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EAGLE ROCK
COLLEGE

School Catalog

January 2018 - December 2018

English as a Second Language

SEVP-Certified Student Visa (I-20)

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Los Angeles, CA 90010
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Accredited by



Accredited Council for Continuing
Education and Training



INFO@EAGLEROCKCOLLEGE.EDU

www.eaglerockcollege.edu



Dear Student,

On behalf of Eagle Rock College (dba Career College Consultants), it gives me great pleasure and honor to welcome you. Eagle Rock College is a private postsecondary institution organized under the Laws of the State of California. Our mission is to educate the leaders of tomorrow by providing high quality educational programs.

Our team effort at Eagle Rock College will assure that you experience the most exciting and efficient ESL program. Eagle Rock College has a supportive environment since every staff member's focus is on assisting students achieve their educational goals.

We are pleased you have chosen to join us; know that my team and I at Eagle Rock College are always here to support you.

Sincerely,

Al Moayeri

Al Moayeri
President & CEO

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ACCREDITATION AND STATE LICENSING

Eagle Rock College, as a private for-profit institution has received approval to operate from the Bureau for Private Postsecondary Education (BPPE). The Bureau has determined and certified that the institution meets the minimum standards for integrity, financial stability, and educational quality with the minimum standards contained in California Education Code Section 94890(b).

Approval is a licensure category authorized by the California Education Code and performed by the Bureau for Private Postsecondary Education ([BPPE](#)) that provides the business entity permission to engage in contractual activity involving educational services. Eagle Rock College obtained re-approval through licensure until August, 2018.

Eagle Rock College was founded in December 1999 and was incorporated in December 2000 as a California corporation. In April 2006, Eagle Rock College received its initial accreditation from the Accrediting Council for Continuing Education & Training (ACCET). Subsequently, Eagle Rock College has been reaccredited for a period of five (3) years, until April 15, 2017. The Branch campus received its approval and operates effective March 12, 2015. ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency. ACCET maintains certification as an ISO 9001 Quality Management System by Bureau Veritas Quality International (BVQI).

The College was granted approval for a name change on September 6, 2016 from ACCET and on November 29, 2016 from the Bureau for Private Post-Secondary Education. The college officially began using the new name, Eagle Rock College, on January 3, 2017. Prior to that, the college operated under the name, Career College Consultants, Inc.

The main campus of the institution is located at 2607 Colorado Blvd., Los Angeles, California 90041 and operates a Branch campus at 3450 Wilshire Boulevard, Suite 600, Los Angeles, California 90010. Classroom instruction is held on both campuses.

In April 2006, Eagle Rock College received its initial accreditation from the Accrediting Council for Continuing Education & Training (ACCET). ACCET is a U.S. Department of Education nationally recognized accrediting agency. ACCET maintains certification as an ISO 9001 Quality Management System by Bureau Veritas Quality International (BVQI).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; www.bppe.ca.gov; phone: (916) 431-6959 or toll free: (888) 370-7589; fax: (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Prospective students are encouraged to visit the physical facilities of the school to discuss personal, educational and professional plans with school personnel prior to enrolling or signing the enrollment agreement.

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

Eagle Rock College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

Individuals seeking to resolve problems or complaints should first contact the instructor in charge of their classes. Request for further action may be made to the Registrar to the Executive Vice President for Student Affairs, or the President, CEO/School Director.

Unresolved complaints may be directed to the:

Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Phone: (916) 431-6959
Toll Free: (888) 370-7589
Fax: (916) 263-1897
Website: www.bppe.ca.gov

Accrediting Council for Continuing Education & Training (ACCET)
1722 N Street, NW Washington, DC 20036
Phone: (202) 955-1113
Fax: (202) 955-1118 or (202) 955-5306
Website: www.accet.org

PHILOSOPHY OF THE COLLEGE

The philosophy of Eagle Rock College is to provide the best and up-to-date skills necessary for our graduates to achieve their professional, educational, financial, and personal goals.

MISSION STATEMENT

Eagle Rock College provides quality education and training that enable a diverse student population to achieve its educational and career goals.

Eagle Rock College is committed to:

1. Offer programs in higher education that will enable students to acquire advanced

technical, communication, problem solving, and critical thinking skills.

2. Employ the most qualified faculty and staff in the industry.
3. Update teaching techniques that communicate career theory and skills.
4. Teach students using best practices and efficient teaching methods to learn English as their second language.

OWNERSHIP

Eagle Rock College is a California corporation, with principal ownership by Al Moayeri (33 1/3%), Shah Raza (33 1/3%), and Ellie Miraftabi (33 1/3%).

NON-DISCRIMINATION POLICY

Eagle Rock College does not discriminate in their admissions practices with regard to race, age, gender, gender identity, disability, religion, sexual orientation, or national and ethnic origin of the applicant. Each student is entitled to all rights, privileges, and access to programs and activities generally accorded or made available to students at the College. However, Eagle Rock College reserves the right to refuse admission to any applicant who does not meet the College's established criteria for admission as outlined above or, who, by their behavior in the enrollment process indicates disregard for the College's policies relating to student conduct, or any student who is deemed unable to benefit from the educational program, due to certain criminal convictions or related concerns.

INSTRUCTIONAL FACILITIES

English as a Second Language: Computers, printers, overhead projector, multi-media

Eagle Rock College operates a Branch campus at 3450 Wilshire Boulevard, Suite 600, Los Angeles, California 90010. The branch campus accommodates students who are enrolled in the approved programs. It is also readily accessible by numerous freeways from the many surrounding areas. Classrooms for the program of study at the branch campus contain equipment and supplies sufficient to meet the needs of the curriculum and the students.

HOURS OF OPERATION

Administrative Offices

Office hours are Monday to Thursday from 8:30 a.m. to 7:30 p.m.

Class Schedules

Class Schedules for Morning is Monday to Thursday, 9 a.m. to 1:30 p.m., 18 Clock hours a week.

Class schedules for Afternoon is Monday to Thursday, 3:00 p.m. to 7:30 p.m., 18 Clock hours a week.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) guarantees students access to their educational records and prohibits dissemination of educational records without the student's consent.

All student data maintained by ERC is part of the educational record, including but not limited to: all biographical, all application and all matriculation data. Other than public information classified as "directory information," there is to be no release of the educational record to any party without the express written consent of the student. If your son or daughter has chosen to suppress his/her directory information, there is less information to share. Instead, all staff is instructed to say, "There is no information available for any student by that name." The College must comply with these federal regulations or be subject to penalties which could include loss of federal funding. It is possible for your student to sign a written consent form that allows access to their record.

The best advice is to talk to your student. Remain involved and ask questions about their classes, their schedule, and their certificate requirements. The program director is available to assist with general questions pertaining to program academics.

ADMISSION REQUIREMENTS

Eagle Rock College provides English as a Second Language instruction as a stand-alone program.

Eagle Rock College is authorized by the United States Citizenship and Immigration Service (USCIS) to issue a Form I-20 for admitted students seeking an F-1 Student Visa. International students are required to be enrolled in a minimum of 18 hour of study per week.

English as a Second Language General Admissions Requirements

Prospective students who are planning to apply to the English as a Second Language program must complete adhere to the following admissions requirements:

- Must be at least 18 years old
- Submit a copy of a high school or college diploma (if in a foreign language, the transcript must be translated into English and notarized)
- Complete an International Student Application
- Provide financial statement
- Submit copy of I-94 and passport
- Pay initial fees:
 - \$75 non-refundable application fee

- \$100 non-refundable Form I-20 processing fee
 - \$200 SEVIS I-901 fee (paid directly to SEVP)
- Take campus tour
- Take written and oral English placement exams during the admissions process to determine which ESL level to be placed in corresponding to the scores achieved on the placement exams (See “*Minimum Requirements Needed to Advance to Next Level*” section for placement exam scores based on each level.)

ENGLISH AS A SECOND LANGUAGE PROGRAM DESCRIPTION

**A Certificate Program
Term Schedule**

864 Clock Hours, 48 Weeks

Day/Morning Schedule –

Monday to Thursday, 9 a.m. to 1:30 p.m., 18 Clock Hrs/Wk

48 Weeks

Day/Afternoon Schedule –

Monday to Thursday, 3:00 p.m. to 7:30 p.m., 18 Clock Hrs/Wk

48 Weeks

Educational Objective

- 1. Beginner:** Students at beginner proficiency have virtually no functional ability in listening, speaking, reading, and writing English. Beginner level students may go through a “silent period” as a stage of normal second language acquisition development. The focus of this course is to help students develop their initial literacy skills by focusing on their basic language and functions required to communicate effectively in the English-speaking environment.
- 2. High Beginner:** Students at high beginner proficiency begin to understand language and use it in a limited capacity. Typically, they memorize words and phrases and can comprehend and utilize language that they have acquired. The course focuses on developing basic grammatical structures, vocabulary and sentence structures that build on each other related to each unit in the texts. The materials used in the course will encourage students to express practical ideas beyond their survival English. With frequent practice, it will enable students to develop both fluency and accuracy to communicate more effectively in academic situations.
- 3. Intermediate:** Students at intermediate proficiency and beginning to understand most oral language pertaining to familiar topics but have difficulty comprehending and using academic vocabulary. Their speech and writing are basic and contain frequent errors. Social language ability can be misinterpreted for more advanced ability in academic English. Grade level academic content skills are still in development. The course focuses on advancing applications in literary skills for the development of new knowledge.
- 4. High Intermediate:** Students at high intermediate proficiency are able to function well in most everyday situation but still require academic language support. They may have difficulty understanding text beyond the literal level. They often make errors in structure and idiomatic language. The curricular focus is on more advanced applications of literacy skills.
- 5. Advanced:** Students at the advanced proficiency can handle most personal, social, and academic language. Idioms and structure are frequently still problematic. Complicated literary and academic texts may require use of a dictionary when the language and context are unfamiliar. The ESL curricular focus is based on literacy skills necessary for success in an advanced level classroom.

6. **High Advanced:** Students at the high advanced proficiency level have already gained a better understanding of complex grammar. The focus in this level is to assist student to work on troubleshooting problem areas. Students will be given various opportunities to practice their oral communication and writing skills to help develop analytical and critical thinking skills. Students will perfect their reading skills where they will be able to understanding vocabulary in context, and making inferences.

CLASS SCHEDULES

ESL 100 - ESL I - Beginner Daily Morning Schedule

Morning	Monday - Friday
9:00 - 10:00	Speaking
10:00 - 11:00	Grammar
11:00 to 11:30	Break
11:30 - 12:30	Listening/ Pronunciation
12:30 - 1:30	Reading/ Writing

ESL 300 - ESL III - Intermediate Daily Afternoon Schedule

Afternoon	Monday - Friday
3:00 - 4:00	Speaking
4:00 - 5:00	Reading/ Writing
5:00 - 5:30	Break
5:30 - 6:30	Listening/ Pronunciation
6:30 - 7:30	Grammar

* To clarify, each level will be taught by one teacher. This schedule demonstrates the times allotted to the specific skills that will be integrated throughout the duration of the course.

DELIVERY METHODOLOGY

All programs at Eagle Rock College are conducted face-to-face in a classroom setting. The teachers will use their discretion to incorporate lecture, pair work, group discussion, and individual work into each class period. Instructors will utilize a variety of teaching methodologies, which include task-based learning, communicative language teaching, and total physical response throughout the courses provided, generally following a PPP structure. The courses will incorporate exercises, homework/assignments, problem solving, and experimentation to supplement the students' learning process.

Students will be assessed on their performance through a standardized mid-term and final exam (40%), bi-weekly in-class quizzes (20%), and one oral presentation (20%), each graded based on a preset rubric. Homework will be evaluated based on completion, and participation will be determined based on teacher's discretion (20%).

BREAKDOWN OF CLOCK HOURS FOR LECTURE Of EACH COURSE

TERM	COURSE TITLE	LECTURE	TOTAL CLOCK HOURS	WEEKS	SEMESTER CREDIT HOURS
ESL 100	ESL I - Beginner	144	144	8	9.6
ESL 200	ESL II - High Beginner	144	144	8	9.6
ESL 300	ESL III- Intermediate	144	144	8	9.6
ESL 400	ESL IV - High Intermediate	144	144	8	9.6
ESL 500	ESL V - Advanced	144	144	8	9.6
ESL 600	ESL VI - High Advanced	144	144	8	9.6
	TOTAL	864	864	48	57.6

MINIMUM REQUIREMENTS NEEDED TO ADVANCE TO NEXT LEVEL

TERM	COURSE TITLE	MINIMUM ESL PLACEMENT EXAM SCORE	ESL Course Prerequisite
ESL 100	ESL I - Beginner	15 - 26	n/a
ESL 200	ESL II - High Beginner	27 - 40	Passing ESL 100
ESL 300	ESL III- Intermediate	41 - 50	Passing ESL 200
ESL 400	ESL IV - High Intermediate	51 - 61	Passing ESL 300
ESL 500	ESL V - Advanced	62 - 68	Passing ESL 400
ESL 600	ESL VI - High Advanced	69 - 80	Passing ESL 500

The ESL program placement exam scores are measured against the CaMLA English Placement Test (EPT). The CaMLA EPT measures overall receptive language proficiency. Scores on the CaMLA EPT are linked to the proficiency levels of the Common European Framework of Reference for Languages, with score ranges corresponding to the A1–C1 levels. More about the CaMLA EPT and the CEFR can be found in the Linking the Common European Framework of Reference and the CaMLA English Placement Test.

The Exam Score Measurement and Comparison are as follows:

CEFR Level	Score Range	Skill Level	ESL Level	Textbook	Duration
A1	0-30	0-26	ESL 100 - Beginner	Interchange Intro	144 hrs./8wks/2 months
A2	31-38	27-40	ESL 200 - High Beginner	Interchange 1	144 hrs./8wks/2 months
B1-A*	39-52	41-50	ESL 300 Intermediate	Interchange 2	144 hrs./8wks/2 months
B1-B*	62-60	51-61	ESL 400 High Intermediate	Interchange 3	144 hrs./8wks/2 months
B2	61-80	62-68	ESL 500 Advanced	Passages 1	144 hrs./8wks/2 months
C1		69-80	ESL 600 High Advanced	Passages 2	144 hrs./8wks/2 months

The levels are broken down to best match the CEFR level and textbook format. B1-A and B1-B is broken down further based on the content of the textbook.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Eagle Rock College recognizes its obligation to ensure that enrolled students have the ability to successfully complete their program. Students must comply with the satisfactory academic progress requirements established in this catalog. The elements of satisfactory academic progress (SAP) include the Qualitative component—Grade Point Average (GPA), Quantitative component—Attendance, increments for evaluation, and maximum time frame.

Qualitative Standard—Grade Point Average or GPA

All students must have a minimum “C” grade point average (GPA) or equivalent by graduation. A “C” grade point average is equivalent to a minimum of 2.0 on a 4.0 scale, or a 70% on a 100% scale.

Increments for Evaluation

The student must progress toward completion of the program within a specified time frame. Students’ grades are measured throughout the course.

Evaluation will be measured for each students based on the following:

- (20%) Bi-weekly in class quizzes
- (40%) Standardized mid-term and final exam
- (20%) Oral presentation
- (20%) Homework/Participation

ATTENDANCE

Students are required to maintain an 80% attendance rate for the duration of each course.

SAP Warning and Probation

- Students are evaluated at the mid-point of the level based upon their cumulative scores of their quizzes, homework, in class participation and oral presentation.
- Students who did not meet SAP standards will be required to meet the academic advisory board at which point, a warning letter will be given to the student. The probation process will be explained clearly to the students during this meeting.
- If students failed to meet SAP standards by the next evaluation period, they will be placed on probation for the remainder of their course.
- Students who finish the course on probation status will be given the option to repeat the course at their own expense. Students will be given until midpoint of the course that they repeat to meet SAP standards.
- Failure to meet the term of probation will result in termination from school.

SAP Termination Appeal

Students who have been placed on SAP probation who have not met the SAP warning letter will be terminated from the program.

Any student who has been placed on SAP Termination may appeal to the Vice President of Student Affairs within five (5) business days following notification, if special or mitigating circumstances exist.

Appeals based on extenuating circumstances, such as a serious illness, family emergency, or death in the family will be considered in support of an appeal. The student must present a letter in writing that explains the reason why the SAP requirements have not been met. How the situation is resolved that would allow the student to make the satisfactory progress according to a written Individual Education plan (IEP).

To be eligible for an appeal, the Vice President of Student Affairs must determine that the student will be able to meet the SAP standards by the next SAP evaluation point and

successfully adhere to an IEP. Appeals are considered on a case-by-case basis, to account for unusual or extenuating circumstances.

Students who successfully appeal a SAP determination will be placed on SAP probation. If the student is meeting the requirements of the IEP, the student is eligible to remain in the program as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.

Academic Advising & Counseling Policy

If a student falls below the grade-level benchmark in the academic subject and level, the Individual Education Plan (IEP) will be defined and designed based on the specific areas of the student's needs. The faculty and the Vice President of Student Affairs will provide the student with supplemental materials, instruction and resource assistance as well as strategies designed to meet the individual needs.

Strengths and weaknesses of the students will be identified through evaluation and will be given to them signed by the student and their advisory board.

This policy may also be applicable to students who request to be considered for placement in a higher or lower level. Students can only repeat a level if the student did not pass that level.

The students are eligible to re-test after three days of classroom instruction to reconsider placement into a lower or higher level. Instructors may also advise the institution of a different level placement for the student. If student pass that three days placement window they are required to complete the level they were placed in.

Records of this advising and counseling should be completed by the instructor and filed with the Registrar's office.

Course Repeat/Retake

Students may have the option to retake/repeat a course once that they have not successfully completed with additional charge fees, to earn a passing grade and must comply with SAP. The failing grade will be considered attempted clock hours and recorded on the student's transcript. The repeat course grade will be included in calculation of CGPA.

Students repeating a course will use the same materials used but will be offered additional tutoring services to be coordinated with the Student Services Coordinator. The amount of tutoring will be determined based on each students needs at the time the student repeats a course.

CANCELLATION POLICY

New students have the right to cancel the enrollment agreement including any equipment such as books, materials, and supplies offered in the enrollment agreement, if notice of cancellation is made within seven

(7) calendar days (excluding holidays) of enrollment or by the seventh (7th) calendar day following the scheduled program start date, whichever is later. Students can submit this written notice by mail, hand delivery, or email.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the enrollment agreement. If the student cancels the enrollment agreement, the College will not charge institutional charges; however, the College retains the nonrefundable fees. After 14 consecutive days of none attendance, students will be administratively withdrawn on day 14, and refund calculation will be calculated on day 14.

- a) **Cancellation Prior to the Start of Class or No Show:** If an applicant accepted by the College cancels prior to the start of scheduled classes or never attends class (no show), the College will refund all monies paid. The College will retain an additional \$500 when students are recruited from outside the United States or its territories and possess a visa or the equivalent to enter the country for study.
- b) **Cancellation After the Start of Class:** If the student withdraws from the program after the period allowed for cancellation of the agreement the College will calculate whether a refund of tuition, fees, books, or supplies is due for period of enrollment. Earned charges are calculated by dividing the number of calendar days completed by the total number of calendar days in the payment period. The College will remit any required refund within 45 days following the withdrawal.
- c) **Rejection of Applicant:** If an applicant is rejected for enrollment by an institution, or if a prospective student has his/her visa application rejected, a full refund of all monies paid will be made to the applicant, less a maximum of \$500 non-refundable charges if such charges are clearly itemized in the enrollment agreement as non-refundable.

REFUND POLICY

Refund Policy for Programs Obligating Students for Periods of 12 Months or Less

The refund policy for students attending who incur a financial obligation for a period of 12-months or less shall be as follows:

- Refund amounts must be based on a students' last date of attendance (LDA). During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- After the first 60% of the period of financial obligation the institution may retain all of the tuition.

Refund Due Dates

For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written notice of withdrawal to the institution or the date the College terminates the student, by applying the College's attendance, conduct, or Satisfactory Academic Progress policy.

Refund Computation Example

144 Clock Hours of Training Scheduled Start on June 5, scheduled completion on July 8. Student is financially obligated for the entire program, 144 Clock Hours of Training Registration Fee is \$75 for non- degree programs. Tuition Fee is \$1,150.

Last Date of Attendance	June 27
Date of Determination based on the Institution's Attendance Policy	June 27
Number of Hours (Days) Student Attended	63 Hours (14 Days) = 43.75%
Number of Hours (Days) Financially Obligated	144 Hours (32 Days)
Pro-rata Portion Based on 144 Hours (32 Days)	43.75%
ESL Course Tuition Cost	\$1,150
Tuition charged to student	43.75% of \$1,150 = \$503.13
Owed to Institution	\$503.13
Refunded to student by August 9 (45 days from Date of Determination)	\$646.87

For the purpose of determining the amount the student owes for the time he or she attended, the student shall be deemed to have withdrawn from the program when any of the following occurs:

1. The student notifies the school of his or her withdrawal or the actual date of withdrawal,
2. The school terminates his or her enrollment,
3. The student fails to attend classes for 14 consecutive days, (In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.), and
4. The student fails to return from a leave of absence (LOA).

The college PDSO or DSO will report the student's status in the SEVIS system as required by

Federal law. The student is ultimately responsible for their status and continued enrollment.

LEAVE OF ABSENCE (LOA)

Eagle Rock College offers students the opportunity to request a Leave of Absence (LOA) to accommodate unforeseen circumstances. Taking a LOA extends the student's graduation date and does not count towards the diploma/degree completion time.

In order to request LOA, students must be in good standing and have completed a minimum of 32 calendar days of coursework or one (1) completed course which is equivalent to eight weeks.

- A student must request the leave of absence in writing unless an unforeseen circumstance prevents the student from doing so.
- A leave of absence must be limited to a maximum of 60 calendar days in any 12- month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit.
- There must be a reasonable expectation that the student will return from the LOA in the period indicated, in order for a LOA to be granted. Prior to the beginning of a LOA, the student must meet with the Financial Department and Registrar to determine the academic and financial implications of taking a LOA. The VP of Student Affairs will review the student's eligibility for a LOA and ensure that all information and documentations have been provided. If a LOA occurs anytime during a module or course in progress, students may be required to retake those courses completely. The college will report the student's status in the SEVIS system as required by Federal law. The student is ultimately responsible for their status and continued enrollment.
- Students who make monthly payments are still responsible for the regularly scheduled payments while on LOA, if there is a balance on their account.
- If the student fails to return by the stated LOA return date, the student will be withdrawn from the program and the College will apply its refund policy in accordance with state and federal guidelines. Students will be responsible for any outstanding balance resulting from the LOA request. If the student is absent for 14 consecutive calendar days he/she will be withdrawn from the program and may be eligible for re-entry at a later date.
- In the case of emergency, the Registrar will document the call or email that he/she received for the student, in the student academic file (e.g. illness, accident, family emergency).

TRANSFER CLOCK HOUR POLICY

The ESL Program offered at Eagle Rock College is a non-credit course. Clock hours or credits coming from other colleges and institutions will not be accepted. All applicants must take the ESL entrance exam to be placed at a corresponding level. However, any college or institutional transcripts may be reviewed for placement into a specific level of learning, taking the entrance exam score into consideration.

Any student wishing to transfer to Eagle Rock College must complete an International Student Application and a Foreign Student Transfer Form. The information on the Foreign Student Transfer form will ensure that the student is in good academic standing, has not disciplinary actions records and has no financial obligations to be settled. Previous schools may be contacts to verify or clarify any information about the transferee before admissions into Eagle Rock College.

"NOTICE CONCERNING TRANSFERABILITY OF CLOCK HOURS AND CREDENTIALS EARNED AT OUR INSTITUTION"

"The transferability of clock hours you earn at Eagle Rock College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn at Eagle Rock College is also at the complete discretion of the institution to which you may seek to transfer. If the (hours or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Eagle Rock College to determine if your (hours or degree, diploma or certificate) will transfer."

STUDENT SERVICES

The College maintains a Student Services Department to keep students' records and assist students in their academic, personal, and professional goals. Academic advising and tutoring are available to all students at the College.

HOUSING ASSISTANCE

International students should make their housing arrangements before they start the program. Students will have more housing choices than students who wait until they arrive in the U.S. All of the Eagle Rock College programs are “non-residential” and the College has no responsibility to assist a student in finding housing. Student advisors and other Team Members can provide students with information on community resources upon request.

Bus pass application form, ride-share information and application forms, and names of nearby hospitals, restaurants and libraries may be obtained from the Student Services Department.

Visa Deadlines

Applicants must submit all supporting documentation (proof of financial support, placement exams score, and hospitalization insurance information) prior to the beginning of the academic term they wish to attend.

Hospitalization Insurance

The College requires that all international students carry hospitalization insurance before they register for classes.

Healthcare and health insurance are important aspects of international student life while attending Eagle Rock College and requires careful thought and planning. International Students are required to have adequate health insurance throughout the duration of their M1 student status.

Many insurance companies are available that provide international student health insurance. Insurance should not be purchased in the student’s home country unless the insurance the student is looking to purchase is reviewed and approved by the Vice President of Student Affairs. Purchasing the insurance when students arrive in the United States will ensure that the correct coverage is purchased.

Notes

1. International applicants please note: ERC does not award scholarships or financial aid to International students who are not citizens or permanent residents of the United States.
2. All financial figures are estimates and are subject to increase

GRADUATION REQUIREMENTS

Graduation Date

The anticipated graduation date is based on the length of the program.

Completing the Required Course

Students are advised and individually guided through courses by direct contact with their

instructors. With assistance from their Programs Director, students proceed from course to course in a steady, organized manner. This process enables educational objectives to be achieved in the shortest possible time frame.

Graduation for the program is accomplished by satisfactory completion of all course requirements, a cumulative attendance of 80% and a minimum grade point average (GPA) of 2.0 equivalent to the letter grade of "C" or 70%), and the resolution or arrangement for the payment of all financial obligations to the college. Upon completion, a student who graduates from the program will receive a completion certificate.

A student, who successfully completes a program of study, will be awarded an appropriate Certificate. Certificates and final transcripts are issued to students within a week after the completion date.

Transcript requests will NOT be processed until the financial obligations are met. Official Transcript takes up to two (2) business days for processing. Students will receive the first copy of their transcript free; there is a \$5.00 fee for each transcript beyond one. Transcripts are not released to a third party without signed authorization of the student.

STUDENT RECORDS

Official school records are maintained for each student from the date of enrollment. All students, parents of minor students, and parents of tax-dependent students have the right to inspect information contained in their records. Students are advised that State law requires the college to maintain institutional and student records for a five-year period only. However, students' transcripts of records will be kept indefinitely.

DRUG AND ALCOHOL ABUSE PREVENTION

Eagle Rock College has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The program includes the annual distribution to each student and employee of: a) standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities, b) a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol, c) a description of the health risks associated with the use of illicit drugs and the abuse of alcohol, d) a description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students, and e) a clear statement that the institution will impose sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including

expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by item a.

**PEER-TO-PEER FILE SHARING/COPYRIGHTED MATERIAL
COPYRIGHT POLICY and SOFTWARE INFRINGEMENT**

Eagle Rock College (ERC) respects copyright and is committed to full compliance by its employees and students with Copyright Law, software and other intellectual property and all licenses governing the use of copyright-protected works. All staff and students have the responsibility to respect the rights of copyright holders and make themselves aware of federal legislation, thereby taking the steps necessary to ensure that their use of copyright materials is compliant.

ERC does not condone the illegal use of copyright protected works in any manner and will not support any employees or students who do not comply with this policy. Anyone not complying with this policy also constitutes a violation of ERC Code of Conduct and may also result in disciplinary action, suspension and/or termination.

Instructors, in addition to their responsibility for compliant use, have the same duty to inform students of their responsibilities in the use of copyright protected materials.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, illegal production of software and other intellectual property protected by U.S. copyright law may subject one to civil damages and criminal punishment including fines and imprisonment. For more information, please see www.copyright.gov and www.copyright.gov/help/faq.

What Materials Can students Use in Classroom?

As educators utilize media in association with their classroom instruction, they have numerous resources and options available that respect copyright law. These include:

1. Materials purchased, licensed, or created for school use by the school, district, or state.
2. Materials created by the educator, purchased by the educator or for which the educator has obtained permission from the copyright holder for classroom use.
3. Materials made available for use via a Creative Common license or similar notice of permission.
4. Materials available in the Public Domain. These include works created by the United States government, works created before the advent of U.S. copyright law, and works of sufficient age that copyright protection has lapsed.
5. Materials made available on the open web, which by virtue of their free and public accessibility carry an “implied license” that would extend to most conventional classroom uses.
6. Fair use of materials without permission from the copyright holder, when the educator in good faith determines that his/her use falls within the factors defined in section 107 of U.S. copyright law.

ACADEMIC CALENDAR

Eagle Rock College has changed his policy from open enrollment to cohort system effective March 2017.

COLLEGE HOLIDAYS

Eagle Rock College observes the following holidays during which the school is closed and there are no classes held:

Eagle Rock College observes the following holidays during which the school is closed and there are no classes held:

HOLIDAYS	
Martin Luther King, Jr. Day	January 15, 2018
President's Day	February 19, 2018
Good Friday	March 30, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018
Labor Day	September 3, 2018
Veterans Day	November 12, 2018
Thanksgiving Day	November 22, 2018
Day after Thanksgiving	November 23, 2018
Winter Vacation (December 25, 2018 to January 4, 2019)	

Classes will resume on January 7, 2019

Students who are on their internship are exempt from winter vacation unless otherwise specified by the internship site.

CLASS SIZE

The classes will not exceed a ratio of one (1) instructor/lecturer to 20 students.

METHODS OF PAYMENT

Students may pay for tuition using the following:

- Cash
- Credit Card
- Payment Plan

SCHEDULE OF TUITION AND FEES

PROGRAMS	Clock Hours	Academic Credit Hours	Class Schedules	TOTAL COST*
English as a Second Language	864	57.6	48 Week 18 Clk Hrs/Wk	\$7,275.00

APPLICATION FEE	\$75.00
I-20 PROCESSING FEE	\$100.00
BOOKS/SUPPLIES	\$200.00
TOTAL TUITION FEE	\$6,900.00

ADMINISTRATION AND FACULTY

Al Moayeri, MBAPresident, CEO/School Director
Ellie Miraftabi, MFT, Ph.D.EVP Student Affairs
Shah Raza, MA.....EVP Marketing and Admissions
Robert Babayan, BA.....Senior Accountant
Odeta Ayvazyan, BS, MBA.....Compliance Manager
Blanca Camilo, BS, MCP, MOSAccounting Manager/Instructor
Xiomara GarciaSr. Financial Aid Officer
Rosette Mariano, BA, CPCRegistrar
Manuel Garcia, ICDM1, CCENTNetwork Administrator



SCHOOL CATALOG

JANUARY 2018 - DECEMBER 2018

SEVP-Certified Student Visa (I-20)

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