



**STUDENT CODE OF CONDUCT
POLICIES AND PROCEDURES
2021**



COOPERATION WITH COLLEGE STAFF

Students are required to cooperate with SCC staff at all times. Failure to comply, resisting, or obstructing college staff in the performance of their duties will not be tolerated. SCC will take strict disciplinary action against any student who violates this policy.

PARKING

Parking in either of the building parking lots is not permitted for students. These parking lots are provided for the tenants of the buildings and for clients who park for short periods of time. Parking on Sisk Road is also prohibited, and will likely result in towing. Students may park on Greenleaf Circle, which connects with Sisk Road in a "horseshoe" fashion at two points. Greenleaf Circle is located next to our building. If necessary, and with the written approval of the Director, parking permission is available to those with medical problems and limitations only. Application forms for the purpose of parking in this lot are available at the office of the Director/Registrar.

The only authorized route from your vehicle to Stellar Career College is by means of the public sidewalks. Any other route (such as crossing over adjacent properties) is not authorized and is discouraged. Use of any unauthorized route is at your own risk, and you are responsible for any consequences. Stellar Career College is not responsible for any theft or damage to any vehicles or belongings therein.

ATTENDANCE

Good attendance is vital in order to pass and graduate from SCC. There are **a minimum number of hours** you must attend in order to meet graduation requirements. If you are going to be absent or late for class, please treat this like a job and call the school before 8:00 A.M. to inform us of your absence or late arrival. For absences greater than one (1) day in length, the school should be notified each day of the absence.

TARDY AND EARLY DEPARTURE POLICY

Tardiness interrupts learning for everyone in the classroom. Students who are tardy miss the very important beginnings of class. Good attendance and punctuality are skills for success in life. SCC adheres to a strict tardy policy. Students arriving late to, returning to/departing from campus during regular school days must check in and out through the front office. This also applies to those who leave campus during any portion of the school day. Students are not allowed to leave campus early without first checking out with downstairs administration.

Three tardies and early dismissals will equal one absence. Tardiness and early departures will be excused for the following reason, only when supporting documentation is provided to administration:

- Court appearance
- Medical, dental or counseling appointment

Tardiness caused by sleeping in, childcare or transportation issues, accompanying other people to appointments, etc. will not be excused.

ABSENCES

All absences, including excused absences, count against the total number of absences allowed.

EXCUSED ABSENCE SHALL BE DEFINED AS:

- Genuine illness or injury
- Illness in excess of three (3) days absence (or more) with a written doctor's excuse
- Serious emergency of an immediate family member



- Death in the immediate family
- Court order absence
- Religious holiday observance

UNEXCUSED ABSENCE SHALL BE DEFINED AS:

- Out of town travel taken during scheduled instructional time
- Vacation days during scheduled instructional time
- Doctor/Dental appointments are unexcused unless a doctor's note is provided
- Any other reasons other than the above mentioned excused absences are unexcused

Stellar Career College is not responsible for handling mileage reports or providing attendance information to students, participants must keep their own records for the purpose of mileage.

If a student is absent from school for fourteen (14) consecutive calendar days, including any weekends, the student will be withdrawn from school. The 14 consecutive calendar days will not include school-scheduled break (winter break only) and any school scheduled holidays published in the academic calendar in the catalog.

MAKE-UP WORK/ MISSED LECTURES

If a student is absent or tardy, then the student is responsible to contact the instructor for missed work. All make-up work must be completed prior to the graduation date for a student to graduate. If a student misses a lecture due to absence or tardy, the lecture may not be repeated. Students will also lose 1 class point for every missed lecture. It is the responsibility of the student to read the missed lecture materials from the training guide and complete all related assignments prior to the next sequenced lecture.

EXAM RE-TAKE POLICY

If a student scores less than 70% on an exam, the student has failed the exam. Students may not retake an exam if they score a 70% or better. If a student retakes the exam and scores 70% or better, the student passes the exam. A score of 70% will be awarded to the student. (Example- If a student scores 100% on any retake, 70% is the grade.) **If a student is absent or fails to turn in work or take an exam by the due date the maximum score possible will be 70%.**

TIMECARDS

Students will be issued a timecard weekly. Your name should be neatly printed on every card. Timecards are **official documents**, and are to be filled out accurately during the course of each day, remembering to:

- Punch in the start and end of each day
- Sign the bottom where indicated

Important reminder:

- If you have arranged with an instructor to make-up work or tutor during office hours, timecards must be initialed by the instructor in order for the time to be counted
- If a student makes an error on their timecard/a hand written time has been entered, an initial by the instructor is required in order for time to be counted

As with a job, you are responsible for recording your own work hours. If you leave the premises during the day, you must **notify your instructor and the Registrar explaining** your absence and stating the time you will return. Please do not carry the card around with you since, at various intervals, we collect the cards to record your hours. Timecards are to be left in your designated slot with the other timecards.



Accurate timecard entries are very important to employers. We, therefore, encourage our students to develop responsible, accurate work habits while attending Stellar Career College. **Falsifying time cards will result in suspension or termination from the college.**

LUNCH/BREAKS

Forty minutes is provided daily for lunch break. It is our expectation that students will avail themselves of the **forty minutes** away from their studies in order to be refreshed and alert for their afternoon class work. Again, we stress that it is necessary to return from lunch on time and be ready to work at your assigned workstation. Lunch break is from 12:20 P.M to 1:00 P.M. for students who attend full day.

There are also two **10-minute** breaks during the day, one in the morning and one in the afternoon. Because of class schedules and organization, it is very important to take your break when it is scheduled. Morning break is from 10:05 A.M. to 10:15 A.M. and afternoon break is from 3:05 P.M. to 3:15 P.M.

State, County, and Building regulations prohibit smoking within ten (10) feet of all entrances and exits. Building regulations also require that all tables and chairs remain on the east side of the building. Please remember that all breaks (including before and after school, and lunch hours) that are taken outside should be on the side of the building.

Any dirty cups/dishes left out will be disposed of each day. The refrigerators will be cleaned out on Thursdays. Any food, beverage or container left in the refrigerator on Thursday will be disposed of.

CURRICULUM/EXTRA CURRICULUM

In each class, the subjects covered and depth of review is considered the curriculum. Students who complete standard course requirements are to work on extra credit and **reinforcement** exercises to enhance proficiency. Extra curriculum will be up to the discretion of Stellar Career College. Students will be evaluated on attendance, typing speed, attitude, and completion of all program curriculums.

MATERIALS

Pencils, pens, paper, and books are provided on the first day of class. Any additional supplies or replacement of supplies are the responsibility of the student. Books may go home with students as needed. **Lost or stolen books and supplies are the responsibility of the student.**

Should you decide to cancel your enrollment with Stellar Career College, the materials provided to you are returnable only when they are in good condition. Good condition is defined in terms of being usable by another student, pages intact, all pages absent of writing inside, and sections organized as they were delivered to you.

PERSONAL PROPERTY

Your personal belongings and the materials provided to you should remain in your custody or in a designated area. Do not leave articles in any other location or training area. Stellar Career College is not responsible for any theft or damage to personal property.

ANIMALS ON CAMPUS

Animals are not allowed on campus with the exception of certified Seeing Eye dogs, certified assistant animals, or animals in the veterinary assisting lab.

TUTORING



Instructors are your first point of contact when requesting tutoring services. Every SCC instructor has specific hours allocated to assisting students. Hours of availability vary by instructor. In addition to one-on-one tutoring, instructors may provide suggestions on how to improve your study habits and techniques. Your fellow classmates or a student mentor is the second point of contact for tutoring services. You are encouraged to get to know the people sitting near you in class.

FINANCIAL AID SERVICES

Financial aid information may be obtained by speaking with Stellar Career College's Financial Aid Officer or through publications available in the lobby. For details on federal programs, including availability of programs and student requirements, refer to *The Student Guide*.

ADULT TRAINING

Because individual learning rates vary widely, each participant is expected to work independently. Instructors present a new feature or concept, and students are then expected to apply themselves by doing assignments. Instructors are available to assist with questions and problems; however, since students must perform on their own in the workplace, the objective is to teach students how to work on their own and to depend less on instructors or aides.

It is expected that students will, at times, work together and openly communicate in class. However, group study and discussions must be kept to a minimum to avoid excessive noise and to encourage each student to do his/her own work. During tests, books and notes are to be put away (unless an "open book" test is specifically announced) and all students must refrain from communicating with each other until all tests have been collected.

Each student is required to do his/her own work. At no time should any student touch the computer or keyboard of another. The educational philosophy of Stellar Career College embraces hands-on learning. Learning takes place through understanding and performing the necessary steps in each lesson. When a student doesn't understand a concept or command, or has a problem performing an assignment, he/she should approach an instructor or assistant instructor for help.

ACADEMIC HONESTY

SCC students are held to a high standard of integrity and are required to comply with the college's policy on Academic Honesty. The following behaviors are considered dishonest and are a violation of the policy:

- Copying from another student's printed assignments or disks
- Allowing another person to copy your original work
- Copying or allowing another person to copy your answers on a quiz or exam
- Collaborating with another individual when independent work is required
- Plagiarism in any form
- Resubmission of previously completed coursework
- Having possession or using another student's flash drive
- Submitting a paper or an assignment prepared by someone other than yourself
- Offering or soliciting unauthorized assistance on exams, papers and grades

SCC does not tolerate intentional acts of dishonesty. If it is determined that a student has intentionally engaged in an act of dishonesty, he/she may be subject to suspension or termination from their program.



SETTINGS AND CONTROLS

Thermostats are programmed and set by staff only. At no time are students permitted to touch these controls. If conditions become uncomfortable in a training area, please inform one of the staff to correct the situation. The mini-blinds covering the windows are also very effective in keeping the temperature regulated and should only be adjusted with permission from a staff member.

Computer settings are made to accommodate the largest number of students possible; students should not make adjustments to the mouse, keyboard, or display settings. Students who have special needs in this department should discuss them with the Campus Director so that arrangements can be made to accommodate the student.

FOOD AND DRINKS

Food and drinks have a very negative affect on all of our computer systems and other office equipment. Besides drinks with a spill-proof lid, **food and drinks are not allowed in classrooms.** Please use only designated areas for the purpose of consuming food and beverage.

BOOKSHELVES

Bookshelves are available in front of the student breakroom. These areas are not assigned and may be shared with other students. Please consider the bookshelves part of your workspace and keep your books and paperwork tidy. You are responsible for your materials. Please do not store any food or drinks and other personal items in this area.

STANDARDS FOR PROFESSIONAL DRESS

SCC believes that it is important for each student to appear well groomed and professionally dressed while on campus or during situations in which students are representing the college. As such, SCC has established standards for professional dress to which all students are expected to adhere. The standards include the requirement that students dress for class, including externships and clinical rotations, in the professional work-related SCC uniform/standards designated for their particular program of study.

Students are not permitted to wear SCC logo uniforms at events or functions that are not sponsored by the college. Any exception to the professional dress standards needed to comply with religious requirements must be discussed with administration.

The following dress code standards have been set for SCC's administrative programs:

- Shorts, skirts, pants, and tops that fail to conceal undergarments, back, abdomen, and cleavage are not permitted.
- Spaghetti Straps, bandeau or midriff tops, or undershirts
- Ragged or "holey" denims or jeans
- No leggings/yoga pants/gym attire permitted
- No Rubber thongs, beach shoes, or slides (sandals with straps are permitted)
- Hats, caps and other head coverings are prohibited in class except as specifically authorized by a school official
- Sweats and all pajamas/loungewear are prohibited (including slippers)
- See-through or fishnet fabrics that fail to conceal undergarments
- Dark glasses shall not be worn indoors, except for valid medical reasons authorized by the administration and verified in writing by a physician.
- Clothing and accessories shall be free of writing, pictures, symbols or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing, accessories, or jewelry that degrade any cultural, religious or ethnic values, that advocate racial, ethnic, or religious prejudice or discrimination, or that promote sex, the use of tobacco,



drugs, alcohol or violence or any unlawful acts (including gang activity) are prohibited.

- Excessively baggy, frayed, or torn clothing.
- Hair styles or hair coloring that is disruptive or has letters, messages or unusual designs/symbols shaved into the hair.
- Facial Hair: Should be kept clean, trimmed, and neat.
- Hygiene: Good personal hygiene including a neutral smelling deodorant is expected.
- Smelling of cigarette smoke is not acceptable.

On subsequent offenses, students will be immediately dismissed from class.

All Veterinary Assisting, Sterile Processing Technician, and Medical Assisting students should refer to the Healthcare Dress code standards.

PERSONAL TECHNOLOGY DEVICES (PTDS)

Students may bring personal technology devices (PTD) on campus. PTDs include, but are not limited to:

- Laptops
- Netbooks
- iPads/iPods
- Smartphones
- Tablets
- Kindles/Nooks/or similar devices
- Web-enabled phones

Following are the guidelines for use of PTD's on campus:

- PTDs must be silenced during class time and may only be used with the permission of the faculty member teaching the course
- All audio/video functions must be disabled unless the student is given permission to record all or a portion of the class session
- PTDs may not be used to photograph SCC employees, clinical sites, clinical patients, and clinical employees. Fellow SCC students may only be photographed with their permission.
- SCC does not provide any support or technology services for PTDs
- SCC assumes no responsibility for lost, stolen or damaged PTDs
- Students may not use their PTDs outside of the classroom for non-educational purposes while on SCC network
- Students are not to share the ID and password for the wireless network with non SCC users

Failure to adhere to these guidelines may result in disciplinary action. Any questions pertaining to appropriate use should be directed to staff member.

APPROPRIATE FLASH DRIVE USE

Each student will be assigned one flash drive to use in completion of their assignments. These flash drives are the property of Stellar Career College. Students are not permitted to bring other flash drives from home without the prior approval from the Director or a staff member. Students are not to delete files from their assignment flash drives except under the specific direction of an instructor.

COMPUTER USE

SCC's computers, software, and any files stored on the computer or network are college property. All hardware and software are to be used primarily for educational purposes. Although students have



passwords that restrict access to their computer accounts, SCC may access personal email accounts and any files stored or deleted from the computer system, at any time.

All software that resides on any of SCC's computers must be licensed. SCC prohibits the installation or removal of any software, unless directly related to a specific assignment approved and under the discretion of a faculty member teaching the course. Users are also forbidden from altering or copying license software.

SCC will not tolerate destruction or vandalism of any of its computer equipment. It also forbids the deliberate waste of computer resources. Disciplinary penalties may be imposed upon any student who has been found in violation of this policy.

SCC provides students with access to the internet for the purpose of enriching their educational experience. Although it is in the College's intent that the internet will be used for achievement of educational goals and objectives, every student should be aware that some material accessible via the internet could contain items that are illegal, defamatory, inaccurate or potentially offensive. Each user is strongly cautioned to exercise prudent judgement in what materials are viewed, stores, or routed to others. In addition, students and staff are prohibited from using the SCC network to illegally download or share music, videos, or other copyrighted materials.

ATTITUDE

Each of you has been chosen to attend this course because you have indicated that you have good work and learning attitudes. Being pleasant and cheerful to all, not allowing personal problems to affect your performance, and being cooperative are very important characteristics. They may provide you with a competitive edge when applying for a job. *Remember letters of recommendations are earned.*

PROFESSIONALISM

A professional atmosphere should not include gossip, loud chatter, or general "horseplay" of any kind. Please be considerate of the person next to you who may need a quiet atmosphere in which to work or concentrate. Swearing and other unprofessional acts are prohibited. ***Personal grievances should not be discussed in the classroom. If a student has any issues they must speak with the instructor or staff member in a private manner as to not disrupt the learning environment*** The noise level in the hallways outside of the classroom doors can also be very distracting and annoying to other students. (Please refer to the "Stellar Career College Harassment Policy" included in these Policies and Procedures.)

NOTICE OF NON-DISCRIMINATION

SCC complies with all pertinent titles and sections of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973 and all other applicable federal, state and local laws. SCC does not discriminate on the basis of any characteristic protected by federal, state, or local law, ordinance or regulation. Any discriminatory action should be reported to the Campus President.

Zulfiqar Satti, MS, PHD
President & Owner
Stellar Career College
4300 Sisk Road
Modesto, CA 95356

Any questions concerning this policy and/or the procedures to report discriminatory actions should be directed to Campus Leadership.



SOLICITATION

Solicitation of any kind is not permitted on school grounds.

UNEMPLOYMENT INSURANCE REQUIREMENTS

Additional paperwork must be completed through your counselor in order to receive unemployment benefits while attending a training course. Please note that staff will only be able to sign your weekly forms if you are attending class regularly, performing your lessons and making an effort.

RECORDS MAINTENANCE

Your student records are active for one year after completing a course. After this time, they are kept in a storage facility off campus. For the initial year, you may request copies of records for a fee of \$20.00. Access to these records is limited after your files become inactive; therefore, 48 hours' notice and a \$60.00 fee are required for retrieval of the file and copies.

GRIEVANCE PROCEDURE

If any problem arises regarding another participant, one of our staff, or any reason, please speak to one of the staff. We appreciate your input and the opportunity to solve the problem. If you do not wish to discuss it with an Instructor, you may speak with the Director of Operations/Admissions, Vic Lal or Associate Director Kristina Pitcher. It is suggested that all grievances are submitted in writing.

EXTERNSHIPS

All Veterinary Assisting and Medical Assisting/Patient Care Technician students must be in good academic and financial standing to participate in clinical externship. Stellar Career College does not guarantee any specific site or location. Externship sites are located within a 35 mile radius of campus location. Students may seek out externship sites and will have to be approved by administration. Students are expected to abide by all college policies along with adhering to healthcare dress code.

EXAMS

All Sterile Processing Technician and Medical Assisting/Patient Care Technician students must take your certification exam within **six months** from your graduation date unless otherwise approved by college administration. If a student exceeds the six month time frame, the student will need to pay for the exam and be reimbursed from the college by providing a receipt. One time exam fee is included in tuition.

EFFORT

This training opportunity will be extended to you only once. Making the best of it, giving 100% of yourself, and trying very hard will assure your success. Remember, the best students will get the best employment opportunities.

MUTUAL GOAL

The mutual goal of students, referring Case Managers, and Stellar Career College is to work diligently during this time to prepare for training-related employment. When employment is obtained, each student is responsible for immediately informing Stellar Career College of any and all details of his/her new position.

CORRECTION OF ASSIGNMENTS

Handing in assignments on a regular basis is your responsibility. With an intense time frame, it is very important that you turn in your work and get it back promptly. All assignments and exams will be corrected **within 3 school days**. This allows you to have the feedback and know you are, or are not,



doing the work correctly. To graduate from your course, every assignment must be performed, printed, corrected and approved.

Please work on assigned lessons only.

GRADE APPEAL PROCESS

Students may utilize the Grade Appeal Process to dispute a final grade received in a course. This process is limited to situations in which the student believes there has been a mistake in the calculation of their grade, demonstrable bias, gross negligence, or misapplication of stated grading criteria. To appeal a grade, a student must:

1. The student must notify the instructor of the appeal and the reason(s) why. The notification must be made within two (2) school days (M-T) after the grade was given to the student. The instructor will respond within two (2) school days of receipt of the appeal (verbal or written).
2. Students who remain unsatisfied with the results may submit a written appeal to School Leadership within two (2) days of the instructor's response. School Leadership will immediately notify the Campus President of the appeal under investigation and will respond to the student within four (4) school days of receipt of the appeal (verbal or written).

PROGRESS REPORTS

The agency/organization, which may have referred you to this course, requires us to review each participant at selected intervals, in the areas of attendance, academic progress, problems, work habits and attitudes. If you have any problems that are associated with your work, please come and talk to us. Evaluation results will be discussed privately with each student on a monthly basis. The primary purpose of progress reports is to inform students on academic and attendance standing. Staff may provide constructive feedback and reinforcement of college policies. Progress reports can be challenged only if there is a discrepancy in grading. All other feedback is at the discretion of staff and cannot be challenged.

GRADUATION REQUIREMENTS

To graduate from your specific course:

- All lessons in the subjects listed must be completed and approved on checklists
- All exams must be passed with a score of no less than 70%
- An effective resume, letter and list of references must be completed and approved
- The minimum keyboarding speed for your specific course must be met, printed and approved
- Minimum hours for the specific course must be met
- All materials listed on the graduation form must be turned in

Your contract is through the current graduation date on your enrollment agreement. Approval of early graduation is solely at the discretion of Stellar Career College Administration. This will be based on proficiency of school subjects, earned credit hours as well as reason for request. You are required to work on extra credit and reinforcement assignments when minimum standard curriculum is completed or work with the Career Services department only with approval from SCC Administration.



CAREER SERVICES

The Career Services Department provides a wide array of employment-related services to SCC students and alumni, which include:

- Interviewing techniques
- Resume preparation and development
- Job search assistance and techniques
- Job Leads

CHANGE OF STUDENT INFORMATION

Students should immediately report any change in their personal information (such as name, address, telephone number, etc.) to the Registrar's office. SCC will not be held responsible for any mail sent to the wrong address due to an incorrect address on file with the college.

Student's names on official SCC records and transcripts must reflect their names as they appear on official documents, such as driver's licenses, social security cards, passports, etc. In order for a student to change his/her name on SCC records, a marriage certificate, divorce decree, or court document must be presented to substantiate the change.

COUNSELING SERVICES

If you are in need of counseling services, the following list of professional services is available to all students. You may seek additional assistance and resources from the front desk.

Center for Human Services
2000 W. Briggsmore Ave. Suite 1
Modesto, CA. 95350
526-1476

www.centerforhumanservices.org

Services provided: Outpatient mental health counseling, individual, family, couples, and group community clinics. Monday-Friday 8:00am to 5:00pm

Mental Health Emergency Services

1501 Claus Road
Modesto, CA 95350

558-4600

<http://www.stancounty.com/bhrs/>

Services provided: Outpatient and walk-in services, 24-hour emergency mental health and suicide prevention services.

Haven's Women's Center of Stanislaus Count – Counseling Services

619 13th Street

Modesto, CA 95350 524-4331 www.havenwcs.org



DRUG-FREE CAMPUS POLICY

Stellar Career College maintains a drug-free campus. Alcohol and drug use will not be tolerated. Any student or employee found in possession of, or under the influence of, illegal drugs or alcohol on school property will be subject to disciplinary actions up to and including suspension or dismissal. In addition, students found in violation of local, state or federal laws will be referred to the Stanislaus County Sheriff's Office.

LEGAL SANCTIONS

There are numerous federal, state, and local statutes and ordinances relating to the manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol. These statutes impose legal sanctions for both felony and misdemeanor convictions related to violations of applicable laws and ordinances. Detailed information regarding these statutes, which may change over time, is available from school administration. Scheduled drugs considered to be controlled substances are listed in Schedules I through V of the Controlled Substances Act (29 U.S.C. 812), and are further defined by regulations 21 CFR 1308.11 through 1308.15. Copies of the Act and regulations are available for review on the Drug Enforcement Agency's website (<http://www.usdoj.gov/dea/agency/csa.htm>).

In brief, California state and federal laws include:

1. The manufacture, sale, or distribution of all scheduled drugs is a felony, which could result in serving time in prison; simple possession of controlled substances can be punished by civil fines of up to \$10,000 per violation and a jail sentence.
2. The cultivation, possession for sale, or sale of marijuana is a felony.
3. Possession of one ounce or more of marijuana for personal use is a misdemeanor, which could include payment of a fine or serving time in jail; possession of less than one ounce for personal use is a misdemeanor, which could include a fine up to \$100.00.
4. It is a misdemeanor to sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under 21 or any obviously intoxicated person, and no one under 21 may purchase alcoholic beverages.
5. It is unlawful for any person under 21 to possess alcoholic beverages on any street or highway or in any place open to public view.

TREATMENT

We encourage any student or employee who is struggling with substance abuse to contact one of the following organizations:

Center for Human Services
2000 W. Briggsmore Ave, Suite 1
Modesto, CA 95350
209.526.1476
www.centerforhumanservices.org

New Hope Recovery House
823 E Orangeburg Ave, Modesto, CA
95350 Modesto, CA 95350
527.9797
<http://www.newhope-recovery.org/>

Chapman House
800.451.1876
www.chapmanhouseinc.com



Effects of Drugs and Alcohol

Alcohol

Alcohol can affect every system of the body. Effects depend on amount consumed, the personality and mood of the drinker. Reactions can range from relaxation and euphoria to withdrawal or violence. Alcohol has also been known to impede fetal development.

Possible Effects Include: Loss of coordination, slurred speech, vomiting, loss of consciousness, excitability, anxiety, depression, insomnia, possible violent behavior, memory lapses, decreased mental capacity, paranoia, auditory hallucinations, dementia, damage to the heart, brain, liver, lungs, and digestive system.

Cocaine

Snorted, smoked or injected, cocaine is rapidly absorbed into the bloodstream. Acute tolerance develops quickly. This, along with the drug's strong reinforcement properties, makes it highly addictive.

Possible Effects Include: Rapid respiration, loss of coordination, anxiety, depression, paranoia, tremors, nausea, convulsions, seizures, rapid or irregular heartbeat, hypertension, lung abnormalities, respiratory depression, damage to the brain, heart, lungs, liver, kidneys, and digestive system.

Ecstasy

MDMA (or ecstasy) is a mind-altering drug with hallucinogenic effects. Use of ecstasy can have severe physical and psychological consequences and is potentially lethal.

Possible Effects Include: Sweating, muscle tension, decreased appetite, nausea, vomiting, blurred vision, anxiety, panic attacks, tremors, hallucinations, depression, confusion, apathy, insomnia, increased heart rate and blood pressure, jaundice, possible irreparable brain damage, damage to lungs, liver, kidneys, and muscular system.

Heroin

A central nervous system depressant, heroin is an addictive drug with profound physical and psychological effects. Used intravenously, there is a risk of infection and disease (hepatitis, AIDS) due to dirty/shared needle use.

Possible Effects Include: Euphoria, constricted pupils, flushing of the face, drowsiness, respiratory depression, nausea, mental clouding, altered emotions, subdued nerve impulses, low blood pressure, cardiac failure, depressed breathing, pneumonia, lung abscess, liver dysfunction, kidney toxicity or failure, bone marrow inflammation.

Marijuana

Marijuana is a hallucinogen, which alters mood and cognition. Generally smoked or eaten for its major psychoactive ingredient THC. Effects depend largely on user's mood and personality as well as the amount and strength of the preparation used. Effects range from feelings of relaxation, well being, with enhanced sensations and perceptions to reduced social interaction and increased passive behavior. For some people the drug may have little or no effect at all. Marijuana smoke contains many of the same carcinogenic compounds found in tobacco smoke thereby increasing the risk of lung cancer and other respiratory ailments.

Possible Effects Include: Bloodshot eyes, loss of coordination, increased appetite, dry mouth, possible dizziness and nausea, confusion, inability to carry out multi-step tasks, short term memory impairment, apathy, anxiety, paranoia, hallucinations, reduced oxygen to the heart, increased heart rate, lowered blood pressure, bronchial irritation and inflammation, decreased immune system response.



Holidays

2021

President's Day	Monday, February 15, 2021
Memorial Day	Monday, May 31, 2021
Labor Day	Monday, September 6, 2021
Thanksgiving	Thursday, November 25, 2021
Winter Break	Mon-Thurs, December 20-23, 2021



PHOTO RELEASE FORM

I grant permission to **Stellar Career College** and its agents or employees, to use interviews, quotes, and photographs, movies or video tapes taken of me during the course of my education and after graduation for use in the institutes' publications including web sites or other electronic forms and media.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.

I hereby agree to release, defend, and hold harmless **Stellar Career College**, on behalf of **Stellar Career College** and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper, via electronic media, or on web sites, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

I am 18 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Name (please print)

Date

Signature



HARASSMENT POLICY

Stellar Career College does not, and will not, tolerate harassment of our employees or students. The term "Harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age or handicap. "Harassment" also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature.

VIOLATION OF THIS POLICY WILL SUBJECT AN EMPLOYEE OR STUDENT TO DISCIPLINARY ACTION, UP TO AND INCLUDING IMMEDIATE DISCHARGE.

If you feel that you have been harassed in any way by another employee or student, or any other person relating to the business of Stellar Career College, you should immediately make your feelings known to your supervisor or instructor. The matter will be thoroughly investigated, and where appropriate, disciplinary action will be taken. If you do not feel that you can discuss the matter with your supervisor or instructor, or if you are not satisfied with the way in which your claim has been handled, please contact Mr. Zulfiqar Satti, Campus President of Stellar Career College. You will not be penalized in any way for reporting such conduct concerning yourself or another person.

Do not assume that Stellar Career College is aware of the problem. It is your responsibility to bring your complaints and concerns to our attention so that we can help resolve them.

SIGNATURE

DATE



Social Media Policy

Comments to Stellar Career College- sponsored sites, such as its Website via blogs, online forms, etc., or social media sites are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forums, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable.

For the privacy of users and their families, please assume that all postings to Stellar Career College- sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to Stellar Career College- sponsored sites, as outlined above, users give Stellar Career College- the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission.

Stellar Career College further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed.

We also reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

User agrees to indemnify and hold harmless Stellar Career College, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material user has posted on Stellar Career College- sponsored sites

By posting a comment or material of any kind on a Stellar Career College- sponsored sites, the user hereby agrees to the policy set forth above.

Name (please print)

Date

Signature



RELEASE OF RECORDS

I, _____, hereby authorize the Employment Development Department (EDD) to release to Stellar Career College, Unemployment Insurance (UI) and employer reported wage data contained in my records. This authorization, allows EDD: to disclose, any data required for certification and employment verification, including personal data requested which is necessary for the purposes of any and all statistical studies.

I also authorize all employers I am employed with to release to Stellar Career College, upon request, any and all employment information up to two years after my graduation date.

I agree to provide Stellar Career College with my complete employment information post-graduation **Initials**_____

I also authorize all educational institutions to release to Stellar Career College, upon request, any and all educational information.

I also authorize Stellar Career College to release my information to government agencies.

I also authorize the release of any and all information regarding my academic achievement and/or record of attendance at Stellar Career College. This information will be made available to referring agency representatives, potential employers seeking verification of job application or resume information, or any qualified public agency or official. Information may include, but is not limited to, training performance grades, actual number of absences, and total hours of instruction completed.

SIGNATURE



REVISIONS AND ADDITIONS

Stellar Career College reserves the right to modify these policies and procedures at any time. At such time as new policies are introduced or existing policies are revised, Stellar Career College will publish the changes, and all current students will be expected to comply with these changes.

COMPLIANCE

In all work environments, rules and regulations are necessary. They are designed not to punish the student, but to make the best use of available resources and to provide a healthy learning environment. We expect your cooperation with these policies. However, consistent disregard for them may ultimately lead to your dismissal from the course.

In addition to a verbal explanation from the Director of Operations/Admissions, Vic Lal, I have read the policies within this student code of conduct as well as the school catalog and will comply with the best of my ability. I have also had the opportunity to ask any questions and receive clarification during my orientation prior to starting classes.

PRINT: _____

SIGNATURE: _____