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Laurus College Catalog

Disclosure Statement: This catalog contains a summary of the policies, rules and procedures of Laurus College at the time of publication. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. Laurus College reserves the right to change any provisions of this catalog at any time. Notice of such changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Also, 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 1625 North Market Blvd., Suite S-202 in Sacramento, CA 95834, www.bppe.ca.gov, (916) 574-7720, or Toll Free (888) 370-7589.

I) Welcome from the Chief Executive Officer

Are you a person who wants a career that uses your talents? Do you dream of working in an exciting professional environment or in a company geared to take advantage of new global opportunities?

Welcome to Laurus College! Our mission is to provide every student with a quality education and a quality experience that prepares you for success in the global marketplace of the modern world. To do this we provide focused instruction and personalized caring to every student. Our emphasis on career opportunities in all of our program offerings helps open up avenues of opportunity that previously may have gone unrealized. We offer this experience in fields such as Microsoft Office software, A+ Certification, 3D Animation, Business, Medical Billing, Web Design, and Computer Networking.

We know that our success as a school and your success in your career depend on all of us doing our utmost to build a strong commitment to our goals and keeping communication open and evolving. Begin networking from day one and work to make this experience as powerful a learning opportunity as possible. We wish you good luck and look forward to working with you and being part of your success story!

James E. Redmond
Chief Executive Officer
II) Statement of Purpose, Mission, and Objectives

Statement of Purpose
Laurus College is a private postsecondary career school founded to provide a collegiate-level education for students seeking successful careers. Laurus College has developed certificate programs to train students entering the business, video game, and technology fields.

Mission Statement
The mission of Laurus College is to serve as a quality institution of higher education dedicated to creating a quality experience for all of its students by combining career focused programs and the necessary fundamentals of learning that supply the tools needed to succeed in the 21st century.

Objectives
1. Provide a quality education within a well planned, relevant, and concise curriculum to give students success in their chosen field.
2. Educate students with relevant technology, equipment, and tools used in the program area.
3. Provide and develop personal growth and life skills through participation in all classes, cultural enrichment opportunities, or field trips.
4. Provide a skilled and experienced educational faculty and staff devoted to the personal and professional development of each student.
5. Provide student services to assist students in obtaining the needed skills and employment assistance in their selected career field.
II) **History of the College**
Laurus is derived from a Latin word meaning “success”. We at Laurus College strive to make our learning environment a place where caring and excellence thrives. The name of our college signifies our commitment to our goal of success for students and serves as a reminder of our most important mission, a quality education and a quality experience.

Laurus College is a private postsecondary institution and is a wholly owned subsidiary of Laurus College, LLC. Laurus College, LLC helped to develop this college in order to offer a quality education and a quality experience for students seeking a unique college experience. Laurus College, LLC was founded in 2006, and is proud to open its first campuses in the state of California. The colleges were formerly known as Atlas Computer Centers and were established in 1998. Laurus College, LLC is a wholly owned subsidiary of Qe2 Systems, Inc, a Michigan corporation incorporated in 2004. The Trustees and Board of Directors of Laurus College, LLC and Qe2 Systems, Inc. are Jacqueline Redmond-Board Chair, Jeffrey Redmond-Board Vice Chair, James E. Redmond-Board Treasurer, Kimberly E. Redmond-Board Secretary, and Kathryn Redmond-Board Member.

III) **What is the Laurus Experience?**
The Laurus experience is our commitment to a quality education and a quality experience for every student. The quality education rests on the dedication, experience and caring of our staff and faculty, and also requires the serious pursuit of career goals by the student. The quality experience centers on our passion for excellent customer service.

IV) **Preparing Students for the Future**
The programs at Laurus College prepare students for a career. Students at Laurus College gain an understanding of how their field operates. Students study current and emerging markets and the impact those markets have on the industry today and in the future. Laurus College prepares its students for a career and for the world.

V) **Licensure and Approvals**
Laurus College is licensed to operate by the Bureau for Private Postsecondary and Vocational Education for the state of California. Laurus College gained this approval in March 2006 and is formed under the laws of the State of California. Laurus College, formerly Atlas Computer Centers, received a Change of Ownership approval from the Bureau in March 2006. Atlas Computer Centers received its most recent approval to operate by the Bureau for Private Postsecondary and Vocational Education in October 2003, and has been in continuous operation since 1998. Laurus College is recognized by the new
California Bureau for Private Postsecondary Education (BPPE), which became effective January 1, 2010. Laurus College is accredited by the Accrediting Council for Independent Colleges and Schools to award Certificates. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. Laurus College is also recognized by the United States Department of Education to offer students enrolled in select programs Federal Student Financial Aid (see the school’s policies regarding financial assistance on pages 40-42 for more information).

VI) The Locations

Laurus College has three locations offering quality education to students throughout the central coast of California. Individuals can contact the college at (805) 267-1690 or visit the website at www.lauruscollege.com for more information.

Atascadero Campus
The Atascadero campus is located at 8693 El Camino Real and 8771 El Camino Real in Atascadero, CA 93422. Traveling north or south on Highway 101, take the Curbaril Avenue exit, proceed east to El Camino Real. Turn south and proceed to the Atascadero Oaks shopping center. The school is located in the first shopping section.

Oxnard Campus
The Oxnard campus of Laurus College is located at 2351 Lockwood Street in Oxnard, CA 93030. Traveling north or south on Highway 101, take the Rice Avenue exit, turn right onto East Gonzales Road, and another right onto Solar Drive; Solar Drive becomes Lockwood Street. The school is located immediately on the right.

San Luis Obispo Campus
The San Luis Obispo campus is located at 81 Higuera Street, Suite 110 in San Luis Obispo, CA 93401. Traveling north or south on Highway 101, take the Madonna Road exit, turn east and go to the Pacific Coast Center at the intersection of Madonna Road and Higuera Street.

Santa Maria Campus
The Santa Maria campus is located at 325 East Betteravia Road, Suite B-7 and Suite B-8 in Santa Maria, CA 93454. Traveling north or south on Highway 101, take the Betteravia Road exit, proceed west and go to the Target Shopping Center at the corner of Miller Road and Betteravia Road.
Certificate Programs at Laurus College

3D Animation

This program introduces students to the world of 3D animation. Students focus on the techniques and the methods for creating 3D animation and effects using the industry standard software Maya. Maya software is one of the world’s most powerfully integrated 3D modeling, animation, effects, and rendering solutions in the video game design and development industry today. Film and video artists, video game developers, web designers, and print designers turn to Maya software to realize their creative vision. Using this software, students explore ways to model, texture, animate, and render creative environments. Students work in both 2D and 3D, creating characters with realistic motion in everyday life. In this program, students work with industry standard software to gain valuable skills in the video game design and development industry. Students in this certificate program create a portfolio that showcases their creativity and their skills.

Program Length: The 3D Animation Certificate program is a 960 clock hour, 67 quarter credit hour program and can be completed in 80 weeks if the student attends all terms full time and consecutively.

Admissions: Students applying to the 3D Animation Certificate program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, achieve the minimum scores (if required by Laurus College) on the assessment tests for admission, and have evidence of high school completion or G.E.D. scores. Students without high school completion or G.E.D. equivalency will require assessment of ability to benefit from a third party assessor. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the 3D Animation Certificate program is contingent upon the completion and receipt of all application materials and achievement of minimum scores on the assessment tests required by the institution. Refer to page 25 of this catalog for further information on admission to Laurus College.

Instructional Methods: The 3D Animation Certificate program is hands-on and involves intense interactive learning. All classes are lecture based with hands-on laboratory and computer time for students to enhance their skills and abilities. Interactive teleconference classrooms may be part of the instructional process.

Instruction may be supplemented with field trips and guest speakers in class.

Communication and Critical Thinking Skills: Students in the 3D Animation Certificate program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

Completion Requirements: Students wishing to obtain a Certificate in 3D Animation from Laurus College need to meet all program completion requirements. Students must have completed a minimum of 960 clock hours, and 67 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for a Certificate. Students also must have completed the program within a maximum of 100 quarter credits attempted (within 150% of the total program length) to earn a Certificate from this program (See pages 29-32 for the school’s policy on Satisfactory Academic Progress).

Job Titles to Which This Certificate is Represented to Lead: Upon successful completion of the 3D Animation Certificate program, the student may be qualified for entry-level positions in the animation industry such as an Animator, Video Game Project Manager, a 3D Modeler, Animation Technician, and Assistant Character Designer.

Program Outline*

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANI 100</td>
<td>Foundations of 3D Animation</td>
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<tr>
<td>ANI 110</td>
<td>Animation Dynamics</td>
<td>4</td>
</tr>
<tr>
<td>ANI 120</td>
<td>Rendering in Animation</td>
<td>4</td>
</tr>
<tr>
<td>ANI 150</td>
<td>Modeling</td>
<td>4</td>
</tr>
<tr>
<td>ANI 170</td>
<td>Color Theory</td>
<td>4</td>
</tr>
<tr>
<td>ANI 180</td>
<td>ZBrush Digital Sculpting</td>
<td>4</td>
</tr>
<tr>
<td>ANI 200</td>
<td>Character Animation</td>
<td>4</td>
</tr>
<tr>
<td>ANI 220</td>
<td>Advanced Design and Animation</td>
<td>4</td>
</tr>
<tr>
<td>ANI 230</td>
<td>Computer Video Compositing and Camera Matching</td>
<td>4</td>
</tr>
<tr>
<td>ANI 240</td>
<td>Game Creation Using Maya</td>
<td>4</td>
</tr>
<tr>
<td>DES 150</td>
<td>Project Management</td>
<td>4</td>
</tr>
<tr>
<td>DES 200</td>
<td>Portfolio Presentation</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Business Communications</td>
<td>5</td>
</tr>
<tr>
<td>ETH 200</td>
<td>Decision Making and Ethics</td>
<td>5</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Applications of Mathematics</td>
<td>5</td>
</tr>
<tr>
<td>WEB 140</td>
<td>Adobe Photoshop</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 67

*All courses meet for 60 clock hours unless noted otherwise.

1 For all courses in all programs: 1 Quarter Credit = 10 Lecture Hours; 20 Laboratory Hours

2 Available jobs depend on employment trends at time of graduation.
Business Applications

The Business Applications certificate program focuses on providing students with basic skills and techniques for various elements of the business world. Students develop skills in accounting, information tracking, presenting, and organizing. This program also teaches students important techniques for project creation, management, and enhancement which provide students with the opportunity to develop marketable skills to enhance future employment options.

Program Length: The Business Applications Certificate program is a 300 clock hour, 24 quarter credit hour program and can be completed in 20 weeks if the student attends all terms full time and consecutively.

Admissions: Students applying to the Business Applications Certificate program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, achieve the minimum scores (if required by Laurus College) on the assessment tests for admission, and have evidence of high school completion or G.E.D. scores. Students without high school completion or G.E.D. equivalency will require assessment of ability to benefit from a third party assessor. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the Business Applications Certificate Program is contingent upon the completion and receipt of all application materials and achievement of minimum scores on the assessment tests required by the institution. Refer to page 25 of this catalog for further information on admission to Laurus College.

Instructional Methods: The Business Applications Certificate program is hands-on and involves intense interactive learning. All classes in this program are lecture based with laboratory components. Interactive teleconference classrooms may be part of the instructional process at Laurus College. Instruction may be supplemented with field trips and guest speakers in class.

Professional Skills: Students learn practical work skills and knowledge through case study applications and project management applications. Students develop time management, decision making, organization, and creative thinking skills.

Communication and Critical Thinking Skills: Students pursuing the Business Applications Certificate at Laurus College complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

Completion Requirements: Students wishing to obtain a Certificate in Business Applications from Laurus College need to meet all program completion requirements. Students must have completed a minimum of 300 clock hours, and 21 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion. Students also must have completed the program within a maximum of 32 quarter credits attempted (within 150% of the total program length) to earn a Certificate from this program (See pages 29-32 for the school's policy on Satisfactory Academic Progress).

Job Titles to Which This Certificate is Represented to Lead: Upon successful completion of the Business Applications Certificate program, the student may be qualified for entry-level positions in business including Business Project Manager, Desktop Publisher, and Business Bookkeeper.

Program Outline*  

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 100</td>
<td>Bookkeeping Essentials for Business</td>
<td>4</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Desktop Publishing</td>
<td>4</td>
</tr>
<tr>
<td>BUS 200</td>
<td>Business Presentations</td>
<td>4</td>
</tr>
<tr>
<td>DES 150</td>
<td>Project Management</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Business Communications</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total** 21

*All courses meet for 60 clock hours unless noted otherwise.

3 Available jobs dependant on employment trends at time of graduation.
Computer Networking

Maintaining and upgrading networks is essential for even the smallest of networks to ensure proper operation. Computer networking offers businesses, schools, small and large corporations, and families several benefits including faster access to more information, improved communication and collaboration, and more convenient access to software tools. Students in this program gain an understanding of how networks actually work and how they are used in many businesses today. Students move from the basics of computer networking to advanced network issues and implementations. This challenging and exciting program gives students the tools and the information for potential employment in the IT and network service fields.

Program Length: The Computer Networking Certificate Program is a 480 clock hour, 33 quarter credit hour program, and can be completed in 40 weeks by attending all terms full time and consecutively.

Admissions: Students applying to the Computer Networking Certificate Program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, achieve the minimum scores (if required by Laurus College) on the assessment tests for admission, and have evidence of high school completion or G.E.D. scores. Students without high school completion or G.E.D. equivalency will require assessment of ability to benefit from a third party assessor. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the Computer Networking Certificate Program is contingent upon the completion and receipt of all application materials and achievement of minimum scores on the assessment tests required by the institution. Refer to page 25 of this catalog for further information on admission to Laurus College.

Instructional Methods: The Computer Networking Certificate program is hands-on and encompasses intense interactive learning. Students work with industry standard networking programs and computer software. All classes are lecture based with additional instruction held in computer laboratories in order to give the student the full networking experience. Interactive teleconference classrooms may be part of the instructional process at Laurus College. Instruction may be supplemented with field trips and guest speakers in class.

Networking Skills: Students in this program may gain basic networking knowledge and skills. Students in the Computer Networking Certificate program explore and install protocols for various operating systems. They study network security and gain an understanding of the numerous risks associated with basic and complex networks.

Professional Skills: Students in this program gain first hand experience in the computer networking industry through intense, interactive courses. Students gain professional knowledge about the computer networking industry that can be used in their careers.

Communication and Critical Thinking Skills: Students in the Computer Networking Certificate program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

Completion Requirements: Students wishing to obtain a Certificate in Computer Networking from Laurus College need to meet all program completion requirements. Students must have completed a minimum of 480 clock hours, and 33 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion. Students also must have completed the program within a maximum of 49 quarter credits attempted (within 150% of the total program length) to earn a Certificate from this program (See pages 29-32 for the school’s policy on Satisfactory Academic Progress).

Job Titles to Which This Certificate is Represented to Lead 4: Students successfully completing the Certificate in Computer Networking program may be qualified for entry-level positions in the computer networking industry with titles such as Networking Consultant, entry-level Network Administrator, and entry-level Systems analyst. The field of computer networking is technology based, and as new technologies emerge, jobs in this field may change.

Program Outline*

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES 150</td>
<td>Project Management</td>
<td>4</td>
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<tr>
<td>DES 200</td>
<td>Portfolio Presentation</td>
<td>4</td>
</tr>
<tr>
<td>ETH 200</td>
<td>Decision Making and Ethics</td>
<td>5</td>
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<tr>
<td>NET 101</td>
<td>Basic Networking</td>
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<tr>
<td>NET 110</td>
<td>TCP/IP and Subnetting</td>
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</tr>
<tr>
<td>NET 130</td>
<td>Network Administration</td>
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<tr>
<td>NET 150</td>
<td>Intermediate Networking</td>
<td>4</td>
</tr>
<tr>
<td>NET 200</td>
<td>Security and Disaster Preparedness</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

*All courses meet for 60 clock hours unless noted otherwise.

4 Available jobs dependant on employment trends at time of graduation.
Information Technology & Service Professional

Many companies want to have a staff member who can maintain the company’s PC’s and support their non-technical PC users, while other companies need staff who can go onsite to service computer problems. For this reason, technicians with this knowledge are in very high demand. The Computer Technology Industry Association (CompTIA) represents over 7,500 computer hardware and software manufacturers that certify information technology and service professionals through certificate exams such as A+. This program is designed to teach students the skills needed to become competitive in the Service and Technology field and prepare students for the CompTIA A+ certification examination.

Program Length: The Information Technology & Service Professional Certificate program is 480 clock hours and 33 quarter credits and can be completed in 40 weeks by attending all terms full time and consecutively.

Admissions: Students applying to the Information Technology & Service Professional Certificate program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, achieve the minimum scores (if required by Laurus College) on the assessment tests for admission, and have evidence of high school completion or G.E.D. scores. Students without high school completion or G.E.D. equivalency will require assessment of ability to benefit from a third party assessor. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the Information Technology & Service Professional Certificate program is contingent upon the completion and receipt of all application materials and achievement of minimum scores on the assessment tests required by the institution. Refer to page 25 of this catalog for further information on admission to Laurus College.

Instructional Methods: The Information Technology & Service Professional Certificate program is hands-on and involves intense interactive learning. All classes are lecture based with hands-on computer and laboratory time for students to enhance their skills and abilities. Interactive teleconference classrooms may be part of the instructional process at Laurus College. Instruction may be supplemented with field trips and guest speakers in class.

Communication and Critical Thinking Skills: Students in the Information Technology & Service Professional Certificate program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

Completion Requirements: Students wishing to obtain a certificate from Laurus College in Information Technology & Service Professional need to meet all program completion requirements. Students must have completed a minimum of 480 clock hours, and 33 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion. Students also must have completed the program within a maximum of 49 quarter credits attempted (within 150% of the total program length) to earn a Certificate from this program (See pages 29-32 for the school’s policy on Satisfactory Academic Progress).

Job Titles to Which This Certificate is Represented to Lead**: Upon successful completion of the Information Technology & Service Professional Certificate program, the student may be qualified for entry-level positions in this industry. Students should be eligible to obtain employment in areas such as Associate Staff Programmer, A+ Programmer, Information Systems Analyst, and Information Systems Specialist.

Program Outline*

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES 150</td>
<td>Project Management</td>
<td>4</td>
</tr>
<tr>
<td>DES 200</td>
<td>Portfolio Presentation</td>
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<tr>
<td>ETH 200</td>
<td>Decision Making and Ethics</td>
<td>5</td>
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<tr>
<td>ITP 100</td>
<td>A+ Computer Basics</td>
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<tr>
<td>ITP 110</td>
<td>A+ Module I</td>
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<td>ITP 120</td>
<td>A+ Module II</td>
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<td>ITP 150</td>
<td>A+ Support Services</td>
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<td>ITP 250</td>
<td>A+ Exam Prep</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

*All courses meet for 60 clock hours unless noted otherwise.

5 Available jobs dependant on employment trends at time of graduation.
Medical Billing

The standards for accuracy in health insurance claims processing are becoming more exacting at the same time that health insurance plan options are rapidly expanding. These changes, coupled with modifications in regulations affecting the health insurance industry, are a constant challenge to medical office personnel. Those responsible for processing health insurance claims require instruction in all aspects of medical insurance, including plan options, carrier requirements, various regulations, extracting relevant information from source documents, accurate claim form completion, and diagnosis and procedure coding. The Medical Billing Certificate program at Laurus College gives students the skills to market themselves to future employers in this fast paced industry.

Program Length: The Medical Billing Certificate is a 480 clock hour, 37 quarter credit hour program and can be completed in 40 weeks by attending all terms full time and consecutively.

Admissions: Students applying to the Medical Billing Certificate program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, achieve the minimum scores (if required by Laurus College) on the assessment tests for admission, and have evidence of high school completion or G.E.D. scores. Students without high school completion or G.E.D. equivalency will require assessment of ability to benefit from a third party assessor. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the Medical Billing Certificate Program is contingent upon the completion and receipt of all application materials and achievement of minimum scores on the assessment tests required by the institution. Refer to page 25 of this catalog for further information on admission to Laurus College.

Instructional Methods: The Medical Billing Certificate program is hands-on and involves intense interactive learning. All classes are lecture based with hands-on laboratory and computer time for students to enhance their skills and abilities. Interactive teleconference classrooms may be part of the instructional process at Laurus College. Instruction may be supplemented with field trips and guest speakers in class.

Communication and Critical Thinking Skills: Students in the Medical Billing Certificate program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

Completion Requirements: Students wishing to obtain a certificate from Laurus College in Medical Billing need to meet all program completion requirements. Students must have completed a minimum of 480 clock hours, and 37 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion. Students also must have completed the program within a maximum of 55 quarter credits attempted (within 150% of the total program length) to earn a Certificate from this program (See pages 29-32 for the school’s policy on Satisfactory Academic Progress).

Job Titles to Which This Certificate is Represented to Lead: Upon successful completion of the Medical Billing Certificate program, the student may be qualified for entry-level positions in this industry. Billing Specialist, Electronic Claims Processor, Medical Front Office Personnel, Coding Specialist, and Claims Assistant Professional are just a few of the opportunities that await students with a certificate in Medical Billing.

Program Outline*

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Quarter Credit Hours</th>
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<tbody>
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<td>Computer Basics</td>
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<td>DES 200</td>
<td>Portfolio Presentation</td>
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<td>ETH 200</td>
<td>Decision Making and Ethics</td>
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<td>Medical Terminology</td>
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<td>MED 150</td>
<td>Health Insurance</td>
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<td>MED 160</td>
<td>Diagnosis Coding</td>
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Total 37

*All courses meet for 60 clock hours unless noted otherwise.

6 Available jobs dependant on employment trends at time of graduation.
Office Support

This certificate allows students to enhance their computer skills and gives students the basic skills needed to work in a business environment. Students gain an understanding of computers and computer software and how they operate. This program is designed to develop and enhance skills in the areas of basic word processing, electronic spreadsheets, and databases. Job readiness skills may also be covered to increase students' potential. Students completing this program may be prepared for entry level employment in an environment using basic Microsoft Office software.

Program Length:  The Office Support Certificate is a 480 clock hour, 34 quarter credit hour program, and can be completed in 40 weeks by attending all terms full time and consecutively.

Admissions:  Students applying to the Office Support Certificate program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, achieve the minimum scores (if required by Laurus College) on the assessment tests for admission, and have evidence of high school completion or G.E.D. scores. Students without high school completion or G.E.D. equivalency will require assessment of ability to benefit from a third party assessor. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the Office Support Certificate program is contingent upon the completion and receipt of all application materials and achievement of minimum scores on the assessment tests required by the institution. Refer to page 25 of this catalog for further information on admission to Laurus College.

Instructional Methods:  The Office Support Certificate program is hands-on and involves intense interactive learning. All classes in this program are lecture based with hours dedicated to laboratory time. Classes are held in computer laboratories in order to give students experience working with Microsoft Office software and programs. Interactive teleconference classrooms may be part of the instructional process at Laurus College. Instruction may be supplemented with field trips and guest speakers in class.

Professional Skills: Students learn how to work in a business oriented environment. They are prepared for an entry-level position in the office industry and they learn to follow professional guidelines used within the industry.

Communication and Critical Thinking Skills:  The ability to follow oral and written instructions is a mandatory job skill for participants in the office industry. Students generate creative solutions to challenging assignments, demonstrating a clear understanding of project needs. Students communicate ideas effectively through written and oral presentations of their work.

Completion Requirements:  Students wishing to obtain a certificate from Laurus College in Office Support need to meet all program completion requirements. Students must have completed a minimum of 480 clock hours, and 34 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion of the program. Students also must have completed the program within a maximum of 51 quarter credits attempted (within 150% of the total program length) to earn a Certificate from this program (See pages 29-32 for the school’s policy on Satisfactory Academic Progress).

Job Titles to Which This Certificate is Represented to Lead*: Students successfully completing the Office Support Certificate program may be qualified for entry-level positions in the business industry with job titles such as a Microsoft Office Technician, Microsoft Office Analyst, Office Support Personnel, and Administrative Assistant. To take advantage of further job opportunities in this field, students are encouraged to continue their training and enhance their office skills in advanced programs offered at Laurus College.

Program Outline*

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Quarter</th>
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</thead>
<tbody>
<tr>
<td>CPU 100</td>
<td>Computer Basics</td>
<td>4</td>
</tr>
<tr>
<td>DES 200</td>
<td>Portfolio Presentation</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Business Communications</td>
<td>5</td>
</tr>
<tr>
<td>ETH 200</td>
<td>Decision Making and Ethics</td>
<td>5</td>
</tr>
<tr>
<td>MOS 110</td>
<td>Word Processing with Microsoft Word</td>
<td>4</td>
</tr>
<tr>
<td>MOS 140</td>
<td>Spreadsheets with Microsoft Excel</td>
<td>4</td>
</tr>
<tr>
<td>MOS 160</td>
<td>Computer Presentations</td>
<td>4</td>
</tr>
<tr>
<td>MOS 200</td>
<td>Databases with Microsoft Access</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>34</strong></td>
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</tr>
</tbody>
</table>

*All courses meet for 60 clock hours unless noted otherwise.

* Available jobs dependant on employment trends at time of graduation.
Professional Business Support

In this program students advance their knowledge and gain skills using the Microsoft Office programs and software. Students gain an understanding of computers and computer software and how they operate. This program is designed to develop and enhance skills in the areas of word processing, electronic spreadsheets, electronic presentations, and databases, as well as business management, business start-up, and business accounting. This program prepares students for entry into the business environment by enhancing their employment application skills and their marketability to potential employers.

Program Length: The Professional Business Support Certificate is a 960 clock hour, 70 quarter credit hour program, and can be completed in 80 weeks by attending all terms full time and consecutively.

Admissions: Students applying to the Professional Business Support Certificate program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, achieve the minimum scores (if required by Laurus College) on the assessment tests for admission, and have evidence of high school completion or G.E.D. scores. Students without high school completion or G.E.D. equivalency will require assessment of ability to benefit from a third party assessor. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the Professional Business Support Certificate program is contingent upon the completion and receipt of all application materials and achievement of minimum scores on the assessment tests required by the institution. Refer to page 25 of this catalog for further information on admission to Laurus College.

Instructional Methods: The Professional Business Support Certificate program is hands-on and involves intense interactive learning. All classes in this program are lecture based with hours designated to laboratory time. Classes are held in computer laboratories in order to give students the full experience with working with Microsoft Office software and programs. Interactive teleconference classrooms may be part of the instructional process at Laurus College. Instruction may be supplemented with field trips and guest speakers in class.

Professional Skills: Students learn how to work in a business oriented environment and are prepared for entry-level positions in the office industry. They learn to follow professional and ethical guidelines used within the office industry.

Communication and Critical Thinking Skills: The ability to follow oral and written instructions is a mandatory job skill for employees in the business industry. Students generate creative solutions to challenging assignments, demonstrating a clear understanding of project needs. Students communicate ideas effectively through written and oral presentations in various courses throughout the program.

Completion Requirements: Students wishing to obtain a certificate from Laurus College in Professional Business Support need to meet all program completion requirements. Students must have completed a minimum of 960 clock hours, and 70 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion of the program. Students also must have completed the program within a maximum of 105 quarter credits attempted (within 150% of the total program length) to earn a Certificate from this program (See pages 29-32 for the school’s policy on Satisfactory Academic Progress).

Job Titles to Which This Certificate is Represented to Lead ***: Students successfully completing the Professional Business Support Certificate program may be qualified for positions in the business offices with job titles such as Microsoft Office Technician, Microsoft Office Analyst, Microsoft Office Support Personnel, Microsoft Office Trainer, Microsoft Office Specialist, Office Manager, and Administrative Assistant.

*** Available jobs dependant on employment trends at time of graduation.
<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUS 100</td>
<td>Bookkeeping Essentials for Business</td>
<td>4</td>
<td></td>
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<tr>
<td>BUS 150</td>
<td>Introduction to Business Start-up Strategies</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>BUS 210</td>
<td>Introduction to Business Management</td>
<td>5</td>
<td></td>
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<tr>
<td>BUS 220</td>
<td>Marketing in Today’s World</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>CPU 100</td>
<td>Computer Basics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>DES 150</td>
<td>Project Management</td>
<td>4</td>
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<tr>
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<td>Portfolio Presentation</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>Business Communications</td>
<td>5</td>
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<tr>
<td>ETH 200</td>
<td>Decision Making and Ethics</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>MAT 101</td>
<td>Applications of Mathematics</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>MOS 110</td>
<td>Word Processing with Microsoft Word</td>
<td>4</td>
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<td>Computer Presentations</td>
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<td>Databases with Microsoft Access</td>
<td>4</td>
<td></td>
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<tr>
<td>MOS 210</td>
<td>Professional Publications</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MOS 230</td>
<td>Advanced Word Processing and Electronic Spreadsheets</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**Total** 70

*All courses meet for 60 clock hours unless noted otherwise.*
Web Design

In today’s world the Internet is the fastest growing source of information. For this reason the demand for innovative and creative web pages and web sites has grown immensely. Laurus College offers students the opportunity to learn the skills needed for careers in the web design and the web development industry. Students in this dynamic program examine and train on software and design programs that are considered the standards in the industry. This exciting program includes training in the principles of web design, programming languages, image development and implementation, movie and animation loading to the web, graphics applications, and web page formatting.

Program Length: The Web Design Certificate program is a 960 clock hour, 67 quarter credit hour program, and can be completed in 80 weeks if the student attends all terms full time and consecutively.

Admissions: Students applying to the Web Design Certificate program at Laurus College need to first complete a personal interview with one of the school admissions representatives. Students will need to complete all application paperwork, pay the required application fee, achieve the minimum scores (if required by Laurus College) on the assessment tests for admission, and have evidence of high school completion or G.E.D. scores. Students without high school completion or G.E.D. equivalency will require assessment of ability to benefit from a third party assessor. Transfer students need to have all official transcripts sent to the college for evaluation prior to the start of classes for consideration of transfer credit. Acceptance to the Web Design Certificate program is contingent upon the completion and receipt of all application materials and achievement of minimum scores on the assessment tests required by the institution. Refer to page 25 of this catalog for further information on admission to Laurus College.

Instructional Methods: The Web Design Certificate program is hands-on and involves intense interactive learning. All classes are lecture based with hands-on laboratory and computer time for students to enhance their skills and abilities. Classes are held in computer laboratories in order to give students experience with working with web design software and programs. Interactive teleconference classrooms may be part of the instructional process. Instruction may be supplemented with field trips and guest speakers in class.

Communication and Critical Thinking Skills: Students in the Web Design Certificate program complete challenging projects and assignments by using creative problem solving skills. Students communicate ideas through written and oral presentations in various courses throughout the program.

Completion Requirements: Students wishing to obtain a certificate from Laurus College in Web Design need to meet all program completion requirements. Students must have completed a minimum of 960 clock hours, and 67 quarter credits, and be in good academic standing with a cumulative GPA of 2.0 or better to be eligible for completion. Students also must have completed the program within a maximum of 100 quarter credits attempted (within 150% of the total program length) to earn a Certificate from this program (See pages 29-32 for the school’s policy on Satisfactory Academic Progress).

Job Titles to Which This Certificate is Represented to Lead: Upon successful completion of the Web Design Certificate program, students may be qualified for entry-level positions in the web design and development industry such as a Webmaster, Web Project Manager, Web Designer, Web Site Technician, and Web Developer.

Program Outline*

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Course #</th>
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<tbody>
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<td>Introduction to Business Start-up Strategies</td>
<td>5</td>
<td></td>
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<tr>
<td>DES 150</td>
<td>Project Management</td>
<td>4</td>
<td></td>
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<td>DES 200</td>
<td>Portfolio Presentation</td>
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<td></td>
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<td>ENG 101</td>
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<td>5</td>
<td></td>
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<tr>
<td>ETH 200</td>
<td>Decision Making and Ethics</td>
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<tr>
<td>WEB 101</td>
<td>Introduction to Web Design</td>
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<td></td>
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<tr>
<td>WEB 130</td>
<td>HTML/XHTML</td>
<td>4</td>
<td></td>
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<tr>
<td>WEB 140</td>
<td>Adobe Photoshop</td>
<td>4</td>
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<tr>
<td>WEB 150</td>
<td>Vector-Based Drawing</td>
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<td></td>
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<tr>
<td>WEB 160</td>
<td>Electronic Documents</td>
<td>4</td>
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<tr>
<td>WEB 180</td>
<td>PHP</td>
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<tr>
<td>WEB 210</td>
<td>Electronic Authoring Tools</td>
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<tr>
<td>WEB 220</td>
<td>Structured Query Language (SQL)</td>
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<tr>
<td>WEB 230</td>
<td>Macromedia Flash</td>
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<td></td>
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<tr>
<td>WEB 250</td>
<td>Scripting for Web Design</td>
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<td></td>
</tr>
<tr>
<td>WEB 260</td>
<td>Designing for E-Commerce</td>
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<tr>
<td>Total</td>
<td>67</td>
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</tbody>
</table>

Prerequisite: Proficiency in Windows or Mac OS is highly recommended for this program.

*All courses meet for 60 clock hours unless noted otherwise

* Available jobs depend on employment trends at time of graduation.
ANI 100
Foundations of 3D Animation
20 hours lecture; 40 hours lab  4 credits
This intensive course introduces students to the Maya software and will cover the basics of 2D and 3D animation, and how Maya software is used to create animation in video games. This course familiarizes students with the menus, panels, and tools they will use in the Maya software. Students grasp the basic concepts of Maya and will use knowledge gained in this course as the foundation for future courses in this program.

ANI 110
Animation Dynamics
20 hours lecture; 40 hours lab  4 credits
This course introduces students to the basics of visual effects and animation, and gives students the first stage to begin animating in 3D using the Maya software. The word “Dynamics” refers to the mathematical solutions for physics-based animation, such as the way objects collide or the way particles flow. Students in this course study many of the basic procedures used in building a dynamics system. Students begin exploring rigid body dynamics, constraints, and optimization. Students gain an understanding of particles and their use in creating effects such as fire, smoke, sparkles, and even flocks of models like insects.

ANI 120
Rendering in Animation
20 hours lecture; 40 hours lab  4 credits
This course further expands the student’s proficiency with the Maya software as they examine the tools and techniques for rendering using this program. Students in this course learn to produce realistic environments and images through use of various shading, camera, lighting, and layering techniques. Students explore how various objects, materials, and environments are affected by lighting, textures, and shadows. This course includes how to use the rendering tool of Ray tracing to produce realistic reflections and refractions and how to integrate 2D and 3D images to create innovative environments and scenes. Providing students with the skills to optimize rendering quality and to troubleshoot common rendering problems is the focus of this class.
Prerequisite: ANI 100 Foundations of 3D Animation

ANI 150
Modeling
20 hour lecture; 40 hours lab  4 credits
This course will take students through each step of modeling a character from head to toe, from the first polygon to the final hair. Students study creating and modifying curves, and the principles behind creating curves and surfaces. Students study the differences in character modeling and hard surface modeling, as well as the tools used in Maya for creating each technique and effect. Students examine creating an organic model using curves and surface tools. Students work with modifying tools such as rebuilding curve/surface, attach/detach curves and surfaces, project tangent, and free form fillet. Students also study the various polygon tools available in Maya and how they are used in modeling and creation. Students will also sample the Paint Effects tool in Maya to create and modify textures used in character modeling.
Prerequisite: ANI 100 Foundations of 3D Animation

ANI 170
Color Theory
20 hours lecture; 40 hours lab  4 credits
This course will take students through process of understanding how light works to create color. In this class students uncover the science behind color and how light allows us to see color. This course may cover topics on color spectrum, the behavior of light as it is reflected, refracted and absorbed, value, hue, saturation, color harmony, and contrast.
ANI 180
ZBrush Digital Sculpting
20 hours lecture; 40 hours lab  4 credits
This course will take students through the fundamentals of Zbrush. From building a basic mesh in Maya and exporting the mesh into Zbrush for final detail work. The class may be covering topics on interface layout, digital sculpture, texturing in Zbrush, and exporting normal maps, and displacement maps back into Maya.
Prerequisite: ANI 120 Rendering in Animation

ANI 200
Character Animation
20 hours lecture; 40 hours lab  4 credits
This course teaches students how to develop skeletal and muscular controls for animated 2D and 3D characters. Students examine primary and secondary motion for animated characters, as well as how to apply various motions to a created figure. Students explore ways to create realistic figures, as well as fantasy based characters with outrageous proportions and features such as wings and multiple appendages. This course demonstrates to students the techniques involved in modeling, detailing, optimizing, texturing, rigging, binding, and animating characters using Maya. This course takes students through the process of designing, modeling, and setting up animation controls for complex 3D characters. Students study how a character’s skin and joints move through various motions.
Prerequisite: ANI 120 Rendering in Animation

ANI 220
Advanced Design and Animation
20 lecture hours; 40 hours lab  4 credits
This course gives students in depths looks at character development, rigging, animation, and the different modeling strategies available in Maya. Students study advanced character creation, as well as curve and surface modification. Students work with advanced shading and texturing techniques, and learn further control and applications of the Maya software. Students further enhance their rendering, dynamics, and modeling skills, using these skills to create advanced video game effects.
Prerequisite: ANI 120 Rendering in Animation

ANI 230
Computer Video Compositing and Camera Matching
20 hours lecture; 40 hours lab  4 credits
This course will take students through the fundamentals techniques associated with taking video image sequencing, adding 3D camera match moving and compositing. Topics covered in this class may include compositing video image sequences with 3d actors, environments, light, cameras, VFX and key color removal such as blue and green screens, computer video editing, and adding Titles and closing credits.
Prerequisite: ANI 120 Rendering in Animation

ANI 240
Game Creation Using Maya
20 hours lecture; 40 hours lab  4 credits
This course introduces students to creating a video game using the Maya software. Students focus on the methods and techniques on how to effectively use the tools to produce 3D polygonal games within the Maya environment. Students design a video game character, create environments with backgrounds, and produce the animation to apply to their game creation. Students will review character modeling and animation techniques, as well as rendering techniques, and apply them to motion and control. Students work with various levels and effects to create a fun and exciting final game product.
Prerequisite: ANI 120 Rendering in Animation

BUS 100
Bookkeeping Essentials for Business
20 hours lecture; 40 hours lab  4 credits
Students learn the basic principles of manual accounting as well as computerized accounting at an entry level using QuickBooks Pro.
Students acquire an understanding of how to track figures using business accounting methods, and how to create and maintain proper accounts. Students create journals and ledgers to keep track of their accounts. Using this program students gain the skills to create a new company profile and begin to maintain its accounts, creating such items as balance sheets, income statements, and cash flow statements. Students will work with the bookkeeping software to better gain an understanding of its capabilities and applications in the business world.

**BUS 140**
**Desktop Publishing**
20 hours lecture; 40 hours lab  4 credits
This course focuses on how to create projects using Adobe Photoshop and Adobe PageMaker. Students gain an understanding on how to create simple images, and to incorporate different color techniques using the photo-editing software. Students work with type and layer concepts, and work their way to creating special effects with filters. This course prepares students to properly format text and arrange graphics before printing.

**BUS 150**
**Introduction to Business Start-Up Strategies**
40 hours lecture; 20 hours lab  5 credits
Students in this course are exposed to basic issues in starting a business. Topics may include capitalization, staffing, subcontracting, permits, facilities, and basic business planning. The course offers students practical exercises to begin strategic development of a business and offers practical problems and issues in the start up phase of building a successful organization.

**BUS 200**
**Business Presentations**
20 hours lecture; 40 hours lab  4 credits
In this course, students use Microsoft PowerPoint and Microsoft Publisher to create and edit presentations and documents. Students design, enhance, and customize presentations using various Microsoft Software. Students create multiple page presentations, use charts and hyperlinks, format text, work with graphics and frames, create captions, headers and footers, and use WordArt to enhance presentation documents.

**BUS 210**
**Introduction to Business Management**
40 hours lecture; 20 hours lab  5 credits
Students in this course study the responsibilities for managing a business. Topics studied in this course may include making a business plan, cost planning and budgeting, development of the business and the business accounts, and the basics of buying and selling a business. This course introduces students to the foundations of business management, and how to apply those foundations to open a new business or to improve upon an already existing business.

**BUS 220**
**Marketing in Today’s World**
40 hours lecture; 20 hours lab  5 credits
In this course, students study the nuances of promotion, advertising, and consumer spending, and how those concepts can be applied to getting the word out about a company, product or service. Students learn about planning effective advertising campaigns by analyzing public demand for a particular product or service, and the products offered by the competition. Students also learn about the different methods of marketing, and how technology has impacted the way marketing is handled for both big and small companies.

**CPU 100**
**Computer Basics**
20 hours lecture; 40 hours lab  4 credits
This course serves as an introduction to the necessary skills needed to operate a computer and function in a general environment. Students learn basic terminology associated
with general computer operation and navigation. Topics covered in this course may include basic text editing, internet use and navigation, proper file management, and general computer navigation. Students enhance their typing skills through various assignments and topics throughout the course. Other topics may include job search techniques and job etiquette, and on-the-job behavior with regard to computer operations.

**DES 150**  
*Project Management*  
20 hours lecture; 40 hours lab  4 credits  
This course prepares students to develop and implement project plans when working to complete assigned projects. Topics in this course may include defining project goals and objectives, specifying tasks or how goals will be achieved, establishing needed recourses for project completion, and associating budgets and completion timelines. Students study the major phases of project management including project feasibility, planning, implementation, evaluation, and support. Project management software will be used by students to gain an understanding of how to best organize and delegate their project. Students gain an understanding of how to manage business projects and how these skills may be applied to an individual project or a group project.

**DES 200**  
*Portfolio Presentation*  
20 hours lecture; 40 hours lab  4 credits  
In this course students will have the opportunity to create a personal portfolio displaying their work in their specific program of study. Students combine projects from previous courses with further projects in this course to develop their personal portfolio. Topics covered in this course may include job searching techniques, interviewing techniques, and general job etiquette. Students may develop documents such as cover letters and resumes in preparation for an eventual transition into the job market.

**ENG 101**  
*Business Communications*  
40 hours lecture; 20 hours lab  5 credits  
Students in this course explore written and oral communication as a skill to be mastered and applied. Instruction covers communication strategies and conventions of written expression including idea generation, paragraph development, and essay construction. The writing portion of this course concentrates on the development of clear and organized sentences, paragraphs, and compositions, and their applications to real world documents such as cover letters, resumes, and memos. Students examine grammar, vocabulary and the writing process, and may apply the skills learned to multiple forms of writing. Students also explore oral communication skills used in a business setting, and how to effectively communicate written ideas. Other topics may include presentation skills, etiquette, interpersonal skills and delivery techniques. Students will be expected to deliver oral and written presentations to the instructor and classmates.

**ETH 200**  
*Decision Making and Ethics*  
40 hours lecture; 20 hours lab  5 credits  
This course also introduces students to the principles of morals and decision making in the world of business. Students examine the various approaches to ethics, such as the virtue approach, the utilitarian approach, the fairness approach, and the rights approach, and how these approaches differ for various settings. Students gain an understanding for the framework for ethical thinking and its applications in today’s society.

**ITP 100**  
*A+ Computer Basics*  
20 hours lecture; 40 hours lab  4 credits  
In this course students begin learning about computer hardware and each item that makes up a computer. Students build the skills needed for proper file management, and learn to
troubleshoot basic problems that may occur during computer usage. Students study the system board in depth, learning about all of its components and how they work. Other topics covered may include computer memory, different operating systems, floppy drives, and hard drives. Students also work with computer power supplies, learning how to measure output and proper removal and replacement of power supply units. Students learn to handle several systems and how to properly troubleshoot computer issues.

**ITP 110**  
**A+ Module I**  
20 hours lecture; 40 hours lab 4 credits  
Students study how to properly set up and install hard drives, as well as techniques for proper troubleshooting and data recovery. Students examine how to protect the hardware and software of a computer while troubleshooting, and how to properly use tool kits and troubleshooting reference guides while isolating and repairing a number of computer problems. Other topics studied may include ports and expansion slots for add-on devices, SCSI devices, keyboards, pointing devices, multimedia technology, monitoring system performance, and support devices. Students install and study about supporting applications with various operating systems.

**ITP 120**  
**A+ Module II**  
20 hours lecture; 40 hours lab 4 credits  
Students in this course study operating systems designed specifically for networking, as well as the differences between various operating systems. Students install and customize operating systems, utilize system registries and diagnostic tools, and troubleshoot problems that typically arise in various systems. Other topics studied may include communication over the internet, browsing the World Wide Web, utilizing email, transferring files, communication over phone lines, and modems.

**ITP 150**  
**A+ Support Services**  
20 hours lecture; 40 hours lab 4 credits  
Students study the basic principles of networking and networking concepts, as well as discover different types of network architectures and learn about various networking software and protocols. Students learn about many of the computer and printer problems that commonly occur in the workplace, and how to effectively troubleshoot and fix those problems. Students discover proper maintenance techniques for computers and printers in an office setting. Also discussed in this course are proper disaster recovery and maintenance plans for computers, how to create system backups, and viruses and other computer infestations.

**ITP 250**  
**A+ Exam Prep**  
20 hours lecture; 40 hours lab 4 credits  
In this final course of the program students prepare for the coming A+ Certification examination. Students practice with pre-examination questions designed to gear him or her for the task of taking the real exams. The pre-exam questions used in this process may increase the student’s comfort level with the exam and may increase the student’s success rate at passing this exam.  
*Prerequisite: ITP 150 A+ Support Services*

**MAT 101**  
**Applications of Mathematics**  
40 hours lecture; 20 hours lab 5 credits  
This math course is a thorough review and study of algebraic concepts, functions, and operations, utilizing a balanced approach of basic algebraic theories with practical applications and conceptual understanding. Students review mathematical concepts including addition, subtraction, multiplication, fractions and decimals as it applies to business operations. Students gain an understanding of basic mathematical and algebraic concepts and functions needed for the world of business
including but not limited to account balancing, payroll, depreciation, profit and loss calculations, interest calculations, problem solving, probability theory, and decision making.

MED 110  
Medical Terminology  
40 hours lecture; 20 hours lab  5 credits  
Students gain an understanding that many medical terms are made up of interchangeable word parts that are used over and over in different combinations. Students in this course learn about different subsystems of the human body and their accompanying terms, as well as examine the structure of word parts and functions of each subsystem. Students also examine how the terminology relates to pathology, diagnostic procedures, treatment procedures, and pharmacology.

MED 150  
Health Insurance  
40 hours lecture; 20 hours lab  5 credits  
This course introduces students to the various types of health insurances and the forms used in medical billing. Students will gain an understanding of the differences between insurance plans and policies. Upon completion of this class the students will accurately know how to complete the forms used for billing as well as have an understanding of the life cycle of an insurance claim.  
Prerequisite: MED 110 Medical Terminology

MED 160  
Diagnosis Coding  
40 hours lecture; 20 hours lab  5 credits  
This course teaches the skills required to properly code a diagnosis. Students will learn the differences between the different types of ICD codes, such as disease, injury, and routine health care screening codes. They will learn how to properly indicate each diagnosis code on the CMS-1500 form and they will able to code for justification of medical necessity.  
Prerequisite: MED 110 Medical Terminology

MED 170  
Supplies and Procedural Coding  
40 hours lecture; 20 hours lab  5 credits  
This course teaches the skills required to properly assign codes to office visits, procedures and surgeries performed, as well as medications and supplies used by physicians. They will learn how to bill for multiple procedures performed as well as for usual circumstances. Students will be introduced to the requirements for correct reimbursement as well as the rules for additional justification.  
Prerequisite: MED 160 Diagnosis Coding

MED 200  
Electronic Medical Billing  
20 hours lecture; 40 hours lab  4 credits  
Students examine how medical software is applied to activities such as appointment scheduling, building patient files, adding guarantor information, account billing, and basic financial management. Students learn about the flow of information and the role of computers in a medical office. Students gain an understanding of how software can be used to manage billing routines and processes, including filling out billing worksheets and posting payments and adjustments. Students study report generation regarding financial summaries, patient billing, reference lists, statement routines, and general ledgers and distributions. Finally, students explore more advanced functions such as unique payments, aging reports, patient data, and period closes with and without purges.  
Prerequisite: MED 110 Medical Terminology

MOS 110  
Word Processing with Microsoft Word  
20 hours lecture; 40 hours lab  4 credits  
In this course students gain an understanding of the word processing software Microsoft Word. Students in this course create numerous Microsoft Word documents, and apply various techniques such as editing and proofing, formatting text, cutting and pasting, saving and deleting. Students use tables, styles, and graphics to build documents such as business letters, letterhead, envelopes, and flyers.
Students also learn how to perform a mail merge using Word’s powerful Mail Merge feature. This course gives students the foundation to work effectively with this software and to market their acquired skills to potential employers.

MOS 140
Spreadsheets with Microsoft Excel
20 hours lecture; 40 hours lab  4 credits
This course covers basic Microsoft Excel skills that include creating, modifying, and formatting a worksheet, and turning the data into highly functional charts. Students begin to experiment with basic functions and formulas and learn to automate spreadsheet tasks. Students build and edit worksheets, work with cells and cell ranges, format cell contents and values, and manage workbooks.

MOS 160
Computer Presentations
20 hours lecture; 40 hours lab  4 credits
Students in this course gain an understanding for creating electronic presentations using Microsoft PowerPoint. Topics in this course may include working with template slides, formatting slides, working with layouts, working with graphics, creating charts, and adding animation. Students also study methods and techniques for giving presentations using this exciting software.

MOS 200
Databases with Microsoft Access
20 hours lecture; 40 hours lab  4 credits
This course will help students understand the mechanics of a relational database and how it can find, organize, and present data. Students learn to create a simple database and maintain that data. Forms, reports, and queries will also be explored, enabling students to create a more complex database system and manipulate data quickly and efficiently. Students work with and design objects such as multiple table queries, forms with sub-forms, and reports with sub-reports.

MOS 210
Professional Publications
20 hours lecture; 40 hours lab  4 credits
This course familiarizes students with the desktop publishing software program Microsoft Publisher. In this course students study creating publications with topics including working with text, working with graphics and objects, enhancing publications, working with multiple page publications, and many others. Students learn the basic operations and use of this versatile software program.

MOS 230
Advanced Word Processing and Electronic Spreadsheets
20 hours lecture; 40 hours lab  4 credits
Students in this course work with advanced features of word processing and electronic spreadsheet software programs. Topics covered in the advanced features of word processing may include integrating with other programs, working with advanced graphics and diagrams, working with forms, and customizing the software program. Work in the advanced features of the electronic spreadsheet program software program may include, but is not limited to, automating tasks, enhancing charts and graphics, working with pivot tables, and collaborating with other programs. This class prepares students for the higher level Microsoft Office Examinations.

Prerequisite: MOS 110 Word Processing with Microsoft Word and MOS 140 Spreadsheets with Microsoft Excel

NET 101
Basic Networking
20 hours lecture; 40 hours lab  4 credits
Starting with an introduction to networks students gain an understanding about communication services, mail services, and management services. Students study networking standards and models, and study the various layers making up networking as a whole. Students gain an understanding of
different network protocol and how each one differs from the other. Students explore networking media and learn to install protocols on various operating systems. They examine the difference between LANs and WANs, and the transport systems that serve them both. Other topics covered may include installing NICs in computers and configuring them for various types of networks. Network hardware such as hubs, repeaters, bridges, and routers may also be examined in this course.

NET 110
TCP/IP and Subnetting
20 hours lecture; 40 hours lab 4 credits
TCP/IP suite of protocols provides the basis for networking communication. In this course, students will review several of the transmission and Internetworking protocols and applications, decimal-to-binary conversion, classful and classless addressing, mapping Internet addresses to physical addresses, and error and control messages.

Prerequisite: NET 101 Basic Networking

NET 130
Network Administration
20 hours lecture; 40 hours lab 4 credits
Network administrators must understand a variety of key networking concepts and technology that include storage, network architecture, Voice over IP implementation, and server consolidation. In this course students come to understand the common causes and high costs of service outages, how to measure high network availability, how to design a data center and explore what must be considered with consolidating resources.

Prerequisite: NET 101 Basic Networking

NET 150
Intermediate Networking
20 hours lecture; 40 hours lab 4 credits
Students in this course examine the essentials of a WAN, and learn how one is implemented and how remote connectivity is established.

Students gain an understanding for various networking operating systems and how they are similar or may differ from one another. Students gain an understanding for how to establish users, groups, and rights in a networking system.

NET 200
Security and Disaster Preparedness
20 hours lecture; 40 hours lab 4 credits
In today’s online, connected world where computers outsell TVs and e-commerce sales surpass those of “brick-and-mortar” stores, secure network environments are necessities. Weaknesses within networks have led to the rapid growth of identity theft and computer virus outbreaks, so the demand for skilled and aspiring system administrators who can protect networks is growing. If you are tasked with protecting your networks from these threats, or are studying security, this class will increase your understanding of potential threats, learn how to apply practical mitigation options, and react to attacks quickly. The class teaches you the skills and knowledge you need to design, develop, implement, analyze, and maintain networks and network protocols. It explains how these systems currently operate and the limitations that lead to security weaknesses. Topic covered in this course may include the fundamental issues needed to understand network security, the definition of security terms, security ethics, the OSI network model, and cryptography for networks. Students may explore the common risks for secure network design and development, including the impact of modularity on security and a summary of the general security issues.

WEB 101
Introduction to Web Design
20 hours lecture; 40 hours lab 4 credits
This course introduces students to the World Wide Web. Students examine the history of the web and how its development has shaped the ways people do business and advertise. Students gain an understanding for the
complexity of the web and how servers, users, and databases all work, search, access information, and download simultaneously. Topics in this course may include the basics of HTTP, FTP, HTML language and tags, coding styles, links, image placement, and image maps. Students learn the importance of web page appearance and navigation. Students are introduced to the basics of initial web page planning and production, and learn key terminology applied to web page creation and implementation.

WEB 130
HTML/XHTML
20 hours lecture; 40 hours lab 4 credits
In this course students study the anatomy of the Hypertext Markup Language (HTML)/Extensible Hypertext Markup Language (XHTML) document. Students expand on their knowledge of typography, rules, images, multimedia, lists, forms, and other coding elements used within a web page. Other topics may include executable content, dynamic documents, and Extensible Markup Language (XML) coding.

WEB 140
Adobe Photoshop
20 hours lecture; 40 hours lab 4 credits
This course introduces students to Adobe Photoshop, the fundamental graphics application and image editing software used in the computer graphics industry. Students learn the fundamentals of this software, and will study topics including selections, layers, masking, filters, image manipulation and correction, composition, painting, and optimization for the web. Students examine techniques for efficient editing, processing, and file handling. Topics in photo editing may be studied, including color enhancement, lighting correction, and overall retouching.

WEB 150
Vector-Based Drawing
20 hours lecture; 40 hours lab 4 credits
Vector graphics are ideal for simple or composite drawings that need to be device-independent, or do not need to achieve photo-realism. In this course, students learn how to use a computer software program to create and edit vector-based graphic images for use within a web page. Applying the principles of graphics design, students will create and edit images for use within a web page. Other topics may include drawing and various artistic techniques to produce visual graphics effective for the web.

WEB 160
Electronic Documents
20 hours lecture; 40 hours lab 4 credits
Students work with software applications used to create electronic documents and forms for download in a public document format (PDF) files. Students learn to use software to develop documents for editing and uploading to the web. Students create and exchange documents, collect and compare comments, and tailor security of files for distribution. Students learn how to assemble electronic files into reliable PDF documents for easy sharing and display.

WEB 180
PHP
20 hours lecture; 40 hours lab 4 credits
This is a powerful program is a widely-used general-purpose scripting language that is especially suited for web development and can be embedded into HTML documents. Students learn how to write programs to store and retrieve data, build arrays, manipulate non-numerical data, and handle errors and exceptions. Other topics may include reusing code, writing functions, and writing object-oriented PHP.
Prerequisite: WEB 130 HTML/XHTML
WEB 210
Electronic Authoring Tools
20 hours lecture; 40 hours lab 4 credits
Students in this course explore the uses of web publishing software for designing creative, professional web sites. Students learn to use this web design program to create and edit web pages. Students learn how to use design tools to generate better code and write code faster, more efficiently and more accurately. Students learn about design, authoring, data, and publishing tools used by this software. Topics covered may include templates, tables, layouts, forms, manipulation tools, effects, menus, scripts, and browsers and resolutions. Students gain an understanding of the flexibility and functionality offered by this web design program.

WEB 220
Structured Query Language (SQL)
20 hours lecture; 40 hours lab 4 credits
Students in this course will learn about relational database management systems for storage and retrieval of user data. Students will design and create a database, work with data, and provide database administration. Students will study how the database is essential to the e-commerce business, and how to build security measures such as authentication into the database.
Prerequisite: WEB 180 PHP

WEB 230
Macromedia Flash
20 hours lecture; 40 hours lab 4 credits
Students in this course are introduced to Flash, one of the industry’s leaders for creating websites equipped with video, graphics, and animation. Students learn how to use Flash to incorporate drawing tools and animation into an interactive website. Students learn the fundamentals of Flash in this course. Topics may include vector and raster graphics, ActionScript, and streaming of audio and video displays.
Prerequisite: WEB 101 Introduction to Web Design

WEB 250
Scripting for Web Design
20 hours lecture; 40 hours lab 4 credits
In this course students examine different types of scripting language used in web site design and development. Scripting languages covered in this course may include, but are not limited to, Java, JavaScript, XML, ASP, PHP, and Python. Students learn how scripting language is used to write functions that are embedded in HTML pages, and how it can make calls to web or a web-service server after a page has loaded. Topics may include forms, text effects, navigation, and snippets. Students also learn how scripting languages can be used to add elements such as shopping carts, accounts, and galleries to retail-based web sites.
Prerequisite: WEB 101 Introduction to Web Design

WEB 260
Designing for E-Commerce
20 hours lecture; 40 hours lab 4 credits
Online sales processing using credit card based transactions may not be quite as straightforward as you may think. Adding a shopping cart is only a part of the whole ecommerce process. In this course, students learn how to design the site for electronic sales, including a means to collect orders, store customer information, collect payments, and protect data.
Prerequisite: WEB 180 PHP and WEB 220 Structured Query Language (SQL)
VII) Admission to Laurus College

a) Admissions Requirements:
To apply for one of the programs at Laurus College, students should contact the college, or have their vocational rehabilitation counselor contact the school if coming through a third party organization, to reserve an appointment with an admissions representative. All prospective students are required to complete a personal interview. Students not attending by way of a third party organization are required to submit an application, complete and sign an enrollment agreement, and pay the required $100.00 application fee. For students who are applying by way of a third-party organization, the college will work with the student’s agency counselor to initiate all enrollment processes after the required interview. Prospective students must have completed all necessary requirements for a high school diploma or its equivalent. Students will be required to provide proof of high school completion or G.E.D. scores. Students applying for enrollment are subject to an assessment of basic skills. Applicants who have completed the requirements necessary to obtain a high school diploma or G.E.D. certificate will take the Laurus College admissions assessment, unless waived by the Chief Academic Officer; a minimum score of 14 on this assessment is required for admission. Students applying who do not meet the educational requirement for application will be required to take the Wonderlic Basic Skills Test to determine the student’s ability to benefit from the programs offered at Laurus College; minimum scores of 200 verbal and 210 quantitative in the same test administration are required for admission. Initial applications may be submitted by prospective students completing his or her junior or senior year of high school; however, applicants will not be permitted to begin classes until completion of all requirements for a high school diploma or G.E.D. equivalent.

b) International Students:
Laurus College is not authorized by the United States Department of Immigration to accept international students as this time. An individual whose native language is not English, but is considered a citizen of the United States may apply for enrollment and may be required to take the Test of English as a Foreign Language (TOEFL) or demonstrate English proficiency through other measures established by the school. If required to take the TOEFL examination, a minimum total score of 50 will be required for admission to Laurus College. Arrangements to take the TOEFL may be made by contacting U.S. Consul in the applicant’s country of residence or by writing to: TOEFL, Education Testing Services, P.O. Box 900, Princeton, New Jersey 08540, USA. For any academic credits earned at an International institution that the student wants to have considered for transfer credit, the student needs to have official transcripts fully translated into the English equivalent and sent directly to the school for evaluation. The translation of transcripts is to be completed through a company not affiliated with the Laurus College. Please note: All courses at Laurus College are taught in the English language unless otherwise specified.

c) Academic Policies:
Students enrolled at Laurus College are expected to abide by all the terms stated in this catalog and any supplements or addenda to the catalog, and all college policies. All students are expected to become familiar with all policies and information presented in this catalog and in any supplemental material of Laurus College.
d) **Non-Discrimination Statement:**
In compliance with Civil Rights Legislation, Laurus College admits students without regard to race, gender, sexual orientation, national origin, ancestry, religion, creed, marital status, color, age, disability, or any other factor prohibited by law. Laurus College does not discriminate in its educational programs, placement procedures, or employment practices.

e) **Cancellation of Enrollment:**
A student who has enrolled at Laurus College has the right to cancel that enrollment before classes begin or during the first week of scheduled classes for the term the student was scheduled to begin attending. If a student wishes to cancel his or her enrollment, the cancellation request must be made in writing and sent directly to the school. If the student cancels the enrollment contract before midnight of the fifth business day after completing the enrollment process with the school, the student will be eligible for a full refund of the $100.00 application fee paid. Application fees will not be refunded for cancellations made in writing after the five business day grace period for cancellation after enrollment. For further information on cancellation and refund policies please refer to pages 36 through 38 of this catalog.

VIII) **Academic Information**

a) **Class Schedules and Program Lengths**
Programs at Laurus College are term based with new classes starting every five weeks. Students are scheduled in appropriate classes for their program by the School Director. Registration for classes for a term is considered the first day of classes for that term, and students may register for classes up through the Thursday of the first week of the term. Regular classes meet at various times Monday through Thursday, three hours per day for a total of twelve hours per week for each class. For the convenience of students, morning, afternoon, and evening sessions are available. Students are given a ten minute break during each scheduled hour of their class session.

Laurus College offers certificate programs at three levels. The shorter programs run 40 weeks during which the student attends 480 clock hours of total instruction (unless otherwise indicated in the program description). Other programs at Laurus College run 80 weeks during which the student attends instruction for a period 960 clock hours. To complete the programs in the given time frame students may need to attend consecutive terms throughout their program. Students have the option to take more than one class during certain terms in order to complete their certificate program in less than the stated time frame. Students may experience interactive teleconference classrooms as part of the instructional process in their program at Laurus College. All programs offered at Laurus College are offered at all three campuses for student convenience.

b) **Prerequisite Requirements and Course Numbering**
Some courses in the programs at Laurus College have a prerequisite requirement. Students are required to complete all prerequisite requirements listed on the course syllabus and in the course descriptions listed in this catalog before enrolling in a given course. Course prerequisites may be overridden by way of written approval from the School Director or Chief Academic Officer.
Courses at Laurus College are numbered based on difficulty of the course and advancement in the program. Currently, each course at Laurus College contains a course number between 100 and 299. Courses numbering 100-199 represent lower level courses in the student’s program, and courses numbering 200-299 represent higher level courses.

c) Experiential Learning and Transfer of Credit Into School

Students who have prior experience related to their program of study may request an assessment of skills in an attempt to waive the introductory level course(s) or select General Education course(s) in his or her program. It is the responsibility of the student to schedule an assessment with the School Director or Registrar of the college. The assessor will work with the student to establish if the skills he or she brings into the program are at a level which allows for the waiver of the introductory level course(s) of the program. Assessments for proficiency can be attempted one time, and need to be completed before or during the first term the student attends classes at Laurus College. A minimum score of 70% must be achieved on the proficiency assessment to qualify the student a waiver of the course based on proficiency. There will be a fee of $250.00 charged for each course in the student’s program which is credited for proficiency in lieu of the full charges for the class. This fee is charged only if the student successfully passes the proficiency assessment, and the course is credited for proficiency; a student who does not meet the minimum 70% passing score for the proficiency assessment will be required to complete the course with the college, and will be subject to all fees and charges for that class.

Students who previously attended an accredited or approved college or university may be granted transfer credit at the sole discretion of Laurus College. Only courses carrying a value of three course credits or higher from the previous institution, and in which the student earned a grade of C (2.0) or above, will be considered for transfer. Laurus College does not guarantee the acceptance of any credit into the college without review of the official transcript forwarded directly to the school for review. It is the responsibility of the student to have all official transcripts forwarded directly to the school for review if transfer credit is sought. Evaluation of official transcripts must be completed before the end of the student’s first term at the school. All transfer decisions are final and are at the discretion of the college administration. While there is no charge for the review of transcripts from other institutions, there will be a fee of $250.00 charged for each course in the student’s program which is waived due to transfer credit. Laurus College does not accept transfer credit for courses older than seven years from the time of enrollment in their program.

Transfer of credit into the school, and credit granted for proficiency, will count towards the student’s total credits attempted and total credits completed in their program, which will affect the student’s approved timeframe to successfully complete the program for which they are enrolled. The timeframe available for the student to complete their program is based on the total number of credits the student needs to take to earn a certificate. For example, a student who transfers in 8 credits to a program that is 37 credits in length, needs 29 credits to complete their program; therefore, will need to complete their program by attempting no more than 43 credits (150% of the 29 remaining credits to be completed at Laurus College). Please see the school’s policy on Satisfactory Academic Progress on pages 29-32 for further information. Please note: Laurus College will accept a maximum of two courses transferred into the institution for course credit, or two courses credited for proficiency.

d) Transfer of Credit Out to Other Schools
The school does not guarantee that courses completed through Laurus College will be accepted by or transferable to any other college, university, or institution. Each institution has its own policies governing the acceptance of credits from other institutions, and it is the sole responsibility of the student to obtain that information. The transferability of credits you earn at Laurus College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in your program at Laurus College is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Laurus College to determine if your certificate and coursework will transfer. No employee of Laurus College guarantees credits earned at this college will be accepted at any other educational institution.

e) Attendance Policy
At Laurus College attendance is a vital aspect of student success. Instructors are required to take attendance during each class session, and Laurus administration reviews attendance records on a weekly basis. All attendance information will be considered part of the student’s official school record and is available to Vocational Rehabilitation Counselors for review upon request. Absences with appropriate documentation provided may be considered excused. Students who will be absent from class should inform the instructor in advance wherever possible. Students attending school through a third party organization should contact their Vocational Rehabilitation Counselor, as well as their instructor, to inform them of any absence from class. It is the responsibility of the student to make-up missed assignments or exams if allowed so by the instructor. Excessive missed class periods, excused or unexcused, may affect the student’s final grade for the course. Laurus College administration will issue warnings to students with excessive absences or tardiness. Laurus College reserves the right to dismiss a student for poor attendance in classes.

f) Grading System
Grade reports are issued to students and Vocational Rehabilitation Counselors (if applicable) at the completion of each term. Students are graded on their academic progress based on in-class assignments, homework assignments, hands-on projects, attendance, quizzes, and exams as indicated on the course syllabus. These grades will be recorded on the student’s transcript and averaged to decide the final grade for the program. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted classes.

<table>
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<th>Letter Grade</th>
<th>Quality Points/Definition</th>
<th>Numeric Grade</th>
<th>Calculated into GPA</th>
<th>Calculated into Completion Rate</th>
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</table>

**Incomplete Grades**

Students may receive an Incomplete Grade (“I”) in a course if extenuating circumstances (i.e. critical illness/injury, severe family emergency, incarceration) arise during the term that prevent the student from completing the final coursework or final examinations for the class. Documentation must be provided supporting the request for the incomplete grade. Any student receiving an “I” must complete the required coursework to receive a final grade in the course during the following term or by the date specified by the instructor. If the incomplete coursework has not been completed by the end of the following term, or the date determined by the instructor, the grade of “I” will automatically be changed to the grade earned by the student. No credit will be awarded for missing assignments, course work, or examinations, and the student’s final grade in the course will be determined according to the grade structure set forth in the course syllabus. If the final grade is not of passing quality, the student will be required to retake the course at the student’s expense. A course that is required to be repeated will count toward total credits attempted for the student’s program (see the Satisfactory Academic Progress policy below). Satisfactory Academic Progress will be recalculated for students whose grades have been revised from a grade of incomplete in order to include the newly assigned grade in the calculation.

**Satisfactory Academic Progress**

Grade reports are run by the administration at the completion of each term. All students at Laurus College must continue to make satisfactory academic progress in his or her program to remain enrolled at the college. Satisfactory Academic Progress at Laurus College is measured on two levels, by Cumulative Grade Point Average, and timeframe to successfully complete the program.

Students must maintain at least a 2.0 Cumulative Grade Point Average throughout the course of their program. A student who falls below the minimum CGPA of 2.0 at any Satisfactory Academic Progress evaluation periods, is considered not making satisfactory academic progress in their program, and if this continues for more than three consecutive terms the student risks academic dismissal from the college. Students who are below a CGPA of 2.0 at the completion of their program will not be eligible to receive a Certificate in their program. Student Cumulative Grade Point Averages are reviewed at the completion of each term to ensure that students are maintaining the minimum standards for enrollment with the college.

Students also must meet the Satisfactory Academic Progress requirement of successfully completing their program in a designated timeframe. Every fourth term of the student’s
program, Laurus College administration will check to ensure students are successfully completing the credits they have attempted. Students must successfully complete a minimum of 67% of their credits attempted in their program at each of the checkpoints in the program (every fourth term) in order to be considered as making Satisfactory Academic Progress in their program. There are no remedial or non-credit courses at the college. Students must stay on track in their program to complete their program within 150% of the normal program length. For example, in the Medical Billing program at Laurus College (37 total credits in length), students are required to complete all the required courses of the program in no more than 56 credits attempted. Students who are not able to successfully complete their program within the maximum credits attempted timeframe may not be awarded a certificate from Laurus College without appeal. Grade reports are sent out to Vocational Rehabilitation Counselors each term for students who are attending the school through a third party organization.

<table>
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<th>Class Grade</th>
<th>Credit Value</th>
<th>Cumulative GPA</th>
<th>Meet SAP?</th>
<th>Result</th>
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<td>2.28</td>
<td>N/A</td>
<td>100%</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>2.10</td>
<td>Yes</td>
<td>75%</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
<td>2.14</td>
<td>Yes</td>
<td>80%</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>2.33</td>
<td>Yes</td>
<td>83%</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td>2.57</td>
<td>Yes</td>
<td>86%</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>2.25</td>
<td>Yes</td>
<td>75%</td>
<td>Yes</td>
<td></td>
<td></td>
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<tr>
<td>D</td>
<td>1.00</td>
<td>2.11</td>
<td>Yes</td>
<td>77%</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
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<td>1.90</td>
<td>No Warning</td>
<td>73%</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
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<td>1.73</td>
<td>No Probation</td>
<td>64%</td>
<td>No Warning</td>
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<tr>
<td>C</td>
<td>2.00</td>
<td>1.75</td>
<td>No Dismissal</td>
<td>67%</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If a student transfers to a different program within the college, the student’s cumulative GPA remains, but the student will once again have four terms to reach above a 2.0 before being at risk for academic dismissal. The student’s CGPA from the original program (prior to the transfer) will not count toward the CGPA for Satisfactory Academic Progress consideration. Also, only credits attempted for those courses in the new program will count toward the determination of Satisfactory Academic Progress. Credits attempted in the original program for courses that are in both the original program and the new program will count toward the timeframe calculation. For students who have completed a program at Laurus College and are seeking an additional certificate through the enrollment of another program offered by the school, for the completion rate of the newly enrolled program, any classes that the student successfully completed in the previous program that apply to the completion of the new program will count as transferred credit in to the program and will therefore count as credits attempted and completed for SAP calculations. Courses completed in the previous program that do not apply to graduation from the new program will not count toward completion rate calculation of the new program with regard to SAP.
Earned grades from the previous program will be excluded from Cumulative Grade Point Average calculation for the new program.

Students must complete 67% of the scheduled hours and have a CGPA of 2.0 to be considered in SAP. If a student does not meet these requirements at an evaluation point they will be placed on financial aid warning for the next payment period and can receive Title IV funding. If they do not meet the requirements, Title IV aid is terminated. At that point a student can appeal the unsatisfactory SAP and submit a written appeal to the School Director. If approved, the school will place the student on probation for one payment period and they will be eligible for Title IV funding. If they do not meet the requirements at the end of the probation period, Title IV is terminated. The student would have to self pay to complete the program.

Appeal Process

Students who have been determined by the college as not making Satisfactory Academic Progress may appeal this decision in writing with the School Director within five days of receiving the unsatisfactory progress determination. The appeal must explain what the circumstances were that they could not meet SAP and what has changed that would allow them to meet SAP by end of the next evaluation period. The School Director will review the student’s academic records to determine the decision of the appeal, and may place the student in an extended enrollment status.

When an institution grants a student’s appeal for mitigating circumstances, the student will be placed on a specified period of probation and will be considered making satisfactory academic progress during that period. A student placed in an extended enrollment status is not eligible to receive federal financial aid. However, all credits attempted count toward the 150% of the normal program length even if the student is on extended enrollment. At the discretion of the institution, a student with an approved appeal who exceeds one and one-half times the standard time frame as defined by the institution either as a regular student or in an extended enrollment status may receive the certificate of completion in the program for which he or she enrolled, provided that there are no additional financial obligations to the student. Certain mitigating circumstances for the granting of an appeal may include illness, injury, death of a relative, or other special circumstances approved by the institution.

Re-establishing Title IV Eligibility

A student, whose financial aid has been terminated as a result of failure to maintain Satisfactory Academic Progress, may have it reinstated once they meet the SAP requirements stated under the Satisfactory Academic Progress policy after successfully completing a payment period. Students receiving Federal financial aid will not be disbursed funds until hours previously paid for have been completed successfully and federal funds can not paid retroactively for periods of unsatisfactory progress or while the student is regaining eligibility.

If they are still within maximum time frame then Title IV could be reinstated. At the end of the term or reinstatement, a student who still is not making satisfactory progress may be deemed to be making satisfactory progress only if mitigating circumstances exist. Such individual situations will be evaluated and approved only by the School Director. The
Standards of Satisfactory Progress apply to all students – not just those receiving financial assistance.

**i) Warning and Probation**

At the completion of each academic term at Laurus College, the CGPA is reviewed for each student. This review occurs to ensure that all students are making Satisfactory Academic Progress in his or her program, and are meeting the minimum academic requirements of the college. At the completion of each student’s fourth term in their program, college administration will check to ensure that the student is making sufficient progress toward the completion of their program by running a Satisfactory Academic Progress check to determine if they are completing at least 67% of their credits attempted.

At any Satisfactory Academic Progress evaluation point where a student is not achieving SAP, whether by a CGPA of less than 2.0 or a successful completion rate of less than 67%, the student will be placed on an academic warning status at the college until satisfactory academic progress is achieved. During the following term the student will be required to work closely with instructors to achieve the higher standard of academic excellence. If the student raises their CGPA to above the minimum academic standard of 2.0, and reach above the minimum requirement of 67% successful completion rate for credits attempted, the student’s warning status will be lifted.

If after two consecutive terms the student is still not achieving the minimum academic standards of a CGPA of 2.0 or higher, or the student is not achieving a 67% completion rate for his or her credits attempted, the student will be on academic probation for the following term. While on academic probation, a student’s success in the classroom will be monitored closely. During the time of the academic probation the student may have scheduled meetings with instructors, and will follow a success plan drafted with the instructor which may include required additional assistance with faculty members. If the student is able to raise their CGPA to above the minimum academic standards for enrollment, and reach above the minimum requirement of 67% successful credits completed, the probation status will be lifted. While on academic probation, the student will not be eligible to continue receiving federal financial aid. The federal aid will be restored once the student has successfully pulled themselves out of academic probation status at the school.

**j) Dismissal and Suspension**

Students at Laurus College must maintain a minimum Cumulative Grade Point Average of 2.0, and maintain a successful credit completion rate of 67% for credits attempted in order to maintain enrollment in their program. If a student fails to maintain the minimum academic standards for three consecutive terms, the student may face academic dismissal from the college. The student will be notified of the dismissal and will receive official notification by mail of the dismissal. The student may appeal the dismissal with the School Director up to the final day of the first week of classes for the following term.

If a student is academically dismissed and wishes to return to the college the student needs to submit a request for reentry to the School Director. The request will be evaluated and the student will receive official notification by mail if they will be able to return to the college. If the student returns to the college, the student will return on a probationary status and will be required to work closely with faculty and staff to ensure academic success during the remainder of their program.
Disruptive behavior by a student may result in suspension from class. Students may face suspension for reasons such as disruptive behavior, disrespectful behavior toward other students or instructors, or arriving for class under the influence of alcohol or illegal drugs. Notification of suspension will be mailed to the student as well as the Vocational Rehabilitation Counselor if applicable. A student who receives two or more suspensions may be officially dismissed from the college.

k) Withdrawing from the College
If a student wishes to withdraw from the college, the student needs to complete the withdrawal paperwork with the Registrar or School Director. The student must have the request to withdraw documented in writing by the school.

If the student withdraws during an academic term, the student will be assigned a W or an IF as a grade for each class in process depending on the date of withdrawal (see the following policy on Dropping a Class for W and IF determination). If the withdrawn student owes a school remittance, transcripts and other official school records will be held in accordance with California state laws and regulations.

Refer to page 37-39 of this catalog for further information on the Laurus College refund policies.

l) Adding and Dropping Classes
Students at Laurus College can make schedule adjustments for the term during the first scheduled week of classes. At the start of the second week of the term, students may drop a class for the term, but will no longer be permitted to replace the dropped class with a new selection. If a student wishes to drop a class during an academic term, the student needs to complete the drop request form with the Registrar or School Director. If a student wishes to drop a class during or after the second week of the term, he or she will be assigned a final grade of IF (incomplete fail) for each dropped class, which will affect the student’s Cumulative Grade Point Average (CGPA). A grade of IF is calculated as a zero for the class when determining the student’s overall CGPA for the college until the course is repeated, in which case the higher of the two grades will be used to calculate the overall CGPA.

All courses that a student drops for which a grade of IF is assigned, will count toward the student’s total credits attempted in their program. Please see the school’s policy on Satisfactory Academic Progress on pages 29-32.

m) Repeating a Course
For a student to be awarded a Certificate by the college, the student will be required to repeat a course for which a final grade of F or IF was assigned, for all courses that are required as part of the student’s program. If a student at Laurus College is required to repeat a course the student will be responsible for paying the tuition for the course the second time. A student may also choose to repeat a course and will be financially responsible for the repeated course. In all repeated course situations the higher grade will be used in the Cumulative Grade Point Average (CGPA) calculation. If a student retakes a course due to a failing grade during the first attempt, and if the student passes the course the second time, the failing grade will no longer affect the student’s CGPA, and will be displayed on the student’s transcript as a RF. All grades will remain as part of the student’s
permanent record. Both the original class and the repeated class count toward the student’s total amount of credits attempted for their program for Satisfactory Academic Progress determination.

n) **Program Completion**

In order to receive a certificate from one of the programs at Laurus College, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required courses and minimum clock hours and quarter credits as dictated by the student’s program. Students also must have completed the program within a maximum number of quarter credits attempted (within 150% of the total program length) to earn a Certificate in their program (See pages 29-32 for the school’s policy on Satisfactory Academic Progress). Students who have attempted a greater number of quarter credits than allowed for their program will not be awarded a Certificate from Laurus College.

The academic records for any student scheduled to complete a program will be reviewed by the School Director or Registrar to ensure all academic requirements have been met by the student and he or she qualifies for graduation from a program. Students must be current on all financial obligations to the school in order to receive his or her official certificate of program completion.

Official certificates and an official copy of the student’s transcript will be mailed directly to students within thirty days after their official completion date. It is the student’s responsibility to ensure the college has all current mailing address information before completion of the program to ensure timely receipt of official documents.

o) **Leave of Absence/Interrupt**

A leave of absence (LOA) is a temporary interruption of a student’s program of study. If a student is unable to attend classes for a term, the student should apply for an LOA, or period of interrupt (if the student is attending through Worker’s Compensation), from the college. The following events will qualify a student for a leave of absence or period of interrupt: medical situation, military service, family care, severe financial hardship, and other personal situations. Students are not required to apply for LOA if the student is not in attendance at the college due to an institutionally scheduled break. Students wishing to take an LOA must apply in advance of the intended period of LOA, unless unforeseen circumstances arise and prevent this (for example: a student is involved in a car accident and is unable to submit the request for LOA in writing due to their injuries). Students who are granted LOA due to unforeseen circumstances will be expected to provide documentation for the LOA situation at a later date.

A student may take an LOA for a period of time not to exceed 180 days in any 12-month period. To apply, a student will need to complete the appropriate LOA application paperwork with the Registrar or School Director of the college. All requests for LOA must be submitted in writing and include the reason for the LOA request, as well as the date the request is submitted. The request will be reviewed and the student will be notified by mail within five business days of the official decision. While on official LOA the student will not be subject to any increases in tuition rates, and will not be subject to additional institutional charges. Students who have been awarded Federal Student Financial Aid will not be eligible for additional Federal Student Aid while on LOA, but will continue to receive Federal Student Aid previously awarded.
Students attending the college through Worker’s Compensation may interrupt their program for a period of no more than 18 months. To apply for a period of interrupt from a program, the student needs to contact his or her vocational counselor, who will then confirm the interrupt request with the college. The student needs to ensure his or her vocational counselor provides the college written notification of the interrupt request. Documentation of the period of interrupt will be filed as part of the student’s official record.

For students who apply for and are granted an LOA during a term, the courses that the student withdraws from will count toward the calculation of total credits attempted for Satisfactory Academic Progress determination.

p) **Current Schedule of Charges**

*Except where noted, all tuition and fees are mandatory and are subject to change. In the event of a change in tuition or fees, students will be given notification of the changes prior to the changes taking effect at the college. If a student needs to retake a course due to withdrawal or failure of the course, the student will be financially responsible to pay for the retaken course, which will add cost to the total amount quoted for the certificate program being sought.*

**Tuition and Total Program Costs In Effect as of July 1, 2011**

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Clock Hours</th>
<th>Registration Fee</th>
<th>Fees, Textbooks and Supplies</th>
<th>Tuition</th>
<th>Tax</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>3D Animation Certificate Program</td>
<td>960</td>
<td>$100</td>
<td>$2,000</td>
<td>$17,600</td>
<td>$175</td>
<td>$19,875.00</td>
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<tr>
<td>Business Applications Certificate Program</td>
<td>300</td>
<td>$100</td>
<td>$1,000</td>
<td>$5,000</td>
<td>$88</td>
<td>$6,188.00</td>
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<td>$100</td>
<td>$1,000</td>
<td>$8,800</td>
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<td>$9,988.00</td>
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<tr>
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<td>480</td>
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<td>$8,800</td>
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<tr>
<td>Medical Billing Certificate Program</td>
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<td>$1,000</td>
<td>$8,800</td>
<td>$88</td>
<td>$9,988.00</td>
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<tr>
<td>Office Support Certificate</td>
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<td>$100</td>
<td>$1,000</td>
<td>$8,800</td>
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<td>$9,988.00</td>
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<td>$2,000</td>
<td>$17,600</td>
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<tr>
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<td>$100</td>
<td>$2,000</td>
<td>$17,600</td>
<td>$175</td>
<td>$19,875.00</td>
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**Program Tuition and Fees Effective January 1, 2012:**

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<th>Clock Hours</th>
<th>Registration Fee</th>
<th>Fees, Textbooks and Supplies</th>
<th>Tuition</th>
<th>Tax</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>3D Animation Certificate Program</td>
<td>960</td>
<td>$100</td>
<td>$2,000</td>
<td>$17,952</td>
<td>$175</td>
<td>$20,227.00</td>
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<td>$80</td>
<td>$6,280.00</td>
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<td>$1,000</td>
<td>$8,976</td>
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Program Tuition and Fees Effective July 1, 2012:

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<th>Registration Fee</th>
<th>Fees, Textbooks and Supplies</th>
<th>Tuition</th>
<th>Tax</th>
<th>Total Program Costs</th>
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<tbody>
<tr>
<td>3D Animation Certificate Program</td>
<td>960</td>
<td>$100</td>
<td>$2,000</td>
<td>$18,342</td>
<td>$170</td>
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<tr>
<td>Office Support Certificate</td>
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<td>$1,000</td>
<td>$9,155</td>
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<tr>
<td>Professional Business Support Certificate Program</td>
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<td>$2,000</td>
<td>$18,342</td>
<td>$170</td>
<td>$20,612.00</td>
</tr>
<tr>
<td>Web Design Certificate Program</td>
<td>960</td>
<td>$100</td>
<td>$2,000</td>
<td>$18,342</td>
<td>$170</td>
<td>$20,612.00</td>
</tr>
</tbody>
</table>

*Laurus College practices a bi-annual tuition increase for each program. Tuition increases occur on January 1st and July 1st of each calendar year. Students currently enrolled in a program at Laurus College with a valid enrollment agreement prior to the effective date of the tuition change will not be subject to any changes in tuition or fees for their program as long as their enrollment remains valid with the college. All students enrolling at Laurus College after the effective date of the tuition increase will be subject to the new tuition and fees.

General Fees

- Transferred Course Fee ..........................................................................................................................$250 per course
- Proficiency Course Fee ..........................................................................................................................$250 per course
- Official Transcript Request Fee .............................................................................................................$10 per transcript
- Returned Check Charge .............................................................................................................................$30
- STRF Fee ......................................................................................................................................................$0**
Please note that you are responsible for the amount of total program costs. If you obtain a student loan, you are responsible for repaying the loan amount plus any interest. All costs are mandatory and all are nonrefundable, except for the registration fee during the cancellation period (five business days) and equipment if returned in good condition.

**The College pays the STRF fee for you, which is approximately $2.50 per thousand dollars of tuition.**

**Other Charges**

Beyond those listed in this Current Schedule of Charges there are no other expenses required of the student to be paid to the college. Laurus College may sponsor events at the school or offer items for purchase, which the student may elect to participate in at the expense of the student.

**Payment Schedule**

Tuition is due and payable when indicated by the enrollment agreement signed by the student. If a tuition payment check is returned due to insufficient funds, Laurus College reserves the right to drop all current and future classes for that student. Students will be notified of this action and assessed a return check charge. Laurus may require students who have written multiple non-sufficient fund checks to make all future payments by cashier’s check, cash, or money order. Laurus College reserves the right to modify tuition at any time, though the cost of tuition specified in any enrollment agreement will be valid during the time the agreement is in effect. Students attending school through Workmen’s Compensation or Veteran’s Affairs should work with his or her Vocational Rehabilitation counselor to arrange approval for payment to the school.

**Refunds**

Students are accepted and enrolled for classes with the understanding that they will remain for the entire course. The college’s refund policy is designed so students who withdraw from class share in the costs incurred by the college for students who do not complete courses in which he or she has enrolled. Students must inform the School Director or the Registrar of the college immediately in writing of their intent to withdraw from the program. All requests to cancel or withdraw from the program must be accompanied by written documentation of the student’s intentions.

Laurus College disburses refunds automatically for those students with a credit balance on their account at the time the student withdraws from the college. Refunds are processed and mailed within thirty calendar days from the receipt of the written request for withdrawal. All refunds are mailed to the student’s home address, unless funding has been arranged through a third party. Students must make sure that the address on file is correct. The effective date of withdrawal is the student’s last date of actual attendance. If a student withdraws from a program, a tuition refund is made according to the following policies:

**Refund During Cancellation Period**

The student has the right to cancel his or her enrollment and receive a refund. To cancel an enrollment, the student must inform the school in writing on or before the fifth day after the first scheduled day of class. If the student cancels his or her enrollment in a program on or before the fifth day following the first scheduled day of instruction at the school, the school will refund the student 100 percent of the amount paid for institutional charges, less any charges for unreturned textbooks or equipment.

**Note:** All requests for cancellation of enrollment must be submitted in writing to the school. The cancellation will not be considered official until written notice is submitted by the student.
Cancellation Refund Example

A student enrolls in a certificate program 13 days before it is scheduled to start and pays $8,900 toward the full tuition and application fee. Three days after the scheduled start of classes the student decides he no longer wants to enroll. That same day the student submits a written notice of cancellation to the institution. Within thirty days the student receives a refund equal to the full amount he paid for a total refund of $8,900.

Refund After Cancellation Period (Withdrawal Period)

If a student wishes to withdraw after five (5) business days following the first day of class, the student is entitled to a partial refund of tuition paid. The student has the right to withdraw from school at any time and receive a refund for that part of the course not taken, for which the student paid. The amount of that refund is to be "pro-rated" according to the uncompleted portion of the course, less the cost of any unreturned textbooks and equipment, and the registration fee of $100. The refund is to be paid within thirty (30) days of withdrawal. The following calculations are used in determining refunds:

\[
\begin{align*}
\text{Total Amount} & = \text{Admitted Amount} - \text{Adjusted Amount} \\
\text{Adjusted Amount} & = \text{Actual Paid for Instruction} \times \frac{\text{Hours of Instruction Not Received}}{\text{Hours of Instruction For which the Student Has Paid}}
\end{align*}
\]

All materials and books provided to the student must be returned in excellent/sellable shape or the cost will be deducted from the refund.

Withdrawal Refund Example

A student enrolls in a 480 clock hour certificate program that costs $9,988 (which includes the registration fee of $100, $1,000 paid for textbooks and supplies, and $88 for taxes on textbooks). If the student has paid for the program and withdraws after completing 48 clock hours or 10 percent of the program, and not completing 432 hours of instruction, and does not return any textbooks or supplies, the refund calculation would be (after the deduction of $1,088 for the unreturned equipment):

\[
\begin{align*}
\text{Refund} & = \text{Total Amount} - \text{Unreturned Equipment} \\
& = \8,900 - 1,088 \\
& = \8,812
\end{align*}
\]

Transcripts and Official School Records

If the student owes a remittance, the school may withhold a student’s transcript or grades. If the student has made partial payment of his or her tuition obligation, the school may withhold the portion of the grades or transcript that corresponds to the amount of tuition obligation the student has not paid. The school may release only the portion of the grades or transcript that corresponds to the amount of tuition the student has fully paid to the college.
Laurus College Return to Title IV Funds Policy

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. If a student does not begin training, the R2T4 formula does not apply.

For official withdrawals a student’s withdrawal date is the date the school received notice from the student that they are withdrawing.

For unofficial withdrawals a student’s withdrawal date is their last day of physical attendance.

Laurus College’s determination that a student is no longer in school for unofficial withdrawals is determined after 14 days of non attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the clock hours attended in the payment period as of the withdrawal date divided by the scheduled clock hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, Laurus College will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student’s account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student’s permission before crediting their account.

The following Title IV refund distribution is used for all FA students due a refund:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Unsubsidized Direct Stafford Loan
4. Subsidized Direct Stafford Loan
5. Federal Perkins Loan
6. Federal PLUS Loan
7. Direct PLUS Loan
8. Federal Pell Grant
9. FSEOG

Refunds will be made to the federal programs within 30 days of the student’s last day of attendance.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by Laurus College from the total amount of unearned Title IV funds to be returned.
Description of Student Rights under the Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. The school's breach or anticipatory breach of the agreement for the course of instruction.

5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.

6. The school committed fraud during the recruitment or enrollment program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student who is a California resident and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

The College pays this fee for you, which is approximately $2.50 per thousand dollars of tuition. There are no additional charges to your tuition for the STRF payment.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies:

1. You are not a California resident,

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.
q) **Student Records**  
Laurus College maintains two sets of student files, academic and financial. Academic files are maintained in a locked, fire-resistant file cabinet on site at the main campus, with the keys held by the School Director and the Chief Executive Officer. The student financial files are maintained in a locked file cabinet also on site at the main campus. The Chief Academic Officer maintains all faculty files in a locked cabinet in the office of the School Director.

Laurus College has in permanent storage student files from the present back to its inception in March 2006. Laurus College destroys those files older than the five year retention required by the State of California. Electronic copies of all student transcripts are maintained by the College indefinitely.

Student hard files are maintained for at least five years and Laurus College retains the capability to generate a transcript on a student’s academic activity indefinitely. All student records at Laurus College are kept private in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Written consent must be provided by the student for release of records to outside parties, except for those agencies authorized by law.

It is the responsibility of the student to keep all personal information current with the student records department. All students are required to provide the college with accurate contact information at time of enrollment and to inform the college of any changes in this information.

IX) **Financial Assistance**

Laurus College offers a variety of financial plans for those students who qualify for financial aid. These plans include a combination of student loans, grants, scholarships, and payment plans. The variety of available plans affords flexibility in choosing the one best suited for a specific need. The college offers individual financial planning sessions for each student and family.

a) **Federal Student Financial Aid**

Laurus College is approved to offer federal financial aid to those students enrolled in eligible programs and for those who qualify for the federal programs. Laurus College is an eligible institution to offer Federal Subsidized and Unsubsidized Direct Loans, Federal Parent Plus Loans, and Federal PELL Grants to students enrolled in programs eligible for these programs. Students obtaining a federal loan for financial assistance will be obligated to repay any amount of money received from the loan, as well as all interest incurred during the loan period; students receiving federal grant assistance may not be required to repay the amounts received as part of the grant. Repayment of the grant is dependent on whether or not the student graduates. Graduates are not required to repay grants; students who withdraw from school prior to graduation may be required to repay a portion of the grant. Interested students should contact a financial aid advisor at the college for assistance with the application process for these aid programs.
b) Laurus College Loans
The Laurus Student Loan (LSL) is available for those students who qualify. Only students
enrolled in one of the certificate programs are eligible to apply for the LSL. Federal
Student Loans are available for those students in approved programs and for those who
qualify for these programs. Students interested in the LSL or any loan programs available at
Laurus College should see their Laurus financial adviser for more information. Please note,
any student obtaining a loan to pay for an educational program at Laurus College will have
the responsibility to repay the full amount of the loan plus any accrued interest.

c) Laurus College Scholarships
The college awards three types of scholarships ranging in value from $100 to $5,500 to
selected students who qualify. The three types of scholarships are Financial Assistance
Scholarship, Loaned Textbooks Scholarship, and Multiple Program Scholarship.

I) Financial Assistance Scholarship

Students who are interested in applying for a Financial Assistance scholarship from
Laurus College must achieve a minimum score of 18 on the college’s examination for
admission. The amount of the scholarship will be based on the student’s financial need
and can be from $100 to $2,000.

The application process starts with interested students who have achieved the minimum
score on the admissions examination submitting a letter of request to their admissions
representative prior to starting classes at Laurus College. The letter should explain the
student’s career objectives, their current financial situation, and their financial need for
the scholarship. (The student’s admission’s representative may provide guidance to the
student on how to complete the letter.) The admissions representative for the student
will submit the letter of request for the scholarship to the School Director of Laurus
College, who will verify that the student achieved the required admissions test score and
that the necessary information is included in the letter of request. Final determination
for this scholarship is made by the School Director. Any scholarship money the student
is awarded will be applied to the student’s account upon successful completion of the
program. All scholarship decisions will be made prior to the scheduled starting date of
classes.

II) Loaned Textbooks Scholarship

Upon enrolling for a program at Laurus College, students may apply for the Loaned
Textbooks Scholarship. This scholarship will grant the awarded student the use of
Laurus College campus textbooks for each class throughout his or her program. These
textbooks are the property of Laurus College and are assigned to students for the
appropriate classes throughout their program. Students who have been granted the
Loaned Textbooks Scholarship will have all textbook charges and corresponding tax
waived from the overall cost of the program in which they are enrolled.

Interested students may apply for the Loaned Textbook Scholarship with the School
Director at the time of enrollment. To apply, students need to submit a letter of request
to the School Director documenting his or her financial need for this scholarship. (The
student’s admission’s representative may provide guidance to the student on how to
complete the letter.) This scholarship is awarded based on availability of campus
textbooks for each program and based on financial need of the applying student. Final determination for this scholarship is made by the School Director, and the student will be informed prior to starting classes at Laurus College. Interested students should contact their Laurus College admissions representative for more information about this scholarship program.

Please Note: Students awarded the Loaned Textbook Scholarship will be financially responsible for any damage incurred to any assigned textbook while in their care throughout the program. The student will be charged the full cost of the textbook should the damage be to such an extent that a replacement textbook is necessary.

III) Scholarship for Students Enrolled in Multiple Programs

Students who are simultaneously enrolled in both the Professional Business Support Program and the Medical Billing Program, or the Professional Business Support Program and the Information Technology and Service Professional Program may qualify for the Multiple Program Scholarship. The Multiple Program Scholarship awards $5,500.00 toward the tuition for those students who qualify. In addition, students are also granted the Loaned Textbook Scholarship for the shorter program. Students who are simultaneously enrolled in multiple programs will complete an individual enrollment agreement for each program in which he or she enrolls; the registration fee will only be charged on the initial enrolled program. Students need to successfully complete all courses required in the Professional Business Support program, maintain a cumulative grade point average of 2.0 or higher throughout the program, and be simultaneously enrolled and working toward the completion of the Medical Billing or Information Technology and Service Professional Certificate Programs to qualify for this scholarship. Students complete and sign the Scholarship Agreement form for the multiple programs. Final determination for this scholarship is made by the School Director based on the student’s meeting the qualifications. The scholarship is applied to the student’s account at the completion of both programs.

Interested students should contact their Laurus College admissions representative for more information about this scholarship program.

X) Student Services

a) Job Placement Assistance
Laurus College offers assistance for placing students in their related certificate field upon completion. The staff at Laurus works with employers in the field to assist students in obtaining employment upon completion of the programs. Students at Laurus College are assisted with the development of their resume and employment related documents. Students also may gain knowledge of skills in job searching, job application, and job growth as part of their program. The college does not guarantee job placement upon completion.

b) Housing
Laurus College does not provide on-campus housing. If this is a service you will need assistance with as a student of Laurus College, please inform your admissions
representative during your interview for enrollment so he or she can best assist you in fulfilling this need.

c) Library and Learning Resources

Onsite at each Laurus College campus students have access to a number of resource materials such as dictionaries, thesauruses, and other resources to assist with their coursework.

In addition to the reference materials on site at each campus, Laurus College subscribes to the electronic reference database system ProQuest. The ProQuest Research Library includes more than 4,700 titles—over 3,300 in full text—from 1971 forward. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This electronic database and research library offers a wide selection of resources and reference material to the students at Laurus College. This electronic database is available for student access at any Laurus College computer station, and can be accessed by students offsite through the Laurus College website at www.lauruscollege.com. Instructors are available to assist students with the use of this online resource to fulfill their research needs.

In addition to the reference materials onsite and available virtually, students can also access the resources available at the public libraries close to each of the school locations: The Santa Maria Public Library located at 420 S. Broadway, Santa Maria, CA 93454, the San Luis Obispo County Library located at 995 Palm Street, San Luis Obispo, CA 93401, and the Atascadero Public Library located at 6850 Morro Road, Atascadero, CA 93422. Students should contact the public library nearest them for information on hours of operation.

d) Student Orientation

Prior to the first day of classes, students who are new to Laurus College are required to attend a New Student Orientation. During this time students become acquainted with the campus, the administrative staff, the faculty and their peers. The directors of the administrative departments explain ways in which they assist students and clarify students’ rights and responsibilities, and help to familiarize them with the policies for students at Laurus College. It is the responsibility of the student to become familiar with and abide by all regulations explained in this catalog and all supplements, as well as with the Laurus College Student Handbook.

e) Student Handbook

The Laurus College Student Handbook outlines the details of Laurus College’s policies and regulations, and serves as a supplement to this catalog as it outlines any additional policies Laurus College has for all students. Students are expected to read the Student Handbook and comply with all policies listed. Copies of the Student Handbook are available at each campus for student review and access.

f) Student Study Groups

Students are encouraged to participate in study groups for joint study and research. During orientation and the first day of classes for each course, students are encouraged to form study groups.
g) Academic Counseling and Tutorial Services
Laurus College does not provide professional academic counseling or tutorial services. Students may seek extra assistance with college instructors in addition to scheduled class meeting times if extra academic assistance is needed. All campuses are open and available for student access on Fridays, during which time students may make arrangements with their instructors for additional academic or tutorial assistance. Laurus College administration will schedule students in appropriate courses to complete his or her program of study.

h) Personal Counseling
Laurus College aims to help students succeed in their chosen program. If additional personal assistance is needed, students can speak with the Student Services Coordinator or the School Director to obtain referrals to professionals who may be able to assist. Laurus College does not offer professional counseling.

i) Textbooks
Laurus College staff will provide the appropriate textbook(s) for each course for student’s to purchase prior to the start of classes each term. It is the student’s responsibility to purchase all required textbooks and materials for each class. If a student is unable to purchase their textbooks, they may work with Laurus College administration for alternative options.

XI) Faculty
Laurus College looks to hire faculty with expertise in the specific course or program he or she is instructing. All instructors hired by Laurus College hold current California State Instructor Certificates. The faculty at Laurus College is dedicated to the success of the student. Success is the number one priority at Laurus College, and the caring faculty and staff members are dedicated to giving the student a quality education and a quality experience.

Full-time Faculty: A full-time faculty member’s primary responsibilities include classroom teaching (minimum 20 hours per week), service, professional development, student advising, and participation in Laurus College’s governance. Full-time faculty members may also be involved in curriculum development for new and existing programs at the college.

Adjunct Faculty: Adjunct faculty members teach one to two courses during the term, advise students on course-related topics and participate in faculty development activities.

Learning is facilitated through lectures, outside reading, class discussions, interactive teleconferencing systems, case studies, and research projects relating students’ interests. All faculty members at Laurus College are reviewed annually with regard to his or her instruction (course preparation, delivery and assessment), service to students, service to the program and institution, and evidence of professional development attained throughout the year (i.e. seminars attended, publications reviewed, etc.). Faculty members at Laurus College are required to provide evidence of faculty development activities performed throughout each academic year.
Academic Freedom

Academic freedom is practiced at Laurus College to promote the common good, not any individual teacher’s interest or the interest of the college. Academic freedom in teaching is necessary for the protection of rights of the teachers to teach and of the students to learn. Academic freedom is the freedom for all to discuss relevant matters in the classroom, to explore avenues of scholarship, to have opportunities to research and to have creative expression as explained below:

(1) Instructors are entitled to full freedom in research and in publication of results, subject to adequate performance of their other academic duties.

(2) Instructors are entitled to freedom in the classroom to discuss subject matter, but they should be careful not to introduce into their teaching any controversial matter, which has no relation to the subject. Instructors are responsible for faithfully presenting course content that meets the requirements and learning objectives of approved syllabi.

(3) Students have academic freedom to address topics to be learned without bias or constraint. They have the freedom to express their views on subject matters in the classroom; however, rules of common courtesy and the rights of all students to express their views should be respected as classroom discussions touch on topics where there are varying opinions.

Faculty members are also informed of this policy through its publication in the faculty handbook.

Statement on Academic Governance

Members of the faculty are responsible for participating in the administration and the implementation of policy for the following academic affairs:

- Development of educational programs for the institution
- Selection of course materials, instructional equipment, and other educational resources
- Systemic evaluation and revision of curriculum
- Assessment of student learning outcomes

Administrative Staff

James E. Redmond
Chief Executive Officer

Brent Green
Director of Financial Aid

Jeff Redmond
School Director

Renee Silvers
Registrar

Kimberly Redmond
Chief Academic Officer

Cecilia Mortela
Director of Admissions

Susan Anderson
Career Services Coordinator
XII) Student Policies at Laurus College

a) Conduct
All students at Laurus College are expected to respect the rights of others and are held responsible for conforming to the laws of the local, state, and national governments. All students at Laurus College are responsible for conducting themselves in a manner consistent with the best interests of the college and of the student body. The school reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by acceptable deadlines, posing a danger to the health or welfare of students or other members of Laurus College, disruptive behavior, or failure to comply with the policies and procedures of Laurus College. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student’s dismissal from the school.

b) Academic Integrity
All academic work submitted by any student at Laurus College is expected to be original work. Giving or getting unauthorized assistance, using unauthorized materials or plagiarism on projects, papers or exams, are examples of academic dishonesty, and will not be tolerated. Any student caught cheating will receive a failing grade for the project or exam, and may be subject to failure of the course and dismissal from the college. The School Director will recommend to college administration what disciplinary actions should be taken for students who commit academic dishonesty.

c) Policy Concerning Copyright Restrictions
Laurus College adheres to the copyright law of the United States (Title 17, United States Code) which governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. Laurus College reserves the right to refuse to accept a copying request if, in its judgment, fulfillment of the order would involve violation of copyright law.

d) Drug-Free Environment
Laurus College prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on the property and at any school sponsored activity. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for the first offense. Violations of the law may also be referred to the appropriate law enforcement authorities. If assistance is needed for drug abuse, the student should see a member of the administrative staff at Laurus College for referral assistance to local counseling centers. Students may also seek local treatment and assistance from the San Luis Obispo Addiction Recovery Center, located at 1223 Higuera Street, Suite 101 in San Luis Obispo, telephone number (805) 541-0632; or from the Central Coast Headway Drug Center, located at 318 Carmen Lane in Santa Maria, telephone number (805) 922-2106.
e) **Weapons Free Environment**

Students and staff at Laurus College are not permitted to carry any form of weapons on school property. All weapons including, but not limited to, firearms, knives, mace, pepper spray, and stun guns are prohibited. Any student carrying a weapon on college property will be subject to disciplinary action and may risk dismissal from the college. Staff members at Laurus College also follow a zero tolerance policy with regard to weapons, and will be subject to disciplinary action, up to termination of employment, for any violation.

f) **Grievance Policy**

Should a student have a grievance or complaint concerning any aspect of his or her enrollment, attendance, education services, or other services offered by the school, the student should first seek counsel from his or her instructor. In the event this contact does not resolve the complaint, the student is encouraged to make an appointment with the Complaint Designee, Kimberly Redmond, so that the complaint may be officially registered and solutions discussed. If the solution is still not resolved to the satisfaction of the student, the student may then file a request in writing for a review from the School Director. Every effort will be made by Laurus College administration to resolve the student’s grievance. If the complaint is still not resolved to the satisfaction of the student, he or she may direct their complaint to:

**Bureau for Private Postsecondary Education**

1625 North Market Blvd., Suite S-202
Sacramento, CA 95834
TEL: 916-574-7720
www.bppe.ca.gov

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589, or by completing a complaint form, which can be obtained on the Bureau’s Internet Web Site listed above.

Students may also notify the Accrediting Council for Independent Colleges and Schools of any unresolved grievances with the college. Complaints should be submitted to:

**The Accrediting Council for Independent Colleges and Schools**

750 First Street, NE, Suite 980
Washington, DC 20002-4241
TEL: (202) 336-6780 FAX: (202) 842-2593

g) **Sexual Harassment Policy**

As required by state law, Laurus College has a policy prohibiting any act involving sexual discrimination, sexual violence, or sexual harassment by any of its employees, students, staff, faculty, or anyone conducting business on college premises, which includes the classroom and any location used for an off-site school function, program or activity.

Laurus College is committed to the policy that all members of the school’s community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school’s community. Should a student feel that he/she has been sexually harassed, the student should immediately inform Human Resources, the School Director, or the classroom teacher. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted
sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment of any kind will not be tolerated at Laurus College.

The sexual harassment policy is posted on classroom bulletin boards and has been distributed to faculty members to share with students in the classroom. Laurus College staff and faculty are informed of the policy through staff meetings and in staff handbooks.

*(NOTE: Students may be dismissed without the right to appeal if dismissal is the result of disruptive conduct or detriment to the college or student body.)*

**Harassment Grievance Procedures**

Laurus College takes student safety very seriously; anyone who witnesses or experiences inappropriate and harassing behavior of a sexual nature is asked to report such behavior immediately to Human Resources, the School Director, or the classroom teacher. Whether it is a harassed student or a third party who files a complaint under the school’s grievance procedures, Laurus College will promptly investigate to determine what occurred and then take immediate and appropriate steps to resolve the situation. The school will make every effort to complete the investigation within 30 to 60 days upon being notified of an alleged incident. Written notice of the outcome of the investigation will be provided to both the alleged perpetrator and the complainant within 10 days of determination of fact. The school will perform its own investigation and take immediate action to eliminate the harassment, prevent its recurrence, and address its effects, in addition to any investigation performed by law enforcement officials.

Once an incident is reported, a school investigative panel will be assembled to gather information, interview all parties involved in an objective and nonpartisan manner, and come to a prompt and equitable determination of fact. In all cases, the school’s inquiry will be prompt, thorough, and impartial; both parties will have the opportunity to present witnesses and other evidence, and will be afforded similar and timely access to any information that will be used at the hearing. In cases involving potential criminal conduct, school personnel, consistent with State and local law, will notify appropriate law enforcement officials or other appropriate authorities. Once the school’s investigation is complete, all involved parties will be notified in writing as to the outcome of the complaint. As much due care and confidentiality will be maintained throughout the process as is reasonable and possible while still being able to conduct the investigation and come to findings of fact. Please note that while voluntary informal mechanisms (such as mediation) may be used for resolving some types of sexual harassment complaints, mediation is not appropriate, even on a voluntary basis, and will not be used in cases involving allegations of sexual assault.

Throughout the process, retaliatory actions will not be tolerated. School officials will not only take steps to prevent retaliation, but also take strong responsive action if it occurs. All steps to protect the complainant as necessary, including interim steps before the final outcome of the investigation is determined, will be taken promptly once the school has received notice of a sexual harassment or violence allegation.
For further information, or to report an incident, please contact the Human Resources Director at the following address and phone number:

411 E. Betteravia Road
Suite 202
Santa Maria, CA 93454
Phone: 805.267.1690

XIII) **Contact Information**

Primary Mailing Address:

411 East Betteravia Road, Suite 202
Santa Maria, CA 93454

Main Phone Number: (805) 267-1690
Main Facsimile: (805) 352-1307
Main E-mail: admin@lauruscollege.com
Official Website: www.lauruscollege.com

XIV) **Holidays**

Laurus College recognizes the following holidays, during which classes are not held and the campuses may be closed for business:

New Years Day
Martin Luther King Jr. Birthday
Memorial Day
Independence Day
Labor Day
Constitution Day**
Thanksgiving
Christmas Eve
Christmas Day
New Years Eve

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* Note: Classes not held due to a holiday will be held as a make-up session to ensure required clock hours are met for each course. Students will be informed of the additional class meeting by their instructor.

**Laurus College observes Constitution Day annually on September 17; however, classes will still be held if this observance falls on a normal class meeting day.
**2011-2012 Academic Calendar**

**Note:** Prospective students may enroll for classes for a term up through the Thursday of the first week of classes

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<tr>
<th><strong>Summer I 2011</strong></th>
<th><strong>Fall III 2011</strong></th>
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<tr>
<td><strong>First Day of Class:</strong></td>
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<td>July 5, 2011</td>
<td>November 21, 2011</td>
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<td><strong>Cancellation Week:</strong></td>
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<td>July 5-July 9, 2011</td>
<td>November 21-November 25, 2011</td>
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<td><strong>Thanksgiving Holiday</strong></td>
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<td>November 24-25, 2011</td>
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<td><strong>Last Day of Class:</strong></td>
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<td><strong>First Day of Class:</strong></td>
<td>December 22, 2011</td>
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<tr>
<td>August 8, 2011</td>
<td><strong>Labor Day Observance</strong></td>
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<td><strong>Cancellation Week:</strong></td>
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<td>August 8-August 12, 2011</td>
<td>September 5, 2011</td>
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<td><strong>Labor Day Observance</strong></td>
<td><strong>Martin Luther King Jr. Observance</strong></td>
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<td>(No Classes):</td>
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<tr>
<td>September 5, 2011</td>
<td>January 16, 2012</td>
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<td><strong>Last Day of Class:</strong></td>
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<td>September 8, 2011</td>
<td>February 2, 2012</td>
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<td>September 12-September 16, 2011</td>
<td>January 2-January 6, 2012</td>
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<td><strong>Martin Luther King Jr. Observance</strong></td>
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<td>October 13, 2011</td>
<td>(No Classes):</td>
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<td>February 6, 2012</td>
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<td>October 17-October 21, 2011</td>
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<tr>
<td>March 12, 2012</td>
<td><strong>Cancellation Week:</strong></td>
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