



# Student Handbook

---

---

# S T U D E N T H A N D B O O K

---

---

## P O L I C I E S A N D R E G U L A T I O N S

---

---

### ADMISSIONS

---

#### Advising and Guidance

Guidance is considered one of the College's most important services. Vocational and personal guidance begins at the time a prospective student indicates an interest in Empire College, and continues throughout and beyond the term of education. Our goal is to support our students and assist them in reducing any barriers, which might interfere with their studies.

#### Vocational Guidance

Our Admissions Office offers vocational guidance to help students set career goals and to select the most suitable educational programs. The Wonderlic Scholastic Level Exam (SLE) and the Wonderlic Basic Skills Test (WBST) are used. Students wishing to pursue a double major must have the prior approval of the Director of Education.

---

### EDUCATION

---

#### Appearance Guidelines

A future in the business community is the goal of every student at the College. Part of the process of training for a career is developing a businesslike attitude and appearance. It is recommended that students begin to develop that attitude by dressing appropriately at school and by choosing clothing carefully in order to start or improve a business wardrobe.

Students' attire should be comfortable but appropriate for the office. The following attire is **NOT** considered appropriate at school: head coverings, shorts, jogging suits or sweats, bare midriff tops, revealing clothing, micro-mini skirts, tank tops, bare feet, flip flops, untidy clothing, and piercing jewelry other than earrings.

Display of gang colors, clothing, insignia, or hand signals is strictly forbidden and a violation of the Student Conduct Policy (see page 3). The College reserves the right to determine the appropriateness of appearance consistent with professional standards.

All Medical programs have appearance guidelines appropriate to those professions.

#### Class Hours

Full-time students attend College five or six hours per day, Monday through Thursday. Day classes may start as early as 8 a.m. and may end as late as 3:40 p.m. Evening classes are scheduled from 5:00 p.m. to 10:00 p.m. Monday through Thursday.

Instructors are available for meetings and help on Fridays. Lab instructors are available on Fridays from 8:00 a.m. to 3:00 p.m. and Saturdays from 9:00 a.m. to 1:00 p.m.

The College reserves the right to alter class schedules and make changes at any time, as necessary.

### **Class Substitution**

The Director of Education has the right to substitute appropriate classes. Substitutions are predicated on student employability, graduation deadline, or when deemed to be in the best interest of the student.

### **Class Scheduling**

Students will receive a new schedule every six weeks

The factors that will be taken into consideration in allowing students to take these additional classes are:

1. Student is progressing on schedule;
2. The additional classes do not conflict with required classes;
3. The classroom has space availability;
4. Student is not currently in grace period.

Students who take these approved additional classes may do so without a tuition charge, but they must pay for any books or supplies required.

### **Adding and Dropping Classes**

Any student wishing to add or drop a class must do so with the approval of the Director of Education, Assistant Director of Education, or Evening School Dean. Students may request to drop a class during the first week of each module. During weeks 2 and 3 of each module, students may request to be withdrawn from a class and will have a “W” posted on their transcript. During week 4, a student may withdraw only with instructor permission. During weeks 5 and 6, the student will receive the grade earned.

Adding or dropping a class may affect Satisfactory Progress, Graduation Requirements, and disbursement of financial aid. Students will be advised of the implications of such a change.

### **Program Change**

Counseling is provided for students who wish to change their programs. Application and approval for such changes rest with the Director of Education, Assistant Director of Education, and Financial Aid Officer.

New students wishing to change their programs during the first six weeks of classes (six weeks of class are considered a module) will have their tuition adjusted to the new program rate.

For students who wish to change their programs after the first six weeks of school, the tuition of the new program will be based upon the units to be completed, together with the cost of the previously scheduled units in the old program. If a student has been scheduled for 50 percent or more of the units in his/her present program and requests a change to a shorter course of study, no reduction in tuition will be made.

In the event a student is enrolled in a program and subsequently wishes to change to another program with a higher entrance test requirement, the student must have the approval of the Director of Education or Assistant Director of Education.

### **Honors Program**

The College has established an Honors Program to recognize students with outstanding academic achievements. President’s Honors are awarded to students with GPAs from 3.85 to 4.0 and no

Incomplete or F grades. Dean's Honors are awarded for GPAs from 3.45 to 3.84 and no Incomplete or F grades. Attendance Honors are awarded to students who achieve 97 to 100 percent attendance.

Honors Lists are published in the school newspaper. Students, who are on the Honors List after completion of two quarters, as well as at the end of their programs, are awarded an Honors Pin and Letter of Recognition.

### **Student Conduct**

All students at Empire College are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter by being thoughtful, courteous, and considerate to others. This includes turning off/muting cell phones and beepers in class. The general policy is addressed in the school catalog and the specifics are addressed below.

**Cheating** will not be tolerated at Empire College. Cheating is defined as "... to practice fraud or deceit, (or) to violate rules or agreements." (Webster's Dictionary).

Examples of conduct considered cheating are as follows:

- Turning in work, which is identical to another student's work, i.e., same typos, name of other student on the work, exact same language, etc.
- Plagiarism – turning in work copied from a published text, writing, or internet.
- Talking to your neighbor during testing, sharing test answers, looking at your neighbor's work.
- Using another student's ID to access their network files and/or working in another student's personal files in classes such as keyboarding, legal transcription, etc.
- Using notes, either on paper or on person, to take tests when a closed book test is given.

Empire College reserves the right to suspend or dismiss any student whose conduct in the opinion of the Administration is disruptive or in any way interferes with the learning process of other students. The College further reserves the right to terminate the enrollment of any student not abiding by the policies and regulations in this Catalog or as set forth in writing by the College. Unlawful activities on the campus will be grounds for immediate dismissal.

### **Computer Usage Policy**

1. No one may download any software program of any type onto any lab computer unless specifically required to do so for a lab assignment in that classroom and with the permission of the instructor. This includes:
  - Email, or messaging programs such as Yahoo, gmail, MSN, Facebook, etc.
  - Music
  - Games
  - Software utilities and programs
  - Movies
  - Any other software not specifically required for a lab class.
2. No one may install any software program of any type onto any lab computer unless specifically required to do so for a lab assignment in that classroom and with the expressed permission of that instructor. Software programs may be installed on classroom computers with the full knowledge and permission of that instructor.

3. No one may install or download, or use any peer-to-peer file-sharing program. Programs such as Kazaa, Grutella and any similar program are strictly forbidden at all times, on all computers in all rooms, regardless whether it is a classroom, lab or other.
4. No one may use any type of hacking or cracking tool on any computers in the computer labs. Any utilities that are designed to locate vulnerabilities in computer systems, passwords, ports, network traffic, user or system accounts, or any other type are strictly forbidden. The only exception is when they are used under the expressed permission of an instructor's classroom.
5. Absolutely no pornography may be downloaded or viewed.

Any student not following these rules will be subject to disciplinary action up to and including dismissal from the College.

### **Drug-Free Awareness/Drug Prevention Program**

Empire College has developed a five-point program, in compliance with federal regulations, to inform all students and employees about its policies concerning illicit drugs and alcohol, the legal sanctions relating to unlawful drug and alcohol possession or distribution, the health risks associated with substance abuse, counseling programs available, and the penalty that will be imposed if found in violation of Empire College policies.

### **Harassment Policy**

Verbal, physical, visual, and sexual harassment of students and employees of Empire College is absolutely forbidden. It is expected that all students will be sensitive to the feelings of others and will not act in a way that might be considered harassment by someone else.

If you think you or one of your fellow students has been the victim of harassment, you must report it immediately to the Director of Education, Assistant Director of Education, or the Director of Administrative Services, so that your report may be investigated.

### **Sexual Assault**

Students, staff, and faculty are required to report any sexual assault, either actual or attempted, immediately to the Director of Education or the Director of Administrative Services. The Director of Education, Assistant Director of Education, or Director of Administrative Services will make an immediate investigation and involve the local law enforcement authorities as required. Assault victims will be counseled and given information on local agencies that will provide support services. If applicable, the alleged offender will be placed on administrative leave of absence until a determination of guilt or innocence is reached.

The College adheres to guidelines relating to sexual assault as defined by the U.S. Office of Education.

### **Student Tuition Recovery Fund**

Pursuant to California Education Code 94923; Title 5, California Code of Regulations 976020-76140 Empire College School of Business participates in the state-mandated Student Tuition Recovery Fund (STRF). In the event of the school's closure, students who are California residents and who timely file a claim with the Bureau may be entitled to a recovery of money from the fund.

The STRF assessment rate is \$0.50 per \$1,000 of tuition and fees. Empire College is required to collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments. If a student is recipient of third-party payer tuition and course costs, that student is not eligible for protection under the STRF for those amounts paid by the third party.

Additional information concerning the STRF can be obtained in the Catalog Addenda and from the Bureau for Private Postsecondary Education, P.O. Box 980818, Sacramento, CA 95798-0818; telephone 916-574-7720.

**Satisfactory Academic Progress Statement**

Empire College has specific standards students are expected to achieve in order to maintain Satisfactory Academic Progress (SAP) in their programs of study. These standards are based on grades and the completion of program requirements within a maximum time frame. Compliance with Satisfactory Progress standards has substantial effect on the disbursement of Title IV financial aid funds. All students will be requested to acknowledge receipt of the Satisfactory Progress Statement, which outlines these standards, at the time they meet with Financial Aid Office personnel and/or during their first two weeks of classes.

At Empire College, satisfactory progress for ALL students is defined by the following criteria:

1. Students are permitted to attempt up to 1.5 times the number of credit hours (units) in their program of study.
2. Failure of two or more major courses at any required evaluation point may result in withdrawal from the program, at the discretion of the Director of Education. If the student has demonstrated satisfactory progress in other coursework, a program change may be allowed. Such changes must be approved by the Director of Education.
3. Students must successfully meet or exceed the minimum GPA 2.0 and be on pace. Pace is defined as the progress through the student’s educational program that will ensure completion within maximum timeframe.

All students must meet the following minimum standards of Satisfactory Academic Progress to be successful at Empire College. The student’s progress will be reviewed at the end of each quarter to determine satisfactory academic progress. Lack of satisfactory progress can seriously jeopardize a student’s financial aid.

Students must successfully complete 36 units at the end of each academic year and have a minimum of 2.0 GPA to remain eligible for financial aid. For financial aid purposes, an academic year is defined as at least 36 weeks and at least 36 units for all students.

Required Evaluation Point (Each Academic Year)	Minimum CGPA*	Minimum Units Successfully Completed
End of 1 <sup>st</sup> Quarter	2.0 AND	12 units
End of 2 <sup>nd</sup> Quarter	2.0 AND	24 units
End of 3 <sup>rd</sup> Quarter	2.0 AND	36 units

\* **Cumulative Grade Point Average**

**Students not making satisfactory academic progress are subject to the following:**

**End of First Quarter Not Meeting SAP – Academic Warning:** The first time any student is not meeting SAP at the end of any academic quarter, he or she will be placed on Warning Status and continue to be financial aid eligible. These students will meet with the Director of Education, Assistant Director of Education, or Evening School Dean to create a Student Success Plan.

**End of Second Consecutive Quarter Not Meeting SAP – Academic Probation:** A student who does not maintain satisfactory progress will be placed on probation for the next quarter and has two alternatives:

1. Request an appeal with the Director of Education, or designee, to develop an academic plan that will ensure the student is able to meet SAP standards by a specific time frame. The student's academic plan will be reviewed with the student during the probationary period as stated in the plan. If approved, student remains eligible for financial aid.
2. Student does not appeal, remains in school, and becomes ineligible for financial aid until such time as the student makes satisfactory progress.

**End of Third Consecutive Quarter Not Meeting SAP – Academic Dismissal:** Students not making satisfactory academic progress at the end of their first academic year may be dismissed.

**Appeals:** A student is allowed one (1) appeal of probation status for the length of their program.

Students on Probationary Status may appeal within five (5) days of notification of their change in status, and request to be placed on an academic plan. In order for an appeal to be considered, the student must provide the Academic Review Committee a letter that includes information about the circumstances or events which prevented the student from attaining SAP. Circumstances may include:

- Death of a relative of the student
- An injury or illness of the student
- Other special circumstance. Special circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's performance.

In addition, the student must note what has changed in order for the student to be successful.

The Director of Education will review appeals to determine whether they include the necessary information and documentation. The Director of Education will then determine whether the student is eligible for an academic plan and can regain SAP within maximum timeframe and will submit the findings to the Academic Review Committee for a final determination. The student will be notified in writing, within five (5) days, of the final decision. There are no additional appeals processes.

**Academic Review Committee:** The Academic Review Committee is composed of the President (or Executive Vice President), Director of Education (or Assistant Director of Education or Evening School Dean), Financial Aid Director, and the Student Success Advisor.

The purpose of the Academic Review Committee is to review students whose academic performance do not meet Satisfactory Progress Standards. The Academic Review Committee also reviews students whose inappropriate conduct may result in dismissal. The Committee reviews appeals and petitions for readmission.

**Transfer Credit and Change of Program/Additional Degree:** Program changes and transfer credits will affect the overall program length and the maximum program length. When an Empire College student reenrolls or changes programs or pursues an additional degree, all grades earned in the previous enrollment(s) that apply to the new program will be reviewed. Only classes that transfer into the new program will be counted towards the College’s Satisfactory Academic Progress standards to determine whether the student’s progress is satisfactory.

If it is determined that the student is returning on probation, eligibility for Federal Student Aid is contingent upon repeating the classes which have caused the probation status. See “Academic Probation” above.

**Academic Probation – Veterans or VA Eligible Persons:** A veteran or VA eligible person placed on probation for unsatisfactory progress shall be dismissed if his or her academic progress remains below published standards after two quarters. If the veteran or eligible person is allowed to remain on probation beyond this period, he or she will have all veteran’s benefits discontinued and any further certification of benefits terminated.

A veteran or VA eligible person whose attendance is below 90 percent after two consecutive quarters will have all veteran’s benefits discontinued.

**Grading System:** Students will receive a progress report of their grades at the end of every module. Progress reports are generated and available the first Thursday of the new module. All class work is reported in terms of a letter grade as described below.

<b>Grade</b>	<b>Ranking</b>	<b>Grade Points</b>	
A	Excellent	4.0	
B	Above Average	3.0	
C	Satisfactory	2.0	
D	Barely Passing	1.0	
P	Pass	0.0	
F	Failure	0.0	
NG	No Grade	0.0	
I	Incomplete	N/A	
R	Repetition	See “Repeating a Course” Below	
W	Withdrawal	N/A	
TC	Transfer Credit	N/A	
__T	Transfer Grade	*	

*\* Any grade ending in a T indicates a grade transferred from a prior program taken at Empire College; the grade points are calculated based upon the letter grade preceding the T.*

Plus (+) or minus (-) do not affect grade point average and are used only to indicate a higher or lower ranking within the grade category. For classes wherein students receive a pass/fail grade, these pass/fail grades do not affect grade point average. Credit hours are earned for “Pass” grades and no credit hours are earned for “Fail” grades. All incomplete work must be submitted no later than six weeks from the end of a class, or a final grade will be assigned for the work completed.



At the completion of all subject matter in each program, the student is eligible to receive a degree, diploma, or a certificate provided each subject has been completed with no less than a “D” and a 2.0 cumulative grade point average. The grade point average for the quarter is determined by multiplying the number of credit hours for each course by the number of points identified for each grade outlined above and dividing by the total number of credits for the quarter.

**Incompletes:** Students receiving a grade of “I” will be evaluated according to the minimum standards for academic progress and will be re-evaluated at the end of the following module. This grade is not included in the calculation of CGPA, but will count as credit hours attempted for the purposes of calculating the successful course completion percentage. Courses indicating an “I” at the end of the module will automatically become an “F” and will be calculated in the CGPA.

**Withdrawal from a Course:** Students who wish to change their schedule by dropping a course may do so only with the permission of the Director of Education, Assistant Director of Education, or Evening School Dean. Students may request to drop a class during the first week of each module. Dropping a class during the first week of the module will result in no grade or credits attempted being assigned for the course. During the second and third weeks of the module, students may request to be withdrawn from a class and the grade of “W” will be assigned. During the fourth week, students can withdraw from a course only with the instructor approval. “W” grades are not calculated into the CGPA, but will be considered credits attempted if the student has incurred a financial obligation for the quarter and will affect the successful course completion percentage. Students who withdraw from a course after the fourth week of the module will be assigned the grade of “F.”

**Repeating a Course:** Students are required to repeat any course in which they have received a grade of “F” or has withdrawn from prior to completion. The new grade will replace the original grade for the purposes of the calculation of the cumulative grade point average. However, both courses will be considered credit hours attempted for the purpose of determining successful course completion percentages. Note: repeating classes may affect the completion time of the student’s program.

**Grace Period/Continuing Students:** Students who do not satisfactorily complete all of the courses in their programs by their graduation dates may attend up to one additional quarter (i.e. grace period) with the approval of the Director of Education or Asst. Director of Education no cost to meet graduation requirements.

Students requiring additional time beyond their grace period have a maximum time frame equal to 150% of their program in order to complete all program requirements. Students will be charged at an hourly rate, as determined by their program tuition, on a quarterly basis. Students must make arrangements with the Director of Education or Assistant Director of Education to request Continuing Student status.

Financial aid is not available during grace periods and continuing student status.

Any student who requires additional time beyond the maximum time frame will receive a Certificate of Completion and is not eligible to receive a Diploma/Degree even though the student has completed all course requirements for that Diploma/Degree.

Students attending during their grace periods or as continuing students must comply with the standards set forth in the Catalog.

### **Attendance**

Since students at Empire are training for their employment future, it is expected that they be in regular attendance. Students enrolling make a commitment to participate fully in their education by attending classes and communicating about any absence. It is the student's responsibility to address the issues related to his/her absenteeism, whatever the circumstances, and for obtaining material covered during an absence.

Students must attain overall attendance of 80 percent or better to meet graduation requirements. If a student does not successfully maintain a minimum of 80 percent attendance for one quarter, the student will be placed on Attendance Probation. The terms of the probation will define the next attendance review date. If at that time the student is maintaining 80 percent attendance, the Attendance Probation will be removed. If the terms of Attendance Probation have not been met, the student may be dismissed from the College.

On each day of absence, the student is required to call one of the Student Success Advisors. If the student does not call, the Student Success Advisor will contact the student. If the Student Success Advisor is unable to reach a student, the person designated to be notified in case of an emergency may be called.

### **Withdrawal from School**

Students considering withdrawal from the College should contact the Student Success Advisor. A student who is a Title IV recipient must see the Financial Aid Officer to be aware of the possible consequences a withdrawal may have on loan repayment terms, change in financial aid refunds (return of Title IV funds), and the resulting change in amounts owed to the College.

Should the student decide to withdraw from school, an exit interview with the Director of Administrative Services is required to complete withdrawal paperwork and to discuss student aid and financial obligations due the College.

### **Grievance Procedure**

Students who believe they have a grievance with the College are encouraged to first discuss the matter with the Director of Education, Assistant Director of Education, Director of Administrative Services, or Student Success Advisor prior to filing a grievance petition with the Academic Review Committee. All petitions will be reviewed. The decision made by the Academic Review Committee will be final.

If any questions have not been satisfactorily answered by the College, the student should contact the Accrediting Council for Independent Colleges and Schools or the Bureau for Private Postsecondary Education, Department of Consumer Affairs.

Federal Regulations require schools to have in place a drug abuse prevention program in order to participate in the Title IV financial aid programs. By signing this certification, you are acknowledging receipt of drug abuse prevention material.

Except in the case of a loan made or originated by the institution, the student's dissatisfaction with, or non-receipt of, the educational services being offered by the institution does not excuse the borrower from repayment of any Federal Subsidized/Unsubsidized Stafford, Federal Direct

Loan Program, Federal PLUS, or Federal Perkins Loan made to the borrower for enrollment at the institution.

---

## **REGISTRAR**

---

### **Transcripts**

Upon written request to the Registrar, transcripts will be sent to other schools, employers, or individuals.

Official transcripts of scholastic record will not be released if students have not fulfilled their financial obligations to the College or if their student loans are delinquent or in default.

It is the policy of the institution to maintain all records required by the Reform Act at its primary administrative location for a minimum of five years. Additionally, it is the policy of the College to maintain student transcripts for a period of at least 50 years.

### **Lockers**

Locker space is available to students within the College premises. Generally, students receive locker assignments during the first week of class. Students must provide their own locks.

---

## **STUDENT SUCCESS**

---

### **Attendance**

Since students at Empire are training for their employment future, it is expected that they be in regular attendance. Students enrolling make a commitment to participate fully in their education by attending classes and communicating about any absence. It is the student's responsibility to address the issues related to his/her absenteeism, whatever the circumstances, and for obtaining material covered during an absence.

Students must attain overall attendance of 80 percent or better to meet graduation requirements. If a student does not successfully maintain a minimum of 80 percent attendance for one quarter, the student will be placed on Attendance Probation. The terms of the probation will define the next attendance review date. If at that time the student is maintaining 890 percent attendance, the Attendance Probation will be removed. If the terms of Attendance Probation have not been met, the student may be dismissed from the College.

On each day of absence, the student is required to call one of the Student Success Advisors. If the student does not call, the Student Success Advisor will contact the student. If the Student Success Advisor is unable to reach a student, the person designated to be notified in case of an emergency may be called.

### **Withdrawal from School**

Students considering withdrawal from the College should contact the Student Success Advisor. A student who is a Title IV recipient must see the Financial Aid Officer to be aware of the possible consequences a withdrawal may have on loan repayment terms, change in financial aid refunds (return of Title IV funds), and the resulting change in amounts owed to the College.

Should the student decide to withdraw from school, an exit interview with the Director of Administrative Services is required to complete withdrawal paperwork and to discuss student aid and financial obligations due the College.

### **Grievance Procedure**

Students who believe they have a grievance with the College are encouraged to first discuss the matter with the Director of Education, Assistant Director of Education, Director of Administrative Services, or Student Success Advisor prior to filing a grievance petition with the Academic Review Committee. All petitions will be reviewed. The decision made by the Academic Review Committee will be final.

If any questions have not been satisfactorily answered by the College, the student should contact the Accrediting Council for Independent Colleges and Schools or the Bureau for Private Postsecondary Education, Department of Consumer Affairs.

---

## **CAREER PLACEMENT**

---

### **Career Placement Assistance**

Empire College is as successful as its graduates. Our reputation and ultimate growth are dependent upon producing high-caliber employees and placing them in meaningful employment. For this reason, we maintain a vital interest in the job placement of our graduates and matriculating students.

Students who have completed a program of 600 hours or more (or a modified program as approved by the Director of Education) and have achieved a 2.0 overall grade point average and 80 percent attendance are eligible to receive placement assistance after satisfying all financial obligations to the College. Job notices are posted and résumés are accepted from qualified graduates to be forwarded to employers. Résumé preparation and interview techniques are directly addressed in all basic class work.

Full-time students who need to work while they are attending school and who are able to maintain satisfactory academic progress are assisted in securing part-time employment.

Placement assistance is available to all past graduates. Your success is our concern when you leave school and throughout your future.

---

## **COMMUNITY SERVICES**

---

### **Student Activities**

Empire College hosts a variety of holiday parties throughout the year for students and their families. Easter festivities include an egg hunt for the children. Halloween can be an extremely colorful day, as both students and staff vie for showing their most original disguises and costumes. Everyone is invited to join the Holiday Party and Raffle, held before winter vacation, at which youngsters are able to visit with Santa Claus.

The College holds Graduation Ceremonies twice a year, honoring all students who have completed or nearly completed their programs. These events, with guest speakers and presentation of awards, give everyone a chance to celebrate our students' success.

---

## **ADMINISTRATIVE SERVICES ♦ FACILITIES**

---

### **Americans with Disabilities Act**

Empire College acknowledges that the building provides facilities, which meet city, state, and federal regulations. The services provided are specially designed restroom facilities, drinking fountains, parking stalls, handrails, and ramps.

Empire College recognizes that disabilities include mobility, sensory, health, psychological, and learning disabilities, and will make every effort to provide reasonable accommodations to the extent it is readily achievable. While our legal obligation relates to disabilities of a permanent nature, it is our practice to also provide accommodations, when possible, for temporary disabilities.

Students requesting and/or utilizing disability accommodations have certain obligations and responsibilities surrounding their use of such accommodations. Empire College will make a reasonable accommodation to all individuals with disabilities to attend unless it imposes an undue hardship on the College's operation. A copy of the College's Americans with Disabilities Act Policy is available from the Director of Education.

### **Food and Drink**

The school policy **prohibits food and drink in the classrooms and hallways other than bottled water.** Signs are posted in classrooms or hallways to remind everyone of this policy. Please use the break in between classes and during your lunch hour to get a drink or food. Please use the student lounge or the student patio. Vending machines and microwave ovens are also provided for you in the College's student lounge.

### **Faculty/Staff Lounge**

This area is for teachers and staff use only. The faculty/staff lounge is a special place where teachers and staff "get away" for a moment or two. For the faculty (during the day), this time is essential since they only have ½ hour to relax and have lunch. In the evenings, most often, law professors use the faculty lounge as a "quiet room" to work on some class materials.

### **Parking**

The **third row parking area on the south side of parking lot** marked "RESERVED" is exclusively for **staff and faculty** parking only. All other parking spaces marked "VISITOR," "STUDENT OF THE MONTH," or other designated areas marked "RESERVED" are assigned and/or designated parking for administration, staff, faculty, and court personnel **ONLY**. Signs are posted and should be observed. Any vehicle parked in these designated spaces without an Empire College parking sticker will be given a warning notice. Subsequently, your vehicle will be towed. This policy applies to all **law school, business day and evening students, at all times.**

There are designated parking areas at the Courthouse area (north side of campus) as well. These spaces are available for judges, court staff, jurors, and/or any individual who need to be in court. Parking space at the College is ample.

### **Transportation**

Golden Gate Transit serves the campus and connects with Sonoma County Transit and Santa Rosa City Transit in the downtown area, making it possible to commute by bus to school from many locations within Sonoma County. Freeway access is convenient.

The bus stop is conveniently located in front of the College. Freeway access is convenient. Parking space at the College is ample.

---

## BOOKSTORE

---

### **Bookstore**

For the convenience of students and faculty, the College operates a bookstore which stocks texts and supplies needed for study at the College. Students are not required to purchase their materials from Empire College, however. Bookstore hours are posted on the bookstore door.

---

## SUPPLEMENTARY STUDENT SERVICES

---

### **Study Groups**

The College fosters study groups in several of its classes. The purpose of the groups is to provide student interaction and teamwork as well as build leadership qualities and reliance on the group to solve problems and generate ideas.

**Personal Guidance and Referral:** Students with personal problems are encouraged to talk with the Student Success Advisor, the Director of Education, the Assistant Director of Education, or the Director of Administrative Services. Since the College maintains an open-door policy, all members of the staff are accessible and encouraged to help students in any way they can. Many students find that the support, assistance, and referral services received can reduce or eliminate problems, which, if addressed, might improve progress in school.

**Educational Advising:** The Director of Education and Assistant Director of Education are available to assist students with academic advising. Any student having difficulty with a particular class or scheduling should see the Director of Education.

**Instructional Assistance:** Instructors are available during school hours to assist students in making arrangements for special help. Students needing an instructor's help should meet with the instructor, the Department Head, or the Director of Education to discuss their individual needs.

**Tutoring:** An on-campus tutoring center, located in Rm. 219, is available to all students at no additional charge. Hours are Monday through Thursday from 8:00 a.m. to 9:00 a.m. and 3:15 to 5:15 p.m. (Additional Tuesday/Thursday afternoon hours will be available during some modules.) the tutoring center is staffed by current student(s) under the supervision of an instructor and/or instructor. Some programs provide additional tutoring if a student tutor is available.

**Satisfactory Progress Advising:** Students who are not achieving Satisfactory Progress, as defined on page 18 of the Catalog, may be required to meet with the Director of Education, Assistant Director of Education, Evening School Dean, or Student Success Advisor to review their progress and develop a plan for improvement.

### **Brush-Up Privileges**

The College encourages graduates to return for review and brush up in typing. This service is provided at no cost to all graduates.

In addition, a student who has successfully completed any one of the computer software courses may retake the latest version of the software. The only cost will be for books and supplies.

Arrangements for brush-up classes should be made with the Director of Education.

## **Housing**

Empire College does not have on-campus housing nor does it assist students in finding housing. However, the College is centrally located in Santa Rosa with many apartment complexes nearby. The approximate monthly cost of an apartment is approximately \$800 to \$1350. Housing resource information is available to all prospective students from the Admissions Office.

## **CAMPUS CRIME AND SECURITY**

### **“Jeanne Clery” Disclosure Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post secondary educational institutions participating in federal student aid programs are required to comply with it. The law, originally enacted by Congress in 1990 as the Campus Security Act, was initiated by Howard and Connie Clery after their daughter Jeanne was tragically murdered at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery.

The Clery Act requires colleges and universities to publish an annual report every year by October 1<sup>st</sup> that contains 3 years of crime statistics and certain policy statements including sexual assault policies which assure basic victims’ rights and where the students should go to report crimes. The complete text of the Clery Act and the U.S. Department of Education regulations are available on the Security On Campus, Inc. website at [www.campussafety.org](http://www.campussafety.org).

## **POLICY FOR REPORTING CRIME STATISTICS**

To comply with the Act, we collect crime statistics which would have occurred on campus to include public property immediately adjacent to our facility. Empire College’s annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, on public property within or immediately adjacent to and accessible from the campus. The College does not have an off-site campus/property.

The Assistant Director of Education distributes a copy of Empire College Campus Crime and Security Report on the second week of the module to all new students in the Career Transitions Class.

Employees also receive the same information when completing the application process for employment.

## **RESOURCES**

<b>SONOMA COUNTY LAW ENFORCEMENT AGENCIES</b>	
Sonoma County Sheriff’s Department	(707) 565-2511
Windsor Police Department (SCSO contract)	(707) 838-1234
Santa Rosa Police Department	(707) 543-3600
Petaluma Police Department	(707) 778-4372
Sonoma County Probation Department	(707) 565-2149
Rohnert Park Department of Public Safety	(707) 584-2612

Healdsburg Police Department	(707) 778-4372
Cotati Police Department	(707) 792-4612
Sonoma Police Department (SCSO contract)	(707) 996-3602
Sebastopol Police Department	(707) 829-4400
Cloverdale Police Department	(707) 894-2150

<b>Community Resources</b>	
<b>Sonoma County Community Resources Hotline</b>	<b>2-1-1</b>
United Against Sexual Assault	(707) 545-7273
Sonoma County Victim/Witness Assistance	(707) 565-2002
Sutter Medical Center	(707) 576-4000
Warrack Hospital	(707) 542-9030
Petaluma Valley Hospital	(707) 778-1111
Santa Rosa Memorial Hospital	(707) 546-3210
YWCA (Temporary Restraining Order Clinic)	(707) 546-7115
YWCA 24 hour Domestic Violence Crisis Line	(707) 546-1234
YWCA Emergency Shelter	(707) 546-1234
Sonoma Valley Crisis Line	(707) 938-HELP
Child Protective Services	(707) 565-2245
Child Protective Services 24 hour Emergency Line	(707) 565-2246
Suicide Prevention	1-800-746-8181
Sonoma County Mental Health	(707) 576-8181
MEN (Men Evolving Non-Violently) – Offender Hotline	(707) 528-2626
Legal Aid	(707) 523-8823
Legal Services / Lawyer Referral	(707) 546-5297
Chrysalis Counseling Services	(707) 545-1670
WOMAN, Inc. – Lesbian Services	(415) 864-4722

<b>On-Campus Support Resources</b>	
Department of Education	(707) 546-4000 ext. 246
Student Success Office	(707) 546-4000 ext. 263 or 265
Administrative Services	(707) 546-4000 ext. 262
Human Resources	(707) 546-4000 ext. 222

### **SMOKE-FREE CAMPUS**

Smoking and all other uses of tobacco are prohibited on all property in all indoor and outdoor spaces owned and controlled by Empire College. The only designated smoking area is **at the kiosk located at the south end** of our parking lot. Everyone is asked not to smoke in any location on Empire except the specified designated smoking area.

It is the objective of Empire College to promote a safe and healthful atmosphere for students, faculty, staff and visitors on our facility by reducing the health risks associated with tobacco smoke and related products and minimizing discomfort and inconvenience to all concerned. To meet this obligation, the College has implemented a smoke-free campus.



It is the responsibility of all students, faculty, staff, and visitors to observe and follow Empire College's smoke-free mandate. Please pitch in and help keep our college sites beautiful, clean, and healthy.

---

### **PERFUME/COLOGNE AND SCENTED PRODUCTS**

---

For the health and consideration of those who have allergies and suffer severe headaches, please refrain from using perfume/cologne and other scented products. Empire College appreciates your cooperation and compassion.