ASK ABOUT AVAILABLE FINANCIAL AID, GRANTS, AND LOANS!
The Premier Provider of Career Technical Education

BALDY VIEW ROP
Pathways to Prosperity

ADULT CATALOG 2021-2022

VOCATIONAL NURSING
Career Training Center
1501 S. Bon View Avenue
Ontario, CA 91761
909-947-3400

www.baldyviewrop.com

We provide equitable, accessible, rigorous, and relevant career technical education with work-based learning experiences, to prepare students for career, advanced learning, and life.
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Welcome to Baldy View Regional Occupational Program

We look forward to being a part of your future and the opportunity to help you reach your goals. The faculty and staff welcome you and are dedicated to making your educational experience here at Baldy View ROP rewarding.

Our exceptional instructors, affiliate partnerships combined with our curriculum and equipment ensures that students are well-prepared for their chosen career.

Thank you for choosing Baldy View ROP!

Adult Education Department

Baldy View Regional Occupational Program, in compliance with the Civil Rights Legislation, hereby asserts that it does not discriminate on the basis of race, color, national origin, ancestry, religion, gender, age or handicap in its employment or enrollment in job training programs.

Accreditation

Baldy View Regional Occupational Program is accredited by
The Commission of the Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia, 30350,
(770) 396-3898, www.council.org;
Our Campus Staff and Management Team

Main Campus - Career Training Center
1501 South Bon View Avenue
Ontario, California 91761
Office: (909) 947-3400 / Fax: (909) 947-4411
www.baldyviewrop.org

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Trina Le, Coordinator
Elizabeth McGraw, Coordinator
Helena Zarate-Simolin, Coordinator
Sheri Simpson, Administrative Services Coordinator
Diana Neal, Financial Aid Analyst
Cristina Lopez, Special Projects & Grants Liaison
Sabrina Ruiz-Emmons, Special Projects & Grants Liaison
Vision Statement
Collaborating with our education and regional partners, Baldy View ROP will lead in empowering students to excel in emerging technology, adaptability, leadership, and relevant industry skills necessary to succeed in the evolving global workforce.

Mission Statement
We provide equitable, accessible, rigorous, and relevant career technical education with work-based learning experiences, to prepare students for career, advanced learning, and life.

Core Values
Our commitment to ourselves and our stakeholders is to:

- Educational excellence
- Safe, trusting, supportive, equitable, inclusive, and accessible learning environments
- Community engagement and service
- Dignity and respect
- Integrity, accountability, and transparency

Strategic Goals for 2021-22, 2022-23, 2023-24

- Make data-informed decisions that support quality education focusing on industry standards, community needs, and emerging 21st century demands across regionally identified high demand employment sectors while maintaining long-term fiscal stability.

- Create an inclusive, equitable, and accessible learning environment ensuring students develop technical competencies and skills in leadership, professionalism, career planning, problem-solving, and communication through advanced learning with real world applications.

- Broaden and strengthen collaboration with community stakeholders and industry partners to provide students with professional level, work-based learning experiences that align with business expectations and promote a positive regional and state identity.

- Attract, support, cultivate, recognize, and retain highly-qualified instructors and staff committed to an inclusive organizational culture and climate.
Student Learning Outcomes

Upon successful completion of a Career Technical Education program of study, students will:

Demonstrate Career and College Specific Communication and Critical Thinking Skills:
- Perform skills necessary to obtain employment and/or advance in the occupation.
- Apply English Language Arts, Mathematics, Science, and Social Science skills.
- Utilize appropriate professional terminology.
- Recognize, assess, work through and solve problems.

Demonstrate Responsible Work Ethics:
- Apply appropriate workplace behavior and standards.
- Utilize time effectively and produce quality work.
- Communicate and work effectively with diverse groups.
- Exhibit punctuality and consistent attendance.

Demonstrate Career/Employment Literacy:
- Identify, research, and prepare for career opportunities.
- Exhibit appropriate employability skills including resume writing, job application completion, and interview etiquette.

Demonstrate Effective use of Technology:
- Identify and ethically apply appropriate 21st century technologies for career and college success.

We provide relevant and rigorous technical education that prepares students for career and college.
2021-22 SCHOOL CALENDAR

BALDY VIEW ROP
2021-22 SCHOOL CALENDAR
INSTRUCTORS NEED TO REFER TO THEIR INDIVIDUAL WORK CALENDARS

July 2021
- Summer School – June 14-July 15
- Expanded Learning CTWEE (Career Technical Work Experience Education) – June 1-July 15
  - 5 Independence Day Holiday
  - 9 CTE Instructor Professional Development
  - 15 Last Day of Summer Semester for CTC Classes
  - 16 CTE Instructor Professional Development
  - 26-27 Instructor/Staff Professional Development (Mandatory)
  - 28 New Instructor Orientation (Mandatory)
  - 29-30 Instructor/Staff Professional Development (Mandatory)

August 2021
- 2 Instructor/Staff Professional Development (Mandatory)
- 9 First Day of Fall Semester for CTC Classes

September 2021
- 6 Labor Day Holiday

October 2021
- 16 Instructor Professional Development (Mandatory)

November 2021
- 11 Veterans Day Holiday
- 22-27 Thanksgiving Holiday Recess for ROP Classes
- 25-26 ROP Adm. Offices Closed for Thanksgiving Recess

December 2021
- 17 Last Day of Fall Semester for CTC Classes
- 20-31 Winter Recess for ROP High School Classes
- 22-24 & 30-31 ROP Adm. Offices Closed for Winter Recess

January 2022
- 1 Winter Recess for ROP High School Classes
- 1 ROP Adm. Offices Closed for Winter Recess
- 3 First Day of Spring Semester for CTC Classes
- 17 Martin Luther King Day (Observed) Holiday
- 22 Instructor Professional Development (Mandatory)

February 2022
- 14 Lincoln’s Birthday (Observed) Holiday
- 21 Washington’s Birthday (Observed) Holiday
- 26 BVROP Open House (7-4) (Mandatory)

March 2022
- 21-25 Spring Break for CTC Classes
- 25 ROP Adm. Offices Closed for Spring Break Holiday

April 2022
- 25 Instructor Professional Development (Mandatory)

May 2022
- 25 Chiefs JUSD End of Semester
- 26 China USD End of Semester
- 30 Last Day of Spring Semester for CTC Classes
- 31 Memorial Day Holiday

June 2022
- 9 Upload USD End of Semester
- 16 Claremont USD End of Semester
- TBD Boys Republic End of Semester

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Holiday - No Classes – ROP Offices Closed
CTE Instructor Professional Development
Instructor Inservice Day - Mandatory
New Instructor Orientation - Mandatory
First Day of Semester for CTC ROP Classes
Non-School Day - ROP Offices Closed
CTC ROP Classes Not In Session
Last Day of Semester for CTC ROP High School Classes

Student Days = 0

Approved: 04/14/2021
Baldy View Regional Occupational Program makes every effort to meet the needs of both enrolled students and those interested in program offerings. All applicants will need to apply in person at the Main Campus Monday through Friday; except for scheduled holidays. Due to COVID-19, beginning March 2020, applications are accepted online via Google Classroom.

Baldy View Regional Occupational Program, in compliance with the Civil Rights Legislation, hereby asserts that it does not discriminate on the basis of race, color, national origin, ancestry, religion, gender, age or handicap in its employment or enrollment in job training programs. Title IX: Prohibiting Sex-Based Discrimination

Admission Policy
Students must meet the admission requirements to be accepted for a specific program. Upon enrollment, students are required to attend a New Student Orientation in order to familiarize themselves with the institutional, programmatic, and regulatory policies.

Admission Process
1. Complete an interview with the Admissions Intake Team to determine a program that meets the student’s ability and commitment.
2. Tour the main campus.
3. Review school schedule.
4. Complete and sign the adult application and adult questionnaire.
5. Complete testing requirements.
   - Refer to specific program requirements.
6. Secure program funding.
7. Provide admission requirements
8. Secure program acceptance letter
9. Sign enrollment agreement
10. Pay registration fee
Admissions / Testing Requirements

Vocational Nursing:

VOCATIONAL NURSING (Clock Hours 1530) The Vocational Nursing program is a 17-month program designed to provide students with the basic knowledge, skills, and abilities to perform the duties of a Vocational Nurse in a health care environment. The practice of a vocational nurse is under the direction of a licensed physician or registered professional nurse. The program is approved by the Board of Vocational Nursing and Psychiatric Technicians and accredited by COE (Council on Occupational Education). The completion of this program meets the minimum requirements necessary for application to take the National Council Licensure Examination-Practical Nurse (NCLEX-PN) Requirements modifications due to COVID-19 effective May 6, 2020:

<table>
<thead>
<tr>
<th>Admissions Requirements</th>
<th>Prior to acceptance into the program</th>
<th>Prior to the start of Skills Lab</th>
<th>Prior to the start of Fundamentals II</th>
<th>Prior to the start of Clinical Rotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants must provide proof of completion of the 12th grade (High School diploma, GED or equivalent). *</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicants must successfully score 80% on the Baldy View ROP Admissions Assessment in Mathematics and Reading.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicants must clear Live scan and background.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicants must have a negative drug screen.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government issued ID &amp; Social Security Card.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students must have a comprehensive physical examination by a physician to verify good health, which includes both a mental and physical wellness clearance.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student must have current vaccinations that include the following:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negative TB skin test or negative Chest X-ray</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tdap within the last 10 years</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Titers for MMR &amp; Varicella showing immunity or proof of 2 vaccines for each.</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>HEP B Series (Prefer 2 vaccinations prior to 1st day of class) or HEP B Titer</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Applicants must be at least 18 years of age.</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Documentation of annual influenza vaccination completed prior to beginning the first clinical education experience.</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

* If High School Diploma is earned outside of the US –must provide legal documentation that education is equal to a 12th grade education in the US or higher. Please note- accepted students must attend a student orientation.
Transfer Policy
Post-secondary students with other accredited institutions course credits may enter on a space-available basis. Baldy View ROP will grant course transfer credit when students complete and submit the Transfer Credit Request form to: TransferCreditRequest@bvrop.org with all required documentation to be evaluated for course mastery for previously education completed within the last five years. We will accept up to but no more than twenty five percent of the clock hour requirements. Fees will be appropriately prorated. The transferring student may be required to participate in a written and/or practical examination to demonstrate their skills level. Student placement into a program will be at the discretion of the program designee and administration based on the outcome of the above stated items. Students may not transfer between Baldy View ROP programs.

NOTE: Transfer credit request process is provided on the back of the Transfer credit request form

Notice Concerning Transferability of Credits and Credentials Earned at this Institution
The transferability of credits you earn at Baldy View ROP is at the complete discretion of an institution to which you may seek to transfer. If the credits that you earn at the School are 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 School will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Baldy View ROP to determine if your credits will transfer.
F I N A N C I A L A I D

Furthering your education is an investment with lifelong returns. We understand that funding your studies can be overwhelming, which is why Baldy View ROP has a dedicated Financial Aid Analyst to guide you through various options and help identify the best financial aid package for your needs.

Financial aid is available to those who qualify, regardless of race, color, national origin, gender, religion, sexual orientation, age or disability.

Baldy View ROP Financial Aid Office Schedule is: Monday through Friday: 8:00 a.m. to 4:30 p.m.

Contact Information:
Baldy View ROP
1501 S Bon View Avenue, Bldg 400, Ontario, CA 91761
(909) 947-3400 X1242
diana_neal@bvrop.org

Every student who meets certain eligibility requirements can receive some type of federal student aid, regardless of age or family income. Some basic eligibility requirements:
- Are a U.S. citizen or an eligible non-citizen?
- Have a valid Social Security Number.
- Demonstrate financial need (for most programs).
- Be enrolled or accepted for enrollment in a financial aid eligible program.
- Have a high school diploma or equivalent.
- Maintain satisfactory academic progress.
- Not be in default on a federal student loan and do not owe money on a federal student grant.

Rights & Responsibilities of Students
Students have the right to know:
- The information you gave the financial aid office will be treated confidentially as mandated by the Family Educational Rights and Privacy Act (FERPA).
- Financial aid programs available at Baldy View ROP.
- The procedures and deadlines for submitting applications for each financial aid program including federal, state, institutional, and other available funding.
- How financial aid awards were calculated and the criteria to receive each award.
- If offered an educational loan, you have the right to know the lender, interest rate, the total amount to be repaid, deferment options, repayment procedures, the length of time you have to repay the loan, and when repayment begins.
- You have the right to accept or decline any of your financial aid award(s).
- You have the right to request a Special Circumstances consideration of your financial aid eligibility if you or your family’s circumstances change.
- Baldy View ROP’s satisfactory academic progress policy.
- Baldy View ROP’s financial aid disbursement process.
- Baldy View ROP’s refund and repayment policy.

Students are responsible for:
- Completing all forms accurately and by the published deadlines.
- Submitting information requested by the Financial Aid Office in a timely manner.
- Knowing and complying with the rules governing your financial aid awards.
- Attending classes and completing the requirements for each course in which you enroll.
- To maintain compliance with Baldy View ROP’s refund policy and Federal Return to Title IV policy, should you withdraw from the institution (either officially or unofficially).
- Keeping the Financial Aid Office informed of any changes in address, name, marital status, financial situation, or any change in student status.
- Reporting to the Financial Aid Office any additional assistance from sources such as scholarships, loans, and educational benefits outside of Baldy View ROP.
- Notifying the Financial Aid Office of a change in enrollment status.
- If you borrow a student loan, you are responsible for completing loan entrance and exit counseling.
- The repayment of any over award of financial aid.
Federal Student Aid Guide
https://studentaid.ed.gov/sa/resources

Third Party Servicer
Baldy View ROP utilizes a “Third Party Servicer” to process federal financial aid for students while adhering to all federal, state, accreditation agencies and institutional requirements. The third-party servicer maintains a virtual financial aid office via the website: www.solutions.campusivy.com/Apps/Core/Account/StudentRegistration

Virtual Financial Aid Office (VFAO) allows the student unlimited access to his/her account to monitor the financial aid process. Students are strongly encouraged to utilize an email address which is checked on a regular basis as this is the primary means of communication. The financial aid office will continue to be available to assist current and prospective students through the financial aid process.

Financial Aid Process
There are several applications which must be completed and submitted as applicants go through the process of applying for the various types of financial aid. There are also deadlines to consider and the possibility of being selected for Federal Verification.

The financial aid eligibility process at BVROP begins with the applicant inquiry regarding financial aid availability. The interested applicant is presented with a welcome letter which is sent to the email address provided. The applicant is encouraged to schedule an appointment with the Financial Aid Analyst to ensure completion of all applications required to apply for federal funding. The Financial Aid Analyst verifies the student has completed all applications and confirms the applicant in the VFAO on-line system. This informs Baldy View ROP’s third party processor, that the student has officially applied for federal funding and the file is now ready for the financial aid review process to begin. If additional information is required, VFAO will initiate the communication process to the student via email. Baldy View ROP’s financial aid department tracks and reviews outstanding documentation which would delay the processing of requested federal funding. All required documentation to process federal funding is maintained electronically.

Federal Aid Applications
The FAFSA is the initial application used by college students across the country for grants, student loans, work-study, and other forms of aid. Students applying for loans only must complete a loan application(s) in addition to the FAFSA.

Each applicant applying for federal aid will be required to:

- Create a Federal Student Aid (FSA) ID
  A FSA ID can be used each year to electronically apply for federal student aid and to access your Federal Student Aid records online. To apply for or reestablish your FSA ID you will need to visit the FSA ID website at: https://studentaid.gov/fsa-id/create-account/launch. Both the applicant and parent (of a dependent student) needs to create an FSA ID. Completing this process prior to beginning the FAFSA application will ensure your information was verified with the various agencies such as Social Security Administration (SSA) and Selective Service.

- Complete the Free Application for Federal Student Aid (FAFSA)
  Students submit this online via the U.S. Department of Education’s FAFSA website at https://studentaid.gov/h/apply-for-aid/fafsa. Enter Baldy View ROP’s Federal School Code which is: 04256500

- Complete the Direct Student Loan application(s)
  The MPN for a student and/or parent loan program applications are available by visiting the student loan website at. https://studentaid.gov/mpn/.

Funding Programs Available
Federal Aid

Federal Pell Grant
The Federal PELL Grant program provides a foundation of assistance in which other forms of aid may be added. Eligibility for the Federal PELL Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back.

NEW- 600% LIFETIME ELIGIBILITY LIMIT FOR PELL GRANTS

Federal law limits the amount of Pell Grant funds a student may receive over his or her lifetime. Regulations limit lifetime eligibility to the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100%, the six-year equivalent is 600%. It includes any Pell Grant award received at any school and the limit to receive it applies to all schools. You cannot transfer and receive additional awards at another school. There are no exceptions, and it isn’t possible to appeal. The school has no legal ability to award students beyond the limit.

Students with Lifetime Eligibility Used (LEU) equaling or exceeding 600%, may no longer receive Pell Grant funding. Similarly, students with LEUs greater than 500% but less than 600%, while there will be eligible for a Pell Grant for the next award year, they will not be able to receive a full scheduled award.

Students can log on to National Student Loan Data System NSLDS® using their FSA ID: https://nslds.ed.gov/nps/index.htm and view their (LEU). The LEU will be found on the Financial Aid Review page.

Students can also view their aid history on StudentAid.gov, by clicking on the black "Log In" box in the upper right corner of the web page, click "Log In to My Federal Student Aid", enter your FSA ID information and click "Log In".

Federal Iraq and Afghanistan Service Grant:
The Federal Iraq and Afghanistan Service Grant is offered to students who are not eligible for a Federal Pell Grant on the basis of their Expected Family Contribution as calculated from FAFSA data but meet the remaining Federal Pell Grant eligibility requirements. In order to qualify, students must have had a parent or guardian in the U.S. armed forces that died as a result of military service performed in Iraq or Afghanistan after the events of 9/11/2012. The student must have been under 24 years old or enrolled in college at least part-time at the time of the parent or guardian’s death.

Federal Supplemental Educational Opportunity Grant (FSEOG) Program
The Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need. Each participating school receives a certain amount of FSEOG funds each year from the U.S. Department of Education’s Office of Federal Student Aid. Awards are subject to funding availability and are determined by the Financial Aid Office. Once all of the school’s FSEOG funds have been awarded to students, no more FSEOG awards can be made for that year. This is different from the Federal Pell Grant Program, which provides funds to every student who’s eligible.

William D. Ford Federal Direct Loan Program
The William D. Ford Direct Loan Program, commonly known as Direct Loans are made available by the United States Department of Education (USDOE) and repaid to them. Direct Loan programs are low-interest loans for eligible students to help cover the cost of education. Eligible students borrow directly from the U.S. Department of Education. The loan is then sent to the U.S. Department of Education’s Common Origination and Disbursement Center (COD) and disbursed to the school electronically through the Grant Administration and Payment System (G5). The loans are serviced by the Direct Loan Servicing System. Direct loans include Direct Subsidized, Direct Unsubsidized and Direct PLUS loans.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**Federal Direct Subsidized Loan**

Federal Direct Subsidized loans are available to students with financial need. The Stafford Loan chart provides maximum loan amounts. The loan is at a fixed interest rate, which is established annually by the U.S. Department of Education. Current interest rates can be found at [https://studentaid.gov/](https://studentaid.gov/) The federal government pays the interest while students are in school. Interest begins accruing at the time students cease enrollment or fail to maintain enrollment of at least half-time status. BVROP does not offer half-time status enrollment. Regular payments begin six (6) months after students cease enrollment or fail to maintain enrollment of at least half-time status. Borrowers may not receive this type of loan for more than 150% of the length of their program of study. The U.S. Department of Education may stop paying interest if a student who received the maximum period continues enrollment.

**Federal Direct Unsubsidized Loan**

Federal Direct Unsubsidized Loans are available for students to borrow for educational costs The Stafford Loan chart below provides maximum loan amounts. The loan is at a fixed interest rate which is established annually by the U.S. Department of Education. Current interest rates can be found at [https://studentaid.gov/](https://studentaid.gov/)

With the exception of demonstrating financial need, Unsubsidized Loan borrowers must meet all eligibility criteria of the Federal Subsidized Loan program. Interest payments begin immediately after the loan is fully disbursed or may be added to the principal balance. Regular payments begin six (6) months after students cease enrollment or fail to maintain enrollment of at least half-time status. The government does not pay the interest.

**Federal Direct Parent Loan for Undergraduate Students (PLUS)**

Federal Direct Parent Loans for Undergraduate Students provide additional funds for parents to help pay for their students’ educational expenses. Parents must pass a credit check or have a credit-worthy endorser. Interest rates are fixed and established annually by the U.S. Department of Education. Current interest rates can be found at [https://studentaid.gov/](https://studentaid.gov/) The PLUS loan repayment begins 60 days after the loan is disbursed.
Terms of Loan Repayment

- Loan Repayment Information:
  - [https://studentaid.gov/h/manage-loans](https://studentaid.gov/h/manage-loans)

- Sample Loan Repayment Calculator:
  - [https://studentaid.gov/loan-simulator/](https://studentaid.gov/loan-simulator/)

- Department of Education’s Repayment plans:
  - [https://studentaid.gov/manage-loans/repayment/plans](https://studentaid.gov/manage-loans/repayment/plans)

- Department of Education’s Deferment and Forbearance
  - [https://studentaid.gov/manage-loans/lower-payments/get-temporary-relief](https://studentaid.gov/manage-loans/lower-payments/get-temporary-relief)

- Loan Consolidation Information
  - [https://studentaid.gov/manage-loans/consolidation](https://studentaid.gov/manage-loans/consolidation)

- Loan Consolidation Application Information
  - [https://studentaid.gov/app/launchConsolidation.action](https://studentaid.gov/app/launchConsolidation.action)

State Aid, School Aid & Other Private Aid

Chafee Grant Program
The California Chafee Grant for Foster Youth is a grant program administered by the California Student Aid Commission. To qualify, a student must be a current or former foster youth who was a dependent or ward of the court, living in foster care, between the ages of 16 and 18, not have reached their 22nd birthday as of July 1 of the award year, and have financial need. Youth who are/were in Kin-GAP, a non-related legal guardianship or were adopted, are eligible only if the youth was a dependent or ward of the court, living in foster care, between the ages of 16 and 18. This is a grant and does not need to be repaid.

Cal Grant
The Cal Grant is grant administered by the State of California and awarded to students who demonstrate financial need which is determined by the results of the Free Application for Federal Student Aid (FAFSA) and the California Student Aid Commission (CSAC) income and asset ceilings limit (please refer to www.csac.ca.gov for more information). In addition to federal student aid requirements, students must be California residents and attend a qualified institution at least half-time. Both FAFSA and GPA verification form if not submitted by your high school or college must be submitted by the March 2nd deadline. Eligible students will be notified prior to fall of the same year. These grant funds are based on funds available from the State and do not have to be repaid unless a student is over awarded. Students attending BVROP may qualify for Cal Grant B or C depending on the program of study. All Cal Grant payments are credited to the student’s account to cover tuition, fees, books, and supplies. However, a student may request direct payment of his or her Cal Grant B access funds up to the date the funds transaction occurs.

Private Lenders
The school encourages its students to exhaust their federal student aid options before seeking private loans. However, students and parents who do not qualify for Title IV funds or who need additional funds to cover educational expenses beyond what is covered by Title IV funds may apply for private loans through the lender of their choice. To qualify, a student generally must be a US citizen, a US national, or a permanent resident and must be creditworthy. If the student has no credit history, he or she may still qualify for a loan by applying with a creditworthy co-borrower. BVROP does not make any recommendations regarding lender selection. Students are encouraged to review the lender’s terms and conditions before selecting the lender. Students may choose to borrow from the lender(s) listed below or from any lender of their choice.
**Sallie Mae:**
Undergraduate Students - Sallie Mae Career Training Loan
www.salliemae.com/student-loans

**Payment in Full**
Students may pay the full payment at the time of registration with a cashier’s check, money order, Visa, MasterCard, Discover, American Express, or Diner’s Club. This option allows students to pay for the program in full with no further payments due. Any course costing less than $1,300 must be paid in full at the time of registration.

**UNISA**
BVROP has contracted with UNISA, a loan servicing company, to offer flexible repayment option for the entire or partial program fees. A down payment is required for all payment plan. This option is offered at a 0% interest rate however a $10.00 administrative fee will be assessed monthly for the duration of the payment plan to students choosing the payment plan option.

UNISA offers various payment options: Online payments- https://borrower.unisainc.com, Recurring payments and ACH, Calling 800-875-8910, or Mailing payments to: UNISA INC P.O. Box 4385 Englewood, CO 80155

**Employer Tuition Reimbursement**
Employer Tuition Reimbursement programs enable employees to reach their personal goals while also creating a pool of qualified staff to contribute to the employer’s business. The program offers employers a way to pay back employees for education expenses. Students can verify with their employer whether this program is currently being offered.

**Workforce Innovation and Opportunity Act (WIOA)**
Students may qualify for tuition assistance administered outside of the School such as the Workforce Innovation and Opportunity Act (WIOA), Rehabilitation Programs, CalWORKs, and employer reimbursement programs.

WIOA is a federally funded employment and training program. The focus of the Act is on assisting customers to develop workforce opportunities, access training, and manage their career choices through universal access to information and career-oriented services. The WIOA is also a means of identifying training needs and assisting with securing training to fill skill gaps, which may be a barrier to career success.

WIOA funded training grants are available each year for individuals to acquire skills that are currently in demand and provide a high wage. Funds are used to cover the cost of tuition and books. Amount of financial aid for tuition and books varies depending on the length of training program.

BVROP is an Eligible Trainer Provider for WIOA approved individuals. The school is eligible to receive Individual Training Accounts (ITAs) through WIOA Title I-B funds. Students may contact Employment Development Department (EDD) offices directly to apply for services or inquire about eligibility. WIOA offices are located in the following San Bernardino County neighboring areas:

**San Bernardino County Employment Resource Ctr**
658 E. Brier Drive,
San Bernardino, CA 92408
(909) 382-0431

**Rancho Cucamonga Employment Resource Ctr**
9650 9th Street, Suite A
Rancho Cucamonga, CA 91730
(909) 948-6606

**San Bernardino Employment Training Agency (SBETA)**
600 North Arrowhead Avenue, Suite 300 San Bernardino, CA 92401-1148 (909) 888-7881
The California Department of Rehabilitation serves individuals with certain disabilities. Orientation meetings are conducted on a regular basis providing information regarding available services. Offices serving the Baldy View ROP geographic area are as follows:

**Ontario Office**
3595 Inland Empire Boulevard Building 4
Ontario, CA 91764
(909) 948-6050 (Voice)
(909) 948-6050 (TTY)

**San Bernardino County Office**
464 W 4th Street, Suite 152
San Bernardino, CA 92401
(909) 383 4401

**Riverside County Office**
3130 Chicago Avenue
Riverside, CA 92507
(951) 782-6650

CalWORKs recipients or individuals interested in receiving CalWORKs services should visit their local offices and inquire about educational benefits. Offices serving the Baldy View ROP geographic area are as follows:

**Transitional Assistance Department (Rancho Cucamonga)**
10825 Arrow Route, Rancho Cucamonga, CA 91730
(877) 410-8829

**Transitional Assistance Department (Ontario)**
1637 E. Holt Boulevard, Ontario, CA 91761
(877) 410-8829

**Additional Financial Aid Information**

**Verification**
Incomplete or conflicting information on your FAFSA may lead to verification, or your FAFSA may be randomly selected for verification. All forms of aid, including loans, will be held until you submit all requested items, your file is completed, and verification is concluded.

If your FAFSA is selected for Federal Verification, the third-party processor will initiate the communication process to the student via email informing the student (and parent) of the additional information required. Baldy View ROP’s financial aid department tracks and reviews outstanding documentation which will delay the processing of requested federal funding. All required documentation to process federal funding is maintained electronically.

*Note: If an applicant uses the IRS Data Retrieval Option to transfer federal income tax return data to the FAFSA without modification, the unmodified data elements will not be subject to verification. Accordingly, applicants who use the IRS Data Retrieval Tool are less likely to be selected for verification.*

**Deadline to Submit Verification Documents**
Once a student submits all required verification documents, the file will be reviewed, and aid is disbursed. Students are encouraged to submit requested verification documents within 14 days of receipt of the notification letter or prior to the end of the term, whichever is earlier.

The school requires that verification be completed within 45 days of receipt of notification to ensure funding is processed. Failure to provide required verification documents and all other supporting documents within the specified time will forfeit aid for that award period. The student will be required to select another payment option in order to continue enrollment in the program.
A student who at a later date provides all the necessary verification documentation must ensure that verification is completed by the deadline published in the Federal Register for each award year, or 120 days after the last day of the student’s enrollment, whichever is earlier. Information about loans (Direct, PLUS, Grad PLUS loans) must be provided to the loan center (originated) by the last day of the student’s eligible term or the student will need to forfeit loan eligibility. Upon receipt of federal funding, Baldy View ROP Financial Aid Office will make necessary adjustments to the student’s payment option.

**Required Corrections Resulting from Verification and Notification of Award Changes**

VFAO will review all verification documents and make all the necessary corrections when there are discrepancies between verification documents and the FAFSA information. Corrections will be submitted electronically to the FAFSA Central Processing System. The student’s FAFSA will be updated and the student will be notified about corrections by the Central Processing System. If there are changes to the student’s award as a result of verification, the student will be notified by email from VFAO.

**Eligible Financial Aid Programs**

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

The Department of Education requires Baldy View ROP to disclose Standard Occupation Codes (SOC) of each program which is listed below:

1) Vocational Nursing Program Standard Occupational Code: 29-2061

**Academic Programs and Academic Year**

All clock-hour programs must have an academic year with a minimum length of 15 weeks and 600 clock hours, in order for students to be eligible to receive federal financial aid. Students are considered attending on a full-time basis. The following Baldy View ROP’s clock hour programs are equal to or exceed these minimums:

- Vocational Nursing Program – Academic year = 900 hours, 1530 total program hours*

**Expected Family Contribution**

The Expected Family Contribution (EFC) is a measure of how much the student and his or her family can be expected to contribute to the cost of the student's education. All data used to calculate the EFC comes from the information the student provides on the Free Application for Federal Student Aid (FAFSA). The Central Processing System of the U.S. Department of Education analyzes the information from the FAFSA and calculates the EFC. The EFC formula also takes into account the family's expenses relative to the number of persons in the household and how many of them will be attending college during the award year.

**Cost of Attendance**

**Payment Periods and Disbursement Procedure for Clock-hour Programs**

A student must have financial need to receive all federal financial aid funds except for unsubsidized Stafford loans and PLUS. Financial need is defined as the difference between the student's cost of attendance (COA) and the family's ability to pay these costs, the expected family contribution (EFC). For the Stafford loan programs, other aid received by the student including estimated financial assistance is also subtracted from the cost of attendance to determine financial need.

The components of the cost of attendance (COA) are the same for all federal financial aid programs, as specified in the law. However, in the case of programs of study or enrollment periods that are less than or greater than the school's academic year, the cost for purposes of loans differs from the cost of the Pell Grant Program. Pell costs are always prorated to the costs for a full-time student for a full academic year, but the cost of attendance for the other programs is based on the student's actual cost for the period for which need is being analyzed. A student's cost of attendance, based on the annual budgets published by the California Student Aid Commission, is generally the sum of the following:

- Tuition and Fees
- Books, Supplies, Transportation, Miscellaneous
- Personal Expenses
- Room and Board
- Cost of Dependent Care
- Disability Related Care
- Loan Fees
Vocational Nursing Program estimated cost of attendance (COA) for the 2021/2022 Award Year is as follows:

<table>
<thead>
<tr>
<th>DESCRIPTION: 900 HOURS 36 WEEKS 10 MONTHS</th>
<th>LIVING WITH PARENT</th>
<th>NOT LIVING WITH PARENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>$20,144</td>
<td>$20,144</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$1,623</td>
<td>$1,623</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$10,090</td>
<td>$19,170</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$3,640</td>
<td>$4,270</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,100</td>
<td>$1,020</td>
</tr>
</tbody>
</table>

Federal aid, which includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Subsidized/Unsubsidized Loans, and Federal Direct Parent PLUS Loans, will be disbursed to students (or their tuition accounts) in two or more payments, depending on the number of academic years for their program. The first payment period begins at the start of a program and ends at the halfway point of the academic year. Unless a student has paid the tuition with her/his own money or other funding, some or all of the federal aid a student is eligible for will first go to reduce the student’s tuition bill.

Federal aid payments are normally funded during the first half of each payment period. Depending on the program, there are two or more payment periods. Programs with one academic year will have two payment periods, while programs that have a second academic year will have more than two payment periods. BVROP sends a letter to students when their accounts are credited with student loan funds, although this does not necessarily mean a student will receive a refund. Students must maintain satisfactory academic progress to receive federal aid. Satisfactory academic progress will be verified before any funds are disbursed.

If students are sponsored for educational costs by an agency or program such as Office of Vocational Rehabilitation or WIOA, their Pell Grant may be first used to reduce that agency’s cost to sponsor them.

Satisfactory Academic Progress (SAP) Policy

Federal regulations require that all recipients of student financial aid make Satisfactory Academic Progress (SAP) towards an eligible certificate program. Satisfactory progress for a clock hour program is evaluated at the point when the student successfully completes the scheduled clock hours for each payment period.

Payment Periods (PP) are defined as follows:

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>PP1</th>
<th>PP2</th>
<th>PP3</th>
<th>PP4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Nursing</td>
<td>0-450</td>
<td>451-900</td>
<td>901-1,215</td>
<td>1,216-1,530</td>
</tr>
</tbody>
</table>

Students applying for assistance through the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Cal Grant, Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct Parent PLUS Loan, and other programs as determined by the Financial Aid Office must comply with the three components listed below to determine initial and continued financial aid eligibility at Baldy View Regional Occupational Program (BVROP).

To maintain SAP, students must meet the following three components:

Minimum Cumulative Grade-Point Average (CGPA)
- Students must maintain 70% or higher based on program requirements.
- The student’s cumulative GPA is calculated at each evaluation point which occurs at the end of each payment period.

Minimum Pace of Completion Rate (Attendance)
- Students must meet the minimum attendance requirement of 93% at each evaluation point.
- The student’s completion rate is measured at the end of each payment period.
Maximum Timeframe

- A student can attempt no more than the school’s maximum timeframe, which equals one and seven hundredths (1.07) or 107% of the published length of the program. (see chart below)
- Students cannot receive financial aid for more hours than the program’s published hours.
  - Students who need to attend longer than the program length in weeks and hours to complete the program may receive federal funding only for the published length in weeks and hours in the program.

The chart below represents the published length for the clock-hour programs offered and the corresponding maximum timeframe allowed for determining student financial aid eligibility:

<table>
<thead>
<tr>
<th>CERTIFICATE PROGRAMS</th>
<th>PUBLISHED LENGTH</th>
<th>MAXIMUM TIMEFRAME (PUBLISHED HOURS X 1.07)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Nursing</td>
<td>62 Weeks</td>
<td>66.34 Weeks</td>
</tr>
</tbody>
</table>

Appeals Process

Students not meeting the minimum SAP standards will receive written notification of their pending status including information regarding the appeal process, and their right to appeal the loss of federal financial aid eligibility if mitigating circumstances (events totally beyond the student’s control) occurred during the preceding payment period.

Students must request for an appeal by submitting a written personal statement containing the extenuating and/or extreme circumstances regarding why the student failed to meet SAP and what has changed that will allow the student to make and maintain SAP at the next evaluation point. Submission of proper documentation of the mitigating circumstances with appeal is required.

Students have 3 school days to submit an appeal from the date they received written notification of failure to meet SAP.

Provide personal statement and all supporting documentation to:

Baldy View Regional Occupational Program
ATTN: Financial Aid Advisor
1501 S. Bon View Avenue
Ontario, CA 91761
909-947-3400

An ‘Appeals Committee’ as appointed by BVROP reviews appeals. The committee may request additional information.

A student who does not prevail on appeal will be determined as not meeting SAP resulting in a loss of financial aid eligibility and may be dismissed from the program.

Students receive appeal decisions both verbally and in writing within 5 working days of receipt of the appeal. The decisions are final.

Academic and Financial Aid Probation

If a student appeals the decision and prevails upon appeal, the student will be placed on probation. Students placed on probation are considered to be making satisfactory academic progress and will continue to receive federal financial aid for one payment period during this probationary period. The student will be advised in writing of the academic progress plan/remediation plan required to attain SAP progress by the end of the probation period.

Only students who have the ability to meet SAP policy standards by the end of the evaluation period may be placed on probation.
Dismissal

SAP evaluations are conducted at the end of the probationary period and if the student does not meet the academic progress plan/remediation plan requirements, the student will be dismissed. Students who have reached the maximum time-frame for their program must be withdrawn from the program.

This policy applies to all students regardless of whether or not they are eligible for Title IV funding programs. In order to comply with USDOE requirements the terminology academic and financial aid probation will be used for both Title IV and non-Title IV students.

Financial Aid Refund Policy: Cancels, Withdrawals and Refunds

Student’s Right to Cancel
The student has the right to cancel the Enrollment Agreement and obtain a refund of charges, with the exception of non-refundable registration fees of $100.00, paid through attendance at the first day of instruction. A written notice of cancellation can be effectuated by personally appearing at Baldy View ROP Career Training Center or mailing the notice to: 1501 S. Bon View, Ave, Ontario, Ca 91761, ATTN: Coordinator, Adult Education. A written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and states that the student no longer wishes to be bound by the Agreement. Cancellation by telephone or absence in class is insufficient for official notice of cancellation. The refund of charges will be mailed to the student within forty-five (45) days following the written cancellation notice. The notice of cancellation, if sent by mail, is effective when deposited in the mail (postmarked date), properly addressed, and with postage paid.

Program/Course Cancellation Initiated by Institution
When a program is cancelled, all prepaid tuition and fees, including the non-refundable fees will be reimbursed without requiring a request of refund from the student. Refund checks will be to the student’s address maintained on file or the student may retrieve from the administrative office.

Refunds of Financial Aid Credit Balances
If the amount of a student’s financial aid payments exceeds the program costs during any payment period, a refund will be issued based on the student’s decision indicated on the credit balance form.

Official Withdrawals
An official withdrawal is considered to have occurred on the date that the student provides the school official notification of his or her intent to withdraw. Students who must withdraw from the school are requested to notify the Coordinator, Adult Education in writing to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the Coordinator, Adult Education will complete the necessary form(s).

Unofficial Withdrawals
An unofficial withdrawal is considered to have occurred when a student fails to meet program criteria and is administratively withdrawn. This will initiate the process of withdrawal and the Coordinator will complete the necessary form(s).

Date of Withdrawal versus Date of Determination (DOD)
The date of withdrawal, for purposes of calculating a refund, is the student’s last date of attendance. The date of determination is the earlier of the dates that the student officially withdraws, provides notice of cancellation, or the date the school determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic standard, the date of the student’s withdrawal shall be the student’s last date of attendance. The date of determination shall be the date the school determines the student has violated the academic standard (if the student has not filed an appeal). If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 10 school days from the student’s last date of attendance. If a student officially withdraws while on a scheduled break of five consecutive days or more, the withdrawal date is the last date of scheduled class attendance prior to the start of the scheduled break.
Federal and State Financial Aid Return Policy
Student Financial Aid (SFA): The school is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs). A federal financial aid (Title IV) recipient who withdraws from the school is subject to a Return of Title IV calculation (Return Calculation). For the purpose of the Return Calculation requirements, a recipient is a student who has actually received federal financial aid funds or has met the conditions that entitled the student to a late disbursement of federal financial aid funds. The school is required to review the amount of federal loan and grant aid a student received for the payment period, to determine what percentage of federal and state financial aid the student earned prior to withdrawal.

The percentage of federal and state financial aid determined to be unearned for the payment period must be returned to the appropriate federal financial aid program(s). The school will perform a Return Calculation for students who cancel, withdraw, drop out, or are dismissed prior to completing 60% of a payment period. A Return Calculation is not performed if the financial aid recipient withdraws after successfully completing the entire payment period and all funds awarded for that period have been disbursed.

Return of Title IV & State Funds Calculation and Policy
When a federal and state financial aid recipient withdraws from the school prior to the end of a payment period, a Return Calculation must be performed to determine the amount of federal and state financial aid funds earned up to the date of withdrawal. If the total amount of federal and state financial aid funds earned is less than the amount of federal and state financial aid funds disbursed to the student or on behalf of the student in the case of a parent PLUS Loan, the difference between these amounts is returned to the applicable federal financial aid programs. If federal financial and state aid funds earned is greater than federal financial and state aid funds disbursed, the difference between these amounts is treated as a post withdrawal disbursement. The Return Calculation is completed by determining the percentage of aid earned as of the last date of attendance in the payment period; then applying this percentage to the total amount of aid disbursed and that could have been disbursed for the payment period. For purposes of determining earned federal financial aid, a student’s aid is considered disbursed if it is disbursed as of the student’s last documented date of attendance. As long as conditions for a late disbursement (described in the Student Handbook) are met prior to the date the student became ineligible (the student’s last date of attendance), any undisbursed federal financial aid will be counted as aid that could have been disbursed.

Return of Unearned Title IV Funds
In the Refund Calculation, the total amount disbursed plus amount that could have been disbursed to the student or on the student’s behalf, minus the amount of federal financial aid earned by the student determines the amount of federal financial aid funds that are “unearned” and therefore required to be returned to the funding source. When a return of federal financial aid is required, the school and the student may both need to return funds. The school returns the lesser of the following amount to the appropriate federal financial aid program(s):
1) The amount of Title IV program funds that the student did not earn; or
2) The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

School (institutional) charges incurred by the student include tuition, fees, books, and supplies initially assessed to the student for the entire payment period. Initial charges are only adjusted for changes the school makes prior to the student’s withdrawal. The amounts of institutional charges included in the Return Calculation are those charged or anticipated to be charged to the student’s account. Although institutional charges may not have actually been charged due to the student’s withdrawal, the school uses the actual charges to date, to include full tuition, fees, books, and supplies for each course in the payment period, and estimates remaining charges based on the student’s program. If after the student withdraws, and the school changes the amount of institutional charges it assessed, or decides to eliminate all institutional charges, those changes do not impact the charges or aid earned in the calculation. The school returns federal financial aid funds to programs in the following order up to the net amount disbursed from each funding source:

- Unsubsidized Direct Stafford loan
- Subsidized Direct Stafford loan
- Direct PLUS loan
- Pell Grant
• Federal Supplemental Educational Opportunity Grant (FSEOG)
• Iraq & Afghanistan Service Grant (IASG)

State aid funds are returned in the following manner:
• Chafee
• Cal Grant C
• Cal Grant B

Funds will be returned to the aid source within 45 days of the date that the school determines that the student has withdrawn.

The student (or parent, if a federal PLUS loan) is required to repay the difference between the amount of unearned aid and the amount returned by the school. If the student’s portion of the unearned aid includes federal grants, the student is required to return the grant amount: (1) if the grant overpayment is greater than $50; and (2) only to the extent that the grant amount exceeds 50% of the original amount received for the payment period or period of enrollment. (Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation is not satisfied.)

If the student earned more aid than was disbursed to him/her, the student may be due a post withdrawal disbursement. If the Return Calculation determines that the student is due a post withdrawal disbursement, upon the permission of the student (or parent, if a Federal PLUS loan), the School will disburse the corresponding loan funds. Any post-withdrawal disbursement must be paid within 180 days of the DOD. If a student earned less aid than was disbursed, the school would be required to return a portion of the funds, and the student may be required to return a portion of the funds. Any outstanding student loans that remain, are to be repaid by the student according to the terms of the student’s promissory notes.

After a Return Calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date that the school performs the Return Calculation and will be paid in one of the following manners:
1) Return to the lender, U.S. Department of ED, to reduce the student’s (or parents, if a Federal PLUS loan) loan debt with permission.
2) Return to the student.

Institutional Pro Rata Refund Calculation & Policy
When a student withdraws, the school must determine how much of the tuition and fees it is eligible to retain. Students withdrawing from school after the start of instruction and before completing 60% of the payment period, will be refunded on a pro-rata basis and calculated by the number of program hours scheduled to complete and any supplies and materials issued to the student.

Payments received for charges beyond the current “payment period” may be on a student’s account. If a student withdraws prior to the next payment period, all payments made for subsequent payment period(s) will be refunded.

Licensure Pass Rate Information
California License Examination Passage Rate
California law requires institutions which handle Cal Grants to provide links to licensing exam passage rates. Some BVROP programs involving state licensing exams have public websites indicating the passage rates. Other qualifying programs have passage rates but are not published publicly on agency/organization websites.

Vocational Nursing
Agency- Licensure: Department of Consumer Affairs Board of Vocational Nursing & Psychiatric Technicians
Licensure Website: https://www.bvnpt.ca.gov/
Department of Consumer Affairs Board of Vocational Nursing & Psychiatric Technicians – Program Pass Rates: Licensing Exam Website: https://www.bvnpt.ca.gov/pdf/vn_pass_rates.pdf

Degree: CERT
Vaccination Policy
BVROP must verify vaccination status and documentation submitted upon admission to the Vocational Nursing, and Medical Assistant. Additional health requirements may be imposed by students assigned clinical site(s). Students would be required to comply with the request. Students are responsible for maintaining the accuracy of the following student health information for the programs as follows:

Vocational Nursing (VN)
- Tetanus-Diphtheria and Pertussis (T-dap): one dose required within the last ten years.
- Measles, Mumps, Rubella (MMR). Students born on or after January 1, 1957, must show acceptable evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968.
- Chicken Pox (Varicella) Documentation of one of these:
  - Two doses of Varicella vaccine separated by at least one month - OR -
  - Laboratory evidence of immunity by providing a copy of a positive Varicella titer.
- Hepatitis B Documentation of:
  - Three doses of Hepatitis B vaccine: Dose #2 should be 1-2 months later and #3 should be 4-6 months after the first dose. **NOTE:** Dose #3 is required prior to the first clinical education experience - OR -
  - Laboratory evidence of immunity by providing a copy of a positive Hepatitis B titer.
- Tuberculosis Clearance: PPD - TB test (annually) or Chest X-ray (required IF skin test is positive). A student who was immunized against TB or received treatment for TB and has a positive TB test needs to have a chest x-ray done, at least every four (4) years, to demonstrate that there is no evidence of active TB.
- Influenza: Documentation of annual influenza vaccination completed prior to beginning the first clinical education experience.

Students interested in getting more information about vaccinations should contact their local or state public health department or consult their healthcare provider.

Rehabilitation Act and Americans with Disabilities Act (ADA) Policy
In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities ACT (ADA), Baldy View ROP abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in programs and services offered by the school “solely by reason of handicap.” The school will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Baldy View Regional Occupational Program, in compliance with the Civil Rights Legislation, hereby asserts that it does not discriminate on the basis of race, color, national origin, ancestry, religion, gender, age or handicap in its employment or enrollment in job training programs. **Title IX: Prohibiting Sex-Based Discrimination**

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- Notify the Coordinator, Adult Education in writing with official medical documentation of the type of accommodation needed, date needed, official medical documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Submit a request at least four weeks in advance of the date needed. The Coordinator, Adult Education contact information is (909) 947-3400 extension 1000. The school’s Coordinator, Adult Education will respond within two weeks of receiving the request.
- Students have one week of the date of the school’s response to request for reconsideration. Specifics of modification is required with request.

ADA does not require institutions to provide accommodations that result in undue burden or fundamentally alter the nature of the course or relevant academic program.
Advising/Tutoring
Students who are experiencing difficulties in meeting required objectives will be advised individually by the faculty. Appointments for advising and tutoring can be made with individual instructors, Program Directors or the Coordinator, Adult Education.

Family Educational Rights and Privacy Act (FERPA)

Annual Notice 2021-2022
The Family Educational Rights and Privacy Act of 1974 (FERPA) 1, as amended, is a federal law that protects student information and affords eligible students the following rights with respect to their education records:

1) The right to inspect and review your education records within 45 days of the day we (the school) receive a request for access.
2) The right to request the amendment of education records you believe are inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.
3) The right to provide written consent before we disclose personally identifiable information (PII) from your education records, except to the extent that FERPA authorizes disclosure without consent.
4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by us to comply with the requirements of FERPA.
5) The right to be annually notified of your rights under FERPA.

An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. The following is a more detailed discussion of each of these rights and guidance regarding the manner in which they may be exercised.

1) The right to inspect and review your education records within 45 days of the day we receive a written request for access.

With certain exceptions, an “education record” is defined under FERPA as any record (1) from which a student can be personally identified and (2) that is maintained by the institution. If you wish to inspect your education records, you must submit a written request to the Educational Services Department at the campus you attend that identifies the record(s) you wish to inspect. The school will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the Educational Services Department or are no longer available based on our record retention policy, the Educational Services Department will advise you of the correct official to whom the request should be addressed.

Copies of requested educational records will only be provided in the event that circumstances effectively prevent you from exercising the right to inspect and review the education records requested in person, and no other feasible arrangements can be made. In such instances, a reasonable fee will be charged to cover the production of copies.

2) The right to request the amendment of education records you believe are inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.

To question the accuracy of education records, you must first informally confer with the custodian or originator of the record at issue. If you then wish to ask the school to amend a record, you must write the official responsible for the record, clearly identifying the part of the record that you believe should be amended and the basis for why it should be amended. If the school determines not to amend the record, we will notify you in writing of the decision and your right to a hearing with school officials regarding the request for amendment. Additional information regarding hearing procedures will be provided to you when notified of the right to a hearing.

Note: The above procedure is not available to challenge the validity of a grade or score given by an instructor or any other decision by an instructor or official, but only whether the recording of such grade or decision is accurate or complete.
3) The right to provide written consent before we disclose PII from your education records, except to the extent that FERPA authorizes disclosure without consent.

You have the option to consent to disclosure of PII from your education record to a third party. This consent must be made to the Educational Services Department, in writing, signed and dated by you, and must (1) specify the records to be disclosed, (2) state the purpose of the disclosure, and (3) identify the party to whom the disclosure is to be made. This release requirement is applicable to disclosures to your parents or other family members who inquire about your education record.

To facilitate this process, our school has created a FERPA Consent Form, which may be obtained from the Educational Services Department. A fee may be imposed for copying a student’s record(s) in connection with such a disclosure or release as outlined in the first section.

There are instances in which the school is permitted to disclose your education records without your consent. For example, the school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. An official also may include a volunteer or contractor outside of our school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities to the institution.

FERPA also permits the School, within established guidelines, to disclose, without your consent, information we have deemed as “directory information.” This provision of FERPA enables institutions to provide beneficial services to students such as verifying enrollment for insurance purposes, verifying degrees earned for employment purposes, providing basic contact information so that students may contact each other, and so on. The school has identified the following items as directory information: name, address, telephone number, e-mail address, date and place of birth, dates of attendance, major field of study, credit hours earned, degrees earned, honors and awards received, participation in official school activities, and most recent previous educational agency or institution.

To have directory information withheld, you must submit a written request to the Educational Services Department. Once filed, this request becomes a permanent part of the student’s record and no information may be released until the student instructs the school otherwise.

FERPA permits the disclosure of PII from your education records, without consent, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to you, FERPA regulation §99.32 requires the school to record the disclosure. You have a right to inspect and review the record of disclosures.

In addition to those parties and circumstances outlined previously, BVROP may disclose PII from your education records without obtaining your prior written consent:

- To officials of another school where you seek or intend to enroll, or where you are already enrolled if the disclosure is for purposes related to your enrollment or transfer, subject to the requirements of FERPA regulation §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the school’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of FERPA regulation §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, enforcement, or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
● In connection with financial aid for which you have applied for or which you have received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

● To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

● To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

● To your parents if you are an eligible student and you are a dependent for IRS tax purposes. (§99.31(a)(8))

● To comply with a judicial order or lawfully-issued subpoena. (§99.31(a)(9))

● To appropriate officials in connection with a health or safety emergency, subject to FERPA regulation §99.36. (§99.31(a)(10))

● To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of FERPA regulation §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

● To the general public, the final results of a disciplinary proceeding, subject to the requirements of FERPA regulation §99.39, if the school determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

● To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines that the student committed a disciplinary violation and the student is under the age of 21. (F§99.31(a)(15))

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

Students wishing to file complaints relating to FERPA matters may submit such complaints to the following office of the U.S. Department of Education, which administers FERPA:

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

In addition, we encourage students to file any such complaints or concerns with the school pursuant to the Student Grievance Policy published in the Student Handbook.

Directory Information
The Family Educational Rights and Privacy Act (FERPA) designates certain student information as “Directory Information” and gives the institution the right to disclose such information without having to ask students' permission. The items listed below as “Directory Information” may be released for any purpose at the discretion of the institution. Under the provisions of FERPA, students have the right to withhold the disclosure of any or all of the categories of information listed below. The following information will be released unless students specifically request that their information be withheld:

● Directory Information: Name, address, telephone number, email address, date and place of birth, dates of attendance, previous institution(s) attended, major field of study (program), enrollment status, degrees and awards, past and present participation in officially recognized activities.

● Career Services: Students approaching graduation and working with the Educational Services Department staff on career planning, job interviewing, and resume preparation authorize release of the following records for a period of fifteen months after graduation: the resume, identifying data, academic work completed, immigration status (if applicable), and authorize career services to verify information graduates provide regarding their employment. At no time is compensation information released or published.

To Withhold Information
To have directory or career services information withheld, students must submit a written request to the Educational Services Department. Once filed, this request becomes a permanent part of the student’s record and no information may be released until the student instructs the institution otherwise.
Institutional Placement Services Plan

Baldy View Regional Occupational Program (Baldy View ROP) is accredited by the Council on Occupational Education (COE). The accreditation processes assure quality and integrity in career and technical education. As part of our COE accreditation, we are required to calculate completion and placement rates for our programs.

Following is an explanation of the process used to gather placement data as well as the calculation methodology:

- To obtain placement data, Baldy View ROP program instructors are the source of contact to compile placement information. Students are contacted by instructors who gather information and submit a monthly report detailing whether students are currently employed, continuing their education, in the military, seeking employment, unemployed, or unable to work. This information is logged and maintained at the Main Campus-Career Training Center. Students are asked to name the place of employment or education and if it is related to their field of study at Baldy View ROP. Former students are encouraged to contact the Main Campus-Career Training Center to provide placement updates.
- The 12-month period starting on July 1 and ending June 30 is the reporting period used to calculate the completion and placement rates. The rates are calculated and submitted in December of each year and include all students who began or were continuing their program of study during the reporting period.
- The completion rate is defined as:
  - The number of graduate completers divided by the cumulative enrollment number minus the number of students still enrolled multiplied by 100.

Placement rates are calculated on students who graduate from the program during the reporting period mentioned above, as well as students who left the program before graduation, but have acquired sufficient competencies for employment in the field (or related field) as evidenced by such employment during the reporting period. Graduates are counted as placed if they are employed in the field (or related field) of instruction, have entered the military, or are continuing their education. COE does allow for graduates who are unavailable for employment (due to conduct, pregnancy, other serious health-related issues, caring for ill family members, death, etc.), graduates who are waiting to take their licensure exams, graduates who transferred to another program within the institution, and graduates who have refused employment (by failing to keep interview appointments, enrolling in the program of instruction strictly for personal use, or simply refused an employment offer in the field of instruction) to be excluded from the placement calculations.

The calculation for placement is defined as:
- Total number of placements (including graduates who went into the military or continued their education) divided by total number of completers minus unavailable graduates and those who refused employment multiplied by 100.

Job Placement Assistance

The Educational Services Department posts employment opportunities in the Student Resource Center and assists students with job readiness skills. Instructors play an integral role in student placement services by working with local business affiliates for clinical training opportunities and securing possible employment via contacts in related industries.

Notification of Risk

Participation in clinical settings involves patient contact and may present exposure to infections, x-rays, vapors, injuries, and other health risks. Instruction is provided to students in techniques relative to reducing health risks; however, it is impossible to provide a guarantee against such health risks. Safety instructions and a safety test is given at the beginning of each program. Detailed information, including standard precautions, is a part of course content.
**Student Conduct**

Involvement in any of the following actions while in an ROP class, bus, or community classroom training site may result in the suspension and dismissal from your ROP class as stated in Education Code 48900:

1) Caused, attempted to cause or threatened to cause physical injury to another person.
2) Willfully used force or violence upon the person of another, except in self-defense.
3) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee and Superintendent or designee.
4) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
5) Unlawfully offered, arrange, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind, and then either sold, delivered or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant.
6) Committed or attempted to commit robbery or extortion.
7) Caused or attempted to cause damage to school property or private property.
8) Stolen or attempted to steal school property or private property.
9) Possessed or used tobacco or any products containing tobacco or nicotine products including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his, or her, own prescription products.
10) Committed an obscene act or engaged in habitual profanity or vulgarity.
11) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
12) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, Instructors, administrators, school officials, or other school personnel engaged in the performance of their duties.
13) Knowingly received stolen school property or private property.
14) Possessed an imitation firearm. As used in this section, imitation firearm means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
15) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
16) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

**Bullying & Other Forms of Aggression**

Baldy View ROP’s Administration is committed to providing a safe, positive, productive, and nurturing educational environment for all students. Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal (oral or written), and psychological abuse. Any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation, will not be tolerated.

**Title IX Sexual Misconduct:** Annual Security Report and Title IX

**Student Complaint and Grievance Procedure**

Baldy View ROP implementation of Uniform Complaint Procedures, please see Baldy View ROP AR 1312.3(a) & AR 5145.21(a)

**Student Grievance Policy**

Any student who perceives that he/she has been denied the right to freedom of speech and expression, and the rights granted him/her by the Education Code, the Government Code, Title V, and Board Policies and Procedures, has the right to address such grievances. In order to resolve grievances at the point of origin, students should make every effort to resolve the issue through informal procedures beginning with their Instructor.
Step I: Informal Grievance Process: The Instructor shall meet with the grievant within three (3) school days after receiving the grievance form. The form may be obtained from the Instructor and or Director.

If the grievance is resolved to the satisfaction of the grievant, the case is closed. If not, the grievant must indicate to the Instructor and the Instructor's supervisor, within five (5) school days, his/her desire to proceed to Step II.

Step II: The grievant should verbally request a meeting with the Coordinator and or Director to attempt resolution of the grievance. The Coordinator and/or Director shall conduct the interview within five (5) school days after receipt of the request. All Step I participants shall have the right to be present at this interview.

If the grievance is resolved to the satisfaction of the grievant, the case is closed. If not, the grievant shall, within three (3) school days, inform the Instructor, Coordinator and Director, and Assistant Superintendent of Educational Services, in writing, of his/her intention to proceed to Step III.

Step III: The grievant should verbally request a meeting with the Instructor, Director, Coordinator, and Assistant Superintendent of Educational Services, to attempt resolution of the grievance. The Instructor, Director, Coordinator, and Assistant Superintendent of Educational Services, shall conduct the interview within five (5) school days after receipt of the request. All Step I participants shall have their right to be present at this interview.

If the grievance is resolved to the satisfaction of the grievant, the case is closed. If not, the grievant shall, within three (3) school days, inform the Instructor, Coordinator and Director, and Assistant Superintendent of Educational Services, in writing, of his/her intention to proceed to Step IV.

Step IV: Formal Grievance Process: Grievances referred to Step IV, Formal Grievance Process, must be submitted in writing to the Superintendent on a prescribed form available from the Instructor. A written report of what transpired in the Informal Grievance Process should reach the Superintendent within five (5) days after the conclusion of Step III. The Superintendent, or designee, shall, within three (3) school days after receipt of report from Step III, schedule a hearing by a review panel. The hearing will be convened within five (5) school days after receiving the report. All parties involved in the Informal Grievance Process must be notified of the hearing.

If the grievance is resolved to the satisfaction of the grievant, the case is closed. If not, the grievant must submit a written request to the Superintendent, within five (5) school days, of his/her desire to proceed to Step V.

Step V: If the grievance is still unresolved, the Superintendent, at the written request of the grievant, shall request a hearing before the Commission. In all cases, the Commission’s decision on the grievance shall be final and binding.

Adult Council on Occupational Education (COE) Student Grievance Policy
For COE Adult Programs, students will follow the BVROP Board Adopted Policy regarding student grievances Baldy View ROP AR 1312.3(a) & AR 5145.21(a) If a student grievance is still unresolved, after all steps of the Baldy View ROP's Board Policies have been exhausted, students may submit a written complaint to:

Council on Occupational Education
7840 Rosewell Road Building 300, Suite 325, Atlanta, GA 30350
Telephone 800-917-2081 FAX 770-396-3790 www.council.org

Unauthorized Distribution of Copyrighted Materials
Baldy View ROP strives to provide access to varied materials, services and equipment for students, faculty and staff and does not knowingly condone policies or practices that constitute an infringement of Federal copyright law. Transmitting or downloading any material that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party is prohibited.

Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students, faculty and staff to civil and criminal liabilities. Students, faculty or staff who violate
federal copyright law do so at their own risk. Copyright status is applied to a work as soon as it is created. Users should assume that all writings and images are copyrighted.

Title 17 of the United States Code (17 USC §501 et seq.) outlines remedies for copyright infringement that may include some or all of the following: obtaining an injunction to stop the infringing activity; impounding and disposing of the infringing articles; an award to the copyright owner of actual damages and the profits of the infringer, or in the alternative, an award of statutory damages which may be increased if the infringement is found to be willful; an award of two times the amount of the license fee a copyright owner could have gotten; an award of the full costs incurred in bringing an infringement action, and the award of attorney’s fees; and for criminal copyright infringement, fines and imprisonment.

Baldy View ROP maintains a campus network to support and enhance the academic and administrative needs of our students, faculty and staff. The school is required by Federal Law – H.R. 4137 to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. The school takes steps to detect and punish users who illegally distribute copyrighted materials.

Baldy View ROP reserves the right to suspend or terminate network access to any campus user that violates this policy and network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution. The existence and imposition of sanctions do not protect members of the campus community from any legal action by external entities.

Definitions (if applicable)
The following terms are used throughout the Policy and are defined as follows:

A. Copyright - Copyright is the intangible property right granted for a limited period of time by federal statute (Title 17 of the U.S. Code) for an original work of authorship fixed in any tangible form of expression. Copyright provides the owner with five exclusive rights, including the exclusive right to reproduce the work, to prepare derivative works based on the work, to distribute copies of the work to the public by sale or other transfer of ownership (or by rental, lease, license or lending), to display the work publicly and to perform the work publicly (if relevant).

B. Patent - A United States patent is a grant that gives the owner of the patent the right to exclude all others from making, using, or selling the claimed invention in the United States for a set period of time. Similar rights are granted in other countries, but the discussion of Patents in this Policy will focus specifically on United States patent rights.

C. Copyright infringement - Copyright infringement is the use of works protected by copyright law without permission, infringing certain exclusive rights granted to the copyright holder, such as the right to reproduce, distribute, display or perform the protected work, or to make derivative works.

D. Trademark - A trademark or service mark is any word, phrase, name, symbol, logo, slogan, device, or any combination thereof that is used in trade to identify and distinguish one party’s goods or services from those of others.

E. Trade Secrets - Trade secrets are a form of intellectual property. Many states have enacted laws which create an action for damages or injunctive relief against misappropriation of trade secrets by improper means. Information contained in a patent is not protected as a trade secret.

Alternatives to Illegal Downloading
Illegal downloads hurt artists and deter the incentive to create. U.S. laws protect the rights of individuals regarding their own works. Below are lists of sites that offer free or inexpensive products that you can use without violating copyright law.

Free and Legal

Clipart:
http://www.coolarchive.com/
http://www.clipart.com/

Fonts:
http://www.blambot.com/
http://www.fonts.com/

Photos:
http://www.freefoto.com/index.jsp
https://www.photospin.com/Default.asp?
Music:
http://download.cnet.com/windows/
http://www.epitonic.com/
http://betterpropaganda.com/

Cell Phone and Electronic Usage Policy
- Personal pagers/cell phones are to be turned off, during class and put away.
- Personal calls may be made during break time and lunch utilizing your personal cell phone in appropriate places.
- Students may not leave the classroom to make or take phone call or text.
- During clinical rotations, cell phones are to be left in the car or at home. Should an emergency arise you can be reached via the teacher’s cell phone.
- Students are not permitted to use classroom or clinical site phones.

Internet Use Policy
Baldy View Regional Occupational Program (Baldy View ROP) strongly supports the use of computer/internet resources for all students and staff. Baldy View ROP believes in the educational value of such computer/internet resources by providing students and staff access to electronic mail, libraries, information and news from a variety of sources, software of all types and discussion groups on a wide variety of topics. Baldy View ROP will make every effort to protect students and staff from any misuse or abuse as a result of their experiences with any computer/ internet resources. All users must be continuously on guard to avoid inappropriate, immoral and illegal interaction with computer/internet resources at various locations including but not limited to all Baldy View ROP offices, classrooms, and training sites.

Read this document carefully. It is a legally binding agreement. Your signature [and those of your parent/guardian and a sponsoring Baldy View ROP instructor or administrator if you are under eighteen (18) years of age] is required before you will be allowed to access any computer/internet services using Baldy View ROP resources.

Listed below are the provisions of this agreement. If you violate these provisions, access to Baldy ROP’s computer/internet resources will be denied and you may be subject to disciplinary action including but not limited to suspension/expulsion and/or legal action.

Terms and Conditions of Internet Agreement
1) **Personal Responsibility.** Students will accept personal responsibility for my use of any of the Baldy ROP’s computer/internet resources. Students will accept responsibility for reporting any misuse of the Baldy View ROP’s computer/internet resources to the instructor or supervisor. Misuse can come in many forms but can be viewed as any activity that is harmful to the equipment, or any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, cyber bullying, alcohol, drugs, gang activity, inappropriate language, on-line gambling, criminal, and other issues. If there is any question whether the use of any equipment or transmission or receipt of any computer/internet information could be considered “misuse”, it is my responsibility as the user to first consult the instructor or supervisor and the Baldy View ROP Computer Support Specialist.

2) **Acceptable Use.** The use of my assigned account must be in support of educational activities. This includes appropriate online behavior when interacting with other individuals on approved social networking websites and chat rooms. Students are personally responsible for this provision at all times when using Baldy View ROP’s computer/internet resources. Student will not engage in the following:

   a. Transmission of any materials in violation of any local, state or federal law, or any organization or company’s rules and/or procedures is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene materials or materials protected by trade secret. Students shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, and appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors.

   b. Use for commercial activities, product advertisement or political lobbying is prohibited.
c. Installation of any software not authorized by the ROP Computer Support Specialist is not permitted.
d. Illegal downloading or viewing of Internet material such as, but not limited to, video files, pornographic images or videos, and music files such as MP3s.
e. Intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy equipment or materials or manipulate the data of any other user, including so-called "hacking."
f. Students will be aware that the inappropriate use of Baldy View ROP’s computer/internet resources can be a violation of local, state and federal laws, and that the student can be prosecuted for violating those laws.

3) Privileges. The use of the information system is a privilege, not a right, and inappropriate use of school-owned equipment may result in the cancellation of those privileges. Each person who receives an account will adhere to proper behavior and the use of the network. The Superintendent or designee (operating under the aegis of the Commission) will decide what appropriate use is and their decision is final. The Superintendent or designee may close an account at any time deemed necessary. The administration, staff, or faculty of Baldy View ROP may request that the system administrator deny, revoke, or suspend specific user accounts and/or the use of school-owned equipment.

4) Network Etiquette and Privacy. You are expected to abide by acceptable rules of network etiquette. These rules include, but are not limited to, the following:

a. Be Polite. Never send or encourage others to send abusive messages.
b. Use Appropriate Language. You may be alone with your computer, but what you say and do can be viewed globally. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden and subject to disciplinary action including suspension and/or expulsion. The instructor, supervisor or Baldy View ROP Computer Support Specialist will judge as to the presence of vulgarity or obscenity.
c. Privacy. Students shall not disclose, use, store or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.
d. Electronic Mail. Electronic mail (e-mail) is not private. The system operator of Baldy View ROP system (or any system you connect with) has access to all email. Sending or receiving encrypted or encoded messages is strictly forbidden. Messages relating to or in support of illegal activities must be reported to the instructor or supervisor and the Baldy View ROP Computer Support Specialist.
e. Disruptions: Students shall not read other users' electronic mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.
f. Other Considerations: You should first consult the instructor, supervisor or Baldy View ROP Computer Support Specialist if you have questions about whether an action meets the rules of etiquette or privacy.
g. Other System Usage: Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices, or any activity prohibited by law or acceptable use policy.
h. Copyrighted Material: Copyrighted material shall not be placed on the system without the author's permission. Students may download copyrighted material for their own use only and must footnote copyrighted material when used in academic work.

5) Services. Baldy View ROP makes no warranties of any kind, whether expressed or implied, for any access to Baldy View ROP’s computer/internet resources or the services it is providing. Baldy View ROP will not be responsible for any damages suffered while using these services including loss of data as a result of equipment failures, delays, non-deliveries, missed-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via Baldy View ROP’s computer/internet resources is at your own risk. Baldy View ROP specifically disclaims any responsibility for the accuracy of information obtained through any of Baldy View ROP’s computer/internet resources.
6) **Security.** Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the instructor, supervisor and Baldy View ROP Computer Support Specialist at once. Never demonstrate the problem to other users. Never use another individual's account. All use of Baldy View ROP’s computer/internet resources must be under your own account. Any user identified as a security risk will be denied access to Baldy View ROP’s computer/internet resources.

7) **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy hardware or data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of access to Baldy View ROP’s computer/internet resources, disciplinary action and legal referral including suspension and/or expulsion.

8) **Updating.** Baldy View ROP Computer Support Specialist may occasionally require new registration and account information from you to continue the service. You must notify the instructor or supervisor and Baldy View ROP Computer Support Specialist of any changes in your account information.

9) **Release of Liability.** The undersigned user [and parent or guardian if the user is under eighteen (18) years of age] hereby waives and releases Baldy View ROP and its Commission, officers, employees, and agents (hereinafter called the “Releases”) from all loss, liability, damage, or cost related to the user’s participation in Baldy View ROP’s computer/internet resources program. The user (and parent or guardian if the user is under eighteen (18) years of age) further agrees to indemnify and hold harmless the Releases and each of them from any loss, liability, damage, or cost they may incur due to the participation of the undersigned user in Baldy View ROP’s computer/internet resources program.

10) **Disclaimer.** Baldy View ROP makes no warranties of any kind, whether expressed or implied, for the service it is providing. Baldy View ROP will not be responsible for any damages suffered while on this system. These damages include loss of data because of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information via the information system is at your own risk. Baldy View ROP specifically disclaims any responsibility for the accuracy of information obtained through its services.

11) **Student Records.** Student records are housed at Baldy View ROP. In the unlikely case of an unauthorized disclosure of student records, Baldy View ROP will make every effort to assist in notifying the affected parents or legal guardian. Baldy View ROP retains pupil records by law. Pupil records will not be available to third parties. Baldy View ROP prohibits against using personally identifiable information in pupil records to engage in targeted advertising. Baldy View ROP will ensure compliance with the federal Family Education Rights Privacy Act (20 U.S.C. Sec. 1232g).

**All Users (Students)**

Students will abide by the provisions and conditions of this agreement and understand that all the rules of conduct described herein apply when using any of Baldy View ROP’s computer/internet resources. Student will understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account and appropriate legal action. Students will also agree to report any misuse of Baldy View ROP’s computer/internet resources to the instructor or supervisor. Misuse can come in many forms but can be viewed as any activity that is harmful to the equipment, or any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, cyber bullying, alcohol, drugs, gang activity, inappropriate language, on-line gambling, criminal, and other issues. Students understand that if there is any question about the appropriateness of any use of ROP’s computer/internet resources, the determination of appropriateness by the administration of ROP shall be conclusive.

**Institutional Policy Violation**

Infractions of school policies may warrant the following actions:

1st Offense - Verbal warning  
2nd Offense - Verbal reminder plus written warning  
3rd Offense - Probation with written performance improvement contract  
4th Offense - Drop from the program
Campus Safety and Security
All information regarding campus safety and security is available in the Annual Security Report (ASR). The ASR is available at the following link:
Annual Security Report (ASR)

Campus Residences
Baldy View ROP does not have campus residences.

Leaving Campus
All students must notify their instructor when leaving campus early. This is for the safety of students. Students may leave campus for lunch, provided this is done within the allotted time.

Soliciting on Campus
Any students representing off-campus organizations, companies, church groups, and private enterprises are not permitted to solicit on campus without written approval from the Superintendent.

Children on Campus
Students and employees are expected to make off campus childcare arrangements. The school assumes no responsibility for the supervision of children. At no time should children be in classrooms, left unattended either in buildings, grounds, or vehicles.

Student Vehicles
It is the responsibility of each student, Instructors/Administrative Staff and visitor to be familiar with the locations on campus where parking is permitted and any/all rules pertaining to parking on campus. The campus map designates where students, Instructors/Administrative Staff and visitors may park.

Baldy View ROP assumes no responsibility or liability for fire, theft, damage to or loss of any vehicle or any article left therein.

Parking is always prohibited in driveways, walkways, building exits, fire lanes, on grass or any place that would inhibit access of emergency vehicles. In such cases, the vehicle will be towed with or without notice and stored at the owner’s expense.

There is no overnight parking at the Main Campus-Career Training Center.

Vehicles that are not parked in appropriately designated spaces or in the properly designated location may be towed without warning or notice.

Media Resources
The Baldy View ROP Main Campus has two computer labs with over fifty computers, one Student Resource Room, and two computer laptop carts available for instructor check out. Computers with internet access for student use are available Monday-Thursday 8:00AM-4:00P.M. The Student Resource Center is open daily. Resources include: Internet Access, Periodicals, Reference Books, Study Guides, and Employment Information/Job Board.

Constitution Day
Constitution Day will be held on September 17th of each year, commemorating the September 17th, 1787 signing of the Constitution; however, when September 17th falls on a Saturday, Sunday or holiday, Constitution Day will be commemorated the preceding day of the following week.

Voters Registration
As a participant in Title IV Federal Student Financial Aid programs, Baldy View ROP would like to remind students who are U.S. citizens of the importance of registering to vote. The Federal Election Commission provides guidance regarding voter registration in each state at:
**Attendance Policy**

Regular attendance and punctuality will help students develop good habits and attitudes necessary to compete in a highly competitive job market. Attendance is recorded for all programs and is tracked by minutes in the scheduled class, lab, or clinical session. Students are responsible for understanding the attendance requirements and the impact of any absences on successful completion of the entire program.

The specific attendance/tardiness guidelines are as follows:

- Students are to be present on or before the scheduled starting time and return promptly from scheduled breaks and lunch. Any student arriving after the commencement of class or leaving before the end of class will be considered tardy.
- Tardiness on three occasions will result in the student making up an entire day.
- If a test is in progress, late students will be expected to complete the test within the remaining allotted testing period.
- Students whose attendance falls below 95% of any term or course throughout the program will receive a written warning.
- Students are required to call the Instructor if late or absent. If the instructor does not answer the call, the student is expected to leave a voicemail message.
- Students are to notify their assigned clinical or theory instructor of intended absence at least 60 minutes prior to start time.
- Students are encouraged to schedule medical, dental, and personal appointments before or after school hours. Regardless of the reason, a student will be counted as absent or tardy if time in class is missed.
- It is entirely the responsibility of the student to obtain any handouts or assignments that were provided on the day a student was absent.
- All absences must be made up. This includes absence from the entire session, late arrival, and leaving early. Students are responsible for make-up work and assignments.
- Students who are 15 minutes late to clinical will be sent home and the student will have to schedule an alternative day to make up the time.

**Late Arrivals/Tardiness**

Students must be on time, as tardiness inhibits the learning process. Tardiness is defined as arriving up to fifteen (15) minutes after the official class start time. Students who accumulate three occurrences of tardiness must make up an entire day. Students arriving after 15 minutes will be written up by the instructor and required to meet with the Director and make up an entire day.

**Unsatisfactory Attendance**

Students who are absent for 3 consecutive scheduled program days in the VN program will be administratively withdrawn from the program.

**Make-Up Hours**

- It is the student’s responsibility to request make-up time for hours missed.
- Make-up attendance can occur only outside of regularly-scheduled class time, and the quantity of make-up attendance per course cannot exceed the quantity of hours in the course.
- Each program has assigned make-up days. Make-up hours may require the student to attend school on days of the week other than those scheduled for class.
- Make-up attendance must be scheduled within 3 scheduled program days. Students who make-up time will not eliminate or erase the absence. Each absence will be counted in the overall program limit.
Clinical Expectation
Clinical experiences enable students to work with patients/clients to apply the competencies and practices learned in the classroom. Students participating in clinical experiences work under the supervision of their licensed clinical instructor or designee at the affiliate site, and under the general supervision of BVROP staff.

The following applies to all students participating in a clinical rotation at an affiliate site:

- Affiliates are selected to meet the objectives of the program. Students are required to travel to the affiliate site. In many cases, this may require travel time that is a greater distance than the student’s commute to the campus.
- Affiliate locations within a specified distance from the campus or from a student’s home cannot be guaranteed.
- BVROP reserves the right to re-assign site assignments and locations based on organizational needs. Students are not allowed to exceed the weekly program scheduled hours unless making up an absence with instructor approval.
- Students must arrange and pay for their own transportation to and from their assigned clinical experience, including any parking charges.
- Clinical hours might change from regular scheduled class time, depending on the needs and availability of the affiliate site.
- Site assignments are determined by the school. Students may be dismissed from the program if they refuse the affiliate site assignment.
- Students are expected to abide by BVROP’s Conduct Policy at all times while on clinical rotation, as well as the policies and procedures of the affiliate site.

Failure to follow the procedures in this policy may result in disciplinary action and possible dismissal from the program. This policy is subject to change.

Grading Policy
The Baldy View Regional Occupational Program Commission believes that grades serve a valuable instructional purpose by helping students understand performance expectations and identifying the student’s areas of strength and those areas needing improvement. Students have the right to receive course grades that represent an accurate evaluation of the student’s achievement.

The Superintendent or designee shall establish a uniform grading system based on standards that apply to all students in that course and grade level. Instructors shall ensure that student grades conform to this system. Instructors shall inform students how student achievement will be evaluated in the classroom.

Each Baldy View ROP Instructor will develop a grading procedure, which includes the objective criteria used to determine student grades. A grading procedure information sheet will be distributed and explained by the Instructor during student orientation. This grading procedure should be based on objective performance appraisal and written instructor records, rather than on arbitrary judgment or a total subjective viewpoint.

Theory Grading rubrics will be used to determine grades as follows:

<table>
<thead>
<tr>
<th>Vocational Nursing Program</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 90-100%</td>
<td></td>
</tr>
<tr>
<td>B = 80-89.9%</td>
<td></td>
</tr>
<tr>
<td>C = 75-79.9%</td>
<td>PASS</td>
</tr>
<tr>
<td>F = 74.9% or below</td>
<td>FAIL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All Other Programs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 90-100%</td>
<td></td>
</tr>
<tr>
<td>B = 80-89%</td>
<td></td>
</tr>
<tr>
<td>C = 70-79%</td>
<td>PASS</td>
</tr>
<tr>
<td>F = 69% or below</td>
<td>FAIL</td>
</tr>
</tbody>
</table>

Clinical Grading will be as follows:

'S' = Satisfactory
'U' = Unsatisfactory
Each course offered in the Vocational Nursing Program has a theory and corresponding clinical portion. The VN students are required to earn a passing grade in the theory portion and an ‘S’ Grade in the corresponding clinical portion of the course for successful completion of each course.

Each instructor will submit a copy of the grading procedure information sheet to their supervisor a week prior to scheduled orientation date.

An instructor shall base a student’s grades on impartial, consistent observation of the quality of the student’s work and his/her mastery of course content and Baldy View ROP standards. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, clinical site evaluations, homework, tests, and portfolios.

The instructors of each course shall determine the student’s grade. The grade assigned by the instructor shall not be changed by the Commission or the Superintendent except as provided by law, commission policy, or administrative regulation.

**Missed Tests/Assignments**
Students who are absent the day of a test or quiz will be required to make-up the test the day the student returns to the CTC campus. Students may be subject to an alternate test/assessment. **NOTE:** Make-up tests are not provided on clinical days.

- All make-up quizzes and exams will constitute a maximum grade of 75%.

- Students who are absent on the day of a final exam will only be allowed to make-up the exam the day the student returns to CTC campus if extenuating circumstances (events totally beyond the student’s control) occurred. Submission of supporting documentation is required on the day the student returns. The program Director or designee will review the documentation and inform the student of the decision. Decisions are final.

- Any assignment due on the day of absence must be turned in the day the student returns to CTC campus at the beginning of class session.

**VN Academic Probation**
A student with a grade below 75% at any time in a theory course is automatically placed on Academic Probation. The student will be notified, counseled and a plan for improvement will be made when placed on Academic Probation. There is no accepted absence or tardy during this period of time.

**Satisfactory Academic Progress (SAP) Policy**
Federal regulations require that all recipients of student financial aid make Satisfactory Academic Progress (SAP) towards an eligible certificate program. Satisfactory progress for a clock hour program is evaluated at the point when the student successfully completes the scheduled clock hours for each payment period.

**Payment Periods (PP) are defined as follows:**

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>PP1</th>
<th>PP2</th>
<th>PP3</th>
<th>PP4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Nursing</td>
<td>0-450</td>
<td>451-900</td>
<td>901-1,215</td>
<td>1,216-1,530</td>
</tr>
</tbody>
</table>

Students applying for assistance through the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct Parent PLUS Loan, and other programs as determined by the Financial Aid Office must comply with the three components listed below to determine initial and continued financial aid eligibility at Baldy View Regional Occupational Program (BVROP).

To maintain SAP, students must meet the following three components:

**Minimum Cumulative Grade-Point Average (GPA)**
- Students must maintain 70% or higher based on program requirements.
- The student’s cumulative GPA is calculated at each evaluation point which occurs at the end of each payment period.

**Minimum Pace of Completion Rate (Attendance)**
- Students must meet the minimum attendance requirement of 93% at each evaluation point.
The student’s completion rate is measured at the end of each payment period.

**Maximum Timeframe**

- A student can attempt no more than the school’s maximum timeframe, which equals one and seven hundredths (1.07) or 107% of the published length of the program. (see chart below)
- Students cannot receive financial aid for more hours than the program’s published hours.
  - Students who need to attend longer than the program length in weeks and hours to complete the program may receive federal funding only for the published length in weeks and hours in the program.

The chart below represents the published length for the clock-hour programs offered and the corresponding maximum timeframe allowed for determining student financial aid eligibility:

<table>
<thead>
<tr>
<th>CERTIFICATE PROGRAMS</th>
<th>PUBLISHED LENGTH</th>
<th>MAXIMUM TIMEFRAME (PUBLISHED HOURS X 1.07)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Nursing</td>
<td>62 Weeks</td>
<td>66.34 Weeks</td>
</tr>
</tbody>
</table>

**Appeals Process**

Students not meeting the minimum SAP standards will receive written notification of their pending status including information regarding the appeal process, and their right to appeal the loss of federal financial aid eligibility if mitigating circumstances (events totally beyond the student’s control) occurred during the preceding payment period.

Students must request for an appeal by submitting a written personal statement containing the extenuating and/or extreme circumstances regarding why the student failed to meet SAP and what has changed that will allow the student to make and maintain SAP at the next evaluation point. Submission of proper documentation of the mitigating circumstances with appeal is required.

Students have 3 school days to submit an appeal from the date they received written notification of failure to meet SAP.

Provide personal statement and all supporting documentation to:

Baldy View Regional Occupational Program  
ATTN: Financial Aid Advisor  
1501 S. Bon View Avenue  
Ontario, CA 91761  

An ‘Appeals Committee’ as appointed by BVROP reviews appeals. The committee may request additional information.

A student who does not prevail on appeal will be determined as not meeting SAP resulting in a loss of financial aid eligibility and may be dismissed from the program.

Students receive appeal decisions both verbally and in writing within 5 working days of receipt of the appeal. The decisions are final.

**Academic and Financial Aid Probation**

If a student appeals the decision and prevails upon appeal, the student will be placed on probation. Students placed on probation are considered to be making satisfactory academic progress and will continue to receive federal financial aid for one payment period during this probationary period. The student will be advised in writing of the academic progress plan/remediation plan required to attain SAP progress by the next evaluation.

Only students who have the ability to meet SAP policy standards by the end of the evaluation period may be placed on probation.
Advising/Tutoring
Students who are experiencing difficulties in meeting required objectives will be advised individually by the faculty. Appointments for advising and tutoring can be made with individual instructors, Program Directors or the Coordinator, Adult Education.

Dismissal
SAP evaluations are conducted at the end of the probationary period and if the student does not meet the academic progress plan/remediation plan requirements, the student will be dismissed. Students who have reached the maximum time-frame for their program must be withdrawn from the program.

This policy applies to all students regardless of whether or not they are eligible for Title IV funding programs. In order to comply with USDE requirements the terminology academic and financial aid probation will be used for both Title IV and non-Title IV students.

Retention of Student Records
Baldy View ROP will maintain student records for each student, whether in an active or inactive enrollment status, for a period ending five (5) years after the date of the student’s graduation, withdrawal, or termination (with the exception of students who cancel their program).

Student Transcripts
Student transcripts will be maintained indefinitely. Students needing a transcript, must complete a “Student Record Request Form”. Please allow 5-7 business days after the request is received for processing. Once the requested document is available for pick up the requestor will be notified, and payment must be made at time of pick up or prior to mailing via U.S. mail. No cash or checks will be accepted. Make money orders payable to Baldy View ROP. No payments will be processed via telephone.

Questions regarding the form and process can contact (909) 947-3400 extension 1234.

Please submit the form either by:

- Email request to:
  requestforstudentrecords@bvrop.org

- Mail or hand deliver completed form to:
  Baldy View Regional Occupational Program
  Attn: Student Records Specialist
  1501 S. Bon View Avenue
  Ontario, CA 91761
PROGRAM INFORMATION

Vocational Nursing

COURSE ID#: 2836100 / CIP Code: 51.3901

(62-week Course, Clock Hours 1530 = 576 Theory and 954 Clinical)

1 Week NCLEX – PN Review is offered after the course completion.

Financial Aid Academic Year: 900 hours/36 weeks

The Vocational Nursing Program is designed to prepare students to meet all legal requirements for licensure as a Vocational Nurse in California. The student will learn basic concepts in pharmacology, nutrition, psychology, anatomy, physiology, medical-surgical nursing, care of mother and her newborn, normal growth and development, concepts of leadership for healthcare in classroom and clinical settings.

The program includes the fundamentals of medical terminology, sequential skills building in basic arithmetic skills, math for medications, and medications, and medical abbreviations are presented. Integrated throughout the program are Academic and CTE standards, which include safety, communication, technology, ethics, career planning, and other employment skills. The Vocational Nurse Program addresses STEM skills necessary for student success in medical disciplines and careers. Clinical worksite learning is a required component of the program.

Upon completion of all required coursework, students will have earned their certificate, and will be prepared to take the National Council Licensure Examination (NCLEX-PN) for licensure as a practical/vocational nurse.

Vocational Nurses play a vital role on the health care team. The duties of a Vocational Nurse include tasks such as:

- Recording vital signs
- Administering medications
- Collecting samples for routine lab tests
- Administering basic nursing care, including changing bandages and inserting catheters
- Providing for the basic comfort of patients, such as helping them bathe or dress
- Discussing health care with patients and listening to their concerns
- Reporting patients' status to registered nurses and doctors
- And keeping records on patients' health.
Admission Requirements:

VOCATIONAL NURSING (Clock Hours 1530*) The Vocational Nursing program is a 17-month program designed to provide students with the basic knowledge, skills, and abilities to perform the duties of a Vocational Nurse in a health care environment. The practice of a vocational nurse is under the direction of a licensed physician or registered professional nurse. The program is approved by the Board of Vocational Nursing and Psychiatric Technicians and accredited by COE (Council on Occupational Education). The completion of this program meets the minimum requirements necessary for application to take the National Council Licensure Examination-Practical Nurse (NCLEX-PN) Requirements modifications due to COVID-19 effective May 6, 2020:

<table>
<thead>
<tr>
<th>Admissions Requirements</th>
<th>Prior to acceptance into the program</th>
<th>Prior to the start of Skills Lab</th>
<th>Prior to the start of Fundamentals II</th>
<th>Prior to the start of Clinical Rotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants must provide proof of completion of the 12th grade (High School diploma, GED or equivalent). *</td>
<td>☑️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicants must successfully score 80% on the Baird View ROP Admissions Assessment in Mathematics and Reading.</td>
<td>☑️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicants must clear Live scan and background.</td>
<td>☑️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicants must have a negative drug screen.</td>
<td>☑️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government issued ID &amp; Social Security Card.</td>
<td>☑️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students must have a comprehensive physical examination by a physician to verify good health, which includes both a mental and physical wellness clearance.</td>
<td></td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student must have current vaccinations that include the following:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td> Negative TB skin test or negative Chest X-ray</td>
<td>☑️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td> Tdap within the last 10 years</td>
<td>☑️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td> Titers for MMR &amp; Varicella showing immunity or proof of 2 vaccines for each.</td>
<td>☑️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td> HEP B Series (Prefer 2 vaccinations prior to 1st day of class) or HEP B Titer</td>
<td>☑️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicants must be at least 18 years of age.</td>
<td></td>
<td></td>
<td>☑️</td>
<td></td>
</tr>
<tr>
<td>Documentation of annual influenza vaccination completed prior to beginning the first clinical education experience.</td>
<td></td>
<td></td>
<td>☑️</td>
<td></td>
</tr>
</tbody>
</table>

*If High School Diploma is earned outside of the US —must provide legal documentation that education is equal to a 12th grade education in the US or higher.

Note: Accepted students are required to attend a student orientation.
**Course Fee**: Tuition and Fees $34,519 and Books and Supplies $1.831.

*Financial Aid available for those who qualify. The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.*

Additional Fees (the following cost are incurred prior to being accepted into the program):
Physical Exam/Health Screening $300, Vaccines and Immunizations $300, & Live Scan DOJ & FBI $50, and Vocational Nurse License (after passing NCLEX) $220.

**Clinical Training:**
Work based experiences, such as clinical class, are an integral part of most licensing programs. Students are required to participate in administering direct patient care under the guidance of an instructor. Students are assessed in their knowledge, skills and work habits while participating in these work-based experiences. Clinical training sites are pre-arranged by the instructor and are established by a contract with the facility.

**Class Location:**
Baldy View ROP Main Campus-Career Training Center, 1501 South Bon View Avenue, Ontario, CA 91761.

**Course Completion Requirements**
Program completion is defined as students who have attained the following:
- Met the program grading criteria.
- Completed the program theory hours.
- Completed the Skills Lab and Clinical training hours.
*(Individual to each program as stated in the course description)*

**Job Opportunities:**
Vocational Nurse, Home Health, Infusion Nurse, Case management Licensed Vocational Nurse, and Client Care Nurse, Licensed Vocational Nurse, Home Health, Infusion Nurse, Case management Licensed Vocational Nurse, and Client Care Nurse.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Theory Hours</th>
<th>Clinical/Skills Lab (SL)</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TERM-F</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours - 196</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Nursing 1</td>
<td>82</td>
<td></td>
<td>154</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>21</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>Math</td>
<td>21</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>124</td>
<td>72 SL</td>
<td>196</td>
</tr>
<tr>
<td><strong>TERM-1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours - 490</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Nursing 2</td>
<td>86</td>
<td>174</td>
<td>260</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>54</td>
<td>28</td>
<td>82</td>
</tr>
<tr>
<td>Integumentary Nursing</td>
<td>24</td>
<td>50</td>
<td>74</td>
</tr>
<tr>
<td>Gerontology - Geriatric Nursing</td>
<td>24</td>
<td>50</td>
<td>74</td>
</tr>
<tr>
<td><strong>Sub total</strong></td>
<td>188</td>
<td>302 (74 SL)</td>
<td>490</td>
</tr>
<tr>
<td><strong>TERM-2</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours - 482</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Musculoskeletal System</td>
<td>24</td>
<td>48</td>
<td>72</td>
</tr>
<tr>
<td>Mental Health</td>
<td>24</td>
<td>46</td>
<td>70</td>
</tr>
<tr>
<td>Respiratory System</td>
<td>30</td>
<td>40</td>
<td>70</td>
</tr>
<tr>
<td>Cardiovascular System</td>
<td>36</td>
<td>76</td>
<td>112</td>
</tr>
<tr>
<td>Gastrointestinal</td>
<td>30</td>
<td>48</td>
<td>78</td>
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<tr>
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**BVROP Required Total Program Hours - 1602**

Includes Math, Medical Terminology & NCLEX: 648 + 954 = 1602

**BVNPT Total Program Hours - 1530**

Does not include Math, Medical Terminology & NCLEX: 576 + 954 = 1530
Fundamentals of Nursing I  
**Course Description:**  
This prerequisite course for the Vocational Nursing Program includes Collecting Health Data, Safety, Ethics and Law, Medical Asepsis, Assisting with Personal Hygiene, Vital Signs, Assisting the Patient with Elimination and Skills Related to Activity and Movement  
Course Hours: 154

Fundamentals of Nursing II  
**Course Description:**  
This course includes Patient Safety and Facility Safety, Documentation, Asepsis, Anatomy and Physiology, Nutrition and Diet Therapy, Communication, Fluid Balance and Common Imbalances, Pre and Post-Operative Care, Grieving Processes, Ethics and the Law.  
Course Hours: 260

Pharmacology  
**Course Description:**  
This is an introduction into Pharmacology. Emphasis is on medications, their source and uses, calculation of dosage and safe administration of prescribed medications. Classifications of drugs according to body systems is also included in this module and is continued throughout the program in the individual body system courses.  
Course Hours: 82

Integumentary System/ Medical-Surgical Nursing  
**Course Description:**  
This course includes the principles and nursing skills necessary to care for patients with problems of the skin, including dermatological conditions, infections, ulcerations, tumors, dermatological and plastic reconstructive surgery.  
Course Hours: 74

Gerontology – Geriatric Nursing  
**Course Description:**  
Following the nursing process, this course includes the Psychosocial, Physiological Changes affecting the aged population using a multi-disciplinary approach. The student will provide basic assessment and nursing management of the Geriatric Client integrating rehabilitation, social services and alternative living arrangements.  
Course Hours: 74

Musculoskeletal System  
**Course Description:**  
This course includes the principles and nursing skills necessary to care for patients with problems of immobility, orthopedic surgery, casts, traction, and common musculoskeletal disorders including infections, arthritis, low back pain, tumors and other disorders of the bone.  
Course Hours: 72

Mental Health  
**Course Description:**  
This course will cover the basic principles of mental illness. The student will recognize the usual behaviors, symptoms and treatments of the emotionally disturbed and mentally ill patient. The student will learn how to provide a therapeutic environment and be supportive to a patient in crisis during a physical or emotional illness.  
Course Hours: 70

Respiratory System  
**Course Description:**  
This course includes the specific principles and study of nursing skills necessary to care for patients with disease of the nose, throat and lungs including acute and chronic respiratory disorders. Pathophysiology, nursing assessment, and nursing interventions are discussed. Patient teaching, pharmacology, nutrition, clinical skills and use of the nursing process are integrated throughout.  
Contact Hour
Cardiovascular System
Course Description:
This module includes the scientific principles and study of the nursing skills necessary to care for patients with common Blood Disorders, Heart Disease and Peripheral Vascular Disease. Focus includes the diagnostic tests, care of the patient with Coronary Atherosclerosis, Angina Pectoris, Myocardial Infarction, Congestive Heart Failure and Hypertension, as well as Anemias, Neoplasm of the Hemopoietic System and Peripheral Vascular Disease. Pathophysiology, Nursing Assessment and Nursing Interventions are discussed.
Course Hours: 112

Gastrointestinal System
Course Description:
The student shall be able to recognize the usual signs, symptoms and treatment for common conditions of the esophagus, stomach, intestine and associated organs (liver, gallbladder and pancreas). The principles and nursing skills necessary to carry out an individualized nursing plan will be included.
Course Hours: 78

Endocrine System
Course Description:
This course includes the practice and procedures necessary to provide Health Care for hospitalized patients with conditions of the Endocrine System. The nursing process (problem solving approach) will be emphasized. Included will be the study of nursing care and pre/post-operative care for patients with Hyperthyroidism, Hypothyroidism, and Thyroidectomy, Diseases of the Adrenal Glands, Diabetes Mellitus, and complications associated with these conditions.
Course Hours: 80

Maternity/Newborn
Course Description:
This course encompasses the basic study of the childbearing cycle, newborn and family. Fundamental principles of the biologic and social sciences are utilized in the application of the nursing process to the care of maternity patients and their families and in normal limits and/or simple problems. Integrated throughout are principles of pharmacology and nutrition. Problems associated with male and female reproductive systems are also covered.
Course Hours: 90

Genitourinary System
Course Description:
This course includes the scientific principles and study of the nursing skills necessary to care for patients with common renal and urinary disorders. Included are the nursing procedure associated with specimen collection, urinary catheterization, pre and post-operative care.
Pharmacology, nutrition, patient teaching, the importance of homeostasis and use of the nursing process are integrated throughout.
Course Hours: 68

Growth and Development/Pediatric Nursing
Course Description:
This course emphasizes the normal growth and development, and common conditions, which may affect the pediatric patient. Current theories, Nursing Concepts and principles necessary to the care of the children will also be presented. Principles of Nutrition, Pharmacology, and Psychosocial Aspects of Children are integrated throughout.
Course Hours: 70

Neurosensory System
Course Description:
A study of basic neuro anatomy and physiology. Following the nursing process students will understand and provide care for common neurological diseases and disorders.
Course Hours: 118
Leadership
Course Description:
This course is at the conclusion of the Vocational Nursing Program and combines theory instruction, skills lab, and clinical experience in the acute/long-term care facility. Theory instruction shall include Leadership Styles, Time Management, Communication, Legal Aspects, Procedure for Licensure, and Career Mobility.
Course Hours: 58

Program Textbooks

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# Main Campus / Career Training Center Phone Directory

1501 South Bon View Avenue, Ontario CA 91761  
Phone: (909) 947-3400 | Fax: (909) 947-4411

## Office Administrative Staff

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<thead>
<tr>
<th>Office Administrative Staff</th>
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<tr>
<td>Trina Le</td>
<td>Coordinator, Adult Education</td>
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<tr>
<td>Helena Zarate-Simolin</td>
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<td>Elizabeth McGraw</td>
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<tr>
<td>Cristina Lopez</td>
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<tr>
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## Program Locations on Campus

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<tr>
<td>Katey Sixsmith</td>
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## Office Administrative Staff

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<td>Edward Rubalcava</td>
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<td>Lisa Porter</td>
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<td>Jasmine Muratalla</td>
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<td>Angelica Chondropoulos</td>
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Instructor Information

Full-Time Director/Instructor

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<tr>
<td>Dr. Alexandra Interiano-Orozco</td>
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<td>DNP FNP-C</td>
</tr>
<tr>
<td>Katey Sixsmith</td>
<td>Vocational Nursing</td>
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BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM

Map of Main Campus – Career Training Center