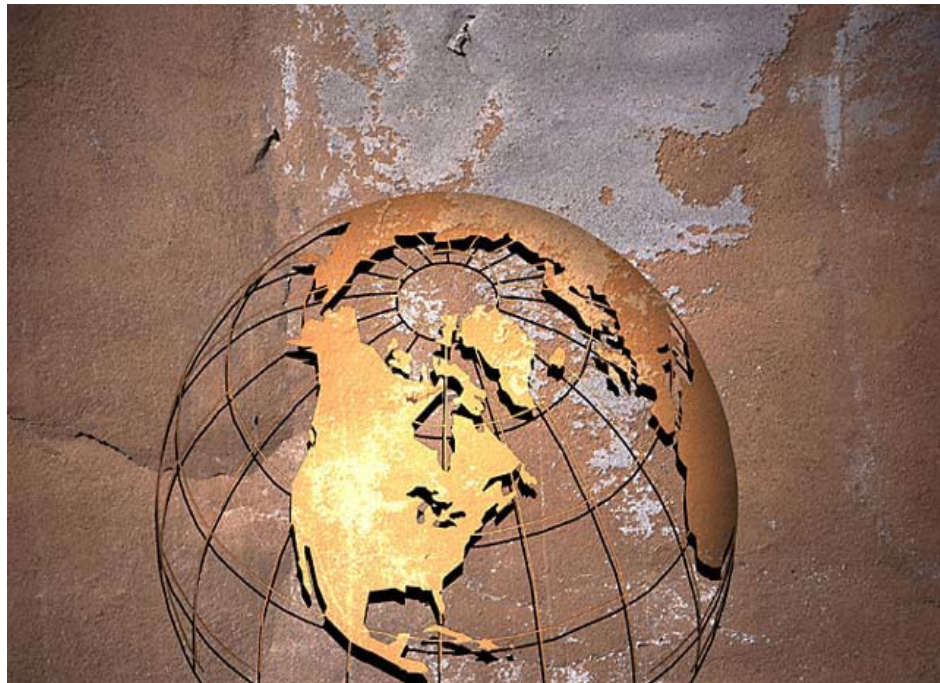# Laurus College

Quality Education • Quality Experience

Catalog

Effective July 1, 2025, to June 30, 2025

Volume 10.0

Contents

WELCOME TO LAURUS COLLEGE

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. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Also, any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

California State residents (and non-California residents enrolled via distance education):

The Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225 in Sacramento, CA 95834, www.bppe.ca.gov, toll free telephone (888) 370-7589 or fax (916) 263-1897.

Nevada State residents:

The Nevada Commission on Postsecondary Education, 2800 E. St. Louis Avenue, Las Vegas 89104, www.cpe.nv.gov, telephone 702.486.7330.

Laurus College reserves the right to change any provisions of this catalog at any time. Updates to the catalog are released as needed. This catalog is updated, at a minimum, on an annual basis on or before July 1st of the current year. Annual updates will have a change in primary volume number, such as from volume 6 to volume 7. Major updates will have a change in subordinate volume number, such as from volume 7.1 to volume 7.2, and will be announced via email to all students and staff through the Laurus College student portal.

All updates will be posted on the Laurus College website (lauruscollege.edu) and published in the catalog addendum. Students will be held to the standards of the catalog in effect when they enrolled, unless notified by email. If you have any questions regarding the catalog or any addenda, please contact the Registrar's office at registrar@lauruscollege.edu.

Welcome

Welcome to Laurus College.

Whether you're just starting your educational journey or returning to complete a goal that's been years in the making, I want to personally welcome you to a college that does things differently—on purpose.

At Laurus College, we believe college should not just prepare you to pass a test, but to lead a life—a life of purpose, of contribution, and of career success. That's why everything we do is grounded in our *VIP² Philosophy*. We strive to be Visible, Immediate, Personal, and Proactive in how we support you, communicate with you, and guide your success. You'll experience this across every department and every interaction—from admissions to advising to your time in the virtual classroom.

Every course at Laurus is built around more than just content mastery. Just like in the workplace, you'll be expected to meet deadlines, collaborate with others, and manage projects—skills that employers consistently tell us are just as critical as technical knowledge. That's why our curriculum is built to mirror real-world environments, and why you'll find Essential Employability Qualities (EEQs) woven into each program. We're not just teaching you the "what"—we're developing your ability to show up, contribute, and thrive in your chosen field.

Laurus College is proud to offer a supportive, flexible, and career-focused education—but more than that, we are a community. We are honored to walk alongside you as you pursue your goals, and I want you to know; we see you. We are with you. And we believe in the future you are building.

Sincerely,

Cheryl Hayek

Dr. Cheryl Hayek
President, Laurus College

Mission

Laurus College is committed to providing a guided pathway within its local and distance education communities by offering high quality, flexible, future ready programs aligned with employability skills for the job market.

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 quality experience.

Laurus College is a private postsecondary institution and is a wholly owned subsidiary of Laurus College, LLC. Laurus College, LLC helped develop this college to offer a quality education and experience for students seeking a unique college experience. Laurus College, LLC was founded in 2006 and opened its first campuses in the state of California comprised of a Main Campus in San Luis Obispo and Satellite Locations in Atascadero and Santa Maria. All three locations were formerly known as Atlas Computer Centers and were established in 1998. In July 2011, the College opened its fourth location in Oxnard, CA, its fifth location in Las Vegas, NV in February 2020, and in October 2021, the College opened its sixth location in Chula Vista, CA.

Laurus College, LLC is a wholly owned subsidiary of Qe2 Systems, Inc., a Michigan corporation incorporated in 2004. Neither this institution nor its parent company Qe2 Systems, Inc. have a pending petition in bankruptcy, are operating as a debtor in possession, have filed a petition within the preceding five years, or have had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Laurus College Governance

College governance refers to the framework of rules, practices, and processes by which a college is directed and controlled. It involves the mechanisms through which the institution's objectives are set and pursued, encompassing every aspect of the college's operation, including academic affairs, financial management, and strategic planning.

Laurus College operates under a structured governance model that balances family leadership with independent oversight to ensure institutional accountability, financial stewardship, and compliance with accreditation and regulatory standards. Laurus College, LLC (founded 2006) is a wholly owned subsidiary of Qe2 Systems, Inc., (2004) a Michigan Corporation. Laurus College and its initial in-residence facilities were formerly Atlas Training Centers (Atascadero, San Luis

Obispo, and Santa Maria, CA), and over its almost twenty-year history, expanded to locations in Oxnard, CA, Las Vegas, NV and Chula Vista, CA.

The Board of Directors provides strategic oversight, approves the annual budget, and reviews institutional effectiveness metrics, including key performance indicators (KPIs) related to student success and workforce alignment.

While the Board provides high-level guidance, the President and Senior Executive & Administrative Leadership Team (SEAL) manage the daily functions of the College.

This governance structure supports strategic growth, student-centered decision-making, and operational independence while maintaining the integrity and long-term sustainability of Laurus College.

Laurus College, LLC Board of Directors

James E. Redmond, Chairman
Jeffrey T. Redmond, Vice Chair
Brent Green
Steve Johnson
Dr. Al Roberts
Lisa McClain, Treasurer (non-voting)
Leo Craven, Secretary (non-voting)

College Administration

Cheryl Hayek, President
Leo Craven, Chief Operations Officer (COO)
Dr. Niccole Kopit, Chief Academic Officer (CAO)
Lisa McClain, Chief Financial Officer (CFO)
Cecilia Mortela, Chief Relationship Officer (CRO)
Ryan Green, Chief Information Officer (CIO)
Susana Guerrero, Vice President (VP) Student Programs
Timothy Redmond, Vice President (VP) Financial Systems
Ana Gelotti, Director Human Resources

College Faculty

At Laurus College, our faculty are the heart of our commitment to providing relevant, real-world education. Our instructors are not only highly qualified and credentialed academics but also actively working practitioners in their respective fields. This blend of expertise ensures that your

learning experience is both academically rigorous and directly applicable to today's industry demands. Learn more about our exceptional faculty and their credentials: https://lauruscollege.edu/about-us/faculty-profiles/

Laurus College Institutional Goals 2025-2030

Goal 1: Reimagine the Laurus College Experience

Goal 2: Enhance Curriculum Relevance and Workforce Alignment

Goal 3: Strengthen Community Engagement

Goal 4: Standardize Organizational Management and Quality Assurance

Goal 5: Implement Diversified Growth Strategies for Sustainability

The Laurus Experience

At Laurus College, we honor each person's inherent greatness by helping them realize their full potential. Our greatest purpose is to provide students with real-world applications so that they begin to believe, come to know with certainty, and demonstrate to the world their capacity for greatness in both career and personal life.

Laurus College is built with entrepreneurial vision and honorable values, and we are led by industry practitioners and education scientists. From data and experience, we know that no one can be work-ready, until they are self-ready. We embed and thread this truth into every program offering and in doing so, exponentially, and consistently grow students' capacity for excellence. And our students do not go alone. We are right there alongside them, every step of the way, from admission to graduation and beyond... because learning must be a lifetime endeavor and by imbuing that mindset, our students are positioned to thrive.

The Laurus Course Experience

HyFlex courses provide a dynamic mix of in-person, synchronous, and online learning, offering unmatched flexibility. This format particularly benefits adult learners balancing work, family, and other responsibilities. All course materials are readily accessible online, ensuring convenient learning from anywhere.

Grounded in learning science, HyFlex integrates key principles such as retrieval practice, spaced repetition, and active learning. Interactive elements—including discussion boards, quizzes, and course projects—enhance engagement while aligning with proven teaching strategies.

Additionally, HyFlex courses accommodate varied learning paces and cultivate a strong sense of community, regardless of location. This inclusive approach ensures that students, including those with work or family obligations, can maintain continuous engagement. The flexibility to

transition between modalities minimizes disruptions due to unforeseen circumstances, making HyFlex a valuable option for both learners and employers seeking workforce development.

Accreditation and State Authorization

Laurus College is authorized to offer degree programs in California and Nevada. Students who do not reside in either the state of California or Nevada must refer to the Catalog Addendum to review all up-to-date additional state authorization approvals and to determine if they are eligible to enroll in one of the programs at Laurus College.

Students are admitted based on their state of residence at the time of enrollment. If a student relocates to another state during their program, they must notify the College in advance, as authorization regulations may impact continued enrollment. If the new state imposes restrictions that prevent continued enrollment, the student may not be able to complete their program.

California

Laurus College is a private postsecondary institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

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.

Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225, Sacramento, CA 95834
toll free telephone (888) 370-7589 | www.bppe.ca.gov

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 3707589, option #5, or by visiting osar.bppe.ca.gov.

<u>Nevada</u>

Laurus College is a private postsecondary institution licensed to operate in the State of Nevada by the Nevada Commission on Postsecondary Education, 2800 E. Louis Avenue, Las Vegas NV 89104, 702.486.7330.

Note: The State of Nevada requires students to meet its requirement for study of the Nevada and U.S. constitutions. Laurus College's POL 210 course fulfills this requirement.

Nevada Commission on Postsecondary Education
2800 E. Louis Avenue, Las Vegas NV 89104
(702) 486.7330 | https://cpe.nv.gov

<u>Accreditation</u>

Laurus College is accredited by the Distance Education Accrediting Commission. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency and is recognized by the Council for Higher Education Accreditation (CHEA).
The Distance Education Accrediting Commission
1101 17th Street NW, Suite 808, Washington, DC 20036
TEL: (202) 234-5100 | www.deac.org

Laurus College is recognized by the United States Department of Education to offer students enrolled in select programs Federal Student Financial Aid for those who qualify (see the "Student Funding" Section of this Catalog for the school's policies regarding financial assistance).

In-Residence Locations

1. Laurus College operates several in-residence locations which feature instructor workstations, administrative offices and computer labs. All in-residence locations operated by Laurus College are modern, well lit, air-conditioned, clean, and safe. Laurus College has an extensive Safety Policy that can be found on our website here: https://lauruscollege.edu/campus-safety/
2. Computer workstations located at each in-residence facility are internet connected and equipped with all software and peripherals students will need to login to their scheduled class and access the virtual classroom. Students may also bring their school-issued laptops onsite and use the College's high-speed internet connection.

3. While onsite, students will have access to a range of residential services, though not all services are available in person at every campus location. Some services are delivered virtually, while others are offered physically onsite. During their time onsite, students will be directed to the available residential services, which include academic advising with student services team members, career advising, graduate placement assistance, and community outreach activities. Students also have access to printers and copy machines at each location.

Individuals can contact the college at (805) 267-1690 or visit the website at www.lauruscollege.edu for more information.

In-Residence Campus	Address and Phone	Standard Operating Hours During Active Terms
Atascadero	8693 El Camino Real Atascadero, CA 93422 (805) 267-1690	Monday – Thursday 8AM – 5PM Friday 9AM – 4PM
Chula Vista	2300 Boswell Rd., Suite 170, Chula Vista, CA 91914 (619) 393-1300	Monday – Thursday 8AM – 10PM Friday 9AM – 4PM
Las Vegas	8965 S Eastern Ave, Suite 280 Las Vegas, NV 89123 (725) 214-9983	Monday – Thursday 8AM – 10PM Friday 9AM – 4PM
Oxnard	2351 Lockwood Street in Oxnard, CA 93036 (805) 267-1690	Monday – Thursday 8AM – 10PM Friday 9AM – 4PM
San Luis Obispo	81 Higuera Street, Suite 110 San Luis Obispo, CA 93401 (805) 267-1690	Monday – Thursday 8AM – 5PM Friday 9AM – 4PM
Santa Maria	411 East Betteravia Road, Suite 100-B in Santa Maria, CA (805) 267-1690	Monday – Thursday 8AM – 5PM Friday 9AM – 4PM
Santa Maria Administrative Offices	421 East Betteravia Road, Suite 100 in Santa Maria, CA (805) 267-1690	Monday – Thursday 8AM – 5PM Friday 9AM – 4PM

Accommodations can be provided for students wishing to access residential services and/or attend classes from an in-residence location outside its operating hours (Monday through Thursday) by contacting Student Services at studentservices@lauruscollege.edu or by calling (805) 267-1690.

Access to the Student Portal (https://mylaurus.lauruscollege.edu) is available 24/7. Technical assistance is available Monday through Thursday from 8 am to 8 pm and Friday from 9 am to 4 pm.

Technical Requirements

A minimum Internet connection of 5 Mbps (Megabits-Per-Second) 25 Mbps is recommended for students to participate in distance education. Students must also have a workstation that meets the following minimum requirements:

- An Intel i5 or i7 (AVP/AP) processor or compatible
- 8G RAM (16GB for IT and AVP/AP)
- 50GB free space on the hard drive (100GB)
- Open GL graphics card (VDM/DACA only)
- 3-button mouse
- Keyboard
- Video display (monitor)
- Windows 10 OS
- IE v10 or higher or Chrome browser
- Webcam
- 1 Available USB port for a headset (to be supplied by Laurus College)

All student computer workstations located at in-residence locations meet or exceed the above specifications. Students enrolled in a degree program are provided with a laptop computer that meets the specifications stated above as part of their technology package.

Important Notice for Students:

While the courses at Laurus College are designed to be mobile-friendly, including features like talk-to-text, it is important to note that students should not rely exclusively on their phones for completing coursework, including the first term. A laptop, desktop computer, or an equally appropriate device is essential for meeting the course requirements and learning expectations.

Additionally, please be aware that there are specific student funding requirements based on your program and funding source that must be met before a laptop is issued.

Technical Considerations

Laurus College provides laptops to ensure all students have access to the tools they need to succeed. However, certain programs, such as Audio Video Production (AVP) or Digital Arts and Computer Animation (DACA), may have additional technical requirements. Students who choose to use their own devices alongside the college-provided laptop should ensure their personal computers meet the specifications required for their enrolled program.

These program-specific technical requirements include hardware, software, and peripheral compatibility to support the specialized demands of these fields. For more details, please refer to the Technical Requirements Section of the Student Handbook.

ADMISSION TRANSFER CREDIT AND REQUIREMENTS

General Admission Requirements

Laurus College is committed to providing access to higher education for individuals who demonstrate the academic ability to succeed in a college environment.

Prospective students must have evidence of a high school diploma, or its equivalent. When documentation of high school completion is unavailable and no information is available from another source such as the school district or state department of education, a student may provide alternative documentation, such as a military DD Form 214 Certificate of Release or Discharge from Active Duty that indicates that the student is a regular high school graduate or equivalent.

Non-U.S. issued documents will be evaluated by an appropriate third party and translated into English (if applicable) at an additional cost to the prospective student. This additional fee will be waived for applicants who are either active or retired members of the U.S. military. Laurus College does not accept Ability-to-Benefit (ATB) students.

Prospective students must also demonstrate the ability to be successful in an online learning environment; and meet the technology requirements for participation in the program. A preliminary assessment of the student's system capabilities and of the student's ability to succeed in a distance education environment is conducted by way of their participation in an admissions interview using the same technology platform that courses are delivered through.

English Language Proficiency

Applicants with secondary or previous education in a foreign country must demonstrate English language proficiency. Proficiency may be demonstrated by submission of an acceptable TOEFL, TOEIC, or IELTS, or proof that the language of instruction for the secondary or postsecondary credentialing institution was English. Transcript evaluations may be completed on unofficial transcripts; however, official documentation must be received and verified before admission may be granted and the applicant may enroll.

A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS) or 44 on the PTE Academic Score Report.

International Students

Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction

must demonstrate college-level proficiency in English for admission. For an undergraduate degree, a minimum score of 57 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report.

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 approved by, but not affiliated with, Laurus College.

Please note: All courses at Laurus College are taught in the English language. Laurus College does not offer visa services.

F-1 Student Visa Enrollment Requirements

Students attending Laurus College on an F-1 Student Visa are required to enroll in courses at an in-residence location and must physically attend all classes at that location. In-residence students, including those on an F-1 Visa, will receive additional onsite support, which may include guest lectures, supplemental lab activities, and access to other resources. These support services are available to any student attending classes in residence and can also be accessed via our virtual classroom.

F-1 Visa students are further required to take all final examinations onsite at an in-residence location to comply with their visa requirements.

Further verification that the applicant meets minimum technology requirements is accomplished during the Operating System (OS) Orientation using remote system verification software. During this orientation, students are also asked to demonstrate competency with navigating and using the various technology platforms within the Learning Management System (LMS).

Admission Process

To apply for one of the associate or bachelor's degree programs at Laurus College, prospective students should contact the college to schedule an appointment with an admissions representative. All prospective students are required to complete a personal interview with one of the school's admissions representatives, submit an application, and complete and sign an enrollment agreement. Prospective students will receive a catalog upon their interview.

Once prospective students have applied to the College, they must also meet with an Academic Excellence Specialist (AES) to complete the AES workshop and meet with an IT Support Specialist to complete an Online Support appointment prior to the first day of class. Prospective students wishing to use financial aid are required also to meet with Student Funding to discuss funding options.

Prospective Students wishing to use their VA benefits to fund their education must submit all transcripts from prior colleges by the end of their first term of enrollment.

The Registrar and Evaluations Team is responsible for determining if an applicant has met all admission requirements of the catalog. Once all the required documents have been received and the admissions criteria met, the enrollment agreement is signed by the President or designee and a copy of the signed enrollment agreement is sent to the student along with their acceptance letter. In the event the prospective student does not meet the admissions criteria, the student will be notified in writing. Students accepted into the College are required to attend the New Student Orientation prior to the start of the new term. Students who are also military veterans are required to take a specific orientation geared for their success.

4. **Transfer Admissions**

Laurus College welcomes transfer students who have completed postsecondary coursework at other accredited institutions. The following conditions apply for transfer admissions:

Students must have a cumulative GPA of 2.0 or higher on all transferable college-level coursework.

A maximum of 75% of required credits may be transferred into a bachelor's program, and a maximum of 50% of required credits may be transferred into an associate program.

Only courses with a grade of "C-" or "70%" or better will be considered for transfer credit.

5. **Special Admissions Categories**

International Students:
International students must meet the same admissions criteria as domestic students, in addition to providing documentation for visa status and proof of English proficiency.

Returning Students:
Students who have been away from Laurus College for more than one academic year must reapply for admission and provide updated transcripts and documentation if applicable.

Veterans and Active-Duty Military:
Laurus College honors the service of veterans and active-duty military members. These applicants are required to submit military transcripts (such as the Joint Services Transcript) and all previous college coursework for evaluation of academic credit. The college also accepts CLEP and DSST exam results for college credit.

Non-Degree Seeking Students

Students who wish to take courses without pursuing a degree must submit an application and proof of high school graduation or its equivalent. These students are limited in the number of credits they may complete without enrolling in a degree program.

Admission Decisions

All applications are reviewed on a rolling basis. Admission decisions are communicated to applicants once all required materials are received and evaluated. Laurus College reserves the right to deny admission to any applicant who does not meet the stated admission requirements or whose academic record does not indicate a likelihood of success in the program.

Statement of Academic Purpose

Laurus College expects every student to pursue their education at this College for a valid academic purpose. We consider a student who exhibits the following characteristics not to be pursuing their educational program for a valid academic purpose.

❖ Student has earned a CGPA at or below 2.0 for undergraduate
❖ Student demonstrates overzealous behaviors toward Laurus employees
❖ Student purposely avoids participating in proctored examinations
❖ Has a pattern of limited, superficial or no participation in courses to meet the learning objectives of the course

Any student whom Laurus suspects is not attending for a valid academic purpose will be required to successfully complete the current Laurus College identity verification process. During the identity verification process, all FA disbursements will be suspended. If the student does not successfully complete the identity verification process, the following actions will be taken:

❖ Withdrawn from the College
❖ Reported to the Office of the Inspector General, US Department of Education
❖ If a student commits a Level Three Violation as defined by the Code of Conduct Policy, and exhibits any of the characteristics listed above, the student will be immediately dismissed from Laurus College with no chance for future enrollment. This decision may not be appealed to by the student.

Transfer Credit Policy

Laurus College is committed to offering a fair and equitable transfer credit policy for all students. We accept transfer credits for prior, postsecondary academic courses, military training, professional licenses, certifications, and other relevant training. The amount of credit that can be transferred depends on the student's chosen program of study and the college's residency requirements.

There are several types of credit for prior learning available to transfer students, including:

❖ Academic coursework completed at other institutions
❖ Military training
❖ Professional training (Licenses, Certifications, and Training Programs)
❖ Credit by examination
❖ Credit through Prior Learning Assessment (PLA)
❖ Laurus College will accept undergraduate transfer course work, credits by examination, military experience, and other non-traditional credits presuming the following criteria are met.

Academic Coursework

Academic Coursework includes courses that were completed at other educational institutions. To be eligible for credit:

❖ Transfer courses must be completed at an appropriately accredited institution.
❖ The coursework is substantively equivalent to Laurus College coursework.
❖ Proper, timely documentation is provided in the form of official transcripts.
❖ The grade awarded is equivalent to C- (1.67 on 4.00 scale) or above, or test score is equivalent to the requirement as outlined in the College Catalog.
❖ General education courses for transfer are no older than seven years (7) old at the time of enrollment, unless the Program Director examines for applicability to the Program Learning Outcomes of the student's program of study.
❖ Core courses must be less than 5 years old and be relevant to current practices in the industry.
❖ Courses taken through a foreign institution may also be eligible for transfer, following comparable guidelines. In lieu of a transcript, you must submit a course-level credential evaluation from an approved foreign credential evaluator. There is a fee of $150 for international transcript evaluations. *Note: This fee is waived for military veterans.* If you are applying to a program that requires completion of a prior degree, rather than seeking transfer credit, a transcript-level evaluation with GPA calculation is generally sufficient.

   Military Training

   Laurus College uses guidelines established by the American Council on Education (ACE) determine if military training and experience documented on a Joint Services Transcript (JST) warrant awarding academic credit.

   Professional Training (Licenses, Certificates, and Training Programs)

Laurus College uses guidelines established by the American Council on Education (ACE) to determine if certain training programs, certificates, and/or professional licenses warrant awarding academic credit.

Credit by Examination

Laurus College accepts credit by examination from the following provided the ACE recommended score is achieved:

- ❖ Advanced Placement® & International Baccalaureate®
- ❖ College Level Examination Program (CLEP)
- ❖ Defense Activity for Non-Traditional Education (DANTES)
- ❖ Excelsior College Examination
- ❖ Laurus College Proficiency Assessment (select courses only). Proficiency Assessments may only be attempted one time. For inquiries regarding this type of assessment, please contact the Registrar's Office.

Prior Learning and Assessment Policy

Laurus College recognizes that students may have previous knowledge and experience that may translate into academic coursework. Students may receive credit for previously acquired knowledge and learning experiences by submitting official documentation.

Laurus College uses Council for Adult and Experiential Learning (CAEL) guidelines for assessing prior learning. There are two types of Prior Learning: Sponsored and Unsponsored:

Sponsored prior learning: classroom-based learning and testing sponsored by an outside agency. Sponsored learning may include continuing education units and similar training.

Unsponsored or experiential prior learning: learning that relies on demonstrating applied experiences and knowledge. Unsponsored learning may include work-based knowledge through experience.

To earn PLA credit, a student must submit a PLA application form to the Registrar's Office. The application will identify the type of learning (sponsored or unsponsored) and the Laurus College course the student is interested in seeking credit for. After completing the application, the student is required to submit a portfolio that includes the Laurus College course syllabus, as well as a narrative and evidence documenting a student's expertise, related to the Laurus College course description and objectives. A Laurus College faculty member will be assigned to review the portfolio and determine whether credit is recommended. There is a fee of $150 for portfolio evaluations. Generally, it takes 2-3 weeks to complete a portfolio evaluation.

Transfer Credit Process for Students

Timelines & Fees

The Transfer Credit Evaluations Team evaluates transcripts of all previous college work to determine credit that is transferable toward the Laurus College degree program chosen by the student. Courses accepted for transfer credit must be relevant to the program of study and equivalent in both content and rigor / degree level.

A student may send copies of transcripts / documents during the initial admission stages to be evaluated. However, transfer credit will not be awarded until official transcripts are received by the Registrar's office. It is the responsibility of the student to provide official transcripts prior to registration to ensure that they are not registered in courses at Laurus for which they may receive transfer credit. A student who registers in a course that may be awarded later as transfer credit will not be issued a refund for that course in which he/she was enrolled prior to receiving official transcripts if the course proves to be unnecessary. Students or their prior institution(s) may be asked for a course syllabus or similar documentation to help evaluate a particular course. Failure to provide the requested documentation may prevent transfer credit from being awarded. Prospective students who provide false or altered admissions documentation to include transcripts for potential transfer credit will be denied admission to Laurus College with no chance for future enrollment.

There is no charge for the review of transcripts from institutions in the United States. International transcripts and portfolios are subject to a $150 evaluation fee.

Preliminary Transfer Credit Evaluation

Students seeking transfer credit may request a preliminary evaluation by using the online form or emailing evaluations@lauruscollege.edu.

Criteria for Considering Transfer Credit

All approved transfer credits are contingent upon receipt of official transcripts. Students are responsible for sending official transcripts and/or documents (including Joint Services Transcripts) to Laurus College. The Registrar must receive the official transcripts, prior to the end of the student's second term, to process the evaluation request. Here are the necessary steps for completing the transfer credit evaluation process:

❖ The student must submit a request for a transfer credit evaluation by emailing the Registrar at registrar@lauruscollege.edu.

- ❖ The student is responsible for sending official transcripts, copies of certifications, Advanced Placement® test scores, and/or other documentation of college-level learning to Laurus College.
- ❖ The Registrar will review the student's request, along with the documents provided, and prepare a Transfer Credit Evaluation Form (TCEF).
- ❖ All potential transfer credits will be evaluated objectively, through fair and equitable practices and procedures, by trained staff. Criteria for acceptance include:
- ❖ The credits were completed at an appropriately accredited institution.
- ❖ The credits and/or experiences are compatible in content, scope, and rigor to the appropriate course in the student's program of study.
- ❖ The course has already been completed and the student earned a C- or higher.
- ❖ The potential transfer credits must not be remedial or developmental.
- ❖ Credits for transfer do not exceed a maximum of 75 percent of the credits required for a degree. Credit awarded for experiential or equivalent learning cannot exceed 25 percent of the credits required for a degree.
- ❖ Courses for transfer must have been completed within the policy timeline.
- ❖ Credits that appear as transfer credit on an official transcript will be considered, provided the course content and date of completion meet Laurus College's transfer guidelines.

Transfer credit will only be awarded for courses that apply toward the student's current program of study. If the student's program of study changes after submitting the transfer credit review request, the student must submit a request for program change and ask to have their transcripts evaluated again for their new program.

Trained staff complete the TCEF and make a final determination on transfer credit to be awarded.

The Registrar sends a notification email to the student informing them of the results of the transfer credit evaluation.

Appeal of Transfer Credit Evaluation

A student who does not agree with the initial transfer credit evaluation may request a secondary review through the Academic Director of their degree program. Students should send an email to appeals@lauruscollege.edu with their name, a copy of the evaluation and description of the request within 10 business days of receiving the evaluation.

Transferability of Laurus College Credit

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 degree you earn in the educational program is also at the complete discretion of the institution to which you may

seek to transfer. If the degree that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 credits or degree will transfer.

Laurus College does not currently have any articulation or transfer agreements in place with other colleges or universities.

Program Changes / Additional Degrees

Students may request a change of program of study by submitting a formal request to Student Services by emailing studentservices@lauruscollege.edu.   The request must include a clear and compelling *academic rationale* for the change, demonstrating how the new program aligns with the student's academic goals and career aspirations. The rationale must articulate a *true academic purpose* for the program change, distinct from the desire to extend financial aid eligibility or avoid Satisfactory Academic Progress (SAP) requirements. Program changes are not automatically approved and will be evaluated based on factors such as academic standing, successful completion of relevant coursework, demonstrated aptitude in the requested program area, availability of space in the requested program, and the student's overall academic history. Changes made solely for the purpose of avoiding Satisfactory Academic Progress (SAP) requirements, or without a *true academic purpose*, will not be approved. Students must be in Good Standing to be eligible to change programs. All approved program changes require a new enrollment agreement. General education courses for transfer must be no older than seven (7) years old at the time of enrollment, unless the Program Director examines applicability to the Program Learning Outcomes of the student's program of study. To inquire about a program change, students should notify their Student Services Advisor by emailing studentservices@lauruscollege.edu.

Tuition and Fees

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 prior to the changes taking effect. If a student needs to retake a course due to withdrawal or failure, the student is financially responsible for the retaken course at the current tuition rate, which increases the total program cost.

Program Tuition and Fees

Degree / Program Title	Quarter Credit Hours	Registration Fee	Technology Package	Program Fees**	CE Fees	Tuition	Total Program Costs*
OA Healthcare Management	100	$100	$2,750	$2,000	N/A	$40,000	$44,850
AS Audio Video Production	100	$100	$7,500	$2,000	N/A	$40,000	$49,600
AS Business Administration	100	$100	$2,750	$2,000	N/A	$40,000	$44,850
AS Cyber Security	100	$100	$2,750	$2,000	N/A	$40,000	$44,850
AS Information Technologies and Network Systems	100	$100	$2,750	$2,000	N/A	$40,000	$44,850
AS Visual Design and Multimedia	100	$100	$2,750	$2,000	N/A	$40,000	$44,850
AS Web Design	100	$100	$2,750	$2,000	N/A	$40,000	$44,850
BS Audio Production	190	$100	$7,500	$3,800	$3,000	$76,000	$90,400
BS Business Systems Management	190	$100	$2,750	$3,800	$750	$76,000	$83,400
BS Digital Arts and Computer Animation	190	$100	$2,750	$3,800	$750	$76,000	$83,400
BS Information Technology Systems Management	190	$100	$2,750	$3,800	$750	$76,000	$83,400
BS Web Design and Development	190	$100	$2,750	$3,800	$750	$76,000	$83,400

Total Program Costs: Includes tuition for the full degree program, assuming no transfer credits. All courses are 5 quarter credits. Tuition for one course is $2,000, plus a program fee of $100 per course. For the first term, costs include the Registration Fee and Technology Package.

General Fees

- **Official Transcript Request Fee**: $15 per transcript
- **Returned Check Charge**: $30
- **STRF Fee**: $0.00 per every $1,000 (rounded to the nearest $1,000)

Students are responsible for total program costs. If financing with a student loan, repayment includes principal plus interest.

Other Charges

Laurus College may offer optional events and items for purchase at student expense. No other mandatory expenses are required beyond the listed tuition and fees.

Cost of Attendance

Laurus College does not offer student housing. Estimated monthly costs:

- Living at home: $1,242
- Living independently: $2,387

Payment Schedule

Tuition payments are due as per indicated on the enrollment agreement. Returned tuition checks may result in class withdrawal and a return check fee. Multiple NSF checks may require payments via cashier's check, cash, or money order.

Students attending through Workmen's Compensation or Veteran's Affairs should coordinate payments with their Vocational Rehabilitation counselor.

ACADEMIC INFORMATION AND POLICIES

Academic Calendar

2025 Academic Calendar				
Term Name	Term Start	Last Day to Drop / WD	Term End	Days in Term
Winter I	12/30/2024	1/3/2025	1/31/2025	34
Winter II	2/3/2025	2/7/2025	3/7/2025	34
Spring I	3/10/2025	3/14/2025	4/11/2025	34
Spring II	4/14/2025	4/18/2025	5/16/2025	34
Spring III	5/19/2025	5/23/2025	6/20/2025	34
Summer I	6/30/2025	7/4/2025	8/1/2025	34
Summer II	8/4/2025	8/8/2025	9/5/2025	34
Fall I	9/8/2025	2/12/2025	10/11/2025	34
Fall II	10/13/2025	10/17/2025	11/14/2025	34
Fall III	11/17/2025	11/21/2025	12/19/2025	34

Holiday Schedule-

New Year's Day (1/1/2025), Martin Luther King Jr. Birthday (1/20/2025), Memorial Day (5/26/2025), Juneteenth (6/19/2025), Independence Day (7/4/2025), Labor Day (9/1/2025), Constitution Day (9/17/2025)**, Veteran's Day (11/11/2025), Thanksgiving (11/27-11/28/2025), Christmas Holiday (12/24-12/25/2025).

**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.

Academic Year for Students Receiving Federal Student Aid

All Federal Student Aid (FSA)-eligible students are awarded by the academic year. The academic year at Laurus College consists of 30 weeks.

FSA awards are scheduled and posted to your account prior to each payment period. The payment period is 10 weeks in length, comprised of two five-week sessions. A total of 3 awards will be disbursed each academic year.

This disbursement process ensures that Laurus College is following FSA requirements, and that students receive their financial aid in a timely manner to cover tuition and other expenses for each payment period.

For questions regarding the disbursement process or additional financial assistance opportunities that may be available to you, please contact the Laurus College Student Funding office at 805-719-6552.

For more information about FSA programs, see www.studentaid.ed.gov or call the FSA Information Center at 1-800-4-FED-AID (1-800-433-3243).

Weekly Course Schedule

The following schedule outlines the typical weekly structure for each term. Courses combine synchronous (live, instructor-led) sessions with asynchronous (independent) learning activities to provide a flexible and engaging learning experience. Students enrolled in our in-residence support also have that hyflex option available to them at any of our in-residence locations.

Day of the Week	Scheduled Activity	Details	Time Slot Options

Monday	Instructor-led Session (Synchronous)	Weekly kickoff, meet the instructor, first lecture.	8:00 am, 11:00 am, 2:00 pm, 5 pm, 7:35 pm
Tuesday	Independent Learning Time (Asynchronous)	Readings, assignments, and coursework at students' own pace.	N/A
Wednesday	Instructor-led Session (Synchronous)	Interactive discussion or applied learning activity.	8:00 am, 11:00 am, 2:00 pm, 5 pm, 7:35 pm
Thursday	Instructor-led Session (Synchronous) & Faculty Drop-In Hours	Additional lecture. Optional faculty drop-in hours for questions (not recorded).	8:00 am, 11:00 am, 2:00 pm, 5 pm, 7:35 pm (for lecture); Drop-in hours vary
Friday	Independent Learning Time (Asynchronous)	Coursework, projects, self-paced learning.	N/A
Saturday & Sunday	Independent Learning Time (Asynchronous)	Continued coursework, projects, self-paced learning.	N/A

Registration Process

Course Registration Overview

Laurus College offers a diverse range of courses each term across multiple programs. Detailed course offerings, time slots, and registration windows for each academic term can be found in the in the above table.

Guidelines for Selecting Courses

- Students may enroll in up to **2 courses** during each 5-week term, provided they select courses scheduled at **different times**.
- The course schedule aligns with the structure of synchronous learning on **Wednesdays** and optional **drop-in hours on Mondays**, as detailed in the previous table.

Ensure that course selections fit into your overall degree plan and meet any prequalification requirements.Course Registration Overview

At Laurus College, we are committed to simplifying the registration process, ensuring that students can focus on what matters most —their education.

The process begins when students initiate contact with the college, either by calling or visiting in person. During this initial interaction, students will meet with an Admissions Representative who will provide a comprehensive overview of the available programs, helping them make an informed decision about their academic path.

Once you've selected your program of study, you won't need to register for individual classes each term. Every program at Laurus College has a pre-designed course schedule and while the exact order of your classes may vary depending on availability and capacity, your schedule will be carefully planned and ready for you so you can focus on enjoying your learning experience.

Following program selection, students will choose their primary live class time, as well as a secondary backup time.

Available class times are as follows:

- 8:00 AM
- 11:00 AM
- 2:00 PM
- 5:00 PM
- 7:35 PM

The backup time offers flexibility in case a course is unavailable at the preferred time, allowing students to have a contingency plan.

To accommodate varying schedules, all live classes are recorded. This ensures that students who cannot attend a class in real time can access recorded sessions at their convenience.

As part of the registration process, you'll be connected with a Student Funding Coordinator who will guide you through financial aid and funding options, ensuring you have the support needed to finance your education.

You'll also be scheduled for an Online Support (OS) appointment, where you'll meet with IT Support and an Academic Excellence Specialist (AES) appointment. These sessions ensure you're fully prepared with the technical tools and academic resources necessary for success.

Before term begins, you'll receive an email with all the essential details, including course information and login credentials, to help you get started smoothly. After your first term, a follow-up email will be sent during week four, providing information about your next course, class

schedule, and instructor. This proactive approach ensures you're always informed and ready to progress confidently through your program.

Once the registration process is complete and any necessary financial aid is addressed, students are fully prepared to begin their program. There are no additional registration requirements unless there is a change to the student's program.

This streamlined process is designed to provide a smooth, efficient registration experience, allowing students to focus on their academic success with confidence.

Laurus College Credit Hour Policy

Laurus College students are awarded quarter credits for classes based on the Federal Definition of a Credit Hour and accreditation standards. Laurus College courses are structured in 5-week terms, aligning with a quarter credit system. For a typical 5-quarter credit class, students are expected to engage in various instructional activities that total approximately 30 hours per week, combining direct engagement, academic preparation, and application coursework.

Participation and Substantive Interaction

Attendance and Academic Interaction

In accordance with the Laurus College mission to offer programs aligned with employability skills for the job market, Laurus students must follow a policy of regular attendance, academic interaction, and punctuality in their course, including meeting weekly deadlines for student work. This policy helps students to receive the maximum benefit from their programs and to hone the work habits that are highly valued by employers.

Students enrolled in Laurus College courses are expected to initiate and then maintain ongoing, consistent course engagement to meet student learning outcomes and comply with Federal Regulations, including attendance. In alignment with Federal Regulations, logging in to an online class is **not sufficient**, by itself, to demonstrate academic attendance by the student

Demonstrating an ongoing online presence takes various forms and each course at Laurus College is built to facilitate this. A student's active attendance, to be counted as Regular and Substantive Interaction may include, but is not limited to

- taking quizzes or exams online,
- posting substantively to discussion forums,
- submitting assignments

All courses are offered in a five-week term format. During week 1, students are required to meet the attendance and interaction policy or be administratively canceled from the course. During

Week 1, students are required to establish attendance by logging into each course within seven calendar days of the term start date AND submitting an item which is graded in the course.

In-residence students must meet the Attendance and Substantive Interaction policy and in addition, to qualify as in-residence, must attend at least one Wednesday or Thursday session during the term at an in-residence location.

Students who fail to meet attendance requirements within the first seven calendar days of the term start date will be administratively canceled from the course(s). Students who registered as in-residence and who fail to meet the in-person requirement but meet the online requirement will have their registration changed to online.

From week two (2) on, students must show academic engagement and participation as noted in the Attendance and Academic Interaction Policy. Beginning in Week 2 and throughout the remainder of the course, attendance will be tracked using the tools within the learning management system and monitored by faculty. Throughout the term, students must participate in such a way as to ensure successful completion of the course by the end of the term (i.e., regularly submit assignments by the designated due date and continue to interact with other students and the course instructor), abiding by the requirement outlined in each course syllabus. This means that bulk assignment submissions are not permitted.

Students who are using VA funding are required to attend onsite for a minimum of one (1) 50-minute class session during the term to be considered "In-Residence" for determining a student's Basic Allowance for Housing (BAH). All attendance records will be verified by the school. Should a student fail to meet this minimum requirement, that student will be certified as "online" for that term by the institution's School Certifying Official (SCO). 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. Students attending school through a third-party organization should contact their Vocational Rehabilitation Counselor and their instructor to inform them of any absence from class.

Attendance is measured on a course-by-course basis. Therefore, attendance in one course has no impact on attendance in another course in the same term. Students who do not post attendance for a 14 calendar-day period will be administratively withdrawn from the course, resulting in a grade of W recorded on the student's academic transcript. Students who have no current courses remaining after being administratively withdrawn from their courses for the term are therefore administratively withdrawn from the institution.

Course acceleration is not permitted. Submitting work prior to its due date (accelerating) and going inactive for 14 calendar days is still a lack of interaction in the course and an administrative withdrawal will be initiated according to the Withdrawal Policy. If withdraw is an option, it will

result in a grade of W recorded on the student's transcript. Students who are past the course withdrawal date will earn an "F". The following are examples of attendance activity within the course. Submission of:

- ❖ Assignments
- ❖ Quizzes
- ❖ Exams
- ❖ Final Projects and Portfolios
- ❖ Substantive and Relevant Discussion Posts and Replies

Appeals to be reinstated are not permitted unless a system error occurred. Individual instructor course policies or exceptions do not supersede the College policy.

Substantive Interaction

At Laurus College, substantive interaction is key to fostering a deep understanding of course material and engaging with your classmates and instructors. Substantive interaction involves making meaningful, sustained contributions to course discussions. Typically, this means you will write an initial post in response to a discussion question and follow up with at least two replies to fellow students or the instructor. Each of these posts should present a central idea, personal insight, or independent response that adds value to the conversation. The usual length of each post ranges from 75 to 150 words, but this may vary based on the course requirements.

The goal of substantive interaction is to enhance the collective understanding of the topics being studied. This means your posts should be thoughtful and contribute to a continuous, linked conversation with others in the course. While you are not required to use APA style for paraphrasing, proper acknowledgment of sources is mandatory, and APA style should be used for direct quotations.

You are encouraged to begin engaging with your peers and instructors as early as possible each week. By actively participating in these discussions, you will not only deepen your understanding of the subject matter but also build connections within the academic community at Laurus College.

Academic Engagement Monitoring

Students must meet the requirements of the Attendance and Substantive Interaction policy. Students that exhibit a pattern of limited or superficial coursework (submitting 50% or less of the academic work and/or only posting in the discussion forums or taking quizzes) may be reviewed.

Laurus College Late Assignments Policy

1. Extensions for Late Assignments (with Prior Notification):

If a student notifies the instructor before the assignment is due and receives approval, they may submit the assignment up to 7 days late for full credit. The new due date will be agreed upon by the student and instructor, but it cannot extend beyond 7 days from the original due date.

2. Late Submission Penalty (without Prior Notification):

If an assignment is submitted late without prior notification, a 5% grade penalty will be applied for each day it is late. For example:

- 1 day late: maximum grade is 95%
- 2 days late: maximum grade is 90%

The maximum penalty is 70%, and no assignments will be accepted more than 7 days after the original due date.

Academic Delivery Methods

100% Online Programs and Courses

The 100% online programs and courses offer the ultimate flexibility for students who need to balance their studies with other commitments. These programs are designed to provide the same rigorous academic experience as the on-campus offerings, but with the convenience of accessing coursework from anywhere in the world. Students can engage with course materials, participate in discussions, and complete assignments entirely online, allowing them to learn at their own pace and on their own schedule. This delivery method is ideal for those who require a high degree of flexibility due to work, family, or other personal responsibilities.

HyFlex Delivery and Courses

The HyFlex (Hybrid-Flexible) programs and courses provide a versatile learning experience that combines the best of both online and in-person education at one of our in-residence locations. Students enrolled in HyFlex courses have the option to attend classes in person, participate online in real-time, or engage with recorded sessions at their convenience. This model supports diverse learning preferences and schedules, offering students the freedom to choose how they engage with the course material each week. Whether preferring the structure of a traditional classroom, the flexibility of online learning, or a mix of both, HyFlex courses are designed to accommodate various needs and help students succeed.

Students who live within the vicinity of one of Laurus College's In-Residence locations have the option of enrolling as an In-Residence student. All In-Residence students may choose to attend their courses either onsite or remotely.

Veteran students who are enrolled as in-resident students are required to attend onsite for a minimum of one (1) 50-minute class session during the term to be considered "In-Residence" for determining a student's Basic Allowance for Housing (BAH). Should a student fail to meet this minimum requirement, that student will be certified as "online" for that term by the institution's School Certifying Official (SCO).

Definition of a Term

A term is a scheduled five-week period in which students must complete all courses they are enrolled in. Terms begin on the second Monday of each month. The academic week runs from Monday to Sunday, ending at 11:59PM Pacific Time. Students at Laurus College have access to Moodle, Laurus College's learning management system (LMS) through which they can access courses 24/7 during the five-week term. Laurus College measures programs and courses in quarter credit hours. Each course within the program is acceptable for full credit within the respective degree programs. Students who are granted an Incomplete for a course at the end of the term will be granted an additional 14 days (about 2 weeks) of course access. Students will be granted "view only" access to their courses through the Sunday after the term end date. This access allows students to review final course feedback from their instructors. In addition, 180 days of "view only" access will be granted for all courses after the term end date.

Enrollment Status

Open Electives

Open electives are courses that extend beyond degree specific requirements and can be fulfilled by any course of the same credit value. Credits from Prior Learning Assessment (PLA) can be used as open electives. Open electives are college-level credits that are used to reach the overall total program credit hours required for graduation.

Course Grades and Grading Policy

A numerical grade is awarded for each assignment and milestone in a course and course grades are computed using these numerical grades. Each course contains a notice of how the course grade is computed. Laurus College awards a letter grade for each course for which grade points are earned, based on the four (4)-point scale. Grades of I and W are not calculated in the grade point average (GPA). 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, practical application projects, attendance, quizzes, and exams as indicated on the course syllabus. The Cumulative Grade Point Average (CGPA) is calculated as a weighted average. For each course, the credit hours are multiplied by the quality points. The result is summed up and divided by the total credit hours to yield the CGPA.

Letter Grade	Quality Points/Definition	Numeric Grade
A	4.0	95-100
A-	3.7	90-94
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
D+	1.3	67-69
D	1.0	60-66
F	0.0	59 and Below
W	Withdraw	*
I	Incomplete	*
IF	Incomplete Fail	*
TR	Transfer Credit	*
AU	Audit	*
PR	Proficiency/Life Credit	*
RF	Repeat Fail	*

Incomplete (I) Policy

If a student does not complete a course within the 5-week term due to extenuating circumstances, he/she may request an incomplete from the instructor. To be eligible for an Incomplete, a student must have completed at least 50% of the required work for the course. An Incomplete must be requested by the student in writing to their instructor and made 48 hours before the course end date. An Incomplete may only be awarded for extenuating circumstances which prevent a student from completing a course. If the instructor grants the request for an (I), a student will then have an additional fourteen (14) days from the course end date to complete the course and earn a grade. A grade of (I) will be assigned and will remain in the student academic record until the final grade posts or until the end of the fourteen (14) day incomplete period. At the

end of the additional fourteen (14) days, any remaining (I) incomplete course requirements will be awarded a grade of zero and averaged into the final grade. No additional time can be granted. The final grade will remain on the transcript.

Program Plan

Our programs are designed with flexibility in mind to meet the diverse needs of our student population, including working professionals and military-affiliated learners. While there is no prescribed course sequence, the curriculum is intentionally structured with prerequisite courses serving as academic guardrails. These prerequisites ensure that students have the foundational knowledge and skills necessary to succeed in each course, regardless of the order in which they progress through the program.

Key Features:

Flexible Progression: Students have the ability to select courses based on their schedules, career goals, and personal interests, allowing for customized pathways through the program.

Prerequisite Alignment: Courses with advanced concepts or specialized content require completion of designated prerequisite courses. This structure protects academic rigor and supports student success by ensuring readiness for complex material.

Competency-Based Approach: Our program reinforces the development of essential competencies and employability skills throughout the curriculum, building on knowledge progressively as students advance.

Advising Support: Academic advisors work closely with students to develop individual education plans that honor prerequisites while offering maximum flexibility, ensuring timely degree completion.

This balanced approach provides students with both the freedom to tailor their learning experience and the structure necessary to ensure mastery of essential content at every stage of their academic journey.

Program Plan Example: The following is an example of the sequence of classes a student may follow to complete the Business Administration Associate of Science degree program in the planned time frame. Each student's course progression may be different based on course availability in a specific term and the student's schedule and availability.

Quarter	Course Code	Course Title	Weeks	Credits	Courses

1	ENG 100	English Composition I	10	10	2
	PSY 140	Introduction to Psychology			
2	HUM 200	World History	10	10	2
	MTH 101	Introductory Algebra			
3	PHY 200	Physical Science	10	10	2
	BUS 100	Introduction to Business			
4	LAR 105	Introduction to Word Processing	10	10	2
	ACC 120	Financial Accounting			
5	BUS 140	Introduction to Spreadsheets	10	10	2
	BUS 150	Entrepreneurship			
6	BUS 160	Digital Presentations	10	10	2
	BUS 210	Principles of Management			
7	MKT 220	Principles of Marketing	10	10	2
	HRM 230	Human Resources			
8	LAW 240	Business Law	10	10	2
	PMT 255	Project Management			
9	FIN 260	Personal Finance	10	10	2
	LAR 100	College Orientation			
10	CIS 101	Emerging Technologies	10	10	2
	WDD 110	Digital Graphics			
			100	**100**	**20**

Earning an Associate Degree While Enrolled in a Related Bachelor's Degree Program

Laurus College is committed to recognizing all significant academic milestones achieved by its students. Students matriculated in a bachelor's degree program who have fulfilled all specific requirements for an associate degree may formally apply to have that associate degree conferred and awarded. The associate degree may be awarded prior to or concurrently with the awarding of the related bachelor's degree.

To be eligible for the awarding of an associate's degree while enrolled in a bachelor's degree program, a student must:

- Be an active, matriculated student in a related bachelor's degree program at Laurus College.

- Have successfully completed all course, credit, and program-specific requirements for the intended associate degree as outlined in the College Catalog. This includes all general education, major, and elective requirements.
- Have completed a minimum of 50 credits at Laurus College that are applicable to the associate's degree.
- Have earned a cumulative GPA of 2.00 or higher for all coursework applicable to the associate degree.
- Be in good academic and financial standing with the College at the time of application.

Procedure

1) Students who believe they have met the eligibility requirements should schedule a meeting with their Student Advocate to review their progress.
2) The student and their advocate will run a degree audit for the specific associate's degree to confirm that all requirements have been satisfied.
3) The student must submit an "Application for Graduation" for the associate degree by the published deadline for the term in which the degree is to be conferred.
4) The Office of the Registrar will review the application and the student's academic record to verify the completion of all degree requirements.
5) Upon successful verification, the associate degree will be officially conferred at the end of the term. The awarded degree will be posted to the student's official academic transcript, and a diploma will be issued.

Important Considerations

Financial Aid: The awarding of a degree may have implications for future financial aid eligibility. Students are strongly urged to consult with the Office of Student Funding to understand any potential impact before applying for the associate degree.

Commencement: Students who are awarded an associate degree are eligible to participate in the College's commencement ceremony for that academic year. Participation in this ceremony does not preclude a student from participating in a future ceremony upon completion of their bachelor's degree.

Program of Study: This policy applies to associate degrees that are part of a student's defined educational pathway toward a bachelor's degree. It is not intended for the awarding of multiple, unrelated degrees.

Student Identity Verification Policy

At Laurus College, we are committed to upholding the integrity of our online education programs while maintaining a supportive environment for our students. Ensuring that students are accurately identified and completing their own coursework is essential for maintaining academic standards and fairness.

Our Student Identity Verification Policy incorporates a combination of tools, practices, and technologies to achieve this balance. This policy adheres to federal regulations regarding the verification of student identity while respecting students' diverse needs and minimizing undue stress.

Policy Objectives

1. **Ensure Academic Integrity**: Verify that enrolled students are completing their coursework and assessments.
2. **Foster a Supportive Learning Environment**: Minimize student anxiety through flexible, non-invasive identity verification measures.
3. **Comply with Regulations**: Meet federal and accreditation requirements for online student identity verification.

Identity Verification Methods

1. Initial Identity Verification

All students must present a valid government-issued photo ID at the time of enrollment. Identity is verified prior to issuing access to institutional systems.

2. Ongoing Verification and Secure Access

Students access all academic systems using secure login credentials and mandatory two-factor authentication (2FA). Credentials must not be shared under any circumstance

3. Faculty Interaction as Verification

Faculty conduct multiple weekly synchronous video sessions with camera-on policies in place, fostering familiarity with student work and communication styles. These sessions, along with ongoing discussion, project feedback, and assignments, allow instructors to monitor authenticity throughout the course.

4. Assessment Integrity

Laurus courses prioritize authentic, project-based assessments. In cases where a submitted assignment significantly deviates from a student's typical performance, faculty may initiate a formal discrepancy review. If appropriate, the student may be required to complete a future or repeated assessment under approved proctoring conditions. This approach is not punitive and is designed to ensure fairness and academic honesty.

5. Targeted Proctoring

Proctoring is not standard but may be required on a case-by-case basis following documented review and administrative approval. In such instances, students are notified in writing and provided with clear instructions.

Student Responsibilities

Students are required to:

- Maintain the confidentiality of their login credentials.
- Complete all coursework and assessments themselves.
- Notify the college immediately if they suspect unauthorized access to their LMS account.

Supportive Measures for Students

To ensure that identity verification does not add unnecessary stress:

- **Flexible Verification Options**: Students can complete video submissions or live check-ins at times that suit their schedules.
- **Clear Instructions**: Guidance is provided for all identity verification tools and processes, along with access to technical support.
- **Non-Punitive Discrepancy Resolution**: If a discrepancy arises (e.g., flagged work), students are given the opportunity to explain and demonstrate their knowledge through additional submissions or conversations with faculty.

Compliance and Privacy

Laurus College is committed to protecting students' privacy. All personal information and verification data are securely stored in compliance with FERPA regulations. Verification methods are designed to be minimally invasive while meeting academic integrity standards.

Policy Enforcement

Failure to comply with the Student Identity Verification Policy may result in:

- A review of the student's submitted coursework.
- Additional academic integrity measures, such as oral assessments.
- Disciplinary action, up to and including dismissal, for confirmed violations.

Academic Overload

An academic load of one to five (1-5) credit hours per term is considered a regular load for undergraduate students at Laurus College. In rare occasions, a student might feel they are capable of and desire to take additional classes simultaneously, thus creating an Academic Overload. If a student wishes to register for more an overload, they must have met the following conditions and requirements:

- o Completed a minimum of 5 quarter credit hours at Laurus College in the last 12 months; AND
- o Earned a cumulative grade point average (CGPA) of at least 3.00; AND
- o Met all the requirements outlined in the Academic Overload form.

- ❖ Further conditions:
  - o No student will be authorized to enroll in classes creating an academic overload during the time that an issue of academic misconduct is being reviewed.
  - o No student will be authorized to enroll in classes creating an academic overload for 12 months following a sanction for academic misconduct by any college committee, Program Dean or Chair, or their designee.
  - o Students may not enroll in more than 15 quarter credit hours in any given quarter (10-week period).
  - o Previously attempted courses with a final grade of F (fail) cannot be included in an academic overload term.

Procedures for Requesting an Academic Overload

To request an academic overload, students should contact their Student Advocate to initiate this process. Part of this process is any potentially approved requests for academic overload will also be reviewed by the Office of Student Funding.

Satisfactory Academic Progress

To maintain eligibility for federal financial aid and remain in good academic standing, Laurus College requires all undergraduate students to meet specific quantitative and qualitative Satisfactory Academic Progress (SAP) standards. Satisfactory Academic Progress (SAP) is the minimum standard a student must achieve to be considered successfully progressing through their program of study in a timely manner. Students must maintain satisfactory academic progress (SAP) in order to remain eligible to continue as regular students of the College and to retain eligibility for Federal Student Aid (FSA). A regular student is one who is enrolled for the purpose of receiving a degree.

These standards apply to a student's entire academic record at Laurus College, including all credit hours applied to the student's program transferred to Laurus College from another school. At each SAP evaluation point, the student's progress will be measured against the minimum SAP standards for CGPA, rate of progression, and maximum timeframe.

SAP is determined by calculating the student's cumulative grade point average (CGPA), the student's rate of progression toward completion of the academic program, and maximum timeframe for completion of the academic program. Please see the table below to determine specified rate of progression requirements for each evaluation point. These standards apply to all students, not just those receiving FSA. All periods of a student's enrollment at the College are used in determining SAP (although only courses that count or would count toward the new program are used when a student change programs). All undergraduate students must have a minimum cumulative GPA (CGPA) of 2.0 in order to graduate from any program.

Students who are not achieving satisfactory academic progress will receive written notification of the change in their SAP status and any sanctions that have occurred. Sanctions for not meeting the minimum SAP standards consist of being placed on probation and dismissal status, which affects the student's continued FSA eligibility. Students will be notified of the requirements and instructions to appeal (see SAP Appeal Process below) and be reinstated after a loss of FSA eligibility due to SAP reasons.

Calculation of Satisfactory Academic Progress

SAP is evaluated annually every six terms. Students will be evaluated at the end of the first six consecutive terms of enrollment (typically 30 weeks), followed by each period of six consecutive terms of enrollment. Attempted courses include all non-developmental undergraduate courses (first-time or repeat courses) a student is enrolled in on the eighth day of a class session, courses credited as the result of passed proficiency exams and courses transferred to Laurus College that are part of the student's declared program. Undergraduate students must have a 2.0 CGPA to graduate.

Calculation of the CGPA includes all grades assigned the student by the college for the program enrolled with the exception of grade assignments of W, I, AU, TR, PR or RF. Non-credit or remedial course work is not included in CGPA or completion rate. The cumulative grade point average (CGPA) for each evaluation period is calculated on courses taken at Laurus College. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted.

The calculation of the completion rate includes all credits attempted and credits accepted for transfer to the program enrolled with the exception of courses assigned an AU. Credits earned include credits for the program enrolled earned at the college and credits accepted for transfer.

In the event a student changes programs, the hours attempted, and grades earned in courses that apply to the student's new program of study will be included in the determination of a student's CGPA and completion rate.

Maximum Timeframe

Students are given a maximum time frame of 150 percent of the published program length to complete their declared program. For example, if a student must earn 100 quarter credit hours to complete their declared associate degree, the student must earn (complete) those 100 quarter credit hours while attempting no more than 150 quarter credit hours overall. (100 credit hours * 1.50 = 150 credit hours)

All attempted courses count toward the maximum time frame for program completion. Attempted courses include all non- developmental undergraduate courses (first-time or repeat courses) a student is enrolled in on the eighth day of a class session, courses credited as the result of passed proficiency exams and courses transferred to Laurus College that are part of the student's declared program. If at any point it becomes evident that a student cannot mathematically complete the program within the 150 percent time frame, the student will be withdrawn from Laurus College and is no longer eligible for Title IV funding. If the student has an alternative method of payment, the student may appeal the academic standing.

Evaluation Schedule

SAP is evaluated annually every six terms. Students will be evaluated at the end of the first six consecutive terms of enrollment (typically 30 weeks), followed by each period of six consecutive terms of enrollment. At each SAP evaluation point, the student's progress will be measured against the minimum SAP standards for CGPA, rate of progression, and maximum timeframe.

CREDIT HOURS ATTEMPTED AT EVALUATION	MINIMUM CGPA	MINIMUM COMPLETION OF CREDITS ATTEMPTED
30 credit hours attempted	1	50%
31-59 credit hours attempted	1.5	60%
60 credit hours attempted to 150% of program	2	66.67%

Academic Early Intervention Program

Our Early Intervention Program is designed to provide proactive support to new students and foster their academic success from the earliest point of their college journey. As a formal checkpoint, after a student completes their second term, our Student Academic Excellence support team conducts a preliminary review of their academic progress. This early assessment allows us to identify students who may be experiencing academic challenges or who could benefit from additional resources and support services.

Important Note: This preliminary review is not a Satisfactory Academic Progress (SAP) check for federal financial aid purposes. SAP checks are conducted at the end of each loan period as required by federal regulations. Our Early Intervention Program is an academic outreach initiative aimed at providing timely support to students, independent of financial aid SAP evaluations.

By reaching out to these students early on, we can offer assistance such as tutoring, academic advising, study skills workshops, and other personalized support strategies. This proactive approach aims to help students stay on track with their academic goals and ensure they have the tools and resources they need to thrive at our institution.

SAP Appeal Process

A student who is not making SAP and who believes that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress may appeal by written request. Mitigating circumstances may include injury or illness of the student, the death of a

relative, or other special circumstances. The written appeal must be submitted within five business days after notification of dismissal. The appeal should explain the circumstances that lead to the student's poor academic performance, including supporting documentation, and what has changed in the student's situation that will allow him or her to meet the minimum SAP standards at the next evaluation. The student should also provide a timeline of when the circumstances occurred and what classes were affected. The student will be notified in writing of the appeal decision within five business days of its submission, or the grades being posted for the term, whichever is later.

When the College grants a student's appeal for unusual and/or mitigating circumstances, it is not eliminating or disregarding any grades or credits attempted in the calculation of a student's SAP standing. The student's credits attempted, CGPA, and SAP standing will remain the same. When an appeal is granted, the College is acknowledging that, because of the specified unusual circumstances, the student will continue to receive FSA for which he or she is otherwise eligible even though he or she falls below the published SAP standard in the Probation status. The appeal process will also consider the point where the student will be able to meet the minimum SAP standards and if an Academic Improvement Plan is required. An Academic Improvement Plan will be required if the student requires more than one payment period to return to good SAP standing. The President or designee shall review and approve all appeals. Academic Improvement Plans are reviewed and approved by the applicable Academic Department program dean or chair.

If the appeal is approved, the student will be placed on Probation for one payment period or be placed on an Academic Improvement Plan. If the appeal is denied, the student's dismissal will stand, and the student may reapply and appeal again after one academic term. Any decision resulting from the review of a mitigating circumstances appeal is final and may not be appealed. The result of the appeal (approved or denied) will be provided to the student in writing and cataloged in the Student Information System.

Those students who are receiving Veterans Affairs (VA) educational benefits and are placed in Probation status (after a successful appeal) must meet SAP Standards after one payment period or they will lose their VA educational benefits.

Academic Improvement Plan

Once placed on probation, an Academic Improvement Plan must be implemented, if the student needs more than one payment period to return to Good SAP standing. The Academic Improvement Plan will serve as a road map to guide a student toward meeting their SAP goal within a specified time and method. The plan will be designed and approved by the applicable Academic Program Director. The plan must be communicated to the student in writing and will

be evaluated at each payment period SAP evaluation point. In addition, the Academic Improvement Plan may be refined as internal and external developments warrant.

If the student is not in compliance with the Academic Improvement Plan during any payment period SAP evaluation point, the student will be dismissed. The maximum time period an individual Academic Improvement Plan will be implemented is three consecutive payment periods or until the student meets the regular minimum SAP standards, whichever is less. While on an Academic Improvement Plan, the student is required to attend academic advising sessions.

Financial Aid Probation

A student who does not meet any one or more of the SAP measurements (not MTF) at the end of any given SAP evaluation point may no longer be eligible to receive financial assistance under Title IV. During such an occurrence, students will be notified of their status in writing and will be dismissed unless he or she files an appeal, and the appeal is approved (see SAP Appeal Process).

A student with an approved appeal is placed on Probation status. The student will be placed on Probation status for one additional payment period or until a student is able to meet SAP standards by a specific point as outlined in the student's Academic Improvement Plan. Our payment period is defined as two 5-week terms, consisting of 10 weeks.

A student on Probation status is eligible to receive FSA for the payment period on Probation or while following his or her Academic Improvement Plan. Failure to meet the SAP standards by the next payment period evaluation point or to comply with the Academic Improvement Plan designed by the College, will result in the student's loss of FSA eligibility and dismissal from the College as a regular student.

If a student elects not to appeal the dismissal, the student must sit out at least six (6) months and then apply for re-entry. At that time, the student will need to complete the appeal process outlined below to be reinstated.

SAP-Extended Enrollment Status

A student who has been dismissed from the College may make a request to remain enrolled in Extended Enrollment Status. Students in Extended Enrollment Status are seeking to address and improve the academic deficiencies that caused them not to make SAP. Students in Extended Enrollment Status are charged tuition, but they are not eligible for FSA. A student who re-establishes his or her SAP standing by improving their CGPA and course completion percentage to the minimum required while on Extended Enrollment Status may apply for reinstatement as a regular student and to regain eligibility for FSA. Credits attempted during the Extended

Enrollment Status count toward all SAP measurements provided the courses apply to the student's program of study.

Treatment of Transfer Courses

A student may request to transfer in credits from courses successfully completed at another accredited college following the Transfer Acceptance Policy. Any such courses, which are accepted for transfer, will be included in the credits attempted and the credits earned in both the rate of progression and MTF calculations. Transfer credits are not included when calculating the CGPA.

Program Changes / Additional Degrees (Laurus)

Any student who desires to change their enrollment in a program of study at the College to a different program of study at the College must make the request in keeping with the College's policy. More than one change from one program to another will require permission from the Academic Dean or Chief Academic Officer. The College will transfer all relevant courses into the new program. Any courses transferred from one program to another will count in all SAP measurements for the new program.

Treatment of Repeat Courses

Courses may be repeated to establish a GPA or CGPA and improve academic standing. Each course attempt counts in the computation of successful completion percentages and maximum time frame, but only the highest grade earned will be included in the computation of the GPA and CGPA. Though only the highest-grade earning is included in the computation of the GPA, all grades will appear on the student's transcript.

Treatment of Incomplete Courses

Incomplete grades are temporarily assigned to those students who meet the incomplete requirements. This grade is not included in the calculation of the CGPA but will count as 'hours attempted' but not earned in order to calculate the rate of progress, and Maximum Timeframe. At the end of the Incomplete period, students will receive the grade earned. See The Incomplete Policy for further information.

Treatment of Withdrawals (Laurus)

Understanding the distinctions between dropping a course, canceling your enrollment, and withdrawing from the program is crucial, especially regarding potential refunds and your Satisfactory Academic Progress (SAP) status. The following table clarifies the specific actions required for each scenario, the associated deadlines, the refund implications, and how each action impacts your SAP standing. Please review this information carefully to ensure you understand the financial and academic consequences of each decision. See the Institutional

Refund Policy and consult with your Student Funding Coordinator prior to making decisions that may have both financial and academic implications.

Registrar Code	Definition	Week of Term
CAN	Course Cancelled. Occurs before the term begins. No tuition charges apply.	Before Term Start
W	Official Withdrawal. Assigned to students who officially withdraw from a course after the drop/add period but before completing 60% of the term. Does not impact GPA but counts as attempted hours for rate of progress and maximum timeframe calculations.	Weeks 2-3 (Example - Adjust as needed)
F	Failing Grade. Assigned to students who fail a course or who withdraw after completing 60% of the term. Impacts GPA and counts as attempted hours.	Weeks 4-5
DR	Administrative Withdrawal. Assigned to students who do not demonstrate Regular and Substantive Interaction (RSI) in online courses, as per the institution's RSI policy, typically during the first week of the course. May result in financial aid implications.	Weeks 1
AW	Administrative Withdrawal. Assigned to students who do not demonstrate Regular and Substantive Interaction (RSI) in online courses, as per the institution's RSI policy, typically during weeks 2-4 of the course. May result in financial aid implications.	Weeks 2-5

Reinstatement of Title IV

Students who have been dismissed due to failure to maintain SAP may apply to continue their studies at the College in an Extended Enrollment Status and must attempt to improve the deficient areas that led to the dismissal. The student is not eligible to receive FSA on this status and will be responsible for all costs incurred while on Extended Enrollment status. At the completion of a payment period(s) on this status, a student who has reestablished satisfactory progress according to the minimum SAP standards may apply to the College to return to a regular student status and reinstate their eligibility for FSA. A meeting will be scheduled between the Chief Academic Officer or designee and the student applying for reinstatement to determine if the student has the academic ability and desire to successfully continue in the program.

Academic Renewal

Laurus College recognizes that students may face temporary life circumstances that negatively affect their academic performance. The Academic Renewal Policy provides eligible former students with a structured opportunity to return to the College and demonstrate renewed

academic potential. Upon successful completion of the renewal period, students may have prior coursework excluded from their GPA calculation.

To be considered for Academic Renewal, a former student must meet all the following:

- **Prior Enrollment**: Previously enrolled at Laurus College.
- **Separation Period**: At least 6 months have passed since the student withdrew or was academically dismissed.
- **Academic Standing at Exit**: The student left the College with a cumulative GPA below 2.0 or can document that prior academic performance does not reflect current capability.

Students seeking Academic Renewal must:

1. **Complete the Re-entry Success Application.**
2. **Submit a Personal Statement** (minimum one page) addressing:
   a. The circumstances that contributed to prior academic challenges;
   b. What has changed since their departure and steps taken toward academic readiness;
   o Why they are committed to succeeding at Laurus College now.

If accepted, students will enter a structured **Academic Support Period** for up to **six consecutive terms**, with the following conditions:

- Students may enroll in **only one course per term** during this period.
- Students must **actively participate in an assigned Academic Coaching Plan**, which includes check-ins, study strategies, and progress monitoring. This participation demonstrates intentional commitment to success.
- Students must maintain regular and substantive interaction in the course to meet learning outcomes.

Failure to fully participate in either the Academic Coaching Plan or to meet Regular and Substantive Interaction (RSI) requirements will result in administrative withdrawal from both the course and the College. This ensures that the renewal opportunity is only extended to those demonstrating genuine readiness and engagement.

At the conclusion of the Academic Support Period, if the student has earned a **minimum cumulative GPA of 2.0**, the following will occur:

- Up to **36 quarter credits** of prior coursework with grades of **F, D, or C-** may be excluded from the GPA calculation. These will be noted on the transcript as **"Excluded via Academic Renewal."**
- The student's official GPA and academic standing will be updated to reflect only the remaining coursework.
- Academic Renewal may only be granted **once** during a student's academic career at Laurus College.

Please note:

- While grades may be excluded from the GPA, **all previously attempted credits** still count toward **Satisfactory Academic Progress (SAP)** and the **150% maximum timeframe** for federal aid eligibility.
- Students should consult with a Student Funding Advisor to understand how Academic Renewal may affect aid eligibility and whether a separate SAP appeal is required.

Withdrawal Policy

A student may withdraw from Laurus College for any reason and is responsible for completing the College's formal withdrawal procedures as outlined in the Withdrawal Policy. A withdrawal is considered to have occurred on the date the student officially notifies the College of the desire to withdraw or on the date the College determines the student ceased attendance or failed to meet published academic policies and is administratively withdrawn, whichever comes first. This is the date of determination used to compute the refund according to institutional policy. See Institutional Refunds Policy.

If a student is withdrawn from the College for any reason or if a student drops a course(s) within the period allowed in any given five-week term, the amount already paid will be compared to the tuition of the completed portion of that five-week term. Any amount the student has paid more than the required amount will be refunded; if the student has paid less than the required amount, the student will be responsible for paying the difference.

Time of Withdrawal	Refund Percentage
End of Week 1 (Within 7 days)	100%
End of Week 2 (8-14 days)	80%
End of Week 3 (15-21 days)	60%
End of Week 4 (22-28 days)	40%
End of Week 5 (29-35 days)	20%

After Week 5 (36+ days)	0%

Institutional Refund Policies

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 Registrar of the college immediately in writing of their intent to withdraw from the program. (OLD Laurus)

Refunds are processed and mailed within thirty calendar days from the date the College is notified of the student's intent to withdrawal, or in the absence of notification, from the date the College determines the student is to be withdrawn. All refunds are mailed to the student's home address, unless funding has been arranged through a third party. Students are encouraged to confirm their contact information is up to date and that the address in the College system is correct. The College's cancellation and refund policies are described below.

Student's Right to Cancel

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later.   After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period. (see Withdrawal from the Program Policy)

If a student wishes to cancel his or her enrollment, the cancellation request must be made in writing and sent directly to the Registrar of the College. The notice of cancellation is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. Written notice of cancellation may be sent to the College by email, mail, or by hand delivery.

Email: Registrar@laurus.edu

LAURUS COLLEGE
421 East Betteravia Rd., Suite 100
Santa Maria, CA 93454

If notice of cancellation is sent by mail, it is effective when deposited in the mail properly addressed with proper postage. Written notice of cancellation may also be sent to the College via email: registrar@lauruscollege.edu. If notice of cancellation is sent by e-mail, it is effective when sent. However, **the student must confirm that the email was received by the College for the**

cancellation notice to be valid. Students submitting a written notice of cancellation via email should request a 'read receipt' from the College. If the student does not receive an email confirmation from the Registrar within 24 hours of submission, the student should call the Registrar at 805.267.1690.

If the Enrollment Agreement is cancelled the school will refund the student any money they paid, less a registration fee not to exceed $100.00.

A student may withdraw from Laurus College for any reason. The student is responsible for completing the College's formal withdrawal procedures as outlined in the Withdrawal Policy of this Catalog. In addition, if a student registered via an online military portal, it is the responsibility of the student to withdraw via that same online military portal. A withdrawal is considered to have occurred on the date the student officially submits the withdrawal form or otherwise notifies the College of his or her desire to withdraw, or on the date the College determines the student ceased attendance or failed to meet published academic policies and is administratively withdrawn, whichever comes first. This is the date of determination (DOD) used to compute the refund according to institutional policy.

If a student is withdrawn from the College for any reason or if a student drops a course(s) within the period allowed in any given five (5)-week term, the amount already paid will be compared to the tuition of the completed portion of that five (5)-week term. Any amount the student has paid in excess of the required amount will be refunded; if the student has paid less than the required amount, the student will be responsible for paying the difference.

Laurus College is subject to and must abide by the refund policies of any branch, agency or department of the federal government with which it is in any way associated or affiliated. In the event of a conflict between Laurus College's Institutional Refund Policy and the refund policy of an affiliated federal branch, agency or department, the federal refund policy may supersede that of Laurus College (see Return of Title IV Funds information). Additionally, Laurus College is obligated to comply with state regulations, including those of California and Nevada.

Refund policy example

A student enrolls in a Degree Program and is charged $4,000 in tuition and $200 in program fees for the 10 credits, over 10 weeks enrolled (2, 5-week terms). The student pays the full $4,000 in tuition and $200 in program fees = $4,200. The payment period is 10 weeks in length, representing 68 days. If a student stops attending at the end of the 4th week, or after 26 days, the % of time elapsed in the payment period is 26/68, or 38%. The amount of tuition the College would refund is $2,480 ($4,000 x 62%) and the amount of program fees the College would refund is $124 ($200 x 62%), less a registration fee not to exceed $100.00, and less the Technology Package fee which is

non-refundable since the student retains all of the equipment, software and subscriptions included with the Package.

If the student withdraws after their initial 100 quarter credits attempted in a bachelor's program, the Continuing Education fee is also non-refundable since the student retains all of the software and subscriptions included with the fee.

This is an example only. Student finances are individualized and vary from student to student.

Credit Balances
Credit balances eligible for refund will be returned within 30 days from the date the credit balance occurred, subject to any federal, state or accrediting agency statutes, rules, regulations and/or standards.

Student Rights under the Student Tuition Recovery Fund
The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

❖ "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

❖ To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

❖ The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
❖ You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.

❖ You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

❖ The institution has been ordered to pay a refund by the Bureau but has failed to do so.

❖ The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

❖ You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

❖ You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

❖ To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

❖ A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

❖ However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Laurus College is subject to and must abide by the refund policies of any branch, agency or department of the federal government with which it is in any way associated or affiliated. In the event of a conflict between Laurus College's Institutional Refund Policy and the refund policy of an affiliated federal branch, agency or department, the federal refund policy may supersede that of Laurus College (see the Return of Title IV Funds section in the catalog for information).

Additionally, Laurus College is obligated to comply with state regulations, including those of California and Nevada.

WITHDRAWAL FROM THE PROGRAM – created a new policy here [Withdraw Policies](#)

You may withdraw from the college at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period. Days completed are determined from the start of the payment period through the last day of attendance or educationally related activity in your program. Subtracted from the refund will be a registration fee not to exceed $100.00, Technology Package fees, and Continuing Enrollment fees (if applicable). If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition and program fees for the period are considered earned in full and the student will receive no refund. If the student received Title IV Funds, the Return to Title IV Funds calculation, as described below, is performed first to determine the amount in Title IV funds the student is entitled to receive/retain.

For determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

❖ The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
❖ The institution terminates the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences more than maximum set forth by the institution; and/or failure to meet financial obligations to the School.
❖ If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.
❖ If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund more than the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. Refunds will be issued by check and mailed to the student's address on file within 30 days of notification or determination of a student's withdrawal.

Leave of Absence

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 a 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 a 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 a 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 Vice President of Student Programs of the college. All requests for LOA must be submitted to your student services 'academic excellence specialist or advocate 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 (5) 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 180 days. To apply for a period of interruption 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 with written notification of the interrupt request. Documentation of the period of interruption 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.

STUDENT FINANCING

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 and grants. 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.

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, Federal PELL Grants, FSEOG, and Federal Work Study 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 disbursed 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. Interested students should contact a Student Funding Coordinator at the college (805-267-1690) for assistance with the application process for these aid programs. Please see the Laurus College website at lauruscollege.edu for further consumer information about federal financial aid programs.

Loans

To be eligible for loans the student must maintain enrollment in an eligible program, have a high school diploma or equivalent, maintain SAP be enrolled at least one course per term, be either a US citizen, us perm resident or other eligible noncitizen, cannot be in default or have an overpayment of another Title IV loan. The Student Funding Coordinator is available to help the student apply and understand the eligibility and amounts awarded.

PELL

The amount of PELL grant available to a student will be based on their enrollment status – half time or full time – and their SAI student aid index. The Student Funding Coordinator is available to help the student apply and understand the eligibility and amounts awarded.

Verification

Upon receipt of an ISIR returned with a verification or c-code flag, the student will be contacted and informed of the necessary requirements/information to resolve and correct the issue based on their verification group code. Students will be given deadlines to return the paperwork but may not attend more than 2 terms with incomplete or missing paperwork. At the conclusion of the 2nd term, the student will receive the final notification that their enrollment will be terminated based on failure to submit required information. The individual verification items that an applicant must verify are based on the Verification Tracking Group to which the applicant is listed.

FSEOG

The FSEOG is a grant designed to help students with high financial need cover tuition and other educational costs. The school's yearly FSEOG authorization from ED is allocated throughout the award year for each class start. FSEOG is awarded to Pell eligible students based using Student

Aid Index (SAI). FSEOG can be awarded to non-Pell eligible students but only after all Pell eligible students have been awarded first in each group. During the awarding process a running tabulation of the awards made must be kept so as not to overextend the fund allocation for the start. Laurus will divide the yearly authorization over each term of the award year. The institutional match portion is equal to 25% of the award. The match will be in the form of Institutional Tuition Waiver. This tuition waiver is non-refundable and is simply pro-rated back to the student ledger should the student drop or otherwise require a refund. The match will be posted to the student's ledger on the same day as the federal portion of the SEOG is credited to the student's ledger. The match will be done on an individual basis. The minimum FSEOG award is $100 and the maximum is $4000 per award year.

Federal Work Study (FWS)

The positions available for FWS will be peer mentor, student services administrator, and reading/math tutor. The number of jobs available at each position will be capped by the amount of FWS funds available during the academic year and the need for jobs at each position as determined by the college management team. Any student who is not on SAP and has completed a FAFSA for the academic year may apply for any position. Students must be qualified to perform the duties of the position for which they are applying. If more qualified students apply than there are positions available, priority will be given those students who have completed the greatest percentage of their programs. To apply, students contact their instructor to arrange an interview. For internal positions, students will complete an employee application and associated employee paperwork. For reading/math tutor positions, students will complete the application required at the participating facility.

For purposes of Title IV HEA programs, the institution's definition of a quarter credit is described in the 'Academic Information' section of this catalog.

Veterans Assistance and Loans (VA)

Veterans, active-duty service persons, reservists or otherwise eligible members (such as spouses and dependents) may be eligible to qualify for various VA educational assistance programs. Eligibility criteria for military educational assistance and benefits vary by state and school. Applicants must first check with the Veterans Affairs Administration Office to see if they qualify for benefits.

Laurus College does not penalize students using VA Education benefit programs under Chapters 33 and 31 due to the delayed disbursement funding from the Department of Veterans Affairs, providing students submit a Certificate of Eligibility (COE) for entitlement to educational assistance no later than the first day of their program start, a written request to use such entitlement, and any additional information needed to certify enrollment. In compliance with Title

38 USC 3679 (e), students providing the required documentation will continue to have access to classes, libraries, and other institutional facilities as outlined in this catalog. No late fees will be assessed, and students accounts will be considered on hold.

Students who receive VA educational benefits are still required to select one of the College's primary financing options (e.g. Financial Aid, Cash) to cover educational costs and related expenses not covered directly by the VA. All payments to this primary financing option must be made in accordance with the College's financial policies and procedures.

Textbooks

We only provide the digital/in-course version of the materials. Many course materials include Cengage resources with their ISBN included. If available, a hard-copied version will be listed on Cengage (cengage.com). If not, you can use the ISBN of whatever text is listed to purchase a physical version from another retailer. In many situations, publishers will offer an inexpensive, Print-on-Demand option within their platform if you end up wanting a physical version after the course begins.

Employer Tuition Assistance

Many employers offer tuition assistance to their employees attending Laurus College. A prospective student is encouraged to consult with the human resources department prior to registering for a term to learn how their employer calculates tuition assistance and when it is paid. Laurus College accommodates all types of tuition assistance plans.

Vocational Rehabilitation

Vocational Rehabilitation is designed to help disabled individuals prepare for, or return to, productive activity. Training, personal counseling and other services are provided to those who have physical or mental disabilities that hinder employment. Services to eligible individuals are provided by state agencies for vocational rehabilitation. Further information may be obtained by contacting the lo Veterans Vocational Rehabilitation (Chapter 31) Veterans Vocational Rehabilitation is a program designed to assist service-disabled veterans to obtain suitable employment and promote maximum independence in daily living. Professional counselors from the Department of Veterans Affairs assist in preparing an individual plan, which includes services and financial assistance necessary to complete a designated program. Students seeking additional information pertaining to this type of benefit should contact the Vocational Rehabilitation Department of the Department of Veterans Affairs.

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. 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.

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, practical application projects, attendance, quizzes, and exams as indicated on the course syllabus. All 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 as a weighted average. For each course, the credit hours are multiplied by the quality points. The result is summed up and divided by the total credit hours to yield the CGPA.

Students may face suspension from class 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 (2) or more suspensions may be officially dismissed from the college.

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.

Veterans Programs

Laurus College's in-residence locations in California and Nevada serve as regional hubs for our vibrant learning community. [All Laurus students are welcome at both our California and Nevada hubs; however, VA benefit approval currently applies only to California locations or LION locations.] These centers provide a supportive and familiar environment where you can connect with fellow students, access essential resources, and receive personalized support from our dedicated faculty and staff. Here, you'll find everything you need to succeed, from computer labs and quiet study areas to in-person faculty office hours and student support services. Our locations also offer a valuable opportunity to hone your Essential Employability Skills (EEQs) through hands-on practice, preparing you for career success.

Veterans Education Benefits (Chapters 30, 33, 35, 1606)

Laurus College offers a variety of programs of study approved for the training of veterans. Check with a Veterans Affairs (VA) representative for a current listing of degree programs approved for VA education benefits. Visit the college website for updated information about using the G.I. Bill while attending Laurus College.

The Department of Veterans Affairs (VA) determines student eligibility for educational benefits. An eligible student may call the VA at **(888) 442-4551 (888-GIBILL1)** or visit the **VA website at** **www.va.gov/education/** for the most current information.

Term and Status for Students Using VA Education Benefits

- A student using VA education benefits may enroll in multiple courses within a term.
- A student must meet **satisfactory academic progress (SAP) standards** in all enrolled courses and complete all coursework within the **five (5)-week term**.
- Coursework is taken and VA funding is awarded according to VA enrollment rules and institutional policies.
- Each student is required to meet the regular and substantive interaction policies by encouraged to interact with course instructors regularly to maximize the learning experience.
- Each student is required to show consistent progress in all courses.
- Laurus College monitors student progress on a regular basis to ensure compliance with VA regulations.

Veterans Assistance and Loans (VA)

Veterans, active-duty service persons, reservists or otherwise eligible members (such as spouses and dependents) may be eligible to qualify for various VA educational assistance programs. Eligibility criteria for military educational assistance and benefits vary by state and school. Specifically, at Laurus College, approval for using VA educational benefits is currently limited to our California and LION locations. Applicants must first check with the Veterans Affairs Administration Office their general eligibility for benefits and confirm whether those benefits can be applied at their chosen Laurus College location.

Laurus College does not penalize students using VA Education benefit programs under Chapters 33 and 31 due to the delayed disbursement funding from the Department of Veterans Affairs, providing students submit a Certificate of Eligibility (COE) for entitlement to educational assistance no later than the first day of their program start, a written request to

use such entitlement, and any additional information needed to certify enrollment. In compliance with Title 38 USC 3679 (e), students providing the required documentation will continue have access to classes, libraries, and other institutional facilities as outlined in this catalog. No late fees will be assessed and students accounts will be considered on hold.

Students who receive VA educational benefits are still required to select one of the College's primary financing options (e.g. Financial Aid, Cash) to cover educational costs and related expenses not covered directly by the VA. All payments to this primary financing option must be made in accordance with the College's financial policies and procedures

Federal Student Aid (FSA) Programs

Financial Aid is available to those who qualify. Department of Defense (DOD) personnel are entitled to consideration for all forms of financial aid that Laurus College makes available to students.

Federal Pell Grant Program

The Federal Pell Grant, unlike a loan, does not have to be repaid. A student's eligibility for a Pell Grant is calculated using a formula developed by the U.S. Congress and information submitted by the student on the Free Application for Federal Student Aid (FAFSA). The amount awarded to a student depends on the student's cost of attendance, SAI Student Aid Index and enrollment status (full-time, ¾ time, half-time, or less-than-half-time). The maximum award grant is given to any student who is Pell-eligible and also meets the criteria for the Iraq and Afghanistan Service Grant (listed below).

Return of Title IV Funds

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 or educationally related activity. Laurus College's determination that a student is no longer in school for unofficial withdrawals is determined after 14 consecutive 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, 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. A payment period is defined as 10 weeks. 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 credit hours attended in the payment period as of the withdrawal date divided by the scheduled credit 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:
- ❖ Federal Unsubsidized Direct Loan
- ❖ Federal Subsidized Direct Loan
- ❖ Federal Direct PLUS Loan
- ❖ Federal Pell Grant
- ❖ FSEOG
- ❖ Federal Work Study

Refunds will be made to the federal programs within 45 days of notification or determination of a student's withdrawal. 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.

STUDENT SERVICES

Student Advocates

Student Services and Academic Support

Student Services play a vital role in supporting each student throughout their chosen degree program at Laurus College. The mission of the Student Services team is to provide high-quality support that fosters academic, professional, and personal success. We are dedicated to helping students maximize their individual strengths while addressing their unique needs.

Student Services also work collaboratively with other departments to ensure a seamless and exceptional experience for every student at Laurus College.

As part of this support system, students are assigned an Academic Excellence Specialist (AES) for their first two terms. The AES works closely with students to establish realistic goals that support the timely completion of courses and align with their graduation objectives. Regular communication ensures that students receive personalized guidance, fostering educational growth while celebrating milestones and achievements early in their academic journey.

After the first two terms, students are supported by their Student Advocates (SAs), who continue this personalized process of exploration and discovery.

Student Advisors can assist with:

- ❖ Academic advising
- ❖ Encouraging accountability to academic plans
- ❖ Early SAP intervention program
- ❖ Providing academic motivation and goal-setting guidance
- ❖ Offering initial support for non-academic challenges, such as study habits and time management
- ❖ Referring students to appropriate Laurus College resources for additional support
- ❖ Implementing appropriate interventions for students identified as at-risk
- ❖ Communicating student concerns to the relevant department

While Student Advisors and Academic Excellence Specialists are here to support and guide students, each student is ultimately responsible for their academic decisions and education. To ensure Laurus College can provide the best assistance, students are encouraged to promptly communicate their needs and concerns to the appropriate parties.

Together, the Student Services team and Academic Excellence Specialists create a supportive environment where students can confidently pursue their educational and professional aspirations.

Academic Advising and Support Services

Laurus College provides academic advising and support services through the Academic Support Program. Students may also seek extra assistance from college instructors in addition to scheduled class meeting times if extra academic assistance is needed. All in-residence locations 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.

Academic Support

Laurus College offers academic support within the College's virtual learning environment. Students seeking academic assistance at no additional costs can be requested through email: tutoring@lauruscollege.edu.

Advising

Laurus College aims to help students succeed in their chosen program. If additional personal assistance is needed, students can speak with the Student Services Director to obtain referrals to information on other sources who may be able to assist. Laurus College does not offer professional counseling.

Challenge Exams

This policy outlines the regulations and procedures governing challenge exams. Challenge exams are designed to allow students to demonstrate proficiency in course learning outcomes through prior education or experience when direct transfer credit is not applicable (e.g., expired college credits, insufficient course credits, professional licensure/certifications). Challenge exams are available for a select number of courses. Information regarding specific courses offering challenge exams can be obtained from the student's academic excellence specialist, advocate or program director.

Teaching and Learning Center

The Teaching and Learning Center (TLC) provides assistance to both students and instructors. Student academic support is provided through resources such as: tutorials, live chat sessions, webinars and individualized tutoring, for most courses. In addition to student support, TLC provides professional development, training and support for all instructors. Offerings include asynchronous and synchronous webinars and workshops over a variety of topics, ensuring instructors stay abreast of the latest instructional best practices for online teaching and learning.

The goals of the TLC include:

- ❖ Enhance student learning and academic achievement
- ❖ Provide academic support and resources for students and instructors
- ❖ Help students identify learning styles and develop effective study strategies
- ❖ Improve the academic performance of students who are struggling with coursework
- ❖ Provide professional development on the latest instructional practices for online teaching and learning

Career Services

Laurus College is committed to the success of each student and graduate. Through the use of the Career Toolbox, Laurus students and alumni receive assistance in achieving career goals. The Career Services staff provides a variety of services, information and presentations to Laurus students and graduates, including career education, information relating to the careers associated with Laurus College programs, assistance in the development of necessary career tools, job search strategies and career planning.

Career Services assistance for current students and alumni include:

- ❖ Career webinars
- ❖ Job search strategies
- ❖ Career management and planning
- ❖ Resume and cover letter preparation
- ❖ Social media management
- ❖ Mock interviewing
- ❖ Professional portfolios
- ❖ Student organization management
- ❖ Military-to-civilian transition

For career-related questions, contact Career Services via email at careerservices@lauruscollege.edu.

Laurus College does not guarantee employment. Should you have any questions relating to careers associated with your degree program or need assistance in the development of the career tools necessary to conduct a successful career search, contact Career Services at careerservices@lauruscollege.edu.

Library and Learning Resource Center

Laurus College provides all undergraduate students with access to a virtual library. The virtual library includes subscriptions to resources in The ProQuest Research Library. This portfolio includes more than 90,000 sources – over 450,000 e-books - from 1971 forward. It features a highly respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. The library includes selected databases of books, journals and articles, videos, e-books, dissertations, theses, dictionaries, encyclopedias, handbooks, and other resources to assist students with coursework.

Laurus College have extensive online resources available 24/7 through the MyLaurus student portal https://mylaurus.lauruscollege.edu/. We are committed to providing our students with resources and services that are essential for their academic needs, regardless of distance or

location. Electronic databases are 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.edu and the MyLaurus student portal https://mylaurus.lauruscollege.edu/. Instructors have been trained to assist students with the use of this online resource to fulfill their research needs outside of the normal Librarian hours.

In addition to the reference materials onsite and available virtually, students can also access the resources available at the public libraries.

Student Grievance Policy

Our institution is committed to providing a fair, timely, and respectful grievance resolution process for students experiencing concerns related to their academic experience, enrollment, services, or interactions with faculty and staff.

1. Informal Resolution: Open Door Policy

Laurus College faculty and staff are committed to resolving most issues within 72 hours whenever possible.

Depending on the nature of the issue, students may contact:

- Their instructor for academic or grading matters
- Student Services at studentservices@lauruscollege.edu or (805) 267-1690
- Their Program Director or Department Lead for department-specific concerns

If the issue pertains to academic matters (e.g., grades, course delivery), students should also review any applicable academic policies in this catalog or the Student Handbook.

This approach allows the College to provide timely, personalized support without requiring a formal escalation.

2. Formal Grievance Process

If the concern cannot be resolved informally, students have the right to submit a formal grievance within 10 working days of the informal resolution attempt. The formal grievance process includes the following steps:

Step 1: Submit the Grievance Form
Students must complete a Grievance Form, available through the Student Portal or upon request from Student Services. The completed form must include:

- A clear description of the concern

- The date of the incident and any informal resolution attempts
- Supporting documentation, if applicable
- The student's full name and Student ID number

The completed form should be submitted via the Student Portal or emailed to studentservices@lauruscollege.edu. Students will receive written confirmation of receipt within **5 business days**.

Step 2: Appeals Committee Review
The Appeals Committee—composed of academic and administrative leaders unaffiliated with the concern—will review the grievance and all related materials. The committee will meet in closed session and issue a resolution decision within 30 calendar days of receipt. The student will receive the outcome via their institutional email within 10 business days of the committee meeting.

Step 3: Appeal to the President
If the student is not satisfied with the Appeals Committee's decision, they may submit a written appeal to the President within 30 calendar days of receiving the decision. The President, in consultation with the Executive Team, will review the full case and provide a final written response within 30 calendar days of receipt.

3. External Oversight
If the issue remains unresolved after following institutional grievance procedures, students may contact the relevant accrediting or regulatory bodies:

Residents of California: Bureau for Private Postsecondary Education (BPPE): For grievances related to non-compliance with institutional standards.

Toll-free: (888) 370-7589 | www.bppe.ca.gov

Residents of Nevada:

Students enrolled in licensed, private postsecondary educational institutions have the right to register a legitimate complaint with the Nevada Commission on Postsecondary Education. Prior to filing a complaint, students must attempt to resolve the issue with school officials according to the policies of the school they are attending. If a resolution cannot be reached, students may contact the Commission, which will attempt to resolve the issue. If a resolution cannot be reached, students will be required to complete a formal complaint form. Formal complaints are investigated by staff, and a decision is made by the administrator of the Commission. If either party does not agree with that decision, an appeal to the full Commission may be requested.

Contact Information:

- ❖ Address: 2800 E. St. Louis Avenue, Las Vegas, NV 89104
- ❖ Phone: (702) 486-7330
- ❖ Fax: (702) 486-7340
- ❖ Email: cpe@detr.nv.gov

Distance Education Accrediting Commission (DEAC): For concerns about academic compliance or accreditation issues.
Phone: (202) 234-5100 | www.deac.org

Additional Notes:

It is recommended, but not mandatory, to follow the internal grievance resolution process before escalating to external bodies.

Students should include their student identification number in all formal correspondence to facilitate efficient processing of their grievance.

This grievance policy is designed to ensure fairness, transparency, and timely resolution of concerns within 90 days.

Statement of Nondiscrimination

Laurus College is committed to providing an educational and employment environment that is free from discrimination, harassment, and retaliation. As a result, Laurus College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived: Age, Citizenship, Color, Race, Disability, Ethnicity, Gender, Sex, Religion or any other protected characteristic under applicable local, state, or federal law.

Title IX Sexual Harassment Policy

As required by state and federal law, Laurus College's policy prohibits 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 online or physical classroom, and any location used for an off-site school function, program, or activity.

The Title IX of the Education Amendments of 1972 (Title IX) requires Laurus College to ensure that all its education programs and activities do not discriminate based on sex. Prohibited sex discrimination includes but is not limited to sex-based harassment, sexual assault, dating and domestic violence, stalking, quid pro quo harassment, and hostile environment harassment.

Laurus College also prohibits retaliation against any person opposing discrimination or harassment. Laurus College staff and faculty receive special Title IX and sexual harassment prevention training.

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 the Title IX Coordinator, a Campus Security Authority, Human Resources Director, the President, or an instructor.

Any person may report sex discrimination or harassment in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator. A report may be made at any time, including during non-business hours.

Title IX Coordinator: Dr. Karen Edwards, 81 Higuera St., Suite 110, San Luis Obispo, CA 93401; Phone: (805) 719-6562; Email: TitleIX@lauruscollege.edu

For any complaint or report received, the Title IX office will take immediate action to offer supportive measures and initiate an investigation. All investigations will be conducted in an objective and nonpartisan manner. An equitable determination of fact will be based on a preponderance of evidence. In all cases, the school's inquiry will be prompt, thorough, and impartial. Both parties will be afforded similar and timely access to information. A live hearing will be conducted, as required by law. In cases involving potential criminal conduct, school personnel, consistent with State and local law, will notify appropriate law enforcement officials or other appropriate authorities. Throughout the process, retaliatory actions will not be tolerated. Once the school's investigation is complete, all involved parties will be notified in writing as to the outcome of the complaint.

For additional information on Laurus College's Title IX Policy, please see the Campus Safety & Emergency Handbook and/or contact the Title IX Coordinator at TitleIX@lauruscollege.edu.

Questions regarding Title IX policy, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator.

Code of Conduct and Academic Integrity Policy

Our institution is committed to maintaining the highest standards of academic integrity, professional conduct, and ethical behavior. This policy applies to all students, faculty, and staff involved in academic programs, courses, and activities. Any violations of academic integrity or professional conduct will be addressed promptly through the appropriate channels.

Academic Integrity Standards

Academic integrity is the foundation of our college community's intellectual and social life. All students are expected to maintain honesty in their coursework and academic efforts. Academic misconduct undermines trust within the community and may result in serious consequences.

Violations of Academic Integrity include, but are not limited to:

Cheating: Using unauthorized materials, information, or assistance in any exam or evaluation.

Plagiarism: Presenting another's work as one's own without proper citation or acknowledgment.

Fabrication/Forgery: Using invented, counterfeited, or altered information, data, or documentation.

Multiple Submissions: Submitting the same or similar work in more than one course without prior permission from all instructors.

Complicity: Assisting or attempting to assist others in committing academic dishonesty.

Violations and Sanctions

Violations are categorized into three levels based on the severity of the infraction. Sanctions are recommended accordingly but may vary depending on the circumstances and specific academic programs.

Level One Violations

Examples: Minor plagiarism, unintentional failure to cite, or small sections of improperly referenced material.

Sanctions: Point reduction on the assignment, a required tutorial on proper citation.

Level Two Violations

Examples: Moderate plagiarism, submitting the same work in multiple courses without permission, using unauthorized materials in assessments.

Sanctions: Failing grade on the assignment or course, academic probation.

Level Three Violations

Examples: Repeat offenses, fabrication of data, severe plagiarism, impersonation during an exam, violations resembling criminal activity, sabotage of another student's work.

Sanctions: Academic dismissal, possible revocation of degrees or credits already earned.

Behavioral Misconduct

In addition to academic dishonesty, students are expected to conduct themselves in a manner that supports the integrity and reputation of the institution. The following are examples of non-academic misconduct:

Misuse of University Resources: Including unauthorized use of intellectual property, course materials, and technological resources.

Property Violations: Unauthorized use, alteration, or destruction of institutional property.

Misuse of Electronic Communication: Engaging in unethical or illegal use of computer systems, including plagiarism through online platforms.

Threats and Harassment: Engaging in any form of bullying, intimidation, or harassment toward other students, faculty, or staff.

Investigation and Due Process

Students accused of academic or behavioral misconduct will be notified in writing and given the opportunity to respond.

Notification: The academic administrator or relevant committee will review the allegations and notify the student of the outcome.

Appeal Process: Students have the right to appeal any sanctions within seven (7) calendar days of notification. Appeals must be submitted through the student portal and will be reviewed by the Chief Academic Officer.

Reporting Misconduct

Students, faculty, or staff who become aware of any violations of academic integrity or conduct may report the incident to the academic department, using appropriate forms or contacting administrators directly.

AI Usage Policy

Commitment to Responsible AI Use

Laurus College is dedicated to empowering faculty, staff, and students to integrate artificial intelligence responsibly, enhancing the school's commitment to quality education and experience.

Guidelines for Responsible AI Use

Students, faculty, and staff are encouraged to use AI tools in ways that align with the college's **AI Commitment Statement**. Responsible use means:

1. Ensuring that all AI-assisted work reflects original thought.
2. Using AI to enhance learning, not replace effort or critical thinking.
3. Acknowledging and properly citing AI-generated content when applicable.

Misuse of AI, including but not limited to the submission of unoriginal work or reliance on AI tools to bypass meaningful engagement with course materials, violates the college's Code of Conduct. Violations will be subject to disciplinary action as outlined in the Code of Conduct.

Practical Applications of AI for Students

Laurus College encourages students to responsibly explore AI tools in the following ways:

- **Research and Idea Generation**:
    - Use AI to help brainstorm ideas for essays, projects, or discussion posts.
    - Generate initial lists of topics or questions to explore in your coursework.
- **Drafting and Outlining**:
    - Leverage AI to create outlines for written assignments, helping you organize your ideas before drafting.
    - AI tools can assist in outlining research papers by suggesting headings or section structures.
- **Writing Assistance**:
    - Use AI to check grammar, spelling, and sentence structure in your writing.
    - Try AI tools for paraphrasing or rephrasing sentences to enhance clarity and readability, but ensure the final work is in your own words.
- **Summarization**:
    - Summarize long readings or research articles using AI tools to help you capture key points and focus your study time.
    - AI can create summaries of lectures or notes, allowing you to reinforce key concepts.
- **Study Support**:
    - Create flashcards or practice quizzes using AI to reinforce course material.
    - Use AI to explain difficult concepts by generating examples or analogies that support understanding.
- **Time Management and Productivity**:
    - Use AI-based scheduling and productivity tools to organize study sessions, set reminders for deadlines, or break large assignments into manageable tasks.
- **Presentation Assistance**:

o   Generate visual aids or presentation ideas with AI to help communicate your research or projects effectively.

o   AI can suggest slide layouts, bullet points, or graphical ideas to enhance your presentations.

For additional guidance on AI use, refer to the Student Handbook or speak to the faculty member of the course

External Regulations and Compliance

In cases involving professional programs, students must adhere to all applicable local, state, and federal laws, including regulations governing clinical practices and research ethics. Violations may result in additional penalties beyond institutional sanctions.

Netiquette Policy
Guidelines for Online Interaction and Communication

General Online Posting Information
Online discussion forums, chats, blogs, wikis, video conferences, and collaborative platforms are key tools for student engagement in virtual courses. These methods allow students to exchange ideas with peers and instructors, similar to classroom discussions in a face-to-face course, but with notable differences in timing, format, and structure. Instructors may also offer virtual office hours through live chat or video conferencing tools like Zoom or Microsoft Teams, providing opportunities for real-time interaction.

Students are expected to post discussion threads, blogs, and other written contributions within the designated time frame. Replies may extend throughout the week or longer, allowing for flexibility while ensuring timely feedback. As members of an online academic community, students must adhere to standards of respect, professionalism, and consideration.

Guidelines for Electronic Communication
Online communication, like face-to-face interactions, is personal and requires the same courtesies used in everyday conversations. In this digital environment, clear communication is crucial. The following guidelines apply to all online platforms, including discussion boards, emails, blogs, and chats:

Cultural Sensitivity: Be mindful of cultural, social, and linguistic differences. Approach all discussions with openness and respect for diverse perspectives.

Respectful Dialogue: Acknowledge that others may have differing viewpoints. Engage with their ideas constructively rather than critically.

Appropriate Language: Use professional, academic language. Avoid slang, inappropriate language, or any form of discriminatory remarks.

Tone and Humor: Since tone and body language are not easily conveyed in writing, take extra care to communicate clearly and avoid misunderstandings. Sarcasm or humor can be easily misinterpreted.

Avoid Flaming: Refrain from posting offensive or hostile comments. Disrespectful communication, known as "flaming," is not tolerated and may result in disciplinary action.

Clarification over Assumption: If a post is unclear, seek clarification rather than assuming negative intent. Approach discussions with the assumption of goodwill.

Participation Expectations

Consistent Engagement: Stay engaged by logging in regularly to participate in discussion forums or other interactive tools. (Some may be graded while others may not, but active participation is often essential.)

Follow Instructions: Ensure that all contributions to discussions align with the provided instructions and course guidelines.

Foster Discussion: Aim to contribute posts that invite further discussion, rather than closing off dialogue. Online learning thrives on the collaborative exchange of ideas.

Thread Awareness: Read entire discussion threads before replying to avoid redundancy. Engage thoughtfully with the ongoing conversation.

Copyright and Academic Integrity: Adhere to copyright laws and the institution's plagiarism policy across all platforms. Misuse of intellectual property is subject to academic penalties.

Avoid Shouting (ALL CAPS): Using all capital letters is perceived as shouting in online communication. Use capitalization appropriately for emphasis without being disruptive.

Review Before Posting: Double-check your posts, messages, or submissions for accuracy before sending them. Once posted, your content is visible to others and may be difficult to retract.

Video Conferencing Etiquette

Be Presentable: When participating in live video sessions, ensure your environment is appropriate for learning, free from distractions, and professional.

Mute as Needed: Mute your microphone when not speaking to avoid background noise. Use video features appropriately and respectfully.

Engage Actively: Be present in the session and avoid multitasking during live classes or meetings.

Consequences for Non-Compliance

Students who do not adhere to this updated Netiquette Policy may be in violation of the institution's Code of Conduct, resulting in academic and non-academic consequences, including disciplinary actions.

Inclusivity and Accessibility

Inclusivity and accessibility are central to online education. Students should be aware of different accessibility needs within the online community and ensure that their communication supports all peers, including using inclusive language and ensuring any media they share (e.g., images, videos) are accessible to everyone, including those with disabilities.

Grade Appeals Policy

Our institution is committed to maintaining a fair and transparent grading process for all students. While every effort is made to ensure accurate and consistent grading, students may occasionally have concerns about their final grades. This policy provides a structured process for students to appeal grades they believe are incorrect or unjust.

Explanation: 1. Initial Resolution with Instructor

Each student is encouraged to first attempt to resolve any grade concerns directly with the instructor responsible for the course. Open communication often resolves misunderstandings regarding grading criteria, assessment methods, or individual performance.

Timeframe: Students must contact their instructor within two (2) weeks of the course end date to discuss the grade in question.

Instructor Response: Instructors are expected to respond to the student's concerns within one (1) week of being contacted, offering clarification or adjustments if warranted.

Explanation: 2. Formal Grade Appeal Process

If the issue remains unresolved after discussing it with the instructor, students may submit a formal grade appeal through the college's online portal.

Step 1: The student must submit a completed Grade Appeal Form online within two (2) weeks of the instructor's response. The form should outline the specific reasons for the appeal and any supporting evidence (e.g., assignments, email correspondence).

Step 2: The appeal will be reviewed by the Academic Program Director responsible for the course. The program director will evaluate all written documents and any supporting information provided by both the student and the instructor.

Timeframe: The program director will render a decision within one (1) week of receiving the completed appeal form.

Step 3: If the program director finds that a grade change is warranted, administrative adjustments will be made.

Explanation: 3. Grounds for Grade Appeal

Grade changes will only be considered if there is sufficient reason to believe that:

- ❖ Grading procedures were biased or not applied consistently.
- ❖ The grade was incorrectly calculated or recorded.

New information relevant to the grading process was not available at the time the original grade was assigned. Appeals based on general dissatisfaction with the grade, disagreement with the instructor's professional judgment, or perceived difficulty of the course will not be considered valid grounds for a formal appeal.

Explanation: 4. Final Appeal to the Chief Academic Officer

If the student is dissatisfied with the decision made by the program director, a final appeal can be submitted to the Chief Academic Officer (CAO) within one (1) week of receiving the program director's decision.

Step 1: The CAO will review the entire appeal, including all documentation from both the student and faculty, and may consult with relevant parties.

Step 2: A final decision will be made by the CAO within two (2) weeks of receiving the appeal.

Step 3: The CAO's decision is final, and no further appeals will be accepted.

Explanation: 5. Student Rights and Responsibilities

Students are responsible for ensuring that grade appeals are submitted within the specified timeframes.

All appeals must be supported with specific evidence or documentation.

Students should check their institutional email regularly for updates and responses during the appeal process.

In cases where grades are corrected, administrative adjustments to the student's academic record will be processed promptly.

The Grade Appeals Policy is designed to ensure that all students receive fair and accurate assessments of their academic performance. By following this process, students can address grading concerns in a structured, transparent, and timely manner.

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.

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.

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. (LAURUS)

Accommodations under the Americans with Disabilities Act

Disability Accommodations Policy

Laurus College complies with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and all applicable state and local regulations concerning students with disabilities. In line with these federal and state requirements, Laurus College is committed to providing reasonable accommodation or services to qualified students with disabilities.

Reasonable Accommodations

A request for accommodations or services will be considered reasonable if it meets the following criteria:

- It is based on documented individual needs.

- It does not compromise the essential learning outcomes of a course or academic program.

- It does not impose an undue financial or administrative burden on the College beyond what is considered reasonable and customary.

- It falls within the scope of what the College can reasonably control.

Laurus College defines a qualified student as one who, with or without reasonable accommodations, can perform the essential functions of their program or course requirements. Essential course or program requirements are not subject to modification to accommodate a disability.

Process for Requesting Accommodations

Students seeking accommodation are encouraged to contact the Student Services Department to initiate the process. Requests should be made as early as possible to ensure timely consideration and implementation of accommodation.

- Initial Contact: Email : accomodations@lauruscollege.edu to discuss potential accommodation.

- Documentation: Accommodations must be supported by appropriate documentation of the disability and specific needs.

- Review Process: The ADA Coordinator will review each request on a case-by-case basis, considering the nature of the student's disability and the course or program requirements.

- Determination: The ADA Coordinator, in collaboration with relevant faculty or staff, will make the final decision on the most appropriate and reasonable accommodation. The decision will depend on the student's documented needs and the essential requirements of the course or program.

Services Available for Students with Disabilities

Laurus College ensures accessibility in its facilities, including elevators, ramps, and accessible bathrooms, to meet the needs of students with mobility impairments. Additionally, individual student mentors and tutors are available through the Student Services Department to provide academic support.

For more information about available services or to request an accommodation, please contact accomodations@lauruscollege.edu

Dissemination of Information

For assistance in obtaining information on financial assistance, the school, graduation and completion rates, placement rates, and security policies and crime statistics please contact the Registrar office at 805-267-1690 or registrar@lauruscollege.edu. (LAURUS)

Family Educational Rights and Privacy Act (FERPA) Policy

Laurus College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, which affords eligible students certain rights regarding their education records. An "eligible student" under FERPA is a student who is 18 years of age or older, or who attends a postsecondary institution at any age. These rights include the following:

1. The Right to Inspect and Review Education Records

Students have the right to inspect and review their education records within 45 days of the College receiving a written request.

Requesting Access: Students should submit a written request to the Registrar or other appropriate school official, clearly identifying the records they wish to inspect. The official will arrange access and notify the student of the time and place for record inspection.

Redirecting Requests: If the requested records are not maintained by the initial official, the student will be referred to the appropriate official who manages those records.

 2. The Right to Request an Amendment to Education Records

Students have the right to request the amendment of any education record that they believe is inaccurate, misleading, or in violation of their privacy rights under FERPA.

Requesting an Amendment: Students should write to the school official responsible for the record, clearly identifying the part of the record they want changed and explaining why it should be amended.

Decision and Hearing Rights: If Laurus College decides not to amend the record as requested, the student will be notified in writing of the decision and their right to a hearing regarding the request. Additional details about hearing procedures will be provided to the student when notified of the right to a hearing.

3. The Right to Provide Written Consent Before Disclosure of Personally Identifiable Information (PII)

Students have the right to provide written consent before the College discloses personally identifiable information (PII) from their education records, except where FERPA authorizes disclosure without consent.

Disclosure Without Consent: Laurus College may disclose education records without a student's prior written consent to school officials with legitimate educational interests. A school official may include:

- ❖ Administrators, faculty, and staff employed by the College in supervisory, academic, research, or support roles.
- ❖ A person serving on the Board of Trustees.
- ❖ Contractors, volunteers, or other entities performing services for the College, such as an attorney, auditor, or collection agent, who are under the direct control of the College regarding the use and maintenance of PII.
- ❖ A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.
- ❖ A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibilities for Laurus College.
- ❖ Disclosures to Other Institutions: Laurus College may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The Right to File a Complaint

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Laurus College to comply with FERPA requirements. Complaints should be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory Information Policy

Laurus College complies with all provisions of the Family Educational Rights and Privacy Act (FERPA), which governs the privacy and accessibility of student education records. In accordance with FERPA, Laurus College may release Directory Information about a student without prior written consent, unless the student has requested a non-disclosure.

Directory Information includes:

- Name
- Physical Address
- Telephone number
- Email address
- Major field of study
- Class level
- Anticipated completion date
- Participation in officially recognized activities
- Photograph
- Honors and awards received
- Dates of attendance/enrollment status

This information may be used in yearbooks, student directories, and other institutional publications, as well as disclosed to school officials, including contractors and consultants performing services for Laurus College.

Opt-Out Procedure:

If a student does not wish for their directory information to be released, they can request a Non-Disclosure of Directory Information form from the Registrar or update their profile through the student portal. The request must be submitted within 30 days of enrollment or by October 1 of each academic year for continuing students.

Questions regarding directory information and requests for non-disclosure should be directed to:

Registrar's Office Email: registrar@lauruscollege.edu

Privacy Policy

Laurus College is committed to protecting the security and privacy of your personal information. This policy outlines how we collect, use, and protect the information shared with us through our website and related services.

Collection of Information

We may collect both Personal Information (e.g., name, address, phone number) and Anonymous Information (e.g., IP address, browser type) through the use of cookies or other tracking technologies.

- Personal Information: You may be asked to provide personally identifiable information to access certain features of our website or services.
- Anonymous Information: Collected to improve website functionality and user experience. We reserve the right to use, maintain, or disclose anonymous information without limitation.

Use of Information

Laurus College uses your information to:

- ❖ Process requests and provide services.
- ❖ Improve the website and offerings.
- ❖ Notify you of relevant updates, offerings, or services.
- ❖ Ensure website security and meet legal obligations.

We may share your information with third parties performing specific functions on our behalf, such as email management, payment processing, or data management. These entities have access to your information only as necessary to perform their tasks and are required to safeguard it.

Cookies

Cookies are used to store information on your computer that helps enhance your interaction with the website. You may disable cookies via your browser settings, though this may limit certain functionalities of the site.

Security

We take appropriate measures to protect your personal information, including securing our servers and controlling access to data. Unauthorized use of the website may result in criminal and/or civil prosecution.

Phishing and Scam Awareness

Laurus College will never send unsolicited emails requesting sensitive personal information, such as Social Security numbers or credit card details. If you receive such an email, do not respond or open any attachments, as they may contain malicious software.

Children's Privacy

Laurus College complies with the Children's Online Privacy Protection Act (COPPA) and does not knowingly collect personal information from children under the age of 13 without parental consent.

Opting Out of Communications

If you wish to opt-out of receiving promotional emails from Laurus College, follow the instructions included in the email or contact us directly.

Contacting Laurus College

If you have any questions regarding this policy or wish to update your personal information, please contact us:

Laurus College
421 East Betteravia Road, Suite 100
Santa Maria, CA 93454
Phone: (805) 267-1690
Email: admin@lauruscollege.edu
Website: www.lauruscollege.edu

Student Records

Laurus College maintains digital academic and financial records for each student. These records are securely stored and accessible to authorized personnel only. Faculty records are also maintained digitally and securely.

Laurus College destroys those files that have aged beyond the retention requirements of the State of California. 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.

Forwarding Email

Each student is issued an email account for use while the student is enrolled. Student email is an available mechanism for formal communication by the College. If a student chooses to forward

their mail to another email address (Gmail, Yahoo, etc.), the Laurus College email address remains the destination for official College correspondence.

The Family Educational Rights and Privacy Act (FERPA) of 1974, establishes rules under which the College must operate to protect the privacy of student information. Email is used as a means to communicate official information from the College to the student, so it is important that any information sent be shared only between the party sending the information and the student. Use of the Laurus College email account provides Laurus with a greater level of assurance that it is the student with whom the College is communicating. This allows the College to communicate with the student in a way that protects student rights.

Sending email through the Laurus College system gives Laurus a high level of confidence that email will not be read by someone for whom it was not intended.

Release of Educational Records

A Laurus College student may authorize the release of their record to someone or some agency other than a Laurus employee. In order for the College to release these records, it must have student consent. A student wishing to give their consent should:

Complete and sign a Consent to Release Education Record Information form. The student may print this form from the College website or they may request a form from the Registrar by sending an email to: registrar@lauruscollege.edu.

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.(LAURUS)

GRADUATION HONORS AND DISTINCTIONS

Graduation Requirements-

To graduate from Laurus College, certain requirements must be met for degree conferral. Students must successfully complete all degree requirements with passing grades, meet the minimum GPA requirements, and meet all financial obligations to the institution.

To fulfill undergraduate degree or certificate requirements, the student must:

- ❖ Earn a passing grade (A-D) in all core courses
- ❖ Successfully complete the number of credit hours as listed in the enrolled degree program, which may include awarded transfer and challenge test credits within 150% of the total program length
- ❖ Complete program requirements with a GPA ≥2.0

An official associate or bachelor's Degree and an official copy of the student's transcript will be mailed directly to students within approximately 6-8-weeks of their academic program completion date. It is the student's responsibility to ensure the college has all current mailing address information before completion of the course of study to ensure timely receipt of official documents.

Degree Audit and Career Services Exit Interview

Following academic program completion, the Registrar's Office conducts a comprehensive graduation audit to verify that all degree requirements have been met.

This includes confirming successful completion of all required courses, achievement of the minimum GPA, and satisfaction of any other program requirements. Upon successful completion of the audit, the student is cleared for degree conferral and diploma issuance. At this time, we encourage students to meet with Career Services for an Exit Interview.

Diplomas

The diploma will be mailed directly to the address in our system. This normally takes approximately six to eight weeks after the Career Services Exit Interview.

Graduation Distinctions

At graduation, an undergraduate degree recipient achieving high academic performance is recognized according to their cumulative grade point average. The honor is determined as follows:

Latin Honor	GPA Range
Summa Cum Laude	3.90 to 4.00
Magna Cum Laude	3.70 to 3.89
Cum Laude	3.50 to 3.69

Student Association Memberships and Clubs

The Entrepreneurs Club at Laurus College is open to all students who have an interest in entrepreneurship, whether they are actively pursuing a business venture or possess an

entrepreneurial mindset. The club offers a range of enriching activities, including presentations from distinguished guest speakers, mentorship opportunities, and guidance in developing and refining business plans. Members will also benefit from meaningful networking opportunities with industry professionals and fellow students, fostering a collaborative environment for constructive feedback and professional growth.

GENERAL EDUCATION REQUIREMENTS

The Value of General Education at Laurus College

Our General Education courses are designed with adult learners in mind, recognizing that they bring valuable life experiences to the classroom. By integrating past knowledge with new learning, students are empowered to engage in meaningful discourse with peers and faculty, crafting new perspectives and enhancing their ability to apply knowledge in real-world scenarios.

- **Effective Communication** – Courses in communication help students refine their ability to convey ideas clearly and persuasively through writing, discussion, and creative expression, in both professional and personal settings.
- **ENG 101: English Composition** – Develops skills in writing, research, and critical analysis.
- **COM 200: Public Speaking & Professional Communication** – Enhances oral presentation and professional communication skills.
- **ENG 202: Advanced Writing for the Workplace** – Focuses on business and technical writing for real-world applications.
- **Analytical and Critical Thinking** – Courses in social sciences and mathematics develop skills for analyzing complex problems and making informed decisions.
  - o **MAT 110: College Algebra** – Strengthens quantitative reasoning and problem-solving abilities.
  - o **PHI 201: Critical Thinking & Logic** – Teaches logical reasoning, argument analysis, and decision-making.
  - o **SOC 101: Introduction to Sociology** – Explores human behavior, institutions, and societal structures.
  - o **PSY 101: Introduction to Psychology** – Examines cognitive processes, behavior, and critical analysis of human interactions.
- **Scientific and Technological Literacy** – Courses in natural and physical sciences help students develop the ability to critically evaluate, understand, and apply scientific and technological concepts in everyday life and professional settings.
  - o **SCI 120: Introduction to Physical Science** – Covers fundamental physics and chemistry principles with real-world applications.

- o **BIO 150: Human Biology & Health** – Provides an understanding of biological systems and health-related decision-making.
  - o **CIS 101: Digital Literacy & Technology Applications** – Develops proficiency in digital tools and information literacy.
- **Cultural and Ethical Awareness** –Humanities and social sciences courses equip students with a deeper understanding of diverse cultures, ethical decision-making, and global perspectives, enhancing their ability to navigate complex social, professional, and personal situations with sensitivity and integrity. Humanities and social sciences courses broaden perspectives, fostering empathy and a deeper understanding of global issues.
  - o **HUM 201: Ethics & Social Responsibility** – Discusses ethical frameworks, decision-making, and corporate/social responsibility.
  - o **HIS 210: U.S. History & Civic Engagement** – Examines historical contexts and their relevance to modern society.
  - o **ANT 205: Global Cultures & Diversity** – Explores cross-cultural perspectives, global issues, and social inclusion.
  - o

In addition to the general education requirements outlined above, students who are residents of Nevada must also complete coursework in the U.S. and Nevada Constitutions.

Career Foundations in General Education: Developing EEQs

At Laurus College, we recognize that General Education is more than just academic preparation—it is professional preparation. Our curriculum integrates Essential Employability Qualities (EEQs) to ensure students develop the skills needed to thrive in dynamic work environments and adapt to evolving career demands.

- **Communication & Collaboration** – Enhancing written, verbal, and interpersonal skills to foster teamwork and professional relationships.
  - o **ENG 101: English Composition** – Strengthens professional writing and argumentation.
  - o **COM 200: Public Speaking & Professional Communication** – Develops oral communication for workplace and leadership settings.
- **Critical Thinking & Problem Solving** – Encouraging analytical reasoning, decision-making, and strategic problem-solving.
  - o **PHI 201: Critical Thinking & Logic** – Builds logical reasoning and structured analysis.
  - o **MAT 110: College Algebra** – Reinforces quantitative analysis for decision-making.

- **Adaptability & Agility** – Preparing students to navigate uncertainty, shifting priorities, and evolving industry trends.
    - o **SOC 101: Introduction to Sociology** – Examines social systems and human adaptability.
    - o **SCI 120: Introduction to Physical Science** – Applies scientific reasoning to real-world problem-solving.
- **Information Literacy & Digital Fluency** – Equipping students with the ability to assess, manage, and use digital tools effectively.
    - o **CIS 101: Digital Literacy & Technology Applications** – Develops proficiency in digital platforms, cybersecurity awareness, and tech problem-solving.
    - o **ENG 202: Advanced Writing for the Workplace** – Focuses on professional and digital communication strategies.
- **Ethical Decision-Making & Civic Engagement** – Strengthening moral reasoning, ethical leadership, and global citizenship.
    - o **HUM 201: Ethics & Social Responsibility** – Explores ethical frameworks in business and society.
    - o **HIS 210: U.S. History & Civic Engagement** – Connects historical knowledge to modern civic responsibilities.

At Laurus College, our General Education curriculum is strategically designed to align with these essential workplace skills, ensuring that students graduate as well-rounded, career-ready professionals prepared to meet employer expectations and industry demands.

General Education Areas	Essential Employability Qualities (EEQs)	Laurus College Courses
Written & Oral Communication	Communication & Collaboration	ENG 101, COM 200, ENG 202
Quantitative Reasoning	Critical Thinking & Problem Solving	MAT 110, PHI 201
Information Literacy	Information Literacy & Digital Fluency	CIS 101, ENG 202
Critical Thinking	Critical Thinking & Problem Solving	PHI 201, MAT 110
Natural & Physical Sciences	Scientific & Technological Literacy	SCI 120, BIO 150
Social & Behavioral Sciences	Adaptability & Agility	SOC 101, PSY 101
Humanities & Ethics	Ethical Decision-Making & Civic Engagement	HUM 201, HIS 210, ANT 205

UNDERGRADUATE DEGREE PROGRAMS

The following pages detail the undergraduate degree programs offered at Laurus College. Each program is designed to equip students with the knowledge and skills necessary for success in today's dynamic job market. Our commitment to career relevance is reinforced by our Specialized Employer Advisory Councils, comprised of industry professionals who provide expert guidance on curriculum development and ensure our programs align with current employer needs.

Occupational Associate (O.A.) in Healthcare Management (previously named Medical Billing and Coding)

Program Description: 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 Healthcare Management Occupational Associate Degree program at Laurus College gives students the skills to market themselves to future employers in this fast-paced industry.

Program Learning Outcomes:

- **Demonstrate** use of medical terminology to effectively communicate within the healthcare industry.
- **Identify** real world business problems within the healthcare industry where services are produced, coordinated, consumed, and reimbursed.
- **Apply** foundational healthcare financial management skills to health care organizations.
- **Describe** the financial operations in the healthcare industry.
- **Identify** health insurance structures, billing methodologies, and reimbursement processes.
- **Discuss** legal, ethical, and regulatory standards in healthcare management, including HIPAA compliance.
- **Examine** healthcare teams through effective communication and management strategies.

Program Length: The Healthcare Management Occupational Associate Degree is 100 quarter credits and can be completed in two (2) years by attending all terms full time and consecutively.

Instructional Method: The Healthcare Management Occupational Associate Degree program is a practical application and involves intense interactive learning. All classes are lectures based on practical application laboratory and computer time for students to enhance their skills and abilities. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Program Outline

GENERAL EDUCATION		
ENG 100	English Composition I	50
HUM 200	World History	50
MTH 101	Introductory Algebra	50
PHY 200	Physical Science	50
PSY 140	Introduction to Psychology	50
Total General Education		**25**
PROGRAM CORE		
LAR 100	College Orientation	50
HCM 110	Medical Terminology	50
MBC 150	Understanding Health Insurance	50
MBC 160	Diagnosis Coding	50
MBC 170	Current Procedural Coding	50
HCM 200	Electronic Health Records	50
HCM 210	Medical Field Overview	50
HCM 220	Medical Office Functions	50
HCM 230	Applied Health and Ethics in Healthcare	50
HCM 240	Revenue Cycle for Healthcare	50
HCM 250	Fundamentals of Healthcare Finance	50
HCM 260	Healthcare Human Resource Management	50
HCM 270	Medical Management Supervision	50
HCM 280	Staff Management	50
HCM 290	Medical Front Office	50
	Total Program Core	**75**
Total Credit Hours		**100**

The academic year is defined as 3 Quarters and 36 quarter credits.

Associate of Science (A.S.) in Audio Video Production

Program Description: The Associate of Science degree in Audio Video Production will allow students to develop skills in audio and video recording, editing, and production by introducing them to the techniques and methods of working with sound and video. Students will learn audio and video theory, digital audio and video techniques, foundational skills for workstations, and processes in the daily workflow for audio and video production, including: various styles of sound recording and projection techniques, creating show design plans and working with logistics, and the principles of lighting, capture, composition, sequencing, and formatting. Students will also learn and use industry standard software in post-production to ensure that various audio components blend and align with video

Program Learning Outcomes:

Upon completion of the **Associate of Science in Audio Video Production**, students should be able to:

- **Identify** key components of audio and video editing software.
- **Describe** basic audio and video editing techniques.
- **Operate** non-linear editing tools to perform basic digital audio and video tasks.
- **Recognize** various file formats for audio and video production.
- **Define** industry-standard terms related to audio and video production.
- **Identify** best practices for the creation of audio and video projects.
- **Arrange** audio and video files in a timeline to create coherent projects.
- **Evaluate** mastering techniques for professional sound production.
- **Demonstrate** professionalism and civic engagement through ethical decision-making.

Program Length: The Audio Video Production of Associate of Science Degree program is 100 quarter credits and can be completed in two (2) years if the student attends all terms full time and consecutively

Instructional Method: The Audio Video Production of Associate of Science Degree program is practical application and involves intense interactive learning. All classes are lecture based with practical application laboratory and computer time for students to enhance their skills and abilities. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Program Outline

GENERAL EDUCATION		
ENG 100	English Composition I	5
HUM 200	World History	5
MTH 101	Introductory Algebra	5
PHY 200	Physical Science	5
PSY 140	Introduction to Psychology	5
Total General Education		**25**
PROGRAM CORE		
AUD 110	Intro to Audio Video Production	5
AUD 120	Digital Audio Workstations I	5
AUD 220	AV Technology and Live Events	5
AUD 230	Audio Recording Techniques	5
AUD 240	Audio Editing & Mixing	5
AUD 250	Post Production	5
AUD 260	Video Production for Live Events	5
AUD 280	Audio Production for Live Events	5
AUD 290	Studio Concentration I	5
BSM 255	Project Management	5
BUS 150	Entrepreneurship	5
LAR 100	College Orientation	5
VID 130	Intro to Digital Video Production	5
VID 170	Single Camera Production & Lighting	5
VID 270	Video Editing	5
	Total Program Core	**75**
Total Credit Hours		**100**

The academic year is defined as 3 Quarters and 36 quarter credits.

Associate of Science (A.S.) in Business Administration Degree Program

Program Description: The Associate of Science degree in Business Administration equips students with a broad-based foundation in business administration by preparing them with the necessary skills to contribute to the overall success of a business or an organization. A variety of courses in accounting, introduction to business, management, marketing, human relationships, business startup strategies, business law and communications provide students with the fundamental theories and principles of business and to prepare them for entry-level positions and/or provide knowledge and skills for entrepreneurship or small business ownership.

Program Learning Outcomes:

- **Explain** the fundamental principles of business.
- **Recognize** the leadership skills needed to situations towards organizational success.
- **Combine** PLO 2 to best align to curriculum.
- **Apply** a marketing mix and use the technology effectively.
- **Deleted** due to marketing and comprehensive business principles covered above.
- **Demonstrate** effective oral and written communication skills
- **Evaluate** ideas and evidence rationally to produce and implement business administration solutions.

Program Length: The Business Administration of Associate of Science Degree program is 100 quarter credits and can be completed in two (2) years if the student attends all terms full time and consecutively.

Instructional Method: The Business Administration of Associate of Science Degree program involves practical application and intense interactive learning. All classes are lecture based with practical application for students to enhance their skills and abilities. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Program Outline

GENERAL EDUCATION		
ENG 100	English Composition I	5
HUM 200	World History	5
MTH 101	Introductory Algebra	5
PHY 200	Physical Science	5
PSY 140	Introduction to Psychology	5
Total General Education		**25**
PROGRAM CORE		
ACC120	Financial Accounting	5
BSM 100	Introduction to Business	5
BUS 140	Introduction to Spreadsheets	5
BUS 150	Entrepreneurship	5
BUS 160	Digital Presentations	5
BUS 210	Principles of Management	5
FIN 260	Personal Finance	5
HRM 230	Human Resources	5
LAR 100	College Orientation	5
LAR 105	Introduction to Word Processing	5
LAW 240	Business Law	5
MKT 220	Principles of Marketing	5
PMT 255	Project Management	5
WDD 101	Internet Fundamentals	5
WDD 110	Digital Graphics	5
	Total Program Core	**75**
Total Credit Hours		**100**

The academic year is defined as 3 Quarters and 36 quarter credits.

Associate of Science (A.S.) in Cyber Security

Program Description: Information security is the quintessential makeup of every company, organization, and person throughout the globe. With the rapid increase of cyber threats and attacks it is essential that companies protect their network infrastructure from and avoid becoming the next victim of a cyber-attack. The Associate of Science degree in Cyber Security provides students with a solid foundation of the skills needed to become a cyber security professional. Students in this program gain an understanding of how to identify potential cyber threats and prevent both internal and external attacks. This exciting program gives students the tools and the information for potential employment in the rapidly evolving Cyber Security field.

Program Learning Outcomes:

- **Explain** the importance of personal responsibility and security in a technological world, ethics, privacy issues, and security threats, vulnerabilities, and countermeasures.
- **Design** a cyber security network infrastructure by identifying and utilizing tools and systems that reduce the risk of data breaches, network intrusions, software and hardware hardening, and information data security while complaining with organizational policies and practices.
- **Determine** flaws and vulnerabilities in applications, websites, networks, systems, protocols, and configurations using both manual techniques and assistive tools while providing viable solutions for securing the infrastructure while maintaining proper compliance and governance within the enterprise.
- **Discuss** the fundamentals of cybersecurity, threats to business continuity, disaster recovery, legal, ethical predicaments, and professional issues relative to security whether it be related to data, information, application, or networks.
- **Implement** common standards, procedures, and applications used to protect the confidentiality, integrity, and availability of data and information systems.
- **Develop** contingency operations that include administrative planning processes for incident response, disaster recovery, and business continuity planning within information security and implement a comprehensive security plan, including risk analysis, legal, regulatory, physical security, data, and personnel threats.
- **Explain** and utilize digital forensic techniques, procedures, and software tools.
- **Implement** appropriate procedures and technologies to enforce administrative policies within a corporate environment with sensitivity to the goals and constraints of an organization.
- **Implement** hardware and software configuration responsive to an identified scenario while describing how the historical development of hardware and operating system

computing platforms produced the computing systems we have today and diagram the main parts of a computer, including interconnections.

- **Explain** and utilize network standards, protocols, components, transmission media, hardware, protocol analyzer, and cybersecurity tools and requirements of distributed computing setting while contrasting various networking topologies in terms of robustness, expandability, and throughput used within an enterprise.
- **Perform** database administration tasks such as creating and managing database users, roles, and privileges, backup, and restoring database objects to ensure organizational efficiency, continuity, and information security.
- **Develop** critical thinking, reasoning, and problem-solving skills.
- **Use** the Library/Resource Center to complete course assignments that require book, periodical, journal, and/or Internet research.

Program Length: The Cyber Security Associate of Science Degree program is 100 quarter credits and can be completed in two (2) years if the student attends all terms full time and consecutively.

Instructional Method: The Cyber Security Associate of Science Degree program is a practical application and involves intense interactive learning. All classes are lecture based with practical application laboratory and computer time for students to enhance their skills and abilities. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Program Outline

GENERAL EDUCATION		
ENG 100	English Composition I	5
HUM 200	World History	5
MTH 101	Introductory Algebra	5
PHY 200	Physical Science	5
PSY 140	Introduction to Psychology	5
Total General Education		**25**
PROGRAM CORE		
CSC 110	Technology Fundamentals	5
CYB 200	Python Programming Fundamentals	5
CYB 210	Intro to Computer Forensics	5
CYB 240	Fundamentals of Network Security	5
CYB 245	Network Defense	5
CYB 250	Incident Response and Disaster Recovery	5
CYB 260	Offensive Vulnerability Assessment	5
ITS 110	Fundamentals of Operating System	5
ITS 120	Managing Computer Devices	5
ITS 150	Basic Networking	5
ITS 180	Administering Networks	5
ITS 190	Network Maintenance	5
ITS 210	Network System Services	5
ITS 220	Introduction to Database Management	5
LAR 100	College Orientation	5
	Total Program Core	**75**
Total Credit Hours		**100**

The academic year is defined as 3 Quarters and 36 quarter credits.

Associate of Science (A.S.) in Information Technologies and Network Systems

Program Description: The Associate of Science degree in Information Technologies and Network Systems provides students with a solid foundation of skills in Information Technology and Networking systems. 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 Learning Outcomes:

Upon completion of the Information Technologies and Network Systems Associate of Science degree, students should be able to:

- **Demonstrate** proficiency with a LAN and WAN networking systems.
- **Design** and construct virtual environments.
- **Demonstrate** proficiency in routing and switching.
- **Plan** and develop relational databases.
- **Analyze** network security and understand how it is maintained and implemented in an organization.
- **Identify** tools, diagnostic procedures, and troubleshooting techniques for personal computers, laptops, peripherals, and operating systems

Program Length: The Information Technologies and Network Systems of Associate of Science Degree program is 100 quarter credits and can be completed in two (2) years if the student attends all terms full time and consecutively.

Instructional Method: The Information Technologies and Network Systems of Associate of Science Degree program is practical application and involves intense interactive learning. All classes are lecture based with practical application laboratory and computer time for students to enhance their skills and abilities. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Communication and Critical Thinking Skills: Students in the Information Technologies and Network Systems Associate of Science Degree 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.

Program Outline

GENERAL EDUCATION		
ENG 100	English Composition I	5
HUM 200	World History	5
MTH 101	Introductory Algebra	5
PHY 200	Physical Science	5
PSY 140	Introduction to Psychology	5
Total General Education		**25**
PROGRAM CORE		
BUS 150	Entrepreneurship	5
ITS 100	Hardware Technology Fundamentals	5
ITS 110	Fundamentals of Operating Systems	5
ITS 120	Managing Computer Devices	5
ITS 130	Systems Support	5
ITS 150	Basic Networking	5
ITS 180	Administering Networks	5
ITS 190	Network Maintenance	5
ITS 200	Microsoft Endpoint Administrator	5
ITS 210	Network System Services	5
ITS 220	Introduction to Database Management	5
ITS 230	Managing Information Systems	5
ITS 240	Cyber Security Fundamentals	5
LAR 100	College Orientation	5
PMT 255	Project Management	5
	Total Program Core	**75**
Total Credit Hours		**100**

The academic year is defined as 3 Quarters and 36 quarter credits.

Associate of Science (A.S.) in Visual Design and Multimedia

Program Description: The Associate of Science degree in Visual Design and Multimedia prepares students for a multi-faceted career in visual design, including graphic design, visual development, video game development, feature film animation, and visual effects creation. The goal of the program is to help students develop the creative and technical skills essential to pursuing a successful career as an artist, designer, generalist capable of working in a multitude of design industries. Students will be given the opportunity to acquire fundamental and advanced techniques used throughout visual design industries by conducting research, practical application, and self-development. Students will use industry standard software to explore different techniques used to conceptualize, develop and produce digital works of art used to visual communicate purpose, intent and function.

Program Learning Outcomes:

- **Explain** the design and development process.
- **Demonstrate** proficiency with software and tools to create visual content.
- **Develop** Design solutions that effectively enhance visual communication.
- **Create** animation assets by applying skills from key stages of the animation pipeline
- **Apply** critical thinking to create digital works that visually communicate purpose and intent.
- **Create** a portfolio showcasing skills and knowledge for a computer graphics career or further study

Program Length: The Visual Design and Multimedia Associate of Science Degree program is 100 quarter credits and can be completed in two (2) years if the student attends all terms full time and consecutively.

Instructional Method: The Visual Design and Multimedia Associate of Science Degree program is practical application and involves intense interactive learning. All classes are lecture based with practical application laboratory and computer time for students to enhance their skills and abilities. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Program Outline

GENERAL EDUCATION		
ENG 100	English Composition I	5
HUM 200	World History	5
MTH 101	Introductory Algebra	5
PHY 200	Physical Science	5
PSY 140	Introduction to Psychology	5
Total General Education		**25**
PROGRAM CORE		
BUS 150	Entrepreneurship	5
DGN 100	Design 1	5
DGN 110	Design 2	5
DIG 101	Animation Foundations	5
DIG 110	Digital illustration	5
DIG 120	Introduction to Color Theory	5
DIG 130	Introduction to Modeling	5
DIG 160	Introduction to Animation	5
DIG 200	Motion Graphics	5
DIG 210	Introduction to Shading and Lighting	5
DIG 220	Introduction to Rigging	5
DIG 230	Introduction to Digital Sculpting	5
LAR 100	LAR100 College Orientation	5
PMT 255	Project Management	5
WDD 110	Digital Graphics	5
	Total Program Core	**75**
Total Credit Hours		**100**

The academic year is defined as 3 Quarters and 36 quarter credits.

Associate of Science (A.S.) in Web Design

Program Description: The Associate of Science degree in Web Design prepares students for a career in the expansive web design industry. The goal of the program is to provide students with the opportunity to develop an eye for design and gain an understanding of the theories and technologies required to build and maintain effective web pages and other web-based solutions. The program includes training in page construction, coding and scripting techniques, principles of design, content creation, and usability design. Students learn the skills needed to leverage existing technologies and frameworks to build mobile-ready, responsive web sites quickly and easily.

Program Learning Outcomes:

- **Develop** web solutions aligned with client goals, applying strategic thinking and web design patterns through a complete production pipeline.
- **Construct** responsive web solutions using HTML, CSS, and customized Content Management Systems.
- **Apply** design principles and compositional theory to enhance digital content aesthetics.
- **Create** and deploy web-based content that aligns with brand strategies.
- **Build** and customize websites to meet industry specifications and standards across multiple devices.

Program Length: The Web Design Associate of Science Degree program is 100 quarter credits and can be completed in two (2) years if the student attends all terms full time and consecutively.

Instructional Method: The Web Design Associate of Science Degree program is a practical application and involves intense interactive learning. All classes are lectures based with practical application laboratory and computer time for students to enhance their skills and abilities. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Program Outline

GENERAL EDUCATION		
ENG 100	English Composition I	5
HUM 200	World History	5
MTH 101	Introductory Algebra	5
PHY 200	Physical Science	5
PSY 140	Introduction to Psychology	5
Total General Education		**25**
PROGRAM CORE		
BUS 150	Entrepreneurship	5
MKT 220	Principles of Marketing	5
PMT 255	Project Management	5
LAR 100	College Orientation	5
WDD 101	Internet Fundamentals	5
WDD 110	Digital Graphics	5
WDD 150	Vector Graphics	5
WDD 170	Intermediate HTML/CSS Design	5
WDD 200	UI/UX Design Fundamentals	5
WDD 210	Advanced HTML/CSS Design	5
WDD 310	Javascript for Dynamic Interfaces	5
WDD 330	Advanced Javascript 2 Front End Dev	5
WDD 340	E-commerce Solutions	5
WDD 360	Advanced UI Animation and Interaction	5
WDD 420	3D Web Graphics and Interactive Design	5
	Total Program	**75**

	Core	
Total Credit Hours		**100**

The academic year is defined as 3 Quarters and 36 quarter credits.

Bachelor of Science (B.S.) in Audio Production

Program Description: The Bachelor of Science degree in Audio Production equips students with a broad-based foundation in recording, editing, mixing, and producing audio. The goal of the program is to help students develop the creative and technical skills essential to pursuing a successful career in audio production industries. Students will be given the opportunity to acquire fundamental and advanced techniques used in audio production through the mastery of practical applications and self-development. Students will use industry standard software to explore different techniques used to conceptualize, develop and produce audio in commercial settings.

Program Learning Outcomes:

Upon completion of the **Bachelor of Science in Audio Video Production**, students should be able to:

- **Perform** industry-standard techniques in digital and analog technology for audio and video design.
- **Apply** advanced audio and video techniques for high-quality productions.
- **Utilize** knowledge of acoustics and sound reinforcement to improve audio and video production.
- **Demonstrate** expertise in audio connectivity optimized audio performance.
- **Evaluate** industry business practices for successful project management and marketing.
- **Design** proposals for packaging and deploying audio-video equipment in professional scenarios.
- **Model** client relations and studio management to meet professional recording needs.
- **Demonstrate** mastery of audio and video post-production techniques.
- **Demonstrate** professionalism and civic engagement through ethical decision-making.

Program Length: The Audio Production Bachelor of Science Degree program is 190 quarter credits and can be completed in four (4) years if the student attends all terms full time and consecutively.

Instructional Method: The Audio Production Bachelor of Science Degree program is practical application and involves intense interactive learning. All classes are lecture based with practical application laboratory and computer time for students to enhance their skills and abilities. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Program Outline

GENERAL EDUCATION		
BIO 200	Life Sciences	5
BUS 200	Business Communications	5
ENG 100	English Composition I	5
ENG 200	English Composition II	5
ENG 305	Speech and Rhetoric	5
HUM 200	World History	5
MTH 101	Introductory Algebra	5
MTH 240	Statistics	5
PHY 200	Physical Science	5
PSY 140	Introduction to Psychology	5
SOC 120	Introduction to Sociology	5
Total General Education		**55**
PROGRAM CORE		
AUD 110	Intro to Audio Video Production	5
AUD 120	Intro to Digital Audio Workstations I	5
AUD 220	AV Technology and Live Events	5
AUD 230	Audio Recording Techniques	5
AUD 240	Audio Editing & Mixing	5
AUD 250	Post Production	5
AUD 260	Video Production for Live Events	5
AUD 280	Audio Production for Live Events	5
AUD 290	Studio Concentration I	5

AUD 310	Digital Audio Workstations II	5
AUD 320	AV Installation (CTS)	5
AUD 330	Audio Post Production for Film	5
AUD 340	Digital Audio Workstations II	5
AUD 350	Sound Design for Virtual Environments	5
AUD 365	AVoIP (Audio-Visual over Internet Protocol)	5
AUD 390	Live Sound	5
AUD 460	Sound Dynamics & Mastering	5
AUD 480	Entertainment Business	5
AUD 485	Audio Production Capstone	5
BUS 150	Entrepreneurship	5
BUS 305	Business Ethics	5
BUS 465	Ethics & Law in Media Communications	5
LAR 100	College Orientation	5
PMT 255	Project Management	5
VID 130	Intro to Digital Video Production	5
VID 170	Single Camera Production & Lighting	5
VID 270	Video Editing	5
	Total Program Core	**135**
	Total Credit Hours	**190**

The academic year is defined as 3 Quarters and 36 quarter credits.

Bachelor of Science (B.S.) in Business Systems Management

Program Description: The Bachelor of Science degree in Business Systems Management prepares students for a career in business, whether in a corporation, startup, or to follow their own entrepreneurial ambitions. The goal of the program is to provide students with an opportunity to develop skills in critical and creative thinking, problem-solving, social responsibility, human relationships, and technological savvy. Students will interact with faculty and peers in a career-oriented business education that emphasizes personal and professional integrity. Managerial courses emphasize human values and techniques for establishing a sense of responsibility to employers, employees, and other stakeholders while building strong relationships; marketing and social entrepreneurship courses demonstrate the role of marketing in business and provide students with adaptive skills and tools to think creatively and develop innovative business ideas and solutions; and, finance and accounting courses equip business students with the primary concepts and skills necessary to understand budgeting and funding and to evaluate the cash flow within an enterprise.

Upon completion of the Bachelor of Science degree in Business Systems Management, students can pursue careers in a number of fields, including business management, social media marketing, marketing, advertising, banking, personal finance, and entrepreneurship.

Program Learning Outcomes:

- **Demonstrate** effective oral and written communication skills
- **Evaluate** ideas and evidence to produce and implement solutions
- **Apply** leadership skills to people and situations towards organizational success.
- **Evaluate** a marketing mix and use the technology effectively.
- **Explain** the role of financial management and accounting in the business setting.
- **Apply** business and accounting tools for effective and efficient business operations.

Program Length: The Business Systems Management Bachelor of Science Degree is 190 quarter credits, and can be completed in four (4) years by attending all terms full time and consecutively.

Instructional Method: The Business Systems Management Bachelor of Science Degree program is practical application 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 virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Program Outline

GENERAL EDUCATION		
BIO 200	Life Sciences	5
BUS 200	Business Communications	5
ENG 100	English Composition I	5
ENG 200	English Composition II	5
ENG 305	Speech and Rhetoric	5
HUM 200	World History	5
MTH 101	Introductory Algebra	5
MTH 240	Statistics	5
PHY 200	Physical Science	5
PSY 140	Introduction to Psychology	5
SOC 120	Introduction to Sociology	5
Total General Education		**55**
PROGRAM CORE		
ACC 120	Financial Accounting	5
BUS 100	Introduction to Business	5
BUS 140	Introduction to Spreadsheets	5
BUS 150	Entrepreneurship	5
BUS 210	Principles of Management	5
BUS 300	International Business	5
BUS 305	Business Ethics	5

BUS 320	AI & Digital Commerce	5
BUS 330	Business Information Systems	5
BUS 400	Small Business Management	5
BUS 410	Strategic Business Planning	5
BUS 430	Organizational Leadership	5
BUS 465	Ethics & Law in Media Communications	5
BUS160	Digital Presentations	5
CIS 101	Emerging Technologies	5
FIN 260	Personal Finance	5
HRM 230	Human Resources	5
LAR 100	College Orientation	5
LAR 105	Introduction to Word Processing	5
LAW 240	Business Law	5
MKT 220	Principles of Marketing	5
MKT 315	Consumer Behavior	5
MKT 360	Strategic Marketing	5
MKT 420	Social Media Management	5
PMT 255	Project Management	5
WDD 110	Digital Graphics	5
WDD 310	Digital Advertising	5
	Total Program Core	**135**
	Total Credit Hours	**190**

The academic year is defined as 3 Quarters and 36 quarter credits.

Bachelor of Science (B.S.) in Digital Arts and Computer Animation

Program Description: The Bachelor of Science degree in Digital Arts and Computer Animation prepares students for a multi-faceted career in the animation industry, including video game development, feature film animation, and visual effects creation. The goal of the program is to help students develop the creative and technical skills essential to pursuing a successful career in the computer animation industry. Students will be given the opportunity to acquire fundamental and advanced techniques used throughout the computer animation industry by conducting research, practical application, and self-development. Students will use industry standard software to explore different techniques used to model, texture, rig, animate, and render digital works of art. Students will also be expected to develop a portfolio that can be used to seek employment within the computer animation industry.

Upon completion of the Bachelor of Science degree in Digital Arts and Computer Animation, students can pursue careers in a number of fields, including VFX and feature films, video games, product visualization, and computer graphics.

Program Learning Outcomes:

- **Develop** design solutions for use in visual communication.
- **Formulate** solutions to complex design and visualization problems, analyzing their effectiveness throughout the creative process.
- **Apply** principles of design, color theory, and composition to create 3D computer graphics for various media outputs.

- **Create** 3D graphic images utilizing industry-standard software and techniques.
- **Demonstrat**e expertise in one or more areas of the animation pipeline.

Program Length: The Digital Arts and Computer Animation Bachelor of Science Degree program is 190 quarter credits and can be completed in four (4) years if the student attends all terms full time and consecutively.

Instructional Method: The Digital Arts and Computer Animation Bachelor of Science Degree program is practical application and involves intense interactive learning. All classes are lecture based with practical application laboratory and computer time for students to enhance their skills and abilities. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Program Outline

GENERAL EDUCATION		
BIO 200	Life Sciences	5
BUS 200	Business Communications	5
ENG 100	English Composition I	5
ENG 200	English Composition II	5
ENG 305	Speech and Rhetoric	5
HUM 200	World History	5
MTH 101	Introductory Algebra	5
MTH 240	Statistics	5
PHY 200	Physical Science	5
PSY 140	Introduction to Psychology	5
SOC 120	Introduction to Sociology	5
Total General Education		**55**
PROGRAM CORE		
BUS 150	Entrepreneurship	5
DGN 100	Design 1	5
DGN 110	Design 2	5
DIG 101	Animation Foundations	5

DIG 110	Digital illustration	5
DIG 120	Introduction to Color Theory	5
DIG 130	Introduction to Modeling	5
DIG 160	Introduction to Animation	5
DIG 200	Motion Graphics	5
DIG 210	Introduction to Shading and Lighting	5
DIG 220	Introduction to Rigging	5
DIG 230	Introduction to Digital Sculpting	5
DIG 305	Character Creation 1	5
DIG 310	Advanced Image Editing	5
DIG 315	Advanced Texture and Shader Creation	5
DIG 320	Digital Compositing	5
DIG 335	Character Rigging	5
DIG 345	Game Development	5
DIG 370	Advanced Animation	5
DIG 405	Animation for Games	5
DIG 415	Character Creation 2	5
DIG 420	Game Asset Creation	5
DIG 430	Scene Creation	5
DIG 440	Environmental Modeling	5
LAR 100	College Orientation	5
PMT 255	Project Management	5
WDD 110	Digital Graphics	5
	Total Program Core	**135**
	Total Credit Hours	**190**

The academic year is defined as 3 Quarters and 36 quarter credits.

Bachelor of Science (B.S.) in Information Technology Systems Management

Program Description: The Bachelor of Science degree in Information Technology Systems Management prepares students to be knowledgeable and well versed in modern technology concepts. The goal of the program is to help students develop the technical skills needed for pursuing a successful career as an IT professional. This program covers fundamental and advanced skill development in a variety of IT related areas, while also providing the knowledge to successfully apply information technology theory and principles to address real world business opportunities and challenges. This program also provides students with the opportunity to effectively use information resources, conduct intellectual research, and communicate scientific knowledge based on today's technology requirements.

Upon completion of the Bachelor of Science degree in Information Technology Systems Management, students can pursue careers in a number of fields, including systems administration, applications support and database analysis, server administration, network administration, computer repair, desktop support, and cybersecurity.

Program Learning Outcomes:

- **Communication:** Demonstrate effective oral and written technical communication skills; communicate concisely, professionally, and accurately in various technical professional

modes, including an ability to communicate effectively with a range of audiences about technical information. Demonstrate proficiency in communicating technical information in formal reports, documentation, and delivering presentations to users and information technology professionals.

- **Critical Thinking:** Demonstrate critical thinking skills using the ability to analyze a problem, and to identify and define the computing requirements appropriate to its solution. Demonstrate the ability to use industry best practices in troubleshooting information technology issues.
- **Information Management:** Demonstrate the ability to analyze, plan and support the impact of information and computing technologies overall effectiveness for users, organizations and enterprises on a global scale; effectively map information systems with organizational operational functions across an enterprise.
- **Networking Management:** Demonstrate a thorough understanding of how to analyze complex network local area network (LANs), wide area network (WANs), and other critical data communications infrastructure across enterprises; manage, install and oversee safe and secure network data centers by applying modern technologies that will further enhance enterprise security.
- **Expert Knowledge:** Demonstrate expertise knowledge of core information technologies that include web, database management, enterprise system security, computer architecture, operating systems, networking and system administration.
- **Application of Standards:** Demonstrate competently applying best practices including standards to applications, information technologies, information security, network technologies, and system management.
- **Information Technology Foundation:** Demonstrate knowledge of current market trends and innovative information technology in a rapidly changing global environment. Demonstrate the ability to disseminate direct comprehensive knowledge to organizational stakeholders.

Program Length: The Information Technology Systems Management Bachelor of Science Degree program is 190 quarter credits and can be completed in four (4) years by attending all terms full time and consecutively.

Instructional Method: The Information Technology Systems Management Bachelor of Science Degree program is practical application and involves intense interactive learning. All classes are lecture based with practical application computer and laboratory time for students to enhance their skills and abilities. Interactive virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Program Outline

GENERAL EDUCATION		
BIO 200	Life Sciences	5
BUS 200	Business Communications	5
ENG 100	English Composition I	5
ENG 200	English Composition II	5
ENG 305	Speech and Rhetoric	5
HUM 200	World History	5
MTH 101	Introductory Algebra	5
MTH 240	Statistics	5
PHY 200	Physical Science	5
PSY 140	Introduction to Psychology	5
SOC 120	Introduction to Sociology	5
Total General Education		**55**
PROGRAM CORE		
BUS 150		5
ITS 100		5
ITS 110		5
ITS 120		5
ITS 130		5
ITS 150		5
ITS 180		5
ITS 190		5
ITS 200		5
ITS 205		5
ITS 210		5
ITS 220		5
ITS 230		5
ITS 240		5
ITS 300		5
ITS 310		5
ITS 320		5
ITS 330		5
ITS 340		5
ITS 350		5
ITS 400		5

ITS 410		5
ITS 420		5
ITS 430		5
ITS 450		
LAR 100		
PMT 255		5
	Total Program Core	**135**
	Total Credit Hours	**190**

The academic year is defined as 3 Quarters and 36 quarter credits.

Bachelor of Science (B.S.) in Web Design and Development

Program Description: The Bachelor of Science degree in Web Design and Development prepares students for a career in the expansive web design industry.   The goal of the program is to provide students with the opportunity to develop skills in web design, front-end development, digital marketing, brand development, usability design, and content creation. Web authoring courses focus on crafting web pages utilizing modern coding techniques to create mobile ready, responsive web sites using semantically correct code. Students also learn how to leverage existing technologies and frameworks to build pages and sites quickly and easily, and to apply both client and server-side code to improve their user experience. The digital marketing courses focus on researching and applying data toward creating campaigns that meet both user and business goals, as well as equip students with the primary concepts and skills necessary to manage social media communities and to design, develop, and deploy touchpoints to maximize conversions. Content creation and design courses build student skills in writing, image development, audio/video editing, and multimedia creation, as well as graphic design and layout skills, with an eye toward developing concrete visual hierarchies and utilizing design patterns and trends effectively.

Upon completion of the Bachelor of Science degree in Web Design and Development, students can pursue careers in several fields, including web design, social media marketing, advertising, desktop publishing, instructional design, ecommerce, and digital marketing.

Program Learning Outcomes:

- **Create** visually appealing designs using solid design principles to communicate messages and engage target audiences.
- **Apply** client-side and server-side scripting languages to demonstrate programming skills

- **Develop** strategies to improve website usability and user experience design.
- **Create** engaging content across formats using industry-standard software to meet brand objectives and boost engagement.
- **Develop** marketing plans by creating user personas, customer scenarios, and launching effective digital campaigns.

Program Length: The Web Design and Development Bachelor of Science Degree program is 190 quarter credits, and can be completed in four (4) years if the student attends all terms full time and consecutively

Instructional Method: The Web Design and Development Bachelor of Science Degree program is practical application and involves intense interactive learning. All classes are lecture based with practical application 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 virtual classrooms are part of the instructional process at Laurus College. Instruction may be supplemented with guest speakers in class.

Program Outline

GENERAL EDUCATION		
BIO 200	Life Sciences	5
BUS 200	Business Communications	5
ENG 100	English Composition I	5
ENG 200	English Composition II	5
ENG 305	Speech and Rhetoric	5
HUM 200	World History	5
MTH 101	Introductory Algebra	5
MTH 240	Statistics	5
PHY 200	Physical Science	5
PSY 140	Introduction to Psychology	5
SOC 120	Introduction to Sociology	5
Total General Education		**55**
PROGRAM CORE		
BUS 150	Entrepreneurship	5
DIG 200	Motion Graphics	5
ITS 100	Hardware Technology Fundamentals	5

ITS 150	Basic Networking	5
LAR 100	College Orientation	5
MKT 220	Principles of Marketing	5
PMT 255	Project Management	5
WDD 101	Internet Fundamentals	5
WDD 110	Digital Graphics	5
WDD 120	Intro to HTML/CSS Design	5
WDD 130	Graphic Design Fundamentals	5
WDD 160	Advanced CMS	5
WDD 170	Intermediate HTML/CSS Design	5
WDD 200	UI/UX Design Fundamentals	5
WDD 210	Advanced HTML/CSS Design	5
WDD 220	Advanced Photoshop Techniques	5
WDD 230	Content Creation for the Web	5
WDD 300	Javascript Fundamentals	5
WDD 310	Javascript for Dynamic Interfaces	5
WDD 320	Advanced Javascript 1 Front End Dev	5
WDD 330	Advanced Javascript 2 Front End Dev	5
WDD 340	E-commerce Solutions	5
WDD 360	Advanced UI Animation and Interaction	5
WDD 410	Advanced Web Animation and Deployment	5
WDD 420	3D web graphics and interactive design	5
WDD 430	Brand Management	5
WDD 440	Digital Advertising	5
	Total Program Core	**135**
	Total Credit Hours	**190**

The academic year is defined as 3 Quarters and 36 quarter credits.

Course Descriptions

AUD110 Intro to Audio Video Production

This course introduces the fundamental concepts, tools, and techniques of audio and video production. Students will explore industry-standard terminology, media formats, and the technical aspects of recording, editing, and outputting digital media. Through hands-on activities and projects, learners will gain practical experience in working with audio and video equipment, file management, and production workflows. By the end of the course, students will have a foundational understanding of audio and video production, preparing them for more advanced coursework in the field.

Course Learning Outcomes:

- Identify and differentiate between various audio and video file formats used in professional production environments.
- Demonstrate an understanding of industry-standard terminology related to audio and video production.
- Apply basic recording, editing, and media management techniques to create and organize digital audio and video content.

AUD120 Intro to Digital Audio Workstations I

This course introduces students to the world of audio production, covering essential topics such as sound recording techniques, audio editing software, and digital audio workstations (DAWs). Students will gain hands-on experience with industry-standard tools and practices, preparing them for future courses in audio production.

Prerequisite: AUD110

Course Learning Outcomes:

- Identify basic audio recording equipment and software used in the industry.
- Describe basic audio editing techniques using digital audio workstations (DAWs).
- Apply audio recording and editing techniques in a variety of production scenarios.
- Recognize the importance of sound quality and its role in overall production.

AUD220 AV Technology and Live Events

This course provides an introduction to the role of audiovisual (AV) technology in live events, including concerts, conferences, and theatrical productions. Students will explore the ethical considerations, industry standards, and best practices for working in live production

environments. Through hands-on projects, students will gain experience setting up, troubleshooting, and operating AV equipment in real-time scenarios.

Prerequisite: AUD110 & VID130

Course Learning Outcomes:

- Identify key components and technologies used in live event AV production.
- Describe ethical considerations and professionalism in live AV event production.
- Demonstrate fundamental troubleshooting techniques for AV equipment in live settings.
- Recognize the importance of collaboration and communication in live production teams.

AUD230 Audio Recording Techniques

This course introduces students to professional audio recording techniques, including microphone selection, signal processing, and recording environments. Students will explore best practices for capturing high-quality sound for various production applications.

Course Learning Outcomes:

- Identify different types of microphones and their applications in audio recording.
- Apply fundamental techniques for capturing high-quality audio in different recording environments.
- Demonstrate an understanding of signal processing and its role in audio production.
- Evaluate recording quality and apply techniques to improve sound clarity and depth.

Prerequisite: AUD110 & AUD120

AUD240 Audio Editing & Mixing

Students in this course will explore audio editing and mixing techniques, including equalization, compression, and multi-track arrangement. The course covers the post-production process, focusing on refining and balancing audio for different media formats.

Course Learning Outcomes:

- Recognize and differentiate between various audio file formats and their uses in production.
- Apply equalization, compression, and dynamic range techniques to enhance audio quality.
- Utilize digital audio software to edit, mix, and finalize audio tracks for different media applications.
- Evaluate sound elements to ensure clarity, consistency, and professional quality.

Prerequisite: AUD120, VID270 & AUD230

AUD250 Postproduction

This course provides an in-depth look at the post-production process, including video editing, sound design, and mastering techniques. Students will refine their projects through advanced editing techniques, ensuring professional-level production quality.

 Course Learning Outcomes:

- Utilize industry-standard software for post-production editing and finishing.
- Assess and correct issues related to audio and video synchronization.
- Apply advanced video and audio editing techniques to enhance the final production.
- Evaluate the quality of post-production work based on industry standards and best practices.

Prerequisite: AUD120, AUD230, & AUD240

AUD260 Video Production for Live Events

This course introduces students to the unique challenges of video production in live events, including multi-camera setups, live streaming, and event coverage. Students will gain hands-on experience in capturing, editing, and producing video content for live audiences.

Course Leaning Outcomes:

- Demonstrate proficiency in setting up and operating video equipment for live events.
- Apply real-time editing and production techniques for live video streaming.
- Recognize and troubleshoot common technical issues in live video production.
- Assess and apply best practices for capturing high-quality video in dynamic live settings.

Prerequisite: AUD120, VID170, & AUD240

AUD280 Audio Production for Live Events

This course focuses on live sound reinforcement, including microphone placement, mixing consoles, and speaker systems. Students will explore the fundamentals of managing sound in live event settings, from concerts to corporate events.

Course Learning Outcomes:

- Identify and configure audio systems for various live event scenarios.
- Operate mixing consoles and apply live sound processing techniques.
- Evaluate and troubleshoot sound issues in real-time live event environments.
- Demonstrate professionalism and ethical decision-making in live audio production.

Prerequisite: AUD120, AUD240, & AUD260

AUD290 Studio Concentration I

This advanced studio course allows students to apply their knowledge of audio and video production in a professional studio environment. Students will work on individual and collaborative projects, refining their skills in production, post-production, and mastering techniques.

Course Learning Outcomes:

- Demonstrate advanced audio and video editing and mastering techniques.
- Apply industry best practices for post-production workflow in a studio setting.
- Assess and critique professional-quality productions, identifying areas for improvement.
- Exhibit professionalism, collaboration, and ethical decision-making in a studio environment.

Prerequisite: AUD120, AUD230, & AUD240

AUD310 Digital Audio Workstations II

Building on basic DAW skills, this course dives deeper into advanced audio editing and production techniques. Students will learn how to utilize the full capabilities of digital audio workstations, incorporating multi-track recording, effects processing, and automation for high-quality sound production.

Course Learning Outcomes:

- Perform advanced audio editing and mixing techniques using digital audio workstations.
- Apply principles of sound design, using DAWs to create complex audio projects.
- Utilize knowledge of acoustics and sound reinforcement to improve audio production quality.
- Critically evaluate audio projects for quality and technical accuracy.

Prerequisite: AUD120, AUD230, & AUD240

AUD320 AV Installation (CTS)

In this course, students will learn about AVoIP technologies, including network configurations and protocols for transmitting high-quality audio and video over the internet. The course covers both the technical and practical aspects of AVoIP for live events, studio setups, and remote productions.

Course Learning Outcomes:

- Evaluate and apply AVoIP technologies for streaming audio and video content.

- Design network configurations that optimize performance for live events and remote production.
- Identify challenges and solutions associated with AVoIP technologies in professional settings.
- Demonstrate professional competency in managing AVoIP systems and troubleshooting common issues.

Prerequisite: AUD220, AUD230, & AUD280

AUD330 Audio Postproduction for Film

This course covers advanced audio techniques for film, focusing on synchronization, sound design, and audio post-production processes such as foley, ADR, and mixing. Students will gain practical experience working with industry-standard software to enhance the audio experience of film productions.

Course Learning Outcomes:

- Apply advanced audio editing and mixing techniques to film projects.
- Demonstrate expertise in sound design for film, including foley, ADR, and sound effects.
- Utilize post-production techniques to create an immersive audio experience for film audiences.
- Model client relations by effectively collaborating with filmmakers and other production teams.

Prerequisite: AUD230, AUD240, & AUD250

AUD340 Live Video

Building on the fundamentals of live video production, this course advances students' knowledge in multi-camera broadcasting, live streaming, and real-time production workflows. Topics include lighting for live environments, troubleshooting live video issues, and the ethical considerations of real-time content production. Students will gain hands-on experience managing live video projects and operating industry-standard broadcasting equipment in high-pressure environments.

Course Learning Outcomes:

- Utilize knowledge of acoustics and sound reinforcement to enhance live video productions.
- Apply ethical decision-making principles when producing live content, ensuring compliance with industry standards and legal considerations.

- Demonstrate professionalism in live video environments, including team collaboration and client communication.
- Analyze real-time production challenges and implement troubleshooting strategies to ensure high-quality live video output.

Prerequisite: VID170, AUD220, & AUD260

AUD350 Sound Design for Virtual Environments

This course explores the unique challenges and opportunities of sound design in virtual environments, including video games, augmented reality (AR), and virtual reality (VR). Students will develop immersive audio experiences using advanced sound manipulation techniques and interactive audio tools.

Course Learning Outcomes:

- Apply industry-standard techniques to design and implement interactive soundscapes.
- Utilize acoustics principles to enhance spatial audio realism in virtual environments.
- Model client relations and collaborative workflows in sound design for virtual productions.
- Assess the effectiveness of sound integration within virtual environments for user engagement.

Prerequisite: AUD230, AUD240, & AUD310

AUD365 AVoIP (Audio-Visual over Internet Protocol)

In this course, students will learn about AVoIP technologies, including network configurations and protocols for transmitting high-quality audio and video over the internet. The course covers both the technical and practical aspects of AVoIP for live events, studio setups, and remote productions.

Course Learning Outcomes:

- Evaluate and apply AVoIP technologies for streaming audio and video content.
- Design network configurations that optimize performance for live events and remote production.
- Identify challenges and solutions associated with AVoIP technologies in professional settings.
- Demonstrate professional competency in managing AVoIP systems and troubleshooting common issues.

Prerequisite: AUD220, AUD260, & AUD280

AUD390 Live Sound

This advanced course builds on live sound production skills, emphasizing system optimization, stage management, and real-time troubleshooting. Students will work with industry-standard equipment to enhance their ability to deliver high-quality live sound experiences.

Course Learning Outcomes:

- Demonstrate proficiency in setting up and optimizing live sound systems.
- Apply sound reinforcement techniques for diverse live event scenarios.
- Assess live sound quality and troubleshoot issues in high-pressure environments.
- Exhibit professionalism and ethical decision-making in live production settings.

Prerequisite: AUD230, AUD240, & AUD280

AUD460 Sound Dynamics & Mastering

This course provides an in-depth exploration of both studio and field production, focusing on equipment use, team coordination, and production techniques. Students will produce their own projects, integrating knowledge of production workflows, equipment setup, and team collaboration.

Course Learning Outcomes:

- Operate studio and field production equipment to produce high-quality video content.
- Apply advanced production techniques in both controlled and real-world environments.
- Demonstrate effective collaboration with production teams, managing roles and responsibilities.
- Assess and critique video production quality in both studio and field settings.

Prerequisite: AUD240, AUD310, & AUD390

AUD480 Entertainment Business

This course explores ethical dilemmas and considerations in media production, with a focus on the ethical responsibilities of audio and video professionals. Students will examine real-world case studies and ethical frameworks in order to develop a strong understanding of their role in creating responsible and professional content.

Course Learning Outcomes:

- Identify ethical issues related to media production, including copyright, privacy, and representation.
- Apply ethical decision-making frameworks to real-world media production scenarios.
- Demonstrate professional behavior in ethical situations and interactions with clients and colleagues.

- Critically evaluate the impact of media on society, considering ethical implications.

AUD485 Audio Production Capstone

The capstone course serves as a culmination of audio production studies, requiring students to develop a professional-level audio project from pre-production through mastering. Students will apply advanced techniques to produce industry-ready work to create a final portfolio project.

Course Learning Outcomes:

- Perform advanced recording, mixing, and mastering techniques.
- Evaluate audio quality and apply refinements to meet professional standards.
- Demonstrate project management skills in planning and executing audio production.
- Exhibit professionalism and mastery in an independent audio project.

BIO200 Life Science

This course provides an introduction to biological concepts, including cell biology, genetics, evolution, and ecology. Students will explore the scientific method and its applications in understanding living organisms. By the end of the course, students will have a fundamental understanding of biological systems and their impact on the environment.

BUS100 Introduction to Business

This course provides an overview of the fundamental principles of business, including management, marketing, finance, and operations. Students will explore how businesses operate in today's economy, examine ethical decision-making, and analyze the role of entrepreneurship in the global marketplace. Through real-world case studies, students will gain insights into how businesses adapt to changing markets and consumer needs. By the end of the course, students will have a strong foundation in business concepts and decision-making strategies.

BUS105 Introduction to Word Processing

Students will develop essential word processing skills needed for academic and professional success. This course covers formatting, document design, tables, and collaboration tools within word processing software. Students will learn to create, edit, and format professional documents, enhancing their ability to communicate effectively in business and academic settings. By the end of the course, students will be proficient in using word processing tools for written communication and document creation.

ACC120 Financial Accounting

This course provides an introduction to accounting principles and financial reporting. Topics include journal entries, financial statements, asset management, and internal controls. Students

will learn to interpret financial data and apply accounting principles in business decision-making. By the end of the course, students will be able to analyze financial reports and assess business performance.

Prerequisite: MTH101, BUS100

BUS140 Introduction to Spreadsheets

Students will develop essential spreadsheet skills used in business, finance, and data analysis. This course covers formulas, functions, data visualization, and financial modeling using spreadsheet software. Students will learn how to organize, analyze, and interpret data for decision-making. By the end of the course, students will be proficient in creating spreadsheets for professional and academic applications.

BUS150 Entrepreneurship

This course introduces students to the principles of entrepreneurship, including business planning, funding, and market analysis. Students will explore the challenges and opportunities of starting and managing a small business. By the end of the course, students will develop a business concept and apply entrepreneurial strategies to real-world scenarios.

BUS160 Digital Presentations

This course focuses on the design and delivery of effective digital presentations. Students will learn how to use multimedia tools, create engaging slide decks, and develop strong presentation techniques. Topics include visual storytelling, data visualization, and audience engagement. By the end of the course, students will be able to create and deliver professional digital presentations with clarity and impact.

BUS210 Principles of Management

Students will explore key management concepts, including leadership, decision-making, organizational structure, and team dynamics. This course examines best practices in management and strategies for motivating employees. By the end of the course, students will be able to apply management principles to real-world business challenges.

Prerequisite: BUS 100

MKT220 Principles of Marketing

Students will explore fundamental marketing concepts, including consumer behavior, branding, advertising, and digital marketing strategies. This course examines how businesses create value for customers and build competitive advantages. By the end of the course, students will be able to develop marketing strategies that align with business goals.

Prerequisite: BUS100

HRM230 Human Resources

This course introduces students to the principles of human resource management, including recruitment, employee relations, compensation, and workplace ethics. Students will examine how HR practices contribute to organizational success. By the end of the course, students will be able to evaluate HR strategies and apply them in business settings.

Prerequisite: BUS 210

LAW240 Business Law

This course provides an overview of legal principles affecting businesses, including contracts, intellectual property, employment law, and ethical considerations. Students will learn how legal frameworks impact business decision-making. By the end of the course, students will understand key legal concepts relevant to business operations.

Prerequisite: BUS 100

PMT255 Project Management

Students will learn project planning, scheduling, budgeting, and risk management techniques. This course covers industry-standard project management tools and best practices. By the end of the course, students will be able to create project plans and manage resources effectively.

FIN260 Personal Finance

This course covers financial literacy topics such as budgeting, saving, investing, and credit management. Students will develop strategies for managing personal finances and making informed financial decisions. By the end of the course, students will be able to create a financial plan for personal and professional success.

Prerequisite: MTH 101

MKT315 Consumer Behavior

This course explores the psychological, cultural, and social factors that influence consumer decision-making. Students will examine how businesses use consumer insights to shape marketing strategies. Topics include perception, motivation, buying habits, and digital influence on purchasing behavior. By the end of the course, students will be able to analyze consumer trends and apply behavioral theories to marketing strategies.

Prerequisite: MKT 220

BUS320 AI & Digital Commerce

This course explores how artificial intelligence (AI) and digital commerce are reshaping business models and consumer interactions. Topics include AI-driven marketing, e-commerce strategies, and automation in business processes. Students will analyze case studies on AI applications in business and develop strategies for leveraging digital commerce. By the end of the course, students will understand the impact of AI on modern business and digital retail trends.

Prerequisite: MKT 315

BUS330 Business Information Systems

This course examines how information systems support business operations, decision-making, and strategy. Students will explore topics such as database management, cybersecurity, enterprise resource planning (ERP), and business intelligence. By the end of the course, students will understand how technology is used to enhance business efficiency and competitiveness.

Prerequisite: BUS 100

MKT360 Strategic Marketing

This course examines how businesses develop and execute marketing strategies to achieve competitive advantage. Topics include market research, brand positioning, integrated marketing communications, and digital strategy. Students will apply marketing concepts through case studies and projects. By the end of the course, students will be able to formulate strategic marketing plans tailored to different business environments.

Prerequisite: MKT220

BUS400 Small Business Management

This course provides practical knowledge on starting and managing a small business. Topics include business planning, financial management, operations, and customer relations. Students will explore real-world case studies of small business successes and challenges. By the end of the course, students will be able to develop a small business strategy and operational plan.

Prerequisite: BUS100

BUS410 Strategic Business Planning

This course teaches students how to develop a comprehensive business plan, from market research to financial forecasting. Topics include strategic goal setting, risk assessment, and competitive analysis. Students will create a detailed business plan as a final project. By the end of the course, students will be able to develop strategic business plans that support long-term growth and sustainability.

Prerequisite: ACC120

MKT420 Social Media Management

This course covers social media strategies for brand engagement, audience building, and content marketing. Students will explore platform-specific strategies for Facebook, Instagram, LinkedIn, TikTok, and emerging platforms. Topics include analytics, influencer partnerships, and crisis management in social media. By the end of the course, students will be able to develop and execute social media campaigns aligned with business goals.

Prerequisite: BUS100

BUS430 Organizational Leadership

This course explores leadership theories, decision-making, and team management in organizations. Students will examine leadership styles, conflict resolution, and strategies for motivating teams. Emphasis is placed on ethical leadership and change management. By the end of the course, students will be able to assess leadership challenges and apply effective leadership techniques in organizational settings.

Prerequisite: BUS 210

BUS465 Ethics & Law in Media Communications

This course examines the legal and ethical considerations in media and digital communication. Topics include intellectual property, defamation, privacy laws, and ethical journalism. Students will explore real-world cases of media ethics and regulatory compliance. By the end of the course, students will be able to evaluate media content and business practices through legal and ethical frameworks.

Prerequisite: LAW240

BUS300 International Business

This course examines the opportunities and challenges of conducting business in a global economy. Students will explore international trade, cultural considerations, global supply chains, and market entry strategies. Topics include global finance, international marketing, and the impact of economic policies. By the end of the course, students will be able to analyze global business trends and develop strategies for international market expansion.

Prerequisite: LAW240

BUS305 Business Ethics

This course explores ethical decision-making in business, covering corporate social responsibility, ethical leadership, and regulatory compliance. Students will examine real-world ethical dilemmas and evaluate the role of businesses in promoting sustainability and social

impact. By the end of the course, students will be able to apply ethical frameworks to business decision-making and corporate governance.

Prerequisite: LAW240

LAR100 College Orientation

This course introduces students to the skills and strategies needed for success in college and beyond. Topics include goal setting, time management, effective study techniques, and critical thinking. Students will explore resources available to support academic and career growth while developing skills in communication, collaboration, and self-advocacy. By the end of the course, students will be prepared to navigate their academic journey with confidence and apply essential success strategies in both educational and professional settings.

CYBR 240 Fundamentals of Network Security

This class introduces students to security threats faced by companies daily. Students in this class will learn how to identify, mitigate, and respond to incidents. Topics covered in this course introduces students the basic principles of network security design, identification of threats, analyzation of logs, and implementation of security principals, physical threats, social engineering, security ethics, cryptography, and securing both data and networks. Students 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.

Prerequisite: CYBR210

CYBR200 Python Programming

This course introduces students to programming using the Python language. Students will become acquainted with algorithmic design; basic concepts such as data types, variables, assignments and flow control, conditionals, loops, iterators, inheritance, and functions. This course also covers procedural and data abstractions, program design, debugging, testing, and documentation. Advanced topics include object-oriented design, strings, tuples, lists, dictionaries, files, classes, and graphical user interface-driven applications.

Prerequisite: ITS130

CYBR210 Intro to Computer Forensics

Introduction to Computer Forensics is an introductory-level course designed to provide students with a fundamental understanding of the principles, methodologies, and techniques used in the field of computer forensics. This course focuses on teaching students how to investigate and analyze digital evidence to uncover cybercrimes, support legal proceedings, and maintain the

integrity of digital investigations. Students will gain hands-on experience in using forensic tools, preserving digital evidence, and applying ethical practices throughout the investigation process.

Prerequisite: CYBR200

CYBR245 Network Defense

This class introduces students to security threats faced by companies daily. Students in this class will learn how to identify, mitigate, and respond to incidents. Topics covered in this course introduces students the basic principles of network security design, identification of threats, analyzation of logs, and implementation of security principals, physical threats, social engineering, security ethics, cryptography, and securing both data and networks. Students 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.

Prerequisite: CYBR240

CYBR250 Incident Response and DR

This course covers the concepts, strategies, and implementation of incident response, business continuity and disaster recovery. Businesses and organizations must deal with business continuity and disaster recovery in all operational areas to maintain operations while meeting the needs of customers. Incidents from manufactured attacks, breeches, weather and natural have increased the risks exponentially for companies and organizations regarding their critical business resources, IT systems and processes. Managing incidents and risks is an integral part of everyday business operations. The overall goal of responding to an incident is have plans in place to maintain business continuity to ensure the company and organizations, its' assets, its' ability to do business under any circumstance, and to be resilient.

Prerequisite: CYBR245

CYBR260 Offensive Vulnerability Assessment

This course covers the theoretical bases for cyber threats and vulnerabilities and delves into the selection and application of penetration testing methodologies ranging from reconnaissance to the exploitation of vulnerabilities by probing infrastructure, services, and applications. This course is designed to provide students with in-depth knowledge and practical skills in conducting offensive vulnerability assessments to identify and exploit security weaknesses in computer systems, applications, and networks. This course emphasizes ethical hacking techniques, enabling students to adopt the mindset of a cyber attacker to discover vulnerabilities and recommend effective remediation strategies. The course places a strong emphasis on the use of

these methodologies to demonstrate, document, report on, and provide a clear roadmap for the remediation of exposed security issues.

Prerequisite: CYBR250

DGN100 Design I

This course introduces design theory and practices used in visual design and communication. Topics focus around developing the fundamental knowledge of design elements and design principles and their application in visual communication. These design fundamentals are universal across all forms of visual design; allowing their use in a variety of industries to aid in visual design solutions.

DGN110 Design II

This course expands on design theory and practices used in visual design covered in previous courses while introducing additional design components. Topics focus on developing knowledge of; design elements, design principles, gestalt principles, color theory, typography, and conceptualization. Project throughout the course will guide students on utilizing a verity of design components through practical application of 2D and 3D design solutions.

Prerequisite: DGN100

DIG 200 Motion Graphics

In this class students will explore Motion Graphics tools and the Motion Graphics Industry. Students will learn how to create eye-catching motion graphics projects.

Prerequisite: WDD110

DIG101 Animation Foundations

This comprehensive course provides an introduction to Maya software, covering the fundamentals of 2D and 3D animation and its application in video game development. Students will become familiar with Maya's interface, including menus, panels, and essential tools. Through hands-on learning, they will develop a foundational understanding of Maya, preparing them for more advanced coursework in the program.

DIG110 Digital Illustration

This course introduces students to drawing and design within a digital workspace, blending traditional artistic foundations with modern digital techniques. Emphasizing core skills in drawing and painting, it explores digital image creation methods widely used in contemporary design. Covering concepts from various artistic disciplines, the course equips students with a diverse skill set and insight into the techniques behind some of the world's most renowned artworks.

DIG120 Introduction to Color Theory

This course guides students through the principles of light and its role in creating color. Students will explore the science behind color perception and how light enables us to see and interpret colors. Topics may include the color spectrum, the behavior of light through reflection, refraction, and absorption, as well as key concepts such as value, hue, saturation, color harmony, and contrast.

DIG130 Introduction to Modeling

This course introduces students to the fundamentals of polygon modeling in Maya, focusing on the techniques used to create and refine 3D models. Students will explore the principles of polygonal topology, edge flow, and efficient geometry construction. The course covers essential modeling tools and workflows, including extruding, beveling, bridging, and manipulating vertices, edges, and faces. Students will also learn best practices for hard surface and organic modeling, developing a strong foundation in 3D asset creation for animation, games, and visual effects.

Prerequisite: DIG101

DIG160 Introduction to Animation

In this class students will look at Animation software and learn basic concept of animation. Students will learn how to plan, create, and refine animations. Furthermore, students will also learn about the history of animation.

Prerequisite: DIG101

DIG200 Motion Graphics

In this course, students will explore motion graphics tools and gain insight into the motion graphics industry. They will learn to design and animate engaging visuals, incorporating dynamic text, title sequences, and credit animations. Through hands-on projects, students will develop the skills needed to create compelling motion graphics for various media, including film, television, and digital platforms.

Prerequisite: WDD110

DIG210 Introduction to Shading and Lighting

This course introduces students to the fundamentals of UV mapping, texturing, materials, lighting, and rendering in Maya. Students will expand their proficiency with the software as they explore essential tools and techniques for applying textures, creating materials, and setting up lighting for 3D scenes. The course covers shading, camera setup, and layering techniques to enhance visual quality.

DIG220 Introduction to Rigging

This course introduces students to the fundamentals of rigging in Maya, focusing on connections, joint systems, IK and FK controls, and deformers. Students will learn how to develop skeletal structures and animation controls for a variety of objects, including characters, props, and mechanical rigs. The course covers key techniques such as binding, weight painting, and setting up controls to create dynamic and functional rigs. Students will explore how joints and deformers influence movement, gaining hands-on experience in designing and implementing rigs for both organic and mechanical models.

Prerequisite: DIG210

DIG230 Introduction to Digital Sculpting

This course introduces students to the fundamentals of digital sculpting using ZBrush. Students will learn how to create and refine 3D models, starting with a base mesh in Maya and enhancing details within ZBrush. The course covers key topics such as interface navigation, sculpting techniques, texturing workflows, and exporting normal and displacement maps for integration into Maya.

Prerequisite: DIG210

DIG305 Character Creation 1

In this course, students will learn to create 3D character models using industry-standard techniques for games and film. They will explore the differences between organic modeling and hard surface modeling, building on their previous knowledge to develop efficient workflows. The course focuses on refining shapes, topology, and detailing methods to create expressive and stylized character models.

Prerequisite: DIG230

Advanced Image Editing

This course provides an in-depth exploration of Photoshop's advanced capabilities, focusing on non-destructive workflows that enhance flexibility and efficiency. Students will learn techniques that allow for easy adjustments, catering to the needs of art directors and production environments. The course covers value painting, blending modes, and advanced photo manipulation techniques, equipping students with the skills to create and refine digital artwork with precision and adaptability.

Prerequisite: WDD110

DIG315 Advanced Texture and Shader Creation

This advanced course builds on the foundational concepts introduced in the previous rendering course, guiding students through the next phase of the 3D animation pipeline. The primary focus is on developing and applying texture maps, shaders, and material networks to enhance 3D models. Students will explore advanced UV layout techniques, texture painting methods, and shader development processes to create visually rich and optimized assets.

Prerequisite: DIG210

DIG320 Digital Compositing

This course will introduce students to the fundamental aspects of digital compositing. Students will learn how to combine live film with digital renderings so that they blend seamlessly. Topics that will be covered in this class are advanced Green Screen techniques, rotoscoping, camera matching, and a multitude of advanced compositing techniques to make film shots blend seamlessly together.

Prerequisite: DIG210

DIG335 Character Rigging

This advanced rigging course builds on foundational concepts, focusing on the creation and implementation of animation rigs for a variety of 3D assets. From characters to mechanical objects, students will explore techniques for controlling movement, rotation, squash, and stretch. The course covers character rigging, mechanical rigging, and skinning techniques used in both film and video game production, providing hands-on experience in developing flexible and efficient animation rigs.

Prerequisite: DIG220

DIG345 Game Development

This course introduces students to video game creation using Maya. Students will learn to build environments, animate assets, and apply motion and controls within a game setting. The course covers essential techniques in modeling, animation, and rendering, focusing on creating interactive levels and effects. Through hands-on projects, students will develop a functional and engaging final game.

Prerequisite: DIG230

DIG370 Advanced Animation

This course explores the role of acting in animation, emphasizing the importance of body language, emotion, and performance. Students will learn how to record their own movements as reference for animation and analyze what makes a performance believable.

Prerequisite: DIG160

DIG405 Animation for Games

This course examines the key differences between game animation and cinematic animation, focusing on game-specific movements rather than character acting. Students will create animations such as walk cycles, combat actions, and jumps, ensuring characters move convincingly through 3D space from all angles.

Prerequisite: DIG345

DIG415 Character Creation 2

This course guides students through the process of creating rounded, organic shapes in Maya. Building on foundational modeling skills, students will focus on advanced techniques for developing smooth, natural forms. The course explores methods for refining topology and preparing models for seamless integration into rigging and animation workflows.

Prerequisite: DIG 305

DIG420 Game Asset Creation

This course focuses on modeling and texturing game assets, emphasizing techniques for creating optimized, high-quality models. Students will learn the differences between film and game modeling, including working within polycount constraints and maintaining strong silhouettes for effective game design. The course also covers industry-standard texturing methods, exploring how different texture maps enhance game assets for various genres and platforms.

Prerequisite: DIG345

DIG430 3D Scene Creation

This course builds on students' skills in modeling and texturing by introducing advanced techniques in UV mapping, composition, lighting, material setup, and rendering. Students will gain hands-on experience with industry-standard rendering software, learning how to create complex shading networks and advanced lighting effects. The course emphasizes high-quality image production, guiding students through the process of crafting compelling compositions and achieving professional-level renders used in the visual effects industry.

Prerequisite: DIG315

DIG440 Environmental Modeling

This intensive course focuses on environmental modeling, introducing students to various techniques and workflows for creating detailed indoor and outdoor environments using industry-standard animation software. Students will explore efficient modeling methods, asset optimization, and texturing strategies to build immersive and visually compelling environments. The course emphasizes best practices for structuring scenes, managing complexity, and preparing assets for integration into games, animation, or visual effects projects.

Prerequisite: DIG230

ENG100 English Composition I

This course focuses on developing strong writing and critical thinking skills through various forms of written communication. Students will learn to craft clear, well-structured essays, conduct research, and use proper citation methods. Emphasis is placed on organizing ideas, developing arguments, and refining grammar and style. By the end of the course, students will be able to produce well-reasoned, coherent written work for academic and professional purposes.

ENG200 English Composition II

Building on English Composition I, this course focuses on advanced writing, research, and analytical skills. Students will engage in critical reading, argumentative writing, and research-based projects. Emphasis is placed on effective communication, persuasive writing, and academic integrity. By the end of the course, students will be able to craft well-researched, compelling arguments across various disciplines.

ENG305 Speech and Rhetoric

This course explores the principles of effective public speaking and persuasive communication. Students will develop skills in speech writing, delivery, and audience engagement. Topics include rhetorical strategies, speech structure, and presentation techniques. By the end of the course, students will be able to craft and deliver compelling speeches for academic, professional, and public settings.

SOC120 Introduction to Sociology

This course explores the study of human society, culture, and social behavior. Topics include social structures, group dynamics, institutions, and social change. Students will examine how cultural, economic, and political factors shape individual and group experiences. By the end of the course, students will be able to apply sociological concepts to analyze societal trends and current events.

PSY140 Introduction to Psychology

Students will explore fundamental concepts of psychology, including human behavior, cognition, development, and mental health. This course examines psychological theories and their real-world applications. By the end of the course, students will be able to analyze psychological influences on behavior and decision-making.

HUM200 World History

This course provides an overview of key historical events, civilizations, and cultural developments across the world. Topics include ancient civilizations, the Industrial Revolution, and modern global conflicts. Students will explore historical perspectives on social, economic, and political change. By the end of the course, students will be able to analyze historical trends and their impact on contemporary society.

ITS 100 Hardware technology fundamentals

Students in this course explore the fundamentals of computer hardware, learning about the various components that make up a computer. The students develop essential file management skills and learn how to troubleshoot common problems that may arise while working with a computer. As part of the course, students focus on the motherboard, examining its various components and their respective functions. Computer memory, operating systems, and storage drives are the topics covered in the curriculum. The students will study computer power supplies, learning to measure their output and remove and replace them properly. Throughout the course, students gain practical experience with multiple system types and acquire the ability to troubleshoot a wide range of computer hardware problems. The comprehensive approach ensures that students are well-equipped to handle and resolve common hardware problems.

ITS 110 Fundamentals of Operating System

In this course, students will learn the fundamentals of operating systems, including installation, configuration, and management. The curriculum covers essential topics such as system architecture, process management, memory management, file systems, and security. Students will also learn troubleshooting techniques and best practices for maintaining system performance and reliability. They will develop the skills needed to support and optimize various operating systems in real-world environments through hands-on labs and practical exercises.

Prerequisite: ITS100

ITS 120 Managing Computer Devices

This course prepares students for the CompTIA A+ certification exam by evaluating their knowledge and practical skills. It assesses their ability to install, manage, repair, and

troubleshoot PC hardware and operating systems, including Windows, Linux, and macOS. Throughout the course, students explore Active Directory, user and group management, virtual memory, system backup, and other key functions of Windows, macOS, and Linux distributions. Additionally, the curriculum covers security best practices, incident response, social engineering, and other security-related topics. Students also engage in scenario-based learning to analyze workplace situations objectively.

Prerequisite: ITS100 and ITS110

ITS 130 Systems Support

In this course, students explore operating systems specifically designed for networking, examining the differences among various systems. They gain hands-on experience by installing and customizing these operating systems, utilizing system registries and diagnostic tools, and troubleshooting common issues. Additionally, the curriculum covers a range of topics, including internet communication, web browsing, email usage, file transfers, and communication through phone lines and modems, providing a comprehensive understanding of both the technical and practical aspects of networking.

Prerequisite: ITS 100, ITS 110, and ITS 120

ITS 140 Introduction to Cloud Computing

This course provides a foundational understanding of cloud computing with a focus on Microsoft Azure. Students will explore key cloud concepts, core Azure services, pricing models, security, and compliance. Designed for beginners, this course covers the benefits of cloud computing, different cloud service models (IaaS, PaaS, SaaS), and Azure's role in modern IT infrastructure. By the end of the course, students will be prepared for the Microsoft Certified: Azure Fundamentals (AZ-900) exam and will have a strong grasp of cloud principles for further study or professional development.

Prerequisite: ITS130

ITS 150 Basic Networking

This course serves as an introduction to the fundamentals of networks. Students will learn about communication services, mail services, and management services. They will gain an understanding of the different layers that make up a network by exploring networking standards and models. A variety of network protocols and their functions will also be examined. In this course, students will explore different types of networking media and learn how to install protocols on various operating systems. A comparison will be made between LANs and WANs, along with an examination of the transport systems that support both. Other topics may include

the installation and configuration of network interface cards (NICs). The students will study network hardware such as hubs, repeaters, bridges, and routers.

Prerequisite: ITS 130

ITS 180 Administrating Networks

Students in this course learn about common causes of service outages and the costs that come with them. Network administrators need a comprehensive understanding of key networking concepts and technologies, including storage, network architecture, Voice over IP (VoIP), and server consolidation. Throughout the course, they also explore methods for measuring network availability, designing data centers, and examining essential factors when consolidating resources.

Prerequisite: ITS150

ITS 190 Network Maintenance

In this course, students explore the essentials of a wide-area network (WAN), including its implementation and the establishment of remote connectivity. They will gain a better understanding of the similarities and differences among various network operating systems. Students will also learn how to establish users, groups, and permissions within a network.

Prerequisite: ITS180

ITS 200 Microsoft Endpoint Administrator

In this course, students will gain the skills to deploy, manage, and secure modern Windows environments in preparation for the Microsoft MD-102: Endpoint Administrator examination. Students will gain hands-on experience deploying Microsoft clients through lab exercises, real-world case studies, and practical troubleshooting exercises. Throughout the course, students will learn about Windows client deployment, identity and access management, device compliance, security policies, and troubleshooting strategies using Microsoft Intune, Azure Active Directory (Azure AD), and other enterprise tools.

Prerequisite: ITS130

ITS 205 Network Subnetting and TCP/IP

In this course, students will learn about the TCP/IP suite of protocols that provide the basis for networking communication. They will also review several transmission and networking protocols and applications. These include decimal-to-binary conversion, classful and classless addressing, mapping Internet addresses to physical addresses, and error and control messages.

Prerequisite: IT190

ITS 210 Network System Services

Network Information Services provide the structure for authenticating and authorizing users at work. This course prepares students to manage and administer these services in a Windows domain environment. Topics include Active Directory, Group Policy, File Services, DNS, Remote Access Management, Server Management, and many other supporting services.

Prerequisite: ITS205

ITS 220 Introduction to database management

This course provides an in-depth understanding of database systems, focusing on their design, implementation, and management. Students will explore relational database models, SQL programming, data normalization, and the latest industry practices. Through theoretical lessons and practical labs, learners will gain the skills necessary to design and manage efficient database systems.

Prerequisite: ITS130

ITS 230 Managing Information Systems

Network administrators must grasp several key networking concepts and technologies, including storage, network architecture, and servers. In this course, students will concentrate on developing a comprehensive understanding and practical skills in Windows Server administration. They will also explore its integration with Microsoft Azure services. Students will delve into the intricacies of managing Windows Server environments, optimizing system performance, and utilizing cloud technologies for improved scalability and efficiency. This course also covers the common causes and substantial costs associated with service outages. Additionally, it instructs students on measuring high network availability and considerations for resource consolidation.

Prerequisite: ITS130

ITS 240 Cyber Security Fundamentals

Students will gain a deeper understanding of potential threats, learn to apply practical mitigation strategies and develop skills to respond swiftly to attacks as a result of this course. They will acquire the competencies needed to design, develop, implement, analyze, and maintain networks and network protocols. The course provides an overview of how these systems operate currently and the limitations that lead to security vulnerabilities. Among the topics covered are the fundamentals of network security, definitions of key security terms, security ethics, the OSI network model, and cryptography. This course also offers insights into the common risks involved

in designing and developing secure networks, including the effects of modularity on security and a summary of general security issues.

Prerequisite: ITS190

ITS 250 Personal IT Portfolio

In this hands-on course, students will learn how to design and build a professional IT portfolio that showcases their skills, experience, and accomplishments. Through practical projects and guided exercises, students will create an online portfolio that includes a personal brand statement, technical projects, certifications, and work samples. By the end of the course, students will have a polished portfolio ready to present to potential employers, giving them a competitive edge in the job market.

Prerequisite: ITS240

ITS 300 Advanced Security

This course prepares students for the CompTIA Cybersecurity Analyst (CySA+) certification, focusing on threat detection, vulnerability management, incident response, and security operations. Students will develop the skills to identify and mitigate cyber threats using behavioral analytics, threat intelligence, and security monitoring techniques. The course combines theoretical cybersecurity principles with hands-on labs, ensuring learners gain practical experience in securing enterprise environments.

Prerequisite: ITS240

ITS 310 Cross Platform Operating Systems I

In this course, students will learn the differences among the Linux kernel, operating systems, and Linux distributions. They will begin their journey by discovering how to install a Linux operating system, manage file systems, control users and groups, install software, utilize user interfaces and desktops, and boot and shut down Linux.

Prerequisite: ITS230

ITS 320 Cross Platform Operating Systems II

The purpose of this course is to prepare students for Advanced Cross-Platform Skills. It covers strategy selection, the management of Cross-Platforms, and the protection of these systems. It also explores how to integrate various platforms to ensure seamless communication and collaboration across different systems. Students will develop the necessary skills to troubleshoot complex multi-platform environments and optimize performance.

Prerequisite: ITS310

ITS 330 Cloud Deployment and Automation (AZ-204)

This course prepares students for the Microsoft Certified: Azure Developer Associate (AZ-204) exam by covering key topics such as Azure development, storage solutions, security, and monitoring. Students will gain hands-on experience with Azure services, including building cloud-based applications, integrating APIs, and developing scalable solutions. By the end of the course, students will be ready to take the AZ-204 exam and apply their skills to real-world development projects in Azure.

Prerequisite: ITS320

ITS 340 Network Policies and Services

Students will gain a comprehensive understanding of the principles, practices, and methodologies involved in auditing information technology (IT). As organizations increasingly rely on complex information systems, it is crucial for them to employ skilled IT auditors to assess and ensure the effectiveness of controls and security measures. Throughout this course, students will explore various aspects of IT auditing, including risk assessment, compliance testing, control evaluation, and reporting, equipping them with the knowledge and skills necessary to navigate the constantly evolving landscape of IT governance and risk management.

Prerequisite: ITS210

ITS 350 Advanced Routing and Switching

This course offers students an introduction to ICDN2 and Cisco IOS Licensing. It gives students a comprehensive understanding of the advanced features and configurations of Cisco devices and protocols. Topics covered include LAN switching technology, various routing methods and protocols, IP services, and common issues associated with network connections.

Prerequisite: ITS205

ITS 360 Information Technology Project Management

This course introduces students to the fundamentals of IT project management using the CompTIA Project+ framework. It covers essential project management concepts, including planning, execution, monitoring, and closure of a project. Key topics include scope, time, cost, quality, risk management, and communication. Students examine both traditional project management approaches and Agile methodologies to better understand how Agile principles can enhance flexibility and collaboration in IT projects. Through hands-on exercises and case studies, students apply project management best practices to real-life IT scenarios. Upon completing this course, students will be able to effectively manage IT projects and prepare for the CompTIA Project+ certification exam.

ITS 400 Ethics in Information Technology

Ethical considerations are more crucial than ever in today's rapidly evolving technological landscape. This 5-week course, Ethics in Information Technology, is designed to provide students with a comprehensive understanding of IT professionals' ethical challenges and dilemmas. Through case studies, reflective writing, group discussions, and hands-on exercises, students will explore the ethical issues that arise in data privacy, artificial intelligence (AI), cybersecurity, automation, social media, and emerging technologies like autonomous vehicles.

ITS 410 Introduction to Enterprise Communication

Effective communication is crucial to organizational success in today's interconnected business world. This course is designed to equip students with the technical skills necessary to navigate and utilize the primary communication tools used in modern enterprises, including Microsoft Teams, Zoom, Slack, Discord, email systems, mobile messaging, and VoIP systems. Students will gain hands-on experience with setting up, managing, and utilizing these platforms for collaboration, project management, virtual meetings, and customer communication. Throughout the course, students will explore best practices for professional communication, ensuring security, privacy, and efficiency across various platforms. They will also learn to integrate these tools to create seamless communication workflows within organizations. This course will prepare students to leverage technology to enhance team collaboration, manage client relationships, and respond to business challenges in a digital-first environment.

ITS 420 ITIL Foundations

This course introduces ITIL 4, the globally recognized framework for IT Service Management (ITSM). The course explores the key ITIL concepts, the four dimensions of service management, the Service Value System (SVS), and the essential ITIL practices that drive today's IT organizations. This course will allow students to understand how ITIL supports delivering high-quality IT services through interactive lessons, case studies, and hands-on exercises. Upon completing this course, students will be prepared to take the ITIL 4 Foundation certification exam and apply ITIL principles to enhance their organization's service management processes.

ITS 430 Cloud Computing Development Specialist

Cloud computing is a large-scale disruptive computing paradigm that enables organizations to scale without depending on extensive information technology infrastructure. This course aims to provide a comprehensive overview of Cloud Computing Solutions, Concepts, and Capabilities. It covers the various cloud computing services, technologies, and implementations in today's global enterprises.

Prerequisite: ITS140

ITS 450 Advanced Services: Management Information Systems

Management Information System (MIS) focuses on how businesses utilize technology to gather and analyze data to identify trends and opportunities. You will explore MIS core concepts, including its definition, objectives, characteristics, and functions. The syllabus also addresses software development lifecycle (SDLC), business process management (BPM), and outsourcing strategies. This comprehensive MIS training will enhance your technical skills in hardware, software, mobile systems, database processing, data communication, and networking. Most importantly, you will acquire the necessary skills to engage with business units that rely on a modern computer infrastructure.

Prerequisite: ITS420

HCM110 Medical Terminology

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.

MBC150 Understanding Health Insurance

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 in healthcare, as well as have an understanding of the life cycle of an insurance claim.

Prerequisite: HCM110

MBC160 ICD-10 Diagnosis Coding

This course provides the essential skills for accurately coding diagnoses. Students will learn to differentiate between various types of ICD codes, including those for diseases, injuries, and routine health screenings. They will also be able to code to justify medical necessity.

Prerequisite: HCM110 and HCM150

MBC170 Current Procedural Coding

This course equips students with the skills needed to accurately assign codes for office visits, procedures, surgeries, medications, and supplies used by physicians. They will learn how to bill for multiple procedures and unique circumstances. Additionally, students will be introduced to the requirements for proper reimbursement and the rules for providing additional justification.

Prerequisite: HCM110 and HCM150

HCM200 Electronic Health Records

Students will learn how medical software supports the key steps in the patient care process, from scheduling appointments to final billing. They will gain practical experience in creating and managing patient files, processing claims, and handling payments. The course covers important aspects of billing procedures, financial reporting, and office workflows, with a focus on the integral role of technology in healthcare administration. Additionally, students will explore advanced software features such as aging reports, period closes, and data management. To reinforce their learning, students will complete assessments using McGraw Hill resources.

Prerequisite: HCM110, HCM150, HCM160, HCM170

HCM210 Medical Field Overview

This course teaches students about health care accreditation, the history of health care, and the continuum of care. Students interested in medical careers will learn how health facilities, providers, and staff deliver health care standards in the U.S. Topics may include the practical and theoretical applications of health information management techniques. The course also explores career opportunities in health care, health information management organizations, networks, and professional advancement.

HCM220 Medical Office Functions

This course covers a wide range of office management topics, including the office environment, employees, systems, and functions. Students will learn how to manage office files and records, stay organized, work well with others, and solve problems using the skills they've learned. The course may also cover basic solutions and the latest marketing techniques.

HCM230 Health and Ethics in Healthcare

This course introduces students to fundamental legal and ethical principles essential for a career in healthcare management. Topics include professional liability, healthcare workplace laws and ethics, patient confidentiality, medical records management, regulatory compliance, and healthcare contracts. Emphasis is placed on ethical decision-making, public policy, and healthcare regulations to ensure students develop a strong foundation for responsible and effective management within the healthcare industry.

HCM240 Revenue Cycle for Healthcare

This course introduces students to facility operations and strategic approaches for enhancing efficiency in healthcare environments. Students will learn to apply management principles, utilize budgeting techniques, and improve operational workflows. Key topics include scheduling system development, productivity optimization, patient flow management, cost reduction strategies, and quality improvement methods. The course also covers performance improvement initiatives, pay-for-performance incentives, capacity management, and supply chain management, equipping students with practical skills to enhance healthcare facility operations.

HCM250 Fundamentals of Healthcare Finance

Fundamentals of Healthcare Finance provides a comprehensive introduction to the accounting and financial principles essential for healthcare management. Students will learn key concepts such as budgeting, financial planning, risk analysis, and financial reporting, with real-world examples to reinforce understanding. This course also covers the latest payment models using 1500 claim forms, current financial accounting standards, and the role of internal control and governance in maintaining financial accuracy. Additionally, students will explore strategies for identifying and preventing errors and fraud, while ensuring effective financial management in healthcare settings.

Prerequisite: HCM150

HCM260 Healthcare Human Resource Management

This course introduces students to a variety of topics that may include health informatics, human resources planning, organizations, recruitment and all important retention of healthcare professionals, acknowledgement of incentive influences as motivation, changing demographics, culture diversity and other factors facing human resources.

HCM270 Medical Management Supervision

Provides students with essential frameworks and models for effective healthcare leadership. This course explores supervisory relationships, communication strategies, and personnel motivation techniques. Students will develop skills in strategic planning, conflict resolution, staff coaching,

and delegation. Additionally, they will learn time and stress management strategies to enhance workplace efficiency and patient flow. Topics may also include interviewing, budgeting, insurance form submission, and leadership workshops to refine financial and organizational skills.

HCM280 Healthcare Staff Management

This course focuses on the development of supervisory and leadership skills in healthcare management. Topics include building effective staff relationships, conflict resolution, coaching techniques, and compliance considerations in healthcare supervision. The course includes real-world case studies, role-playing exercises, and ethical decision-making scenarios to prepare students for supervisory responsibilities in a medical setting.

Key Focus Areas:

- Theories of leadership and their application in healthcare supervision
- Effective communication and staff development strategies
- Coaching, mentoring, and performance improvement planning
- Regulatory and legal considerations in medical supervision
- Handling difficult employees, conflict resolution, and team dynamics

HCM290 Medical Front Office

This course offers students an introduction to the essential processes and methods used in the management of front office operations within healthcare facilities. Designed specifically for individuals pursuing a career in healthcare administration, the course focuses on building the fundamental skills needed to efficiently manage communication tools such as phone systems, email correspondence, and general office interactions in a healthcare setting. Students will also gain valuable insights into strategies for managing stress in the workplace, an essential skill for handling the high-pressure and fast-paced nature of healthcare environments.

MTH101 Introductory Algebra

This course introduces students to fundamental algebraic concepts, including equations, inequalities, functions, and graphing. Students will develop problem-solving skills through real-world applications of algebra, preparing them for more advanced mathematical concepts. By the end of the course, students will have a strong foundation in algebra to support future coursework in business, science, and technology.

MTH240 Statistics

This course introduces students to statistical concepts and their applications in decision-making. Topics include probability, data analysis, hypothesis testing, and interpretation of results. Students will develop critical thinking skills through real-world statistical problems and case studies. By the end of the course, students will be able to collect, analyze, and present data effectively in academic and professional settings.

PHY200 Physical Science

Students will explore the principles of physics and chemistry, including motion, energy, atomic structure, and chemical reactions. This course emphasizes real-world applications of physical science concepts. By the end of the course, students will be able to apply scientific reasoning to analyze natural phenomena.

BUS200 Business Communications

This course focuses on effective communication in professional settings, including written, verbal, and digital correspondence. Topics include business writing, presentations, and professional etiquette. Students will develop skills in crafting clear, concise, and persuasive business messages. By the end of the course, students will be able to communicate effectively in diverse workplace scenarios.

VID130 Intro to Digital Video Production

In this course, students will explore the basics of video production, including camera operation, lighting techniques, and video editing software. Through hands-on projects, students will develop skills in creating video content while reinforcing concepts of media management, editing techniques, and production workflows.

Course Learning Outcomes:

- Identify and explain basic principles of video production, including camera setup and lighting.
- Describe industry-standard techniques for digital video production.
- Operate video production equipment and editing software to create professional quality content.
- Recognize the importance of collaboration and effective communication in video production teams.

VID170 Single Camera Production & Lighting

This course focuses on single-camera video production techniques, including shot composition, camera operation, and lighting. Students will learn how to use lighting effectively to enhance the look of video content and improve production quality.

Course Learning Outcomes:

- Identify and demonstrate the use of different lighting setups in video production.
- Apply single-camera production techniques to create professional-quality videos.
- Operate camera equipment and adjust lighting to achieve the desired visual effects.
- Assess and critique the effectiveness of lighting and camera techniques in video projects.

Prerequisite: VID130

VID270 Video Editing

This course focuses on the principles of digital video editing, providing students with the skills to arrange footage, apply transitions, and refine projects using industry-standard software. Students will learn to enhance storytelling through effective editing techniques.

Course Learning Outcomes:

- Demonstrate proficiency in non-linear editing (NLE) software for assembling video projects.
- Apply key video editing techniques to enhance continuity, pacing, and storytelling.
- Assess and apply industry best practices for color correction, transitions, and effects.
- Organize and arrange video and audio elements in a timeline to produce a cohesive final product.

Prerequisite: VID130 and VID170

WDD101: Internet Fundamentals

This course introduces students to the overarching terminology and production pipeline web design offers. From the perspective of a small business, students work through steps of pre-production. The course culminates with students creating webpages using WordPress, an industry standard Content Management Systems.

WDD110: Digital Graphics

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.

WDD120: Intro to HTML/CSS Design

In this course, students will learn how to reproduce common web design layout patterns to quickly create websites that are easy to understand and navigate. Students learn to create more complex multi column designs to make their pages easier to read and understand. Students learn the basics of wireframing and planning as they take first steps towards building custom layouts utilizing design patterns. Students review the anatomy of web pages and examine common workflows as well as build confidence via critiquing both their peers and ready-made examples.

WDD130: Graphic Design Fundamentals

This course covers the fundamentals of graphic design, emphasizing visual communication, typography, color theory, and compositional rules. Students will use industry-standard software to create professional layouts, branding materials, and digital assets. Hands-on projects and in-class critiques will help beginners to understand how design elements work together to convey effective messages.

Prerequisite: WDD110

WDD150: Vector Graphics

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.

WDD160: Advanced CMS

This course expands on web technology fundamentals by teaching students to create and manage multipage websites using WordPress. Through case studies, students design user-friendly sites while gaining hands-on experience with themes, plugins, and adding custom elements. Students will use Elementor Page Builder to rapidly build and customize webpages based on industry standards. Other plugins will be applied to create custom headers and footers.

Prerequisite: WDD101

WDD170: Intermediate HTML/CSS Design

This course builds on foundational HTML and CSS skills, emphasizing the creation of visually appealing, responsive, and user-friendly web designs. Students will explore advanced HTML structures, semantic markup, and modern CSS techniques, including Flexbox and Grid for layout design. The course also addresses responsive design principles, media queries, and best practices for cross-browser compatibility. Students will learn to enhance websites with

animations, transitions, and interactive elements using CSS. Additional topics encompass accessibility, SEO-friendly coding practices, and the integration of third-party fonts and icons. Through hands-on projects, students will develop professional-quality web pages that adapt seamlessly to various screen sizes and devices. By the end of the course, students will possess the skills to design and build well-structured, visually engaging websites using industry-standard HTML and CSS techniques.

Prerequisite: WDD120

WDD200: UI/UX Design Fundamentals

This course introduces students to the core principles of User Interface (UI) and User Experience (UX) design. Students will explore the fundamentals of creating intuitive, user-friendly digital experiences by understanding design psychology, usability, and interaction design. The course covers key topics such as wireframes, prototyping, visual hierarchy, typography, and color theory. Students will learn about user research, accessibility standards, and best practices for designing responsive and mobile-friendly interfaces. Hands-on projects will allow students to apply UI/UX principles using industry-standard design tools like Figma or Adobe XD. By the end of the course, students will have a solid foundation in UI/UX design, empowering them to create engaging digital experiences that meet user needs and business goals.

Prerequisite: WDD130

WDD210: Advanced HTML/CSS Design

This course emphasizes advanced web design techniques using HTML and CSS, prioritizing the creation of modern, high-performance, and accessible websites. Students will delve into advanced CSS methodologies, such as CSS Grid, Flexbox, and custom animations, to formulate complex layouts and interactive user interfaces. The course includes CSS preprocessors like SASS/SCSS, design systems, and best practices for maintaining and scaling code. Students will also study performance optimization techniques, responsive design for various screen sizes, and accessibility compliance. Additional subjects encompass integrating SVG graphics, advanced typography, and CSS frameworks like Tailwind CSS or Bootstrap. Through hands-on projects, students will produce professional-quality web designs that are visually stunning, highly functional, and optimized for speed and usability. By the end of the course, students will possess the expertise to create cutting-edge websites that adhere to industry best practices.

Prerequisite: WDD170

WDD310: Javascript for Dynamic Interfaces

This course emphasizes using JavaScript to develop interactive and dynamic user interfaces for modern web applications. Students will learn advanced JavaScript concepts, including DOM manipulation, event handling, and AJAX, to create responsive, user-friendly interfaces. The course explains how to update content in real-time, validate user inputs, and dynamically load data from external sources without refreshing the page. Students will also investigate JavaScript frameworks and libraries like jQuery, as well as tools for managing animations, transitions, and user interactions. Hands-on projects will provide students with experience in creating fluid, interactive features such as real-time search, form validation, image galleries, and dynamic content loading. By the end of the course, students will possess the skills to create sophisticated, interactive web pages that deliver seamless user experiences.

WDD330: Advanced Javascript Front End Dev

This advanced course builds on the concepts learned in the previous JavaScript for Front-End Development course, focusing on creating scalable, high-performance applications using cutting-edge front-end technologies. Students will delve deeper into component-driven development, advanced state management techniques, and more complex JavaScript frameworks such as React, Angular, or Vue.js, mastering concepts like hooks, context API, and virtual DOM. The course also covers testing frameworks like Jest and Mocha to ensure the reliability and performance of JavaScript code. Students will examine the integration of third-party libraries, GraphQL for data querying, and advanced routing techniques for dynamic applications. Emphasis will be placed on performance optimization, which includes lazy loading, code splitting, and minimizing rendering costs. Hands-on projects will challenge students to design and develop enterprise-level web applications with a focus on maintainability, modularity, and efficiency. By the end of the course, students will have the expertise to create large-scale, interactive front-end applications and will be prepared to tackle complex challenges in modern web development.

WDD340: E-commerce Solutions

This course explores the technical and programmatic foundations for building and maintaining e-commerce solutions tailored for web companies. Students will learn to develop robust, scalable e-commerce platforms that support features such as product management, shopping carts, secure payment processing, and customer accounts. The course covers essential programming concepts related to integrating front-end and back-end systems to deliver seamless e-commerce experiences. Students will engage with popular e-commerce frameworks, APIs, and platforms such as Shopify, WooCommerce, and Magento, with an emphasis on customizing and automating processes like inventory management, order fulfillment, and customer

communication. Topics also encompass handling transaction security, implementing user authentication, and integrating third-party services like payment gateways, shipping providers, and analytics tools. Through hands-on projects, students will obtain practical experience in building custom e-commerce solutions and optimizing them for performance, scalability, and user experience. By the end of the course, students will possess a strong understanding of the programmatic aspects of e-commerce, preparing them to develop and manage complex e-commerce systems for web companies.

Prerequisite: WDD160

WDD360: Advanced UI Animation and Interaction

This course delves into the creation of sophisticated and dynamic user interfaces using advanced animation and interaction techniques. Students will investigate motion design principles, such as easing, timing, and sequencing, to produce fluid and engaging UI animations that enhance the user experience. The course addresses advanced CSS animations, JavaScript-based interactions, and the implementation of animation libraries like GSAP and Scroll Magic to develop interactive, high-performance web elements. Students will learn to integrate animations with user actions, including hover effects, scroll-based interactions, and data-driven animations. The course also discusses best practices for ensuring smooth animations across devices, optimizing performance, and maintaining accessibility. Through hands-on projects, students will design and implement complex UI animations for modern web applications, from micro-interactions to full-screen animations. By the end of the course, students will possess the skills to create polished, professional-grade interactive user interfaces that engage users and enhance overall web application usability.

Prerequisite:

WDD410: Advanced Web Animation and Deployment

This course explores crafting complex, high-performance web animations and efficiently deploying them across modern web platforms. Students will master advanced techniques in CSS, JavaScript, and animation libraries such as GSAP, Three.js, and WebGL. These techniques enable them to create immersive, interactive, and dynamic animations for websites and web applications. The course encompasses 2D and 3D animation techniques while integrating audio, video, and interactive elements to produce engaging user experiences. Students will gain practical knowledge in optimizing animation performance for various devices and browsers, ensuring smooth animations even on resource-constrained systems. The course examines responsive and adaptive design techniques, focusing on how animations can be adjusted based on screen sizes and resolutions. A vital emphasis is placed on deploying web animations in a production environment, which includes optimizing assets, managing cross-browser

compatibility, and utilizing version control and continuous integration tools. Students will work on deploying their animation projects to live web servers, acquiring skills to troubleshoot, debug, and enhance web performance for seamless user experiences. By the end of the course, students will have the skills needed to create cutting-edge web animations and deploy them effectively, preparing them for roles in interactive design, web development, and multimedia production.

Prerequisite: WDD360

WDD420: 3D Web Graphics and Interactive Design

This course explores the creation of stunning 3D web graphics and interactive designs. It emphasizes the integration of 3D elements into web pages to enhance user experience and engagement. Students will learn to use powerful tools and technologies like WebGL, Three.js, and Babylon.js to create 3D models, animations, and interactive environments that run seamlessly in modern web browsers. The course covers essential 3D design principles, including geometry, lighting, textures, and shaders, and their implementation in a web context. Students will also create interactive 3D experiences, including mouse and touch-based controls, dynamic scene rendering, and user-driven animations. This course addresses performance optimization techniques for rendering complex scenes, ensuring smooth interactions across various devices. Additionally, students will learn how to integrate 3D graphics with other web technologies like HTML, CSS, and JavaScript to develop fully interactive, immersive experiences. Through hands-on projects, students will create and deploy interactive 3D web applications that showcase their skills in 3D design and web development. By the end of the course, students will be prepared to create engaging and interactive 3D experiences for websites, online portfolios, and digital media.

Prerequisite: WDD410

WDD430: Brand Management

This course examines principles and strategies of brand management as they relate to web design. Students will learn to translate a brand's identity, values, and message into a compelling and cohesive online presence. The course covers the essentials of visual branding, including logo design, color schemes, typography, and imagery, while also addressing how to maintain brand consistency across various web platforms. Additionally, students will investigate the significance of user experience (UX) and user interface (UI) design in building a brand's reputation and fostering customer loyalty. Topics include creating responsive websites that comply with brand guidelines, developing effective landing pages, and optimizing website content to enhance brand perception. Students will explore strategies for managing and evolving a brand's online presence, including designing for brand recognition, overseeing online marketing campaigns, and integrating social media. Practical case studies and hands-on projects will allow students to apply their knowledge to create brand-focused web designs that drive user engagement and strengthen

brand identity. By the end of the course, students will possess the skills to design, manage, and evolve a brand's digital presence, creating an impactful online experience that aligns with the brand's objectives and connects with its audience.

Prerequisite: WDD230

CIS101 Emerging Technologies

This course introduces students to the latest advancements in technology and their impact on businesses and society. Topics include artificial intelligence, cybersecurity, cloud computing, and the Internet of Things (IoT). Students will explore how emerging technologies drive innovation and transformation across industries. By the end of the course, students will be able to assess the potential of new technologies in various fields and their ethical implications.

WDD110 Digital Graphics

This course introduces students to digital design principles and graphic creation tools. Topics include image editing, typography, branding, and visual storytelling. Students will develop skills in using industry-standard software to create marketing materials, social media graphics, and business presentations. By the end of the course, students will be able to produce professional-quality digital graphics for various applications.

WDD310 Digital Advertising

This course introduces students to digital advertising strategies, including search engine marketing (SEM), social media advertising, and programmatic buying. Students will explore how businesses use digital platforms to target and engage consumers. Topics include ad campaign development, audience analytics, and return on investment (ROI) measurement. By the end of the course, students will be able to create and evaluate digital advertising strategies.

Contact Us

Service Type	Description of Services	Contact Information	Availability
ADA Accommodations Requests	Student Services Department	accommodations@lauruscollege.edu (805) 267-1690	Monday-Thursday: 8AM-7PM; Friday: 8AM-4PM
Admissions		admissions@lauruscollege.edu; (805) 267-1690	Monday-Thursday: 8AM-7PM; Friday: 8AM-4PM
Career Services		careerservices@lauruscollege.edu; 805-267-7385	Mon / Tue: 9AM-7PM; Wed / Thu: 8AM-6PM; Friday: 8AM-4PM
In-Residence (Campus) Services	Request for an extended hours session at a specific campus	studentservices@lauruscollege.edu or by calling (805) 267-1690.	Monday through Thursday
IT Support	Technical assistance	support@lauruscollege.edu or by calling (805) 267-0622	Monday-Thursday: 8AM-8PM; Friday: 8AM-4PM
Registrar / Student Records	Laurus Transcript Requests, Scheduling	registrar@lauruscollege.edu	Monday-Thursday: 8AM-5PM; Friday: 8AM-4PM
Student Funding		fa@lauruscollege.edu	Monday-Thursday: 8AM-5PM; Friday: 8AM-4PM
Student Portal	Access the MyLaurus Portal (MLP)	https://mylaurus.lauruscollege.edu	24/7
Transcripts	Submission of College Transcripts for Transfer Credit Evaluation	transcripts@lauruscollege.edu	Monday-Thursday: 8AM-5PM; Friday: 8AM-4PM

Services for Students with Disabilities

Laurus College has designed its programs and instructional methodologies stressing adaptability and multiple approaches to learning. All courses provide instruction using auditory and visual modes. Archived lessons are available for review and assist students with keeping pace. Elevators and/or accessibility ramps, as well as accessible bathroom facilities are standard in all facilities. Individual student mentors and tutors are also available through the student services department. If a student needs an accommodation they should contact the student services department at 805-267-1690 or studentservices@lauruscollege.edu for more information and assistance.