinical Research Coordinators (11-9121.01)
- Health Educators (21-1091.00)
- Medical and Health Services Managers (11-9111.00)

Respiratory Courses

<u>Course ID</u>	<u>Course Name</u>	<u>Credit Units</u>
RCP 400	Protocol Based Critical Care	3.0
RCP 410	Education Principles for Healthcare Professionals	3.0
RCP 420	Management Principles for the Healthcare Professional	3.0
RCP 430	Establishing Best Practices in Quality Improvement of Healthcare	3.0
RCP 440	Research and Evidence-Based Practice in Healthcare	5.0
RCP 450	Health Care Finance	4.0
RCP 460	Advanced Respiratory Practice for Critical Care	4.0

Aviation Maintenance Technology

This program is offered at **Fresno Aviation**.

Program Description

The Aviation Maintenance Technology program is 73 weeks in length and provides students with the skills and technical knowledge to perform aircraft, airframe, and powerplant maintenance and inspections. Hands-on training in the hangar includes servicing, troubleshooting, and repair of powerplant and airframe systems and components.

The program is approved by the Federal Aviation Administration.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Demonstrate a solid foundation of general aviation knowledge as required to perform effectively and safely as a capable licensed Airframe and Powerplant mechanic
2. Service, inspect, repair, and troubleshoot airframe structures and related components in accordance with applicable regulations while following safety procedures.
3. Service, inspect, repair, and troubleshoot aircraft engines and related components in accordance with applicable regulations while following safety procedures.
4. Relate and apply concepts of communication, reasoning, critical analysis ethical behavior, and, appropriate interpersonal interaction to situations in his or her career and personal life.
5. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates



Graduation Requirements

- Successful completion of the AERO courses with a grade of "C" or higher
 - A grade of "D" or higher is required for successful completion of the AERO 51 course
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn an Associate of Science degree and are eligible to test for an Airframe and Powerplant (A&P) license through the Federal Aviation Administration (FAA).

Graduate Placement

The following job categories are considered in-field placements for graduates of the Aviation Maintenance Technology Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Aircraft Mechanics and Service Technicians (49-3011.00)

Core Course Requirements

Course ID	Course Name	Credit Units	Credit Hours
AERO 30	Aircraft Basic Science	9.0	256
AERO 31*	Basic Electricity and Electronics	9.0	256
AERO 32	Reciprocating Engine Theory and Engine Overhaul	9.0	256
AERO 33	Sheet Metal Structures and Airframe Auxiliary Systems	9.0	256
AERO 34	Turbine Engines	9.0	256
AERO 35	Composite Structures	9.0	256
AERO 36	Propellers and Engine Auxiliary Systems	9.0	256
AERO 37	Aircraft Landing Gear	9.0	256
AERO 51**	Professional Licensing Seminar	2.0	96

Business Administration

This program is offered at **Antelope Valley (Lancaster), Bakersfield, Fresno, Modesto, Online, Ontario, Temecula, Victor Valley (Hesperia), and Visalia**. Students taking the program at one of the California campuses take courses on-ground and online. This helps students improve their technology skills and allows for schedule flexibility.

Program Description

The Business Administration program is 60 weeks in length and provides a framework of office procedures and skills that can adapt to any company's operation. Students develop into knowledgeable, ethical, and technically competent business professionals.

Students will take foundational core courses in essential business concepts and will go on to complete additional course in one of the following concentrations: Business Management, Retail Management, or Business Accounting.

Each concentration is designed to prepare students for certification(s) from National Retail Federation (NRF®), National Associate of Certified Public Bookkeepers (NACPB), or Certiport.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Demonstrate proficiency in using technological tools applicable to a business setting
2. Demonstrate keyboarding and ten key skills commensurate with industry standards
3. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
4. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates
5. Apply business management concepts, including human resources, marketing, law and ethics (Business Management Concentration)
6. Demonstrate accounting skills commensurate with bookkeeping industry standards (Business Accounting Concentration)
7. Demonstrate effective customer service, sales, and retail skills applicable in a retail business setting (Retail Management Concentration)

Graduation Requirements

- Successful completion of the courses listed below
- Minimum keyboarding speed of 45 net words per minute
- Minimum 10 key speed of 8,000 keystrokes per hour
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn an Associate of Science degree and are eligible to take certifications relative to the concentration chosen. Certifications offered include Retail Management and Customer Service and Sales Certifications from National Retail Federation (NRF®); Bookkeeper Certification from National Association of Certified Public Bookkeepers (NACPB); and Microsoft® Office Specialist Excel® Certification from Certiport.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Business Administration Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Administrative Services Managers (11-3011.00)
- Bookkeeping, Accounting, and Auditing Clerks (43-3031.00)
- Customer Service Representatives (43-4051.00)
- Executive Secretaries and Executive Administrative Assistants (43-6011.00)
- First-Line Supervisors of Retail Sales Workers (41.1011.00)
- General and Operations Managers (11-1021.00)
- Human Resources Specialists (13-1071.00)
- Office Clerks, General (43-9061.00)



Clinical and Administrative Medical Assisting

This program is offered at **Antelope Valley (Lancaster), Bakersfield, Fresno, Modesto (Salida), Ontario, Online, Temecula, Victor Valley (Hesperia), and Visalia.**

Program Description

The Medical Assisting program is 60 weeks in length and prepares graduates to work in medical offices and specialty clinics. Training helps students learn the skills required to be a valuable member of the healthcare team. Students will receive advanced training in medical office procedures as well as front- and back-office skills. The program includes an externship that provides enhanced learning and the opportunity to develop work in-field experience.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Manage the front office of a health care facility and perform administrative duties such as patient charting, billing, letter writing, and handling coding procedures for insurance purposes using a variety of applicable software
2. Perform clinical skills such as taking vital signs, dosage computations, venipuncture, injections, hematology, administration of medication, specimen collection, and emergency procedures
3. Distinguish the various systems of the human body and explain their function using proper medical terminology
4. Communicate effectively orally and in writing and demonstrate the knowledge and skills required to be eligible and prepared for a national certification exam
5. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career or personal life
6. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates



Graduation Requirements

- Successful completion of the courses listed below with a grade of “C” or higher in all clinical courses
- Successful completion of the Career Services Seminar (CSS100)
- Achieve the minimum requirement of Health Insurance Portability and Accountability Act certification (HIPAA)

Credential and Professional Certifications

Graduates earn an Associate of Science degree and are eligible to sit for the National Certified Medical Assistant (NCMA) exam offered by the National Center for Competency Testing.* Students also prepare for and take certification exams within their program courses that include HIPAA, CPR, and First Aid.

Students residing outside California are encouraged to take a certification examination recognized by their state medical board or an independent certification organization.

***Graduates may qualify for other certifications depending upon location and placement requirements.**

Graduate Placement

The following job categories are considered in-field placements for graduates of the Clinical and Administrative Medical Assisting Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Medical and Clinical Laboratory Technicians (29-2012.00)
- Medical Assistants (31-9092.00)
- Medical Records and Health Information Technicians (29-2071.00)
- Medical Secretaries (43-6013.00)

Core Course Requirements

Course ID	Course Name	Credit Units
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
HCP 201	Diseases and Disorders	3.0

Construction Management

This program is offered **Online** and at **Ontario**.

Program Description

The Construction Management program is 60 weeks in length and prepares graduates to manage residential and commercial construction projects. Students are trained to prepare competitive project proposals, supervise construction sites, and effectively communicate with clients and workers. Students are prepared for the management responsibilities they will face on the job at construction sites.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Manage, sequence, and organize project assets from predevelopment, design and construction through project closeout, in order to complete a project on or ahead of schedule, within or under budget, and without compromising quality or safety expectations and standards, while ensuring successful outcomes both financially and professionally
2. Utilize project management tools such as project scheduling software, budget estimating, constructability reviews and project management communication protocols in order to appraise project variables and challenges, identify opportunities and resources for solutions, and generate those solutions
3. Apply verbal and written communication skills for effective supervision and leadership of teams.
4. Evaluate situations that involve potential legal issues and create or coordinate responses
5. Apply the principles of a diverse world, display a teachable attitude, and maintain a commitment to professional development and learning.
6. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates



Graduation Requirements

- Successful completion of the courses listed below
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn an Associate of Science Degree.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Construction Management Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Construction Managers (11-9021.00)
- General and Operations Managers (11-1021.00)

Course Requirements

On-Ground Core Course Requirements

Course ID	Course Name	Credit Units
CMP 110	Computer Applications in Construction Management	5.0
CON 100	Construction Materials	3.0
CON 105	Design Theory	3.0
CON 106	Blueprint and Plan Reading	3.0
CON 116	Construction Business, Accounting, and Financial	3.0
CON 120	Management Construction Methods	3.0
CON 125	Scheduling and Control	5.0

Criminal Justice: Corrections

This program is offered at **Antelope Valley, Bakersfield, Fresno, Modesto (Salida), Ontario, Victor Valley (Hesperia), and Visalia.**

Program Description

The Criminal Justice: Corrections program is 60 weeks in length and prepares graduates for a career in Corrections. The program includes instruction in criminal law, evidence collection and preservation, report writing, institutional corrections, physical agility training, defensive tactics and weaponless defense. Many graduates initially find work in security and develop entry-level work experience while they pursue employment as a correctional officer.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Explain the history, theories and relationship of corrections and the criminal justice system
2. Apply definitions and theories of crime and criminal codes to the criminal justice systems
3. Analyze criminal cases using knowledge of rules of investigation, interrogation, and evidence
4. Examine the concepts of morality, ethics, and law and apply the philosophies within the criminal justice system
5. Write a complete, competent and relevant report
6. Handle inmates appropriately both verbally and physically incorporating Title 15 regulations
7. Use a firearm safely and demonstrate appropriate arrest, search and seizure techniques.
8. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
9. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates



Admission Requirements

- U.S. Citizenship
- No felony criminal convictions
- No misdemeanor convictions that would prohibit applicant from possessing a firearm
- No legal conditions that would prohibit applicant from possessing a firearm
- Valid California driver license
- Applicant must be in good health and physically fit
- Applicant must be age 18 by program start date

Enrollment in the Criminal Justice: Corrections program is subject to the approval of the CJC Program Director or their designee.

Graduation Requirements

- Successful completion of the courses listed below with a score of 70% or higher on all job knowledge tests as well as successful completion of all skill examinations in the CJ60A course
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn an Associate of Science degree and the following certifications: Standards and Training for Corrections (STC) Adult Core Academy, which includes 8-hour Baton; and, Bureau of Security and Investigative Services (BSIS) certified training in Powers to Arrest, Weapons of Mass Destruction, Firearms, Baton, Chemical Agents, Public Relations, Observations and Documentation, Communications and its Significance, and, Liability and Legal Aspects – resulting in (BSIS) Security Guard Care and (BSIS) Security Guard Exposed Weapons permits.

Dental Hygiene

This program is offered at **Ontario** and **Visalia**.

Program Description

The Dental Hygiene program is 67 weeks in length and prepares students to work as a registered dental hygienist. Benefits of this program include comprehensive instruction, small class sizes, and high board pass rates. The program features a fully equipped on-campus dental clinic, allowing students to get hands-on instruction and real-world experience while completing their studies.

The Dental Hygiene program is accredited by the American Dental Association, Commission on Dental Accreditation.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Identify each patient's physical and oral health status by collecting patient data through a process of comprehensive patient assessment procedures
2. Analyze assessment findings and use critical thinking in order to address the patient's dental hygiene treatment needs
3. Establish a dental hygiene care plan that reflects the realistic goals and treatment strategies to facilitate optimal oral health
4. Provide patient-centered treatment and evidence-based care in a manner minimizing risk and optimizing oral health
5. Measure the extent to which goals identified in the dental hygiene care plan are achieved
6. Complete and accurately record all documentation relevant to patient care
7. Adapt to changes in demographics and cultural diversity in dental hygiene practice and health care delivery
8. Interact with the dental community and professional organizations for professional growth and lifelong learning



Admission Requirements

- Completion of the following prerequisite courses at an accredited college or university with a minimum of a "C" grade and an overall GPA of 2.75 or higher:
 - General/Inorganic Chemistry (with lab)
 - General Microbiology (with lab) *
 - Human Physiology (with lab)
 - Speech / Oral Communication
 - Introduction to Sociology
 - Organic/Biochemistry (with lab) *
 - Human Anatomy (with lab)
 - Writing and Composition
 - Intermediate Algebra or higher (not included in the minimum GPA requirements for entry into the program)
 - General Psychology

*The BIOL14 and/or CHE4 course(s) may be offered to applicants who have successfully completed all other prerequisite courses.

Applicants who have successfully completed the prerequisites will be considered for admission into the program. Using a point-based system, applicants will be ranked on the following criteria: cumulative GPA on prerequisite courses, reading comprehension exam, allied health or related work experience, and a personal interview with Dental Hygiene faculty and/or the program director.

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher
- Achieve minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component

Credential and Professional Certifications

Graduates earn an Associate of Science Degree and are eligible to take the National Board written examination and a State and/or Regional Board Examination for licensure as a Registered Dental Hygienist (see next page).

Diagnostic Medical Sonography

This program is offered at **Bakersfield**.

Program Description

The Diagnostic Medical Sonography program is 73 weeks in length and prepares students to work as an entry-level general sonographer. Students learn how to perform ultrasound scanning examinations and record the data for interpretation by a physician. Graduates are prepared to provide effective oral and written communication to the healthcare team as it pertains to diagnostic results.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
2. Perform appropriate ultrasound scanning procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic services.
5. Demonstrate appropriate communication skills with patients and colleagues.
6. Act in a professional and ethical manner.
7. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic ultrasound techniques, and promote principles of good health.
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates.



Admissions Requirements

- Applicants must be at least 18 years of age and have completed the following prerequisite courses with a grade a “C” or higher at an accredited college or university:
 - Writing and Composition
 - Intermediate Algebra or higher
 - Anatomy and Physiology
 - Medical Terminology

Nine units of prerequisite coursework will be applied to the general education graduation requirement.

Applicants who have successfully completed the prerequisites will be considered for admission into the program. Using a point-based system, applicants will be ranked on the following criteria: cumulative GPA on prerequisite courses, an assessment, professional references, and a personal interview with program faculty. Enrollment decisions are made by the Program Director or his/her designee.

Graduation Requirements

- Successful completion of the courses listed below with a grade of “C” or higher in all DMS courses
- Achieve the minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS100)
- Successfully complete at **SJVC** or transfer in (at the time of enrollment) 9.0 units of general education in the following subjects:
 - Ethics (PHIL 1C)
 - Two of the following: Economics (ECON 1), General Psychology (PSY 1), or Introduction to Sociology (SOC 1).

Credential and Professional Certifications

Graduates earn an Associate of Science in Diagnostic Medical Sonography. Upon completion of 1,680 hours of work experience as a diagnostic medical sonographer, graduates are eligible to sit for the ARDMS certification exam. An alternative exam pathway is available to graduates who have earned a previous health studies credential (please see the Program Director for more information).

Electrical Technology

This program is offered at **Modesto (Salida)** and **Ontario**.

Program Description

The Electrical Technology program is 60 weeks in length and provides a framework of electrical knowledge and skills that can be adapted in the electrical trade industry. The program prepares students for employment in numerous electrical and related trades. Upon completion of the Electrical Technology program, the student should be able to install, maintain, and repair electrical equipment and systems in a safe, competent, and professional manner. The program meets the standards set forth by the California Department of Industrial Relations towards the current California Electrician Certification Program. Upon completion of the program, the student is eligible to sit for the California General Electrician's Certification Exam.



Program Student Learning Outcomes

Upon completion of this program, the graduate should be able to:

1. Discuss theories of electrical circuitry and relate these concepts to practical applications
2. Apply proper procedures for the installation, operation, maintenance and repair of residential, commercial, and light industrial wiring, electrical equipment and systems
3. Demonstrate proper usage of the basic tools of the trade
4. Demonstrate the basic use and application of the National Electrical Code and be prepared to successfully pass the California Electrician Certification Exam
5. Create effective reports and documents, electronically and in writing
6. Apply advanced electrical concepts and critical thinking skills to interpret and create blueprint drawings for residential, commercial and light industrial facilities
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates
9. Adhere to national, state, and local safety practices used by technicians working in the electrical industry

Admission Requirements

- Valid California driver license
- No felony convictions
- No misdemeanor convictions for property or drug crimes

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher in all ELEC courses
- Successful completion of the Career Services Seminar (CSS 100)

Professional Certifications

Graduates earn an Associate of Science Degree and are eligible to take the California General Electrician's Certification Exam administered by the California Department of Industrial Relations.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Electrical Technology Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Electricians (47-2111.00)
- Security and Fire Alarm System Installers (49-2098.00)
- Signal and Track Switch Repairers (49-9097.00)
- First-Line Supervisors of Construction Trades and Extraction Workers (47-1011.00)

Heating, Ventilation, Air Conditioning, and Refrigeration

This program is offered at **Antelope Valley (Lancaster), Bakersfield, Fresno, Ontario, Temecula, Victor Valley (Hesperia), and Visalia.**

Program Description

The Heating, Ventilation, Air Conditioning and Refrigeration program is 60 weeks in length and prepares students to work in the heating and cooling industry. Training focuses on theories of heating, refrigeration, and air conditioning. Students study the operation, maintenance, and repair of residential and commercial equipment.



Program Student Learning Outcomes

1. Discuss theories of heating, refrigeration, and air conditioning and relate these concepts to practical applications.
2. Apply proper procedures for the installation, operation, maintenance and repair of both residential and light commercial heating, ventilation, air conditioning and refrigeration equipment and systems.
3. Demonstrate proper usage of the basic tools of the trade.
4. Demonstrate requisite mastery to apply for and obtain the EPA 608 certification from the Environmental Protection Agency.
5. Create effective reports and documents electronically and in writing.
6. Apply advanced electrical concepts and critical thinking skills to interpret and draft schematic wiring diagrams and perform system diagnostics and interpret results.
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.
8. Demonstrate social skills, professional appearance, attitudes, and behavior that employers expect of all **SJVC** graduates.
9. Adhere to national, state, and local safety practices used by service technicians working on HVAC-R systems.

Admission Requirements

- Valid California driver license
- No DUI convictions for the past 3 years

Graduation Requirements

- Successful completion of the courses listed below
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn an Associate of Science degree and have the opportunity to earn EPA 608 certification.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Heating, Ventilation, Air Conditioning, and Refrigeration Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Heating and Air Conditioning Mechanics and Installers (49-9021.00)
- Maintenance and Repair Workers, General (49-9071.00)
- Refrigeration Mechanics and Installers (49-9021.00)

Core Course Requirements

Course ID	Course Name	Credit Units
HVAC-R 100	Theory and Applications of Air Conditioning	5.0
HVAC-R 101	Theory and Applications of Refrigeration	5.0
HVAC-R 102	Theory and Application of Electricity	10.0
HVAC-R 106	Air Distribution Systems	5.0
HVAC-R 104	Advanced Refrigeration	5.0
HVAC-R 105	Advanced Electricity	5.0
HVAC-R 103	Advanced Air Conditioning	5.0

Human Resource Administration

This program is offered **Online**.

Program Description

The Human Resource Administration program is 60 weeks in length and offers training in the procedures, policies, and practices found in today's human resource departments. Students develop personal, professional, and human relations skills necessary to perform the duties of a human resource administrator. Hands-on training includes a variety of computer applications, including Microsoft Office, word processing, spreadsheets, databases and presentation software.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Identify and uphold ethical behavior within an organization
2. Protect all organizational assets, focusing on employee health, safety, and security
3. Identify workplace laws, incorporating the principles of confidentiality and diversity to employee and employer rights
4. Communicate confidently and effectively orally and in writing
5. Perform administrative roles such as record keeping, computer usage, and payroll
6. Develop the role of employee advocate, managing HR activities such as motivation and retention of employees
7. Develop and implement employee training programs
8. Partner with management for organizational decision making in areas such as strategic planning, policy and procedure development, staffing, compensation, and talent management
9. Utilize critical thinking skills to resolve conflict, process grievances, and appraise employee performance
10. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
11. Demonstrate the social skills, professional appearance, attitudes, and behavior that employers expect of all **SJVC** graduates



Graduation Requirements

- Successful completion of the courses listed below
- Minimum keyboarding speed of 35 net words per minute
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn an Associate of Science degree and are prepared to take the Microsoft® Office Specialist Exam for certification in Word, PowerPoint® and Excel®.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Human Resource Administration Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Administrative Services Managers (11-3011.00)
- Bookkeeping, Accounting, and Auditing Clerks (43-3031.00)
- Customer Service Representatives (43-4051.00)
- Executive Secretaries and Executive Administrative Assistants (43-6011.00)
- First-Line Supervisors of Retail Sales Workers (41-1011.00)
- General and Operations Managers (11-1021.00)
- Human Resources Specialists (13-1071.00)
- Office Clerks, General (43-9061.00)
Receptionists and Information Clerks (43-4171.00)
- Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products (51-4081.00)
- First-Line Supervisors of Food Preparation and Serving Workers (35-1012.00)

Industrial Maintenance Technology

This program is offered at **Bakersfield, Modesto (Salida), and Ontario.**

Program Description

SJVC's Industrial Maintenance Technology program is 60 weeks in length and is designed to provide fundamental, hands-on training of industrial systems and equipment. Students will study and master the basic principles, applications, concepts, and functions of hydraulic systems, bearing and seal types, and power transmission components. Practical instruction is provided with industry-standard equipment and software.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Apply basic concepts of electrical theory related to motor control
2. Operate and maintain machinery and machinery components such as industrial bearings, gear systems, and shaft joining and coupling devices
3. Perform advanced hydraulic testing procedures, maintenance, and hydraulic systems operation
4. Program, install, and perform diagnostic functions on programmable logic controllers (PLCs)
5. Use a computer and associated hardware and software to generate documents, prepare electronic spreadsheets, manage databases, conduct Internet research, and communicate via electronic mail
6. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates



Admission Requirements

- Valid California driver license
- No felony convictions
- No misdemeanor convictions for property or drug crimes

Graduation Requirements

- Successful completion of the courses listed below
- Successful completion of the Career Services Seminar (CSS 100)

Credential and Professional Certifications

Graduates earn an Associate of Science Degree.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Industrial Maintenance Technology Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Helpers-Installation, Maintenance & Repair Workers (49-9098.00)
- Maintenance and Repair Workers, General (49-9071.00)
- Maintenance Workers, Machinery (49-9043)
- Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic (51-4081.00)

Core Course Requirements

Course ID	Course Name	Credit Units
ECON 1	Economics	3.0
HEA 10	Health and Wellness	3.0
IT 101	Industrial Electricity	10.0
IT 110	Power Transmission	5.0
IT 120	Fluid Power	5.0
IT 201	Programmable Logic Controllers	10.0
MTG 104	Office Supervision and Organization	3.0
SPC 1A	Introduction to Public Speaking	3.0

Information Technology

This program is offered **Online**.

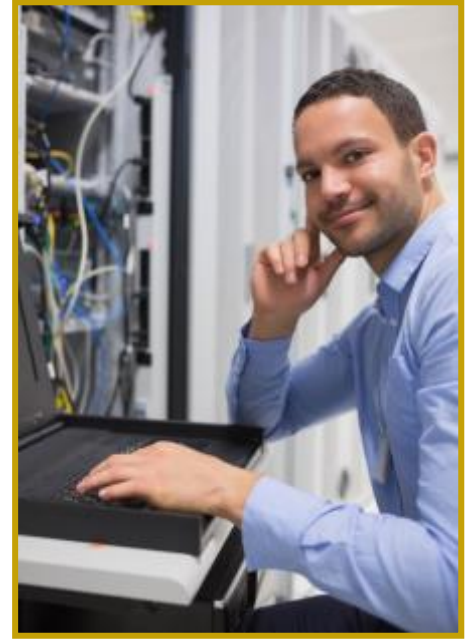
Program Description

The Information Technology (InfoTech) program is 60 weeks in length and provides students with the knowledge and skills for a variety of entry-level careers in the Information Technology industry. Students who enroll in the program will take foundational courses in computer hardware and software and will have the option of completing certificates in Computer Support, Networking, and Security on their path towards the degree. This program is designed to prepare students for industry-specific certifications related to their career-path.

Program Student Learning Outcomes

Depending upon selected concentrations, upon completion of the program, the graduate will be able to:

1. Apply problem solving and critical thinking skills to information technology solutions.
2. Design and manage secure networks using standard industry practices.
3. Demonstrate knowledge of hardware and software installation, maintenance, and support.
4. Use technical support and customer service best practices.
5. Follow information security best practices.
6. Troubleshoot, maintain and secure PC's, mobile devices, and peripherals.
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.



Graduation Requirements

- Successful completion of the courses listed below
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn an Associate of Science Degree and are eligible to take certification exams through CompTIA®.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Information Technology Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Computer User Support Specialists (15-1151)
- Computer Network Support Specialists (15-1152)
- Information Security Analysts (15-1122)
- Network and Computer Systems Administrators (15-1142)

Core Course Requirements

Course ID	Course Name	Credit Units
COMP 105	Certification Review - Core	2.0
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 121	Windows Server Install & Conf	4.0
COMP 122	Windows Server Admin	4.0
COMP 123	Wireless Local Area Networks	4.0
COMP 124	Network+	4.0

Licensed Vocational Nursing to Registered Nursing

An LVN to RN Associate Degree in Nursing is offered at the **SJVC Visalia Campus**.

Program Description

The LVN to RN Associate Degree in Nursing program is designed for Licensed Vocational Nurses who want to take the next step in their medical career. This program allows currently licensed Vocational Nurses to transfer credits from their LVN studies to the required coursework needed for the Registered Nursing program.

Students will be prepared to work as a Registered Nurse within the health care delivery system. Graduates are trained as providers and managers of care, communicators and collaborators, and client advocates and educators. Students learn Med-Surg nursing; Geriatric and pediatric care; obstetric and neonatal nursing; and mental health care.

The LVN-RN Bridge program is approved by the California Board of Registered Nursing (BRN).



Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Assist individuals from diverse backgrounds to achieve optimal health utilizing the knowledge gained from biological, social, and nursing sciences
2. Formulate a comprehensive plan of care that minimizes risk and optimizes safety using the nursing process
3. Integrate the role of professional nurse into clinical practice
4. Apply psychological, social, and cultural knowledge to nursing practice
5. Use inter- and intra-professional communication and collaboration skills to deliver evidence-based, patient-centered care
6. Assume the role of advocate to improved health care delivery by communicating and acting according to the expressed needs of the individual
7. Interpret data and apply evidence to support clinical judgment
8. Develop and implement patient education based on identified need and in collaboration with the patient
9. Utilize a variety of resources, including electronic media and medical technology to provide safe, quality care of the patient and family
10. Provide leadership, manage resources, delegate and supervise members of the healthcare team
11. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates

Admission Requirements

- Completion of a minimum of 34 units of general education prerequisite coursework (GPA of 2.5 or higher) in the following subjects at an accredited college or university:
 - Human Anatomy with lab
 - Microbiology with lab
 - Human Physiology with lab
 - General Chemistry with lab
 - Writing & Composition
 - Intermediate Algebra or higher
 - General Psychology
 - Introduction to Sociology or Cultural Anthropology
 - Introduction to Public Speaking / Oral Communication
 - General Education (GE) Breadth Area C2 (minimum of 3.0 units in literature, philosophy, or foreign language)²

² If the student does not have GE Area C2 units to transfer in, PHIL 1C: Ethics must be taken at **SJVC**.

These courses are also offered at **SJVC** (see **General Education Prerequisites** below). More information on pre-requisite courses is available on the SJVC website: <http://www.sjvc.edu/admissions/admissions-requirements/prerequisite-courses-faqs>.

Completion of the program's general education requirements at **SJVC** does not guarantee entry into the RN program.

- Current Basic Life Support (BLS) certification from the American Heart Association
- Evidence of a current California LVN license. Students will receive 6.0 units of credit for the license.
 - The program does allow applicants to challenge the LVN coursework and licensure requirements. To successfully do so, applicants must:
 - Achieve a benchmark equivalent National Standard for ATI Fundamentals Proctored Assessment to establish foundational knowledge base
 - Achieve a score of 75% on the Final Exam for RN10 and RN 10L
- The College has well-defined policies and procedures that govern the acceptance of credit for coursework completed at other institutions, including military education and training for VA students (see Transfer of Credit Policy, College Catalog).

Challenge/Advanced Placement Policy for Military Trained Healthcare Personnel Requesting Entrance into the RN Program

Effective August 2017: Individuals who have held Military Health Care Occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C), may achieve advanced placement into the nursing program with documentation of education and experience qualifying them for the specific Military Health Care Occupation and upon successful completion of the challenge exam(s), dosage calculation exam, and skills competency exam.

Application Process

Prospective students are responsible for providing proof of admission requirements and submitting additional required documents related to the application process. When a complete application file is received, the applicant takes entrance assessment exams and writes a personal goal statement. Final selection is based on points earned in the admission process. Qualified candidates will be considered for an invitation to interview with the selection committee.

Program Length

The bridge program is delivered over the course of four terms (a term is comparable to a semester). Terms 1 and 2 consist of the program's general education pre-requisites (40 weeks) and are followed by the five-week bridge course (RN 28). Students will then matriculate into Terms 3 (22 weeks) and 4 (20 weeks) with a one week break in between these terms. Upon completion, students will complete a one week NCLEX Prep Course for a total program length of 89 weeks.

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher in all RN courses
- Achieve minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component

Credential and Professional Certifications

Graduates earn an Associate of Science Degree in Nursing (ADN) and are eligible to apply to the California Board of Registered Nursing to sit for the National Council Licensure Examination for Registered Nursing (see below).

State Licensure

Graduates are eligible to apply to the California Board of Registered Nursing (BRN) to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). This application requires a background check. When applying for licensure in the State of California to the Board of Registered Nursing (BRN), applicants are required to report any disciplinary action against a professional license and/or misdemeanor or felony convictions; certain convictions may result in denial of licensure. Each case is considered individually by the BRN.

Graduates who pass the NCLEX-RN are licensed by the BRN and authorized to use the RN credential, which is a requirement to work in this field.

Medical Billing and Coding

This program is offered **Online**

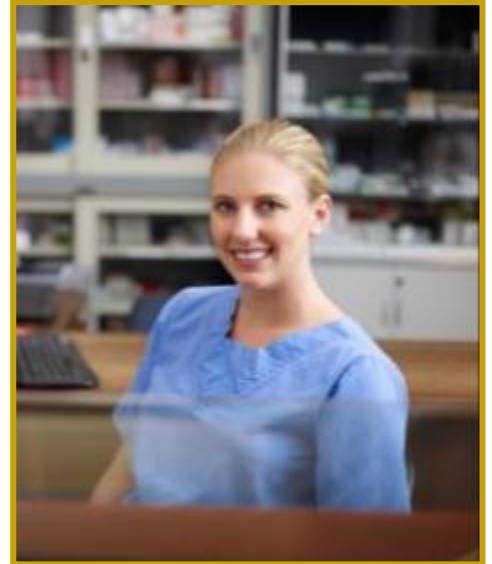
Program Description

The Medical Billing and Coding program is 65 weeks in length and trains students to work on the administrative side of healthcare in a medical practice, facility billing service, or health insurance company. Hands-on experience and classroom instruction include the study of anatomy and physiology, medical terminology, diagnostic and procedural coding, insurance principles and billing, medical office skills, and professional communication.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Perform administrative skills such as scheduling and receiving patients as well as documenting and maintaining patient financial records
2. Operate and manage a computerized medical office that includes EMR/EHR and practice management program
3. Code, develop, submit, and manage insurance claims accurately
4. Manage emergency situations requiring CPR/BLS-HCP and/or first aid
5. Communicate effectively orally and in writing using correct medical and insurance terminology
6. Demonstrate the skills required to be prepared for AAPC certification exams
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates



Bridge Course

A bridge course – MBC 101: Medical Billing and Coding Requisites, will be offered, as needed, to students who meet one of the following criteria for entry into the Medical Billing & Coding program:

- 1) Online Medical Office Administration (MOA) program graduates who have received ICD-10 training;
- 2) On-ground MOA certificate graduates; or
- 3) On-ground MOA certificate enrollments who wish to transition to the Medical Billing and Coding degree program and have already completed the MOP 120 and MOP 140 courses.

Graduation Requirements

- Successful completion of the courses listed below
- Minimum keyboarding speed of 35 net words per minute
- Achieve minimum standard of the Health Insurance Portability and Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS 100) course

Credential and Professional Certifications

Graduates earn an Associate of Science degree and are eligible to take the Certified Professional Coder (CPC) and Certified Professional Biller certification examinations administered by the American Academy of Professional Coders (AAPC). Graduates earn a typing certificate and certifications in HIPAA, and first aid.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Medical Billing and Coding Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Medical Secretaries (43-6013.00)
- Billing and Posting Clerks (43.3021)
- Medical Records and Health Information Technicians (29-2071.00)
- Office Clerks, General (43-9061.00)

Medical Office Administration

This program is offered at **Antelope Valley (Lancaster), Bakersfield, Fresno, Modesto (Salida), Ontario, Temecula, Victor Valley (Hesperia), and Visalia.**

Program Description

The Medical Office Administration program is 60 weeks in length and prepares graduates to work in front-office positions for a medical practice, healthcare facility, or insurance company. Hands-on experience and classroom instruction include the study of office management, medical billing, coding, Electronic Health Records training, patient recordkeeping, bookkeeping, and professional communication.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Perform administrative skills such as scheduling and receiving patients as well as charting and maintaining patient records
2. Operate and manage a computerized medical office that includes bookkeeping and accounting tasks
3. Code, submit, and manage insurance claims accurately
4. Manage emergency situations requiring CPR or first aid
5. Communicate effectively orally and in writing using correct medical terminology and demonstrate the skills required to be prepared for professional certification exams
6. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates



Graduation Requirements

- Successful completion of the courses listed below
- Minimum keyboarding speed of 35 net words per minute
- Achieve the minimum requirement of the Health Insurance Portability Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS 100) course

Credential and Professional Certifications

Graduates earn an Associate of Science degree and are eligible to sit for the National Certified Medical Office assistant (NCMOA) exam or the National Certified Insurance & Coding Specialist (NCIS) exam offered by the National Center for Competency Testing. Graduates also earn the following certifications: HIPAA, AHA-Adult & Infant CPR, and First Aid Certification.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Medical Office Administration Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Billing and Posting Clerks (43-3021.00)
- Medical Assistants (31-9092.00)
- Medical Records and Health Information Technicians (29-2071.00)
- Medical Secretaries (43-6013.00)
- Office Clerks, General (43-9061.00)

Core Course Requirements

Course ID	Course Name	Credit Units
BUSN 100	Business Math Applications	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
HCP 201	Diseases and Disorders	3.0

Pharmacy Technology

This program is offered at Antelope Valley (Lancaster), **Bakersfield, Fresno, Modesto (Salida), Ontario, Temecula, Victor Valley (Hesperia), and Visalia.**

Program Description

The Pharmacy Technology program is 60 weeks in length and prepares students to work under the direct supervision of a Registered Pharmacist as part of a team responsible for carrying out a doctor's pharmaceutical orders. Pharmacy Technicians assist in the various activities of compounding, distributing, and dispensing of medications.

Training includes a balance of classroom and lab instruction, as well as an extern component, which allows students experiential learning in an actual clinical environment.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Exhibit accurately the competencies of a Pharmacy Technician including:
 - Legal limitations within the law
 - How and why aseptic techniques are used
 - Legal requirements for prescription forms and labels
 - Correct medical terminology
 - Stability characteristics and storage requirements of commonly prescribed drugs
 - Drug to drug interactions of commonly prescribed drugs
 - Indications of commonly prescribed drugs
 - The trade (brand) and generic names of commonly prescribed drugs
2. Read, interpret, transcribe, troubleshoot, and process prescriptions and medical orders accurately
3. Demonstrate the ethical principles of the pharmacy profession
4. Possess and display professional skills related to dependability, customer service, team work, flexibility & adaptability in working with patients, medical staff, insurance staff, and other pharmacy personnel
5. Characterize a medical professional capable of learning, growing and adapting to varied environments and activities in working with a licensed Pharmacist
6. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or better in all PT courses
- Minimum keyboarding speed of 35 net words per minute
- Meet the minimum requirement of the Health Insurance Portability Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn an Associate of Science degree and are eligible to apply for licensure with the California State Board of Pharmacy (see below). Students qualify to take the National Pharmacy Technician Certification Exam (PTCE) upon successful completion of practice exams administered during their course of study and with the approval of the Pharmacy Liaison. Students also earn their HIPAA Certification.

State Licensure

Graduates are eligible to apply for licensure with the California State Board of Pharmacy providing they meet the requirements as specified by the board, including a Department of Justice criminal background check and data bank query to determine if an act has been committed that constitutes grounds for denial of licensure. This license is required in the



Registered Nursing

An Associate Degree in Nursing (ADN) (also referred to as the generic program) is offered at the **Visalia** and **Ontario Campuses**.

Program Description

SJVC's Registered Nursing program prepares students to work as a Registered Nurse within the health care delivery system. Graduates are trained as providers and managers of care, communicators and collaborators, and collaborators; and client advocates and educators. Students learn Med-Surg nursing; Geriatric and pediatric care; obstetric and neonatal nursing; and mental health care. The RN program is approved by the California Board of Registered Nursing (BRN).

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Assist individuals from diverse backgrounds to achieve optimal health utilizing the knowledge gained from biological, social, and nursing sciences
2. Formulate a comprehensive plan of care that minimizes risk and optimizes safety using the nursing process
3. Integrate the role of professional nurse into clinical practice
4. Apply psychological, social, and cultural knowledge to nursing practice
5. Use inter- and intra-professional communication and collaboration skills to deliver evidence-based, patient-centered care
6. Assume the role of advocate to improved health care delivery by communicating and acting according to the expressed needs of the individual
7. Interpret data and apply evidence to support clinical judgment
8. Develop and implement patient education based on identified need and in collaboration with the patient
9. Utilize a variety of resources, including electronic media and medical technology to provide safe, quality care of the patient and family
10. Provide leadership, manage resources, delegate and supervise members of the healthcare team
11. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates



Admission Requirements

- Completion of a minimum of 34 units of general education prerequisite coursework (GPA of 2.5 or higher) in the following subjects at an accredited college or university:
 - Human Anatomy with lab
 - Microbiology with lab
 - Human Physiology with lab
 - General Chemistry with lab
 - Writing & Composition
 - Intermediate Algebra or higher
 - General Psychology
 - Introduction to Sociology or Cultural Anthropology
 - Introduction to Public Speaking / Oral Communication
 - General Education (GE) Breadth Area C2 (minimum of 3.0 units in literature, philosophy, or foreign language)⁸

These courses are offered at **SJVC** (see **General Education Prerequisites** below). More information on pre-requisite courses is available on the **SJVC** website: <http://www.sjvc.edu/admissions/admissions-requirements/prerequisite-courses-faqs>. Completion of the program's general education requirements at **SJVC** does not guarantee entry into the RN program.

- Current Basic Life Support (BLS) certification from the American Heart Association
- Evidence of a current California LVN license. Students will receive 6.0 units of credit for the license.

⁸ If the student does not have GE Area C2 units to transfer in, PHIL 1C: Ethics must be taken at **SJVC**.

- The program does allow applicants to challenge the LVN coursework and licensure requirements. To successfully do so, applicants must:
 - Achieve a benchmark equivalent National Standard for ATI Fundamentals Proctored Assessment to establish foundational knowledge base
 - Achieve a score of 75% on the Final Exam for RN10 and RN 10L
- The College has well-defined policies and procedures that govern the acceptance of credit for coursework completed at other institutions, including military education and training for VA students (see Transfer of Credit Policy, College Catalog).

Challenge/Advanced Placement Policy for Military Trained Healthcare Personnel Requesting Entrance into the RN Program

Effective August 2017: Individuals who have held Military Health Care Occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C), may achieve advanced placement into the nursing program with documentation of education and experience qualifying them for the specific Military Health Care Occupation and upon successful completion of the challenge exam(s), dosage calculation exam, and skills competency exam.

Application Process

Prospective students are responsible for providing proof of admission requirements and submitting additional required documents related to the application process. When a complete application file is received, the applicant takes entrance assessment exams and writes a personal goal statement. Final selection is based on points earned in the admission process. Qualified candidates will be considered for an invitation to interview with the selection committee.

Program Length

The bridge program is delivered over the course of four terms (a term is comparable to a semester). Terms 1 and 2 consist of the program's general education pre-requisites (40 weeks) and are followed by the five-week bridge course (RN 28). Students will then matriculate into Terms 3 (22 weeks) and 4 (20 weeks) with a one week break in between these terms. Upon completion, students will complete a one week NCLEX Prep Course for a total program length of 89 weeks.

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher in all RN courses
- Achieve minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component

Credential and Professional Certifications

Graduates earn an Associate of Science Degree in Nursing (ADN) and are eligible to apply to the California Board of Registered Nursing to sit for the National Council Licensure Examination for Registered Nursing (see below).

State Licensure

Graduates are eligible to apply to the California Board of Registered Nursing (BRN) to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). This application requires a background check. When applying for licensure in the State of California to the Board of Registered Nursing (BRN), applicants are required to report any disciplinary action against a professional license and/or misdemeanor or felony convictions; certain convictions may result in denial of licensure. Each case is considered individually by the BRN.

Graduates who pass the NCLEX-RN are licensed by the BRN and authorized to use the RN credential, which is a requirement to work in this field.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Licensed Vocational Nursing to Registered Nursing Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Registered Nurses (29-1141.00)
Completion of the program's general education requirements at **SJVC** does not guarantee entry into the RN program.

Respiratory Therapy

This program is offered at **Bakersfield, Ontario, Rancho Cordova, Temecula** and **Visalia**.

Program Description

The Respiratory Therapy program is 80 weeks in length and prepares students to be a member of a health care team that evaluates, treats, and manages patients with respiratory illness and other cardiopulmonary disorders. In addition to performing respiratory care procedures, respiratory therapists are involved in clinical decision-making and patient education. Students receive extensive clinical practice in hospitals and clinics to gain real world experience.

The RT program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Perform clinically as a competent advanced-level Respiratory Therapist
2. Exemplify critical thinking and judgment skills
3. Demonstrate personal and professional behavior consistent with a Respiratory Therapist
4. Earn Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support Provider (PALS), and Neonatal Resuscitation Provider (NRP) certifications
5. Become a Registered Respiratory Therapist
6. Characterize the philosophies of lifelong learning and professional growth by participating in continued education and community outreach
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates
8. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.



Admission Requirements

- Applicant must be in good health and physically fit.
- Applicant must be age 18 by his/her expected graduation date.

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

Graduation Requirements

- Successful completion of the courses listed below with a grade of “C” or higher in all RT courses, including co-requisite general education and science course work (BIO 21, BIO 24, and CHE 3A)¹⁴
- Achieve minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component
- Successfully pass the skills competencies and program certifications in the term in which they are given
- Document a minimum of 85% attendance in each academic and clinical course
- Successful completion of the Career Services Seminar (CSS 100)

Credential and Professional Certifications

Graduates earn an Associate of Science degree and the following certifications: Basic Life Support (BLS); Advanced Cardiac Life Support (ACLS); Pediatric Advanced Life Support (PALS); and Neonatal Resuscitation Provider (NRP).

State Licensure

Graduates are eligible to sit for the National Board of Respiratory Care (NBRC): Therapist Multiple Choice Exam (TMC). Upon achieving the minimum cut score on the TMC, graduates will be eligible to take the Clinical Simulation Exam (CSE). Upon

¹⁴ If the minimum grade requirement is not met, the student will be required to repeat the failed course and will not be allowed to advance into their next term of instruction until a passing grade is earned.

Surgical Technology

This program is offered at **Bakersfield, Fresno, Rancho Cordova, and Temecula.**

Program Description

The Surgical Technology program is 64 weeks in length and prepares students to facilitate invasive, therapeutic, and diagnostic surgical procedures. Students learn the theory and application of sterile techniques as well as human anatomy. Instruction includes an extensive clinical rotation to give students hands-on experience in a surgical environment.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA).

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Complete eligibility requirements for the National Certification Exam for Surgical Technologists
2. Demonstrate knowledge of surgical technology skills by successfully accomplishing controlled learning activities
3. Employ information obtained from biological, social and psychological studies
4. Obtain and use knowledge in providing culturally fitting patient care
5. Apply acquired skills and knowledge within the clinical setting
6. Practice surgical asepsis in diverse clinical backgrounds
7. Function as a surgical team member to deliver excellence in patient care
8. Demonstrate the development and consistent application of a surgical conscience
9. Practice accountability, competence, and character demonstrative of a trained professional
10. Practice ownership of learning and maintain responsibility and self-discipline to appraise and incorporate continued learning
11. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
12. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates

Admission Requirements

- Applicant must be in good health and physically fit
- Applicant must be age 18 by his/her expected graduation date

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

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher in all ST courses
- Achieve the minimum requirement for the Health Insurance Portability and Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates of this program earn an Associate of Science degree and the following certifications: CPR, HIPAA, and Blood Borne Pathogens. Graduates are also eligible to apply to the National Board of Surgical Technology and Surgical Assisting (NBSTSA) to sit for the Certified Surgical Technologist (CST) national certification exam. Graduates who pass the certification exam are authorized to use the credential Certified Surgical Technologist (CST).



Veterinary Technology

This program is offered at **Bakersfield** and **Fresno**.

Program Description

The Veterinary Technology program is 65 weeks in length and prepares students with the skills to help animals when they need it most. This in-depth training covers animal patient care including lab tests, radiology procedures, and surgical assisting. Curriculum also focuses on communication skills involving pet owner education, sick animal counseling, and wellness/preventative measures.

Students receive hands-on training under the direct supervision of a Registered Veterinary Technician or Doctor of Veterinary Medicine. Externship rotations include various animal care environments to give students real-world experience.

The Fresno Veterinary Technology program holds initial accreditation by the American Veterinary Medical Association (AVMA).

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Perform the duties pertaining to veterinary clinic reception, bookkeeping, office management, and general computer skills
2. Perform the various duties of a veterinary assistant, such as venipuncture, administering of injections, placing of IV catheters, intubation, and the monitoring of anesthesia in a surgical setting
3. Perform dental prophylaxis, with capability to instruct and demonstrate in-home dental care, providing detailed explanation for future recommendations
4. Apply the concepts of animal husbandry, common diseases, signs, treatment, and prevention of disease to the Veterinary Technician profession
5. Perform and apply laboratory procedures, as well as radiographic film processing regarded as diagnostic contributions in animal health care
6. Demonstrate confidence in the execution of exam room protocols, such as proper pet restraining techniques, the obtaining of vitals, accurate recording of patient history and client communication within the examination process
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates

Graduation Requirements

- Successful completion of the courses listed below with a grade of “C” or higher in all VRT courses
- Successful completion of the Career Services Seminar (CSS 100)

Credential and Professional Certifications

Fresno Veterinary Technology Program: Graduates earn an Associate of Science degree and are immediately eligible to work as a Veterinary Assistant. This program holds initial accreditation by the American Veterinary Medical Association (AVMA), qualifying students to sit for both the California Veterinary Technician Examination (CVTE) and the Veterinary Technician National Exam (VTNE) after graduation. Upon successful completion of both exams, graduates are eligible to obtain state licensure and work as a Registered Veterinary Technician (RVT). For more information, please refer to the state board website: <http://www.vmb.ca.gov>.

Bakersfield Veterinary Technology Program: Graduates earn an Associate of Science degree and can apply for licensure by meeting all of the Veterinary Medical Board requirements, including completion of 4,416 hours of practical experience under the direct supervision of a California licensed veterinarian and submission of **SJVC** course outlines to the Veterinary Medical Board. For additional details, please visit: <http://www.vmb.ca.gov>



Vocational Nursing

This program is offered at **Visalia**.

Program Description

The Licensed Vocational Nursing program is 67 weeks in length and trains students to offer professional care to the sick, injured, convalescent, and disabled under the direction of physicians and registered nurses. LVNs are an important part of a health care team responsible for administering medical treatment, detecting illnesses, and patient education.

The program includes an externship that allows students to further their studies in a real-world medical environment. This hands-on clinical training enhances the learning experience and allows students to develop a work history while completing their studies.

The Vocational Nursing program is approved by the Board of Vocational Nursing and Psychiatric Technicians.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Use nursing knowledge, judgment and skills to establish baseline data for the nursing process
2. Demonstrate competence in diagnostic and therapeutic nursing techniques
3. Use strong, developed self-concept in combination with creative/critical thinking, nursing judgment, knowledge and skills to provide nursing care in all health care settings
4. Embody caring and compassion as evidenced by interpersonal interactions and therapeutic practice
5. Use communication skills and collaboration with clients/families, and other members of the health care delivery team
6. Apply organizational skills to focus the care on the client's needs while working with interdisciplinary teams of allied health workers
7. Use nursing judgment to provide cost-effective client care
8. Use leadership and professionalism to be a client advocate and bring about any needed changes in the health care delivery system of today
9. Pass the Licensed Vocational Nurse Board Examination for licensure
10. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
11. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates

Admission Requirements

- Applicant must be in good health and physically fit
- Applicant must be age 18 by his/her expected start date
- Applicant must 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 and personal interview.

Graduation Requirements

- Successful completion of all courses listed below with a grade of "C" or higher in all VN courses
- Achieve the minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn an Associate of Science degree and are eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). This exam requires a background check. Graduates also earn HIPAA certification.

State Licensure

Graduates who pass the NCLEX-PN are licensed by the Board of Vocational Nursing and are authorized to use the credential Licensed Vocational Nurse (LVN), which is a requirement to work in this field.



Aviation Maintenance Technology

This program is offered at the **Fresno Aviation Campus**.

Program Description

SJVC's Aviation Maintenance Technology program is offered during the day (73 weeks) or in the evening (108 weeks). The program provides students with the skills and technical knowledge to perform aircraft, airframe, and powerplant maintenance and inspections. Hands-on training in the hangar includes servicing, troubleshooting, and repair of powerplant and airframe systems and components.

The program is accredited by the Federal Aviation Administration and approved by the California State Approving Agency to enroll veterans and other eligible persons.



An online degree completion option is available to students who are interested in earning an Associate of Science Degree.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

6. Demonstrate a solid foundation of general aviation knowledge as required to perform effectively and safely as a capable licensed airframe and powerplant mechanic
7. Service, inspect, repair, and troubleshoot airframe structures and related components in accordance with applicable regulations while following safety procedures.
8. Service, inspect, repair, and troubleshoot aircraft engines and related components in accordance with applicable regulations while following safety procedures.
9. Relate and apply concepts of communication, reasoning, critical analysis ethical behavior, and, appropriate interpersonal interaction to situations in his or her career and personal life.
10. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates

Graduation Requirements

Successful completion of the courses listed below. With the exception of AERO 51, all other AERO courses must be completed with a grade of "C" or better. AERO51 meets the requirement for completion of CSS100.

Credential and Professional Certifications

Graduates earn a Certificate of Completion and are eligible to test for an Airframe and Powerplant (A&P) license through the Federal Aviation Administration (FAA). Students may earn an Associate of Science degree by completing courses online or at any **SJVC** campus.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Aviation Maintenance Technology program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Aircraft Mechanics and Service Technicians (49-3011.00)

Core Course Requirements

Course ID	Course Name	Credit Units	Credit Hours
AERO 30	Aircraft Basic Science	9.0	256
AERO 31	Basic Electricity and Electronics	9.0	256
AERO 32	Reciprocating Engine Theory and Engine Overhaul	9.0	256
AERO 33	Sheet Metal Structures and Airframe Auxiliary Systems	9.0	256
AERO 34	Turbine Engines	9.0	256
AERO 35	Composite Structures	9.0	256
AERO 36	Propellers and Engine Auxiliary Systems	9.0	256
AERO 37	Aircraft Landing Gear	9.0	256
AERO 51*	Professional Licensing Seminar	2.0	96
Total		74.0	2,144

*Fulfills the CSS100 graduation requirement.

Business Administration

This program is offered at **Antelope Valley (Lancaster), Bakersfield, Delano, Fresno, Hanford, Madera, Modesto (Salida), Online, Ontario, Porterville, Temecula, Victor Valley (Hesperia) and Visalia**. Students taking the program at one of the California campuses take courses on-ground and online. This helps students improve their technology skills and allows for schedule flexibility.

Program Description

The Business Administration program is 30 weeks in length and provides a framework of office procedures and skills that can adapt to any company's operation. Students develop into knowledgeable, ethical, and technically competent business professionals. Students who enroll in the program will take foundational core courses in essential business concepts and will go on to complete additional course in one of the following concentrations: Business Management, Retail Management, or Business Accounting. Each concentration is designed to prepare students for certification(s) from National Retail Federation (NRF®), National Association of Certified Public Bookkeepers (NACPB), or Certiport.



Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Demonstrate proficiency in using technological tools applicable to a business setting
2. Demonstrate keyboarding and ten key skills commensurate with industry standards
3. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior, and appropriate interpersonal interaction to situations in his or her career and personal life
4. Demonstrate the social skills, professional appearance, attitudes, and behavior that employers expect of all **SJVC** graduates
5. Apply business management concepts, including human resources, marketing, law and ethics (Business Management Concentration)
6. Demonstrate accounting skills commensurate with bookkeeping industry standards (Business Accounting Concentration)
7. Demonstrate effective customer service, sales, and retail skills applicable in a retail business setting (Retail Management Concentration)

Graduation Requirements

- Successful completion of the courses listed below
- Minimum keyboarding speed of 45 net words per minute
- Minimum 10 key speed of 8,000 keystrokes per hour
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn a Certificate of Completion and are eligible to take certifications relative to the concentration chosen. Certifications offered include Retail Management and Customer Service and Sales Certifications from National Retail Federation (NRF®); Bookkeeper Certification from National Association of Certified Public Bookkeepers (NACPB); and Microsoft® Office Specialist Excel® Certification from Certiport.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Aviation Maintenance Technology program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Business Administration Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Administrative Services Managers (11-3011.00)
- Bookkeeping, Accounting, and Auditing Clerks (43-3031.00)
- Customer Service Representatives (43-4051.00)

Clinical Medical Assisting

This program is offered at **Antelope Valley (Lancaster), Bakersfield, Delano, Fresno, Hanford, Madera, Modesto (Salida), Online, Ontario, Porterville, Temecula, Victor Valley (Hesperia), and Visalia.**

Program Description

The Medical Assisting program is 30 weeks in length and prepares graduates to work in medical offices and specialty clinics. Training helps students learn the skills required to be a valuable member of the healthcare team. Students will receive advanced training in medical office procedures as well as front-and-back office skills. The program includes an externship that provides enhanced learning and the opportunity to develop work in-field experience.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Manage the front office of a health care facility and perform administrative duties such as patient charting, billing, letter writing, and handling coding procedures for insurance purposes using a variety of applicable software
2. Perform clinical skills such as taking vital signs, dosage computations, venipuncture, injections, hematology, administration of medication, specimen collection, and emergency procedures
3. Distinguish the various systems of the human body and explain their function using proper medical terminology
4. Communicate effectively orally and in writing and demonstrate the knowledge and skills required to be eligible and prepared for appropriate certification exams
5. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher in all clinical courses
- Successful completion of the Career Services Seminar (CSS100)
- Achieve the minimum requirement of Health Insurance Portability and Accountability Act (HIPAA) component

Credential and Professional Certifications

Graduates earn a Certificate of Completion and are eligible to sit for the National Certified Medical Assistant (NCMA) exam offered by the National Center for Competency Testing.* Students also prepare for and take certification exams within their program courses that include HIPAA, CPR, and First Aid.

Students residing outside of California are encouraged to take a certification examination recognized by their state medical board or an independent certification organization.

***Graduates may qualify for other certifications depending upon location and placement requirements.**

Graduate Placement

The following job categories are considered in-field placements for graduates of the Clinical Medical Assisting Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Medical and Clinical Laboratory Technicians (29-2012.00)
- Medical Assistants (31-9092.00)
- Medical Records and Health Information Technicians (29-2071.00)
- Medical Secretaries (43-6013.00)

Core Course Requirements

Course ID	Course Name	Credit Units
COMP 101	Computer Literacy & Applications for the Professional	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0



Criminal Justice: Corrections

This program is offered at **Antelope Valley (Lancaster)**.

Program Description

The Criminal Justice: Corrections program is 40 weeks in length and prepares graduates for a career in Corrections.

The program includes instruction in criminal law, evidence collection and preservation, report writing, institutional corrections, physical agility training, defensive tactics and weaponless defense. Many graduates initially find work in security and develop entry-level work experience while they pursue employment as a correctional officer.



Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Explain the history, theories and relationship of corrections and the criminal justice system
2. Apply definitions and theories of crime and criminal codes to the criminal justice systems
3. Analyze criminal cases using knowledge of rules of investigation, interrogation, and evidence
4. Examine the concepts of morality, ethics, and law and apply the philosophies within the criminal justice system
5. Write a complete, competent and relevant report
6. Handle inmates appropriately both verbally and physically incorporating Title 15 regulations
7. Use a firearm safely and demonstrate appropriate arrest, search and seizure techniques.
8. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal lives
9. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates

Admission Requirements

- U.S. Citizenship
- No felony criminal convictions
- No misdemeanor convictions that would prohibit applicant from possessing a firearm
- No legal conditions that would prohibit applicant from possessing a firearm
- Valid California driver license
- Applicant must be in good health and physically fit
- Applicant must be age 18 by program start date

Enrollment in the Criminal Justice: Corrections program is subject to the approval of the CJC Program Director or their designee.

Graduation Requirements

- Successful completion of the courses listed below with a score of 70% or higher on all job knowledge tests as well as successful completion of all skill examinations in the CJ60A course
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn a Certificate of Completion and the following certifications: Standards and Training for Corrections (STC) Adult Core Academy, which includes 8-hour Baton; and, Bureau of Security and Investigative Services (BSIS) certified training in Powers to Arrest, Weapons of Mass Destruction, Firearms, Baton, Chemical Agents, Public Relations, Observations and Documentation, Communications and its Significance, and, Liability and Legal Aspects – resulting in (BSIS) Security Guard Care and (BSIS) Security Guard Exposed Weapons permits.

BSIS Training Facility Baton TFB Training Facility Firearms (TFF) Licenses by Campus: Antelope Valley (Lancaster) TFB 1329/TFF 1450, Bakersfield TFB 256/TFF 256, Fresno TFB 1331/TFF 1434, Hesperia TFB 1247/TFF 1389, Modesto (Salida) TFB 1330/TFF 1390, Ontario TFB 1332/TFF 1393, and Visalia TFB 1328/TFF 1435

Dental Assisting

This program is offered at **Bakersfield, Fresno, Temecula, Victor Valley (Hesperia), and Visalia.**

Program Description

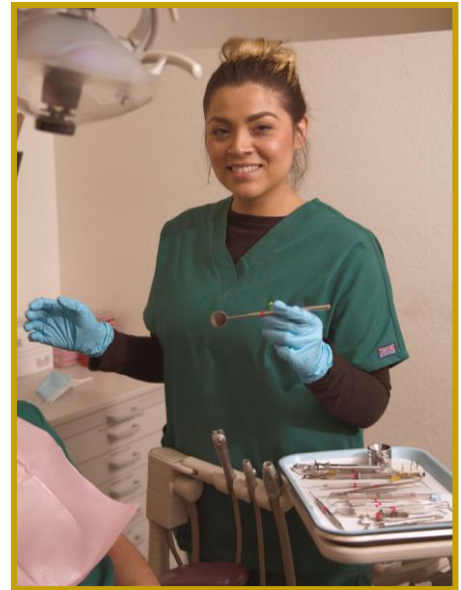
The Dental Assisting program is 45 weeks in length and includes all aspects of working with a dentist, including patient-care, office and laboratory duties. A balance of hands-on experience with classroom instruction prepares students with the dental assisting skills and related theory needed to perform on the job. Graduates are well-prepared for a career in chairside assisting or in an administrative capacity.

The Dental Assisting program is approved by the Dental Board of California.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Identify and analyze the laws and regulations of the Dental Board and maintain the standards of a Dental Healthcare Provider
2. Meet eligibility requirements for employment and the California Registered Dental Assistant's State Board examination by achieving standardized course learning outcomes in the following areas of expertise: CPR, Dental Radiology, Infection Control and Dental Practice Act: Law and Ethics, Coronal Polish, Pit and Fissure Sealants
3. Perform all direct patient care duties legally assigned to the unlicensed dental assistant and Registered Dental Assistant
4. Assist during commonly practiced dental procedures, including but not limited to, direct and indirect restorations, fixed prosthodontics, endodontics and orthodontic treatment
5. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
6. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates



Admission Requirements

- Applicant must be age 18 by their expected start date

Graduation Requirements

- Completion of the courses listed below with a grade of "C" or higher
- Achieve the minimum requirement of the Infection Control, Radiology, Coronal Polish, Pit and Fissure Sealants, CPR and Health, Insurance, Portability, and Accountability Act (HIPAA) components
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn a Certificate of Completion and certifications in Dental Radiation Safety, CPR, Infection Control and Dental Law and Ethics. With the completion of coronal polish and pit and fissure sealants, students are eligible to take the Dental Board of California Examination for state licensure.

State Licensure

Graduates are eligible to apply for and take the Dental Board of California Examination for State Licensure as a Registered Dental Assistant.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Dental Assisting Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Dental Assistants (31-9091.00)

Diagnostic Medical Sonography

This program is offered at **Bakersfield**.

Program Description

The Diagnostic Medical Sonography program is 73 weeks in length and prepares students to work as an entry-level general sonographer. Students learn how to perform ultrasound scanning examinations and record the data for interpretation by a physician. Graduates are prepared to provide effective oral and written communication to the healthcare team as it pertains to diagnostic results. Students complete extensive clinical practice in California hospitals and clinics to gain real-world experience.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
2. Perform appropriate ultrasound scanning procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic services.
5. Demonstrate appropriate communication skills with patients and colleagues.
6. Act in a professional and ethical manner.
7. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic ultrasound techniques, and promote principles of good health.
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates.



Admission Requirements

- Applicants must be at least 18 years of age and have completed the following prerequisite courses with a grade a "C" or higher at an accredited college or university:
 - Writing and Composition
 - Intermediate Algebra or higher
 - Anatomy and Physiology
 - Medical Terminology

Applicants who have successfully completed the prerequisites will be considered for admission into the program. Using a point-based system, applicants will be ranked on the following criteria: cumulative GPA on prerequisite courses, an assessment, professional references, and a personal interview with program faculty. Enrollment decisions are made by the Program Director or his/her designee.

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher
- Achieve the minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS100)
- Successfully complete at **SJVC** or transfer in (at the time of enrollment) 9.0 units of general education in the following subjects:
 - Ethics (PHIL 1C)
 - Two of the following: Economics (ECON 1), General Psychology (PSY 1), or Introduction to Sociology (SOC 1)

Credential and Professional Certifications

Graduates earn a Certificate of Completion. Upon completion of 1,680 hours of work experience as a diagnostic medical sonographer, graduates are eligible to sit for the ARDMS certification exam. An alternative exam pathway is available to graduates who have earned a previous health studies credential (please see the Program Director for more information).

Electrical Technology

This program is offered at the **Ontario** and **Modesto** campuses.

Program Description

The Electrical Technology program is 40 weeks in length and provides a framework of electrical knowledge and skills that can be adapted in the electrical trade industry. The program prepares students for employment in numerous electrical and related trades. Upon completion of the Electrical Technology program, the student should be able to install, maintain, and repair electrical equipment and systems in a safe, competent, and professional manner. The program meets the standards set forth by the California Department of Industrial Relations towards the current California Electrician Certification Program. Upon completion of the program, the student is eligible to sit for the California General Electrician's Certification Exam.

Program Student Learning Outcomes

Upon completion of this program, the graduate should be able to:

10. Discuss theories of electrical circuitry and relate these concepts to practical applications
11. Apply proper procedures for the installation, operation, maintenance and repair of residential, commercial, and light industrial wiring, electrical equipment and systems
12. Demonstrate proper usage of the basic tools of the trade
13. Demonstrate the basic use and application of the National Electrical Code and be prepared to successfully pass the California Electrician Certification Exam
14. Create effective reports and documents, electronically and in writing
15. Apply advanced electrical concepts and critical thinking skills to interpret and create blueprint drawings for residential, commercial and light industrial facilities
16. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
17. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates
18. Adhere to national, state, and local safety practices used by technicians working in the electrical industry



Admission Requirements

- Valid California driver license
- No felony convictions
- No misdemeanor convictions for property or drug crimes

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher
- Successful completion of the Career Services Seminar (CSS 100)

Professional Certifications

Graduates earn a Certificate of Completion and are eligible to take the California General Electrician's Certification Exam administered by the California Department of Industrial Relations.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Electrical Technology Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Electricians (47-2111.00)
- Security and Fire Alarm System Installers (49-2098.00)
- Signal and Track Switch Repairers (49-9097.00)
- First-Line Supervisors of Construction Trades and Extraction Workers (47-1011.00)

Heating, Ventilation, Air Conditioning, and Refrigeration

This program is offered at **Antelope Valley (Lancaster), Bakersfield, Fresno, Ontario, Temecula, Victor Valley (Hesperia), and Visalia.**

Program Description

The Heating, Ventilation, Air Conditioning and Refrigeration program is 40 weeks in length and prepares students to work in the heating and cooling industry.

Training focuses on theories of heating, refrigeration, and air conditioning. Students study the operation, maintenance, and repair of residential and commercial equipment.



Program Student Learning Outcomes

1. Discuss theories of heating, refrigeration, and air conditioning and relate these concepts to practical applications.
2. Apply proper procedures for the installation, operation, maintenance and repair of both residential and light commercial heating, ventilation, air conditioning and refrigeration equipment and systems.
3. Demonstrate proper usage of the basic tools of the trade.
4. Demonstrate requisite mastery to apply for and obtain the EPA 608 certification from the Environmental Protection Agency.
5. Create effective reports and documents electronically and in writing.
6. Apply advanced electrical concepts and critical thinking skills to interpret and draft schematic wiring diagrams and perform system diagnostics and interpret results.
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.
8. Demonstrate social skills, professional appearance, attitudes, and behavior that employers expect of all **SJVC** graduates.
9. Adhere to national, state, and local safety practices used by service technicians working on HVAC-R systems.

Admission Requirements

- Valid California driver license
- No DUI convictions for the past 3 years

Graduation Requirements

- Successful completion of the courses listed below
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn a Certificate of Completion and have the opportunity to earn EPA 608 certification.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Heating, Ventilation, Air Conditioning, and Refrigeration Program. Detailed information for each Standard Occupational Code (SOC) can be found at

<http://www.onetonline.org/>.

- Heating and Air Conditioning Mechanics and Installers (49-9021.00)
- Maintenance and Repair Workers, General (49-9071.00)
- Refrigeration Mechanics and Installers (49-9021.00)

Core Course Requirements

Course ID	Course Name	Credit Units
HVAC-R 100	Theory and Applications of Air Conditioning	5.0
HVAC-R 101	Theory and Applications of Refrigeration	5.0
HVAC-R 102	Theory and Applications of Electricity	10.0
HVAC-R 106	Air Distribution Systems	5.0
HVAC-R 104	Advanced Refrigeration	5.0
HVAC-R 105	Advanced Electricity	5.0
HVAC-R 103	Advanced Air Conditioning	5.0
Total		40.0

Human Resource Administration

This program is offered **Online**.

Program Description

The Human Resource Administration program is 30 weeks in length and offers training in the procedures, policies, and practices found in today's human resource departments. Students develop personal, professional, and human relations skills necessary to perform the duties of a human resource administrator. Hands-on training includes a variety of computer applications, including Microsoft Office, word processing, spreadsheets, databases and presentation software.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Identify and uphold ethical behavior within an organization
2. Protect all organizational assets, focusing on employee health, safety, and security
3. Identify workplace laws, incorporating the principles of confidentiality and diversity to employee and employer rights
4. Communicate confidently and effectively orally and in writing
5. Perform administrative roles such as record keeping, computer usage, and payroll
6. Develop the role of employee advocate, managing HR activities such as motivation and retention of employees
7. Develop and implement employee training programs
8. Partner with management for organizational decision making in areas such as strategic planning, policy and procedure development, staffing, compensation, and talent management
9. Utilize critical thinking skills to resolve conflict, process grievances, and appraise employee performance
10. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
11. Demonstrate the social skills, professional appearance, attitudes, and behavior that employers expect of all **SJVC** graduates



Graduation Requirements

- Successful completion of the courses listed below
- Minimum keyboarding speed of 35 net words per minute
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn a Certificate of Completion and are prepared to take the Microsoft® Office Specialist Exam for certification in Word, PowerPoint® and Excel®.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Human Resource Administration Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Administrative Services Managers (11-3011.00)
- Bookkeeping, Accounting, and Auditing Clerks (43-3031.00)
- Customer Service Representatives (43-4051.00)
- Executive Secretaries and Executive Administrative Assistants (43-6011.00)
- First-Line Supervisors of Retail Sales Workers (41-1011.00)
- General and Operations Managers (11-1021.00)
- Human Resources Specialists (13-1071.00)
- Office Clerks, General (43-9061.00)
Receptionists and Information Clerks (43-4171.00)
- Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products (51-4081.00)
- First-Line Supervisors of Food Preparation and Serving Workers (35-1012.00)

Industrial Maintenance Technology

This program is offered at **Bakersfield, Fresno, Modesto (Salida), Ontario, and Visalia.**

Program Description

SJVC's Industrial Maintenance Technology program is 30 weeks in length and is designed to provide fundamental, hands-on training of industrial systems and equipment. Students will study and master the basic principles, applications, concepts, and functions of hydraulic systems, bearing and seal types, and power transmission components. Practical instruction is provided with industry-standard equipment and software.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Apply basic concepts of electrical theory related to motor control
2. Operate and maintain machinery and machinery components such as industrial bearings, gear systems, and shaft joining and coupling devices
3. Perform advanced hydraulic testing procedures, maintenance, and hydraulic systems operation
4. Program, install, and perform diagnostic functions on programmable logic controllers (PLCs)
5. Use a computer and associated hardware and software to generate documents, prepare electronic spreadsheets, manage databases, conduct Internet research, and communicate via electronic mail
6. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates



Admission Requirements

- Valid California driver license
- No felony convictions
- No misdemeanor convictions for property or drug crimes

Graduation Requirements

- Successful completion of the courses listed below
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn a Certificate of Completion.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Industrial Maintenance Technology Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Helpers-Installation, Maintenance & Repair Workers (49-9098.00)
- Maintenance and Repair Workers, General (49-9071.00)
- Maintenance Workers, Machinery (49-9043)
- Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic (51-4081.00)

Core Course Requirements

Course ID	Course Name	Credit Units
IT 101	Basic Industrial Electricity	10.0
IT 110	Power Transmission	5.0
IT 120	Fluid Power	5.0
IT 201	Programmable Logic Controllers	10.0
Total		30.0

Information Technology

This program is offered **Online**

Program Description

The Information Technology (InfoTech) program is 20-30 weeks in length, depending on options and provides students with the knowledge and skills for a variety of entry-level careers in the Information Technology industry. Students who enroll in the program will take foundational courses in computer hardware and software and will have the option of completing certificates in Computer Support, Networking, and Security. This program is designed to prepare students for industry-specific certifications related to their career-path.

Program Student Learning Outcomes

Depending upon selected concentration, upon completion of this program, the graduate will be able to:

1. Apply problem solving and critical thinking skills to information technology solutions.
2. Design and manage secure networks using standard industry practices.
3. Demonstrate knowledge of hardware and software installation, maintenance, and support.
4. Use technical support and customer service best practices.
5. Follow information security best practices.
6. Troubleshoot, maintain and secure PC's, mobile devices, and peripherals.
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.

Graduation Requirements

- Successful completion of the courses listed below
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn a Certificate of Completion, and, based upon their selected concentrations, are eligible to take the exams through CompTIA®.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Information Technology Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Computer User Support Specialists (15-1151)
- Computer Network Support Specialists (15-1152)
- Information Security Analysts (15-1122)
- Network and Computer Systems Administrators (15-1142)



20-Week Certification

Computer Support Concentration Course Requirements

Course ID	Course Name	Credit Units
COMP 105	Certification Review - Core	2.0
COMP 106	A+ Hardware	4.0
COMP 107	A+ Software	4.0
COMP 124	Network+	4.0
COMP 154	Security +	4.0
Total		18.0

Licensed Vocational Nursing to Registered Nursing

A Certificate of Completion in Registered Nursing is available to California Licensed Vocational Nurses. This program is offered at the **SJVC Visalia** and **Ontario** campuses.

Program Description

In accordance with the Board of Registered Nursing Policy (section 1435.5), California Licensed Vocational Nurses may apply for entry into the non-degree Registered Nursing program. This program is commonly referred to as the “30-unit option” and prepares the student to take the NCLEX-RN Examination, but does not award an Associate of Science Degree. Non-degree applicants will be considered on a space available basis only and if program resources allow. See the Program Director for more information.



LVNs who are accepted into this program will be prepared to work as a Registered Nurse within the health care delivery system. Graduates are trained as providers and managers of care, communicators and collaborators, and client advocates and educators. Students learn Med-Surg nursing; Geriatric and pediatric care; obstetric and neonatal nursing; and mental health care.

The program is approved by the California Board of Registered Nursing.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Assist individuals from diverse backgrounds to achieve optimal health utilizing the knowledge gained from biological, social, and nursing sciences
2. Formulate a comprehensive plan of care that minimizes risk and optimizes safety using the nursing process
3. Integrate the role of professional nurse into clinical practice
4. Apply psychological, social, and cultural knowledge to nursing practice
5. Use inter- and intra-professional communication and collaboration skills to deliver evidence-based, patient-centered care
6. Assume the role of advocate to improved health care delivery by communicating and acting according to the expressed needs of the individual
7. Interpret data and apply evidence to support clinical judgment
8. Develop and implement patient education based on identified need and in collaboration with the patient
9. Utilize a variety of resources, including electronic media and medical technology to provide safe, quality care of the patient and family
10. Provide leadership, manage resources, delegate and supervise members of the healthcare team
11. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates

Admission Requirements

- Completion of the following science prerequisites at an accredited college or university with a GPA of 2.5 or higher:
 - BIOL14 Microbiology
 - BIOL45 Human Physiology

These courses are offered at **SJVC** (see **General Education Prerequisites** below). More information on pre-requisite courses is available on the SJVC website: <http://www.sjvc.edu/admissions/admissions-requirements/prerequisite-courses-faqs>. Completion of the program’s pre-requisites at **SJVC** does not guarantee entry into the program.

- Evidence of a current California LVN license.
 - The program does allow applicants to challenge the LVN coursework and licensure requirements. To successfully do so, applicants must:
 - Achieve a benchmark equivalent National Standard for ATI Fundamentals Proctored Assessment to establish foundational knowledge base
 - Achieve a score of 75% on the Final Exam for RN10 and RN 10L
- Current Basic Life Support (BLS) certification from the American Heart Association
- The College has well-defined policies and procedures that govern the acceptance of credit for coursework completed at other institutions, including military education and training for VA students (see Transfer of Credit Policy, College Catalog).

Challenge/Advanced Placement Policy for Military Trained Healthcare Personnel Requesting Entrance into the RN Program
 Effective August 2017: Individuals who have held Military Health Care Occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C), may achieve advanced placement into the nursing program with documentation of education and experience qualifying them for the specific Military Health Care Occupation and upon successful completion of the challenge exam(s), dosage calculation exam, and skills competency exam.

Program Length

The non-degree option is delivered over three 20 week terms (a term is comparable to a semester). Term 1 (20 weeks) consists of the science prerequisite courses and is followed by two terms (40 weeks) of nursing courses for a total program length of 60 weeks.

Graduation Requirements

- Completion of the RN courses listed below with a grade of “C” or higher
- Achieve minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component

Credential and Professional Certifications

Graduates earn a Certificate of Completion and are eligible to apply to the California Board of Registered Nursing to sit for the National Council Licensure Examination for Registered Nursing (see below).

State Licensure

Graduates are eligible to apply to the California Board of Registered Nursing (BRN) to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). This application requires a background check. When applying for licensure in the State of California to the Board of Registered Nursing (BRN), applicants are required to report any disciplinary action against a professional license and/or misdemeanor or felony convictions; certain convictions may result in denial of licensure. Each case is considered individually by the BRN. Graduates who pass the NCLEX-RN are licensed by the BRN and authorized to use the RN credential, which is a requirement to work in this field.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Licensed Vocational Nursing to Registered Nursing Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Registered Nurses (29-1141.00)

Course Requirements

Course ID	Course Name	Credit Units
Science Prerequisites (Semester 1)		
BIOL 14	Microbiology	4.0
BIOL 46	Human Physiology	4.0
TOTAL		8.0

Nursing Courses (Semester 2-3)

(Theory and clinical courses with the same name must be take concurrently)

Course ID	Course Name	Credit Units
RN 30	Gerontology/Community Health Nursing – Theory	1.0
RN 30L	Gerontology/Community Health Nursing – Clinical	1.0
RN 35	Intermediate Medical Surgical Nursing – Theory	3.0
RN 35L	Intermediate Medical Surgical Nursing – Clinical	3.0
RN 43	Mental Health Nursing – Theory	3.0
RN 43L	Mental Health Nursing – Clinical	2.0
RN 44 ¹⁶	Leadership	3.0
RN 45	Advanced Medical Surgical Nursing – Theory	3.0
RN 45L	Advanced Medical Surgical Nursing – Clinical	3.0
TOTAL		22.0
PROGRAM TOTAL¹⁷		30.0

¹⁶ Fulfills the CSS100 graduation requirement.

¹⁷ Includes credit awarded for science pre-requisites.

Medical Billing and Coding

This program is offered **Online**.

Program Description

The Medical Billing and Coding program is 35 weeks in length and trains students to work on the administrative side of healthcare in a medical practice, facility billing service, or health insurance company. Hands-on experience and classroom instruction include the study of anatomy and physiology, medical terminology, diagnostic and procedural coding, insurance principles and billing, medical office skills, and professional communication.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Perform administrative skills such as scheduling and receiving patients as well as documenting and maintaining patient financial records
2. Operate and manage a computerized medical office that includes EMR/EHR and practice management program
3. Code, develop, submit, and manage insurance claims accurately
4. Manage emergency situations requiring CPR/BLS-HCP and/or first aid
5. Communicate effectively orally and in writing using correct medical and insurance terminology
6. Demonstrate the skills required to be prepared for AAPC certification exams
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates



Graduation Requirements

- Successful completion of the courses listed below
- Minimum keyboarding speed of 35 net words per minute
- Achieve minimum standard of the Health Insurance Portability and Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS 100)

Credential and Professional Certifications

Graduates earn a Certificate of Completion and are eligible to take the Certified Professional Coders (CPC) exam administered by the American Academy of Professional Coders (AAPC). Graduates earn a typing certificate and the following certifications: HIPAA and First Aid.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Medical Billing and Coding Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Medical Secretaries (43-6013.00)
- Billing and Posting Clerks (43.3021)
- Medical Records and Health Information Technicians (29-2071.00)
- Office Clerks, General (43-9061.00)
- Medical Assistants (31-9092.00)

Core Course Requirements

Course ID	Course Name	Credit Units
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body Systems Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
HCP 201	Diseases and Disorders	3.0
COMP 101	Computer Literacy & Applications for the Professional	3.0
MOP 110	Medical Insurance Principles	5.0
MOP 120	CPT and HCPCS Coding	3.0

Medical Office Administration

This program is offered at **Antelope Valley (Lancaster), Delano, Hanford, Madera, Modesto (Salida), Ontario, Porterville, Temecula, Victor Valley (Hesperia), and Visalia.**

Program Description

The Medical Office Administration program is 30 weeks in length and prepares graduates to work in front-office positions for a medical practice, healthcare facility, or insurance company.

Hands-on experience and classroom instruction include the study of office management, medical billing, coding, Electronic Health Records training, patient recordkeeping, bookkeeping, and professional communication.



Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Perform administrative skills such as scheduling and receiving patients as well as charting and maintaining patient records
2. Operate and manage a computerized medical office that includes bookkeeping and accounting tasks
3. Code, submit, and manage insurance claims accurately
4. Manage emergency situations requiring CPR or first aid
5. Communicate effectively orally and in writing using correct medical terminology and demonstrate the skills required to be prepared for professional certification exams
6. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates

Graduation Requirements

- Successful completion of the courses listed below
- Minimum keyboarding speed of 35 net words per minute
- Achieve the minimum requirement of the Health Insurance Portability Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS 100)

Credential and Professional Certifications

Graduates earn a Certificate of Completion and are eligible to sit for the National Certified Medical Office Assistant (NCMOA) exam or the National Certified Insurance & Coding Specialist (NCICS) exam offered by the National Center for Competency Testing (NCCT). Graduates also earn the following certifications: HIPAA, AHA-Adult & Infant CPR, and First Aid.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Medical Office Administration Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Billing and Posting Clerks (43-3021.00)
- Medical Assistants (31-9092.00)
- Medical Records and Health Information Technicians (29-2071.00)
- Medical Secretaries (43-6013.00)
- Office Clerks, General (43-9061.00)

Core Course Requirements

Course ID	Course Name	Credit Units
COMP 101	Computer Literacy & Applications for Professionals	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
MOP 110	Medical Insurance Principles	5.0
MOP 120	CPT and HCPCS Coding	3.0
MOP 130	Billing Principles	2.0
MOP 140	ICD Coding	3.0
MOP 500	Externship	3.0
MOP 510	Externship Seminar	1.0
HCP 203	Medical Office Management	3.0
Total		31.0

Pharmacy Technology

This program is offered at **Antelope Valley (Lancaster), Ontario, Temecula, Victor Valley (Hesperia), and Visalia.**

Program Description

The Pharmacy Technology program is 30 weeks in length and prepares students to work under the direct supervision of a Registered Pharmacist as part of a team responsible for carrying out a doctor's pharmaceutical orders. Pharmacy Technicians assist in the various activities of compounding, distributing, and dispensing of medications.

Training includes a balance of classroom and lab instruction, as well as an extern component, which allows students experiential learning in an actual clinical environment.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Exhibit accurately the competencies of a Pharmacy Technician including:
 - Legal limitations within the law
 - How and why aseptic techniques are used
 - Legal requirements for prescription forms and labels
 - Correct medical terminology
 - Stability characteristics and storage requirements of commonly prescribed drugs
 - Drug to drug interactions of commonly prescribed drugs
 - Indications of commonly prescribed drugs
 - The trade (brand) and generic names of commonly prescribed drugs
2. Read, interpret, transcribe, troubleshoot, and process prescriptions and medical orders accurately
3. Demonstrate the ethical principles of the pharmacy profession
4. Possess and display professional skills related to dependability, customer service, team work, flexibility & adaptability in working with patients, medical staff, insurance staff, and other pharmacy personnel
5. Characterize a medical professional capable of learning, growing and adapting to varied environments and activities in working with a licensed Pharmacist
6. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates



Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher
- Minimum keyboarding speed of 35 net words per minute
- Meet the minimum requirement of the Health Insurance Portability Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn a Certificate of Completion and gain eligibility to apply for licensure with the California State Board of Pharmacy (see below). Students qualify to take the National Pharmacy Technician Certification Exam (PTCE) upon successful completion of practice exams administered during their course of study and with the approval of the Pharmacy Liaison. Students also earn their HIPAA Certification.

State Licensure

Graduates are eligible to apply for licensure with the California State Board of Pharmacy providing they meet the requirements as specified by the board, including a Department of Justice criminal background check and data bank query to determine if an act has been committed that constitutes grounds for denial of licensure. This license is required in the State of California for employment as a Pharmacy Technician.

FINANCIAL AID ASSISTANCE

SJVC participates in federal financial aid programs; students who wish to apply for financial aid assistance must establish financial aid eligibility each year. In order to determine financial aid eligibility, students must complete the application process, meet academic progress standards, and be enrolled at least part-time.

Financial assistance awarded through **SJVC** may consist of a combination of grants, loans, and scholarships. **SJVC** participates with federal, state and private agencies in providing various aid programs.

TYPES OF FINANCIAL AID AVAILABLE

GRANTS

Federal Pell Grant Program

The Federal Pell Grant is an important source of aid for students who demonstrate a financial need. It is dependent upon determination of eligibility, enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education. A grant does not have to be repaid.

Federal Supplemental Educational Opportunity Grants

Each year **SJVC** makes a limited number of awards to students through the Federal Supplemental Education Opportunity Grant program. These funds are targeted to those students who have the lowest calculated family income.

LOAN REPAYMENT

If an applicant obtains a loan to pay for an educational program, the applicant will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the applicant is eligible for a loan guaranteed by the federal or state government and the applicant defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the applicant, including applying any income tax refund to which the applicant is entitled to reduce the balance owed on the loan.
- The applicant may not be eligible for any other federal student financial aid at another institution or government assistance until the loan is repaid.

Federal Direct Stafford Loans Subsidized

Students requiring additional financial assistance may apply for a federal loan. This loan must be repaid, beginning six months after graduation or termination from the program, whichever occurs first. Students who do not qualify for a Subsidized Federal Direct Stafford Loan may apply for an Unsubsidized Federal Direct Stafford Loan.

Federal Direct Stafford Loans Unsubsidized

Independent students may also borrow from the Unsubsidized Federal Direct Stafford Loan program and begin interest payments while in school; this loan must be

repaid. Principal payments begin upon either graduation or termination from **SJVC**, whichever occurs first.

Federal Direct PLUS

Through the Federal Parent Loan for Undergraduate Students program, parents of dependent students may borrow funds to meet educational expenses. This loan must be repaid, beginning once the loan is fully disbursed (paid out).

Institutional Loan

The College offers a low interest loan program. This loan may be used only to pay tuition charges not covered by financial aid. Students should check with the Financial Aid Office for repayment options and application requirements.

Student Scholarships

The College awards up to \$40,000 annually in scholarships to high school seniors who meet certain requirements. High school seniors should inquire within their high school counseling office or career center for information about an **SJVC** scholarship application or they may contact the nearest **SJVC** campus.

Veteran's Administration (VA) Benefits

If you believe you are eligible for Veterans Administration (VA) benefits, please contact the Financial Aid Office at your local campus. You may also get information on the **SJVC** programs that are approved for VA funding through the VA's WEAMS Institution Search tool: <http://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do> Type in *San Joaquin Valley College* for the *Institution Name* and then select your campus of interest to see a current list of approved programs.

APPLICATION PROCESS

Financial Aid Officers are available to assist students in obtaining the financial assistance required to meet their educational needs. Students may apply for financial aid by contacting the **SJVC** Campus Financial Aid Office to discuss the process and timelines to apply for aid and complete the Free Application for Federal Student Aid (FAFSA).

The purpose of the FAFSA is to determine the amount of assistance for which students are eligible. This analysis takes into account factors such as income, assets, the number of family members in a household, and the number of family members who are enrolled in college.

When to Apply

Students should apply for financial aid prior to enrollment at **SJVC**.

How to Apply

The Financial Aid Office will provide students with the forms required to begin the financial aid application process. Students should have a complete financial aid file to ensure

STUDENT SERVICES MISSION STATEMENT

San Joaquin Valley College provides comprehensive support services for its diverse student population to improve academic and professional success. This is accomplished by providing intentional services and resources, which are systematically evaluated.

DESCRIPTION OF STUDENT SERVICES

Every *SJVC* campus offers a wide range of academic, professional, and personal opportunities designed to support students' educational programs and learning needs. Student services vary by campus according to the needs of each student population however, the services discussed in this section are provided at every *SJVC* campus location.

For a full description of the services available at a particular campus location, students should contact the Dean of Student Services.

Student Advising

SJVC is committed to the success of its students, both personally and academically. Students with academic concerns are encouraged to speak with the faculty member teaching the course as soon as possible in order to develop a course of action to assist them in becoming a successful student at *SJVC*. Students experiencing problems of a personal nature may discuss them with the Student Dean. Members of Campus Leadership may also refer students to appropriate community agencies that may be able to assist them with particular needs.

Academic Support

SJVC offers a variety of academic support services to its students, free of charge. The College recognizes the importance of helping students achieve their educational goals. Students experiencing academic difficulties are strongly encouraged to take advantage of the support services available to them as soon as possible. Some of the support services provided by the College include one-on-one tutoring with a member of the faculty, Student Center Coordinator, or other designated staff. Please refer to the **Student Handbook** for a complete description of the academic support services provided by *SJVC* as well as the points of contact for those services.

Library and Learning Resources Centers (LLRCs)

Every *SJVC* campus features an LLRC which provides students with educational materials and services that support the *SJVC* curriculum, aid in independent study, and enrich the College experience. Some of the materials and services available through the LLRCs include access to computers with full Internet and word processing capabilities, photocopying, printing, reference materials, book and periodical collections, specific online educational databases, and additional in-class learning resources which support the requirements of programs offered by the

College. The LLRCs are staffed with trained and knowledgeable individuals who are available to provide assistance with research, information literacy, learning resources, using the educational online databases, APA format, and checking materials out of the LLRC.

For information on specific materials and services, hours of operation, library/loan policies, checkout and return of resources, and overdue or lost materials, students should visit their campus LLRC or refer to the Student Handbook.

Student Centers

In addition to providing tutoring, Student Centers assist students in general education courses, primarily preparation for success in math and English courses. Student Centers are based in computer labs or in the Learning Resource Center, are staffed by qualified personnel, and are available Monday through Friday.

MyLabs Plus

MyLabs Plus is an online readiness course that prepares students for academic success in their math and English classes. Students enrolled in the MyLabs Plus readiness course will work through a personalized "study plan" for math and English. Students are strongly encouraged to complete their study plans prior to entering MTH 121 and ENG 121.

For more information about MyLabs, students should visit their campus Learning Resource or Student Center Coordinator.

Computer Labs

Computers are located in designated classrooms (referred to as "computer labs") and other professional rooms, as determined by the Campus President. The main locations for students to access computers outside of the classroom are in the Student Center, and the Library and Learning Resources Center (LLRC). The hours of operation for the Student Center, and the LLRC's are posted at each campus location.

In addition, some classrooms provide wireless connection to the College's network. Please see a member of the faculty for more information.

Access to Information

The College's portal website, known as InfoZone, provides access to essential student information. InfoZone may be accessed at <https://infozone.sjvc.edu>

InfoZone makes it possible for students to view their campus calendar, *SJVC* publications and handbooks, access discussion boards and current college news, and download their unofficial transcripts.

InfoZone also gives students access to their course schedules, current courses and assignments, learning

resources, grades, attendance, account statements, financial aid information, and more.

In addition, InfoZone provides easy access to various educational resources on the Internet including libraries, web sites, databases, museums and repositories of research.

Help Desk

SJVC's Help Desk personnel are available to provide students with technical support assistance. Hours of available are published in the **SJVC** Student Handbook.

Career Services

The Career Services Department offers a wide variety of career planning and employment-related services to current **SJVC** students and alumni. While **SJVC** does not guarantee employment, income, or wage rate, Career Services staff is available to assist students in developing job-readiness skills and to pursue employment in their chosen career fields. Some of the services offered include:

- Resume development
- Job search assistance
- Interview techniques
- Career development courses
- Career information panels
- Employment related workshops and programs

Housing

SJVC does not have dormitory facilities under its control and does not assist a student in finding housing. The cost of housing located reasonably close to each campus varies widely depending on location and whether the space is shared or occupied alone, and whether the student is securing only a room or an entire structure.

Although the College has no responsibility to find or assist a student in finding housing, limited assistance can be provided by the Dean of Student Services.

ADDITIONAL INFORMATION AND STUDENT SERVICES

Additional information related to the provision of student services and campus life in general may be found in the **Student Handbook**.

ANTELOPE VALLEY (LANCASTER) CAMPUS

Leadership

Cheri Johnson

Campus President
M.A., Education, Concordia University
B.S., Physical Education, Miami University

Faculty

Business Studies

Joe Reyes, program Director

M.A., Negotiations/Conflict Resolution, CSU Dominguez Hills
B.A., OCST Vocational Arts, CSU Long Beach
A.S., Administration of Justice

Adjunct

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M.A., Business Administration, University of Phoenix
B.A., Political Science, University of California Los Angeles

Leslie Harris

M.A., Business Administration, University of Phoenix
B.A., Business Management, University of Phoenix

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Heather Blunt

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Adjunct

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Denise Gonzalez

A.S. (in progress), College of the Canyons

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B.A., Human Services, University of Phoenix
A.S., Information Technology, Charter College

Nelianne Garner Gray

A.S., Health Information Technology, ITT

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Adjunct

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Alex Benjamin

A.S. (in progress), Antelope Valley College

Benjamin Rees

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General Education

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M.A., Political Science, CSU Northridge
B.A., Political Science, CSU Northridge

BAKERSFIELD CAMPUS

Leadership

Patricia Hruby

Campus President
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Michael Rugnao

Academic Dean
A.A., Liberal Arts, Bakersfield College

Mary Phillips

Dean of Student Services
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B.A., Liberal Arts, Fresno Pacific University

Faculty

Business Studies

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Terrance “Terry” Verdun

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B.A., Liberal Arts, University of Louisiana

Edward Junsay

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Adjunct

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A.A., Business Administration, Bakersfield College

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Bobby “Bob” Stratton

B.S., Social Science, Colorado State University, Pueblo
A.A., Administration of Justice, Bakersfield College

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A.A., Liberal Arts, Bakersfield College

Joseph Mata

B.A., Criminal Justice, California State University Bakersfield

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B.A., Criminal Justice, California State University Bakersfield

Luis Lara

A.S., Liberal Arts, Bakersfield College

James Morrison

B.A., Criminal Justice, Union Institute

Daniel Nadler

M.A., Criminal Justice, Michigan State University

B.A., Economics/Business, Westmont College

Health Studies

Diana Alvarez-Torres

A.A., Healthcare Administration,
American Inter-Continental University

Kristyn Castaneda

A.S., Health Care Insurance Specialist, San Joaquin Valley
College

Stephanie Coodey

AS Respiratory Therapy, San Joaquin Valley College

BA, Respiratory Therapy, Independence University

Darline Harper

Program Director, Veterinary Technology

B.A., Animal Science

Amanda Heldenbrand

B.A., Management, National American University

A.S., Veterinary Technology, Globe University

Patricia Siefkas

Program Director, Surgical Technology

Certificate, Surgical Technology Bakersfield College

Tara Howard

A.S., Dental Assisting, San Joaquin Valley College

Patricia Siefkas

Program Director, Surgical Technology

Certificate, Surgical Technology Bakersfield College

Shelby Stoner

A.S., Social Science, Taft Junior College

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Larry Romero

Respiratory Therapy Coordinator

A.S., Respiratory Therapy, San Joaquin Valley College

Brian Ruff

San Joaquin Valley College

College Catalog (Effective December 1, 2017 – December 1, 2018)

B.A., Organizational Management, Ashford University

A.S., Respiratory Therapy, San Joaquin Valley College

Rachel Valley

A.S., Diagnostic Medical Sonography,

San Joaquin Valley College

Dawn Christy

Program Director, Dental Assisting

A.S., Dental Assisting, San Joaquin Valley College

Zachary Ruff

A.S., Respiratory Therapy

San Joaquin Valley College

Frank Vlasic

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Adjunct

Vincente Moreno, Jr.

A.S., Pharmacy Technology, San Joaquin Valley College

Darrell Reed

A.S., Radiology Technology, Bakersfield College

Mary Longacre

A.S., Respiratory Therapy, San Joaquin Valley College

Wendy Kolb

A.S., Pharmacy Technology, San Joaquin Valley College

Alison McGhee

A.S., Respiratory Therapy, San Joaquin Valley College

Kristen Levandoski

A.S., Respiratory Therapy, San Joaquin Valley College

Chanin Hartnett

A.S., Pharmacy Technology, San Joaquin Valley College

A.S., Math & Science, Victor Valley College

A.S., Dental Assisting, San Joaquin Valley College

Tara Howard

A.S., Dental Assisting, San Joaquin Valley College

Valerie Squire

A.S., Veterinary Technology, San Joaquin Valley College

Tarah Poochigian

B.S., Animal Health Science, California Polytechnic State
University

Jessica Alemany

A.S., Dental Assisting, San Joaquin Valley College

Penny Howze

A.S., Business Studies, San Joaquin Valley College

Jennifer Denson

A.S., Medical Assisting (in progress)

Certificate, Medical Assisting, Kaplan College
Krysten Schweighart
A.S., Pharmacy Technology, San Joaquin Valley College

Samantha Mayo
A.S., Clinical and Administrative Medical Assisting, San Joaquin Valley College

Martha Ruiz
A.S., Dental Assisting, San Joaquin Valley College

Adriana Miramontes
A.S., Respiratory Therapy, San Joaquin Valley College

Technical Studies

Adjunct

John Chicca
A.S., Heating, Ventilation, Air Conditioning and Refrigeration, San Joaquin Valley College

James Crow
A.A., Respiratory Therapy, Loma Linda University

James Greer
Degree requirement waived

Donavan Taylor
A.S., Heating, Ventilation, Air Conditioning and Refrigeration, San Joaquin Valley College

Timothy Wise

Brendan Rollins
Certificate, Heating, Ventilation, Air Conditioning, and Refrigeration, San Joaquin Valley College

General Education

Adjunct

James Fischer
A.S., General Studies, Anne Arundel Community College

Alejandro Gonzaga
B.A., Math, California State University Bakersfield

Darlan Moore
B.S., Mathematics, California State University, Bakersfield

Angie Olmedo
B.A., Criminal Justice, California State University, Bakersfield

Alejandra Perez
M.A., Education, California State University Bakersfield

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M.S., Chemistry, University of Dayton
B.S., Chemistry/Mathematics, Bluffton College

Sara Wallace
M.A., English Literature, Mills College

B.A., Literature, University of California, Santa Cruz
Thomas Wallace
B.A., Political Science, University of California, Berkeley

Parker, Jeffrey
B.A., Biology, CA State University Channel Island
M.A., Biology, CA State University Channel Island

Briana Tucker
B.A., English, California State University, Bakersfield

Michael Ogundare
B.A., Physical Education and Kinesiology, California State University Bakersfield

DELANO CAMPUS

Leadership

Patricia Hruby
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B.A., Communications, Marietta College

Carlota Reid
Academic/Student Services Dean
B.A., Organizational Leadership, Fresno Pacific University
A.S., Clinical and Administrative Medical Assisting, San Joaquin Valley College

Faculty

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Health Studies

Adjunct

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A.S., Clinical and Administrative Medical Assisting, San Joaquin Valley College

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Ariana Martinez
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Brandy Salazar
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Nereida De Jesus
A.A., Liberal Studies, Porterville College
A.S., Physical and Natural Science, Porterville College

Lisa Martinez

A.S., Clinical and Administrative Medical Assisting, San Joaquin Valley College

Kristi O'Brien

A.S., Medical Assisting, Hamilton College

FRESNO CAMPUS**Leadership****Sumer Avila**

Campus President II
Ed.D., Brandman University
M.A., Education, California State University, Fresno
B.A., Psychology, California State University, Fresno

Veronica Behringer

Dean of Student Services
A.S., General Studies, Reedley College
B.S., Mass Communication, California State University, Fresno

Lisa Kisla

Academic Dean
B.S., *in progress*, Business Administration, California State University, Fresno

Faculty**Business Studies****Susan Hernandez**

B.S., Business, National University
A.A., General Studies, Reedley College

Brian Gibbs

M.S., Business Administration, National University
B.S., Business Administration, National University
A.S., General Studies, Reedley College

Adjunct**Kassandra Davis-Schmall**

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John Esparza

B.S., Criminology/Law Enforcement, California State University, Fresno

Jeffrey Bernel

Ed.D., San Joaquin College of Law
B.S., Criminology – Law Enforcement, California State University Fullerton

Judith Chavez

Ed.D., University of Los Angeles
B.S., Criminal Justice, California State University Bakersfield
A.S., Administration of Justice, Bakersfield College

Michael Head

A.S., Criminal Justice, College of Sequoias

San Joaquin Valley College

College Catalog (Effective December 1, 2017 – December 1, 2018)

B.S., Organizational Behavior, University of San Francisco

Kristi Johnson

B.S., Business Administration, California State University, Fresno

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A.S., Business Administration, College of San Mateo
B.S., Business Management, California State University, San Diego
M.S., Christian Education, Biola University

Karol Seabolt

B.A., Information Technology, National University

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B.S., Criminology/Law Enforcement, California State University, Fresno
A.A., Liberal Arts, West Hills Community College

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B.A., Criminology, California State University, Fresno
A.S., General Studies, Reedley College

Health Studies**Meggy Anderson**

A.S. Surgical Technology Anthem College

Jason Fischer

A.S., Dental Assisting, San Joaquin Valley College

Aja Gill-Dyangko

A.S. Pharmacy Technology, San Joaquin Valley College

Ashley Gonzalez

B.S., Nursing, National University

Stacy Ibarra

A.S., Dental Assisting, San Joaquin Valley College

Jessica Lamas

A.S., Medical Assisting, Heald College

Edgar Ortega

A.S., Dental Assisting, San Joaquin Valley College

Amy Li

B.S., Management, Fresno Pacific University

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B.S., Biology, California State University Fresno
A.S., Veterinary Technology, Western Career College

Carolyn Martinez

A.S., Surgical Technology, San Joaquin Valley College
A.A., Liberal Arts, Gavilan Junior College

Tamara McNealy

Program Director, Dental Assisting
A.S., Health Studies, San Joaquin Valley College

B.S., Health Sciences, Bellevue University
Judy Neumann
A.S., Veterinary Technology, San Joaquin Valley College

Stacy Oliva
B.S., Health Administration, University of Phoenix
M.S., Business Administration, University of Phoenix

Sheryl Rounsivill
A.S., Clinical and Administrative Medical Assisting,
San Joaquin Valley College

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A.S., General Studies, Fresno City College

Nicole Weiss
A.S., Health Studies, San Joaquin Valley College

Adjunct
Alison Finch
A.S., Medical Assisting, San Joaquin Valley College

Christina Berry
B.S., Business (in progress)

Wendy Berry
A.S. Veterinary Technology, San Joaquin Valley College

Angela Diaz
A.S., Veterinary Technology, San Joaquin Valley College

Cindy Hale
B.S., Biology, University of Florida
A.S., Veterinary Technology, St. Petersburg College

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Ph.D., Veterinary Medicine,
Virginia Polytechnic Institute & State
B.A., Genetics, University of Georgia

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Ph.D., Veterinary Medicine, Ross University
B.S., Animal Science, University of California, Davis

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Ph.D., Veterinary Medicine, University of California, Davis
B.S., Animal Science, California State University, Fresno

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A.S. Veterinary Technology, San Joaquin Valley College

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A.A., Liberal Arts, Fresno City College

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A.S., Pharmacy Technology, San Joaquin Valley College

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B.S., Agricultural Science, California State University, Fresno

Chee Thao
A.S., Veterinary Technology, San Joaquin Valley College

Technical Studies

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A.S., Human Resources, San Joaquin Valley College
A.S., Industrial Technology, San Joaquin Valley College

Adjunct
Jerry Brackett
A.S., *in progress*, HVAC-R, Fresno City College

Seng Maokhamphiou
A.S., Heating, Ventilation, Air Conditioning,
San Joaquin Valley College

General Education

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B.A., Psychology, California State University, Fresno

Adjunct
Matthew Brown
B.S., Biology, California State University, Fresno

Xi Chang
B.S. Health Studies, California State University, Fresno

Alexander Chavez
B.S., Mathematics, San Jose State University

Curtis MacNeill
B.S., Biology, California State University, Fresno

Madhubanti Chowdhury
B.S., Chemistry, California State University, Fresno

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B.A., Contemporary Christian Ministry,
Fresno Pacific University

Cassandra Puga
A.S. Mathematics, Fresno City College
B.S. Mathematics, California State University, Fresno
M.S. Education, California State University, Fresno

Jessica Stevens
B.S., Psychology, National University

FRESNO AVIATION CAMPUS

Leadership

Sumer Avila
Campus President II
Ed.D., Brandman University
M.A., Education, California State University, Fresno
B.A., Psychology, California State University, Fresno

Jason Alves

Academic Dean
 B.S., Adult Education and Training,
 Saint Joseph College of Maine
 A.S., Aviation Maintenance Technology,
 San Joaquin Valley College
 FAA Inspection Authorization
 FAA Designated Mechanical Examiner

Faculty**Technical Studies****Richard Simmons**

Program Director
 FAA Inspection Authorization
 FAA Designated Mechanical Examiner
 Degree requirement waived

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B.A., Business Administration, Columbia University
 FFA Inspection Authorization

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A.S., San Joaquin Valley College

Zachary Stewart

A.S., San Joaquin Valley College

General Education**Adjunct****Shanna Milano**

B.A., Psychology California State University Fresno

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B.A. English, California State University Fresno

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B.S., Mathematics (in progress), California State University
 Fresno

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 M. A., Educational Leadership and Administration,
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 B.S., Business Administration and Management,
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 A.A., Business, College of the Sequoias

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Campus President II
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 M.A., Education, California State University, Fresno
 B.A., Psychology, California State University, Fresno

Jerald D. Franksen

Campus President I
 B.S., English, California State University Fresno

Faculty**Business Studies****Adjunct****Raul Ponce Jr.**

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 M.S. Business Administration National University

Health Studies**Adjunct****Kimberly Dickson**

M.S. Health Care Management, Concordia University

Mechelle King

A.S. in progress, San Joaquin Valley College

Amanda Ragadio

A.S. in progress

Lanie Souza

A.S. Clinical Administrative Medical Assisting,
 San Joaquin Valley College

MODESTO (SALIDA) CAMPUS**Leadership****Anthony Alejandro**

Campus President
 M.B.A., University of Phoenix

B.A., Social Science with specialization in research and social policy, University of California

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Dean of Student Services

B.S., University of Phoenix

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B.A., Organizational Leadership, Fresno Pacific University

A.S., Medical Office Administration, Monterey Peninsula College

A.S., Medical Assisting, Monterey Peninsula College

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B.A., Anthropology, University of California Davis

Faculty

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B.A., Business Management, University of Phoenix

Adjunct

Donald Martin

CJ Program Director

A.A. Excelsior College

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A.A. Criminal Justice, San Joaquin Valley College

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A.A., in progress, Southern New Hampshire University

Health Studies

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B.A., Health & Wellness, Kaplan University

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A.A., Pharmacy Technology, San Joaquin Valley College

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A.A., General Studies, Modesto Junior College

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M.A., Health Care Administration, Ashford University

B.A., Health Care Administration, Ashford University

A.S., Health Studies, San Joaquin Valley College

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M.S., Healthcare Administration, University of California San Francisco

B.S., Business Administration, CSU Stanislaus

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Janet Guinn

A.S., College of the Siskiyous

San Joaquin Valley College

College Catalog (Effective December 1, 2017 - December 1, 2018)

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B.S., Environmental Management, California Polytechnic State University

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A.A. in progress

Nicole Harris

A.A., in progress

Kesha McKibben

B.S., Business Management,

California State University Stanislaus

A.A., General, Modesto Jr. College

Technical Studies

Adjunct

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B.S., Chemical Engineering, Institution Technologico, Mexico

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A.S., Engineering, University of California Davis

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A.A. (in progress)

David Johnson

A.S., Industrial Maintenance Technology, San Joaquin Valley College

Robert Dart

M.B.A., University of Phoenix

B.S., Business Administration, University of Phoenix

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Ashvindar Singh

M.A., Education, University of Phoenix

B.S., Psychology, University of Phoenix

ONLINE DIVISION

Leadership

Pat Fox

Director of E-Learning

Ph.D. Integral Studies, Transformative Learning & Change, California Institute of Integral Studies

M.A., Organizational Development & Transformation, California Institute of Integral Studies

B.S., Liberal Studies, University of Central Florida
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Technology Coach
M.B.A., University of Phoenix
B.A., Business/Accounting, American Intercontinental University
A.S., Business Administration, San Joaquin Valley College

Tammi Clearfield
Online Curriculum Manager
M.S., Florida International University
PhD, University of Miami

FACULTY

Baccalaureate Degree Program (Degree Completion in Respiratory Therapy)

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A.S., Health Science, Independence University
B.A., Management, University of Phoenix
M.A., Business Administration, Upper Iowa University

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AS. and B.S., Respiratory Therapy, Loma Linda University
M.A., Business Administration, Chaminade University
M.A., Management, University of Redlands
Ph.D., Management, University of Phoenix

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A.S., Respiratory Therapy, Illinois Central College
B.S., Health Science, University of Missouri-Columbia
M.S., Medical Education, University of Cincinnati

Business Studies

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M.A., Business Administration, Boston University
B.A., Advertising, Michigan State

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M.B.A., Business Administration,
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M.B.A., Youngstown State University
B.S., Engineering, Youngstown State University

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Doctorate, Business Administration, North Central University
M.A., Bus Administration, St. Leo University
B.A., Business Administration, St. Leo University
A.A, Liberal Studies, St. Leo University

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B.A., Electrical Engineering, Cal State Fullerton

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Ph.D., Engineering Management, Walden University

M.S., Library Science, University of Pittsburgh
B.A., History, University of Pittsburgh
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M.A., Computer Information Systems, University of Phoenix
B.A., Business Information Systems, University of Phoenix
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B.A., Applied Management, Franklin University
M.A., Business Administration, Methodist University

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M.S., Health Services Administration,
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B.S., Healthcare Management,
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A.A.S., Business, Suffolk County Community College

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M.B.A., Business Administration,
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B.S., Accounting, Southern New Hampshire University

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B.S., Sociology, University of CA Irvine

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M.A., Math, NOVA Southeastern University
B.A., Math, NOVA Southeastern University

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M.S., Health Services Administration,
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Shelly Sowers
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A.A., Health Services Administration, Keiser College
A.S., Medical Assisting, Keiser College

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B.A., Health Care Administration with minor in Human Resources Management, Ashford University

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Doctorate, Psychology, Keiser University
M.A., Psychology, University of Rockies
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Ph.D., Medicine, University of Karachi with
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M.A., Education, Capella University
B.A., Liberal Studies, Purdue

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M.B.A., Pfeiffer University
M.A., Industrial Organization, University of Phoenix
B.A., Psychology, University of North Carolina

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B.A., Healthcare Administration,
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A.A., Information Technology,
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A.A., Medical Assisting, Washington College

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M.B.A., Washington Adventist University
B.A., Healthcare Administration,
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M.A., Education, Ashford University
B.A., Healthcare Admin, Ashford University

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M.B.A., Business/Health Administration, Pfeiffer University
B.A., Public Policy, University of North Carolina at Chapel Hill
A.S., Dental Hygiene, Guilford Technical Community College

Freenae Williams

M.B.A., University of Phoenix
B.S., Health Care Administration, University of Phoenix
Associate of Applied Technology, Radiological Technology,
Southwest Georgia Technical College

Technical Studies

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M.S., Information Technology,
University of North Carolina at Charlotte
B.S., Business Administration, Concord University

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M.A., Computer Information Systems, St. Mary's University
B.A., Computer Science, St. Mary's University

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Ph.D., Software Engineering, Naval Postgraduate School
M.S., Information Systems, Hawaii Pacific University
B.S., Computer Science, United States Military Academy

Michelle Hansen

Ph.D., Computer Information Systems,
Nova Southeastern University
M.B.A., Computer Information Systems,
Western Michigan University
B.S., Paper Science, Western Michigan University

Lawrence "Todd" Meadors

Ph.D., Education, Nova Southeastern University
M.S., Computer Information Systems,
Georgia State University
B.S., Management/Marketing, Mercer University

General Education

Melissa Brewer

B.A., Social Science, Chapman University
A.A., Liberal Arts, College of the Sequoias

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M.A., English, CSU East Bay
B.A., English, CSU East Bay
A.A., Transfer Studies, Modesto Junior College

Adjunct

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M.S., Contract Management, University of Maryland
B.S., Legal Studies, University of Maryland

Jan Edwards-Webster

Ph. D, Curriculum & Instruction, Gardner-Webb University
M.A., School of Education, North Carolina Central University
B.S., Mathematics, Bennett College

Michael Frahm

M.A., Mathematics Education, Western Governors University
B.A., Mathematics, Washington College
A.S., Arts & Science, Chesapeake College

Maureen Green

M.S., Social Science, Towson University
B.A., English, Charleston Southern University

Anastasia Kenrick

M.A., Business Communication with major in Influence and Leadership, John International University
M.A., Education, Arizona State University
B.A., Liberal Arts & Science, Arizona State University

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M.A., English, California Polytechnic State University
B.A., English, California Polytechnic State University
A.A., General Studies, Cuesta College

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M.A., Curriculum & Instruction, Arizona State
B.A., Communication, East Carolina University

Megan McLaughlin

M.S., Counseling, Portland State University
M.A., Education, George Washington University
B.A., International Relations, California State University Chico

Debora Palmer

Ph.D., Education Technology, Walden University
M.Ed., Education, Loyola University
B.S., Biology/Education, Towson University

Cyndra Pilkington

Ph.D., Psychology, Fielding Graduate University
M.A., Psychology, Fielding Graduate University
M.A., Criminal Justice, Georgia Southern University
M.A., Health Science, Armstrong State University
B.A., Criminal Justice, Armstrong State University
A.A., Criminal Justice, Armstrong State University

Patricia Vineski

M.S., Teaching/English,
The State University of New York Potsdam
M.B.A., Writing, Vermont College of Norwich University
B.A., English/Writing, State University of New York

Emily Ware

B.A., Fashion Merchandising,
California State University, Long Beach

ONTARIO CAMPUS

Leadership

Sherril Hein

Campus President
B.A., Management, University of Phoenix

Jamie Danforth

Academic Dean
B.A., Business Management, Ashworth College

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Division Manager
A.S., Clinical Medical Assisting, San Joaquin Valley College

Henry Madrid

Dean of Student Services
A.S., Business Administration, San Joaquin Valley College

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Business Studies

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M.A., Business Administration,
California State University San Bernardino
B.A., Business Administration,
California State University Fullerton

Jim DeBerry

A.A., Business Management, Pasadena City College

Andria Marrs

A.S., Construction Management, San Joaquin Valley College

Carman "Steven" Mitchell

B.S., Business Administration, University of Redlands

Deborah Nichols

B.A., Business Administration,
California State University, Fullerton

John Scott

B.S., Business, University of Redlands
A.S., Sociology, Crafton Hill College

Adjunct

Darryl Chestnut

Degree requirement waived

Douglas Paris

Degree requirement waived

Huston Walker III

M.B.A., University of Phoenix
B.S., Business/Management, University of Phoenix

Michael Ortiz

B.S., University of Phoenix

NeQuoia Paialii

A.S., Everest College

Dale Perkins

B.S., Azusa Pacific

Health Studies

Jehad Abukamleh

M.A., Nursing, University of Phoenix

Jennifer Alido

B.A., Dental Hygiene, Loma Linda University
A.A., Physical Therapist Assistant, Loma Linda University

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B.S., Dental Hygiene, University of Southern California

Irma Jo Bejarano

M.H.A., University of La Verne

B.S., Dental Hygiene, Texas Woman's University

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M.A., Biological Science, San Jose State University

B.A., Biological Science, San Jose State University

Annette Billups

B.S., Dental Hygiene, USC School of Dentistry

A.A., General Studies, Palomar Community College

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A.S., Medical Assisting, San Joaquin Valley College

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M.A., Health Administration, University of La Verne

M.A., Nursing, University of Phoenix

B.A., Nursing, University of Phoenix

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A.S., Respiratory Therapy, Rio Hondo College

A.S., Biology Science, Rio Hondo College

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B.A., Microbiology, University of California Santa Barbara

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B.A., Physics & Chemistry, Ain Shams University

(ACEI Equivalency Report)

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A.S., Dental Hygiene, San Joaquin Valley College

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B.A., Nursing, University of Phoenix

A.A., Nursing, Cerritos College

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A.S., Respiratory Therapy, Rio Hondo College

A.A., General Education, Rio Hondo College

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B.S., Speech, University of Wisconsin, Whitewater

A.A. S, Respiratory Therapy, NOVA

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Ph.D., Dentistry, Loma Linda University

Ralph Miller

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M.A., Divinity/Theology, Fuller Theological Seminary

B.A., Biology, University of California Riverside

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Ph.D., Preventive Care, Loma Linda University

M.A., Health Promotion and Education,

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B.S., Dental Hygiene, Loma Linda University

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M.A., Nursing, University of Phoenix

B.A., Health Administration, St. Joseph's College Brooklyn

Perry Sahagun

M.A., Nursing, University of Phoenix

A.A., Nursing, Excelsior College

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M.A., Education, Jones International University

B.S., Respiratory Therapy, Loma Linda University

A.S., Respiratory Therapy, Mt. San Antonio College

A.A., Liberal Arts, Mt. San Antonio College

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A.A., Respiratory Care, Crafton Hill College

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B.S., Biology, California State University, Long Beach

A.S., Dental Hygiene, San Joaquin Valley College

Michelle Tharpes

M.A., Nursing, Western Governors University

B.A., Nursing, Western Governors University

A.A., Nursing, Compton College

Martha Keough

M.S., Maternal Child Nursing, Rush University

B.S., Nursing, Walla Walla University

A.S., Nursing, Atlantic Union College

Adjunct**Holli Burgos**

B.S., Human Services, University of LaVerne

Andrea Busby

Degree requirement waived

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Supervising Dentist, Dental Hygiene
D.D.S., University of Southern California

Lacy Malouf
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Anthony Marquez
Degree requirement waived

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Certificate, Respiratory Therapy, North Central State College

Cristina Wang
A.A., Respiratory Therapy, El Camino College

Sherleen Bose
A.S., Respiratory Therapy, Crafton Hills

Dean Busser
B.S., Nursing, Grand Canyon University
A.S., Nursing, Everest College

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B.S., Respiratory Therapy, Loma Linda University
A.S., Respiratory Therapy, San Joaquin Valley College

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B.S., Marketing and Communications, De La Salle University
A.S., Respiratory Therapy, American College

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B.S., Animal Science, California Polytechnic State University

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M.S., Nursing, University of Phoenix
B.S., Nursing, University of Phoenix

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B.S., Nursing, Grand Canyon University

Dinnel Guanizo
B.S., U.C., Irvine
A.S., San Joaquin Valley College

Jacob Hutchason
B.S., Nursing, Grand Canyon University
A.S., Nursing, Victor Valley College

Magdalena Lopez
A.S., Cerritos College

Shadia Maksemous
B.S., University of Phoenix

Mary Rascon
M.S., University of Phoenix

Frances Rice-Farrand
M.S., University of California, Los Angeles

Michelle Swierkos-Pawlowicz
M.S., Loma Linda University
B.S., Loma Linda University

Kristin Temme
B.S., Northern Arizona University
A.S., Victor Valley College

Wendy Wohlford
A.S., Everett Community College

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A.S., Business Administration, San Joaquin Valley College

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B.A., Communications, Azusa Pacific College

Luis Lopez Gonzalez
A.S., San Joaquin Valley College

Gene Huffman
Certificate, Operation and Maintenance Electrical
Technology, Los Angeles Trade Technical College

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M.S., Business Management – HR Management, Everest
University
M.S., Business Administration, Ateneo Graduate School of
Business
B.S., Electrical Engineering, Mapua Institute of Technology

Kelvin Jones
Degree in progress

Adjunct

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M.S., Information Systems, University of Phoenix
M.A., Organizational Leadership, Chapman University
B.A., Social Science, Chapman University

Ricardo Barrow
B.S., Electrical Engineering, Northwestern Polytechnic
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B.A., Elementary Education, Brigham Young University

Bryan Hurlburt

B.A., Liberal Studies, Chapman University

Omar Abdul Majid

M.A., Psychology, Chicago School Professional Psychology

B.A., Psychology, California State University Fullerton

A.A., Liberal Studies, Riverside Community College

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B.A., Biology, Providence College

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B.S., Behavioral Science, University of La Verne

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B.A., Liberal Studies,

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B.A., Sociology, California State University, Fullerton

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B.S., Chemistry, Cal Poly Pomona

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Ph.D., Chiropractic, Cleveland Chiropractic College

B.S., Human Biology, Cleveland Chiropractic College

A.A., Liberal Arts, Mount San Antonio

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M.S., Biochemistry, Loma Linda University

B.S., Biochemistry, La Sierra University

Effat Zeidan

Ph.D., University of North Carolina

B.S., American University of Beirut

PORTERVILLE CAMPUS**Leadership****Ben Almaguer**

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M. A., Educational Leadership and Administration, Brandman University

B.S., Business Administration and Management, University of Phoenix

Adrianna Ruiz

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M.A., Educational Leadership and Administration, Brandman University

B.S., Business Administration, San Diego State University

FACULTY**Business Studies****Deboah Unser**

M.A., Teaching, Brandman University

B.S., Business Administration

Health Studies**Laura Cervantez**

B.S., Social Sciences, University of Phoenix

A.S., Health Studies, San Joaquin Valley College

Adjunct**Melissa Kolbenstetter**

A.S., Medical Billing Specialist, San Joaquin Valley College

Micah Holguin

A.S., Healthcare Administration, San Joaquin Valley College

Kelly Scott

A.A., Social Science, Porterville College (pending)

RANCHO CORDOVA CAMPUS**Leadership****Jeff Rutherford, RRT, RCP**

Campus President/ Program Director, Respiratory Therapy

M.A., Education, Brandman University

B.S., Health Care Services, University of Phoenix

A.S., Respiratory Therapy, California College for Health Sciences

Amy Bianco

Dean of Student Services

M.S., Administration of Justice, University of Phoenix

Faculty**Health Studies****Julia Foss, RRT, RCP**

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A.S., Respiratory Therapy, San Joaquin Valley College

Gagandeer "Robby" Nijjar, RRT, RCP

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B.S., Business Management, University of Phoenix
A.S., Respiratory Care, Butte College

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B.A., History, California State University, Sacramento
A.S., Respiratory Therapy, San Joaquin Valley College

Kathryn Broshar, RRT, RCP

A.A., General Education, Los Rios Colleges
A.S., Respiratory Therapy, San Joaquin Valley College

Randy Camasura, RRT, RCP

B.S., Respiratory Care, Boise State University

Mark Eyre, RRT, RCP

MBA-HCM., Ashford University
BS., Ashford University
A.S., Respiratory Care, Butte College

Mimi Fermer, RRT, RCP, AE-C

A.S., Respiratory Therapy,
California College of Health Sciences

Elisabeth Rea, RRT, RCP

B.S., Healthcare Administration,
California State University, Sacramento
A.S., Respiratory Therapy, American River College

William Buthenuth, RRT RCP

A.S., Respiratory Therapy, San Joaquin Valley College

Ajaypal Randhawa, RRT, RCP

A.S., Respiratory Therapy, San Joaquin Valley College

General Education**Adjunct****Arthur Braden**

B.S., Vocational Education,
California State University, Sacramento

SAN DIEGO (CHULA VISTA) CAMPUS**Leadership****Howard Eagle**

Campus President/ Program Director, Dental Hygiene

FACULTY**Health Studies****Diana Apresov**

M.S., Dental Hygiene, MCPHS University

Howard Eagle

Supervising Dentist, Dental Hygiene
D.D.S., Marquette University

Alyssa Golden

B.S., Dental Hygiene, Loma Linda University

Thomas Olinger

Supervising Dentist, Dental Hygiene
D.D.S., Ohio State University

Laurie Petralia

B.S., Dental Hygiene, Idaho State University

Amanda Verissimo

B.S., Dental Hygiene, Loma Linda University

Darla White

B.S., Dental Hygiene, Loma Linda University

Adjunct**Ashley Adum**

B.S., Dental Hygiene, University of Southern

Elsa B. Colvin-Dembinski

Supervising Dentist – Dental Hygiene
DDS, University of Texas

Jerrold Julian

B.S., Dental Hygiene, University of Hawaii

Matthew Osmak

Supervising Dentist, Dental Hygiene
D.D.S., University of Detroit Mercy

Cheryl Underwood

B.S., Dental Hygiene, University of Southern California

Joan Vrielink-Capito

B.S., Biology, Loyola University Chicago
A.S., Dental Hygiene, Harper College

TEMECULA CAMPUS**Leadership****Robyn Whiles**

Campus President
B.A., Business Administration,
American Intercontinental University

John Hall

Dean of Student Services

M.A., Education, University of California, San Diego
B.A., History, California State University, San Marcos

Shannon Koh

Academic Dean
B.A., Liberal Studies,
California State University, San Bernardino

FACULTY

Business Studies

Jessica Knight

B.A., Economics, California State University, San Marcos
A.A., Liberal Studies, Mr. San Jacinto College

Rafael Oropeza

A.A., Liberal Arts, San Bernardino Valley College

Adjunct

Tammy Livingston

B.A., Sociology, San Diego State University

Hollie McClintock

B.S., Business Administration, University of Phoenix

Melinda Herzberg

A.A., Respiratory Therapy,
California Paramedical & Tech College

Amanda Temple

B.A., Interdisciplinary Studies,
University of California Riverside

Health Studies

Tanner Bliss

Program Director, Respiratory Therapy
B.S., Healthcare Management, Bellevue University
A.S., Respiratory Therapy, San Joaquin Valley College

Shannon Cocilova

M.B.A., University of Phoenix
B.A., Psychology, University of California, Riverside
A.S., Respiratory Therapy, San Joaquin Valley College

Laura Eversull

A.S., Natural Sciences, Riverside Community College
Bachelors of Vocational Education,
California State University San Bernardino

Richard Moriarity

B.S., Health Sciences, Trident University

Cindy Ovard

Program Director, Dental Assisting
B.S., Vocational Education, San Diego State University

Adjunct

Marilyn Albert

A.S., Dental Assisting, San Joaquin Valley College

San Joaquin Valley College

College Catalog (Effective December 1, 2017 - December 1, 2018)

Heather Anderson

B.A., Sociology, California State University, San Bernardino

Hillary Avera

A.S., Respiratory Therapy, Victor Valley College
B.S., Respiratory Care, Boise State University

Tina Butler

D.A.C., Moreno Valley College, Registered Dental Assistant

Krista Campbell

M.B.A., University of Phoenix
B.S., Criminal Justice Administration, University of Phoenix

Jeremy Canary

A.S., Respiratory Care, San Joaquin Valley College

Leonard Fitch

B.S., Business Management, University of Phoenix

Erika Hernandez

A.S., *In progress*, Chaffey College

Melinty Kilah

A.S., Respiratory Therapy, Concord Career College

Tamaris Moncrief

A.A., Healthcare/Child Development

Marie Morin

B.S., Biochemistry, McGill University

Arcie Munoz

A.S, *in progress*, Moreno Valley College

Darcy Ramirez

B.S., Nursing, Hunter College
M.S., Adult Health Nursing, Lehman College

Ronda Redding

D.A.C., Palomar College, Dental Assisting Certificate
A.A., Palomar College, General Studies
B.S., University of Phoenix, Computers

Matthew Reese

A.S., Respiratory Therapy,
California Paramedical and Technical College

MaryAnne Schetter

M.A., Management, National University
B.S., Nursing, University of Wisconsin

Judy Silva

D.A.C., National Institute of Health Sciences,
Dental Assistant Certificate

Tawny Williams

A.S., Healthcare Administration, San Joaquin Valley College

Chris Witek
B.S., Respiratory Care, Independence University
A.S., Respiratory Care, Carrington College

Donna Woods
B.S., Nursing Brigham Young University

Technical Studies

Adjunct

Matthew Denney
A.O.S., Air Conditioning/Refrigeration Technology,
Universal Technical Institute

Ricardo Garcia
M.B.A., University of Phoenix
B.S., Technical Management, DeVry University
A.S., HVAC-R, San Joaquin Valley College

Joshua Leininger
A.S., HVAC-R, San Joaquin Valley College

Anthony Melgares
A.A., *in progress*, Business, Ashworth College

Jacob Riddle
A.A., H-VAC-R, San Joaquin Valley College

Ruben Rodriguez
M.A., Management, University of Redlands

Alfredo Tamonte
A.A., H-VAC-R, Sequoia Institute

General Education

Adjunct

Tamara Earnhardt
B.S., Business Administration,
California State University San Marcos

Katherine Knight
B.S., Sociology, Excelsior College
M.A., Human Services, Capella University

Sumana Pasala
Ph.D., University of California, Genetics
M.A., Mahila University, Chemistry

VICTOR VALLEY (HESPERIA) CAMPUS

Leadership

Richard Matley
Campus President
A.A., Liberal Arts, Ventura College
B.A., Biblical and Theological Studies,
Trinity College of the Bible

Stephanie Fenton
Academic Dean
B.A., Liberal Studies, Azusa Pacific University

Christie Johnson
Dean of Student Services
B.A., History/Political Science, Concordia University

Faculty Business Studies

Douglas Patch
A.S., *in progress*, Business, California Coast University

Evelyn Sheffield
M.A. Education, California State University, San Bernardino
B.A., Administration [Marketing Concentration],
California State University, San Bernardino
A.A., General Education and Liberal Arts, Chaffey College

Adjunct

Andy Leuridan
A.S. Administration of Justice,
Victor Valley Community College

Eddy Leuridan
A.A., Criminal Justice, Columbia Southern University

Cynthia Kidd
A.S., Criminal Justice, San Joaquin Valley College

Phillip Ragle
B.S., Psychology, University of Redlands

Jeremy Mathews
B.S., Liberal Studies, Brandman University

Desiree Sanchez
B.A., Business Administration, University of La Verne
A.A., Fine Arts, Victor Valley College
A.S., Business Administration, Victor Valley College

Michael Baca
B.S., Social Science, Humboldt State University

General Education

Jacqueline DelReal
B.A., Liberal Studies,
California State University, San Bernardino

Adjunct

Ronald Bonner
B.A., Social Sciences, Azusa Pacific
M.Ed, Education-Administration, Azusa Pacific
A.A., Liberal Arts, Mount San Antonio Junior College

Frank Castanos
B.A., History, California State University San Bernardino

Debra Glasper

B.A., English, University of California, Los Angeles

Jordan Glasper

B.S., Biology, University of California Riverside

Pilar Olid

B.A., Psychology, University of California, Los Angeles
A.S., Math and Science, Victor Valley Community College
A.A., Liberal Arts, Victor Valley Community College

David Wilkerson

M.A., History, University of California, Riverside
B.A., History, University of California, Riverside

Health Studies**April Green**

A.S., *in progress*, Health Care Administration,
California Coast University

Staci Porter

A.A., Health Professions, West Los Angeles College

Jennifer Hunt

A.S., *in progress*, Respiratory Therapy,
American Career College

Adjunct**Alicia Alva**

A.S., Administrative Health Care Management,
San Joaquin Valley College

Robin Harris

A.S., *in progress*, Allied Health, Victor Valley College

Jillian Ramirez

A.S., Allied Health, South University

Stephanie Rutherford

A.S., Clinical and Administrative Medical Assisting,
San Joaquin Valley College

Barbara Wright

A.S., Pharmacy Technology, San Joaquin Valley College

Dianna White

A.S., *in process*, Allied Health, Victor Valley College

Brandy Young

A.S., *in process*, Medical Billing and Coding

Technical Studies**James Sneller**

A.S., *in process*, Victor Valley College

Adjunct**Paul Kornyei**

A.S., Heating, Ventilation, and Air Conditioning,
San Joaquin Valley College

San Joaquin Valley College

College Catalog (Effective December 1, 2017 – December 1, 2018)

VISALIA CAMPUS**Leadership****Ben Almaguer**

Campus President
B.S., Management, University of Phoenix

Juan Aldape

Division Manager
M.S., Business Administration/HR, University of Phoenix
B.S. Criminal Justice, University of Phoenix

April Lafaire

Academic Dean/ Division Manager
B.A., Liberal Arts, California State University, Fresno
A.A., Liberal Arts, College of the Sequoias

Kerrie Liles

Dean of Student Services
B.A., Social Services, Chapman University
A.A., Liberal Arts, Taft College

FACULTY**Business Studies****Guadalupe Capozzi**

B.S., Fresno Pacific University

Elaine Carrasco

M.S., University of Phoenix

Javier Gonzalez Jr.

A.S. Criminal Justice, San Joaquin Valley College

George Hernandez

Program Director, Criminal Justice: Corrections
B.S., California State University, Fresno

David Morra

A.A., Computer Information, Saddleback College

Health Studies**Elizabeth Amstutz**

A.A., American Sign Language, College of the Sequoias
A.A., Liberal Arts, College of the Sequoias

Elizabeth Andrade

A.S., Pharmacy Technology, San Joaquin Valley College

Christian Arnao

A.A. General Education, University of Central Florida
A.S. Respiratory Therapy, Loma Linda University

Cecilia Avalos

A.S., Clinical and Administrative Medical Assisting,
San Joaquin Valley College

Christeen Barabad

A.S., Registered Nursing, San Joaquin Valley College

Nathaniel Barrows

A.S. Registered Nursing, San Joaquin Valley College

Delmy Bedolla

B.A., Liberal Studies, University of California Riverside

A.S., General Studies, Reedley College

A.S., Respiratory Care, Fresno City College

Theresa Cantu

B.S., Boise State University

A.S., San Joaquin Valley College

Hillary Costa

MSN, University of Phoenix

Kimberly Cron

M.S., Concordia University

A.S., Fresno City College

Joshua Domenech

BSN, California State Bakersfield

Louise "Luanne" Doyland

MSN, BSN, California State Fresno

Jessica Dukek

A.S., San Joaquin Valley College

Cynthia Flores

A.S., Dental Hygiene, Fresno City College

Nichole Evans

B.S., Western Governor's University

A.S., College of the Sequoias

Mari Gordon

A.S., Nursing, College of the Sequoias

Frits Goudberg

A.S., Loma Linda University

Martha Hense

A.S., Porterville College

Arden "Michelle" Brasko

M.S.N., California State University, Fresno

B.S., Nutritional Science, University of California, Davis

B.S., Nursing, California State University Fresno

Francisco Hernandez

A.S., Fresno City College

Jennifer Holt

M.S.N., University of Phoenix

B.S.N., California State University, Fresno

Lana Hover

A.S., Health Studies, San Joaquin Valley College

Margarette Huddleston

M.S.N., California State University Dominguez Hills

B.S., California State University Dominguez Hills

A.S., Santa Monica College

Lori Jeffcoach

A.A., Liberal Arts, College of the Sequoias

Lygia Jolley

B.A., Management and Organizational Development,

Fresno Pacific University

A.S., Dental Hygiene, Fresno City College

Betty Jones

M.S.N., California State University Dominguez Hills

Karen Koch

B.A., Management and Organizational Development,

Fresno Pacific University

A.S., Dental Hygiene, Fresno City College

Patricia LeFaive

B.S., Dental Hygiene, Midwestern State University

A.S., Dental Hygiene, Midwestern State University

Bryon Martinho

A.S., Respiratory Therapy, San Joaquin Valley College

Amy Mauk-Fisher

A.S., Registered Nursing, Madera Center College

Matthew Mendoza

B.S., California State University, Fresno

A.S., San Joaquin Valley College

A.S., Reedley College

Roger Morris

MSN, Western Governor's University

Cynthia Mota

A.S., Porterville College

Ryan Munger

A.S., College of the Sequoias

Michelle Olson

D.A. Certification, San Joaquin Valley College

Monica Pedraza

A.S., Respiratory Therapy, Fresno City College

Jennifer Perez

M.S., Nursing, California State University Fresno

B.S., Nursing, California State University, Fresno

A.S., Nursing, College of the Sequoias

Douangchay "Judy" Phangrath

B.S.N., California State University, Bakersfield

A.S., Fresno City College

Salina Ramirez
B.S.N., California State University, Fresno

Pamela Silva
A.S., College of the Sequoias

Jamie Silveria
B.S., California State University, Bakersfield

Kathleen Ruiz
B.S., Business Management, University of Phoenix
A.S., Respiratory Therapy, Fresno City College

Lorie Ragsdale
Pharm.D., University of Pacific

Linda Roullard
B.A., Psychology, California State University, Fresno
A.A., Liberal Arts, College of the Sequoias

Joanna Salinas
A.S., Dental Assisting, San Joaquin Valley College

Denise Scrimshire
A.S., Registered Nursing, College of the Sequoias

Brenda Serpa
Program Director, Dental Hygiene
M.A., Education, California State University, Fresno
B.S., Health Science, California State University, Fresno
A.S., Dental Hygiene, Fresno City College

Juanita Thompson
Industrial Maintenance Technology Certification,
San Joaquin Valley College

Kathleen Villa
A.S., San Joaquin Valley College

Barbara Watrous
Supervising Dentist, Dental Hygiene
D.M.D., Oral Roberts University
B.S., Biology, Oral Roberts University

Ann Zelaski
Program Director, Vocational Nursing
B.S.N., California State University, Dominguez Hills

Adjunct

Terry Bady
B.S.N., California State University, Dominguez Hills
A.S., Ventura Junior College
A.A., Porterville College

Sandra Isaak
M.S.N., California State University, Fresno
B.S.N., California State University Fresno

A.A., Accounting, Reedley Junior College
A.S., Dental Hygiene, Fresno City College

Technology Studies

Anthony Baeza
A.S., HVAC-R, San Joaquin Valley College

Brandon Bedard
A.S., HVAC-R, San Joaquin Valley College

Otis O'Neal
A.A., *in progress*, General Education, College of the Sequoias

Samantha Porras
A.S., San Joaquin Valley College

Juanita Thompson
A.S., San Joaquin Valley College

General Education

William Brown
B.S., California State University, Irvine

William Gradis
B.S., Biology, East Carolina University
M.S., Plant Pathology, North Carolina State University

Kellee Irwin
B.S., Business Management, University of Phoenix
A.S., Business Administration, San Joaquin Valley College

Rudy Martinez
B.A., Human Development,
California State University, Hayward

Amanda Ogata
B.A., English Communication, Fresno Pacific University

Lisa Elliott Vandegrift
B.A., Business Management, Fresno Pacific University

Adjunct

Anna Gomez
M.A., Education, Fresno Pacific University
B.A., Spanish, California State University, Fresno

Janie Hunt
B.A., English, University of California, Davis

Melissa Melban
B.S., Criminal Justice Administration, University of Phoenix
A.A., Criminal Justice, University of Phoenix

Stacey Kelly
B.A., Psychology, California State University Fresno



Susan DeLong

Ms. DeLong is an educator with over 20 years of teaching experience and eight years in higher education administration. She currently holds the position of Academic Coach for Exeter Unified School District. In that capacity, Ms. DeLong assists instructors with curriculum, technology, instructional strategies, and assessment. She also mentors new teachers and conducts

professional development. From 2010-2015, Ms. DeLong was the Director of Assessment for San Joaquin Valley College. Ms. DeLong was instrumental in creating and administering an outcomes-based program review process for the then 13 SJVC campuses and 28 academic programs. She also managed the curriculum for the 28 academic programs and assisted with faculty hiring, training, and evaluation. She held the position of Assistant Director of Curriculum and Instruction from 2007-2010. In that role, Ms. DeLong primarily provided professional development to college faculty based on current educational research. She also coordinated the implementation of college-wide learning management system for the delivery of learning objects for over 400 courses. From 1987-2007, Ms. DeLong taught seventh and eighth grade language arts with experience with English language learners and GATE students at Valley Oak Middle School. She taught sixth, seventh, and eighth grade math at Reef-Sunset Unified School District from 1983-1987.

Ms. DeLong completed the WASC sponsored Assessment Leadership Academy in 2010. Ms. DeLong has a Master's Degree in Educational Technology from Fresno Pacific University. She earned her Bachelor's Degree in Education from Central Michigan University.

Ms. DeLong is a board member of Christ Lutheran Church; Past President of Christ Kids Preschool Board; and Past President of Eta Zeta Chapter, Delta Kappa Gamma.



Board of Directors' Members

Mark Perry

Mr. Perry, who is the co-owner of SJVC, has over 30 years of experience in education. He began working for the College in 1978 on a part-time basis as a janitor/copy clerk. In 1982, Mr. Perry began working for SJVC full-time and held various positions, including admissions, sales/advertising, student dean, and campus

president. During this time, he and his brother, Michael Perry, worked with their parents (and then-owners, Bob and Shirley Perry) to grow the College. In 1994, Mr. Perry and his brother, Michael Perry, purchased the College from their parents. Mr. Perry held the title of SJVC's President until his

retirement in 2015. He currently is a member of the Senior Management and the SJVC Board of Directors.

Mr. Perry is actively involved in the community. He is Past Chairman of the Visalia Chamber of Commerce. He has been active in the Boy Scouts of America since 1990 and has held several leadership positions, including Council President and member of the BSA International Committee. Mr. Perry has been an active Rotarian since 1992 and has held various leadership positions within the organization. He also serves on the Kaweah Delta Hospital Foundation Board.

Mr. Perry holds an Associate Degree from the College of the Sequoias.



Michael Perry

Mr. Perry, who is also a co-owner of SJVC, began working for the College in 1978. He has held several different positions, including Campus President. Upon purchasing the College from their parents, Mr. Perry, and his brother, Mark Perry, served as SJVC's CEO and President for approximately 20 years. Under their visionary leadership, SJVC achieved WASC

accreditation and increased its reach through the addition of new programs and campuses. When Mark Perry retired in 2015, Michael assumed the role of President/CEO.

Michael Perry has been an active Rotarian since 2005 and held the office of Vice President of the Visalia Sunset Rotary. He has served as a Board Member and Chairman of the California Association of Private Post-Secondary (CAPPs). Mr. Perry has also served on the Board of Directors for the Visalia Chamber of Commerce. He has received numerous awards and recognitions for his contributions to these organizations.

BOARD OF DIRECTORS

- Mark Perry
- Michael Perry
- Robert Perry

SENIOR MANAGEMENT

Mark Perry
Chairman of the Board of Directors

Michael Perry
President/Chief Executive Officer

Joseph Holt
Chief Administrative Officer
M.A., Organizational Studies, Fresno Pacific University
B.A., Communications,
California State University, Bakersfield

Carole Brown

Vice President of Academic Affairs
M.A., Education, California State University Fresno
B.A., Liberal Studies, California State University Chico

Nick Gomez

Chief Operating Officer
M.B.A., Emphasis: Leadership and Managing Organizational
Change, Pepperdine University
B.S., Business Management, University of Phoenix

Russ Lebo

Chief Financial Officer
M.B.A., University of Redlands
B.S., Business Administration/Accounting,
California State University, Stanislaus

Michael S. Abril

Vice President of Legal and Regulatory Affairs
J.D., University of Southern California
M.B.A., University of Southern California
B.A., University of California, Davis

Kevin Robinson

Vice President of Student Financial Services
B.A., Biology, California State University Fresno

BOARD OF GOVERNORS

Community-at-Large Members



Dr. John R. Swiger, Chairperson
Dr. Swiger brings more than 20 years of experience in higher education to the San Joaquin Valley College (SJVC) Board of Governors. Prior to his service on the board, Dr. Swiger held the position of the SJVC Fresno Campus President for many years until his retirement in 2012. Dr. Swiger also held the position of SJVC's Director of Accreditation

from 2005-2007. In that capacity, Dr. Swiger successfully led SJVC through its reaccreditation with the ACCJC/WASC. Prior to his employment with SJVC, Dr. Swiger held the position of Associate Dean with National University; Director and Dean for Heald Business College; and Director of Professional Education for the State of Washington.

Dr. Swiger earned his doctoral degree in Education from Seattle University. He earned a Master's Degree in Education from Central Washington University and a Bachelor's Degree from the University of Colorado.

John serves as Sr. Warden/Vestry for St. Columba Church.



Jill Sozinho
Ms. Sozinho is an English Teacher at Tulare Western High School. In that capacity, she also serves as the Lead Teacher-Head of the school's Professional Learning Community and is a member of the Advisory Board for the Pre-Medical Academy. Ms. Sozinho has also served as an adjunct faculty member of the Fresno

Pacific University where she mentored student teachers.

Ms. Sozinho earned her Professional Clear Single Subject Teaching Credential from Chapman University where she also completed her Master of Arts in Teaching. She also earned a Bachelor of Arts in English from California Polytechnic State University, San Luis Obispo and holds multiple certifications.

Ms. Sozinho volunteers at the Bethlehem Center – a non-profit organization that provides meals, a food pantry, clothing, vouchers, and a thrift store.



Susan Good

Ms. Good is the Retired District Director for California State Senate Majority Leader, Dean Florez. Ms. Good has been a leading Knight in the Fresno Elks Lodge and has served as the Vice President of Administration for the National Women's Political Caucus in Fresno County. Ms. Good is a life member of the Veteran's of Foreign Wars Post 8900 Auxiliary

and the Fresno State Alumni Association. Her extensive public service contributions include membership in the Fresno Women's Network; Fresno Advertising Federation; Rotary Club of Fresno; and Leadership Fresno Alumni Association. Ms. Good has been the recipient of the Fresno Advertising Federation's Hall of Fame for lifetime achievement. Ms. Good was also listed as one of the "100 Most Influential Women" in 2008.

Ms. Good graduated from the California Banking School at the University of San Diego. She is a graduate of the University of Oklahoma's Bank Compliance School. Ms. Good earned her Bachelor's Degree at California State University, Fresno.



Marlea Lyon

Ms. Lyon has over 20 years of experience in the banking industry. She is currently the Portfolio Manager for Wells Fargo and is highly skilled at maintaining strong relationships with middle market and high net worth clients, cross-selling within bank lines of business, and acquiring new relationships.

Ms. Lyon earned her Bachelor of Science Degree in Agribusiness from Cal Poly San Luis Obispo.

Ms. Lyon is the Past President of the California Women for Agriculture – Tulare-Kings Chapter. She has served on multiple advisory committees and boards, including Wish Upon a Star, YMCA, and the Visalia Unified School District Ag Advisory.



Susan DeLong

Ms. DeLong is an educator with over 20 years of teaching experience and eight years in higher education administration. She currently holds the position of Academic Coach for Exeter Unified School District. In that capacity, Ms. DeLong assists instructors with curriculum, technology, instructional strategies, and assessment. She also mentors new teachers and conducts

professional development. From 2010-2015, Ms. DeLong was the Director of Assessment for San Joaquin Valley College. Ms. DeLong was instrumental in creating and administering an outcomes-based program review process for the then 13 SJVC campuses and 28 academic programs. She also managed the curriculum for the 28 academic programs and assisted with faculty hiring, training, and evaluation. She held the position of Assistant Director of Curriculum and Instruction from 2007-2010. In that role, Ms. DeLong primarily provided professional development to college faculty based on current educational research. She also coordinated the implementation of college-wide learning management system for the delivery of learning objects for over 400 courses. From 1987-2007, Ms. DeLong taught seventh and eighth grade language arts with experience with English language learners and GATE students at Valley Oak Middle School. She taught sixth, seventh, and eighth grade math at Reef-Sunset Unified School District from 1983-1987.

Ms. DeLong completed the WASC sponsored Assessment Leadership Academy in 2010. Ms. DeLong has a Master's Degree in Educational Technology from Fresno Pacific University. She earned her Bachelor's Degree in Education from Central Michigan University.

Ms. DeLong is a board member of Christ Lutheran Church; Past President of Christ Kids Preschool Board; and Past President of Eta Zeta Chapter, Delta Kappa Gamma.



Board of Directors' Members

Mark Perry

Mr. Perry, who is the co-owner of SJVC, has over 30 years of experience in education. He began working for the College in 1978 on a part-time basis as a janitor/copy clerk. In 1982, Mr. Perry began working for SJVC full-time and held various positions, including admissions, sales/advertising, student dean, and campus

president. During this time, he and his brother, Michael Perry, worked with their parents (and then-owners, Bob and Shirley Perry) to grow the College. In 1994, Mr. Perry and his brother, Michael Perry, purchased the College from their parents. Mr. Perry held the title of SJVC's President until his

retirement in 2015. He currently is a member of the Senior Management and the SJVC Board of Directors.

Mr. Perry is actively involved in the community. He is Past Chairman of the Visalia Chamber of Commerce. He has been active in the Boy Scouts of America since 1990 and has held several leadership positions, including Council President and member of the BSA International Committee. Mr. Perry has been an active Rotarian since 1992 and has held various leadership positions within the organization. He also serves on the Kaweah Delta Hospital Foundation Board.

Mr. Perry holds an Associate Degree from the College of the Sequoias.



Michael Perry

Mr. Perry, who is also a co-owner of SJVC, began working for the College in 1978. He has held several different positions, including Campus President. Upon purchasing the College from their parents, Mr. Perry, and his brother, Mark Perry, served as SJVC's CEO and President for approximately 20 years. Under their visionary leadership, SJVC achieved WASC

accreditation and increased its reach through the addition of new programs and campuses. When Mark Perry retired in 2015, Michael assumed the role of President/CEO.

Michael Perry has been an active Rotarian since 2005 and held the office of Vice President of the Visalia Sunset Rotary. He has served as a Board Member and Chairman of the California Association of Private Post-Secondary (CAPPs). Mr. Perry has also served on the Board of Directors for the Visalia Chamber of Commerce. He has received numerous awards and recognitions for his contributions to these organizations.

BOARD OF DIRECTORS

- Mark Perry
- Michael Perry
- Robert Perry

SENIOR MANAGEMENT

Mark Perry
Chairman of the Board of Directors

Michael Perry
President/Chief Executive Officer

Joseph Holt
Chief Administrative Officer
M.A., Organizational Studies, Fresno Pacific University
B.A., Communications,
California State University, Bakersfield

Carole Brown

Vice President of Academic Affairs
M.A., Education, California State University Fresno
B.A., Liberal Studies, California State University Chico

Nick Gomez

Chief Operating Officer
M.B.A., Emphasis: Leadership and Managing Organizational
Change, Pepperdine University
B.S., Business Management, University of Phoenix

Russ Lebo

Chief Financial Officer
M.B.A., University of Redlands
B.S., Business Administration/Accounting,
California State University, Stanislaus

Michael S. Abril

Vice President of Legal and Regulatory Affairs
J.D., University of Southern California
M.B.A., University of Southern California
B.A., University of California, Davis

Kevin Robinson

Vice President of Student Financial Services
B.A., Biology, California State University Fresno

ABILITY TO BENEFIT

“Ability to benefit” is defined as the demonstrated aptitude to successfully complete the educational program and subsequently be employed. The College has determined that ‘ability to benefit’ is demonstrated by achievement of high school graduation, achievement of a GED or its equivalent and as such does not accept applicants who lack these credentials.

ADMISSION PROCEDURES AND REQUIREMENTS

The Admissions Department is dedicated to assisting prospective students in selecting programs that best suit their needs and qualifications. In order to ensure that prospective students are a good match for their selected program of interest, **SJVC** has established the following admission procedures and requirements:

- Applicants must possess a high school diploma or the equivalent.
- Applicants must participate in an interview with an admissions advisor.
- Applicants to on-ground and online programs must participate in an admissions assessment. The assessment instrument(s) and process varies by program. The purpose of the assessment is to evaluate the cognitive ability of prospective students. Each program has a required minimum entry score. The Admissions Department utilizes the results from the assessment(s) to select prospective students who have the best opportunity to achieve success in their chosen program.

Some programs have additional entrance procedures and requirements which may be found in the Admission Requirements statement listed for each program that appears in this catalog.

- Applicants must meet with either the Enrollment Services Director or a campus manager or their designee for an acceptance interview. In addition to this acceptance interview, applicants may be required to meet with the Director of their selected program.
- Applicants must meet with the Financial Services Department to confirm arrangements to meet tuition obligations.
- Upon completion of the above, the applicant will sign an Enrollment Agreement which sets forth specific information such as start and graduation dates, tuition information, academic schedule, etc.
- All new student enrollments must complete New Student Orientation prior to their first class session.

NOTE: Applicants to the Respiratory Therapy Baccalaureate Degree Completion program and the non-degree general education courses are not subject to the admissions assessment and acceptance interview requirements listed above.

Programs leading to occupations requiring licensure may have licensing requirements that prohibit enrollment of applicants with relevant past criminal convictions.

LANGUAGE PROFICIENCY

Students are required to have proficiency in the English language as documented in the admissions process:

- Conversational proficiency: interview
- Written proficiency: application essay
- Reading comprehension: assessment instrument

All enrollments related documents, including the Enrollment Agreement and the School Performance Fact Sheet, are printed in English. If English is not your primary language, you have the right to retain an interpreter at your own cost to obtain a clear explanation of the terms and conditions of the Enrollment Agreement, including the cancellation and refund policies, and other enrollment related documents, in your primary language

STUDENT RIGHT TO CANCEL

New students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

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, it 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 in good condition.

INTERNATIONAL STUDENTS (Requirements and VISA Services)

SJVC is authorized by the United States (U.S.) Department of Homeland Security (DHS) to accept and enroll non-immigrant students. The College is approved to issue documents that support the issuance of F-1 and M-1 Visas to qualified international students. Students holding J or H Visas may also be eligible to attend as an international student. After meeting with an **SJVC** representative, students who declare a country of citizenship other than the U.S. and who do not have permanent U.S. residence will be referred to a Designated School Official (DSO) at **SJVC** during the admission process. Prior to the issuance of a Student Visa Petition (Form I-20 A-B), non-immigrant students must provide original or verified copies of the following items in addition to the regular **SJVC** admission requirements for their respective program:

International Applicant Packet Documents

- a) Official copy of student's diploma translated and evaluated by a U.S. high school and/or college equivalency by an agency recognized by NACES (National Association of Credential Evaluation Services, <http://naces.org/members.html>).
- b) Official college transcript(s), if applicable, in order to determine eligibility to transfer certain program General Education course requirements.
- c) English Proficiency Test results, either a TOEFL score of at least 61, internet based; or a TOEIC score of 590 or better; or an IELTS Academic test result of 6 or higher.
- d) Letter of Intent written by applicant explaining why the student wants to study in the U.S. The letter should also include information about the student's plans for after program completion and after any possible DHS-approved optional work permission in the U.S.
- e) A signed Affidavit of Support from the student's sponsor stating:
 - i. His or her relationship to the student
 - ii. Sufficient funds have been set aside solely for the purpose of the student's education
 - iii. Name, address, and phone number of the sponsor
- f) Applicant's or sponsor's bank(s) statement dated no later than six months showing twelve months of tuition and living expenses.
- g) Copy of student's information and photo page from valid passport.
- h) Copy of VISA/I-94 card, if applicable.
- i) Copy of prior I-20 A-B form (applicable for Transfer Students only).
- j) Applicants should also check with their U.S. consulate or U.S. embassy for other possible requirements.

Questions may be directed to the SEVIS approved Designated School Official at SJVC.DSO@sjvc.edu.

TRANSFER OF CREDIT

Policy: *SJVC* is committed to helping students achieve their educational goals. As students often complete coursework at more than one institution, it is the policy of *SJVC* to apply previously earned credit toward an *SJVC* degree or certificate (where appropriate) and to provide opportunities for course challenge. A maximum of 50% of the total credits required for an *SJVC* degree or certificate program may be transferred in from another institution; however, in exigent circumstances (e.g., school closure), the College may make allowance for additional earned credit to be applied toward a student's program of study.

All incoming coursework will be thoroughly evaluated to ensure that the nature, content, associated student learning outcomes, and level of credit earned aligns with the equivalent course requirements of the *SJVC* program of

enrollment. General requirements for transfer credit include the following:

- Course has been completed at an institution of higher education recognized by the Council for Higher Education Accreditation, or is otherwise validated for comparability to coursework for which it is accepted.
- Undergraduate coursework must be graded at a 2.0 ("C") or higher.
- Coursework must be credit-bearing and completed at the same level for which it is credited, i.e., lower division for lower division, or upper division for upper division.
- Some courses require completion within the past seven (7) years in order to be considered.
- Course credit assessment must be completed prior to the academic year of enrollment for that course to be accepted toward program completion.

A tuition credit of \$75.00 per accepted unit will be credited to the student account. All transcripts submitted become the property of *SJVC* and cannot be returned to students or forwarded to other institutions.

Additional options and protocols for determining the transferability of previously earned credit and for course challenge are provided below:

- **Credits Earned by Students Receiving Veterans Affairs (VA) Benefits:** Incoming students receiving VA benefits will have any previous college coursework or training (military and nonmilitary) evaluated to determine whether the previously earned credit may be transferred into their program of study. All accepted transfer credit will be applied toward the student's program of study and a credit of \$411.00 per unit will be given.
- **Credits Earned in Foreign Institutions:** Students who have completed coursework in foreign institutions must have their transcripts evaluated by a foreign evaluation service in order to have that coursework considered for academic credit. Upon completion of this process, the evaluation report must be sent directly to the Registrar's office. The Transcript Evaluator will evaluate the report and make a determination on whether credit will be awarded.
- **Credits Earned by Examinations and Advanced Placement Courses:** Specific general education courses from the following testing sources may be eligible for transfer:
 - Advanced Placement Program of the College Board (AP)
 - College-Level Examination Program (CLEP)
 - DANTES Subject Standardization Test (DSST)
 - Excelsior College Examinations (formerly Regents or ACT/PEP)
- **Credit Earned through Course Challenge:** Students may earn course credit in the subjects of math, English, and some program pre-requisite courses through successful course challenge. To challenge a course, students complete and pass an examination which tests their

Respiratory Therapy

This program is offered **Online**.

Program Description

SJVC's Bachelor of Science in Respiratory Therapy Program may be completed in 60 weeks. The program is designed for Registered Respiratory Therapists having graduated from a CoARC or CAAHEP accredited associates degree Respiratory Therapy program who want to advance their career. The Bachelor of Science Degree in Respiratory Care affords excellent opportunities for professional growth and development with the necessary education in leadership, education, research and critical care.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Articulate various current professional and clinical roles and potential expanded roles related to the respiratory therapy profession including describing professional behavior, monitoring the quality of respiratory care and listing changes in technology and knowledge base.
2. Demonstrate knowledge in critical care pathophysiology to interpret pertinent clinical information to make recommendations for appropriate therapeutic intervention.
3. Demonstrate effective written and oral communication skills.
4. Demonstrate the ability to access, interpret, and critically appraise relevant medical and other authoritative literature related to clinical practice, administration, education, and/or research associated with the respiratory therapy profession.
5. Develop an original project or research proposal related to clinical practice, administration, education, and/or research associated with the respiratory therapy profession.



Admission Requirements: To be considered for admission to the Respiratory Therapy Program, applicants must meet the following requirements:

- Hold an Associate of Science Degree in Respiratory Care from a CoARC or CAAHEP accredited associate of science degree respiratory therapy program that is within a regionally or nationally accredited institution.
- Successful completion of a minimum of 70.0 units of lower division courses (may include lower division respiratory care coursework).
- Hold a current unencumbered credential licensure as a Registered Respiratory Therapist (RRT), and current unencumbered licensure as a Respiratory Care Practitioner (RCP) in California or in the state of current employment.

Graduation Requirements: Successful completion of the courses listed below with a grade of "C" or higher.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Respiratory Therapy Baccalaureate Degree program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Respiratory Therapists (29-1126.00)
- Respiratory Therapy Technicians (29-2054.00)
- Clinical Research Coordinators (11-9121.01)
- Health Educators (21-1091.00)
- Medical and Health Services Managers (11-9111.00)

Respiratory Courses

<u>Course ID</u>	<u>Course Name</u>	<u>Credit Units</u>
RCP 400	Protocol Based Critical Care	3.0
RCP 410	Education Principles for Healthcare Professionals	3.0
RCP 420	Management Principles for the Healthcare Professional	3.0
RCP 430	Establishing Best Practices in Quality Improvement of Healthcare	3.0
RCP 440	Research and Evidence-Based Practice in Healthcare	5.0
RCP 450	Health Care Finance	4.0
RCP 460	Advanced Respiratory Practice for Critical Care	4.0

Criminal Justice: Corrections

This program is offered at **Antelope Valley, Bakersfield, Fresno, Modesto (Salida), Ontario, Victor Valley (Hesperia), and Visalia.**

Program Description

The Criminal Justice: Corrections program is 60 weeks in length and prepares graduates for a career in Corrections. The program includes instruction in criminal law, evidence collection and preservation, report writing, institutional corrections, physical agility training, defensive tactics and weaponless defense. Many graduates initially find work in security and develop entry-level work experience while they pursue employment as a correctional officer.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Explain the history, theories and relationship of corrections and the criminal justice system
2. Apply definitions and theories of crime and criminal codes to the criminal justice systems
3. Analyze criminal cases using knowledge of rules of investigation, interrogation, and evidence
4. Examine the concepts of morality, ethics, and law and apply the philosophies within the criminal justice system
5. Write a complete, competent and relevant report
6. Handle inmates appropriately both verbally and physically incorporating Title 15 regulations
7. Use a firearm safely and demonstrate appropriate arrest, search and seizure techniques.
8. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
9. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates



Admission Requirements

- U.S. Citizenship
- No felony criminal convictions
- No misdemeanor convictions that would prohibit applicant from possessing a firearm
- No legal conditions that would prohibit applicant from possessing a firearm
- Valid California driver license
- Applicant must be in good health and physically fit
- Applicant must be age 18 by program start date

Enrollment in the Criminal Justice: Corrections program is subject to the approval of the CJC Program Director or their designee.

Graduation Requirements

- Successful completion of the courses listed below with a score of 70% or higher on all job knowledge tests as well as successful completion of all skill examinations in the CJ60A course
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn an Associate of Science degree and the following certifications: Standards and Training for Corrections (STC) Adult Core Academy, which includes 8-hour Baton; and, Bureau of Security and Investigative Services (BSIS) certified training in Powers to Arrest, Weapons of Mass Destruction, Firearms, Baton, Chemical Agents, Public Relations, Observations and Documentation, Communications and its Significance, and, Liability and Legal Aspects – resulting in (BSIS) Security Guard Care and (BSIS) Security Guard Exposed Weapons permits.

Dental Hygiene

This program is offered at **Ontario** and **Visalia**.

Program Description

The Dental Hygiene program is 67 weeks in length and prepares students to work as a registered dental hygienist. Benefits of this program include comprehensive instruction, small class sizes, and high board pass rates. The program features a fully equipped on-campus dental clinic, allowing students to get hands-on instruction and real-world experience while completing their studies.

The Dental Hygiene program is accredited by the American Dental Association, Commission on Dental Accreditation.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Identify each patient's physical and oral health status by collecting patient data through a process of comprehensive patient assessment procedures
2. Analyze assessment findings and use critical thinking in order to address the patient's dental hygiene treatment needs
3. Establish a dental hygiene care plan that reflects the realistic goals and treatment strategies to facilitate optimal oral health
4. Provide patient-centered treatment and evidence-based care in a manner minimizing risk and optimizing oral health
5. Measure the extent to which goals identified in the dental hygiene care plan are achieved
6. Complete and accurately record all documentation relevant to patient care
7. Adapt to changes in demographics and cultural diversity in dental hygiene practice and health care delivery
8. Interact with the dental community and professional organizations for professional growth and lifelong learning



Admission Requirements

- Completion of the following prerequisite courses at an accredited college or university with a minimum of a "C" grade and an overall GPA of 2.75 or higher:
 - General/Inorganic Chemistry (with lab)
 - General Microbiology (with lab) *
 - Human Physiology (with lab)
 - Speech / Oral Communication
 - Introduction to Sociology
 - Organic/Biochemistry (with lab) *
 - Human Anatomy (with lab)
 - Writing and Composition
 - Intermediate Algebra or higher (not included in the minimum GPA requirements for entry into the program)
 - General Psychology

*The BIOL14 and/or CHE4 course(s) may be offered to applicants who have successfully completed all other prerequisite courses.

Applicants who have successfully completed the prerequisites will be considered for admission into the program. Using a point-based system, applicants will be ranked on the following criteria: cumulative GPA on prerequisite courses, reading comprehension exam, allied health or related work experience, and a personal interview with Dental Hygiene faculty and/or the program director.

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher
- Achieve minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component

Credential and Professional Certifications

Graduates earn an Associate of Science Degree and are eligible to take the National Board written examination and a State and/or Regional Board Examination for licensure as a Registered Dental Hygienist (see next page).

Diagnostic Medical Sonography

This program is offered at **Bakersfield**.

Program Description

The Diagnostic Medical Sonography program is 73 weeks in length and prepares students to work as an entry-level general sonographer. Students learn how to perform ultrasound scanning examinations and record the data for interpretation by a physician. Graduates are prepared to provide effective oral and written communication to the healthcare team as it pertains to diagnostic results.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
2. Perform appropriate ultrasound scanning procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic services.
5. Demonstrate appropriate communication skills with patients and colleagues.
6. Act in a professional and ethical manner.
7. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic ultrasound techniques, and promote principles of good health.
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates.



Admissions Requirements

- Applicants must be at least 18 years of age and have completed the following prerequisite courses with a grade a "C" or higher at an accredited college or university:
 - Writing and Composition
 - Intermediate Algebra or higher
 - Anatomy and Physiology
 - Medical Terminology

Nine units of prerequisite coursework will be applied to the general education graduation requirement.

Applicants who have successfully completed the prerequisites will be considered for admission into the program. Using a point-based system, applicants will be ranked on the following criteria: cumulative GPA on prerequisite courses, an assessment, professional references, and a personal interview with program faculty. Enrollment decisions are made by the Program Director or his/her designee.

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher in all DMS courses
- Achieve the minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS100)
- Successfully complete at **SJVC** or transfer in (at the time of enrollment) 9.0 units of general education in the following subjects:
 - Ethics (PHIL 1C)
 - Two of the following: Economics (ECON 1), General Psychology (PSY 1), or Introduction to Sociology (SOC 1).

Credential and Professional Certifications

Graduates earn an Associate of Science in Diagnostic Medical Sonography. Upon completion of 1,680 hours of work experience as a diagnostic medical sonographer, graduates are eligible to sit for the ARDMS certification exam. An alternative exam pathway is available to graduates who have earned a previous health studies credential (please see the Program Director for more information).

Electrical Technology

This program is offered at **Modesto (Salida)** and **Ontario**.

Program Description

The Electrical Technology program is 60 weeks in length and provides a framework of electrical knowledge and skills that can be adapted in the electrical trade industry. The program prepares students for employment in numerous electrical and related trades. Upon completion of the Electrical Technology program, the student should be able to install, maintain, and repair electrical equipment and systems in a safe, competent, and professional manner. The program meets the standards set forth by the California Department of Industrial Relations towards the current California Electrician Certification Program. Upon completion of the program, the student is eligible to sit for the California General Electrician's Certification Exam.



Program Student Learning Outcomes

Upon completion of this program, the graduate should be able to:

1. Discuss theories of electrical circuitry and relate these concepts to practical applications
2. Apply proper procedures for the installation, operation, maintenance and repair of residential, commercial, and light industrial wiring, electrical equipment and systems
3. Demonstrate proper usage of the basic tools of the trade
4. Demonstrate the basic use and application of the National Electrical Code and be prepared to successfully pass the California Electrician Certification Exam
5. Create effective reports and documents, electronically and in writing
6. Apply advanced electrical concepts and critical thinking skills to interpret and create blueprint drawings for residential, commercial and light industrial facilities
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates
9. Adhere to national, state, and local safety practices used by technicians working in the electrical industry

Admission Requirements

- Valid California driver license
- No felony convictions
- No misdemeanor convictions for property or drug crimes

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher in all ELEC courses
- Successful completion of the Career Services Seminar (CSS 100)

Professional Certifications

Graduates earn an Associate of Science Degree and are eligible to take the California General Electrician's Certification Exam administered by the California Department of Industrial Relations.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Electrical Technology Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Electricians (47-2111.00)
- Security and Fire Alarm System Installers (49-2098.00)
- Signal and Track Switch Repairers (49-9097.00)
- First-Line Supervisors of Construction Trades and Extraction Workers (47-1011.00)

Heating, Ventilation, Air Conditioning, and Refrigeration

This program is offered at **Antelope Valley (Lancaster), Bakersfield, Fresno, Ontario, Temecula, Victor Valley (Hesperia), and Visalia.**

Program Description

The Heating, Ventilation, Air Conditioning and Refrigeration program is 60 weeks in length and prepares students to work in the heating and cooling industry. Training focuses on theories of heating, refrigeration, and air conditioning. Students study the operation, maintenance, and repair of residential and commercial equipment.

Program Student Learning Outcomes

1. Discuss theories of heating, refrigeration, and air conditioning and relate these concepts to practical applications.
2. Apply proper procedures for the installation, operation, maintenance and repair of both residential and light commercial heating, ventilation, air conditioning and refrigeration equipment and systems.
3. Demonstrate proper usage of the basic tools of the trade.
4. Demonstrate requisite mastery to apply for and obtain the EPA 608 certification from the Environmental Protection Agency.
5. Create effective reports and documents electronically and in writing.
6. Apply advanced electrical concepts and critical thinking skills to interpret and draft schematic wiring diagrams and perform system diagnostics and interpret results.
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.
8. Demonstrate social skills, professional appearance, attitudes, and behavior that employers expect of all **SJVC** graduates.
9. Adhere to national, state, and local safety practices used by service technicians working on HVAC-R systems.



Admission Requirements

- Valid California driver license
- No DUI convictions for the past 3 years

Graduation Requirements

- Successful completion of the courses listed below
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn an Associate of Science degree and have the opportunity to earn EPA 608 certification.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Heating, Ventilation, Air Conditioning, and Refrigeration Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Heating and Air Conditioning Mechanics and Installers (49-9021.00)
- Maintenance and Repair Workers, General (49-9071.00)
- Refrigeration Mechanics and Installers (49-9021.00)

Core Course Requirements

Course ID	Course Name	Credit Units
HVAC-R 100	Theory and Applications of Air Conditioning	5.0
HVAC-R 101	Theory and Applications of Refrigeration	5.0
HVAC-R 102	Theory and Application of Electricity	10.0
HVAC-R 106	Air Distribution Systems	5.0
HVAC-R 104	Advanced Refrigeration	5.0
HVAC-R 105	Advanced Electricity	5.0
HVAC-R 103	Advanced Air Conditioning	5.0

Industrial Maintenance Technology

This program is offered at **Bakersfield, Modesto (Salida), and Ontario.**

Program Description

SJVC's Industrial Maintenance Technology program is 60 weeks in length and is designed to provide fundamental, hands-on training of industrial systems and equipment. Students will study and master the basic principles, applications, concepts, and functions of hydraulic systems, bearing and seal types, and power transmission components. Practical instruction is provided with industry-standard equipment and software.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Apply basic concepts of electrical theory related to motor control
2. Operate and maintain machinery and machinery components such as industrial bearings, gear systems, and shaft joining and coupling devices
3. Perform advanced hydraulic testing procedures, maintenance, and hydraulic systems operation
4. Program, install, and perform diagnostic functions on programmable logic controllers (PLCs)
5. Use a computer and associated hardware and software to generate documents, prepare electronic spreadsheets, manage databases, conduct Internet research, and communicate via electronic mail
6. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates



Admission Requirements

- Valid California driver license
- No felony convictions
- No misdemeanor convictions for property or drug crimes

Graduation Requirements

- Successful completion of the courses listed below
- Successful completion of the Career Services Seminar (CSS 100)

Credential and Professional Certifications

Graduates earn an Associate of Science Degree.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Industrial Maintenance Technology Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Helpers-Installation, Maintenance & Repair Workers (49-9098.00)
- Maintenance and Repair Workers, General (49-9071.00)
- Maintenance Workers, Machinery (49-9043)
- Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic (51-4081.00)

Core Course Requirements

Course ID	Course Name	Credit Units
ECON 1	Economics	3.0
HEA 10	Health and Wellness	3.0
IT 101	Industrial Electricity	10.0
IT 110	Power Transmission	5.0
IT 120	Fluid Power	5.0
IT 201	Programmable Logic Controllers	10.0
MTG 104	Office Supervision and Organization	3.0
SPC 1A	Introduction to Public Speaking	3.0

Licensed Vocational Nursing to Registered Nursing

An LVN to RN Associate Degree in Nursing is offered at the **SJVC Visalia Campus**.

Program Description

The LVN to RN Associate Degree in Nursing program is designed for Licensed Vocational Nurses who want to take the next step in their medical career. This program allows currently licensed Vocational Nurses to transfer credits from their LVN studies to the required coursework needed for the Registered Nursing program.

Students will be prepared to work as a Registered Nurse within the health care delivery system. Graduates are trained as providers and managers of care, communicators and collaborators, and client advocates and educators. Students learn Med-Surg nursing; Geriatric and pediatric care; obstetric and neonatal nursing; and mental health care.

The LVN-RN Bridge program is approved by the California Board of Registered Nursing (BRN).



Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Assist individuals from diverse backgrounds to achieve optimal health utilizing the knowledge gained from biological, social, and nursing sciences
2. Formulate a comprehensive plan of care that minimizes risk and optimizes safety using the nursing process
3. Integrate the role of professional nurse into clinical practice
4. Apply psychological, social, and cultural knowledge to nursing practice
5. Use inter- and intra-professional communication and collaboration skills to deliver evidence-based, patient-centered care
6. Assume the role of advocate to improved health care delivery by communicating and acting according to the expressed needs of the individual
7. Interpret data and apply evidence to support clinical judgment
8. Develop and implement patient education based on identified need and in collaboration with the patient
9. Utilize a variety of resources, including electronic media and medical technology to provide safe, quality care of the patient and family
10. Provide leadership, manage resources, delegate and supervise members of the healthcare team
11. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates

Admission Requirements

- Completion of a minimum of 34 units of general education prerequisite coursework (GPA of 2.5 or higher) in the following subjects at an accredited college or university:
 - Human Anatomy with lab
 - Microbiology with lab
 - Human Physiology with lab
 - General Chemistry with lab
 - Writing & Composition
 - Intermediate Algebra or higher
 - General Psychology
 - Introduction to Sociology or Cultural Anthropology
 - Introduction to Public Speaking / Oral Communication
 - General Education (GE) Breadth Area C2 (minimum of 3.0 units in literature, philosophy, or foreign language)²

² If the student does not have GE Area C2 units to transfer in, PHIL 1C: Ethics must be taken at **SJVC**.

These courses are also offered at **SJVC** (see **General Education Prerequisites** below). More information on pre-requisite courses is available on the SJVC website: <http://www.sjvc.edu/admissions/admissions-requirements/prerequisite-courses-faqs>.

Completion of the program's general education requirements at **SJVC** does not guarantee entry into the RN program.

- **Current Basic Life Support (BLS) certification from the American Heart Association**
- **Evidence of a current California LVN license. Students will receive 6.0 units of credit for the license.**
 - The program does allow applicants to challenge the LVN coursework and licensure requirements. To successfully do so, applicants must:
 - Achieve a benchmark equivalent National Standard for ATI Fundamentals Proctored Assessment to establish foundational knowledge base
 - Achieve a score of 75% on the Final Exam for RN10 and RN 10L
- **The College has well-defined policies and procedures that govern the acceptance of credit for coursework completed at other institutions, including military education and training for VA students (see Transfer of Credit Policy, College Catalog).**

Challenge/Advanced Placement Policy for Military Trained Healthcare Personnel Requesting Entrance into the RN Program

Effective August 2017: Individuals who have held Military Health Care Occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C), may achieve advanced placement into the nursing program with documentation of education and experience qualifying them for the specific Military Health Care Occupation and upon successful completion of the challenge exam(s), dosage calculation exam, and skills competency exam.

Application Process

Prospective students are responsible for providing proof of admission requirements and submitting additional required documents related to the application process. When a complete application file is received, the applicant takes entrance assessment exams and writes a personal goal statement. Final selection is based on points earned in the admission process. Qualified candidates will be considered for an invitation to interview with the selection committee.

Program Length

The bridge program is delivered over the course of four terms (a term is comparable to a semester). Terms 1 and 2 consist of the program's general education pre-requisites (40 weeks) and are followed by the five-week bridge course (RN 28). Students will then matriculate into Terms 3 (22 weeks) and 4 (20 weeks) with a one week break in between these terms. Upon completion, students will complete a one week NCLEX Prep Course for a total program length of 89 weeks.

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher in all RN courses
- Achieve minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component

Credential and Professional Certifications

Graduates earn an Associate of Science Degree in Nursing (ADN) and are eligible to apply to the California Board of Registered Nursing to sit for the National Council Licensure Examination for Registered Nursing (see below).

State Licensure

Graduates are eligible to apply to the California Board of Registered Nursing (BRN) to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). This application requires a background check. When applying for licensure in the State of California to the Board of Registered Nursing (BRN), applicants are required to report any disciplinary action against a professional license and/or misdemeanor or felony convictions; certain convictions may result in denial of licensure. Each case is considered individually by the BRN.

Graduates who pass the NCLEX-RN are licensed by the BRN and authorized to use the RN credential, which is a requirement to work in this field.

Registered Nursing

An Associate Degree in Nursing (ADN) (also referred to as the generic program) is offered at the **Visalia** and **Ontario Campuses**.

Program Description

SJVC's Registered Nursing program prepares students to work as a Registered Nurse within the health care delivery system. Graduates are trained as providers and managers of care, communicators and collaborators, and collaborators; and client advocates and educators. Students learn Med-Surg nursing; Geriatric and pediatric care; obstetric and neonatal nursing; and mental health care. The RN program is approved by the California Board of Registered Nursing (BRN).

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Assist individuals from diverse backgrounds to achieve optimal health utilizing the knowledge gained from biological, social, and nursing sciences
2. Formulate a comprehensive plan of care that minimizes risk and optimizes safety using the nursing process
3. Integrate the role of professional nurse into clinical practice
4. Apply psychological, social, and cultural knowledge to nursing practice
5. Use inter- and intra-professional communication and collaboration skills to deliver evidence-based, patient-centered care
6. Assume the role of advocate to improved health care delivery by communicating and acting according to the expressed needs of the individual
7. Interpret data and apply evidence to support clinical judgment
8. Develop and implement patient education based on identified need and in collaboration with the patient
9. Utilize a variety of resources, including electronic media and medical technology to provide safe, quality care of the patient and family
10. Provide leadership, manage resources, delegate and supervise members of the healthcare team
11. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates



Admission Requirements

- Completion of a minimum of 34 units of general education prerequisite coursework (GPA of 2.5 or higher) in the following subjects at an accredited college or university:
 - Human Anatomy with lab
 - Microbiology with lab
 - Human Physiology with lab
 - General Chemistry with lab
 - Writing & Composition
 - Intermediate Algebra or higher
 - General Psychology
 - Introduction to Sociology or Cultural Anthropology
 - Introduction to Public Speaking / Oral Communication
 - General Education (GE) Breadth Area C2 (minimum of 3.0 units in literature, philosophy, or foreign language)⁸

These courses are offered at **SJVC** (see **General Education Prerequisites** below). More information on pre-requisite courses is available on the **SJVC** website: <http://www.sjvc.edu/admissions/admissions-requirements/prerequisite-courses-faqs>. Completion of the program's general education requirements at **SJVC** does not guarantee entry into the RN program.

- Current Basic Life Support (BLS) certification from the American Heart Association
- Evidence of a current California LVN license. Students will receive 6.0 units of credit for the license.

⁸ If the student does not have GE Area C2 units to transfer in, PHIL 1C: Ethics must be taken at **SJVC**.

- The program does allow applicants to challenge the LVN coursework and licensure requirements. To successfully do so, applicants must:
 - Achieve a benchmark equivalent National Standard for ATI Fundamentals Proctored Assessment to establish foundational knowledge base
 - Achieve a score of 75% on the Final Exam for RN10 and RN 10L
- The College has well-defined policies and procedures that govern the acceptance of credit for coursework completed at other institutions, including military education and training for VA students (see Transfer of Credit Policy, College Catalog).

Challenge/Advanced Placement Policy for Military Trained Healthcare Personnel Requesting Entrance into the RN Program
 Effective August 2017: Individuals who have held Military Health Care Occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C), may achieve advanced placement into the nursing program with documentation of education and experience qualifying them for the specific Military Health Care Occupation and upon successful completion of the challenge exam(s), dosage calculation exam, and skills competency exam.

Application Process

Prospective students are responsible for providing proof of admission requirements and submitting additional required documents related to the application process. When a complete application file is received, the applicant takes entrance assessment exams and writes a personal goal statement. Final selection is based on points earned in the admission process. Qualified candidates will be considered for an invitation to interview with the selection committee.

Program Length

The bridge program is delivered over the course of four terms (a term is comparable to a semester). Terms 1 and 2 consist of the program's general education pre-requisites (40 weeks) and are followed by the five-week bridge course (RN 28). Students will then matriculate into Terms 3 (22 weeks) and 4 (20 weeks) with a one week break in between these terms. Upon completion, students will complete a one week NCLEX Prep Course for a total program length of 89 weeks.

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher in all RN courses
- Achieve minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component

Credential and Professional Certifications

Graduates earn an Associate of Science Degree in Nursing (ADN) and are eligible to apply to the California Board of Registered Nursing to sit for the National Council Licensure Examination for Registered Nursing (see below).

State Licensure

Graduates are eligible to apply to the California Board of Registered Nursing (BRN) to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). This application requires a background check. When applying for licensure in the State of California to the Board of Registered Nursing (BRN), applicants are required to report any disciplinary action against a professional license and/or misdemeanor or felony convictions; certain convictions may result in denial of licensure. Each case is considered individually by the BRN.

Graduates who pass the NCLEX-RN are licensed by the BRN and authorized to use the RN credential, which is a requirement to work in this field.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Licensed Vocational Nursing to Registered Nursing Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Registered Nurses (29-1141.00)
 Completion of the program's general education requirements at **SJVC** does not guarantee entry into the RN program.

Respiratory Therapy

This program is offered at **Bakersfield, Ontario, Rancho Cordova, Temecula and Visalia.**

Program Description

The Respiratory Therapy program is 80 weeks in length and prepares students to be a member of a health care team that evaluates, treats, and manages patients with respiratory illness and other cardiopulmonary disorders. In addition to performing respiratory care procedures, respiratory therapists are involved in clinical decision-making and patient education. Students receive extensive clinical practice in hospitals and clinics to gain real world experience.

The RT program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Perform clinically as a competent advanced-level Respiratory Therapist
2. Exemplify critical thinking and judgment skills
3. Demonstrate personal and professional behavior consistent with a Respiratory Therapist
4. Earn Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support Provider (PALS), and Neonatal Resuscitation Provider (NRP) certifications
5. Become a Registered Respiratory Therapist
6. Characterize the philosophies of lifelong learning and professional growth by participating in continued education and community outreach
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates
8. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.



Admission Requirements

- Applicant must be in good health and physically fit.
- Applicant must be age 18 by his/her expected graduation date.

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

Graduation Requirements

- Successful completion of the courses listed below with a grade of “C” or higher in all RT courses, including co-requisite general education and science course work (BIO 21, BIO 24, and CHE 3A)¹⁴
- Achieve minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component
- Successfully pass the skills competencies and program certifications in the term in which they are given
- Document a minimum of 85% attendance in each academic and clinical course
- Successful completion of the Career Services Seminar (CSS 100)

Credential and Professional Certifications

Graduates earn an Associate of Science degree and the following certifications: Basic Life Support (BLS); Advanced Cardiac Life Support (ACLS); Pediatric Advanced Life Support (PALS); and Neonatal Resuscitation Provider (NRP).

State Licensure

Graduates are eligible to sit for the National Board of Respiratory Care (NBRC): Therapist Multiple Choice Exam (TMC). Upon achieving the minimum cut score on the TMC, graduates will be eligible to take the Clinical Simulation Exam (CSE). Upon

¹⁴ If the minimum grade requirement is not met, the student will be required to repeat the failed course and will not be allowed to advance into their next term of instruction until a passing grade is earned.

Surgical Technology

This program is offered at **Bakersfield, Fresno, Rancho Cordova, and Temecula.**

Program Description

The Surgical Technology program is 64 weeks in length and prepares students to facilitate invasive, therapeutic, and diagnostic surgical procedures. Students learn the theory and application of sterile techniques as well as human anatomy. Instruction includes an extensive clinical rotation to give students hands-on experience in a surgical environment.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA).

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Complete eligibility requirements for the National Certification Exam for Surgical Technologists
2. Demonstrate knowledge of surgical technology skills by successfully accomplishing controlled learning activities
3. Employ information obtained from biological, social and psychological studies
4. Obtain and use knowledge in providing culturally fitting patient care
5. Apply acquired skills and knowledge within the clinical setting
6. Practice surgical asepsis in diverse clinical backgrounds
7. Function as a surgical team member to deliver excellence in patient care
8. Demonstrate the development and consistent application of a surgical conscience
9. Practice accountability, competence, and character demonstrative of a trained professional
10. Practice ownership of learning and maintain responsibility and self-discipline to appraise and incorporate continued learning
11. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
12. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates

Admission Requirements

- Applicant must be in good health and physically fit
- Applicant must be age 18 by his/her expected graduation date

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

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher in all ST courses
- Achieve the minimum requirement for the Health Insurance Portability and Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates of this program earn an Associate of Science degree and the following certifications: CPR, HIPAA, and Blood Borne Pathogens. Graduates are also eligible to apply to the National Board of Surgical Technology and Surgical Assisting (NBSTSA) to sit for the Certified Surgical Technologist (CST) national certification exam. Graduates who pass the certification exam are authorized to use the credential Certified Surgical Technologist (CST).



Vocational Nursing

This program is offered at **Visalia**.

Program Description

The Licensed Vocational Nursing program is 67 weeks in length and trains students to offer professional care to the sick, injured, convalescent, and disabled under the direction of physicians and registered nurses. LVNs are an important part of a health care team responsible for administering medical treatment, detecting illnesses, and patient education.

The program includes an externship that allows students to further their studies in a real-world medical environment. This hands-on clinical training enhances the learning experience and allows students to develop a work history while completing their studies.

The Vocational Nursing program is approved by the Board of Vocational Nursing and Psychiatric Technicians.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Use nursing knowledge, judgment and skills to establish baseline data for the nursing process
2. Demonstrate competence in diagnostic and therapeutic nursing techniques
3. Use strong, developed self-concept in combination with creative/critical thinking, nursing judgment, knowledge and skills to provide nursing care in all health care settings
4. Embody caring and compassion as evidenced by interpersonal interactions and therapeutic practice
5. Use communication skills and collaboration with clients/families, and other members of the health care delivery team
6. Apply organizational skills to focus the care on the client's needs while working with interdisciplinary teams of allied health workers
7. Use nursing judgment to provide cost-effective client care
8. Use leadership and professionalism to be a client advocate and bring about any needed changes in the health care delivery system of today
9. Pass the Licensed Vocational Nurse Board Examination for licensure
10. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
11. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates

Admission Requirements

- Applicant must be in good health and physically fit
- Applicant must be age 18 by his/her expected start date
- Applicant must 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 and personal interview.

Graduation Requirements

- Successful completion of all courses listed below with a grade of "C" or higher in all VN courses
- Achieve the minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn an Associate of Science degree and are eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). This exam requires a background check. Graduates also earn HIPAA certification.

State Licensure

Graduates who pass the NCLEX-PN are licensed by the Board of Vocational Nursing and are authorized to use the credential Licensed Vocational Nurse (LVN), which is a requirement to work in this field.



Criminal Justice: Corrections

This program is offered at **Antelope Valley (Lancaster)**.

Program Description

The Criminal Justice: Corrections program is 40 weeks in length and prepares graduates for a career in Corrections. The program includes instruction in criminal law, evidence collection and preservation, report writing, institutional corrections, physical agility training, defensive tactics and weaponless defense. Many graduates initially find work in security and develop entry-level work experience while they pursue employment as a correctional officer.



Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Explain the history, theories and relationship of corrections and the criminal justice system
2. Apply definitions and theories of crime and criminal codes to the criminal justice systems
3. Analyze criminal cases using knowledge of rules of investigation, interrogation, and evidence
4. Examine the concepts of morality, ethics, and law and apply the philosophies within the criminal justice system
5. Write a complete, competent and relevant report
6. Handle inmates appropriately both verbally and physically incorporating Title 15 regulations
7. Use a firearm safely and demonstrate appropriate arrest, search and seizure techniques.
8. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal lives
9. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates

Admission Requirements

- U.S. Citizenship
- No felony criminal convictions
- No misdemeanor convictions that would prohibit applicant from possessing a firearm
- No legal conditions that would prohibit applicant from possessing a firearm
- Valid California driver license
- Applicant must be in good health and physically fit
- Applicant must be age 18 by program start date

Enrollment in the Criminal Justice: Corrections program is subject to the approval of the CJC Program Director or their designee.

Graduation Requirements

- Successful completion of the courses listed below with a score of 70% or higher on all job knowledge tests as well as successful completion of all skill examinations in the CJ60A course
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn a Certificate of Completion and the following certifications: Standards and Training for Corrections (STC) Adult Core Academy, which includes 8-hour Baton; and, Bureau of Security and Investigative Services (BSIS) certified training in Powers to Arrest, Weapons of Mass Destruction, Firearms, Baton, Chemical Agents, Public Relations, Observations and Documentation, Communications and its Significance, and, Liability and Legal Aspects – resulting in (BSIS) Security Guard Care and (BSIS) Security Guard Exposed Weapons permits.

BSIS Training Facility Baton TFB Training Facility Firearms (TFF) Licenses by Campus: Antelope Valley (Lancaster) TFB 1329/TFF 1450, Bakersfield TFB 256/TFF 256, Fresno TFB 1331/TFF 1434, Hesperia TFB 1247/TFF 1389, Modesto (Salida) TFB 1330/TFF 1390, Ontario TFB 1332/TFF 1393, and Visalia TFB 1328/TFF 1435

Dental Assisting

This program is offered at **Bakersfield, Fresno, Temecula, Victor Valley (Hesperia), and Visalia.**

Program Description

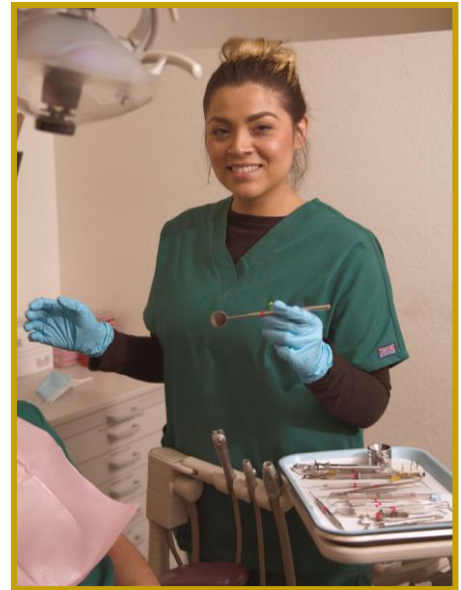
The Dental Assisting program is 45 weeks in length and includes all aspects of working with a dentist, including patient-care, office and laboratory duties. A balance of hands-on experience with classroom instruction prepares students with the dental assisting skills and related theory needed to perform on the job. Graduates are well-prepared for a career in chairside assisting or in an administrative capacity.

The Dental Assisting program is approved by the Dental Board of California.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Identify and analyze the laws and regulations of the Dental Board and maintain the standards of a Dental Healthcare Provider
2. Meet eligibility requirements for employment and the California Registered Dental Assistant's State Board examination by achieving standardized course learning outcomes in the following areas of expertise: CPR, Dental Radiology, Infection Control and Dental Practice Act: Law and Ethics, Coronal Polish, Pit and Fissure Sealants
3. Perform all direct patient care duties legally assigned to the unlicensed dental assistant and Registered Dental Assistant
4. Assist during commonly practiced dental procedures, including but not limited to, direct and indirect restorations, fixed prosthodontics, endodontics and orthodontic treatment
5. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
6. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates



Admission Requirements

- Applicant must be age 18 by their expected start date

Graduation Requirements

- Completion of the courses listed below with a grade of "C" or higher
- Achieve the minimum requirement of the Infection Control, Radiology, Coronal Polish, Pit and Fissure Sealants, CPR and Health, Insurance, Portability, and Accountability Act (HIPAA) components
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn a Certificate of Completion and certifications in Dental Radiation Safety, CPR, Infection Control and Dental Law and Ethics. With the completion of coronal polish and pit and fissure sealants, students are eligible to take the Dental Board of California Examination for state licensure.

State Licensure

Graduates are eligible to apply for and take the Dental Board of California Examination for State Licensure as a Registered Dental Assistant.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Dental Assisting Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Dental Assistants (31-9091.00)

Diagnostic Medical Sonography

This program is offered at **Bakersfield**.

Program Description

The Diagnostic Medical Sonography program is 73 weeks in length and prepares students to work as an entry-level general sonographer. Students learn how to perform ultrasound scanning examinations and record the data for interpretation by a physician. Graduates are prepared to provide effective oral and written communication to the healthcare team as it pertains to diagnostic results. Students complete extensive clinical practice in California hospitals and clinics to gain real-world experience.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results.
2. Perform appropriate ultrasound scanning procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician.
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician.
4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic services.
5. Demonstrate appropriate communication skills with patients and colleagues.
6. Act in a professional and ethical manner.
7. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic ultrasound techniques, and promote principles of good health.
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates.



Admission Requirements

- Applicants must be at least 18 years of age and have completed the following prerequisite courses with a grade a "C" or higher at an accredited college or university:
 - Writing and Composition
 - Intermediate Algebra or higher
 - Anatomy and Physiology
 - Medical Terminology

Applicants who have successfully completed the prerequisites will be considered for admission into the program. Using a point-based system, applicants will be ranked on the following criteria: cumulative GPA on prerequisite courses, an assessment, professional references, and a personal interview with program faculty. Enrollment decisions are made by the Program Director or his/her designee.

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher
- Achieve the minimum requirement of the Health Insurance Portability and Accountability Act (HIPAA) component
- Successful completion of the Career Services Seminar (CSS100)
- Successfully complete at **SJVC** or transfer in (at the time of enrollment) 9.0 units of general education in the following subjects:
 - Ethics (PHIL 1C)
 - Two of the following: Economics (ECON 1), General Psychology (PSY 1), or Introduction to Sociology (SOC 1)

Credential and Professional Certifications

Graduates earn a Certificate of Completion. Upon completion of 1,680 hours of work experience as a diagnostic medical sonographer, graduates are eligible to sit for the ARDMS certification exam. An alternative exam pathway is available to graduates who have earned a previous health studies credential (please see the Program Director for more information).

Electrical Technology

This program is offered at the **Ontario** and **Modesto** campuses.

Program Description

The Electrical Technology program is 40 weeks in length and provides a framework of electrical knowledge and skills that can be adapted in the electrical trade industry. The program prepares students for employment in numerous electrical and related trades. Upon completion of the Electrical Technology program, the student should be able to install, maintain, and repair electrical equipment and systems in a safe, competent, and professional manner. The program meets the standards set forth by the California Department of Industrial Relations towards the current California Electrician Certification Program. Upon completion of the program, the student is eligible to sit for the California General Electrician's Certification Exam.



Program Student Learning Outcomes

Upon completion of this program, the graduate should be able to:

10. Discuss theories of electrical circuitry and relate these concepts to practical applications
11. Apply proper procedures for the installation, operation, maintenance and repair of residential, commercial, and light industrial wiring, electrical equipment and systems
12. Demonstrate proper usage of the basic tools of the trade
13. Demonstrate the basic use and application of the National Electrical Code and be prepared to successfully pass the California Electrician Certification Exam
14. Create effective reports and documents, electronically and in writing
15. Apply advanced electrical concepts and critical thinking skills to interpret and create blueprint drawings for residential, commercial and light industrial facilities
16. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
17. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates
18. Adhere to national, state, and local safety practices used by technicians working in the electrical industry

Admission Requirements

- Valid California driver license
- No felony convictions
- No misdemeanor convictions for property or drug crimes

Graduation Requirements

- Successful completion of the courses listed below with a grade of "C" or higher
- Successful completion of the Career Services Seminar (CSS 100)

Professional Certifications

Graduates earn a Certificate of Completion and are eligible to take the California General Electrician's Certification Exam administered by the California Department of Industrial Relations.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Electrical Technology Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Electricians (47-2111.00)
- Security and Fire Alarm System Installers (49-2098.00)
- Signal and Track Switch Repairers (49-9097.00)
- First-Line Supervisors of Construction Trades and Extraction Workers (47-1011.00)

Heating, Ventilation, Air Conditioning, and Refrigeration

This program is offered at **Antelope Valley (Lancaster), Bakersfield, Fresno, Ontario, Temecula, Victor Valley (Hesperia), and Visalia.**

Program Description

The Heating, Ventilation, Air Conditioning and Refrigeration program is 40 weeks in length and prepares students to work in the heating and cooling industry. Training focuses on theories of heating, refrigeration, and air conditioning. Students study the operation, maintenance, and repair of residential and commercial equipment.

Program Student Learning Outcomes

1. Discuss theories of heating, refrigeration, and air conditioning and relate these concepts to practical applications.
2. Apply proper procedures for the installation, operation, maintenance and repair of both residential and light commercial heating, ventilation, air conditioning and refrigeration equipment and systems.
3. Demonstrate proper usage of the basic tools of the trade.
4. Demonstrate requisite mastery to apply for and obtain the EPA 608 certification from the Environmental Protection Agency.
5. Create effective reports and documents electronically and in writing.
6. Apply advanced electrical concepts and critical thinking skills to interpret and draft schematic wiring diagrams and perform system diagnostics and interpret results.
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.
8. Demonstrate social skills, professional appearance, attitudes, and behavior that employers expect of all **SJVC** graduates.
9. Adhere to national, state, and local safety practices used by service technicians working on HVAC-R systems.



Admission Requirements

- Valid California driver license
- No DUI convictions for the past 3 years

Graduation Requirements

- Successful completion of the courses listed below
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn a Certificate of Completion and have the opportunity to earn EPA 608 certification.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Heating, Ventilation, Air Conditioning, and Refrigeration Program. Detailed information for each Standard Occupational Code (SOC) can be found at

<http://www.onetonline.org/>.

- Heating and Air Conditioning Mechanics and Installers (49-9021.00)
- Maintenance and Repair Workers, General (49-9071.00)
- Refrigeration Mechanics and Installers (49-9021.00)

Core Course Requirements

Course ID	Course Name	Credit Units
HVAC-R 100	Theory and Applications of Air Conditioning	5.0
HVAC-R 101	Theory and Applications of Refrigeration	5.0
HVAC-R 102	Theory and Applications of Electricity	10.0
HVAC-R 106	Air Distribution Systems	5.0
HVAC-R 104	Advanced Refrigeration	5.0
HVAC-R 105	Advanced Electricity	5.0
HVAC-R 103	Advanced Air Conditioning	5.0
Total		40.0

Industrial Maintenance Technology

This program is offered at **Bakersfield, Fresno, Modesto (Salida), Ontario, and Visalia.**

Program Description

SJVC's Industrial Maintenance Technology program is 30 weeks in length and is designed to provide fundamental, hands-on training of industrial systems and equipment. Students will study and master the basic principles, applications, concepts, and functions of hydraulic systems, bearing and seal types, and power transmission components. Practical instruction is provided with industry-standard equipment and software.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Apply basic concepts of electrical theory related to motor control
2. Operate and maintain machinery and machinery components such as industrial bearings, gear systems, and shaft joining and coupling devices
3. Perform advanced hydraulic testing procedures, maintenance, and hydraulic systems operation
4. Program, install, and perform diagnostic functions on programmable logic controllers (PLCs)
5. Use a computer and associated hardware and software to generate documents, prepare electronic spreadsheets, manage databases, conduct Internet research, and communicate via electronic mail
6. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
7. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates



Admission Requirements

- Valid California driver license
- No felony convictions
- No misdemeanor convictions for property or drug crimes

Graduation Requirements

- Successful completion of the courses listed below
- Successful completion of the Career Services Seminar (CSS100)

Credential and Professional Certifications

Graduates earn a Certificate of Completion.

Graduate Placement

The following job categories are considered in-field placements for graduates of the Industrial Maintenance Technology Program. Detailed information for each Standard Occupational Code (SOC) can be found at <http://www.onetonline.org/>.

- Helpers-Installation, Maintenance & Repair Workers (49-9098.00)
- Maintenance and Repair Workers, General (49-9071.00)
- Maintenance Workers, Machinery (49-9043)
- Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic (51-4081.00)

Core Course Requirements

Course ID	Course Name	Credit Units
IT 101	Basic Industrial Electricity	10.0
IT 110	Power Transmission	5.0
IT 120	Fluid Power	5.0
IT 201	Programmable Logic Controllers	10.0
Total		30.0

Licensed Vocational Nursing to Registered Nursing

A Certificate of Completion in Registered Nursing is available to California Licensed Vocational Nurses. This program is offered at the **SJVC Visalia** and **Ontario** campuses.

Program Description

In accordance with the Board of Registered Nursing Policy (section 1435.5), California Licensed Vocational Nurses may apply for entry into the non-degree Registered Nursing program. This program is commonly referred to as the “30-unit option” and prepares the student to take the NCLEX-RN Examination, but does not award an Associate of Science Degree. Non-degree applicants will be considered on a space available basis only and if program resources allow. See the Program Director for more information.



LVNs who are accepted into this program will be prepared to work as a Registered Nurse within the health care delivery system. Graduates are trained as providers and managers of care, communicators and collaborators, and client advocates and educators. Students learn Med-Surg nursing; Geriatric and pediatric care; obstetric and neonatal nursing; and mental health care.

The program is approved by the California Board of Registered Nursing.

Program Student Learning Outcomes

Upon completion of this program, the graduate will be able to:

1. Assist individuals from diverse backgrounds to achieve optimal health utilizing the knowledge gained from biological, social, and nursing sciences
2. Formulate a comprehensive plan of care that minimizes risk and optimizes safety using the nursing process
3. Integrate the role of professional nurse into clinical practice
4. Apply psychological, social, and cultural knowledge to nursing practice
5. Use inter- and intra-professional communication and collaboration skills to deliver evidence-based, patient-centered care
6. Assume the role of advocate to improved health care delivery by communicating and acting according to the expressed needs of the individual
7. Interpret data and apply evidence to support clinical judgment
8. Develop and implement patient education based on identified need and in collaboration with the patient
9. Utilize a variety of resources, including electronic media and medical technology to provide safe, quality care of the patient and family
10. Provide leadership, manage resources, delegate and supervise members of the healthcare team
11. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all **SJVC** graduates

Admission Requirements

- Completion of the following science prerequisites at an accredited college or university with a GPA of 2.5 or higher:

- BIOL14 Microbiology
- BIOL45 Human Physiology

These courses are offered at **SJVC** (see **General Education Prerequisites** below). More information on pre-requisite courses is available on the SJVC website: <http://www.sjvc.edu/admissions/admissions-requirements/prerequisite-courses-faqs>. Completion of the program's pre-requisites at **SJVC** does not guarantee entry into the program.

- Evidence of a current California LVN license.
 - The program does allow applicants to challenge the LVN coursework and licensure requirements. To successfully do so, applicants must:
 - Achieve a benchmark equivalent National Standard for ATI Fundamentals Proctored Assessment to establish foundational knowledge base
 - Achieve a score of 75% on the Final Exam for RN10 and RN 10L
- Current Basic Life Support (BLS) certification from the American Heart Association
- The College has well-defined policies and procedures that govern the acceptance of credit for coursework completed at other institutions, including military education and training for VA students (see Transfer of Credit Policy, College Catalog).

Independence Day	July 4, 2018	
Labor Day	September 3, 2018	
Veteran's Day	November 12, 2018	
Thanksgiving	November 22-23, 2018	
Christmas Day	December 25, 2018	
Winter Break	On-Ground Students	December 24-31, 2018
	Online Students	December 21-27, 2018

TUITION

The tuition for each program is listed below; on the College's portal website, **InfoZone** (available to enrolled students); and the sjvc.edu website. <http://www.sjvc.edu/consumer-information>

CAMPUS	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	TOTAL
Antelope Valley (Lancaster)	Business Administration	Associate Degree	\$14,460	\$14,635		\$29,095
		Certificate	\$14,460			\$14,460
	Clinical and Administrative Medical Assisting	Associate Degree	\$17,125	\$15,675		\$32,800
	Clinical Medical Assisting	Certificate	\$17,125			\$17,125
	Criminal Justice: Corrections	Associate Degree	\$17,050	\$17,050.00		\$34,100
		Certificate	\$17,050	\$5,705		\$22,755
	Heating, Ventilation, Air Conditioning, and Refrigeration	Associate Degree	\$17,125	\$16,175		\$33,300
		Certificate	\$17,125	\$5,730		\$22,855
	Medical Office Administration	Associate Degree	\$17,125	\$15,675		\$32,800
		Certificate	\$17,125			\$17,125
	Pharmacy Technology	Associate Degree	\$17,125	\$15,675		\$32,800
		Certificate	\$17,125			\$17,125
Bakersfield	Business Administration	Associate Degree	\$14,460	\$14,635		\$29,095
		Certificate	\$14,460			\$14,460
	Clinical and Administrative Medical Assisting	Associate Degree	\$15,900	\$14,275		\$30,175
	Clinical Medical Assisting	Certificate	\$15,900			\$15,900
	Criminal Justice: Corrections	Associate Degree	\$15,670	\$15,670		\$31,340
	Dental Assisting	Certificate	\$18,325			\$18,325
	Diagnostic Medical Sonography	Associate Degree	\$20,075	\$20,075		\$40,150
		Certificate	\$20,075	\$20,075		\$40,150
	Heating, Ventilation, Air Conditioning, and Refrigeration	Associate Degree	\$15,900	\$14,775		\$30,675
		Certificate	\$15,900	\$5,260		\$21,160
	Industrial Maintenance Technology	Associate Degree	\$15,900	\$14,275		\$30,175
		Certificate	\$15,900			\$15,900
	Medical Office Administration	Associate Degree	\$15,900	\$14,275		\$30,175
	Pharmacy Technology	Associate Degree	\$15,900	\$14,275		\$30,175
	Respiratory Therapy	Associate Degree	\$17,250	\$17,250	\$8,775	\$43,275
	Surgical Technology	Associate Degree	\$18,750	\$18,750		\$37,500
Veterinary Technology	Associate Degree	\$16,225	\$16,225		\$32,450	

CAMPUS	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	TOTAL
Delano	Business Administration	Certificate	\$14,460			\$14,460
	Clinical Medical Assisting	Certificate	\$15,900			\$15,900
	Medical Office Administration	Certificate	\$15,900			\$15,900
Fresno	Business Administration	Associate Degree	\$14,460	\$14,635		\$29,095
		Certificate	\$14,460			\$14,460
	Clinical and Administrative Medical Assisting	Associate Degree	\$15,900	\$14,275		\$30,175
	Clinical Medical Assisting	Certificate	\$15,900			\$15,900
	Criminal Justice: Corrections	Associate Degree	\$15,670	\$15,670		\$31,340
	Dental Assisting	Certificate	\$18,325			\$18,325
	Heating, Ventilation, Air Conditioning, and Refrigeration	Associate Degree	\$15,900	\$14,775		\$30,675
		Certificate	\$15,900	\$5,260		\$21,160
	Industrial Maintenance Technology	Certificate	\$15,900			\$15,900
	Medical Office Administration	Associate Degree	\$15,900	\$14,275		\$30,175
	Pharmacy Technology	Associate Degree	\$15,900	\$14,275		\$30,175
	Surgical Technology	Associate Degree	\$18,750	\$18,750		\$37,500
	Veterinary Technology	Associate Degree	\$16,225	\$16,225		\$32,450
	Fresno-Aviation	Aviation Maintenance Technology	Associate Degree	\$13,420	\$13,420	\$7,320
Certificate			\$13,420	\$13,420	\$2,945	\$29,785
Hanford	Business Administration	Certificate	\$14,460			\$14,460
	Clinical Medical Assisting	Certificate	\$15,900			\$15,900
	Medical Office Administration	Certificate	\$15,900			\$15,900
Madera	Business Administration	Certificate	\$14,460			\$14,460
	Clinical Medical Assisting	Certificate	\$15,900			\$15,900
	Medical Office Administration	Certificate	\$15,900			\$15,900
Modesto (Salida)	Business Administration	Associate Degree	\$14,460	\$14,635		\$29,095
		Certificate	\$14,460			\$14,460
	Clinical and Administrative Medical Assisting	Associate Degree	\$15,900	\$14,275		\$30,175
	Clinical Medical Assisting	Certificate	\$15,900			\$15,900
	Criminal Justice: Corrections	Associate Degree	\$15,670	\$15,670		\$31,340
	Electrical Technology	Certificate	\$17,125	\$5,730		\$22,855
	Industrial Maintenance Technology	Associate Degree	\$15,900	\$14,275		\$30,175
		Certificate	\$15,900			\$15,900

CAMPUS	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	TOTAL
	Medical Office Administration	Associate Degree	\$15,900	\$14,275		\$30,175
		Certificate	\$15,900			\$15,900
	Pharmacy Technology	Associate Degree	\$15,900	\$14,275		\$30,175
Online	Business Administration	Associate Degree	\$14,460	\$14,635		\$29,095
		Certificate	\$14,460			\$14,460
	Clinical and Administrative Medical Assisting	Associate Degree	\$13,915	\$13,915		\$27,830
	Clinical Medical Assisting	Certificate	\$13,915			\$13,915
	Construction Management	Associate Degree	\$14,335	\$14,335		\$28,670
	Human Resource Administration	Associate Degree	\$14,335	\$14,335		\$28,670
		Certificate	\$14,335			\$14,335
	Information Technology	Associate Degree	\$14,335	\$14,335		\$28,670
	Information Technology with Concentration in Computer Support	Certificate	\$9,555			\$9,555
	Information Technology with Concentration in Networking	Certificate	\$9,555			\$9,555
	Information Technology with Concentration in Security	Certificate	\$9,555			\$9,555
	Information Technology with Concentration in Networking Support	Certificate	\$11,945			\$11,945
	Information Technology with Concentration in Security Support	Certificate	\$11,945			\$11,945
	Information Technology with Concentration in Computer Support, Networking & Security	Certificate	\$14,335			\$14,335
	Information Technology with Concentration in Computer Support & Networking	Certificate	\$14,335			\$14,335
	Information Technology with Concentration in Computer Support & Security	Certificate	\$14,335			\$14,335
	Information Technology with	Certificate	\$14,335			\$14,335

CAMPUS	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	TOTAL
	Concentration in Networking & Security					
	Medical Billing and Coding	Associate Degree	\$13,915	\$13,915		\$27,830
		Certificate	\$13,915			\$13,915
	Respiratory Care	Bachelor of Science	\$9,000	\$4,500		\$13,5000
Ontario	Business Administration	Associate Degree	\$14,460	\$14,635		\$29,095
		Certificate	\$14,460			\$14,460
	Clinical and Administrative Medical Assisting	Associate Degree	\$17,125	\$15,675		\$32,800
	Clinical Medical Assisting	Certificate	\$17,125			\$17,125
	Construction Management	Associate Degree	\$17,125	\$15,675		\$32,800
	Criminal Justice: Corrections	Associate Degree	\$17,050	\$17,050		\$34,100
	Dental Hygiene	Associate Degree	\$28,575	\$28,575		\$57,150
	Electrical Technology	Associate Degree	\$17,125	\$16,175		\$33,300
		Certificate	\$17,125	\$5,730		\$22,855
	Heating, Ventilation, Air Conditioning, and Refrigeration	Associate Degree	\$17,125	\$16,175		\$33,300
		Certificate	\$17,125	\$5,730		\$22,855
	Industrial Maintenance Technology	Associate Degree	\$17,125	\$15,675		\$32,800
		Certificate	\$17,125			\$17,125
	Medical Office Administration	Associate Degree	\$17,125	\$15,675		\$32,800
		Certificate	\$17,125			\$17,125
	Non-Degree (Science Courses)	N/A	\$1,500			\$1,500
	Non-Degree (Non-science courses)	N/A	\$1,400			\$1,400
	Pharmacy Technology	Associate Degree	\$17,125	\$15,675		\$32,800
		Certificate	\$17,125			\$17,125
	Registered Nursing	Associate Degree	\$28,860	\$29,335		\$58,195
Respiratory Therapy	Associate Degree	\$17,250	\$17,250	\$8,775	\$43,275	
Rancho Cordova	Respiratory Therapy	Associate Degree	\$18,950	\$19,225	\$9,675	\$47,850
	Surgical Technology	Associate Degree	\$18,750	\$18,750		\$37,500
Temecula	Business Administration	Associate Degree	\$14,460	\$14,635		\$29,095
		Certificate	\$14,460			\$14,460
	Clinical and Administrative Medical Assisting	Associate Degree	\$17,125	\$15,675		\$32,800
	Clinical Medical Assisting	Certificate	\$17,125			\$17,125
	Dental Assisting	Certificate	\$18,325			\$18,325
	Heating, Ventilation, Air Conditioning, and Refrigeration	Associate Degree	\$17,125	\$16,175		\$33,300
		Certificate	\$17,125	\$5,730		\$22,855
		Associate Degree	\$17,125	\$15,675		\$32,800

CAMPUS	PROGRAM	CREDENTIAL	ACADEMIC YEAR 1	ACADEMIC YEAR 2	ACADEMIC YEAR 3	TOTAL
	Medical Office Administration	Certificate	\$17,125			\$17,125
	Pharmacy Technology	Associate Degree	\$17,125	\$15,675		\$32,800
		Certificate	\$17,125			\$17,125
	Respiratory Therapy	Associate Degree	\$17,250	\$17,250	\$8,775	\$43,275
	Surgical Technology	Associate Degree	\$18,750	\$18,750		\$37,500
Victor Valley (Hesperia)	Business Administration	Associate Degree	\$14,460	\$14,635		\$29,095
		Certificate	\$14,460			\$14,460
	Clinical and Administrative Medical Assisting	Associate Degree	\$17,125	\$15,675		\$32,800
	Clinical Medical Assisting	Certificate	\$17,125			\$17,125
	Criminal Justice: Corrections	Associate Degree	\$17,050	\$17,050		\$34,100
	Dental Assisting	Certificate	\$18,325			\$18,325
	Heating, Ventilation, Air Conditioning, and Refrigeration	Associate Degree	\$17,125	\$16,175		\$33,300
		Certificate	\$17,125	\$5,730		\$22,855
	Medical Office Administration	Associate Degree	\$17,125	\$15,675		\$32,800
		Certificate	\$17,125			\$17,125
	Pharmacy Technology	Associate Degree	\$17,125	\$15,675		\$32,800
		Certificate	\$17,125			\$17,125
	Visalia	Business Administration	Associate Degree	\$14,460	\$14,635	
Certificate			\$14,460			\$14,460
Clinical and Administrative Medical Assisting		Associate Degree	\$15,900	\$14,275		\$30,175
Clinical Medical Assisting		Certificate	\$15,900			\$15,900
Criminal Justice: Corrections		Associate Degree	\$15,670	\$15,670		\$31,340
Dental Assisting		Certificate	\$18,325			\$18,325
Dental Hygiene		Associate Degree	\$28,575	\$28,575		\$57,150
Heating, Ventilation, Air Conditioning, and Refrigeration		Associate Degree	\$15,900	\$14,775		\$30,675
		Certificate	\$15,900	\$5,260		\$21,160
Industrial Maintenance Technology		Certificate	\$15,900			\$15,900
Licensed Vocational Nursing to Registered Nursing		Associate Degree		\$34,750		\$34,750
		Certificate		\$34,750		\$34,750
Medical Office Administration		Associate Degree	\$15,900	\$14,275		\$30,175
		Certificate	\$15,900			\$15,900
Non-Degree (Science Courses)		N/A	\$1,500			\$1,500
Pharmacy Technology		Associate Degree	\$15,900	\$14,275		\$30,175
	Certificate	\$15,900			\$15,900	
Registered Nursing (generic)	Associate Degree	\$28,860	\$29,335		\$58,195	
Respiratory Therapy	Associate Degree	\$17,250	\$17,250	\$8,775	\$43,275	
Vocational Nursing	Associate Degree	\$15,625	\$15,625		\$31,250	

**All degrees, diplomas,
and certificates
currently offered**

PROGRAMS OF STUDY LEADING TO A BACCALAUREATE DEGREE

ONLINE CAMPUS

Respiratory Therapy57



PROGRAMS OF STUDY LEADING TO AN ASSOCIATE OF SCIENCE DEGREE

ANTELOPE VALLEY (LANCASTER) CAMPUS

Business Administration	65
Clinical and Administrative Medical Assisting.....	67
Criminal Justice: Corrections.....	71
Heating, Ventilation, Air Conditioning, and Refrigeration Technology	79
Medical Office Administration.....	92
Pharmacy Technology.....	94

BAKERSFIELD CAMPUS

Business Administration	65
Clinical and Administrative Medical Assisting.....	67
Criminal Justice: Corrections.....	71
Diagnostic Medical Sonography	75
Heating, Ventilation, Air Conditioning, and Refrigeration Technology	79
Industrial Maintenance Technology	83
Medical Office Administration	92
Pharmacy Technology.....	94
Respiratory Therapy	99
Surgical Technology	101
Veterinary Technology	103

FRESNO AVIATION CAMPUS

Aviation Maintenance Technology.....	63
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FRESNO CAMPUS

Business Administration	65
Clinical and Administrative Medical Assisting.....	67
Criminal Justice: Corrections.....	71
Heating, Ventilation, Air Conditioning, and Refrigeration Technology	79
Medical Office Administration.....	92
Pharmacy Technology.....	94
Surgical Technology	101
Veterinary Technology	103

MODESTO (SALIDA) CAMPUS

Business Administration	65
Clinical and Administrative Medical Assisting.....	67
Criminal Justice: Corrections.....	71
Electrical Technology	77
Industrial Maintenance Technology	83
Medical Office Administration.....	92
Pharmacy Technology.....	94

ONLINE DIVISION

Business Administration	65
Clinical and Administrative Medical Assisting.....	67
Construction Management.....	69
Human Resource Administration	81
Information Technology	85
Medical Billing and Coding	90

ONTARIO CAMPUS

Business Administration	65
Clinical and Administrative Medical Assisting.....	67
Construction Management.....	69
Criminal Justice: Corrections.....	71
Dental Hygiene.....	73
Electrical Technology	77
Heating, Ventilation, Air Conditioning, and Refrigeration Technology	79
Industrial Maintenance Technology	83
Medical Office Administration.....	92
Pharmacy Technology.....	94
Registered Nursing	96
Respiratory Therapy.....	99

RANCHO CORDOVA CAMPUS

Respiratory Therapy	99
Surgical Technology	101

TEMECULA CAMPUS

Business Administration	65
Clinical and Administrative Medical Assisting.....	67
Heating, Ventilation, Air Conditioning, and Refrigeration Technology	79
Medical Office Administration	92
Pharmacy Technology.....	94
Respiratory Therapy	99
Surgical Technology	101

VICTOR VALLEY (HESPERIA) CAMPUS

Business Administration	65
Clinical and Administrative Medical Assisting.....	67
Criminal Justice: Corrections.....	71
Heating, Ventilation, Air Conditioning, and Refrigeration Technology	79
Medical Office Administration	92
Pharmacy Technology.....	94

VISALIA CAMPUS

Business Administration	65
Clinical and Administrative Medical Assisting.....	67
Criminal Justice: Corrections.....	71
Dental Hygiene.....	73
Heating, Ventilation, Air Conditioning, and Refrigeration Technology	79
Licensed Vocational Nursing to Registered Nursing (LVN-RN) Bridge	87
Medical Office Administration.....	92
Pharmacy Technology.....	94
Registered Nursing	96
Respiratory Therapy	99
Vocational Nursing	105

PROGRAMS OF STUDY LEADING TO A CERTIFICATE

ANTELOPE VALLEY (LANCASTER) CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Criminal Justice: Corrections	117
Heating, Ventilation, Air Conditioning, and Refrigeration	125
Medical Office Administration	136
Pharmacy Technology	137

BAKERSFIELD CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Dental Assisting	119
Diagnostic Medical Sonography	121
Heating, Ventilation, Air Conditioning, and Refrigeration	125
Industrial Maintenance Technology	128

DELANO CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Medical Office Administration	136

FRESNO CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Dental Assisting	119
Heating, Ventilation, Air Conditioning, and Refrigeration	125
Industrial Maintenance Technology	128

FRESNO-AVIATION CAMPUS

Aviation Maintenance Technology	112
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HANFORD CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Medical Office Administration	136

MADERA CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Medical Office Administration	136

MODESTO CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Electrical Technology	123
Industrial Maintenance Technology	128
Medical Office Administration	136

ONLINE DIVISION

Business Administration	113
Clinical Medical Assisting	115
Human Resource Administration	126
Information Technology	129
Medical Billing and Coding	134

ONTARIO CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Electrical Technology	123
Heating, Ventilation, Air Conditioning, and Refrigeration	125
Industrial Maintenance Technology	128
Licensed Vocational Nursing to Registered Nursing	132
Medical Office Administration	136
Pharmacy Technology	137

PORTERVILLE CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Medical Office Administration	133

TEMECULA CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Dental Assisting	119
Heating, Ventilation, Air Conditioning, and Refrigeration	125
Medical Office Administration	136
Pharmacy Technology	137

VICTOR VALLEY (HESPERIA) CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Dental Assisting	119
Heating, Ventilation, Air Conditioning, and Refrigeration	125
Medical Office Administration	136
Pharmacy Technology	137

VISALIA CAMPUS

Business Administration	113
Clinical Medical Assisting	115
Dental Assisting	119
Heating, Ventilation, Air Conditioning, and Refrigeration	125
Industrial Maintenance Technology	128
Licensed Vocational Nursing to Registered Nursing	132
Medical Office Administration	136
Pharmacy Technology	137

Graduation and transfer policies

GRADUATION REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE

A Bachelor of Science Degree will be awarded to students who fulfill the following requirements:

- Completion of a minimum of 120 units of coursework; may be combination of transfer units and bridge program
- Completion of program and general education coursework;
- 2.0 cumulative grade point average; and
- Completion of all program graduation requirements.

Proficiency in Basic Skills

All students granted a Bachelor of Science degree must have demonstrated college-level competence in reading, written expression, and math skills.

Reading and written expression; and math proficiency must be satisfied by the following:

- Completion with a grade of “C” or better in all courses at **SJVC**
- Completion with a grade of “C” or better in a course equivalent to Bachelor level courses from a regionally accredited College or University.

To keep pace with educational, technological or similar developments, **SJVC** reserves the right to change the requirements for graduation.

Changes may be applied to students already enrolled. For those cases, the College will specify an alternate plan of study, which must be completed in lieu of the original requirements.

GENERAL EDUCATION

Bachelor level General Education courses are offered online at **SJVC**.

Philosophy

SJVC believes a well-rounded education is essential to a successful career. General Education courses are integrated into the programs and are designed to give students a diverse educational experience. Our General Education curriculum introduces students to the major areas of knowledge and guides them to develop thoughtful perspectives about life, others, and the world around them.

Breadth

To be a well-rounded educated person, it is vital that college graduates experience the variety of major areas

of knowledge: research writing, cross-cultural communication, political thought, statistics and group dynamics. At **SJVC**, we have chosen core curriculum designed to give students a broad experience in each knowledge area, encouraging inquiry and literacy throughout the curriculum.

Depth

The competencies of General Education can be found within each course a student takes at **SJVC**. In both General Education and vocationally-focused courses students will write, use technology, perform quantitative and qualitative assessments and interact with others in a professional and ethical manner. Through our interactive and real-world applications, Students practice the skills of critical thinking and analysis while anticipating future career situations. Through this cross-curricular approach to General Education skills and competencies, students gain a full education.

Rigor

To ensure application and retention of General Education principles, students are consistently challenged to apply their new knowledge to real-life situations in their careers and personal lives. Authentic activities and assessment help measure their success. Through regular Program Review, using data, experience, and comparison to other accredited institutions as a framework, **SJVC** strives to ensure our General Education courses meet an appropriate level of rigor for college courses.

General Education Outcomes

PLOs

General Education is not a program in and of itself at **SJVC**, but rather an integral part of any degree program offered. Each program, through its Assessment Plan, identifies the courses and Course Learning Outcomes that lead students to the achievement of program level outcomes, whether the course is vocational in nature or one of the General Education courses.

ILOs

General Education courses lead students directly to the success of the Institutional Learning Outcomes (ILOs) of **SJVC**. Our ILOs state that all graduates will be able to apply critical thinking skills, effectively communicate both orally and in writing, and demonstrate quantitative reasoning. We find that General Education courses play a vital role in helping our students accomplish these outcomes. Student success in Course Learning Outcomes (CLOs) within the courses provides assessment of our ILOs.

GRADUATION REQUIREMENTS FOR THE ASSOCIATE OF SCIENCE DEGREE

An Associate of Science Degree will be awarded to students who fulfill the following requirements:

- Completion of a minimum of 60 units of coursework;
- Completion of program and general education coursework;
- Completion of the Career Services Seminar or equivalent;
- 2.0 cumulative grade point average; and
- Completion of any program graduation requirements.¹⁵

Proficiency in Basic Skills

All students granted an Associate of Science degree must have demonstrated college-level competence in reading, written expression, and math skills.

Reading and written expression proficiency *must* be satisfied by one of the following:

- Completion with a grade of “D” or better in the following at **SJVC**:
 - **English 121 & 122**
- Completion with a grade of “C” or better in a course equivalent to English 121&122 from a regionally accredited College or University.

Math proficiency *must* be demonstrated by one of the following:

- Completion with a grade of “D” or better in the following at **SJVC**:
 - **Math 121 & 122**
- Completion with a grade of “C” or better in a course equivalent to Math 121 & 122 from a regionally accredited College or University.

Please note: Unless otherwise defined by program requirements, a grade of “D” in the above-referenced courses will satisfy proficiency in basic skills and is considered a passing grade. However, a student with a “D” in one or more of these courses must maintain a 2.0 *cumulative* GPA in order to remain in Satisfactory Academic Progress.

Career Services Seminar

This seminar concentrates on the job search preparation and process. Topics include services provided by the Career Services Department, resume writing, interview techniques, networking skills, portfolio presentation, and

workplace success. **Passing this seminar or equivalent is a graduation requirement.**

To keep pace with educational, technological or similar developments, **SJVC** reserves the right to change the requirements for graduation.

Changes may be applied to students already enrolled. For those cases, the College will specify an alternate plan of study, which must be completed in lieu of the original requirements.



¹⁵ Program-specific graduation requirements are listed in the Program Descriptions.

GRADUATION REQUIREMENTS FOR THE CERTIFICATE OF COMPLETION

SJVC will issue Certificates of Completion to those students who satisfactorily complete the requirements and are able to demonstrate proficiency and competency in a prescribed vocational training program. The certificate is widely recognized and accepted by employers as verification of job preparedness and skill achievement. Certificates of Completion are issued to those students who complete a prescribed vocational program under all of the following conditions:

- Completion of all required courses with a 2.0 cumulative grade point average or better.

To keep pace with educational, technological or similar developments, **SJVC** reserves the right to change the requirements for graduation.

Changes may be applied to students already enrolled. For those cases, the College will specify an alternate plan of study, which must be completed in lieu of the original requirements.

Course requirements may be waived by Campus Presidents upon submission of proof of completion of equivalent course(s).

- Completion of the Career Services Seminar or equivalent: *The Career Services Seminar concentrates on the job search preparation and process. Topics include services provided by the Career Services Department, resume writing, interview techniques, networking skills, portfolio presentation, and workplace success.*

Most **SJVC** certificate courses can be applied toward an Associate of Science degree. Students who intend on obtaining a certificate and a degree should see their admissions representative for general education and other requirements beyond those required for their certificate.



Major policies affecting students

STUDENT CONDUCT STANDARDS

Students are expected to conduct themselves in a professional, ethical and civil manner at all times while on campus or at any time when they are representing the College. **SJVC** has established specific rules governing student behavior along with applicable disciplinary actions that may be taken against any student found in violation of these rules. The **Student Code of Conduct**, published in the **Student Handbook**, sets forth the behavioral standards students are expected to meet along with the College's discipline policy. By enrolling in **SJVC**, students agree to abide by the terms of the **Student Code of Conduct**. Students are responsible for familiarizing themselves with the **Student Code of Conduct**.

The **Student Handbook** is available at every **SJVC** Campus Administrative Office and may be accessed on the InfoZone homepage (<https://infozone.sjvc.edu>).

ACADEMIC FREEDOM

Academic freedom is the right of faculty and students to express their ideas verbally or in writing, free from political, religious or institutional restrictions, even if these ideas are unpopular. In recognition of this right, **SJVC** strives to foster and maintain a climate of academic freedom as set forth below.

- Faculty and students have the right to express their ideas in the classroom, verbally and in writing, within the boundaries of good taste and socially established standards, upholding cultural diversity and integrity. The College will promptly conduct an investigation upon learning that a member of the faculty has allegedly expressed his/her personal opinions without the balance of introducing opposing viewpoints or critical thinking practices to ensure instructional integrity.
- **SJVC** extends the definition of academic freedom to include the methods used by the faculty to facilitate learning of the approved course curriculum. Instructional methods used to achieve the Course Learning Outcomes (CLOs) and deliver the learning materials may vary by individual faculty member to include a wide range of choices, including but not limited to:
 - Lectures
 - Audio visual presentations
 - Class discussion
 - Guest speakers
 - Role Playing
 - Simulations
 - Skill demonstrations
 - Case studies and research

CAMPUS DISTURBANCE

SJVC is dedicated to the maintenance of academic freedom in the classroom and in co-curricular activities. While freedom of expression is encouraged, forms of

protest that disrupt the normal activities of the College and interfere with the rights of other students will not be tolerated. **SJVC** will take strict disciplinary action, as set forth in the **Student Code of Conduct**, against any student who violates this policy.

COOPERATION WITH COLLEGE STAFF

Students are required to cooperate with College staff at all times. Failure to comply, resisting, or obstructing College staff in the performance of their duties will not be tolerated. Examples of such misconduct include but are not limited to: failure to show proper identification upon request or failure to leave a classroom or office when asked to do so by a member of the faculty, a security officer, or any **SJVC** staff member. **SJVC** will take strict disciplinary action, as set forth in the **Student Code of Conduct**, against any student who violates this policy.

ACADEMIC HONESTY

The entire **SJVC** community is expected to uphold the highest standards of academic honesty. For students, this requires that they do their own work honestly, without cheating or plagiarizing. Students who engage in honest academic behavior(s) will have the satisfaction of knowing that they received the best education available to them and that they will be thoroughly prepared to enter their chosen career field upon graduation.

Administrators and faculty are required to promote an environment where true learning is embraced, and, ultimately, to support the standards of academic honesty in all aspects of the educational process. This joint effort will result in a sense of mutual respect, trust, and integrity.

SJVC does not and will not tolerate intentional involvement in dishonest academic behavior(s). Students who violate this policy will be subject to formal discipline, which may include the assignment of a failing grade, or in some cases, termination.

SJVC has clear-cut procedures to address dishonest behaviors, including appropriate penalties to censure said behavior, both of which are set forth below. This section is limited to those areas of campus life that are directly related to academic conduct and ethics.

Violations

Three basic categories of dishonest behavior are listed below, along with examples of each.

1. Misrepresentation of academic work:

- Using another's statements or thoughts without giving that source proper credit (plagiarism).
- Submitting for credit one's own academic work (e.g. research paper, project) that was previously prepared for another course or purpose (self-plagiarism).
- Using a substantial portion of one's own previous academic work without significantly improving the previous submission with obtaining prior consent of the faculty member teaching the course.

- Submitting for credit an assignment prepared by another person (or persons).

2. Interference with academic pursuits requiring independent effort:

- Giving, receiving, or using unauthorized assistance on examinations.
- Collaboration with others when independent work is required.
- Deliberately defacing or removing course materials, thereby making them unavailable to others.

3. Buying, selling, or bribing

- Offering to buy or sell unauthorized assistance on exams, papers, or grades.
- Offering or accepting bribes related to academic work.

Investigation

- If any of the above behaviors is suspected, a member of the faculty will speak with the student immediately to state the observation and concern.
- The incident will be investigated and the Dean will make a determination as to the seriousness of the charge.
- If an investigation reveals that a student has engaged in dishonest behavior, he/she will receive penalty consistent with the seriousness of the offense, up to and including termination.

ACCESS TO STUDENT EDUCATIONAL RECORDS AND PRIVACY RIGHTS

Student records are permanently maintained in an electronic database.

The Family Educational Rights and Privacy Act (FERPA) of 1974, 20 U.S.C. §1232g, guarantees certain rights and protections to students concerning their school records and the information they provide to the College. The Act protects students from having their educational records or identifying information (i.e., any information that would allow a reasonable person in the school community to identify the student with reasonable certainty) released to outside parties without their written permission. Specifically, the provisions of the Act guarantee students:

1. The right to inspect and review the student's educational records within 45 days after the day **SJVC** receives a request for access.

A student should submit to the Campus Registrar, Dean of Students, or other appropriate Official, a written request that identifies the record(s) the student wishes to inspect. The School Official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School Official to whom the request was submitted, the Official shall advise the student of the correct Official to whom the request should be addressed.

2. The right to request amendment of student's educational records, that the student believes are inaccurate, misleading, or a violation of the student's privacy rights under FERPA.

A student who wishes to ask the School to amend a record should write the School Official responsible for the record, clearly identifying the date of the record(s) that they are wanting to have amended and specifying the reasons they believe them to be inaccurate, misleading, or a violation of privacy.

SJVC will notify the student in writing and/or verbally of the decision and, if the decision is negative, of the right to a hearing regarding his/her request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before **SJVC** discloses Personally Identifiable Information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent.

The School discloses educational records without a student's prior written consent under the FERPA exception for disclosure to School Officials with legitimate educational interests. A School Official is a person employed by the School in an administrative, supervisory, and academic or research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Governors; or a student serving on an official committee, such as disciplinary or grievance committee. A School Official may include a company with whom the Institution is affiliated; a volunteer or contractor outside of **SJVC** who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student assisting another school official in performing his or her tasks. A School Official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a professional responsibility for the School.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-4605



SECTION 6

ACADEMIC POLICIES & REGULATIONS

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DEFINITION OF A CREDIT HOUR

A credit hour is the amount of work represented in intended student learning outcomes and the coursework completed, inside and outside of the classroom. One credit hour is equivalent to a minimum of 15 semester hours of lecture/direct faculty instruction and 30 hours of outside of class student learning; 30 semester hours of lab/application and 15 hours of outside of class student learning; or 45 semester hours of clinical experience/externship in a course.

Outside study of two hours is expected to support each hour of in class preparation, as supported by the course syllabus.

TRANSFERABILITY OF CREDIT AND CREDENTIALS EARNED AT OUR INSTITUTION

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

ARTICULATION AGREEMENTS

For a list of the institutions who have agreed to accept credits earned at **SJVC**, please contact the Registrar or refer to the list of Articulation Agreements on the College's website: <http://www.sjvc.edu/admissions/consumer-information/articulation-agreements>

AUDITING COURSES

Generally, **SJVC** does not allow courses to be audited. However, an **SJVC** graduate or current student may audit a course within two years of graduation, with Campus President approval.

ATTENDANCE POLICY

Students are expected to attend all class meetings. Regular class attendance is an integral component in achieving satisfactory grades. When a student has been absent or expects to be absent from class, he/she should call or e-mail the faculty member teaching the course to advise him/her of the reason for the absence.

Students who are absent for fourteen (14) consecutive calendar days (including weekends and holidays) will be terminated from their program of study.

In addition to this policy, certain education programs have additional attendance requirements. For more information concerning specific programmatic attendance requirements, please see a Program Director or Division Manager.

Online Courses

For those students enrolled in a course(s) offered through **SJVC's** Online Division, attendance is counted through participation in one of the following academic activities: posting and/or replying to a discussion forum, submission of a written assignment, completion of a quiz or exam.

Students who are absent for fourteen (14) consecutive calendar days (*including weekends and holidays*) will be terminated from their program of study.

STUDENT EXTERNSHIPS

SJVC offers several programs that include a mandatory externship where the student will complete 180 hours in his/her field of study. Externships provide the opportunity for students to apply their newly acquired knowledge and skills in a real-life setting. The externship serves as the final phase of student preparation for entry into their chosen profession.

In order to optimize this learning experience, students must successfully complete all program courses and all other graduation requirements prior to entry into their externship.

INDEPENDENT STUDY

The College is aware that certain situations and/or circumstances may arise during the course of a student's education when the student would benefit from participation in independent study. To be eligible for independent study, the following three conditions must exist:

- The student must be able to realistically complete the Course Learning Outcomes off-site;
- The student is maintaining satisfactory academic progress; and
- There is no programmatic attendance policy that would preclude participation in independent study.

Students who meet these eligibility requirements may complete a maximum of 9.0 semester credit hours per program through independent study.

To initiate this process, students must submit a request, via email, to the faculty member teaching the course, explaining the need for the independent study and the requested

duration.¹ The faculty member will develop an independent study plan that will be submitted to the Division Manager or Dean for approval. If the independent study request and corresponding plan are approved, the student, faculty member, and Division Manager or Dean will meet and confirm the details of the Independent Study plan.

LEAVE OF ABSENCE

The College recognizes that certain situations may arise during the course of a student's education that would require a leave of absence. Students should plan carefully prior to taking a leave of absence and the following process must be completed prior to the beginning of the requested leave date:

- Immediately submit a written request for a leave of absence to the Dean of Student Services (or Campus Dean). The request must be signed and dated prior to the requested leave date.
- The Dean will meet with the student to discuss possible alternatives to taking a leave of absence. If it is determined that a leave of absence is in the best interest of the student, he/she, if receiving financial aid, will be required to meet with a Financial Aid Officer to discuss possible financial aid ramifications.
- After these first two steps have been completed, the student will meet with the Dean to discuss issues such as changes to his/her academic schedule, graduation date, etc.

The total combined leave time cannot exceed 180 days in a 12-month period. Exceptions fall under an unapproved leave of absence, which includes leaves requested for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act. An unapproved leave of absence may be granted by **SJVC** and treated as a withdrawal for financial aid purposes. A financial aid refund calculation will be made based on the beginning of the leave of absence.

Students who do not return as scheduled from a leave of absence will be terminated from the College, effective immediately.

STUDENT ACHIEVEMENT: GRADES AND CREDITS

Grades represent the evaluation of a student's achievement of course requirements, and learning outcomes. Specifically, grades are based upon scores earned on any number of academic assignments that may include quizzes or exams, homework assignments, projects, skill performance, professional development, discussion forums, and mid-course and final exams. All scores earned are converted to the percentage of the total score possible within each course and the final course grade will be determined by the percent

range converted to the letter grade shown in the chart below (some programs utilize a different grading system. Please see either the respective Academic Dean, Program Director, or Division Manager for further information).

90-100%	= A	4.0 Grade Points
80-89%	= B	3.0 Grade Points
70-79%	= C	2.0 Grade Points
65-69%	= D	1.0 Grade Points
Below 65%	= F	0.0 Grade Points

Grades of "A," "B," "C," and "D*," are considered passing grades and correspond to the definitions of excellent, good, satisfactory, and passing. Students are required to maintain a 2.0 grade point average in order remain in satisfactory academic progress (For more information, please refer to the College's policy on **Satisfactory Academic Progress**). *Varies by program. Please refer to program descriptions for additional information.

Each final course grade a student earns will be recorded on his/her permanent record at the end of each module or academic term.

Online Grading

The faculty member instructing the course will return graded course assignments weekly (by Wednesday following the submission deadline). If, due to extenuating circumstances, these conditions cannot be met, the faculty member will establish an alternative that will be clearly communicated to the students.

Mid and Final Course Exam Make-Up Policy

If a student will be absent on the day of the mid-course or final exam, he/she must make prior arrangements with the faculty member teaching the course to take the examination within three (3) class days of the scheduled exam. Exams taken late are subject to a ten percent (10%) reduction of the total points earned. With the exception of the Aviation Maintenance Technology and Vocational Nursing programs, quizzes may not be taken if missed when originally scheduled.

Make-up policy in Online Courses

Certain grade-able assignments may be submitted late. Late submissions may be subject to a grade penalty. Information on which assignments may be submitted late, along with the applied penalties is included in the course syllabus.

Grade of Incomplete (I)

Students may be granted a grade of Incomplete (I) if they are unable to complete course requirements due to:

- Unforeseeable, but fully justified reasons; or

¹ An independent study may be granted for an entire module or portion of a module if the student anticipates less than fourteen (14) consecutive days' absence.

- Medical reasons verified by written documentation from the student's treating physician

The faculty member teaching the course will make the determination as to whether a student's situation meets the criteria for granting an incomplete.

Students must complete and submit a Petition for Incomplete to the faculty member teaching the course prior to the end date of the course. Petition forms are available on InfoZone.

If a Petition for Incomplete is granted, the faculty member will advise the student of the course work to be completed, including assignments, due date, and points possible. Students must complete the remaining course requirements by the end of the next grading period following the course for which the incomplete was granted. If a student does not complete the coursework in the allotted time, the final grade will be based on the total points earned at the time the incomplete was granted. The faculty member will update the student's academic record with the actual grade earned in the course at the end of the next grading period.

For more information or clarification on the policy and procedures related to grades of Incomplete, please see a member of the faculty or the Registrar.

Withdrawal from College (W)

If a student withdraws or is terminated from the College, he/she will be awarded a grade of "**W**" in all current courses. A grade of "**W**" will be counted as attempted credits but will not be used in the computation of the cumulative grade point average.

Students are strongly encouraged to notify the Dean of Student Services as soon as they become aware of the need to withdraw from college.

Grade Point Average

The grade point average (GPA) is computed by dividing the total grade points earned by the total units attempted. Courses with a grade of "**PASS**," "**FAIL**," "**W**," "**I**," and "**T**" are not included in the calculation of the grade point average.

If a student is required to repeat a course due to substandard academic performance, only the highest grade earned for the course will be used in the computation of the grade point average.

Grade Appeal Policy

If a student is of the opinion that a grade received for a particular course is incorrect, the student has the right to take formal action by utilizing the Grade Appeal Process. Appeals are limited to situations in which a student believes the grade was a mistake in calculation, demonstrable bias, gross negligence or misapplication of stated criteria.

In order to appeal a final grade, students must utilize the Grade Appeal Process published in the **Student Handbook**.

PROGRAMMATIC GRADE REQUIREMENTS

Students enrolled in certain programs will be required to meet or exceed the educational standards established for progression through the program. Examples of some of the standards include achievement of minimum grades in coursework and the attainment and maintenance of a minimum grade point average, as designated by the particular program.

Course work that earns less than the established minimum grade requirement will not count for units earned, but will count for units attempted, and will be counted in the calculation of the grade point average until the course is retaken. Courses completed with less than the established minimum grade requirement must be retaken for credit in order to advance through the program and to meet graduation requirements. Specific programmatic educational requirements are located in the program listings in this Catalog.

COURSE RETAKES

All failed courses must be repeated until a passing grade is earned for the purpose of assuring that all program and graduation requirements are fulfilled. Students who fail a course will be placed on a waiting list in order to secure an available seat in the course the next time it is offered. Failing any course is likely to delay a student's graduation date and may require a leave of absence and/or financial aid update. Students are strongly encouraged to make every effort to satisfactorily complete all courses as scheduled and to take advantage of the various academic support services available to them.

Previously passed courses may be repeated at the end of the program or upon re-entry to the college in order to meet the following:

- The minimum GPA requirement for graduation.
- Skill attainment for students who have been out of the classroom/field.

SATISFACTORY ACADEMIC PROGRESS

Students are required to maintain Satisfactory Academic Progress (SAP) while enrolled at **SJVC**. SAP is a measure of a student's qualitative (grade point average) and the quantitative (completion of attempted credit hours) academic progress. SAP is evaluated on a fifteen week or term basis, which is referred to as the evaluation period.

To achieve SAP, students are required to maintain a minimum cumulative grade point average of 2.0 and must complete their program of study in 150 percent of the normal projected time frame. Therefore, students must

satisfactorily complete at least 67% of all attempted credit hours at each evaluation period. It is college policy to round up to the next whole number for the quantitative evaluation. For example, 66.6% completion = 67%. (refer to chart)

The impact that the following grading symbols will have on a student's SAP is demonstrated in the following table:

GRADE	DEFINITION	GRADE POINTS	COUNT AS UNITS		INCLUDED IN SAP CALCULATION		
			ATTEMPTED?	EARNED?	GPA?	QUANTITATIVE?	
A	Excellent	4.00 per unit	Yes	Yes	Yes**	Yes	
B	Good	3.00 per unit					
C	Satisfactory	2.00 per unit					
D	Passing*	1.00 per unit					
F	Failing**	0		No			
PASS	Satisfactory	Not applicable		Yes	No		
FAIL	Unsatisfactory			No			
W	Withdraw			No			
I	Incomplete			Not applicable			
T	Transfer			Yes			Yes

Students who do not achieve SAP at the initial evaluation will be placed on Financial Aid Warning status. If a student fails to meet SAP at the second evaluation period, he/she will be terminated. If the termination is appealed and granted, the student will be placed on Financial Aid Probation or Financial Aid Probation: Academic Plan, with attendance and student advising milestones (see **RE-START** policy below). Students must meet SAP at the next evaluation or they will be terminated from **SJVC**. **This policy applies to all students regardless of funding sources.**

Financial Aid Warning

Students who have not met either or both of the minimum requirements for achieving SAP in a given evaluation period will be placed on Financial Aid Warning. Students will remain on Financial Aid Warning status until the end of the next evaluation period. If at that time the student has satisfied the requirements for SAP, the student will be removed from Warning status; however, if the student has not satisfied the requirements for SAP, the student will be terminated.

Students' financial aid eligibility is not affected by placement on Financial Aid Warning status.

APPEAL PROCESS FOR TERMINATION DUE TO UNSATISFACTORY ACADEMIC PROGRESS

Students who have been terminated from **SJVC** due to unsatisfactory academic progress may appeal their termination based upon mitigating circumstances such as the death of a relative, an injury, serious illness of the student, or other special circumstances. The appeal procedure is published in the **Student Handbook**.

Students will be given a maximum of two appeals for this type of termination

RE-START POLICY

The College, at the discretion of the Campus President, may allow former students who have withdrawn or been terminated from **SJVC** to re-start an educational program. Questions concerning this policy should be directed to the **Registrar**.

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14)).

To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a) (15)).

If you have any questions about your FERPA rights, please see your Campus Registrar or Dean of Students.

Social Security Confidentiality Act

The Social Security Number Confidentiality Act (42 U.S.C. §405(c)(2)(C)(viii)(I)), protects students from identify theft by prohibiting the College from disclosing social security account numbers or related records. Any publicly displayed document will exclude students' social security numbers.

Additional information regarding the maintenance of student records can be obtained from the Registrar's Office.

STUDENT RECORD RETENTION

SJVC retains student records permanently. Copies may be requested from the Registrar.

CHANGE OF STUDENT INFORMATION

Students should immediately report any change in their personal information (such as name, address, telephone number, etc.) to the Registrar's Office. **SJVC** will not be held responsible for any mail sent to the wrong address due to an incorrect address on file with the College.

Students' names on official **SJVC** records and transcripts must reflect their names as they appear on official documents, such as driver's licenses, social security cards, passports, etc. In order for a student to change his/her name on **SJVC** records, a marriage certificate, divorce decree, or court document must be presented to substantiate the change.

DIVERSITY STATEMENT

SJVC values diversity, equity, and inclusion. The College takes appropriate steps to continually foster a learning and working environment that promotes mutual respect for others despite differences such as race, ethnicity, gender, age, religion, abilities/disabilities, sexual orientation, gender identity, socioeconomic status, and geographic region. Student and employee scholarship is encouraged as an expression and expansion of knowledge.

SJVC advocates for equity and inclusion across its diverse student population by providing access to higher educational opportunities and intentional services. Programs and services are designed to support a successful academic experience leading to graduation and in-field employment. Practices are in place to close the opportunity gaps represented in **SJVC's** "at-risk" student population. As articulated in its mission, "**SJVC** is committed to the success of every student."

NOTICE OF NON-DISCRIMINATION

SJVC complies with all pertinent titles and sections of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973 and all other applicable federal, state and local laws. **SJVC** does not discriminate on the basis of any characteristic protected by federal, state, or local law, ordinance, or regulation. Any discriminatory action should be reported to the Campus President. If the Campus President does not appropriately address a student's concern, or if a student is not comfortable in making the report at this level, notification should be sent to:

Crystal VanderTuig, Director of Institutional Relations
San Joaquin Valley College
 3828 West Caldwell Avenue
 Visalia, CA 93277
 (559) 734-9000
Crystal.VanderTuig@sjvc.edu

The Director of Institutional Relations serves as **SJVC's** Title IX Coordinator. Any questions concerning this policy and/or the procedures to report discriminatory actions should be directed to Campus Leadership.

HARASSMENT

SJVC is committed to providing an environment that is healthy, safe, and free from all forms of discrimination and unlawful harassment, in compliance with the provisions of the Civil Rights Act of 1991, the Fair Employment and Housing Act, Title IX of the Education Amendments of 1972, and other human rights and equal opportunity laws. **SJVC** policy strictly prohibits the harassment of any student, staff or faculty member, or visitor to the College. Harassment is any unwelcome or unwanted conduct that denigrates or shows hostility or an aversion toward another person on the basis of any characteristic protected by law. Harassment may be verbal, visual or non-verbal, and/or physical. Examples of some of the forms of harassment include, but are not limited to: Content that is racial, sexual, or personal in nature conveyed through graffiti, verbal statements, phone calls, emails, gestures, or other means defined by law. The College **absolutely forbids** any form of harassment.

Any harassing conduct involving verbal or physical abuse, assault, battery, threats of violence (to include verbal harassment and intimidation) that threatens the safety or well-being of any visitor or member of the College

community will not be tolerated. Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, who has been found to have engaged in harassing behavior. Students will be subject to the full range of disciplinary actions contained in the **Student Code of Conduct**, which range from suspension up to dismissal from **SJVC**, including legal prosecution, when appropriate.

Sexual Harassment

Members of the **SJVC** community, guests, and visitors have the right to be free from all forms of gender- and sex-based discrimination, harassment, and assault. **SJVC** expressly forbids gender- and sex-based discrimination or harassment of any student, employee or visitor.

For additional information including definitions, reporting, the investigation process and sanctions for such conduct refer to the **Sexual Harassment and Assault Prevention Policy** posted on InfoZone.

Non-Retaliation

SJVC prohibits retaliation against any individual who in good faith reports an incident of discrimination, harassment, and/or sexual misconduct or the possible witnessing of the warning signs of sexual misconduct. **SJVC** also prohibits retaliation against any individual who cooperates with an investigation regarding any matter covered by these anti-discrimination, anti-harassment, and anti-sexual misconduct policies.

Public Information

All requests from the media, the campus community at large or the general public, for information concerning an alleged incident of sexual misconduct should be directed to Crystal VanderTuig, Director of Institutional Relations at 3828 West Caldwell Avenue, Visalia, CA 93277, (559) 734-9000. Compliance with this policy will promote campus safety and protect the integrity of this policy and the investigation process.

As required by law, **SJVC** collects and annually reports statistical information concerning sexual misconduct occurring within its jurisdiction. To promote public safety, **SJVC** also alerts the campus community to incidents and trends of immediate concern.

STUDENT GRIEVANCE POLICY

SJVC has established the **General Student Grievance Policy** in order to provide for the prompt, effective, and equitable resolution of student grievances not governed by a specific policy or procedure. Under the provisions of the **General Student Grievance Policy**, students have the right to submit grievances, have their grievances considered by Campus Leadership, and be notified of the College's decision on the grievance. A full description of the **General Student Grievance Policy** is published in the **Student Handbook**. Any

questions or additional information concerning this policy should be directed to Campus Leadership.

COMPLAINTS

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet website <http://www.bppe.ca.gov/>.

STUDENTS WITH DISABILITIES

In conformity with the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, **SJVC** shall not discriminate, on the basis of disability, against any student in its academic programs, services, and activities.

Individual students will be given reasonable and necessary accommodation based on specific information and assessment data documented by qualified medical professionals. Students who have special needs related to a permanent or temporary disability may request an accommodation from the Dean of Student Services at any phase of their educational experience at **SJVC**. The student is responsible for initiating the interactive process.

An accommodation may be requested for an unlimited or a specified period of time. Each request for accommodation will be evaluated on a case-by-case basis. Consideration for an accommodation, however, cannot be retroactive. Once documentation has been provided and accommodations are agreed upon between the College and the student, faculty and staff will implement the accommodations.

SJVC facilities are essentially barrier free and accessible to the disabled. All buildings are equipped with restroom and telephone services for the disabled and assistance is available for library resources.

For further information on the College's guidelines concerning disabled students and accommodation policies and procedures, please refer to the **Student Disability Accommodation Policy** available through Campus Leadership or InfoZone: Information Center>**SJVC** Publications>2016 Student Disability Policy.

DRUG AND SUBSTANCE ABUSE POLICY

SJVC is committed to providing a work place and campus environment free of illegal drugs and substance abuse. **SJVC** absolutely forbids the use, distribution, or possession of narcotic or hallucinogenic drugs or substances or inhalation or ingestion of a controlled substance, by any student or employee while on College property or during a school activity. Any individual deemed to be under the influence, while on school premises or while participating in a school-related activity (externship, clinical, field trip, etc.), will be asked to leave immediately.

International Applicant Packet Documents

- a) Official copy of student's diploma translated and evaluated by a U.S. high school and/or college equivalency by an agency recognized by NACES (National Association of Credential Evaluation Services, <http://naces.org/members.html>).
- b) Official college transcript(s), if applicable, in order to determine eligibility to transfer certain program General Education course requirements.
- c) English Proficiency Test results, either a TOEFL score of at least 61, internet based; or a TOEIC score of 590 or better; or an IELTS Academic test result of 6 or higher.
- d) Letter of Intent written by applicant explaining why the student wants to study in the U.S. The letter should also include information about the student's plans for after program completion and after any possible DHS-approved optional work permission in the U.S.
- e) A signed Affidavit of Support from the student's sponsor stating:
 - i. His or her relationship to the student
 - ii. Sufficient funds have been set aside solely for the purpose of the student's education
 - iii. Name, address, and phone number of the sponsor
- f) Applicant's or sponsor's bank(s) statement dated no later than six months showing twelve months of tuition and living expenses.
- g) Copy of student's information and photo page from valid passport.
- h) Copy of VISA/I-94 card, if applicable.
- i) Copy of prior I-20 A-B form (applicable for Transfer Students only).
- j) Applicants should also check with their U.S. consulate or U.S. embassy for other possible requirements.

Questions may be directed to the SEVIS approved Designated School Official at SJVC.DSO@sjvc.edu.

TRANSFER OF CREDIT

Policy: *SJVC* is committed to helping students achieve their educational goals. As students often complete coursework at more than one institution, it is the policy of *SJVC* to apply previously earned credit toward an *SJVC* degree or certificate (where appropriate) and to provide opportunities for course challenge. A maximum of 50% of the total credits required for an *SJVC* degree or certificate program may be transferred in from another institution; however, in exigent circumstances (e.g., school closure), the College may make allowance for additional earned credit to be applied toward a student's program of study.

All incoming coursework will be thoroughly evaluated to ensure that the nature, content, associated student learning outcomes, and level of credit earned aligns with the equivalent course requirements of the *SJVC* program of

enrollment. General requirements for transfer credit include the following:

- Course has been completed at an institution of higher education recognized by the Council for Higher Education Accreditation, or is otherwise validated for comparability to coursework for which it is accepted.
- Undergraduate coursework must be graded at a 2.0 ("C") or higher.
- Coursework must be credit-bearing and completed at the same level for which it is credited, i.e., lower division for lower division, or upper division for upper division.
- Some courses require completion within the past seven (7) years in order to be considered.
- Course credit assessment must be completed prior to the academic year of enrollment for that course to be accepted toward program completion.

A tuition credit of \$75.00 per accepted unit will be credited to the student account. All transcripts submitted become the property of *SJVC* and cannot be returned to students or forwarded to other institutions.

Additional options and protocols for determining the transferability of previously earned credit and for course challenge are provided below:

- **Credits Earned by Students Receiving Veterans Affairs (VA) Benefits:** Incoming students receiving VA benefits will have any previous college coursework or training (military and nonmilitary) evaluated to determine whether the previously earned credit may be transferred into their program of study. All accepted transfer credit will be applied toward the student's program of study and a credit of \$411.00 per unit will be given.
- **Credits Earned in Foreign Institutions:** Students who have completed coursework in foreign institutions must have their transcripts evaluated by a foreign evaluation service in order to have that coursework considered for academic credit. Upon completion of this process, the evaluation report must be sent directly to the Registrar's office. The Transcript Evaluator will evaluate the report and make a determination on whether credit will be awarded.
- **Credits Earned by Examinations and Advanced Placement Courses:** Specific general education courses from the following testing sources may be eligible for transfer:
 - Advanced Placement Program of the College Board (AP)
 - College-Level Examination Program (CLEP)
 - DANTES Subject Standardization Test (DSST)
 - Excelsior College Examinations (formerly Regents or ACT/PEP)
- **Credit Earned through Course Challenge:** Students may earn course credit in the subjects of math, English, and some program pre-requisite courses through successful course challenge. To challenge a course, students complete and pass an examination which tests their

knowledge of the objectives and learning outcomes covered in the particular course. Students who successfully pass the examination will be granted the appropriate academic credit. Students must complete this process prior to the first scheduled start date of the applicable course. No tuition credit will be given to students who successfully pass the examination.

SJVC does not grant credit or allow course challenge for experiential learning or previous experience.

Procedure: A written request to transfer in previously earned credit must be submitted to the Registrar’s Office prior to the scheduled course(s). The request must include the following:

- Official transcript demonstrating successful completion of the coursework or program for which recognition is sought; and
 - Transcripts must be sent directly from the institution of origin.
- Copy of the catalog program and/or course description or copy of course syllabus (if requested).

The request and the accompanying materials will be reviewed by the Transcript Evaluator and students will receive a written notification of the decision.

CRIMINAL BACKGROUND CHECKS

As part of its responsibility to provide a safe learning environment, **SJVC** reserves the right to conduct criminal background checks on applicants for admission and current students.

SJVC has several reasons for this requirement. First and foremost, **SJVC** has an interest in evaluating the character, maturity, and responsibility of its students. Second, **SJVC** can better academically advise students of difficulties that may arise in the course of the student’s efforts to obtain externship and clinical placements, professional licensure, and/or other job placement. Certain extern and clinical sites and professional licensing boards are required by law and/or policy to exclude people with certain convictions.

This does not necessarily mean that **SJVC** will deny admission to, or expel a student from the College. **SJVC** will evaluate each case on its facts. Generally speaking, **SJVC** will look at the rational relationship between the nature, severity, and recentness of the crime; **SJVC**’s interests and needs; and the responsibility and repentance of the person convicted in determining whether to take action.

SJVC expects each applicant and/or student to provide **SJVC** with truthful, accurate, and complete information about his/her convictions. This includes a continuing duty to notify **SJVC** of any arrests or convictions during the time that the student is enrolled at **SJVC**. Failure to comply with this

policy may result in immediate denial of admission or suspension and/or expulsion from **SJVC**.

COURSE SCHEDULING

The College reserves the right to schedule courses in the order it deems necessary.

ALTERNATIVE INSTRUCTIONAL SITES

The College reserves the right to deliver instruction off-site in a facility within 25 miles of the home campus that meets the instructional needs of the program or course.

ACADEMIC CALENDAR

Most educational programs have frequent points of enrollment and operate on a continuous, five-week instructional cycle throughout the year. These programs include:

- Business Administration
- Clinical and Administrative Medical Assisting
- Clinical Medical Assisting
- Computer Systems Administration
- Construction Management
- Criminal Justice: Corrections
- Dental Assisting
- Electrical Technology
- Heating, Ventilation, Air Conditioning, and Refrigeration
- Human Resource Administration
- Industrial Maintenance Technology
- Information Technology
- Medical Billing and Coding
- Medical Office Administration
- Pharmacy Technology

The remaining 2017 and 2018 start dates for these programs are provided below. Periodically, some programs will have a “dark start” where new students will have to wait until the next available start date to begin.

2017	
12/11/2017	
2018	
01/22/2018	07/16/2018
02/26/2018	08/20/2018
04/02/2018	09/24/2018
05/07/2018	10/29/2018
06/11/2018	12/03/2018

The programs listed below are linear which means that students must complete classes in a specific sequence from start to finish. Due to this structure, linear programs have fewer enrollment opportunities throughout the year.

The 2018 start dates for these programs are as follows:

AVIATION MAINTENANCE TECHNOLOGY

Aviation-Fresno Campus	
01/23/2018	07/19/2018

community will not be tolerated. Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, who has been found to have engaged in harassing behavior. Students will be subject to the full range of disciplinary actions contained in the **Student Code of Conduct**, which range from suspension up to dismissal from **SJVC**, including legal prosecution, when appropriate.

Sexual Harassment

Members of the **SJVC** community, guests, and visitors have the right to be free from all forms of gender- and sex-based discrimination, harassment, and assault. **SJVC** expressly forbids gender- and sex-based discrimination or harassment of any student, employee or visitor.

For additional information including definitions, reporting, the investigation process and sanctions for such conduct refer to the **Sexual Harassment and Assault Prevention Policy** posted on InfoZone.

Non-Retaliation

SJVC prohibits retaliation against any individual who in good faith reports an incident of discrimination, harassment, and/or sexual misconduct or the possible witnessing of the warning signs of sexual misconduct. **SJVC** also prohibits retaliation against any individual who cooperates with an investigation regarding any matter covered by these anti-discrimination, anti-harassment, and anti-sexual misconduct policies.

Public Information

All requests from the media, the campus community at large or the general public, for information concerning an alleged incident of sexual misconduct should be directed to Crystal VanderTuig, Director of Institutional Relations at 3828 West Caldwell Avenue, Visalia, CA 93277, (559) 734-9000. Compliance with this policy will promote campus safety and protect the integrity of this policy and the investigation process.

As required by law, **SJVC** collects and annually reports statistical information concerning sexual misconduct occurring within its jurisdiction. To promote public safety, **SJVC** also alerts the campus community to incidents and trends of immediate concern.

STUDENT GRIEVANCE POLICY

SJVC has established the **General Student Grievance Policy** in order to provide for the prompt, effective, and equitable resolution of student grievances not governed by a specific policy or procedure. Under the provisions of the **General Student Grievance Policy**, students have the right to submit grievances, have their grievances considered by Campus Leadership, and be notified of the College's decision on the grievance. A full description of the **General Student Grievance Policy** is published in the **Student Handbook**. Any

questions or additional information concerning this policy should be directed to Campus Leadership.

COMPLAINTS

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet website <http://www.bppe.ca.gov/>.

STUDENTS WITH DISABILITIES

In conformity with the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, **SJVC** shall not discriminate, on the basis of disability, against any student in its academic programs, services, and activities.

Individual students will be given reasonable and necessary accommodation based on specific information and assessment data documented by qualified medical professionals. Students who have special needs related to a permanent or temporary disability may request an accommodation from the Dean of Student Services at any phase of their educational experience at **SJVC**. The student is responsible for initiating the interactive process.

An accommodation may be requested for an unlimited or a specified period of time. Each request for accommodation will be evaluated on a case-by-case basis. Consideration for an accommodation, however, cannot be retroactive. Once documentation has been provided and accommodations are agreed upon between the College and the student, faculty and staff will implement the accommodations.

SJVC facilities are essentially barrier free and accessible to the disabled. All buildings are equipped with restroom and telephone services for the disabled and assistance is available for library resources.

For further information on the College's guidelines concerning disabled students and accommodation policies and procedures, please refer to the **Student Disability Accommodation Policy** available through Campus Leadership or InfoZone: Information Center>**SJVC** Publications>2016 Student Disability Policy.

DRUG AND SUBSTANCE ABUSE POLICY

SJVC is committed to providing a work place and campus environment free of illegal drugs and substance abuse. **SJVC** absolutely forbids the use, distribution, or possession of narcotic or hallucinogenic drugs or substances or inhalation or ingestion of a controlled substance, by any student or employee while on College property or during a school activity. Any individual deemed to be under the influence, while on school premises or while participating in a school-related activity (externship, clinical, field trip, etc.), will be asked to leave immediately.

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14)).

To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a) (15)).

If you have any questions about your FERPA rights, please see your Campus Registrar or Dean of Students.

Social Security Confidentiality Act

The Social Security Number Confidentiality Act (42 U.S.C. §405(c)(2)(C)(viii)(I)), protects students from identify theft by prohibiting the College from disclosing social security account numbers or related records. Any publicly displayed document will exclude students' social security numbers.

Additional information regarding the maintenance of student records can be obtained from the Registrar's Office.

STUDENT RECORD RETENTION

SJVC retains student records permanently. Copies may be requested from the Registrar.

CHANGE OF STUDENT INFORMATION

Students should immediately report any change in their personal information (such as name, address, telephone number, etc.) to the Registrar's Office. **SJVC** will not be held responsible for any mail sent to the wrong address due to an incorrect address on file with the College.

Students' names on official **SJVC** records and transcripts must reflect their names as they appear on official documents, such as driver's licenses, social security cards, passports, etc. In order for a student to change his/her name on **SJVC** records, a marriage certificate, divorce decree, or court document must be presented to substantiate the change.

DIVERSITY STATEMENT

SJVC values diversity, equity, and inclusion. The College takes appropriate steps to continually foster a learning and working environment that promotes mutual respect for others despite differences such as race, ethnicity, gender, age, religion, abilities/disabilities, sexual orientation, gender identity, socioeconomic status, and geographic region. Student and employee scholarship is encouraged as an expression and expansion of knowledge.

SJVC advocates for equity and inclusion across its diverse student population by providing access to higher educational opportunities and intentional services. Programs and services are designed to support a successful academic experience leading to graduation and in-field employment. Practices are in place to close the opportunity gaps represented in **SJVC**'s "at-risk" student population. As articulated in its mission, "**SJVC** is committed to the success of every student."

NOTICE OF NON-DISCRIMINATION

SJVC complies with all pertinent titles and sections of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973 and all other applicable federal, state and local laws. **SJVC** does not discriminate on the basis of any characteristic protected by federal, state, or local law, ordinance, or regulation. Any discriminatory action should be reported to the Campus President. If the Campus President does not appropriately address a student's concern, or if a student is not comfortable in making the report at this level, notification should be sent to:

Crystal VanderTuig, Director of Institutional Relations
San Joaquin Valley College
 3828 West Caldwell Avenue
 Visalia, CA 93277
 (559) 734-9000
Crystal.VanderTuig@sjvc.edu

The Director of Institutional Relations serves as **SJVC**'s Title IX Coordinator. Any questions concerning this policy and/or the procedures to report discriminatory actions should be directed to Campus Leadership.

HARASSMENT

SJVC is committed to providing an environment that is healthy, safe, and free from all forms of discrimination and unlawful harassment, in compliance with the provisions of the Civil Rights Act of 1991, the Fair Employment and Housing Act, Title IX of the Education Amendments of 1972, and other human rights and equal opportunity laws. **SJVC** policy strictly prohibits the harassment of any student, staff or faculty member, or visitor to the College. Harassment is any unwelcome or unwanted conduct that denigrates or shows hostility or an aversion toward another person on the basis of any characteristic protected by law. Harassment may be verbal, visual or non-verbal, and/or physical. Examples of some of the forms of harassment include, but are not limited to: Content that is racial, sexual, or personal in nature conveyed through graffiti, verbal statements, phone calls, emails, gestures, or other means defined by law. The College **absolutely forbids** any form of harassment.

Any harassing conduct involving verbal or physical abuse, assault, battery, threats of violence (to include verbal harassment and intimidation) that threatens the safety or well-being of any visitor or member of the College

community will not be tolerated. Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, who has been found to have engaged in harassing behavior. Students will be subject to the full range of disciplinary actions contained in the **Student Code of Conduct**, which range from suspension up to dismissal from **SJVC**, including legal prosecution, when appropriate.

Sexual Harassment

Members of the **SJVC** community, guests, and visitors have the right to be free from all forms of gender- and sex-based discrimination, harassment, and assault. **SJVC** expressly forbids gender- and sex-based discrimination or harassment of any student, employee or visitor.

For additional information including definitions, reporting, the investigation process and sanctions for such conduct refer to the **Sexual Harassment and Assault Prevention Policy** posted on InfoZone.

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SJVC prohibits retaliation against any individual who in good faith reports an incident of discrimination, harassment, and/or sexual misconduct or the possible witnessing of the warning signs of sexual misconduct. **SJVC** also prohibits retaliation against any individual who cooperates with an investigation regarding any matter covered by these anti-discrimination, anti-harassment, and anti-sexual misconduct policies.

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questions or additional information concerning this policy should be directed to Campus Leadership.

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STUDENTS WITH DISABILITIES

In conformity with the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, **SJVC** shall not discriminate, on the basis of disability, against any student in its academic programs, services, and activities.

Individual students will be given reasonable and necessary accommodation based on specific information and assessment data documented by qualified medical professionals. Students who have special needs related to a permanent or temporary disability may request an accommodation from the Dean of Student Services at any phase of their educational experience at **SJVC**. The student is responsible for initiating the interactive process.

An accommodation may be requested for an unlimited or a specified period of time. Each request for accommodation will be evaluated on a case-by-case basis. Consideration for an accommodation, however, cannot be retroactive. Once documentation has been provided and accommodations are agreed upon between the College and the student, faculty and staff will implement the accommodations.

SJVC facilities are essentially barrier free and accessible to the disabled. All buildings are equipped with restroom and telephone services for the disabled and assistance is available for library resources.

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SJVC is committed to providing a work place and campus environment free of illegal drugs and substance abuse. **SJVC** absolutely forbids the use, distribution, or possession of narcotic or hallucinogenic drugs or substances or inhalation or ingestion of a controlled substance, by any student or employee while on College property or during a school activity. Any individual deemed to be under the influence, while on school premises or while participating in a school-related activity (externship, clinical, field trip, etc.), will be asked to leave immediately.

timely receipt of financial aid funds. A complete financial aid file consists of **SJVC**'s receipt of a student's FAFSA data from the Department of Education, a completed loan entrance interview (if required), and submission of verification items (if required).

A financial aid application will only be processed if: The student has been admitted to **SJVC** as a regular student, or is a returning student in good academic standing with **SJVC**; and the student has completed the FAFSA or the Renewal FAFSA.

Students may come in person to their respective Campus Financial Aid Office to complete the FAFSA or renewal. These forms can also be completed online at <http://www.fafsa.ed.gov>. In order to complete the application, the applicant must include **SJVC**'s federal school code, 014741.

What Happens Next?

Upon submission of the FAFSA, students will be sent a Student Aid Report (SAR). The SAR should be checked for accuracy and any necessary corrections should be made as soon as possible. Once the SAR has been determined to be complete, a financial aid award letter will be sent to the student which will state the student need (education cost), family contribution, amount of grants awarded, and the amount of loans monies available, if needed. In order to receive unsubsidized or subsidized loan funds, students must complete a Master Promissory Note and return it to the lender.

Funds are then dispersed by the Student Accounts Manager, as described in the **Award Letter**.

STUDENT'S RIGHT TO CANCEL

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later.

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, it 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 in good condition.



Withdrawal from Program

Students have the right to withdraw from a program of instruction at any time. For the purposes of determining the amount the student owes for the time attended, the student shall be deemed to have withdrawn from the program when any of the following occurs:

- Notify the College of withdrawal or the actual date of withdrawal; or
- The College terminates the enrollment; or
- Student fails to attend any classes for fourteen (14) consecutive calendar days.

If the student withdraws from the program after the period allowed for cancellation of the agreement and has completed less than 60 percent of the period of attendance, the College will calculate whether a refund is due, and if so, remit a refund within 45 days following the withdrawal.

Students who intend to withdraw from school should provide official notification to the Dean of Student Services, Registrar, or Campus President at the campus you attend. Students may provide official notification by letter, phone, e-mail or in person, but are strongly encouraged to provide written notice. The institution will perform the Return to Title IV refund calculation and the institutional refund calculation upon receipt of notification. The withdrawal date used to determine the amount of tuition owed or refund due will be the date of official notice or the last documented date of attendance, whichever is later.

REFUNDS

If a student withdraws from school, two separate calculations will be performed. The first calculation is a required calculation for all Title IV recipients, and is called the Return to Title IV calculation. This step determines the amount of Title IV financial aid that the student is able to retain. In addition to the Return of Title IV requirements for federal financial aid recipients, the College is required by the State to calculate a prorated refund for all students who have completed less than 60 percent of their period of attendance, regardless of whether or not the student received Title IV funds. The federal formula for Return of

Title IV funds may result in a larger refund than the state refund policy. In that case, the College and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the College.

Return to Title IV Funds calculation (R2T4)

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

A. To determine the percentage of the enrollment period completed, the number of days* attended in the enrollment period is divided by the total days* in the enrollment period. (if AMT), the number of hours attended in the enrollment period is divided by the total hours in the enrollment period)
*Days = calendar days for purposes of this formula, and therefore include weekends and holidays. Only scheduled breaks of 5 days or more, and approved leave of absences are excluded.

B. The net amount of Title IV funds disbursed, and that could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.

C. The earned aid is subtracted from the aid that was actually disbursed to, or on behalf of the student.

D. The College will return the lesser of the total earned aid or the unearned institutional charges for the payment period.

E. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:

1. Unsubsidized Stafford Loan Program
2. Subsidized Stafford Loan Program
3. Stafford PLUS Program

If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:

4. Federal Pell Grant Program
5. Other assistance awarded under this title for which return of funds is required

Note: After the College has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50 percent. Unearned loan funds received by the student are paid back as per the terms of the borrower's promissory note.

If a student obtains a loan to pay for the course of instruction, the student will have the responsibility to repay

the full amount of the loan plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed or insured by the state or federal government and the student defaults on the loan:

- The federal or state government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; and
- The student may not be eligible for any other federal financial assistance for education at a different school or for government housing assistance until the loan is repaid.

Example:

A student completed 35 days in an enrollment period of 210 days. Dividing 35 by 210 would result in the decimal fraction .166, converted to 16.6% by multiplying by 100. The student completed 16.6% of the enrollment period.

The student may keep only 16.6% of the Title IV financial aid posted or that could have posted to his/her account. If the College could have received \$10,000, only \$1,660 may be kept, with the difference returned to the financial aid sources.

If the student is eligible for more funding than was disbursed, the College will provide written notification and instructions for receiving a post-withdrawal disbursement.

Institutional/California State Refund Calculation

The Institutional/California state refund policy shall be a pro rata refund of moneys paid for institutional charges for students who have completed 60 percent or less of the period of attendance. The pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided, subtracted from the amount paid by the student. The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days' student attended, or was scheduled to attend, prior to withdrawal.

All amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. If any portion of those charges was paid from the proceeds of a nonfederal loan, then the refund will be sent to the lender or to the agency that guaranteed the loan. All other monies shall be returned to the student.

- Sending harassing, threatening, abusive, or obscene messages.
- Broadcasting excessively large amounts of data (chain letters, graphic presentations, etc.) in such a way as to cause network congestion and failure

Any misuse of the College's email system may result in the imposition of disciplinary actions as outlined in the **Student Code of Conduct**.

Monitoring

In addition to College staff supervision during computer lab sessions, the classroom, the Student Center, or in the LLRC, **SJVC** reserves the right to audit or randomly audit student computer user accounts. Upon discovery of a possible violation of the policies stated herein, a student's computer privileges may be suspended immediately. Such suspected violations will be reported to the appropriate member(s) of the Campus Leadership.

Violations of these policies will be addressed in a manner consistent with violations of other College policies or State and/or Federal law and may result in the College taking disciplinary action against the student as well as possible legal action. In such review, the full range of disciplinary sanctions is available including the loss of computer privileges, termination from **SJVC**, and legal action.

Reporting Suspected Violations

Any suspected violations of the **Computer, Internet, or Email Use Policies** should be immediately reported to Campus Leadership. Questions concerning this section should be directed to Campus Leadership.

STANDARDS FOR PROFESSIONAL DRESS

SJVC believes that it is important for each student to appear well groomed and professionally dressed while on campus or situations in which students are representing the College. As such, **SJVC** has established standards for professional dress to which all students are expected to adhere. The standards include the requirement that students dress for class, including externships and clinical rotations, in the professional work-related **SJVC** uniform designated for their particular program of study.

Students are not permitted to wear their uniforms at events or functions that are not sponsored by the College. Any exception to the professional dress standards needed to comply with religious requirements must be discussed with the Dean of Student Services. For information on additional dress and grooming standards, please refer to the **Student Handbook**.

In addition to this policy, many **SJVC** programs have specific professional dress code requirements that students are expected to comply with. For information concerning

specific programmatic dress codes, please see the respective Program Director or Division Manager.

STUDENT RIGHTS

Student rights are protected by State and Federal laws, and by the policies, procedures, and regulations established by **SJVC**. Specifically, we recognize these student rights:

- Freedom of access to higher education
- Freedom of classroom expression
- Confidentiality of educational records
- Participation in student affairs
- Procedural standards in disciplinary actions as outlined in the **Student Code of Conduct** and the **Academic Honesty Policy**
- An environment free from discrimination or harassment

ADDITIONAL POLICIES & PROCEDURES

The following publications contain additional information on student policies and procedures.

Student Handbook

Statement of Student Rights
 Student Code of Conduct
 Sexual Misconduct/Harassment
 Student Complaints & Grievances
 Academic Honesty
 Dress Code & Grooming Requirements
 Student Computer and Network Use
 Eating and Drinking
 Cell Phone Usage
 Attendance
 Academic Policies
 Change of Student Information

Student Disability Accommodation Policy

Discrimination Prohibited
 Admissions, Enrollments, and Recruitment
 Academic Adjustments
 Procedures for Determining Disability and Accommodations
 Grievance Procedures Concerning Disputes and Accommodations

Substance Abuse Prevention Program Handbook

Substance Abuse
 Medical Marijuana
 California Drug and Alcohol Punishment

- Opiates and Depressants
- Marijuana
- Alcoholic Beverages

Federal Penalties
 Federal Trafficking Penalties Marijuana
 Drugs of Abuse/Uses and Effects
 Federal Penalties
 Federal Trafficking Penalties Marijuana
 Drugs of Abuse/Uses and Effects

Campus Safety Procedures Manual

Medical Emergencies
Hazardous Material Spill or Release
Fire/Emergency Evacuation Protocol
Fire Alarm
Bomb Threat
Civil Disturbance
Earthquake
Communicable Disease
Widespread Emergencies

Sexual Harassment & Sexual Assault Prevention Policy

Prevention
Risk Reduction
Lodging a Formal Complaint
Methods for Reporting Misconduct
Confidential Reporting
Informal Dispute Resolution
Investigations
Appeals
College's Reporting Requirements

Students should also consult their program handbook for any additional information, policies and procedures pertaining to their educational experience at **SJVC**.

