



**STUDENT CODE OF CONDUCT  
POLICIES AND PROCEDURES  
2024**



## **STATEMENT OF STUDENT RIGHTS**

Your rights as a student are protected by State and Federal laws and by the policies, procedures, and regulations established by SCC. Specifically, we recognize the following rights of our students: \

- Freedom of access to higher education.
- Freedom of classroom expression.
- Confidentiality of educational records
- Participation in student affairs.
- Procedural standards in disciplinary actions as outlined in the Student Code of Conduct (see below) and the Academic Honesty Policy, which is published in its entirety in the College Catalog. Likewise, all students are held accountable to all local, State, and Federal laws and to the policies, procedures, and regulations established by the College.

## **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 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.

Tardiness and early departures will be excused for the following reason, only when supporting documentation is provided to administration:

- Court appearance

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

### **EXCUSED ABSENCE SHALL BE DEFINED AS:**

- Genuine illness or injury with supporting medical documentation
- 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
- 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, due to an excused reason, then the student is responsible to contact the instructor for missed work. All pre-approved make-up work must be completed in a timely manner. If a student misses a lecture due to absence or tardy, the lecture may not be repeated. 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.

Quizzes, labs, lectures, or in class assignments missed due to unexcused tardiness, early departures or absences will receive a grade of 0. Students who are not on track weekly cannot receive higher than 75% on any exams, quizzes or assignments.

### **EXAM RE-TAKE POLICY**

If a student scores less than 75% on an exam, the student has failed the exam. If a student retakes the exam and scores 75% or better, the student passes the exam. A retake score of 75% will be awarded to the student. (Example- If a student scores 100% on any retake, 75% is the grade.)

If a student is absent on an exam day, they must arrange a time to make-up the exam during instructor office hours. Make-up exams will be awarded a score no greater than 75%. Exceptions can be made for documented medical reasons or extraordinary circumstances at the administrator's discretion due to causation.

### **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. Students who do not accurately fill out their timecards daily will be subject loss of clock hours and disciplinary action if needed.

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.

### **SMOKING**

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.



## **COMMON AREAS AND CLEANLINESS**

The college expects all students to maintain a clean and tidy environment in common areas, including hallways, lobbies, and classrooms. All students must take responsibility for cleaning up after themselves in these areas, and for ensuring that any food or drinks are disposed of properly. Any food or drink items not stored 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.

Students are expected to:

- Respect the cleanliness of common areas and refrain from leaving behind any trash, food, or drinks.
- Keep common areas free from clutter, including personal belongings.
- Refrain from defacing or damaging any furniture or fixtures.
- Immediately report any spills, messes, or damages to the appropriate staff members.

## **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 **reinforcement** exercises to enhance proficiency. Additional curriculum will be up to the discretion the Administration of Stellar Career College. Students will be evaluated on attendance, typing speed, attitude, and completion of all program requirements.

## **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 re-usable 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.

**Students are required to use black or blue ink. Assignments written in any other color will not be accepted by the instructor.**



## **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 allowed on the college campus grounds in designated areas, but must be kept on a leash and under the control of their owners at all times. Animals must not be left unattended and must be cleaned up after immediately. Service animals must be clearly identified as such, and the college reserves the right to verify the status of any service animal on campus. The college prohibits all animals from entering the main building, exception of service animals, which are allowed in all areas of the campus.

## **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
- Using the use of AI for any curriculum
- Using personal technology devices

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.

## **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. Each student has been signed and agreed to our SCC dress code.

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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**

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 are not permitted to make any system changes or customize their desktops.
- Students are also prohibited from downloading files without permission
- Students should not save anything material on their desktops
- SCC is not responsible for lost, damaged or stolen flash drives
- 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.



## **PERSONAL TECHNOLOGY DEVICES (PTDS)**

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

- Laptops
- Smartwatches
- 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. Lost, stolen or damaged flash drive will be the responsibility of the student.



## **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 only. 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. Students are not permitted to print any material for personal use.

## **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.

*Dr. Zulfiqar Satti  
President  
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 local campus administration

## **SOLICITATION**

The college prohibits any forms of solicitation or advertising on campus grounds. This includes, but is not limited to, selling items, distributing flyers, or organizing events.

## **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 the Campus Director, Kristina Nielsen. It is recommended that all grievances are submitted in writing.

## **EXTERNSHIPS**

All Veterinary Assistant, Medical Assisting/Patient Care Technician, and Dental Assistant 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 50 mile radius of campus location.
- Students may seek out externship opportunities. Students must have prior approval before contacting a potential by administration to ensure sites meet externship standards.
- Students are expected to abide by all college policies along with adhering to healthcare dress code and all additional college policies.
- Students are subject to meeting health/drug screening requirements of collaborating facilities.
- Students may be required to attend externship activities on weekdays or weekends, and shifts may include day or evening as the clinical site requires

## **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) schools 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 75%
- 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 is 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.**



## **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.

## **COVID-19 PROTOCOL**

This guidance provides an update on SCC's health and safety protocols for COVID-19 to prevent the spread of SARS-CoV-2 among students, faculty, and staff during the COVID-19 pandemic.

Students who are too ill to come to class will be required to provide a negative COVID-19 test result. Any related medical paperwork or test results must be turned in and authenticated by the Campus Director (Kristina Nielsen)

SCC will not accept "at-home test results of any kind" because we cannot authenticate the identity of the person testing nor guarantee the validity of the test. A test result must be provided by a healthcare professional or state/county agency. Students may also provide a doctor's note releasing the student back to class in lieu of a negative test result.

Regardless of your vaccination status, students are required to stay home and should get tested if you are having symptoms. If you test negative students may return if they have not had a fever with the last 24 hours. All students who test positive will be required to quarantine for at least 5- 10 days. Students who return after quarantine will be required to wear a mask for a period of 5-10 days.

SCC reserves the right to modify any guidance to ensure the safety of our staff and students. SCC is committed to ensuring that all students will be given as much support as possible in regards to their education and training during this pandemic. This is a fluid situation and cases have many variables. Please know that SCC will make every effort possible to assist students during these times. If you have any questions please contact Vic or Kristina at the campus during normal business hours.





### **Healthcare Externship Availability (Effective 1-1-2024)**

It is a mandatory requirement for all healthcare students (MA,VA and DA) participating in externship programs to have open availability to work up to 40 hours at their assigned site. At its core, open availability means that an individual is available to participate during any hours or shifts that a company requires. This does not necessarily mean they'll be working all hours, but rather that they do not have restrictions on when they can participate.

This adjustment is aimed at ensuring that you have the opportunity to fully immerse yourselves in the practical aspects of your training, enabling a comprehensive and enriching learning experience. By being available for up to 40 hours per week, you will have the chance to work alongside healthcare professionals, engage in a variety of tasks, and gain a deeper understanding of the day-to-day operations within a medical setting. We understand that this change may impact your schedules, and we appreciate your flexibility and dedication to your education.

### **STUDENT SERVICES SUPPORT & RESOURCES**

Stellar Career College offers all students support, services, coaching and resources to help them meet their educational goals. All staff and faculty are here to help our students overcome life challenges that may get in the way of those goals and serve as an advocate to our students. With the students' success being at the heart of what we do, we strive to create and maintain a healthy and safe environment that supports and provides internal and external resources to students helping them to overcome academic and personal obstacles that may keep them from graduating. Stellar Career College is dedicated to helping our students succeed throughout the lifecycle of their education and ensures that the support, recognition and resources are available to help our students achieve their goals.

### **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. Students will not discuss their financial aid



package with anyone other than an authorized staff member. For details on federal programs, including availability of programs and student requirements, refer to *The Student Guide*.

## **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

## **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](http://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](http://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](http://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](http://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.



# Holidays

## 2024-2025

<b>Winter Break</b>	<b>December 25, 2023 – January 2, 2024</b>
<b>Martin Luther King Jr.</b>	<b>Monday, January 15th, 2024</b>
<b>President’s Day</b>	<b>Monday, February 19, 2024</b>
<b>Memorial Day</b>	<b>Monday, May 27, 2024</b>
<b>Fourth of July</b>	<b>Thursday, July 4, 2024</b>
<b>Labor Day</b>	<b>Monday, September 2, 2024</b>
<b>Thanksgiving</b>	<b>Thursday, November 28, 2024</b>
<b>Winter Break</b>	<b>December 23, 2024 – January 2, 2025</b>



## 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 unknown, or me 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.

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Name (please print)

Date

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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 Dr. 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.

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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. SCC reserves the right to make judgement on what content it deems inappropriate according to college polices and at the sole discretion of campus management.

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 and pages, the user hereby agrees to the policy set forth above.

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Name (please print)

Date

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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 authorized any employer I am employed with to release to Stellar Career College, upon request, any and all employment information up to three years from the date of this form. This includes past, present and current employers. I understand that this information is for reporting employment statistics to the Bureau of Private and Post-Secondary Education of the state of California, Accrediting Commission of Career Schools and Colleges and the U.S. Department of Labor.

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.

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SIGNATURE

Date



## **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: \_\_\_\_\_