



# STUDENT HANDBOOK

 WEST COAST  
UNIVERSITY  
AHEAD OF THE CURVE

# 2023 STUDENT HANDBOOK

Effective date: January 2023 to March 2023

**Published by:**  
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Publishing Date: January 2023 to March 2023

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# INTRODUCTION

## True and Correct Statement

West Coast University makes every effort to ensure accuracy of the information contained in this student handbook. Some policies, rules, procedures, and regulations may change and therefore alter the information during this handbook period. The University reserves the right to change policies, regulations, fees, and course of instruction upon direction of the WCU Administration and its Chief Executive Officer. The most current and complete information on any changes is available online through the WCU website [WestCoastUniversity.edu](http://WestCoastUniversity.edu).

## Program or Policy Changes

West Coast University has the right, at its discretion, to make reasonable changes in program content, class schedules, policies, procedures, materials and equipment, as it deems necessary in the interest of improving the students' educational experience. When class size or curriculum warrant, classes may be combined. When federal, state, accreditation, or professional changes occur that affect students currently in attendance, the institution will make the appropriate changes and notify the students accordingly.

## Scope

The West Coast University Student Handbook provides specific information about policies and procedures that are applicable to all students (graduate and undergraduate).

# UNIVERSITY INFORMATION

## University Mission

*At West Coast University, we embrace a student-centric learning partnership that leads to professional success. We deliver transformational education within a culture of integrity and personal accountability. We design market-responsive programs through collaboration between faculty and industry professionals. We continuously pursue more effective and innovative ways through which students develop the competencies and confidence required in a complex and changing world.*

## University Values

<b>Academic Integrity and Intellectual Honesty</b>	We are committed to a culture where ethical conduct governs our interactions.
<b>A Culture of Mutual Respect</b>	We believe each member of the University community can significantly contribute to the fulfillment of our mission.
<b>Student Learning</b>	We are committed to continuous assessment, evaluation, and improvement of student learning.
<b>The Communities We Serve</b>	We take very seriously our responsibility to make a positive impact on the communities that surround us geographically and professionally.
<b>A Student-Centric Culture</b>	We believe it is our institutional responsibility to identify, understand, and respond to student needs.
<b>Agility and Responsiveness</b>	We respond quickly to the needs of our students, faculty, and associates.
<b>Innovation and Creativity</b>	We are committed to bringing innovation and creativity to the development and delivery of instruction, and in identifying solutions to complex and challenging problems.
<b>Diversity</b>	We encourage diversity of thought, ethnicity, culture and experience recognizing that through multiple and often differing perspectives offered in a collegial setting, the best ideas emerge.
<b>Efficient Use of Resources</b>	Through our stewardship, we develop solutions that make the best use of investments in time and other resources.

## Institutional Learning Outcomes

Institutional learning outcomes are designed by the University as a whole, taking into account the role that both instruction and student services play in contributing to a student's success. Implicit in these institutional learning outcomes is the expectation that students achieve program learning outcomes for their discipline.

Upon graduating from a degree program offered by West Coast University, students should be able to:

1. Implement intellectual and practical problem solving skills through information assessment and critical thinking.
2. Demonstrate effective written communication skills.
3. Demonstrate effective oral communication skills.
4. Demonstrate computer proficiency and information literacy.
5. Describe ethical standards and legal guidelines associated with one's chosen career field.
6. Explain why knowledge of and respect for the societal contributions of diverse cultures and perspectives is an important quality in one's discipline.
7. Apply professional values and ethics, knowledge of roles and responsibilities, and effective communication skills as a contributing member of a cohesive interprofessional team.

## Profile of a Graduate

*The following characteristics represent the qualities, attitudes, and values that students should possess by the time they have completed their studies at West Coast University.*

- **Professionalism:** *Graduates should treat all patients and clients with respect and dignity. Graduates should always maintain and safeguard the confidentiality of every patient and client. Graduates should maintain a professional appearance and conduct themselves with professionalism at all times. Graduates should understand the value of professional association affiliation.*
- **Currency, Adaptability, and Lifelong Learning:** Graduates should seek to adapt and remain current with the guidelines and scope of their practice. Graduates should espouse lifelong learning, and should exhibit this commitment via scholarly inquiry, including educational achievements in public and/or global health services, evidence based clinical care, and the sciences.
- **Interprofessionalism:** Graduates should be prepared as health professionals for working deliberately in interprofessional teams and through interprofessional collaborative practice. Graduates should strive to develop a safe, patient-centered, and population-based health care system to achieve optimal health and wellness.
- **Global Awareness:** In addition to the commitment to local, state, regional, national, and public service, graduates should demonstrate an awareness and appreciation for international healthcare models and practices.
- **Clinical Application:** Graduates should be prepared to apply their clinical skills and knowledge in a variety of diverse settings, both global and local, to promote public health. Graduates should be able to adapt to a variety of clinical situations.
- **Diversity and Cultural Sensitivity as 'Health Care Citizens':** Graduates should embrace a commitment to diversity and cultural sensitivity. Graduates should be prepared to meet the broad and disparate needs of their patients, clients, and the communities within which they serve. Graduates should be advocates for health care change and health promotion.



- **Service-Oriented and Community Advocacy:** Graduates should demonstrate a sustained and meaningful sense of service to their patients, clients, and communities. Graduates should have participated in community service opportunities that have increased their sensitivity to and awareness of the communities within which they serve.
- **Acquisition of Personal Attributes:** Graduates should demonstrate altruism, integrity, dependability, compassion, respect, temperance, acceptance of criticism, emotional stability, self awareness, and resilience. Graduates should exhibit confidence in taking appropriate actions and have the aptitude to respond quickly in emergency situations. Graduates should exhibit personal accountability.
- **Team Player:** Graduates should be willing to execute their professional skills as a member of a team. They should exhibit a keen awareness of team dynamics, and be willing to be open-minded, seek common ground, and support and encourage all members of an inter-disciplinary health care team.
- **Legal and Ethical Responsibilities:** Graduates should be aware of the legal parameters of their scope of practice. They should abide by their respective professional code of ethics and/or oaths, as prescribed by each profession, and/or licensure body.
- **Leadership Skills:** Graduates should contribute as leaders in their profession and understand their own strengths and weaknesses, and the importance of being flexible, and possessing good organizational and time-management skills to achieve a common goal.
- **Interpersonal Communication Skills:** Graduates should be active listeners and communicate well with patients, clients, and families to understand their needs and explain treatments. Graduates should communicate competently in written, oral, and electronic forms with patients, clients, and the healthcare team and should be sensitive to verbal and non-verbal cues.
- **Critical Thinking Skills:** Graduates should think critically and address problems proactively. They should exhibit sound judgment and reasoning such as the ability to measure, calculate, analyze, and synthesize information pertinent to problem solving when making decisions.
- **Knowledge Attainment:** Graduates should be qualified and knowledgeable practitioners, as demonstrated by passing board and/or licensure examinations, course grades, and by clinical evaluations, such as preceptorships and field experiences.
- **Acquisition of Evidence-Based Resources:** Graduates should demonstrate knowledge of information resources and databases, to identify strategies for locating additional evidence-based resources to expand knowledge and skill bases, for referrals and reference. Graduates should possess the ability to utilize computer technology and apply this expertise in professional and clinical settings.

## Statement of Non-Discrimination

West Coast University does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, veteran, or military service status, political affiliation, age, or disability. The University complies with all local, state, and federal laws barring discrimination. Accordingly, equal opportunity for admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to the University Director of Student Affairs who will provide students with procedures to resolve complaints relating to alleged unlawful discriminatory actions.

# CODE OF CONDUCT

## Conduct and Discipline

Students enrolling at West Coast University assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution of higher learning. The University expects its students to conduct themselves as responsible individuals, considerate and respectful of the rights and interests of others. The University's mission reflects an intention to partner with students in their preparation for a professional career, and part of the education experience for students pertains to the kind of behavior that is acceptable in professional settings. Honesty, integrity, and respect for others is an integral expectation of student conduct. If a student's conduct does not conform to the above stated standards, University officials will follow a course of action deemed appropriate up to and including dismissal from a course and potentially suspension or dismissal from the University.

Specific behaviors that are unacceptable within the classroom setting include the use of cell phones or any technology that is not intended for the express benefit of the learning experience and approved by the faculty. Disruptive behavior, including conversations unsanctioned by the faculty, is unacceptable.

## Student Code of Conduct and Discipline Statement

All West Coast University community members assume the responsibility for knowing and abiding by the Academic Honor and Student Conduct Codes. The Codes were designed to provide insight and guidance into the expected behaviors and decisions of students, as well as to support and foster a safe, respectful, and ethical learning environment. The Codes are not intended to be exhaustive. The University jurisdiction and Codes cover all students (including those applying), events and activities on University grounds, as well as events or activities related to the WCU community on or off campus.

Off-campus conduct that violates WCU policies and procedures or suspected or actual violations of the law outside of a WCU activity or event may result in disciplinary proceedings. If violating conduct that occurred while the student was enrolled at WCU is discovered after graduation or after a degree has been awarded, the degree or certificate could be rescinded. If a student's conduct or suspected conduct does not conform to the Codes, University officials will follow a course of action deemed appropriate up to and including dismissal from a course and potentially from the University. Students may also be held accountable for their guests' behavior while in association with WCU.

Student organizations are held to the University and professional standards and codes of conduct, and may be held responsible for behavior that violates WCU policies and procedures.

Students enrolling or enrolled, as well as guests and visitors at WCU, assume an obligation to conduct themselves in a manner compatible with the University's function as an institution of higher education. The University expects all University community members to conduct themselves as responsible individuals, considerate and respectful of the rights and interests of others and uphold the rights, freedom and safety of others at all times. The University's mission reflects an intention to partner with students in their preparation for a professional career, and part of the educational experience for students pertains to the kind of behavior that is acceptable in professional settings. Honesty, integrity, respect and safety of self and others is an integral expectation of student conduct.

The following list includes examples of Conduct Code violations that are subject to disciplinary action; the list is not intended to be exhaustive.

- 1.** Suspicion, Charges or Violations of Federal, State or Local law on or off campus.
- 2.** Violations or attempted violations of WCU codes, policies, rules and regulations.
- 3.** Violations or attempted violations of Clinical Affiliates policies, rules and regulations.
- 4.** Abusive Behavior; including but not limited to:
  - a.** Verbal Abuse, including but not limited to hostile or aggressive manner, profanity, derogatory or inflammatory language, defamation, coercion.
  - b.** Behavior that poses a threat or danger to self and/or others, or potentially disrupts the WCU community, including but not limited to hazing, bullying, sexual harassment, hate violence, intimidation, harassment, violence, assault in any form, stalking, threats (even in jest).
- 5.** Disorderly and/or disruptive conduct; including but not limited to:
  - a.** Obstruction of teaching, University activities and events on or off campus, individual or group activities (on or off campus) that violate/disturb others rights and/or safety, activities and events on University property. Accordingly, the use of cell phones or any technology that is not intended for the express benefit of the learning experience and approved by the faculty is prohibited. Disruptive behavior, including conversations unsanctioned by the faculty, is also unacceptable.
  - b.** Incivility towards faculty, either in writing or verbally, to seek extra credit points, the ability to resubmit previously graded assignments, or to have work reggraded for the sole purpose of improving grades without legitimate academic justification.
- 6.** Disorderly and/or disruptive conduct; including but not limited to:
  - a.** Academic (see the Academic Honor Code for more information)
  - b.** Falsifying information
  - c.** Forgery
  - d.** Alteration or misuse of documents, records, or ID's
  - e.** Fraud
- 7.** Failure to comply with directions or requests from University officials.
- 8.** Failure to comply with conduct and/or disciplinary procedures and processes.
- 9.** Property damage/vandalism or attempted property damage/vandalism.
- 10.** Theft or attempted theft.
- 11.** Endangerment of self or others.
- 12.** Unauthorized entry into University property.
- 13.** Misuse of University property.

Sanctions for the violations or attempted violations are handled on a case-by-case basis. The sanction imposed is based on the nature of the violation, disciplinary history, circumstances surrounding the violation, precedent, impact of possible sanction, and motivation. When appropriate, disciplinary sanctions will include an educational aspect, designed to assist students with personal and professional growth and development. Sanctions are imposed in order to promote campus integrity and safety. If a student fails to comply, further disciplinary action may occur; including but not limited to suspension or dismissal from the University. Under certain circumstances, sanctions may be postponed and/or suspended. Furthermore, the University may place a hold on the students file, withhold or postpone awarding of a degree or rescind the degree awarded.

In the event of a violation or attempted violation of the Codes, one or more of the following sanctions may be imposed. The list of sanctions is not intended to be exhaustive. In addition, a copy of the disciplinary action will be placed in a student disciplinary file.

1. Warning (verbal or written)
2. Restitution
3. Loss or restriction of privileges
4. Forfeiture of Financial Assistance
5. Probation
6. Suspension
7. Dismissal
8. Educational Activity; the list is not intended to be exhaustive:
  - a. Reflection paper
  - b. Class
  - c. Documentation of specific goals and evidence showing achievement towards goals
  - d. Community Service
  - e. Research Paper
  - f. Presentation

In the event of extraordinary circumstances or an emergency situation, the Campus Executive Director, working in consultation with University Administration Leadership, may temporarily by-pass the judicial conduct process and/or impose immediate conduct sanctions, including, but not limited to suspension or dismissal, as necessary to protect the University community. An extraordinary circumstance may be characterized by, but not limited to, dangerous or disruptive behavior to self or others, credible threats of harm to self, others, or campus facilities. If deemed warranted for campus safety, sanctions could occur prior to the start of the student judicial conduct process and without prior notification; however, if further investigation of the precipitating facts indicates that the situation does not warrant continued emergency action, the conduct process will be initiated as soon as possible to allow the accused student the benefit of due process.

## **Sexual Harassment Policy**

It is the policy of West Coast University to provide all students and employees with an educational, employment, and business environment free from all forms of harassment, exploitation, intimidation, or unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or communications of a sexual nature as defined and otherwise prohibited by the California Fair Employment and Housing Act, California Education Code, and State and Federal rules, regulations, statutes, and laws prohibiting sexual harassment and retaliation.

The University expressly forbids sexual harassment of its students and employees by faculty, managers, supervisors, employees, other students, or members of the general public. The University will take whatever action may be needed to prevent, correct, and, if necessary, discipline those engaged in inappropriate behavior. Where evidence of sexual harassment is found, appropriate disciplinary action shall be taken. Sexual harassment should be reported immediately to the campus Title IX Administrator (through the Student Affairs Office), University Title IX Deputy or University Title IX Coordinator. Every effort will be made to ensure that confidentiality is maintained.



# CAMPUS INFORMATION

## Animals on Campus

Animals are not permitted onto the University campus unless they are trained service/therapy animals for persons with approved accommodations for a disability, or are brought onto the campus for a specific educational/University purpose (please see Disability Services to request accommodations).

Animals are allowed onto the University campus, when the following special circumstances apply and appropriate approvals are in place:

1. Service Animals and Service Animals in Training (including therapy animals) to support an approved disability accommodation.
2. Animals used for academic teaching and instruction.
3. Animals brought onto the University campus for a specific purpose and under conditions established and approved by the Executive Director in conjunction with the VP of Operations or their designee(s).
4. As required by applicable law

In order to maintain the safety and well-being of the campus community there are certain expectations related to responsibility, accessibility, behavior, and treatment of animals on campus. Please see the office of Student Affairs for more information and how to obtain approval for an animal on campus.

## Children on Campus

The education and safety of our students, faculty, associates and guests/visitors on campus is a priority for West Coast University. As such, WCU has adopted the following policy to ensure the safety of children/minors who may be present on campus.

The following guidelines and expectations relate to responsibility, behavior, and treatment of minors on campus:

1. Minors (persons under the age of 18 years old) are not permitted on campus except in the following situations:
  - a. The minor is enrolled at WCU and attending class, studying for a class, participating in a University event, or conducting University related business (such as meeting with the Financial Aid Office or other University faculty or staff) on campus.
  - b. The minor is participating in an event that is sponsored by the University and designed to include children.
  - c. As approved for specific purposes and under conditions established by the Executive Director or their designee.
2. Minors, who are not enrolled at WCU, must be accompanied by an adult at all times, and that adult must maintain line of sight with the minor at all times. For purposes of this policy, an adult is defined as the parent, legal guardian or other adult who is responsible for supervising and ensuring the safety of the minor while on campus.

3. Minors are not permitted in classrooms unless prior approval has been received by the Executive Director, Faculty teaching the course and/or the Academic/Program Dean or Chair.
4. Minors must be well behaved and not interfere with workflow and/or activities on campus. If the minor becomes disruptive, the minor and accompanying adult may be asked to leave the area/classroom/event/campus/etc.
5. Certain areas on campus may be off limits to minors (such as but not limited to: labs, areas where there is a danger to themselves, equipment and/or materials).

Responsibility and Conduct of Students, Faculty, Staff and Adult Guests/Visitors participating in event or activity where a minor is present:

1. There shall be two or more students, faculty, staff or authorized adults present during all interactions where a minor is present.
2. Engaging in abusive or illegal behavior is strictly prohibited (including but not limited to: hitting, verbal abuse, physical abuse, mental abuse, emotional abuse, inappropriate touch, use of drugs or alcohol, inappropriate filming or recording of any kind, etc.).

Any known or suspected acts of abuse or illegal behavior must be reported immediately to the Executive Director or their designee, the Director of Student Affairs or Security Officer on campus. Depending on the type of reported activity, this report may trigger further reporting requirements. Any reports of suspected abuse should be discussed with General Counsel to determine such reporting obligations.

WCU students are ultimately responsible for, and can be held accountable for, the behavior of guests (including minors) they bring on campus or to University events.

## **Deliveries**

The University does not accept deliveries on behalf of students, guests or visitors. This also includes but is not limited to the delivery of flowers, food, paperwork/homework/assignments, textbooks, etc. Due to interruptions of classrooms, instructional or class time, etc., deliveries to students are not permitted on University property. Exceptions may be made for co-curricular events that have gone through the appropriate request procedures and received prior written approval from an authorized University Official.

## **Ethics Reporting Hotline**

West Coast University takes Education with Integrity seriously. If anyone witnesses violations of any University policies, he or she is requested to report the violation immediately. Students who feel uncomfortable talking to the campus Executive Director should follow the process outlined in the Student Grievance Policy. If the student prefers to make a confidential report, he or she may use the Ethics Reporting Hotline by calling (800) 448-1681 or they may do so online at: [www.integrity-helpline.com/accwcu.jsp](http://www.integrity-helpline.com/accwcu.jsp).

## Film and Photography Policy

University events may be photographed, videotaped and/or recorded by West Coast University and/or a designated agent acting on behalf of WCU. Attendance and/or participation at WCU events such as Commencement, Simulation Center or Campus Grand Openings, Career Fairs, or Clinic Events constitutes consent for students, student guests and/or minor child(ren) of students or guests, to be photographed, videotaped, filmed or recorded for use in any media, print or electronic marketing/publicity now known or later developed for WCU, without compensation.

Photography, videotaping, recording or filming of any WCU event for non-personal or commercial purposes is prohibited.

Students in any Simulation lab or clinics will be photographed and/or videotaped as part of the instruction. In addition, students enrolled in classes that require videotaping to assess student performance will be videotaped as a part of the evaluation process. Consent to being photographed and videotaped is implied by enrolling in these courses.

## Health Insurance Requirements

Students must comply with all program specific requirements and legal responsibilities involving health insurance. Students must provide acceptable proof of adequate health insurance coverage when assigned to academic activities requiring health insurance as a prerequisite to participation, such as clinical rotations where student health insurance coverage is a contractual obligation. Students on non-immigrant visas are required to carry health insurance coverage and must show proof of coverage at the time of enrollment.

All Nursing students are required to provide proof of health insurance coverage to be included in their first clinical packets for clinical rotations; and to be maintained for continued participation in the program.

*Note for Nursing students: All Nursing students entering Nursing core will be required to declare health insurance status, including health insurance provider and policy number, in conjunction with submission of their first clinical packet. In response to the requirements of clinical education sites and related consortia, the College of Nursing may require any student entering a clinical rotation to provide proof of health insurance as a condition of participating in the clinical education component of their pre-licensure program.*

Violations of this policy will be addressed under the **Student Code of Conduct**.

## No-Smoking/Tobacco on Campus

West Coast University is committed to providing a safe and healthy environment for all students, guests, visitors and Associates by prohibiting smoking or the use of tobacco on campus. WCU believes that a smoke-free policy is consistent with our mission and vision and contributes to the health and wellness of our campus community.

This policy applies to all University students, guests/visitors, and Associates and is in effect twenty-four (24) hours a day. Smoking is defined as carrying, holding or using a lighted cigarette, “e-cigarette,” cigar or pipe of any kind or emitting or exhaling smoke of any kind.

Smoking is prohibited in all areas of the University except in designated areas, outside of the building. Violation of this policy will be regarded as any other violation of University policy and may lead to sanctions, up to and including dismissal from the University.

## Parking

All campuses provide parking areas, and students are expected to adhere to parking policies posted in and around the lots. Please follow up with your campus Student Affairs Office for campus specific parking information.

*Note: West Coast University is not responsible for individual's vehicles or belongings left in vehicles. See personal property policy.*

## Personal Property

The University does not assume responsibility for any loss, damage or theft of personal belongings or property. Students, guests, and visitors are responsible for safeguarding personal belongings/property and maintaining insurance coverage for such items. The University does not provide or maintain insurance and does not provide financial protection against such belongings/property.

## Social Media

West Coast University recognizes the increasingly common use of social media sites (including but not limited to: Twitter, Snapchat, Instagram, Facebook, Blogs, YouTube, and LinkedIn) as a form of communication. We respect our students' right to utilize innovative methods of sharing ideas and connecting with those who possess similar interests. We suggest that prior to posting on social media sites, students remind themselves to act responsibly and keep in mind that there are boundaries to consider before posting. Recognizing that as a student continues his/her education, and are considered for clinical, fieldwork, volunteer opportunities, and/or entering the work force, it's best to always portray oneself as a well-educated, polished professional.

Additionally, California law prohibits postsecondary educational institutions, and their associates and representatives, from requiring or requesting a student, prospective student, or student group to disclose, access, or divulge personal social media information. Associates may not ask students, prospective students, or student groups to:

1. Disclose a username or password for accessing personal social media.
2. Access personal social media in the presence of the associate.
3. Divulge any personal social media information.

These laws do not prohibit WCU from:

1. Exercising rights and obligations to protect against and investigate alleged student misconduct or violations of applicable laws and regulations; or
2. Taking any adverse action against a student, prospective student, or student group for any lawful reason.

Students of WCU are expected to abide by all WCU policies and those governing their chosen fields, including Copyright laws and the HIPAA Privacy Rule. Posting inappropriate material violates our Student Conduct Policy and may result in referral to the Conduct Committee for disciplinary action.

Please note that WCU reviews social media postings that identify the University on a daily basis. In addition, as a student, guest, volunteer, or individual representing or affiliated with WCU, all are expected to adhere to social media guidelines and policies of organization or event.

## Social Media Guidelines and Tips:

**Think Before You Post** – Please remember to use good judgment and common sense when posting to social media outlets, and keep these guidelines in mind.

**Know Your Legal Obligations** – When posting anything online, abide by Copyright laws and the HIPPA Privacy Rule.

**What is Copyright?** – *Copyright, a form of intellectual property law, protects original works of authorship including literary, dramatic, musical, and artistic works, such as poetry, novels, movies, songs, computer software, and architecture. Copyright does not protect facts, ideas, systems, or methods of operation, although it may protect the way these things are expressed.*

**For more information or questions about Copyright Law**, visit:  
[www.copyright.gov/help/faq/faq-general.html#what](http://www.copyright.gov/help/faq/faq-general.html#what)

**The HIPPA Privacy Rule** – Never reveal any patient information on social media outlets. All HIPPA rules apply to social media sites. For more information on the HIPPA privacy rule, visit:  
[www.hhs.gov/ocr/privacy/hipaa/understanding/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html)

**Accountability** – You are responsible for anything you post on your own and other social media sites. Remember that commentary deemed to be offensive, discriminatory, hateful, racist, sexist, or in violation of WCU policies may have negative ramifications to oneself and/or others (including but not limited to: removal of posts or referral to the WCU Conduct Committee for disciplinary action). Also keep in mind the potential for legal liability if commentary is deemed obscene, defamatory, threatening, harassing, bullying, infringing of copyright, in violation of a court order, or is otherwise unlawful as defined by the courts.

**Utilize Thoughtful Confidentiality** – Refrain from posting confidential information pertaining to WCU, its employees, students, and alumni.

**Practice Respect of Others** – West Coast University fosters a community of mutual respect. We encourage diversity of thought, ethnicity, culture, and experience, and we recognize that differing perspectives often create new ideas. Even when disagreeing with a concept or situation, the best way to have your opinions understood is to be constructive and respectful to the opinions and situations of others. Students are not to use social media to violate the University's anti-discrimination policies, to harass or bully other students, faculty or WCU associates, nor should social media be used to violate the personal privacy rights of others.

**Be Aware of the Impression You Create** – Keep in mind that social media has a global reach. Be thoughtful about what you post. Anything revealed on social media outlets (personal accounts included) remains available years after posts are created and/or deleted. What you put online is a representation of yourself, your family and friends, WCU, and current and future employers. Select your profile settings and avatars with the understanding that they have a broad reach and will impact how you are perceived by others. Future employers will research your social media history. Photos and comments have a lasting effect.



## Solicitation and Distribution Policy

As a general rule, West Coast University prohibits persons who are not University officials or representatives from distributing any materials or soliciting any person on campus, while attending off-campus WCU events or in the adjacent area surrounding any University campus or event, unless such access is otherwise required by state law or statute. However, campus solicitation or distribution may be permitted on a limited basis for approved health-related or University-affiliated events/activities (such as but not limited to: health fairs; charitable and philanthropic activities; volunteer opportunities), as long as it supports the University mission statement or vision.

Authorization for campus and/or WCU solicitation or distribution is granted by submitting a completed Campus Activities Request Form that is available from the office of Student Affairs. If approved, all specific guidelines and/or restrictions stated during the approval process, as well as WCU policies and procedures must be followed.

Violation of this policy will be regarded as any other violation of University policy and may lead to sanctions, up to and including dismissal from the University.

## Student Dress Code

Students are expected to maintain a neat and clean appearance during class time, as that is what will be required in their future career roles and positions. Students are expected to wear University approved uniforms when they are in a clinical setting. Individual programs may enforce a stricter dress code policy. Please refer to the respective Student Handbook or consult with program administration for any specific program requirements. Students must meet the standards of the program specific policies.

West Coast University understands and fully supports students' right to self-expression. The University also has an obligation to create a living and learning environment where all members of the community are comfortable and not offended by inappropriate dress. The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and the community. Dress that is neat and modest is the minimum requirement at all times in all public areas.

The following applies to all undergraduate students enrolled at WCU. The dress code applies to students at any WCU event, activity or function and in the classroom as well.

Any faculty member or administrator is free to advise and discuss the code with the student. If the matter is not resolved at that level, and the student is out of compliance with the University's dress code policy, any faculty member or administrator at WCU may refer any student to the following: (1) the Director of Student Affairs, or (2) another student affairs officer within a program, or (3) the Associate Executive Director, or the (4) the Executive Director. Via the referral or Conduct Complaint Form, the student may be counseled about his or her attire or the student may be asked to go home and change his or her attire. It should be noted that students may be marked absent if he or she is sent home. Repeated violations by a student will be sent to the Student Conduct Committee. Determination of whether or not a student's attire complies with the dress code is entirely at the discretion of the reviewing administrator identified above.

Exceptions to this dress code will be otherwise noted in the syllabus or other course communications as there may be instances where professional attire is required for a specific class or presentation.

It is expected that students display an appropriate level of judgment with regard to personal hygiene, grooming and dress. The following items of clothing or clothing style are unacceptable for students attending classes at WCU:

1. Soiled, stained, or excessively wrinkled clothing
2. Transparent, low cut or revealing clothing (no bare mid-ribs, muscle shirts, sagging or low waist pants with undergarments showing)
3. Visible undergarments
4. Short length shorts
5. Athletic type, wide arm hole tank tops
6. Bare feet (shoes must be worn at all times)
7. Accessories and jewelry that have writing, pictures of symbols or any other insignia, which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive
8. All clothing will be free of profanity, slanderous language, or inflammatory causes
9. Pajama bottoms or tops

**Also Note the Following:**

1. Jewelry and other accessories must not interfere with the performance of duties or pose a safety hazard.
2. Appropriate personal hygiene is expected at all times, including keeping hair and nails well groomed.
3. Tattoos that may be offensive to visitors, employees or other students are not permitted. Examples of offensive tattoos include designs that are violent or threatening, sexual in nature, desecrate religious symbols, use profanity, etc.
4. Sandals, flip flops and sneakers that are in good shape (for example, no broken straps, clean) are acceptable footwear for students except in the science laboratories where no open toed shoes are permitted.

Please review program specific handbook for additional programmatic dress code requirements.

*Accommodations* can be requested by students with specific medical conditions and/or religious beliefs that require special clothing, shoes and/or jewelry. Students who believe they need an accommodation should contact the Student Services department.

**Exam Dress Code**

Hooded sweatshirts (commonly referred to as “hoodies”), beanies, hats/caps, and scarves are prohibited from being worn during exams. Students wearing any of these items will be asked, by the proctor(s) or instructor(s) or both, to remove them. Students who are not wearing shirts under their hoodies – and who, therefore, cannot remove their hoodies – will be subject to an irregularity report that will be submitted to their instructor(s) and/or appropriate Dean. Accommodations can be requested by students with specific medical conditions and/or religious beliefs that require special clothing. Please contact your campus Student Services department for more information.

## Student/Employee Fraternization

Employees of West Coast University are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have "consented" to such conduct. Further, employees must not entertain students or socialize with students outside of the University environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of University policy, and may result in disciplinary action by the University. Inappropriate and unacceptable employee behavior includes, but is not limited to, dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, email, letters, notes, text messaging, etc.) unrelated to course work or official University matters; giving or accepting rides, giving or offering housing, selling or buying anything of more than nominal value, providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

Students are also expected to behave in a professional manner towards faculty and staff and must follow the same guidelines as presented for employees. If a student witnesses or hears of an instructor or staff person's participation in an inappropriate relationship with a student, the incident should be reported to the campus Executive Director immediately.

## Visitors on Campus

All guests on campus are required to wear a West Coast University badge while on the campus. Adult guests will be asked to show a picture ID (e.g., driver's license) and sign-in at the reception desk, where a WCU guest badge will be issued to them. The guest badges are to be returned when guests depart. Guests who are accompanied by students, faculty, and/or staff may enjoy the common areas on the campus which include the Quad and the Student Commons, but they may not use University equipment, such as computers. Guests may enter the Admissions Offices, or Financial Aid Offices, or other administrative offices but only if they are on campus to conduct appropriate University business or with a student or guest who is on campus to conduct appropriate University business. However, guests are not allowed in classrooms, the library, or any of the laboratories without the permission of the Executive Director, the Director of Student Services, or the Academic/Program Dean.

The intent of this policy is to allow visitors on campus while still ensuring safety. Security personnel or other staff members may approach a guest who is not obviously in the company of a student and ask the purpose of the guest's presence in the building, even when the guest is wearing a guest badge. Guests who refuse to wear the WCU guest badges or demonstrate inappropriate behavior while on University property will be escorted out of the building. No unattended children are allowed in the building. WCU students are ultimately responsible for, and can be held accountable for, the behavior of guests they bring to the campus. Guests are expected to abide by University policies and procedures.

Certain events and activities may be approved by the Campus Executive Director which allow for an exception or alteration of the check in and guest badge policy and process.

## STUDENT SERVICES AND RESOURCES

West Coast University offers a variety of services to students. The University also maintains a list of outside services to assist students with personal needs, such as childcare, transportation, and other areas not directly related to their academic program of study. Please contact or visit the campus Student Affairs office for more information about these resources.

### Activities and Events

Active involvement outside of the classroom contributes to our students' learning experience. Participating in extracurricular activities develops valuable leadership and organizational skills, and contributes to a graduate's marketability.

Student Services sponsors programs and events throughout the year to help create that sense of community which is vital to any institution of higher learning.

Please contact the Student Services Department for a copy of the Activities Request form or if you would like assistance requesting an event.

### Advising and Tutorial Assistance

The University has established a multi-level approach to offer to students in support of their academic and personal needs. Staff and faculty members on each campus are available to assist students in academic guidance. The Academic Department is primarily responsible for addressing students' academic concerns while the Student Services Department is primarily responsible for other areas of concern and may provide referral services to external agencies as necessary in support of a student's successful program completion. Most WCU campuses have an active PALS (Peer Assisted Learning) tutoring feature which involves student-to-student tutoring. Visit the office of Student Affairs for more information about on campus and online tutoring resources.

Students who experience difficulty in their coursework and have a need for academic support should first contact the appropriate academic administrator for the program of study to create an individualized academic success plan. Many faculty offer tutoring for their courses. The University will try to accommodate students' schedules in determining tutoring sessions, but students should realize that they may need to adjust their schedules to receive the kind of remedial or tutoring support required. Students may also contact the campus /Student Affairs Advisor to engage in further discussions about how to address academic improvement concerns.

## University Student Employment (Federal Work Study)

The Federal Work-Study program provides jobs for graduate and undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work related to the student's course of study. Funds under this program are limited. The Student Affairs Office maintains a list of current Federal Work Study job opportunities available both on-campus and off-campus in community service organizations. Students interested in obtaining a part-time employment as a Federal Work Study student should inquire with the office of Student Affairs Office.

## Employment as University Faculty and Administration

Students will not serve in a University faculty or administrative role within their own program. Nor will they have access to confidential records of University Associates and Faculty.

## Career Services

The purpose of the Career Services Department is to actively assist students in obtaining employment, although the department in no way guarantees student or post-graduate employment. The department offers instruction and guidelines for students and graduates in areas such as career planning and job search techniques, resume writing, interview planning and preparation, understanding the importance of networking, completing job applications, the characteristics of a professional image, interview follow-up, workplace etiquette, and successfully navigating the workplace. Successful employment assistance is dependent upon a mutual effort by both graduates and the department. Graduates are encouraged to aggressively seek employment opportunities on their own, keep records of their contacts, and inform their Career Services Specialist of these efforts.

These employment assistance services are available to all students who successfully complete the requirements for graduation in their respective programs. Employment opportunities may be limited for any student who does not have a clear background check. Employment assistance services are available on an on-going basis to WCU graduates.

## Counseling Resources

West Coast University recognizes that students may experience personal problems that can adversely affect personal fulfillment and their education. To assist students who may need that extra support, WCU offers a free, confidential Student Assistance Program (SAP) to students. SAP services are provided by Aetna, a private, national consulting and service firm that specializes in student assistance consultations.

If students need some help with everyday life issues, or if they find themselves in a crisis situation, the Student Assistance Program (SAP) is accessible 24 hours a day, 7 days per week through a toll-free number. WCU encourages students to utilize the SAP on a "when in doubt, call" basis. Problems that are appropriate for the SAP include, but are not limited to, problems or issues involving relationships with spouse or significant other, relationships with siblings or parents, relocation, stress, financial or legal problems, depression, substance abuse, and anxiety.

Call toll free: (877) 351-7889 or E-mail: [AskSAP@aetna.com](mailto:AskSAP@aetna.com)

Visit: [www.AetnaSAP.com](http://www.AetnaSAP.com), then enter your school ID: WCUSA



## Vida

Vida is a digital platform that offers WCU students access to personalized plans designed by a coach or therapist. Vida plans are customized to address your unique health concerns — tackling anything from stress management and sleep health to diabetes prevention and nutrition.

As a WCU student, all you need to do is [download the app](#), select your plan, and chat with your health coach. Through the app, you can access a variety of resources, including:

- Evidence-based digital therapeutics
- Health coaches, dietitians, CDEs, and care managers
- Personalized goals and progress tracking
- Over 100 connected digital devices and apps
- Referrals to other vendors

[Learn more about Vida and how it can help you stay healthy both physically and mentally.](#)

## Disability Services

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), West Coast University abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in programs and services offered by the University “solely by reason of the handicap.” WCU is committed to providing reasonable accommodations.

Below is an example of some of the responsibilities of the WCU Disability Office:

1. Disability Office maintains confidential records.
2. Disability Coordinator(s) conducts initial meeting with the student to review services and required documentation.
3. Disability Coordinator(s) receives documentation from the student and conducts initial review and evaluation (verifies appropriate documentation, complete submission of documents, verifies disability, if needed consults with faculty, program chair, administrative departments, etc.).
4. Disability Coordinator(s) meets with the student to review documentation and appropriate/ reasonable accommodations.
5. Disability Coordinator(s) certifies approved accommodations.
  - a. Provides the student with “Letter of Accommodation(s)”.
  - b. The student signs “Letter of Acknowledgement and Student Responsibility”.
  - c. When available, provides the student with additional disability information and resources.

The above list of responsibilities is not all inclusive and may be affected by the timeliness of the student request and the nature of the accommodation requests. The 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. Students should submit written requests with supporting documentation at least six weeks prior to the beginning of the first day of classes or as soon as practical.

To request reasonable accommodations, students should contact the Student Services Office at their campus and speak with the Disability Services Coordinator.

## Student IDs

West Coast University students are required to display their student identification card at all times while on campus and/or participating in events where WCU ID is required.

ID Replacement:

- There is a replacement fee for damaged, lost, or stolen ID cards. Please contact the office of Student Affairs for the replacement fee at your campus.
- If a student has an ID with incorrect information they may receive a free replacement. However, they must submit their old ID badge with the incorrect information in order to receive a free replacement.

## Student Organizations

Joining a student organization can provide many opportunities and benefits. Making new friends, academic, professional, and personal growth, developing your social and leadership skills, getting involved with community service projects and broadening your academic, cultural, and social interests are a few of the ways student organizations may enhance your educational experience.

Contact Student Services if you are looking to join a club, start a club, or are the leader of an existing club.

## Virtual Bookstore

Required and optional textbooks and course materials are available to on-ground students for purchase in print and/or electronic formats through the University's Virtual Bookstore. Students can access the Virtual Bookstore by visiting the University website at [WestCoastUniversity.edu](http://WestCoastUniversity.edu). Students are expected to obtain and utilize the editions and versions of textbooks and materials as specified in their course syllabi.

Students who borrow loans to cover the cost of books will be provided with an electronic book voucher each term for use at the Virtual Bookstore. Contact the Financial Aid Office for more details.

## Commencement Exercises

West Coast University Commencement exercises are held once a year for the Miami and Texas Campus and twice a year for California Campuses to honor academic successes and accomplishments as reflected in degree completion. To be eligible for participation in WCU Commencement exercises, the graduate/student must have:

Completed all graduation requirements,

**OR**

Based on space availability, those students who are active in their final term of courses may elect to participate prior to completing all graduation requirements.

For students who are active in their final term and elect to participate in commencement prior to completing all of their degree requirements, the following applies:

1. Honors recognition is only for those who have completed all degree requirements. Therefore, honors recognition will not be reflected during the commencement exercises. However, honors recognition will appear on final transcripts for those who qualify once the student has met all graduation requirements.
2. Students must meet all requirements (including completing all graduation requirements) to be considered as a Valedictorian during commencement exercises.

Participation in commencement does not constitute degree completion.

## Valedictorian Criteria

The title of valedictorian has long been used to designate a graduating student who has achieved the highest academic achievement. For each commencement ceremony, the Academic Dean (in collaboration with Program Deans/Chair and Campus Executive Directors) will determine who will be selected as valedictorian for each graduating class. From those select students, a single valedictorian from each program at each campus will be selected to represent their campus at commencement. One of the selected valedictorians will be invited to speak at Commencement Exercises. The following criteria will be used, in descending order, to select undergraduate campus valedictorians. The candidate must have:

1. Completed all graduation requirements.
2. Graduated with a minimum cumulative grade point average of 3.75.
3. The highest cumulative grade point average earned at the campus for that particular class.
4. No non-passing grades in any courses during the program.
5. Remained in good standing for the duration of his/her West Coast University career, free from any formal student conduct actions.

If multiple candidates meet all of the criteria outlined above, the following additional criteria will be used to establish priority:

1. The candidate completing the greatest number of credits in residence at WCU.
2. The candidate with the highest grade point average on credits transferred into WCU.
3. The candidate with the highest scores on challenge examinations.
4. The candidate who represented the University throughout their course of study in an exemplary manner. Examples include but are not limited to:
  - a. Positions and participation in student leadership.
  - b. Volunteer time over and above minimum University requirements.
  - c. Special recognition while an active student.
  - d. Other awards, honors or recognition given by external organizations while the candidate is a student. The final selection will be made by a committee lead by the Academic Dean, with input of Program Deans/Chairs and the campus Executive Director.

# INTERNATIONAL STUDENT INFORMATION AND RESOURCES

## Important Immigration Information

Upon admission to West Coast University, the International Education Department issues new international students a certificate of eligibility to study as an F-1 student, the I-20 form. This document is used to apply for a student visa at a US Consulate or Embassy to enter the United States, and is your proof of legal status to be in the United States for the purposes of studying. Below is some important information regarding immigration.

## Steps to Study in the United States

### 1. Apply for Admission to West Coast University

- a. If you are transferring in, be sure to follow the transfer-out and transfer-in processes with the international student advisors at WCU and your current home institution.

### 2. Provide copies of your current passport, health insurance, and original financial support documentation.

### 3. Receive your I-20 Form

### 4. Apply for an F-1 student visa to enter the United States (if out of the country)

- a. *Note for citizens of Canada and Bermuda:* you are not required to apply for an F-1 visa to enter the US; however, you do need to pay the I-901 SEVIS fee prior to entering the US in F-1 status. Be sure to enter with all supporting documentation. You will then need to check in per the usual process with WCU.
- b. Required documents:
  - i. I-20 Form
  - ii. Passport, valid at least six months beyond the intended period of stay in the USA
  - iii. One 2" x 2" photograph
  - iv. An MRV fee receipt to show payment of the visa application fee
  - v. I-901 SEVIS fee receipt [www.ice.gov/sevis/i901](http://www.ice.gov/sevis/i901)

- vi. Admissions letter from WCU
- vii. Financial documents
- viii. Documents to illustrate your connection to your home country
- c. When & Where to apply:
  - i. Once you receive your I-20, WCU recommends that you apply immediately for a visa at the closest US Consulate or Embassy. Visit [www.usembassy.gov](http://www.usembassy.gov) to locate the nearest office in your home country.
  - ii. The visa appointment and processing time may take a few weeks or months, depending upon your visa appointment site availability.
  - iii. If the visa is issued, you may need to pay an additional visa issuance reciprocity fee.

## 5. Enter the United States:

- a. You may enter the US no earlier than 30 days prior to your program start date.
- b. A US Customs and Border Patrol Officer will review your immigration documents and will determine your ability to enter the US. You may be photographed and fingerprint scanned for this process. Be sure to travel with these documents to ensure entry:
  - i. I-20
  - ii. Valid Passport
  - iii. F-1 Visa
  - iv. Financial documents
  - v. Admissions letter
  - vi. I-901 receipt of SEVIS fee
- c. You will receive an I-94 card (either paper or electronic form) upon entry. You will need to access this for the next step (download at [i94.cbp.dhs.gov](http://i94.cbp.dhs.gov))
- d. If you are granted entry to the US after coming with insufficient documentation, you will receive an I- 515A Form for a 30-day stay. If you receive this form, you must meet with a DSO or PDSO immediately.

## 6. Check-in with WCU:

- a. Once you arrive, you must report to WCU within 10 days. If you are a transfer student, you must also check in with WCU prior to starting classes. You will need to provide copies of:
  - i. I-94 card, printed from [www.cbp.gov/travel/international-visitors/i-94](http://www.cbp.gov/travel/international-visitors/i-94)
  - ii. if not in paper format
  - iii. iPassport and visa
  - iv. I-20



## Immigration Resources:

- Find your embassy: [www.usembassy.gov](http://www.usembassy.gov)
- Visa Process: [travel.state.gov/content/travel/en/us-visas/study.html](http://travel.state.gov/content/travel/en/us-visas/study.html)
- Arrival Process: [www.ice.gov/sevis/students](http://www.ice.gov/sevis/students)
- Maintaining F-1 Status: [studyinthestates.dhs.gov/students/maintaining-status](http://studyinthestates.dhs.gov/students/maintaining-status)

## Immigration Staff at WCU

- PDSO: Seram Lee, University Director, International Education  
(949) 398-2351, [SeLee@westcoastuniversity.edu](mailto:SeLee@westcoastuniversity.edu)
- Main DSO: Gilbert Cho, Senior International Education Specialist  
(949) 783-4036, [gCho@westcoastuniversity.edu](mailto:gCho@westcoastuniversity.edu)
- Florida DSO: Daniela Garcia, Campus Registrar  
(786) 501-7072, [DanGarcia@westcoastuniversity.edu](mailto:DanGarcia@westcoastuniversity.edu)
- Texas DSO: Avery Zastoupil, Campus Registrar  
(949) 783-4016, [aZastoupil@westcoastuniversity.edu](mailto:aZastoupil@westcoastuniversity.edu)
- LA DSO: Felicia Lockhart, Campus Registrar  
(818) 299-5517, [Felicia@westcoastuniversity.edu](mailto:Felicia@westcoastuniversity.edu)
- OC DSO: Hilda Pozos Flores, Campus Registrar  
(714) 782-1686, [hPozosFlores@westcoastuniversity.edu](mailto:hPozosFlores@westcoastuniversity.edu)
- Ontario DSO: Kimberly Holloway, Campus Registrar  
(909) 467-6039, [kHolloway@westcoastuniversity.edu](mailto:kHolloway@westcoastuniversity.edu)
- CGS DSO: Ana Bedran, Campus Registrar  
(323) 454-5033, [aBedran@westcoastuniversity.edu](mailto:aBedran@westcoastuniversity.edu)

## Maintaining Your F-1 Status

As an F-1 student, you have several responsibilities, and need to understand the limitations on your activities in the US. You are required to:

- 1. Be a full-time student.**
  - a. You must apply for a “Reduction in Course Load” from the International Education Office if you must go below full-time in any term.
  - b. Valid reasons to go below full-time status are:
    - i. Illness or medical condition
    - ii. Initial difficulty with English or reading requirements
    - iii. Unfamiliarity with American teaching methods
    - iv. Improper course level placement
    - v. Completion of course of study in final term
    - vi. Border commuter student status
- 2. Obtain employment authorization before working.**
  - a. Employment off campus must ALWAYS be authorized.
  - b. During the school year, employment is limited to 20 hours/week.
- 3. Maintain a valid passport.**
- 4. Maintain a valid I-20 Form.**
  - a. Follow proper procedures for change in educational levels, programs of study, and transfer of schools.
- 5. Make normal progress towards completing your course of study by completing studies before the expiration of the program completion date on your I-20.**
- 6. Inform WCU International Education Office of any change in your US address within 10 days.**
- 7. Obtain a Travel Signature from your DSO prior to leaving the US during your program.**
  - a. No travel signature is needed for US travel, but if you plan to travel to a third country, you may need a visa to that country prior to departure.
- 8. Depart, transfer, or change status upon completion of your program.**
  - a. F-1 students have 60 days at the end of the program of study to leave the US; or
  - b. Apply for a 12-month OPT extension of current visa; or
  - c. May transfer to another institution; or
  - d. May transfer their visa status to another type, as feasible.

# ACADEMIC POLICIES and PROCEDURES

## Academic Freedom Statement for Students

West Coast University supports academic freedom, cultural diversity, and intellectual exploration by our student population. Students will be evaluated on classroom and practical performance and not on ethnicity, political ideology, religious affiliation or other personally held belief systems. The University supports student academic freedom within the realm of prescribed student learning outcomes. WCU espouses freedom of expression as appropriate in classroom, clinical settings and other WCU-related activities and events.

## Academic Honor Code

Academic honesty, integrity, and ethical behavior are required of all members of the University community. Students are expected to conduct themselves in a manner reflecting the ideals, values, and educational aims of the University at all times. Academic integrity and honorable behavior are essential parts of professionalism that will be required well beyond graduation. They are the foundation for ethical behavior in the workplace to which WCU students aspire.

The general public, as well as professional organizations and accrediting bodies, hold individuals in the healthcare industry to a high standard and expect the University to monitor the professional behavior of faculty, associates and students. As current or future professionals, students have a responsibility to follow this model and guide their actions to serve in the best interests of their fellow students, faculty and health care professionals and those they will care for as patients by maintaining the highest degree of personal and professional integrity. Students need to be aware of the fact that they represent their profession in and out of the academic environment. Therefore, allegations of misconduct, regardless where that misconduct may have occurred, will be taken very seriously.

Academic integrity requires that work for which students receive credit be entirely the result of their own effort. Acting honorably in an academic setting requires more than simple honesty. Academic dishonesty takes place whenever a student undermines the academic integrity of the institution or attempts to gain an unfair advantage over others. The following list includes some examples of Honor Code violations; the list is not intended to be exhaustive.

### 1. Cheating

- a. Using unauthorized materials such as books, notes, cell phones, PDA accessories or crib sheets to answer examination questions.
- b. Taking advantage of information considered unauthorized by one's instructor regarding examination questions.
- c. Copying another student's homework, written assignments, examination answers, electronic media, or other data.

- i. A form of sharing of other student's work that the University takes a dim view of is when students compile "study guides" on the basis of memorizing questions from exams, and then broadly sharing those guides. This violates the independent nature of student preparation for assessment, and thus can be determined to be a violation of the code of conduct.
- ii. Assisting someone else to cheat, or knowingly allowing someone else to cheat.
- iii. Failure to report cheating to an academic official of the University.

## 2. Plagiarism

- a. Representing the ideas, expressions, or materials of another without providing the author with due credit.
- b. Paraphrasing or condensing ideas from another person's work without proper citation.
- c. Failing to document direct quotations and paraphrases with proper citation.

## 3. Other forms of academic dishonesty

- a. Fraud, deception, and the alteration of grades or official records.
- b. Changing examination solutions after the fact, inventing, changing or falsifying laboratory data or research.
- c. Purchasing or in some other manner obtaining and then submitting written assignments, homework, or examinations that do not represent the student's original work.
- d. Reproducing or duplicating images, designs, or Web pages without giving credit to the developer, artist, or designer.
- e. Submitting work created for another course without instructor approval.
- f. Misrepresenting oneself or one's circumstance to gain an unfair advantage.
- g. Collaborating with another person(s) without instructor approval.
- h. Selling or providing term papers, course work, study guide or assignments to other students.
- i. The improper use of artificial intelligence to generate content submitted for a grade.

Artificial Intelligence (AI) technology can be used as a tool to support learning, such as generating topic ideas, or providing feedback on grammar and punctuation. Students may integrate AI-generated content with their own ideas and writing if properly cited and evaluated for potential issues such as biases, copyright, and factual inaccuracies of the AI-generated content. Improper use of Artificial Intelligence includes: submitting an entire assignment written by AI; use of AI-generated content without evaluation of the risks of biases, copyright, misinformation, legal issues, factual inaccuracies, and other potential issues of AI-generated content; use of AI-generated content without citing the source properly. **Submitting an entire assignment written by AI is strictly prohibited.** Any student found to have done so will receive a failing grade for the assignment and may face disciplinary action. Additionally, students must cite any and all use of AI in any paper submitted for a grade. Failure to properly cite the use of AI in an assignment submitted for a grade may result in disciplinary action. It is the responsibility of the students to create their own work and to ensure that they are not solely relying on AI-generated content.

#### **4. Sharing login and/or password information is prohibited.**

There are several possible consequences for a student who has violated the University's Honor Code.

These include, but are not limited to:

1. Failure of the assignment
2. Failure of the course
  - a. A student is prohibited from withdrawing from a course in which an "F" grade is received due to a violation of the Honor Code
3. Expulsion from the University
4. Rescinding a certificate or degree

All violations of the Honor Code will be reported to the University's administration for further investigation. Individual reports will also be evaluated in the context of potential patterns of dishonesty. The faculty, in conjunction with administration, will make a determination of the effect on student status and/or course grades resulting from substantiated reports of honor code violations.

Academic dishonesty is a corrosive force in the academic life of a university. It jeopardizes the quality of education and depreciates the genuine achievements of others. It is the responsibility of all members of the campus community to actively deter it. Apathy or ignoring the presence of academic dishonesty is not acceptable. If students, faculty or staff members do not confront academic dishonesty, it will reinforce, perpetuate, and enlarge the scope of such misconduct. Further, ignorance of the University's Honor Code is not a valid excuse for engaging in prohibited conduct. All University community members are responsible for knowing, and living by, the Honor Code. Furthermore, all members of the University community including students, faculty, and staff share the responsibility and authority to challenge and make known acts of apparent academic dishonesty.

### **Collection of Student Assignments**

Student learning outcomes are consistently assessed and collection of student evidence (or graded assignments), demonstrating outcomes throughout courses and co-curricular activities, is a means by which the University analyzes to what degree students are meeting outcomes. Instructors and/or administrators may retain student work for assessment purposes. All student work will be reviewed anonymously and in aggregate. Students may choose to not have their course work collected by completing an "Opt-Out form for Collection of Student Assignments" from the campus Registrar.

### **Dean's List**

Undergraduate students who successfully complete a minimum of six credit hours of instruction in an 8- or 10-week term and achieve a grade point average of at least 3.75 are eligible for the Dean's List. The Dean's List is compiled at the completion of each term/trimester and eligible students will receive a letter recognizing their academic achievements. Please refer to the catalog for GPA calculation.

### **Honors at Graduation**

The University recognizes outstanding academic achievement of degree recipients upon successful completion of their program.

To be eligible for undergraduate honors recognition at the time of their graduation, the student must have achieved a cumulative grade point average based on the 4-point scale as follows:

- 3.50–3.69 Cum laude
- 3.70–3.89 Magna cum laude
- 3.90–4.00 Summa cum laude

The University will recognize academic honors and distinctions for graduate students at the time of their graduation. There are two categories of identification as described below:

- **University Highest Honors** – Top 3% of graduating class and a CGPA above 3.75
- **University Honors** – Top 4%–10% of graduating class and a CGPA above 3.75

## Plagiarism Detection Website

West Coast University is committed to helping students learn about what is and is not plagiarism. As such, the University uses a plagiarism detection web-service to help students monitor themselves. Students can submit their work to this web-service in an effort to determine if the academic work is considered to be authentic or not.

In its commitment to academic honesty and accurate assessment of student work, the University reserves the right to submit student assignments to the website to check for similarities between student submissions and the internet, various research databases, and the website's database of previous student submissions.

In some instances, students may be required to electronically submit their work to the instructor or to the website, and by taking WCU courses, students agree that all assignments are subject to plagiarism detection processes and academic honesty policies. Assignments submitted to the website by the student or instructor will become part of the service's database and will be used for plagiarism prevention and detection. Student papers, however, will remain the intellectual property of the authors.

## Student Records

West Coast University will maintain student records for each student, whether or not the student completes his or her educational program, for a period ending five years after the date of the student's graduation, withdrawal, or termination. Student transcripts will be maintained indefinitely.

Students are responsible for ensuring that current contact information is on file with the campus Registrar's Office. Any change in name, address, or phone number must be reported within 30 days of the change.

## Tardiness/Early Departure

Students who arrive for class after the scheduled start time are considered tardy; students who depart from class before the scheduled completion time are considered to have "departed early." Faculty members will track student tardiness and early departures. Upon the second instance of tardiness/early departure, faculty members are advised to discuss the issue with the student. Please see the program handbook and/or course syllabus for additional information.

## Transcript Policy

The Office of the Registrar provides the following services for students:



1. Attendance Monitoring (including Dismissals and Reinstatements)
2. Enrollment Verifications
3. Final Grade Processing
4. Grade Distribution
5. Transcript Evaluations
6. Transcript Requests
7. Withdrawal Requests

## Transcript Requests

The University provides two standard transcripts, free of charge, for qualified students or graduates. When students have successfully completed their programs, a copy of the student's transcript will accompany their diplomas. One transcript will be sent to the Career Services Department to ensure distribution at the time the diploma is picked up by the student or mailed out by the Career Services Department. WCU will also provide another standard transcript, free of charge, to the licensing agencies listed below or for licensure purposes. Active, inactive and withdrawn students will be responsible for paying the applicable fee required for WCU transcripts.

*West Coast University has authorized the National Student Clearinghouse to provide official transcripts. To receive an official copy of a WCU transcript, the following steps must be taken prior to coming to the Office of the Registrar:*

1. To request transcripts from WCU, students should visit their student portal and click on the **National Student Clearinghouse** link.
2. There you will find step-by-step directions on ordering, delivery and fees.
3. Students may also access the **National Student Clearinghouse** by clicking on the link directly or copying and pasting into your browser: [www.studentclearinghouse.org/secure\\_area/Transcript/to\\_bridge.asp](http://www.studentclearinghouse.org/secure_area/Transcript/to_bridge.asp).

**Please Note:** Students with holds will need to pay all required outstanding balances in full prior to receiving an official WCU transcript.

### Licensing Agency address:

#### California Board of Registered Nursing (BRN) Physical Address:

1747 North Market Boulevard, Suite 150 Sacramento, CA 95834 (916) 322-3350

#### Mailing Address:

P.O. Box 944210 Sacramento, CA 94244-2100

#### Florida Board of Nursing

4052 Bald Cypress Way, Bin C-10 Tallahassee, FL 32399-3252 (850) 245-4125

#### Texas Board of Nursing (TBON)

333 Guadalupe #3-460 Austin, TX 78701

### **Dental Hygiene Committee of California**

2005 Evergreen Street, Suite 1050 Sacramento, CA 95815

#### **WCU students who attended/graduated before May 1997:**

1. To request transcripts, download and complete the request form found on the University website: [westcoastuniversity.edu/student-affairs/registrar/registrar-services.html](http://westcoastuniversity.edu/student-affairs/registrar/registrar-services.html)
2. Send the Transcript Request Form to:

WCU-Los Angeles, 12215 Victory Boulevard, North Hollywood, CA 91606

Attn: Office of the Registrar

### **Clinical Rotations, Practica and Fieldwork**

**CALIFORNIA Campuses:** Clinical, practica, and fieldwork experience required in some programs enable students to work with patients in order to apply the competencies and practices learned in the classroom in a real-world setting. Students participating in clinical or fieldwork training work under the direct supervision of University faculty. See program specific requirements for clinical placements, practica, or fieldwork experience.

**FLORIDA Campus:** Clinical and practicum experience required in some programs enable students to work with patients in order to apply the competencies and practices learned in the classroom in a real-world setting. Students participating in clinical training work under the direct supervision of University faculty. Students will be assigned a clinical site or rotation that may require travel that is a greater distance than the student's commute to the campus. Site locations may be up to 75 miles away. The University cannot guarantee a particular site or geographic location. Students are required to provide their own transportation to and from the clinical site. It should be expected that the hours and days of a rotation will vary depending on the clinical site. Shifts may be assigned for any hour of the day or night. Shift hours cannot be guaranteed. See program specific requirements for clinical placements.

**TEXAS Campus:** Clinical and practicum experience required in some programs enable students to work with patients in order to apply the competencies and practices learned in the classroom in a real-world setting. Students participating in clinical training work under the direct supervision of University faculty. See program specific requirements for clinical placement in the program specific admissions requirements.

## **Nursing Student Clinical Schedule**

The number of contact hours required for each clinical course must be met by the end of the term, regardless of holidays within the term. The total number of contact hours required can be found on the course syllabi. Precepted courses must fulfill the required contact hours for each course on a schedule agreed upon between the Student and Preceptor, by the end of the term.

## **Dental Hygiene Student Clinical Schedule**

Dental Hygiene students enrolled in preclinical or clinical courses are to follow the schedule as presented by the course director.

## **Clinical Work, Practicum and Fieldwork Experience Fair Practice Standards**

When clinical rotations, practicum and fieldwork experiences are required for the student's degree program, it is an essential and invaluable component of student's education. These experiences are a natural and logical extension of their education, and are consistent with the University mission as an effort to ensure graduates are prepared for their professional careers. As such, the following policy ensures that students get the maximum educational value and from their clinical rotations, practicum and fieldwork experience.

### **As Applicable to the Program of Study:**

1. West Coast University's students are not to be paid for any of the activities they perform during their clinical rotations.
2. Clinical Affiliate sites are not to reduce their personnel as a result of the acceptance to host WCU clinical students.
3. A clinical instructor or preceptor is to be present at all times during the procedures in which students are actively involved in a clinical setting.
4. Students are allowed to procure gainful employment outside of their scheduled clinical rotation session hours.

## **Clinical and Program Health and Safety Requirements**

West Coast University students enrolled in programs involving clinical, lab, practicum, experiential, or fieldwork experiences are required to complete health and safety requirements according to individual program and site requirements. Because many students are involved in direct patient care in health care careers, they may be exposed to conditions of high risk and therefore must be protected. Patients must also be protected against potential health risks from students. See program-specific sections in the Catalog and/or the program handbook for additional requirements.

A student's failure to comply with health insurance coverage requirements, especially those associated with clinical, practical, experiential, or fieldwork experiences or global studies opportunities may result in the inability to enroll in or removal from required courses or programs, which will likely result in a delay in the student's ability to complete the degree. It may also result in additional financial cost of degree completion. The University does not have an obligation to guarantee the availability of rotations to students who do not meet University or affiliate partner requirements.

University administrators responsible for managing student assignments to clinical courses/practical, experiential, or fieldwork experiences, international studies opportunities or other applicable educational activities are granted the authority to make decisions related to course assignments of students who fail to comply with health insurance coverage expectations/requirements. Such decisions will be made in the best interest of preserving the institution's relationship with clinical partners.

## **COVID-19 Vaccination Policy**

COVID-19 is a highly transmissible respiratory illness that the World Health Organization (WHO) has declared a pandemic. It causes symptoms ranging from mild to severe and can lead to life-threatening illness, hospitalization, and death. COVID-19 vaccines have been carefully evaluated in clinical trials and authorized by the Food and Drug Administration (FDA) for emergency use. These vaccines make it substantially less likely an individual will contract COVID-19 and become seriously ill or die, and they protect not only the individuals vaccinated, but also others in the community, particularly those who are at increased risk for severe illness from COVID-19.

Due to the pandemic, many clinical partners displaced student clinical rotations, preventing students from receiving direct patient clinical education. As the pandemic wanes and clinical partners invite WCU students back for this essential part of their education, it is imperative that students are prepared to step into any clinical facility with whom we partner. As has always been the case, our students need to meet our clinical partner's rules and regulations which includes adhering to their requirements for immunizations.

Not surprisingly, many sites are now requiring any student in attendance to be fully vaccinated against COVID-19.

While WCU does not require students to have received a COVID-19 vaccination, and while our institutional perspective is that obtaining the vaccination remains a personal choice, this is not the case for a growing number of our clinical partners.

As such, WCU students enrolled in programs involving clinical, lab, practicum, experiential, or fieldwork experiences are required to complete health and safety requirements in alignment with individual program and clinical partner expectations, including getting vaccinated against COVID-19 if that is what is required by the clinical partner.

This policy language is in alignment with the clinical partner requirements policy shared with and acknowledged by students during the admission process:

*A student's failure to comply with clinical packet requirements may result in the inability to enroll in or removal from required courses or programs, potentially resulting in delay in/inability to successfully achieve degree completion and/or additional financial cost of degree completion. The university and its associates do not have an obligation to guarantee the availability of clinical rotations of students who do not meet university or clinical partner requirements according to the established timelines, processes, and policies.*

While WCU will make every effort to locate a clinical site for students that are unwilling to get vaccinated, the University cannot guarantee site placement.

In addition to providing evidence of previously required immunizations, the University must also provide proof that students are fully vaccinated, to those clinical partners who require COVID-19 vaccination before participating in clinical rotations at their facilities.

A fully vaccinated individual under this policy has received all required doses of an FDA (or non-U.S. equivalent public health authority) approved SARS-COV-2 (COVID-19) vaccination.

1. Pfizer-BioNTech (0.3 ml each): two doses at least 3 weeks (21 days) apart, but no more than 6 weeks (42 days).
2. Moderna (0.5 ml each): two doses at least 4 weeks (24–28 days) apart, but no more than 6 weeks (42 days).
3. Janssen, Johnson & Johnson (0.5 ml): one dose.
4. Per the CDC guidelines, people are considered fully vaccinated:
  - a. 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines,

**OR**

- b. 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

Vaccination documentation can be uploaded into the student's program approved platform. For example: [www.westcoastuniversitycompliance.com](http://www.westcoastuniversitycompliance.com).

Please note that there is one exception to this policy: All BSDH students are required to be fully vaccinated against COVID-19 vaccine in order to act as a healthcare provider in the on-site Dental Hygiene clinic.

## Global Public Health Programs

West Coast University is crossing borders with its portfolio of education abroad programs, which is growing each year to include new programs and locations. These opportunities allow students to expand their knowledge base, broaden their personal perspectives, and develop their professional intercultural skill set. Visit the WCU website to learn more about the International Education programs and opportunities.

## FINANCIAL AID POLICIES & PROCEDURES

The Financial Aid Office provides the following services for students:

1. Provides information regarding costs of attendance, available sources of aid, financial aid eligibility requirements, and application procedures.
2. Assists students with questions regarding financial aid applications, verification forms, scholarship applications, and payment plans.
3. Provides student loan entrance and exit counseling as well as information regarding student loan repayment, deferment, forbearance, and consolidation options.
4. Certifies eligibility for Federal Work Study jobs.
5. Certifies eligibility for Veteran's Education Benefits.
6. Certifies eligibility for state grants.
7. Provides W-9 forms for scholarship sponsors.
8. Certifies eligibility for book vouchers for the University's Virtual Bookstore.
9. Financial literacy and budgeting information.

Students seeking federal or state financial assistance for direct or indirect education costs must first complete the Free Application for Federal Student Aid (FAFSA) at [studentaid.gov/h/apply-for-aid](https://studentaid.gov/h/apply-for-aid) available on October 1st of each calendar year and include WCU's school code (036983) in the School Selection section of the FAFSA so that we receive a copy of your application. Student financial aid packages will be provided to eligible students on an academic year basis, as follows:

1. Undergraduate Ground Programs: 40 weeks (two semesters)
2. Online Programs: 32 weeks (two trimesters)
3. MSOT, OTD, DPT, MPA & MSLP: 30 weeks (two trimesters)
4. PharmD: 32 weeks(two semesters)

Financial Aid Offer Notification along with financial aid Terms & Conditions are posted to the online student portal. It is the responsibility of the student to re-apply for financial aid each year. The campus Financial Aid Office will contact students via their University email address regarding required verification or loan documents. Students may also access the on-line portal to view a list of outstanding financial aid documents and electronically sign verification forms. To access the student portal, log in to [westcoastuniversity.srm-app.net](https://westcoastuniversity.srm-app.net) and click on the **Student Portal Home Page** link. Then click on the **My Financial Aid** link.

Students may view their financial account history at any time on the student portal.

Students must be financially cleared each term by the Financial Aid and Bursar/Business Offices in order to register for subsequent terms.



## Military Educational Benefits

West Coast University is approved for training of Veterans and eligible persons for most academic programs under the provisions of Title 38, United States Code. University Financial Aid Directors serve as Certifying Officials for each campus. Students interested in Veterans Educational Benefits should contact the Financial Aid Department for a current list of approved programs. Veterans who are unsure of their eligibility should contact the Veterans Administration. Eligible students must maintain satisfactory academic progress to continue receiving educational benefits.

All official transcripts detailing prior higher education credits and military JST credits must be submitted to the Registrar's office by the end of the first term of enrollment. WCU will not certify enrollment for after the first term of enrollment unless all transcripts have been received and reviewed by the campus Registrar.

## Post 9/11 GI Bill® Yellow Ribbon Program

The California on-ground undergraduate campuses participate in the Post 9/11 GI Bill® Yellow Ribbon program. A limited number of qualified students will receive the award each academic year. Offers are made on a first-come, first-serve basis. Additional Eligibility Requirements: Only individuals entitled to the maximum benefit rate (based on service requirements) may receive Yellow Ribbon funding.

Exception: Effective August 1, 2018, recipients of the Fry Scholarship and Purple Heart recipients awarded on or after September 11, 2001 may use the Yellow Ribbon Program under the Harry W. Colmery Veterans Educational Assistance Act (Forever GI Bill®).

## Department of Defense Tuition Assistance Program

West Coast University is approved for training of active-duty service members through the Department of Defense's Tuition Assistance Program. The Financial Aid Office at each campus is the designated point of contact for financial advising. The Student Affairs Office at each campus is the designated point of contact for academic advising and access to disability counseling. The Career Services Office at each campus is the designated point of contact for job search activities. Service members who wish to use Tuition Assistance must obtain advance approval from their Service, and must speak with an Educational Service Officer (ESO) or counselor within their Military Service prior to enrolling. Depending on your branch, you may be eligible to receive up to 100% Federal Tuition Assistance from military service, with a \$250 cap per semester hour and a \$4,500 annual limit.

Select your specific branch of service for more information on the Tuition Assistance program.

- Air Force: [www.afpc.af.mil/benefits-and-entitlements/military-tuition-assistance-program/](http://www.afpc.af.mil/benefits-and-entitlements/military-tuition-assistance-program/)
- Army: [www.armyignited.com/app/](http://www.armyignited.com/app/)
- Marine: [usmc-mccs.org/articles/how-do-i-apply-for-tuition-assistance/](http://usmc-mccs.org/articles/how-do-i-apply-for-tuition-assistance/)
- Navy: [www.navycollege.navy.mil/sailors/tuition-assistance-ncpace.htm](http://www.navycollege.navy.mil/sailors/tuition-assistance-ncpace.htm)

## The Top-Up Benefit

If you are eligible for the Montgomery GI Bill® (MGIB) Active Duty or Post-9/11 GI Bill® and plan to use Military Tuition Assistance (TA), you can use the Federal Assistance Top-Up benefit to cover the difference between your college course cost and the amount that TA will cover.

To use the Top-Up, you must be approved for Federal Tuition Assistance and be eligible for Montgomery GI Bill® - Active Duty benefits or Post-9/11 GI Bill®. To be eligible for MGIB benefits, you must be an MGIB - Active Duty participant and have served at least two full years on Active Duty.

The amount of the benefit is limited to the amount you would receive for the same course if regular Montgomery GI Bill® benefits were being paid. In no case, can the amount paid by the military combined with the amount paid by VA be more than the total cost of the course.

If you receive the Top-Up benefit, your regular VA benefits will be reduced. The amount of entitlement charged for Top-Up payments for MGIB is determined by dividing the amount of the payment by your full-time monthly rate.

The benefit is available for all courses that began on or after October 30th, 2000. A copy of an approved Tuition Assistance Authorization form for the course is required. If you have not requested VA benefits before, you should submit VA Form 22-1990 to establish eligibility.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at [benefits.va.gov/gibill](https://benefits.va.gov/gibill).

## External Scholarships

Students are encouraged to seek external scholarships available in addition to those offered by West Coast University. Finding external scholarships is now easier, faster, and mobile with Scholarship Universe. To access, students log into the Student Portal ([westcoastuniversity.srm-app.net](https://westcoastuniversity.srm-app.net)) and select “My Financial Aid,” then click on the “Scholarships” link. We do not guarantee that you will receive a scholarship but students have utilized these resources in the past with success. All external scholarships, grants, or loan funds provided to the student must be reported to the Financial Aid Office. It is the responsibility of the student to provide to the student must be reported to the Financial Aid Office. It is the responsibility of the student to provide notification of awards within ten days of the offer notification being received from the donor.

## Electronic Stipends

West Coast University offers students two options to receive their financial aid stipends electronically. Students can sign up for electronic disbursements to either:

- Your personal bank account via ACH direct deposit
- A Bank Mobile Vine Checking Account

There are multiple ways to receive your financial aid stipends. You are not obligated to receive your funds electronically. However, we encourage all students to do so to ensure fast and secure access to your financial aid funds. If you do not select either of the direct deposit options, you will receive your funds via a paper check mailed to your address on record with the University.

To set your electronic stipend option, navigate to [www.refundselection.com](https://www.refundselection.com). Use the Personal Code that was sent to your WCU email address to get started.

## Federal Work Study

West Coast University is an approved Institution of Higher Learning for the receipt of Federal Work Study (FWS) funds. The FWS program encourages the part-time employment of enrolled and otherwise eligible undergraduate and graduate students to help pay for their education and to involve the students community service activities. The Federal Work-Study Program is a need-based, federally-funded financial aid program that is available to students that demonstrate financial need as determined by FAFSA ( Free Application for Federal Student Aid) results. Students hired under the Federal Work Study program are considered temporary, part-time associates.

Students interested in a Federal Work Study job will find a list of open positions on the Student Portal ([westcoastuniversity.srm-app.net](http://westcoastuniversity.srm-app.net)) by clicking the “FWS Positions” link under the “Resources” tab. It’s important to apply to open positions using your personal email address, not your WCU email address.

## Bursar/Business Office

The Bursar/Business Office provides the following services:

1. Accepts student payments.
2. Provides information on student account balances, payment processing, financial clearance for registration, and 1098T information.
3. Provides invoices to students, state agencies, and employers as requested by students.

## Tuition Payment

Tuition for the program selected is due by the first class meeting of semester or trimester unless alternative arrangements have been made with the Financial Aid or Bursar Office. Payment may be made with credit card, debit card, check, or money order made payable to West Coast University. Payments may be automatically debited from a valid pre-authorized credit card, submitted electronically each month on our secure student portal, or presented in person to the Business Office during regular office hours.

Past due payments may result in the placement of registration, book voucher, and/or transcript holds.

# INFORMATION TECHNOLOGY

## Acceptable Use of Information Technology Resources

Information technology resources have become important educational, research, service, and administrative tools. The University provides and maintains resources to advance and strengthen activities that support its mission. It encourages communication and collaboration without fear that the products of this collaboration will be misrepresented, stolen or destroyed. The University community shares information technology resources, and each user is responsible for refraining from acts that waste resources, prevent others from using them, or misuse these resources. Users of information technology resources are governed by University regulations as well as relevant laws and contractual obligations, and should maintain the highest standards of ethical and professional conduct. Users accept the privilege of using information technology resources with the understanding that they are to be used only to facilitate the University's mission of teaching, learning, research, and community/professional service, and for administrative activities in support of the mission. Other uses are prohibited, including those outlined below.

All files and documents of any kind saved on the hard drive of any computer owned by the institution, and all software and applications on the shelf or installed on the hard drive of any computer owned by the institution are considered to be the sole property of West Coast University and therefore not the property of any individual user of a University computer. Likewise, all files, documents, software or applications saved on electronic media purchased by the institution are considered to be the property of the University.

The University is entitled to access and monitor its information technology resources without prior notice, knowledge or permission, for legitimate school purposes including, but not limited to, resolving an urgent circumstance, obtaining valuable institution-related information, complying with a court order, warrant, subpoena or other legal discovery request for information, assessing compliance with University policies or any applicable law, preserving property or information that may be lost or destroyed, attending to maintenance concerns or addressing safety or security issues. Therefore, students have no privacy interest in information stored on or transmitted over the University's information technology resources, and should therefore be realized that University access and monitoring is a reasonable means of advancing institutional purposes.

Specifically, the University characterizes the following activities as unethical, unacceptable and cause for disciplinary or legal action:

1. Obtaining or attempting to obtain unauthorized access to information technology resources.
2. Sharing passwords or any other access information with other persons, or otherwise granting access to information technology resources to other persons without express authorization to do so.
3. Violating or infringing the rights of any person, or being abusive, profane or defamatory.
4. Destroying, altering, disfiguring, dismantling, disabling, preventing rightful access to or in any other way interfering with the integrity or security of information technology resources without express authorization to do so.
5. Using WCU's information technology resources for personal, commercial, political, recreational or other purposes unrelated to the user's responsibilities and/or duties for furtherance of WCU's mission without express authorization to do so.

6. Using, duplicating, or transmitting copyrighted material by copying, email, peer-to-peer file sharing, or any other method of duplication or transmission, without first obtaining the owner's permission and in such a way as may constitute infringement of a copyright (see the University Copyright Infringement Policy, available from the Academic Dean).
7. Using material in a manner that exceeds the scope of a license or violates other contracts.
8. Using information technology resources to impersonate others, to display images of others without their permission, to disrupt the orderly operation of the university or the pursuit of institutional purposes.
9. Violating, or encouraging others to violate, WCU policies or applicable state or federal law, including but not limited to transmitting or knowingly receiving chain letters, child pornography, or obscene material (as defined by applicable law).

Transfer of certain technology across national boundaries is prohibited or otherwise regulated by the U.S. government, including the transfer of such technology by transmission to third parties located in other countries. This restriction includes the transmission of messages containing files and programs such as encryption programs and technical drawings sent by electronic mail. Before sending such information outside the United States, students should verify with the administration whether sending such information is prohibited by law and/or whether an export license is required and, if so, whether such license is available, and also that the information is labeled appropriately for export licensing purposes. Students who have questions about whether a given use is permitted should contact the university's administration.

Any person who, without a good faith basis to do so, falsely reports or accuses another of unacceptable conduct that violates this policy is subject to disciplinary action identified in the student conduct section of the Catalog, which provides for a full range of sanctions up to and including dismissal and may also be subject to prosecution under criminal laws and/or action under civil laws. A person who engages in conduct prohibited by this policy, or who is suspected of having engaged in such conduct, may have his or her privilege of access to information technology resources restricted or revoked during or following an investigation.

Allegations of conduct that is believed to violate this policy are to be reported to the appropriate Dean/Chair when the alleged misconduct is by a student. Allegations should be made in writing and with as much specificity as possible. To protect the fairness of the proceedings that may follow, the individual filing the charge should not disseminate copies of the allegations to any other persons.

Students should notify relevant third parties of the restrictions outlined in this policy and that use of the institution's information technology resources and messages transmitted or received using these resources are subject to access and monitoring by the University. Use of the University's information technology resources by third parties will be governed by this.

Students should protect their work product by creating back up files on disk. The University provides reasonable security against intrusion and damage to files stored on its information technology resources. However, the University is not responsible for unauthorized access by other students, nor does it guarantee protection against media failure, fires, floods or other destructive forces. Also, WCU does not guarantee the availability of backups to restore files deleted through user error or media failure. Students agree to return, in a timely manner, all materials and resources borrowed or checked out from WCU.

The purpose of this statement is to outline that WCU operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance education.

All credit-bearing courses and programs offered through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. According to the HEOA, one or more of the following methods must be used:

1. An individual secure login and password issued by the University
2. Proctored examinations, and/or
3. Other technologies or practices that are effective in verifying student identification.

Any online student work, assessments or activities that are graded or contribute to a student's grade must be submitted via a system that verifies the student's identity as noted above. All methods of verifying student identity in distance education must protect the privacy of student information.

All users of the learning management system are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for the exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited. It is against University policy for a user to give someone his or her password or allow others to use his or her account. Users are responsible for any and all users of their account. Users are responsible for all activity on their accounts.

## Personal Electronic Device

Personal Electronic Device is an initiative that allows students to use their personal device for activities in the classroom for the purpose of personalized student-centered learning. WCU is committed to providing students a next generation learning environment in which every student has access to learning experiences and instruction designed around communication, collaboration, creativity, and critical thinking. Furthermore, WCU is committed to immersing our students in the creation of knowledge and empowering our students to discover and innovate. Lastly, WCU is committed to the highest levels of academic integrity during all types of assessments while using a personal device.

## Canvas Learning Management System

The Canvas Learning Management System is used by the University and it houses all of West Coast University's online curriculum and courses and provides easy access to students. Technical support is offered 24 hours per day, 7 days per week.

Technical Support: (877) 251-6441

### All students must:

1. Students must complete the online **New Student Canvas Orientation** course. This includes exercises for students to test accessibility and become familiar with navigation in all areas of online or blended courses. Students must also meet the specific computer requirements with acceptable hardware and software configuration and internet access as follows:
2. Meet the specific computer requirements with acceptable hardware and software configuration and internet access as shown in the System & Browser Requirements table.



## System & Browser Requirements

	RECOMMENDED	MINIMUM
<b>Operating System</b>	<ul style="list-style-type: none"> <li>Windows 10 (latest stable release) (64-bit)</li> <li>Mac OS X 10.16 or higher (64-bit)</li> </ul>	<ul style="list-style-type: none"> <li>Windows 10 (64-bit)</li> <li>Mac OS X 10.13 (64-bit)</li> </ul>
<b>Processor</b>	Intel i7 (64-bit) Amd Ryzen 7 (64-bit)	Intel i5 (64-bit) Amd Ryzen 5 (64-bit)
<b>Memory</b>	8 GB of RAM or higher	4 GB of RAM
<b>Monitor Resolution</b>	1920 x 1080 or higher	1024 x 768
<b>Free Hard Disk Space</b>	20 GB or higher of free space	10 GB of free disk space
<b>Additional Hardware and Accessories</b>	<ul style="list-style-type: none"> <li>External mouse</li> <li>Power bank</li> <li>Protective sleeve or padded bag</li> </ul>	<ul style="list-style-type: none"> <li>Speakers and microphone or headset</li> <li>Webcam</li> <li>Power cord / charging cord / charger</li> </ul>
<b>Internet Connection</b>	Broadband (high-speed) Internet connection with a speed of 3 Mbps or higher	Broadband (high-speed) Internet connection
<b>Internet Browser</b>	<ul style="list-style-type: none"> <li>Google Chrome (latest stable release)</li> <li>Mozilla Firefox (latest stable release)</li> </ul>	<ul style="list-style-type: none"> <li>Microsoft Edge 88+</li> <li>Safari 13+</li> </ul>
<b>Microsoft Office</b>	All active WCU students are provided with a free copy of Microsoft Office 365. You can download Office by logging into your WCU email.	
<b>Adobe Acrobat Reader</b>	Adobe Acrobat Reader (latest stable release). Acrobat Reader may be required for course documents within Canvas. You can download Reader for free from the Adobe website.	
<b>Accessibility Technology (if needed)</b>	JAWS (latest stable release)	<ul style="list-style-type: none"> <li>Visit the Microsoft website for details (third-party software may have an additional cost)</li> <li>Visit the Apple website for details (third-party software may have an additional cost)</li> </ul>
<b>Third-party Electronic Publishers</b>	Your instructor may choose to include an electronic publisher (for example, a collection of readings, articles, video clips). Because the electronic publisher content varies, you may or may not have additional system requirements. Check with your instructor or with the third-party publisher for specific requirements.	
<b>Third-party Assessment (quiz, test, or exam)</b>	<p><b>Additional Software</b></p> <p>Your program may require third-party examination software to be downloaded, such as: Respondus Lockdown Browser, Respondus Monitor, atiSECURED, ExamSoft, or similar. During examinations using a third-party software, status bar updates, tabbing, cookies, microphone, speakers and camera may be required to be enabled.</p> <p><b>Device Registration with WCU</b></p> <p>All personal devices used for assessment must be registered with WCU IT department to ensure capability and software requirements are met (Machine and User Authentication). Students will be allowed to register up to two devices.</p> <p><b>Device Types and Size Requirements*</b></p> <p>Acceptable devices used for assessment include laptops (PC or Mac) with a minimum screen size of 11 inches.</p> <p><i>*Please note a Chromebook or tablet may NOT be used for assessments.</i></p>	
<b>Mobile Device Use and Support</b>	<p>Mobile device is defined as a smartphone or tablet computer. Mobile device use is acceptable for classroom learning activities if allowed by the faculty. However, mobile devices may NOT be used for any assessment (quiz, text, or exam). Full mobile support for Canvas course content varies by course and third-party publisher.</p> <ul style="list-style-type: none"> <li><b>Mobile Apps.</b> Recent versions for iOS or Android are supported for various mobile applications such as Canvas mobile and the official West Coast University app. Review the guidelines in the Google Play store or Apple App store for specific device requirements.</li> <li><b>Mobile Browsers.</b> Full mobile support for Canvas course content varies by course, third-party publisher, and proctored examination requirements. For current Canvas mobile browser support information, visit the Canvas Community at <a href="https://community.canvaslms.com">community.canvaslms.com</a>.</li> </ul>	

I understand that I am responsible for knowing these requirements and enduring I am able to meet all the conditions listed above.

## Web-Enhanced Instruction

All face-to-face courses have a web-enhanced component. Each instructor will review how their course utilizes the web-enhanced plug-ins or tools. The web-enhanced component is supported by the same system requirements as specified for the online and blended courses.

## Student Portal

As part of your enrollment at West Coast University, students are provided with a University email address. The email account provided will be used as your primary email account for communication with the University and for password verification on Canvas and the Student Portal.

The WCU Student Portal allows students to access information such as academic records (schedule, grades), Financial Aid documents, student account ledger, and educational resources. To log on to the student portal, visit [myportal.westcoastuniversity.edu/](https://myportal.westcoastuniversity.edu/).

# HEALTH AND SAFETY POLICIES AND PROCEDURES

## Security

West Coast University requests and encourages students, faculty and associates who witness when the victim of a crime elects to, or is unable to, make such a report, or personally experience crime while on WCU campuses to accurately and promptly for the purposes of making timely warning reports and the annual statistical disclosure to report their observations or experience to the **Global Security Operations Center** (GSOC) at **(855) 955-9911**. WCU has contracted with Allied Universal (AUS) to provide a safe campus environment and also respond to emergencies on campus. In the case of an emergency, students, faculty, and associates are encouraged to dial 9-1-1. WCU is required to report all criminal activity occurring on campus, at non-campus facilities, property owned or controlled by WCU, and on public property within, or immediately adjacent to, and accessible from, each campus.

All members of the WCU community and all visitors are encouraged to report potential criminal activity, suspicious behavior, and any emergencies accurately and promptly on campus, on public property running thought or immediately adjacent to the campus, or in other property that is owned or controlled by WCU, to the **Global Security Operations Center** (GSOC) by calling **(855) 955-9911**.

## Zero Tolerance

West Coast University prohibits domestic violence, dating violence, sexual assault, and stalking. WCU maintains a zero-tolerance policy for the above offenses. Toward that end, WCU issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a University official.

WCU does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include sexual assault, dating violence, domestic violence, and stalking. As a result, the University issues this statement of policy to inform the community of this comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a university official. In this context, WCU prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

It is the policy of WCU that no member of the campus community, students, faculty, administrators, associates, vendors, contractors, or third parties, may conduct sexual violence or harassment on any other member of our community.

## Drug and Alcohol Abuse Policy

West Coast University maintains a zero-tolerance policy with regard to possession, use, and sale of alcoholic beverages on campus and strictly enforces University policy prohibiting these violations and underage drinking. The state underage drinking laws are enforced by the appropriate local law enforcement agency with jurisdiction based on where the violation occurred. WCU maintains a zero-tolerance policy with regard to possession, use, and sale of illegal drugs on campus and University policy prohibiting violations of federal and state drug laws. The local police agency with jurisdiction based on where the violation occurred strictly enforces federal and state drug laws.

WCU associates and faculty are provided with drug and alcohol-abuse information as per the Drug Free Schools and Communities Act (DFSCA) in the associate handbook during orientation. Students are provided with drug and alcohol-abuse information in their student enrollment packets. This information is updated annually or as circumstances dictate. WCU refers all persons identified in need of drug and or alcohol abuse counseling to a confidential referral program. For more information, students should contact the Director of Student Affairs.

## Weapons Policy

West Coast University policy prohibits all persons who enter University property from possession, use, manufacturing, distributing, sales, etc. of any firearm, knives, explosives of any kind, TASERS, or other weapons capable of threatening or producing bodily harm, regardless of whether the person is licensed to carry the weapon or not; with the exception of authorized law enforcement officials, contracted security personnel, and WCU associates specifically authorized to carry weapons for security purposes. Anyone found in violation of WCU's policies shall be subject to disciplinary policies and procedures applicable to students, associates, and/or criminal prosecution by the appropriate jurisdiction.

Individuals should immediately report weapons violations to the Global Security Operations Center (GSOC) at the campus or by dialing **(855) 955-9911** or call **911** if they feel an immediate threat of bodily harm. It is important to provide a description and location of the individual carrying the weapon. Contracted security partners have and will continue to investigate any threat to the safety of WCU students and associates.

## WCU Alert System

The *LiveSafe* app is a great way to connect to your organization. By having it at your fingertips, you can share safety and security information, alert management to a potential hazard, and discreetly request assistance from the appropriate department or contact. Learn how to download it to your iOS or Android device.

## LiveSafe - How to Download

Throughout the duration of an emergency event, students, faculty, and associates may receive operational status reports through various means. During emergencies, the *LiveSafe* system will be the primary means of mass notification. *LiveSafe* provides various communication tools to communicate to subscribed students, faculty, and associates via registered devices and email accounts. This includes text messages, push notifications and email messages.

In addition to *LiveSafe*, WCU may communicate emergency and operational status information through the following means:

1. WCU Homepage.
2. Banners at the top of WCU owned websites.
3. Social Media, including Twitter, Facebook, and Google.

All students, associates and faculty are enrolled in the emergency notification system automatically and are encouraged to download the *LiveSafe* mobile phone app (instructions can be found on the associate and student intranets).

Students, faculty, and associates are also encouraged to listen to local radio and television stations for information regarding severe weather information, including evacuation-related requirements. WCU maintains a multi-faceted emergency communications network which is activated when an immediate notification must be made to the entire community.

## Emergency Response Plans

West Coast University maintains a Crisis and Emergency Management Plan and associated Emergency Action Plans for each campus that outline responsibilities of campus units during emergencies. These plans outline incident priorities, campus organization, and specific responsibilities of particular units or positions and are posted on the University Intranet and in the *LiveSafe* mobile application.

University units are responsible for developing and maintaining emergency action and continuity of operations plans for their areas and associates. The Safety and Security Department provides resources and guidance for the development of these plans. The Emergency response and evacuation procedures are reviewed and updated on an annual basis in conjunction with the annual drill evacuations. Each test, a description of the exercise, the date, and time and whether it was announced or unannounced is documented. A copy of the report could be accessed through Global Security Operations Center (GSOC).

At least once a year, WCU will conduct an announced or unannounced test designed to assess the emergency plans and capabilities of the campus, provide feedback to judge capabilities and limitations of the emergency plan and include at minimum drills, exercises, and follow through activities. The annual test is designed and implemented to meet Clery regulations and intended to keep the faculty, associates and students informed about threats to their safety and health in a manner that allows them to protect themselves. These tests include a test of the *LiveSafe* mass notification system. An after-action report is generated for each annual test and incorporated into the periodic risk assessment for each campus and can be requested via the **Global Security Operations Center (GSOC)** at **(855) 955-9911**. This after-action report documents the date and time of each exercise, whether the exercise was announced or unannounced, a general description of the exercise, general observations, and specific suggestions for improvement.

Each test, a description of the exercise, the date, and time and whether it was announced or unannounced is documented. A copy of the report could be accessed through Global Security Operations Center (GSOC).

The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all the requirements of the Higher Education Opportunity Act.

**Contact Us 877-505-4928**  
**WestCoastUniversity.edu**

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**ONTARIO**

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**MIAMI**

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