



Addendum to 2019 Catalog

January 1, 2019 – December 31, 2019

Santa Maria Campus
Bakersfield Campus
Rancho Mirage Campus

Addendum Effective September 9, 2019

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Administrative Office

5777 Olivas Park Drive, Suite A
Ventura, CA 93003
(805) 339-6370

Name	Position
Dean Johnston	Chief Executive Officer
Matthew Johnston	President
Scott DeBoer	Chief Operations Officer
Andrea Georges	Chief Compliance and Corporate Operations Officer
Lynn Duenas	Chief Talent Officer
Alisha Eckberg	Accounting Manager
Amy Gaglio	Accounting Assistant
Tamu Smith-Kohls	Chief Recruitment Officer
Gabriela Luquin	Director of Financial Services
Veronica Huizar	Financial Services Manager
Susana Guerrero	Financial Services Administrator
Scott DeBoer	Chief Academic Officer
Patrick Reinhard	Corporate Director of Nursing
Rachel Kelly	Librarian
Gabriella Asamsama-Acuna	Director of Records Management
Jose Huitron	Director of Career Services
Steven Zabzdyr	Chief Information Officer

SBBCollege Enrollment Support Center

Name	Position
Tamu Smith-Kohls	Chief Recruitment Officer
Rocio Juarez	Admissions Manager
Lisa Macedo	Admissions Associate
Yessenia Miller	Admissions Associate
Samantha Ott	Admissions Associate
Yesenia Brown	Admissions Associate
Tiffany Winnihan	Admissions Associate
Crystal Miranda	Admissions Associate
Gabriela Luquin	Director of Financial Services
Leah Gomez	Financial Services Enrollment Manager

Santa Maria Campus

303 East Plaza Drive
 Santa Maria, CA 93454
 (805) 922-8256

Administrative Staff:

Name	Position
Heather Machado	Campus Director/On-Site Administrator
Homero Barragan	Academic Dean
Guinevere Domingues	Program Lead – Business
Homero Barragan	Program Lead – Criminal Justice
Guinevere Domingues	Program Lead – Medical
Stephen Mainville	Program Lead – Heating, Ventilation and Air Conditioning
Patrick Reinhard	Director of Nursing
Alicia Cedillo	Vocational Nursing Lead
Homero Barragan	Registrar
Elizabeth Harford	Learning Resource Center Assistant
Arlene Purisima	Financial Services Manager
Jose Huitron	Career Services Manager

Faculty:

Name	Department	Credentials
Homero Barragan	General Education General Studies	MA Criminal Justice, Arizona State University, Tempe AZ; BA English, California Polytechnic State University, San Luis Obispo, CA; AA English, Allan Hancock College, Santa Maria, CA
Alicia Cedillo	Nursing	RN, Board of Registered Nursing; MSN, Grand Canyon University, Phoenix, AZ; BS Biology, Our Lady of Fatima, Valenzuela Metro Manila, Philippines; ADN, San Joaquin Valley College, Visalia, CA
Guinevere Domingues	Business General Studies Medical	MBA, Brandman University, Irvine, CA; BA Management, Golden Gate University, San Francisco, CA
Sari Domingues	Business	MA Organizational Leadership, Chapman University, Orange, CA; BS Business Management, University of La Verne, La Verne, CA; AA Liberal Arts, Allan Hancock College, Santa Maria, CA; AS Office Automation, Allan Hancock College, Santa Maria, CA
Linda Dullen	Business	BA Interdisciplinary Studies, National University, La Jolla, CA; BS Accountancy, National University, La Jolla, CA
Ramon Gomez	Legal	MS Leadership & Management; University of La Verne, La Verne, CA; BS Criminal Justice Administration, University of Phoenix, Phoenix, AZ; AS Criminal Justice, Santa Barbara Business College, Santa Maria, CA
Elisabeth Harford	General Studies	BA English Literature, California State University Channel Islands, Camarillo, CA
Alisha Holley	Business	MBA, Antioch University, Santa Barbara, CA; BS Business Administration, California State University Fresno, Fresno, CA
Jose Huitron	General Studies	MS Integrated Marketing Communications, West Virginia University, Morgantown, VA; BS Communication, University of Phoenix, Phoenix, AZ; AAS MMO/Management Technology, Idaho State University, Pocatello, Idaho; AAS MMO/Business Administration, Idaho State University, Pocatello, Idaho

Santa Maria Campus Continued

303 East Plaza Drive
Santa Maria, CA 93454
(805) 922-8256

Faculty (continued):

Name	Department	Credentials
Amanda Kirkendoll	Nursing	RN, Board of Registered Nursing; MSN, California State University Chico, Chico, CA; BSN, California State University San Bernardino, San Bernardino, CA
Charles Korientz	Business Remedial	MBA, University of Phoenix, Phoenix, AZ BS Business/Management, University of Phoenix, Phoenix, AZ
Stephen Mainville	Heating, Ventilation and Air Conditioning	BS Vocational Education Studies, Southern Illinois University at Carbondale, Carbondale, Illinois; Associate of Science Refrigeration and Air Conditioning, Community College of the Air Force, Sheppard AFB, TX
Javier Mendez	General Studies Legal	BS Criminal Justice, American Military University, Manassas, VA; AS Instructor of Technology and Military Science, Community College of the Air Force, Maxwell AFB, AL; AS Criminal Justice, Community College of the Air Force, Maxwell AFB, AL; AS Administration of Justice, Allan Hancock College, Santa Maria, CA
Sherri Pfisterer	Nursing	RN, Board of Registered Nursing; BSN, The Catholic University of America, Washington, DC
Victoria Richardson	General Education Remedial	MA Education Leadership, Brandman University, Irvine, CA; BS Mathematics, California State University of Bakersfield, Bakersfield, CA
Kelli Turner	Nursing	RN, Board of Registered Nursing; BS Nursing, Chamberlin College of Nursing, Chicago, IL; AS Nursing, Milwaukee Area Technical College, Milwaukee, WI
Christopher Wickers	Business	MBA, California State University Dominguez Hills, Carson, CA; BA Interdisciplinary Studies, California State University Dominguez Hills, Carson, CA
Lacey Wilde	Medical	Medical Assistant Certificate, Pima Medical Institute, Denver, CO

Bakersfield Campus

5300 California Avenue
 Bakersfield, CA 93309
 (661) 835-1100

Administrative Staff:

Name	Position
Nicole Alvarez	Campus Director/Academic Dean/On-Site Administrator
Raquel Fore	Department Lead – Business
Isaac Garza	Department Lead - Legal
Elizabeth Johns	Department Lead - Medical
Robert Frost	Program Lead – Heating, Ventilation and Air Conditioning
Patrick Reinhard	Director of Nursing
Karina Chavez	Registrar
Chloe Joseph	Learning Resource Center Assistant
Leah Gomez	Financial Services Manager
Damon Knapps	Financial Services Coordinator
Melissa Rapoza	Career Services Coordinator
Haley Cameron	Administrative Assistant

Faculty:

Name	Department	Credentials
Dennis Allen	Legal	BA Criminal Justice, California State University Bakersfield, Bakersfield, CA; AA Liberal Arts, Bakersfield College, Bakersfield, CA
Reyes Alonzo	Business General Education General Studies	MBA, California State University Bakersfield, Bakersfield, CA; BS Business Administration, California State University Bakersfield, Bakersfield, CA
Christina Alva	Medical	Medical Assistant Certificate, San Joaquin Valley College, Bakersfield, CA
Rodrigo Alvarez	General Education	MA Spanish, California State University Bakersfield, Bakersfield, CA; BA Spanish, California State University Bakersfield, Bakersfield, CA
Nichole Arredondo	Medical	AS Medical Billing and Coding, San Joaquin Valley College, Bakersfield, CA
Tyler Atchue	Nursing	LVN, Board of Vocational Nursing and Psychiatric Technicians; Vocational Nurse Certificate, Stanbridge University, Irvine, CA
Carol Barnett	Nursing	RN, Board of Registered Nursing; MBA, Grand Canyon University, Phoenix, AZ; BA Communications, California State University Bakersfield, Bakersfield, CA; ADN, Bakersfield College, Bakersfield, CA
Marsha Blanche	Medical	BS Healthcare Administration, Santa Barbara Business College, Bakersfield, CA; AS Health Information Technology, Santa Barbara Business College, Bakersfield, CA
Joseph Brancato,	Heating, Ventilation and Air Conditioning	Universal Environmental Protection Agency Certified, Contractor's License #605382, Class C-20
Martin Brown	Nursing	MA Education/Adult Education and Training, University of Phoenix, Phoenix, AZ; BS Psychology, University of Phoenix, Phoenix, AZ; LVN, Board of Vocational Nursing and Psychiatric Technicians; Vocational Nursing Certificate, Bakersfield Adult School, Bakersfield, CA
Cynda Bunton	General Education Legal	JD, University of the Pacific, Sacramento, CA; BA History, Humboldt State University, Arcata, CA
Randy Canaday	Business General Studies	MBA, University of Phoenix, Phoenix, AZ; BS Business Administration, Kansas State University, Manhattan, KS

Bakersfield Campus Continued

5300 California Avenue
Bakersfield, CA 93309
(661) 835-1100

Faculty (continued):

Name	Department	Credentials
Wesley Coble	General Studies General Education	MA Public Administration, California State University Bakersfield, Bakersfield, CA; BA Communication, California State University Bakersfield, Bakersfield, CA
Danielle Demison	Business General Studies Medical	MBA, SBBCollege, Ventura, CA; BS Business, University of Phoenix, Bakersfield, CA; LVN, Board of Vocational Nursing and Psychiatric Technicians
María Dillingham	General Education	MA Spanish, California State University Bakersfield, Bakersfield, CA; BA Spanish, California State University Bakersfield, Bakersfield, CA
Michelle Duncan	General Education General Studies Remedial	M.Ed., University of La Verne, La Verne, CA BA Liberal Studies, University of La Verne, La Verne, CA
John Chris Dutton	General Education General Studies Remedial	MA Mythological Studies, Pacifica Graduate Institute, Carpinteria, CA; MS School Counseling, University of La Verne, La Verne, CA; BS Mathematics, California State University Bakersfield, Bakersfield, CA
Raquel Fore	Business General Studies	MBA, University of Phoenix, Bakersfield, CA; BS Business Administration, University of Phoenix, Bakersfield, CA
Rane Franklin	Business General Studies	MPA, California State University Northridge, Northridge, CA; BA Psychology, California State University Northridge, Northridge, CA
Robert Frost	Heating, Ventilation and Air Conditioning	Certificate, Heating, Ventilation and Air Conditioning, San Joaquin Valley Bakersfield, CA
Tyler Frost	Heating, Ventilation and Air Conditioning	BS Psychology, National University, Bakersfield, CA; AS Social Science, Taft College, Taft, CA
Walter Garcia	Business General Education Remedial	MS Administration, California State University Bakersfield, Bakersfield, CA; BS Business Administration, California State University Bakersfield, Bakersfield, CA; AA Liberal Arts/Science, Bakersfield College, Bakersfield, CA
Isaac Garza	Legal General Studies	BA Criminology and Restorative Justice, Fresno Pacific University, Fresno, CA; AA Social Science, Porterville College, Porterville, CA
Elizabeth Johns	Medical	BS Health Studies, Walden University, Minneapolis, MN; AS Medical Assisting, Santa Barbara Business College, Bakersfield, CA
Karen Jose	Nursing	RN, California Board of Registered Nursing; ASN, San Joaquin Valley College, Visalia, CA
Kate Lee	Legal	JD, Cornell Law School, Ithaca, NY; BA Political Science, University of California San Diego, San Diego, CA
Elsa Luna	Nursing	LVN, Board of Vocational Nursing and Psychiatric Technicians; Vocational Nursing Certificate, Riverside City College, Riverside, CA
Toby Maguire	General Education Remedial	MS Psychology, University of Phoenix, Bakersfield, CA; MA Education/Curriculum & Instruction-Adult Education, University of Phoenix, Bakersfield, CA; MA English, California State University Bakersfield, Bakersfield, CA; BA English, California State University Bakersfield, Bakersfield, CA; AA English, Bakersfield College, Bakersfield, CA
Michael Mata	Legal	BA Criminal Justice, California State University Bakersfield, Bakersfield, CA

Bakersfield Campus Continued

5300 California Avenue
Bakersfield, CA 93309
(661) 835-1100

Faculty (continued):

Name	Department	Credentials
Norma Mejia	Nursing	RN, California Board of Registered Nursing; MS Nursing, University of Phoenix, Bakersfield, CA; BSN, University of Phoenix, Bakersfield, CA; ASN, Bakersfield College, Bakersfield, CA
Victor Moore	Nursing	RN, California Board of Registered Nursing; BSN, Western Governors University, Salt Lake City, UT; ADN; Jefferson Davis Community College, Brewton, AL
Felicia Nagle	Legal	JD, Whittier Law School, Costa Mesa, CA; BS Criminal Justice, California State University Long Beach, Long Beach, CA
Melissa Rapoza	General Studies	BA Psychology & Sociology, University of Hawaii at Hilo, Hilo, HI
Patrick Reinhard	Nursing	Ph.D., Central Michigan University, Mt. Pleasant, MI; MSN, Stanbridge University, Irvine, CA; BSN, University of Iowa, Iowa City, IA
Vanity Shorter	Nursing	LVN, Board of Vocational Nursing and Psychiatric Technicians; Vocational Nursing Certificate, Bakersfield College, Bakersfield, CA
Daniel Smith	Business	MBA, University of Pittsburgh, Pittsburgh, PA; BA Economics, University of Pittsburgh, Pittsburgh, PA

Bakersfield Campus - Distance Education Facility

5300 California Avenue
 Bakersfield, CA 93303
 (877) 305-7222

Administrative Staff:

Name	Position
Silvia Neves	Academic Dean
Katrina Berg	Program Lead-Business
Derick Dickens	Program Lead-MBA
Billy Skinner	Program Lead-Criminal Justice
Debra Ochs	Program Lead-Legal
Shiela Rojas	Program Lead-Medical
Jennifer Johnson	Program Lead-Technology
Dawn George	Technology Manager
Thomas Doonan	Instructional Designer
Brian Mitchell	Instructional Designer
Joe Vargas	Student Services Manager
Ivana Paramo	Student Services Coordinator
Raquel Sanchez	Student Services Coordinator
Kathleen Gonoude	Student Services Coordinator
Rachel Kelly	Librarian
Jessica Dominguez	Financial Services Manager
Andreanna Vargas	Career Services Manager

Faculty:

Name	Department	Credentials
Saif Al-Kassir	Business General Education General Studies	Ph.D. Educational Leadership, University of Phoenix, Phoenix, AZ; MS Computer Science, West Coast University, Los Angeles, CA; BS Computer Science, West Coast University, Los Angeles, CA; BS Physics, University of Baghdad, Baghdad, Iraq
Ellen Ashman	General Education Remedial	Ed.M., Kutztown University of Pennsylvania, PA; MS Special Education, Bloomsburg University of Pennsylvania, Bloomsburg, PA; BA Psychology, Bloomsburg University of Pennsylvania, Bloomsburg, PA
Shazia Ashraf	Medical	MS Administration, California State University Bakersfield, Bakersfield, CA; BS Business Administration, Walden University, Baltimore, MD; AS Health Information Tech, Santa Barbara City College, Santa Barbara, CA
Katrina Berg	Business Externship General Studies Graduate Level	MBA, University of California, Riverside, Riverside, CA; BA Business Administration and Economics, King College, Bristol, TN
Tino DeGuevara	General Education	MA English/Creative Writing, Notre Dame de Namur University, Belmont, CA; MPA, California State University Fullerton, Fullerton, CA; BA English, California State University Stanislaus, Turlock, CA; BA Spanish, California State University Stanislaus, Turlock, CA; AA General Studies, Santa Barbara City College, Santa Barbara, CA
Derick Dickens	Business General Studies Graduate Level	MBA, Liberty University, Lynchburg, VA; MDiv, Liberty University, Lynchburg, VA; MA Religion, Liberty University, Lynchburg, VA; BS Religion, Liberty University, Lynchburg, VA

Bakersfield Campus - Distance Education Facility Continued

5300 California Avenue
Bakersfield, CA 93303
(877) 305-7222

Faculty (continued):

Name	Department	Credentials
Dr. Jimmie Flores	Business Graduate Level	PhD Human and Organizational Systems, Fielding Graduate University, Santa Barbara, CA; DM Organizational Leadership/IS & Technology, University of Phoenix, Phoenix, AZ; MA Human and Organizational Systems, Fielding Graduate University, Santa Barbara, CA; MBA, University of Saint Thomas, Houston, TX; MS Management, Regis University, Denver, CO; MS Computer Info Technology, Regis University, Denver, CO; MS Educational Technology, DeVry University, Downers Grove, IL; MEd Education, Regis University, Denver, CO; MNM Management, Regis University, Denver, CO; BBA Corporate Finance Management, St. Mary's University, San Antonio, TX
Theodore Framan	Business General Education Graduate Level	MBA, The University of Texas at Austin, Austin, TX; BS Business Administration, University of Southern California, Los Angeles, CA
Gozde Fryc	General Education	MA Teaching English as a Foreign Language, Bilkent University, Ankara, Turkey; BA Foreign Language Education, Middle East Technical University, Ankara, Turkey
Jennifer Johnson	Business General Studies Graduate Level Networking	MS, University of Advancing Computer Technology, Tempe, AZ; BS Business Information System, Utah State University of Agriculture and Applied Science, Logan, UT
Lisa Jones	General Education	MA History, Winthrop University, Rock Hill, SC; BS History and English, University of the South, Sewanee, TN
Michael Kaelin	Business	MBA, Walden University, Minneapolis, MN; MS Negotiation/Conflict Management, University of Notre Dame, South Bend, IN; BA Film Studies, University of California Santa Barbara, Santa Barbara, CA; AA General Education, Cosumnes River College, Sacramento, CA
Daniel Lebowitz	Business General Education Remedial	MS Mathematics, Oregon State University, Corvallis, OR; BS Mathematics, Southern Oregon University, Ashland, OR
Isaiah LeDonne	General Studies Medical	MS Health Policy and Law, University of California San Francisco, San Francisco, CA; BA Anthropology, University of Hawaii at Mānoa, Honolulu, HI
Marianne Moise	Medical	MDN, California State University Dominguez Hills, Carson, CA; BSN, California State University Dominguez Hills, Carson, CA; ADN, Ventura Community College, Ventura, CA
Debra Ochs	Business Graduate Level Legal	JD, Ventura College of Law, Ventura, CA; MBA, Loyola University of Chicago, Chicago, IL; AB Political Science Public Administration, Augustana College, Rock Island IL
Betty Olmsted	Business Graduate Level Legal	JD, The University of Tulsa, Tulsa, OK; MA French, University of Arkansas, Fayetteville, AK; BA French, University of Kansas, Lawrence, KS; BA Linguistics, University of Kansas, Lawrence, KS
Scott Olson	Business	MBA, California State University Channel Islands, Camarillo, CA; BS Business Management, University of Phoenix, Phoenix, AZ
Veronica Paz	Business Graduate Level	DBA, Nova Southeastern University, Fort Lauderdale, FL; MA Accounting Information System, Florida International University, Miami, FL; BS Accounting and Management, Florida International University, Miami, FL

Bakersfield Campus - Distance Education Facility Continued

5300 California Avenue
Bakersfield, CA 93303
(877) 305-7222

Faculty (continued):

Name	Department	Credentials
Justin Pickering	Business General Education	MS Accounting Liberty University, Lynchburg, VA; BS Business, Liberty University, Lynchburg, VA
Elizabeth Ramirez	General Education General Studies	MA, California State University San Bernardino, San Bernardino, CA; BA, California State University San Bernardino, San Bernardino, CA
Shiela Rojas	General Studies Medical	MBA Marketing, University of Phoenix, Phoenix, AZ; BS Business/Marketing, University of Phoenix, Phoenix, AZ
Joseph Shofner	General Education General Studies Legal	MPA, California State University Northridge, Northridge, CA; BA Psychology, California State University Long Beach, Long Beach, CA
Billy Skinner	General Studies Legal	MS Criminal Justice, University of Central Florida, Orlando, FL; BA Criminology, Saint Leo University, Saint Leo, FL
Greg Smith	General Education Remedial	MSA, Central Michigan University, Mt. Pleasant, MI; MA Education/Administration and Supervision, University of Phoenix, Phoenix, AZ; BS Engineering Technology, Lawrence Technology University, Southfield, MI; BS Liberal Arts, University of the State of NY, Albany, NY; AAS Electronics Engineering Technology, Macomb Community College, Warren, MI; AAS Maintenance Technology, Macomb Community College, Warren, MI
Sandra Tamez	General Studies Legal	JD, Southern California Institute of Law, Ventura, CA; BS Criminology, California State University Fresno, Fresno, CA
Kelly Udoji	Medical Remedial	MD, American University of Antigua, Coolidge, Antigua; BS Mathematics, Massachusetts Institute of Technology
Andreanna Vargas	General Studies	BS Hotel and Restaurant Management, California State Polytechnic University, Pomona, CA; AA General Studies, Pasadena City College, Pasadena, CA
Kristin Wallgard	Medical	DO, Des Moines University, Des Moines, IA; BA Journalism, California State University Northridge, Northridge, CA
Ashley Winans	General Education Medical	MA English, California State University Northridge, Northridge, CA; BA Creative Studies/Anthropology, University of California Santa Barbara, Santa Barbara, CA

Rancho Mirage Campus

34275 Monterey Avenue
 Rancho Mirage, CA 92270
 (760) 341-2602

Administrative Staff:

Name	Position
Open	Campus Director/On-Site Administrator/ Academic Dean
Hank Kraychir	Program Lead – Business
Leonard Kimbler	Program Lead – Heating, Ventilation and Air Conditioning
Vicki Roland	Department Lead - Legal
Open	Department Lead - Medical
Timothy Ryan	Vocational Nursing Program Director
Eric Rodriguez	Registrar
Esmeralda Reyes	Learning Resource Center/Administrative Assistant
Yasselen Vidrio	Financial Services Coordinator
Amy DiBello	Career Services Manager

Faculty:

Name	Department	Credentials
Evelyn Castro	Medical	Medical Assistant Certificate, Kaplan College, Palm Springs, CA
Edina Cervantes	Business General Studies	BS Business Administration, SBBCollege. Rancho Mirage, CA; AS Business Administration, SBBCollege. Rancho Mirage, CA
Jeronimo Contreras	General Studies Legal	Masters in Criminal Justice, American Public University System, Charles Town, West Virginia; BS Workforce Education and Development, Southern Illinois University, Carbondale, IL
Edmundo Gonzalez Y Crespo	Business General Studies Remedial	BS Accounting, National Polytechnic Institute, Mexico City, Mexico
Victoria Edwards Gonzalez	Legal	AS Paralegal Studies, Santa Barbara Business College, Rancho Mirage, CA
Peggy Feig	Nursing	RN, Board of Registered Nursing; BA Career & Technical Studies, California State University San Bernardino, San Bernardino, CA; AA Registered Nursing, Pasadena City College, Pasadena, CA
Japhet Gutierrez	Medical	Bachelor's Degree in Medical Surgeon, Autonomous University of Guadalajara, Zapopan, Mexico
Dan Hassey	Business	MBA, University of California Los Angeles, Los Angeles, CA
James Hayashi	General Education	MS Agriculture, Washington State University, Pullman, WA; BA Social Science, Washington State University Pullman, WA; AA Human Services, La Sierra University, Riverside, CA
Kim Chi Huynh	Business General Studies	MBA, Chapman University, Orange, CA; BA Business Administration, California State University of Fullerton, Fullerton, CA
Maria Inman	Legal	JD, Fordham University School of Law, New York, NY; BA Philosophy, University of Scranton, Scranton, PA
Leonard Kimbler	Heating, Ventilation and Air Conditioning	Diploma-Heating, Air Conditioning & Refrigeration Technology, York Technical Career Institute, York, PA
Hank Kraychir	Business General Education General Studies Remedial	MA Military History, Norwich University, Northfield, VT; MA Liberal Studies, Excelsior College, Albany NY; M.Ed., Jones International University, Englewood, CO; BS Individualized Studies, Charter Oak State College, New Britain, CT
Louise Miller	General Education General Studies	MA Psychology, Pepperdine University, Malibu, CA; Bachelor of Liberal Arts, Harvard University, Cambridge, MA

Rancho Mirage Campus Continued

34275 Monterey Avenue
Rancho Mirage, CA 92270
(760) 341-2602

Faculty (continued):

Name	Department	Credentials
Alan Patterson	Business General Education General Studies Legal	JD, University of La Verne, La Verne, CA; BA History, University of California Los Angeles, Los Angeles, CA; AA Hospitality Management, College of the Desert, Palm Desert, CA
Peggy Peterson	Medical	LVN, Board of Vocational Nursing and Psychiatric Technicians; LVN, School of Practical Nursing, Columbus, OH
Alberto Puga	Heating, Ventilation and Air Conditioning	Diploma - Refrigeration, Air Conditioning & Heating, Minneapolis Community and Technical College, Minneapolis, MN
Elizabeth Ramirez	Business General Education General Studies Remedial	MA Spanish, California State University San Bernardino, San Bernardino, CA; BA Spanish, California State University San Bernardino, San Bernardino, CA
James Robinson	Nursing	RN, Board of Registered Nursing; AS Nursing, Shenandoah University, Winchester, VA; BS Middle School Education, Old Dominion University, Norfolk, VA; BA Psychology, Mississippi State University, Starkville, MS
Vicki Roland	General Studies Legal	MS Criminal Justice, Kaplan University, Davenport, IA; BS International and Comparative Criminal Justice, Kaplan University, Davenport, IA
Timothy Ryan	Medical Nursing	RN, Board of Registered Nursing; MS Nursing, University of Phoenix, Phoenix AZ; BS Nursing, Indiana Wesleyan University, Marion, IN
Brian Salado	General Education Remedial	BA Mathematics, California State University San Bernardino, San Bernardino, CA;
Angela Taylor	Nursing	RN, Board of Registered Nursing; MSN Ed., University of Phoenix, Phoenix AZ; BSN, Mount Saint Mary's University, Los Angeles, CA
Debra Trudeau	Medical	Practical Nursing, Concorde Career College, Aurora, CO; BA Health Education, University of Massachusetts, Amherst, MA
Cessily Walker	General Education Remedial	MIS Interdisciplinary Studies, Stephen F Austin State University, Nacogdoches, TX; BS Communication Disorders & Deaf Education, Utah State University, Logan, UT; BA Speech Communication, Sam Houston State University, Huntsville, TX
Sharon Wilson	Nursing	EdD Organizational Leadership, Pepperdine University, Los Angeles, CA; MA Education, Pepperdine University, Los Angeles, CA; BS Nursing, CSU Los Angeles, Los Angeles, CA
Susanna Zagar	General Education Remedial	MA Mathematics, California State University San Bernardino, San Bernardino, CA; Bachelor of Education, Mathematics; University of Western Ontario, London, Ontario, Canada, Bachelor of Mathematics, University of Waterloo, Waterloo, Ontario, Canada

SBBCollege 2019 Catalog Corrections & Revisions

Corrections to page 7

Current Read:

General Information-Accreditations

The SBBCollege campuses located in Bakersfield, Rancho Mirage and the Bakersfield Campus' Distance Education programs are accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241, (202) 336-6780, to award certificates, diplomas, associate's degrees, bachelor's degrees, and master's degrees. ~~The Accrediting Council for Independent Colleges and Schools is federally recognized by the US Department of Education and is recognized by the Council for Higher Education Accreditation.~~

SBBCollege, Santa Maria Campus is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is a recognized accrediting agency by the US Department of Education.

The vocational nursing program at SBBCollege is accredited by the State of California Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, (916) 263-7800. The program is compliant with all requirements in Article 5 of the Vocational Nursing Practice Act with Rules and Regulations.

Revisions:

The SBBCollege campuses located in Bakersfield, Rancho Mirage and the Bakersfield Campus' Distance Education programs are accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241, (202) 336-6780, to award certificates, diplomas, associate's degrees, bachelor's degrees, and master's degrees. ***The Accrediting Council for Independent Colleges and Schools is recognized as a national accrediting agency by the Council for Higher Education Accreditation.***

SBBCollege, Santa Maria Campus is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is a recognized accrediting agency by the US Department of Education.

The vocational nursing program at SBBCollege is accredited by the State of California Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, (916) 263-7800. The program is compliant with all requirements in Article 5 of the Vocational Nursing Practice Act with Rules and Regulations.

Corrections to page 9

Current Read:

General Information-Campus Locations and Facilities

SBBCollege campus locations are housed in professional facilities within the communities of Santa Maria, Bakersfield and Rancho Mirage, California.

All regular class sessions are held on campus with the exception of courses that are online or have off-site on-the-job practical requirements. The address of each campus is listed on the back cover of this catalog.

Each campus is structured to provide air-conditioned classrooms, a student lounge area, faculty and staff lounges, and full administrative facilities. Each campus facility and the equipment it utilizes fully comply with any and all state and local ordinances and regulations, including those requirements for fire safety, building safety and health safety. ~~All SBBCollege facilities meet federal requirements for handicap accessibility.~~

Revisions:

SBBCollege campus locations are housed in professional facilities within the communities of Santa Maria, Bakersfield and Rancho Mirage, California.

All regular class sessions are held on campus with the exception of courses that are online or have off-site on-the-job practical requirements. The address of each campus is listed on the back cover of this catalog.

Each campus is structured to provide air-conditioned classrooms, a student lounge area, faculty and staff lounges, and full administrative facilities. Each campus facility and the equipment it utilizes fully comply with any and all state and local ordinances and regulations, including those requirements for fire safety, building safety and health safety. **All SBBCollege facilities meet federal requirements for people with disabilities.**

Corrections to page 16

Current Read:

Computer and Internet Requirements (Distance Education Instruction)

Associate of Science Computer Network Support and Computer Support Technician Diploma Computer Requirements:

~~Although students receive a laptop, the following minimum requirements are necessary if using another computer device:~~

Hardware Requirements:

- Windows PC-Pentium-based computer or equivalent (Apple Mac or Unix-based machines are not supported),
- Current version of 64-bit Windows Operating System (Windows 8, Windows7),
- AMD A12 or Intel Core i3, i5 or i7 Processor with a minimum of a dual core 2.4 GHz processor,
 - Free Hard Disk Space: 200 MB for the LabSim client and additional Disk Space: up to 10 GB (20 GB preferred).
- 4 GB or more of memory (RAM),
- Monitor: Super VGA,
- Video Card: Super VGA with 64 MB of video RAM
 - Graphics hardware acceleration requires a DirectX10 graphics card, and
 - Color Depth: 32 bit (true color) and Horizontal x Vertical Resolution: 1024 x 768.
- Sound Card: Win7/ Win8-supported, and
- User Input: Win7/Win8-supported mouse.

Software Requirements:

- Internet Explorer 11 or, Google Chrome 35+, or Firefox 42+,
- Windows Media Player 12.0 or later,
- Microsoft Silverlight 4 or 5 running Silverlight Supported Web Browsers,
- Current version of Acrobat Adobe Reader & Adobe Flash Player must be installed. (Free Downloads),
- Microsoft Office 2016 Professional Suite to include: Word/Excel/PowerPoint/Access, and
- Current Anti-Virus Software (Norton, McAfee, etc.).

Internet Requirement:

- Internet Connection: T1, DSL or Cable connection (Dial-up modem service is not supported),
- All course materials are hosted in cloud. Speeds of 3.6 mbps + should be more than adequate.

Revisions:

Computer and Internet Requirements (Distance Education Instruction)

Associate of Science Computer Network Support and Computer Support Technician Diploma Computer Requirements:

The following minimum requirements are necessary for the AS Computer Network Support and Computer Support Technician programs.

Hardware Requirements:

- Windows PC-Pentium-based computer or equivalent (Apple Mac or Unix-based machines are not supported),
- Current version of 64-bit Windows Operating System (Windows 8, Windows7),
- AMD A12 or Intel Core i3, i5 or i7 Processor with a minimum of a dual core 2.4 GHz processor,
 - Free Hard Disk Space: 200 MB for the LabSim client and additional Disk Space: up to 10 GB (20 GB preferred).
- 4 GB or more of memory (RAM),

- Monitor: Super VGA,
- Video Card: Super VGA with 64 MB of video RAM
 - Graphics hardware acceleration requires a DirectX10 graphics card, and
 - Color Depth: 32 bit (true color) and Horizontal x Vertical Resolution: 1024 x 768.
- Sound Card: Win7/ Win8-supported, and
- User Input: Win7/Win8-supported mouse.

Software Requirements:

- Internet Explorer 11 or, Google Chrome 35+, or Firefox 42+,
- Windows Media Player 12.0 or later,
- Microsoft Silverlight 4 or 5 running Silverlight Supported Web Browsers,
- Current version of Acrobat Adobe Reader & Adobe Flash Player must be installed. (Free Downloads),
- Microsoft Office 2016 Professional Suite to include: Word/Excel/PowerPoint/Access, and
- Current Anti-Virus Software (Norton, McAfee, etc.).

Internet Requirement:

- Internet Connection: T1, DSL or Cable connection (Dial-up modem service is not supported),
- All course materials are hosted in cloud. Speeds of 3.6 mbps + should be more than adequate.

Corrections to page 21

Current Read:

Admissions – Undergraduate Pre-Enrollment Advising

Helping students prepare for their education begins with an interview. During this initial interview, students' interests and goals are discussed. These goals are then matched to our programs and available career opportunities. We want each student to choose an educational plan that gives him/her every opportunity to succeed.

The pre-enrollment interview with the Admissions Department is required for incoming applicants. This ensures applicants have the opportunity for personal advising regarding potential success in their field of study.

Before an applicant is given final acceptance into a program of study, he/she must meet the general admission requirements and the program-specific requirements. Final acceptance and approval will occur once an application has been received and all of the necessary testing and documents are completed for review including, acceptable test scores, official transcripts or proof of GED, and any program specific requirements.

SBBCollege reserves the right, in its sole discretion, to deny admissions, suspend or terminate any individual from initiating or continuing their education if they demonstrate any behavior(s) that may be disruptive or pose a threat to SBBCollege students, employees or other associated parties.

Admissions – General Admissions Requirements

High School Graduates or Equivalent

Applicants must provide the College with an attestation and official transcripts of high school graduation or a recognized equivalency, such as a General Education Development (GED) certificate or completion of a high school education in a home school setting approved under state law. Students who graduated from a foreign high school or a high school, in which the high school transcript is written in a language other than English, must provide proof of high school graduation. Foreign transcripts of international students seeking admission must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter college or university in the United States.

Diploma program applicants must meet the minimum test score of 12 on the Wonderlic SLE (Scholastic Level Exam) or Wonderlic SLEP (Scholastic Level Exam-Pretest). Degree program applications must meet the minimum test score of 15 of the Wonderlic SLE (Scholastic Level Exam) or Wonderlic SLEP (Scholastic Level Exam-Pretest). However, the College may accept a minimum test score of 12 for degree program applicants with the requirement of BASICS courses (remedial). Students with documented proof of an associate's degree or higher from an institution accredited by an agency approved by the U.S. Department of Education are not required to take the Wonderlic SLE or Wonderlic SLEP.

Students that are enrolling must complete the Online Readiness Assessment prior to signing the enrollment agreement to ensure they have the aptitude to succeed in a distance education learning environment. The Online Readiness Assessment is not applicable to students enrolling in Associates of Science in Pharmacy Technology, Diploma in Vocational Nursing and Diploma in Heating, Ventilation and Air Conditioning.

Revisions:

Admissions – Undergraduate Pre-Enrollment Advising

Helping students prepare for their education begins with an interview. During this initial interview, students' interests and goals are discussed. These goals are then matched to our programs and available career opportunities. We want each student to choose an educational plan that gives him/her every opportunity to succeed.

The pre-enrollment interview with the Admissions Department is required for incoming applicants. This ensures applicants have the opportunity for personal advising regarding potential success in their field of study.

Before an applicant is given final acceptance into a program of study, he/she must meet the general admission requirements and the program-specific requirements. Final acceptance and approval will occur once an application has been received and all of the necessary testing and documents are completed for review including, acceptable test scores, official transcripts or proof of GED, and any program specific requirements.

SBBCollege reserves the right, in its sole discretion, to deny admissions, suspend or terminate any individual from initiating or continuing their education if they demonstrate any behavior(s) that may be disruptive or pose a threat to SBBCollege students, employees or other associated parties.

It is important to know that all classes and coursework will be conducted in English. The College is not responsible for providing free of charge English-language learner tutoring.

High School Graduates or Equivalent

Applicants must provide the College with an attestation and official transcripts of high school graduation or a recognized equivalency, such as a General Education Development (GED) certificate or completion of a high school education in a home school setting approved under state law. Students who graduated from a foreign high school or a high school, in which the high school transcript is written in a language other than English, must provide proof of high school graduation. Foreign transcripts of international students seeking admission must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (**AACRAO's International Education Services**), or the National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter college or university in the United States.

Diploma program applicants must meet the minimum test score of 12 on the Wonderlic SLE (Scholastic Level Exam) or Wonderlic SLEP (Scholastic Level Exam-Pretest). Degree program applications must meet the minimum test score of 15 of the Wonderlic SLE (Scholastic Level Exam) or Wonderlic SLEP (Scholastic Level Exam-Pretest). However, the College may accept a minimum test score of 12 for degree program applicants with the requirement of BASICS courses (remedial). Students with documented proof of an associate's degree or higher from an institution accredited by an agency approved by the U.S. Department of Education are not required to take the Wonderlic SLE or Wonderlic SLEP.

Students that are enrolling must complete the Online Readiness Assessment prior to signing the enrollment agreement to ensure they have the aptitude to succeed in a distance education learning environment. The Online Readiness Assessment is not applicable to students enrolling in Associates of Science in Pharmacy Technology, Diploma in Vocational Nursing and Diploma in Heating, Ventilation and Air Conditioning.

Corrections to page 22

Current Read:

Program-Specific Requirements – Vocational Nursing Diploma

Entrance Testing Requirements

Applicants must meet the required minimum scores on two out of three Accuplacer tests. Scores are subject to change. Students who change start dates after the initial application may be subject to the new score requirements at the time of the change.

Accuplacer Exam	Requirement
Reading and Comprehension Skills	65
Sentence Skills	54
Arithmetic Skills	38

In some cases, an applicant may have taken and passed one, two or all three of the Accuplacer tests at another institution. SBBCollege will accept Accuplacer test results from another educational institution providing the applicant can provide proper documentation with proof of passing scores.

Vocational nursing applicants may be scheduled for a personal interview with the vocational nursing program manager. The program manager will make final selection recommendations to the Admissions Review Committee based on all available information including test scores and submission of required documentation.

Revisions:

Entrance Testing Requirements

Effective January 28, 2019, applicants must meet the required minimum scores on two out of three **Accuplacer Next-Generation** tests. Scores are subject to change. Students who change start dates after the initial application may be subject to the new score requirements at the time of the change.

Accuplacer Exam	Requirement
Writing	237
Reading	243
Arithmetic	230

In some cases, an applicant may have taken and passed one, two or all three of the Accuplacer tests at another institution. SBBCollege will accept Accuplacer test results from another educational institution providing the applicant can provide proper documentation with proof of passing scores.

Corrections to page 41-42

Current Read:

Cancellation Policies

SBBCollege is required to comply with the cancellation policy requirements outlined in the California Private Postsecondary Education Act of 2009 and in the Accrediting Commission of Career Schools and College's (ACCSC) Standards of Accreditation. For students who request to cancel their enrollment, the College will evaluate both policies to determine which requirement is most beneficial to the student and apply that standard. Refer to the Catalog Addendum for the current application fee cost.

Revisions:

Cancellation Policies

SBBCollege is required to comply with the cancellation policy requirements outlined in the California Private Postsecondary Education Act of 2009) ***In addition, for students attending the Santa Maria Campus, the College is required to comply with the cancellation policy requirements found within*** the Accrediting Commission of Career Schools and College's (ACCSC) Standards of Accreditation. For **Santa Maria** students who request to cancel their enrollment, the College will evaluate both policies to determine which requirement is most beneficial to the student and apply that standard. ***For students attending other SBBCollege locations and request to cancel their enrollment, the College will apply the requirements of the California Private Postsecondary Education Act of 2009.*** Refer to the Catalog Addendum for the current application fee cost.

Corrections to page 50-51

Current Read:

General Academic Information - Equipment

SBBCollege will make available to all students the equipment necessary to acquire the skills desired for gainful employment. Students are instructed, through a curriculum that is designed to provide a hands-on experience, to use, practice and understand different equipment. The College promotes proper care and respect in the use of any equipment.

~~All students are provided a laptop computer with Wi-Fi capabilities and Internet access.~~ These devices ensure that each student has access to required software and other online learning resources including eBooks, electronic library databases, and course specific links required of the curriculum.

Laboratory classrooms are equipped with sinks, instruments and exam tables, tools and work stations, other miscellaneous equipment appropriate to the courses taught. Laboratory classroom needs are reviewed and changes made as determined in scheduled curriculum reviews.

Television and video equipment, overhead projectors, and data projectors are available at each campus and may be used in instruction. All classrooms contain desks or tables and seating suited to the learning activities required for instruction. Classrooms at each campus are equipped with white boards and bulletin boards as necessary.

Revisions:

General Academic Information - Equipment

SBBCollege will make available to all students the equipment necessary to acquire the skills desired for gainful employment. Students are instructed, through a curriculum that is designed to provide a hands-on experience, to use, practice and understand different equipment. The College promotes proper care and respect in the use of any equipment.

Students enrolled at a residential campus are provided a laptop computer with Wi-Fi capabilities and Internet access. These devices ensure that each student has access to required software and other online learning resources including eBooks, electronic library databases, and course specific links required of the curriculum.

Laboratory classrooms are equipped with sinks, instruments and exam tables, tools and work stations, other miscellaneous equipment appropriate to the courses taught. Laboratory classroom needs are reviewed and changes made as determined in scheduled curriculum reviews.

Television and video equipment, overhead projectors, and data projectors are available at each campus and may be used in instruction. All classrooms contain desks or tables and seating suited to the learning activities required for instruction. Classrooms at each campus are equipped with white boards and bulletin boards as necessary.

Cancellation Policies

Corrections to page 57

Current Read:

General Academic Information - Veterans' Bulletin

This Veterans' Bulletin includes those items not specifically addressed elsewhere in this catalog.

Credit Evaluation Policy

To ensure coursework is not duplicated, SBBCollege will accept courses taken for credit from other accredited colleges, universities or specified schools, as well as training received during military duty, for transfer of credit toward veterans' programs

at SBBCollege for subjects in which the course content is comparable to the College's courses. If the program is thereby shortened, the Veterans Administration will be notified.

Academic and Attendance Standard

~~The Veteran's Administration (VA) requires that all students receiving veteran educational benefits maintain progress toward their program of study. Therefore, all students receiving benefits must maintain a cumulative grade point average (CGPA) of 2.0 and incremental completion rate (ICR) of 66.67% at each evaluation point to remain eligible for VA benefits. A student who allows his/her CGPA to fall below a 2.0 and/or allows his/her ICR to fall below 66.67% will be placed on warning and be allowed one (1) term or payment period to meet the standard. If the student fails to do so, the VA office will be notified and the student's benefits interrupted.~~

Regular attendance is expected of all students. If it is necessary for a student to be absent at any time, he/she is required to notify the College in advance. If excessive absenteeism affects a student's academic progress, he/she could be placed on warning. Excessive absence from a class is cause for an instructor to drop a student from the class or to assign an 'F,' 'I,' 'US,' 'WP' or 'WF' for the class.

The campus administration may require attendance on Fridays in the event a student is absent from a regularly scheduled class on Monday through Thursday. Instructors may require a student's attendance on Fridays when the student may benefit from additional instruction.

In compliance with veterans' regulations, absences from classes on legal holidays are permitted when the campus is closed. Time off on Fridays and during the winter break is counted as a period of non-attendance.

Revisions:

General Academic Information - Veterans' Bulletin

This Veterans' Bulletin includes those items not specifically addressed elsewhere in this catalog.

Credit Evaluation Policy

To ensure coursework is not duplicated, SBBCollege will accept courses taken for credit from other accredited colleges, universities or specified schools, as well as training received during military duty, for transfer of credit toward veterans' programs at SBBCollege for subjects in which the course content is comparable to the College's courses. If the program is thereby shortened, the Veterans Administration will be notified.

Academic and Attendance Standard

The Veteran's Administration (VA) requires that all students receiving veteran educational benefits maintain satisfactory academic progress (SAP) toward their program of study as outlined within the Academic Information-Undergraduate Student and the Academic Information-Graduate Students sections of the Catalog.

The two components of SAP are the qualitative component (cumulative grade point average) and the quantitative component (earned credits divided by attempted credits or incremental completion rate). A student's progress will be evaluated at the end of each term or payment period to determine SAP. A student who does not meet the standards of SAP at any given evaluation point will be notified and placed on either financial aid warning/financial aid probation or be dismissed as a regular student. Furthermore, all students receiving VA benefits must meet the required minimum cumulative grade point average (CGPA) and incremental completion rate (ICR) at each evaluation point to remain eligible for VA benefits.

A student who allows his/her CGPA or ICR to fall below the required minimums will be placed on financial aid warning for a maximum of one (1) warning term or payment period to meet the satisfactory academic progress (SAP) standards. If the student fails to come into compliance with the SAP standards at the end of the warning term or payment period, the student will be dismissed from the program.

The student may submit a written appeal of the dismissal determination if mitigating circumstances have occurred. If the appeal is granted by the Academic Dean, he/she will be placed on probation. However, if it is determined that the student will not make satisfactory academic progress by the end of the term or payment period in which he/she is on probation, a written academic plan must be developed by the Academic Dean and signed by the student within ten (10) calendar days after the close of the warning term. The plan is designed to ensure the student will be able to meet the standards of satisfactory academic progress within two probationary terms or payment periods.

In order for the student to qualify to remain enrolled in school, he/she must meet the required CGPA and ICR standards by the end of the first term or payment period in which he/she is on probation or be successful in following the academic plan. If the requirements are not met, the student will be dismissed from the program of study.

Regular attendance is expected of all students. If it is necessary for a student to be absent at any time, he/she is required to notify the College in advance. If excessive absenteeism affects a student's academic progress, he/she could be placed on warning. Excessive absence from a class is cause for an instructor to drop a student from the class or to assign an 'F,' 'I,' 'US,' 'WP' or 'WF' for the class.

The campus administration may require attendance on Fridays in the event a student is absent from a regularly scheduled class on Monday through Thursday. Instructors may require a student's attendance on Fridays when the student may benefit from additional instruction.

In compliance with veterans' regulations, absences from classes on legal holidays are permitted when the campus is closed. Time off on Fridays and during the winter break is counted as a period of non-attendance.

Current Read:

Heating, Ventilation and Air Conditioning

Diploma	40 Instructional Weeks
C.I.P. Code 47.0201	Department of Labor Standard Occupational Classification (SOC) Code(s): 49-9021.01 - Heating and Air Conditioning Mechanics and Installers

The Diploma in Heating, Ventilation, and Air Conditioning prepares students for an entry-level career as a craft professional in the heating, ventilation, and air conditioning industry. Students will become proficient in the fundamentals of heating, ventilation and air conditioning. This program provides training to students in the installation, maintenance, and repair of heating, ventilation, cooling, and refrigeration systems that control the temperature and air quality in buildings. Graduates can expect to compete for entry-level positions as a Heating, Ventilation, and Air Conditioning Technician.

Number	Course Title	Clock	Credits
EXT 296	Externship	160	6
HVA 101	Introduction to Heating	45	4
HVA 106	Troubleshooting Heating	40	3
HVA 111	Introduction to Cooling	45	4
HVA 116	Troubleshooting Cooling	40	3
HVA 121	Basic Fundamentals of Refrigeration	45	4
HVA 126	Soldering, Brazing and HVAC Piping	40	3
HVA 132	Basics of Electricity	80	6
HVA 141	Maintenance and Energy Auditing	40	3
HVA 151	Introduction to Air Balancing and Distribution Systems	45	4
HVA 156	Airside and Commercial Systems	45	4
Core Totals		625	42
BUS 200	Professional Resource Development	40	4
General Studies Totals		40	4
Diploma Totals		665	48

Revisions:*Heating, Ventilation and Air Conditioning*

Diploma	40 Instructional Weeks
C.I.P. Code 47.0201	Department of Labor Standard Occupational Classification (SOC) Code(s): 49-9021.01 - Heating and Air Conditioning Mechanics and Installers

The Diploma in Heating, Ventilation, and Air Conditioning prepares students for an entry-level career as a craft professional in the heating, ventilation, and air conditioning industry. Students will become proficient in the fundamentals of heating, ventilation and air conditioning. This program provides training to students in the installation, maintenance, and repair of heating, ventilation, cooling, and refrigeration systems that control the temperature and air quality in buildings. Graduates can expect to compete for entry-level positions as a Heating, Ventilation, and Air Conditioning Technician.

Number	Course Title	In-Class Clock Hours	Outside Clock Hours*	Total Clock Hours	Credits
EXT 296	Externship	160	2.5	162.5	6
HVA 101	Introduction to Heating	45	11.25	56.25	4
HVA 106	Troubleshooting Heating	40	10	50	3
HVA 111	Introduction to Cooling	45	11.25	56.25	4
HVA 116	Troubleshooting Cooling	40	10	50	3
HVA 121	Basic Fundamentals of Refrigeration	45	11.25	56.25	4
HVA 126	Soldering, Brazing and HVAC Piping	40	10	50	3
HVA 132	Basics of Electricity	80	20	100	6
HVA 141	Maintenance and Energy Auditing	40	10	50	3
HVA 151	Introduction to Air Balancing and Distribution Systems	45	11.25	56.25	4
HVA 156	Airside and Commercial Systems	45	11.25	56.25	4
Core Totals		625	118.75	743.75	42
BUS 200	Professional Resource Development	40	10	50	4
General Studies Totals		40	10	50	4
Diploma Totals		665	128.75	793.75	48

*An additional 128.75 hours of outside work is assigned for the Heating, Ventilation and Air Conditioning Diploma Program. However, as of this publication, these additional hours have not been approved by the Department of Education.

Medical Office Administration

Diploma	50 Instructional Weeks
C.I.P. Code 51.0710	Department of Labor Standard Occupational Classification (SOC) Code(s): 43-6013.00 – Medical Secretaries

The Medical Office Administration diploma program provides students with a working knowledge of the medical front office. The curriculum places emphasis on document coding, insurance forms, and computer applications. Graduates are prepared for entry level administrative positions in clinical, hospital, and private practice environments.

Number	Course Title	Clock	Credits
EXT 290	Externship	180	6
MED 100	Medical Terminology	40	4
MED 105	Medical Office Procedures	50	4
MED 111	Medical Insurance and Coding	50	4
MED 120	Medical Billing Procedures	50	4
MED 130	Electronic Health Records	50	4
MED 131	Structure and Function of the Human Body I	40	4
MED 132	Structure and Function of the Human Body II	40	4
MED 201	Drug Fundamentals	40	4
MED 215	Advanced Medical Coding	40	4
MED 220	Medical Law and Ethics	40	4
<i>Core Totals</i>		620	46
BUS 200	College Success	40	4
BUS 200	Professional Resource Development	40	4
CIS 101	Computer Applications	50	4
<i>General Studies Totals</i>		130	12
Diploma Totals		750	58

Revisions:*Medical Office Administration*

Diploma	50 Instructional Weeks
C.I.P. Code 51.0710	Department of Labor Standard Occupational Classification (SOC) Code(s): 43-6013.00 – Medical Secretaries

The Medical Office Administration diploma program provides students with a working knowledge of the medical front office. The curriculum places emphasis on document coding, insurance forms, and computer applications. Graduates are prepared for entry level administrative positions in clinical, hospital, and private practice environments.

Number	Course Title	Clock	Credits
EXT 290	Externship	180	6
MED 100	Medical Terminology	40	4
MED 105	Medical Office Procedures	50	4
MED 111	Medical Insurance and Coding	50	4
MED 120	Medical Billing Procedures	50	4
MED 130	Electronic Health Records	50	4
MED 131	Structure and Function of the Human Body I	40	4
MED 132	Structure and Function of the Human Body II	40	4
MED 201	Drug Fundamentals	40	4
MED 215	Advanced Medical Coding	40	4
MED 220	Medical Law and Ethics	40	4
<i>Core Totals</i>		620	46
BUS 100	College Success	40	4
BUS 200	Professional Resource Development	40	4
CIS 101	Computer Applications	50	4
<i>General Studies Totals</i>		130	12
Diploma Totals		750	58

Undergraduate Course Descriptions – Medical

MED 111 Medical Insurance and Coding

~~40 Hours, 4 Credit Hours~~

This course is designed to provide an understanding of basic health insurance and claims processing including the CMS1500 form. The course will deliver hands-on practice in completing claims with accuracy and completeness. The course will also provide a basic understanding of the skills required to accurately code diagnostic and procedural services. Students will learn to correctly apply the different coding systems, such as International Classification of Diseases (ICD), Current Procedural Terminology (CPT), and the Healthcare Common Procedure Coding System (HCPCS). Emphasis will be placed on utilizing appropriate coding systems in preparation to bill for reimbursement.

Revisions:

MED 111 Medical Insurance and Coding

50 Hours, 4 Credit Hours

This course is designed to provide an understanding of basic health insurance and claims processing including the CMS1500 form. The course will deliver hands-on practice in completing claims with accuracy and completeness. The course will also provide a basic understanding of the skills required to accurately code diagnostic and procedural services. Students will learn to correctly apply the different coding systems, such as International Classification of Diseases (ICD), Current Procedural Terminology (CPT), and the Healthcare Common Procedure Coding System (HCPCS). Emphasis will be placed on utilizing appropriate coding systems in preparation to bill for reimbursement.

Admissions-Graduate Students - General Admissions Requirements

Master's degree candidates must hold a bachelor's degree from an institution accredited by an agency recognized by the U.S. Department of Education. For internationally-based institutions, candidates must hold a bachelor's degree from an institution that is either accredited by agencies recognized by the US Department of Education or recognized by the respective government as institution of higher education. There is no particular previous course of study required to apply. However, a bachelor's degree in business, finance, or administration will provide the strongest foundation for acceptance. Each candidate must demonstrate through previous study, educational performance, and/or work experience the ability to master analytical and quantitative concepts and apply critical analysis in the decision making process.

Students that are enrolling must complete the Online Readiness Assessment prior to signing the enrollment agreement to ensure they have the aptitude to succeed in a distance education learning environment.

Revisions:

Master's degree candidates must hold a bachelor's degree from an institution accredited by an agency recognized by the U.S. Department of Education. For internationally-based institutions, candidates must hold a bachelor's degree from an institution that is either accredited by agencies recognized by the US Department of Education or recognized by the respective government as institution of higher education. ***Foreign transcripts must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO)'s International Education Services, or the National Association of Credential Evaluation Services (NACES) to validate equivalency.***

There is no particular previous course of study required to apply. However, a bachelor's degree in business, finance, or administration will provide the strongest foundation for acceptance. Each candidate must demonstrate through previous study, educational performance, and/or work experience the ability to master analytical and quantitative concepts and apply critical analysis in the decision making process. ***Candidates who have not satisfied all undergraduate prerequisite course(s), may be required to complete the course(s) with the College at an additional cost.***

Students that are enrolling must complete the Online Readiness Assessment prior to signing the enrollment agreement to ensure they have the aptitude to succeed in a distance education learning environment.

Day Scheduled Class Times by Campus

Daytime Schedule*		Campuses:		
		Santa Maria	Bakersfield	Rancho Mirage
0 Period	7:00 – 7:50 (VN Only)	X	X	X
1 st Period	8:00 – 8:50	X	X	X
2 nd Period	9:00 – 9:50	X	X	X
Break	9:50 – 10:00	X	X	X
3 rd Period	10:00 – 10:50	X	X	X
4 th Period	11:00 – 11:50	X	X	X
Break	12:00 – 12:30	X	X	X
5 th Period	12:30 – 1:20	X	X	X
6 th Period	1:30 – 2:20	X	X	X
7 th Period	2:30 – 3:20	X	X	X
8 th Period	3:30 – 4:20	X	X	X

*Class will meet on a designated Friday when a Holiday is observed.

Evening Scheduled Class Times by Campus

Evening Schedule		Campuses:		
		Santa Maria	Bakersfield	Rancho Mirage
1 st Period	5:45 – 6:35	X	X	X
2 nd Period	6:45 – 7:35	X	X	X
Break	7:35 – 7:55	X	X	X
3 rd Period	7:55 – 8:45	X	X	X
4 th Period	8:55 – 9:45	X	X	X
Holiday Period *	9:55 – 10:20	X	X	X

*Required when a Holiday is observed during module.

Heating, Ventilation and Air Conditioning Evening Schedule		Campus:
		Rancho Mirage
1 st Period	5:45 – 6:35	X
2 nd Period	6:45 – 7:35	X
Break	7:35 – 7:55	X
3 rd Period	7:55 – 8:45	X
4 th Period	8:55 – 9:45	X
5 th Period	9:55 – 10:20	X
Holiday Period*	10:20 – 10:45	X

*Required when a Holiday is observed during module.

Tuition and Fee Schedule

The tuition and fees listed below and on the following page are effective for students starting in programs on or after the date 3/18/2019.

Student Tuition Recovery Fund (STRF) consists of ZERO cents (\$0.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars. Students required to complete BASICS coursework will be charged a rate of \$305 per credit. Students are not assessed a book cost as books are included in the tuition cost below.

Students are issued a mobile device used to read their e-books, retrieve emails and complete assignments. Students that have their device lost, stolen or in need of repairs, will be assessed a device Replacement/Repair Cost fee not to exceed \$395.00.

A student requesting the College to place a stop payment on a stipend check and re-issue an additional check will be assessed a \$30 Stop Payment Fee. Student who make a payment by check that is returned for non-sufficient funds (NSF) will be assessed a \$30 NSF fee.

Program	QTR Charge per Cr.**	Tuition	App. Fee*	BASICS \$290/cr.**	STRF (CA Res. ONLY)*	Total Cost of Program
Diploma:						
Computer Support Technician	\$325.00**	\$13,650	\$100*	\$0**	\$0*	\$13,750
Heating, Ventilation and Air Conditioning	\$287.50**	\$13,800.	\$100*	\$0**	\$0*	\$13,900
Medical Assisting	\$305.00**	\$16,470	\$100*	\$0**	\$0*	\$16,570
Medical Office Administration	\$308.00**	\$17,690	\$100*	\$0**	\$0*	\$17,790
Vocational Nursing	\$387.63**	\$37,600	\$100*	\$0**	\$0*	\$37,700
Associate of Science:						
Business Administration	\$305.00**	\$28,670	\$100*	\$2,440**	\$0*	\$31,210
Computer and Network Support	\$325.00**	\$29,250	\$100*	\$2,440**	\$0*	\$31,790
Electronic Engineering Technology	\$305.00**	\$27,450	\$100*	\$2,440**	0*	\$29,990
Medical Assisting	\$305.00**	\$27,450	\$100*	\$2,440**	\$0*	\$29,990
Medical Office Administration	\$305.00**	\$27,450	\$100*	\$2,440**	\$0*	\$29,990
Paralegal Studies	\$305.00**	\$28,670	\$100*	\$2,440**	\$0*	\$31,210
Pharmacy Technology	\$305.00**	\$28,670	\$100*	\$2,440**	\$0*	\$31,210
Bachelor of Science:						
Business Administration – Lower Division Courses	\$305.00**	\$28,670	\$100*	\$2,440**	\$0*	\$31,210
Business Administration – Upper Division Courses	\$325.00**	\$28,600				\$28,600
Business Administration – Total Tuition and Fees		\$57,270	\$100*	\$2,440**	\$0*	\$59,810
Healthcare Administration – Lower Division Courses						
Healthcare Administration – Lower Division Courses	\$305.00**	\$27,450	\$100*	\$2,440**	\$0*	\$29,990
Healthcare Administration – Upper Division Courses	\$325.00**	\$29,900				\$29,900
Healthcare Administration – Total Tuition and Fees		\$57,350	\$100*	\$2,440**	\$0*	\$59,890
Master:						
Business Administration	\$330.00**	\$18,480	\$100*	\$0**	\$0*	\$18,580

*Nonrefundable Fees;

** Students repeating a course will be charged by the amount of credits for the course at a rate of the "Quarter Charge per Credit" listed for the program.

***Tuition and Fee costs are the same amounts for students enrolling in Residential and Distance Education programs.

Period of Attendance

California Education Code §94909(a) requires SBBCollege to provide each prospective student the total charges for a period of attendance. A period of Attendance is the Academic Year defined by the program in the Catalog. The following charges are the same estimated cost as listed above:

	Total Charges by Period of Attendance		
Diploma:	Academic Year 1	Academic Year 2	Total
Computer Support Technician	11,800	1,950	13,750
Heating, Ventilation and Air Conditioning	13,900	0	13,900
Medical Assisting	11,080	5,490	16,570
Medical Office Administration	11,080	6,710	17,790
Vocational Nursing	19,094	18,606	37,700

	Total Charges by Period of Attendance			
Associate of Science:	Academic Year 1	Academic Year 2	Academic Year 3	Total
Business Administration	11,080	10,980	9,150	\$31,210
Computer and Network Support	11,640	11,700	8,450	\$31,790
Electronic Engineering Technology	11,080	10,980	7,930	\$29,990
Medical Assisting	11,080	10,980	7,930	\$29,990
Medical Office Administration	11,080	10,980	7,930	\$29,990
Paralegal Studies	11,080	10,980	9,150	\$31,210
Pharmacy Technology	11,080	10,980	9,150	\$31,210

	Total Charges by Period of Attendance						
Bachelor of Science:	<i>Academic Year 1</i>	<i>Academic Year 2</i>	<i>Academic Year 3</i>	<i>Academic Year 4</i>	<i>Academic Year 5</i>	<i>Academic Year 6</i>	<i>Total</i>
Business Administration	11,080	10,980	11,220	11,700	11,700	3,130	\$59,810
Healthcare Administration	11,080	10,980	11,300	11,700	11,700	3,130	\$59,890

	Total Charges by Period of Attendance			
Master:	Academic Year 1	Academic Year 2	Academic Year 3	Total
Business Administration	8,020	7,920	2,640	\$18,580

Student Tuition Recovery Fund Disclosure

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

Academic Calendar

ALL CAMPUSES – TERMS

2019		2020		2021		2022	
Term Starts	Term Ends	Term Starts	Term Ends	Term Starts	Term Ends	Term Starts	Term Ends
Monday	Sunday	Monday	Sunday	Monday	Sunday	Monday	Sunday
January 7	March 17	January 6	March 15	January 4	March 14	January 3	March 13
February 11	April 21	February 10	April 19	February 8	April 18	February 7	April 17
March 18	May 26	March 16	May 24	March 15	May 23	March 14	May 22
April 22	June 30	April 20	June 28	April 19	June 27	April 18	June 26
May 27	August 4	May 25	August 2	May 24	August 1	May 23	July 31
July 1	September 8	June 29	September 6	June 28	September 5	June 27	September 4
August 5	October 13	August 3	October 11	August 2	October 10	August 1	October 9
September 9	November 17	September 7	November 15	September 6	November 14	September 5	November 13
October 14	December 22	October 12	December 20	October 11	December 19	October 10	December 18
November 18	February 9, 2020	November 16	February 7, 2021	November 15	February 6, 2022	November 14	February 5, 2023

STUDENT HOLIDAYS – RESIDENTIAL STUDENTS ONLY

Holiday or Holiday Observed	2019	2020	2021	2022
New Year's Day	Tuesday, January 1	Wednesday, January 1	Friday, January 1	Friday, December 31
Martin Luther King Jr.'s Day	Monday, January 21	Monday, January 20	Monday, January 18	Monday, January 17
Presidents' Day	Monday, February 18	Monday, February 17	Monday, February 15	Monday, February 21
Memorial Day	Monday, May 27	Monday, May 25	Monday, May 31	Monday, May 30
Independence Day	Thursday, July 4	Friday, July 3	Friday, July 5	Monday, July 4
Labor Day	Monday, September 2	Monday, September 7	Monday, September 6	Monday, September 5
Veterans' Day	Monday, November 11	Wednesday, November 11	Thursday, November 11	Friday, November 11
Thanksgiving Holiday	Wednesday, November 27 - Friday, November 29	Wednesday, November 25 - Friday, November 27	Wednesday, November 24 - Friday, November 26	Wednesday, November 23 - Friday, November 25

STUDENT HOLIDAYS – ALL STUDENTS

Break	2019	2020	2021	2022
Winter Break	Monday, December 23, 2019 - Sunday, January 5, 2020	Monday, December 21, 2020 - Sunday, January 3, 2021	Monday, December 20, 2021 - Sunday, January 2, 2022	Monday, December 19, 2022 - Sunday, January 1, 2023