

**Ventura Adult and
Continuing Education**

**CTE
Student
Handbook**



2024-2025

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Section 1

CTE General Information



Introduction to Ventura Adult and Continuing Education CTE Programs

All of the Career Technical Education (CTE) certificate programs at Ventura Adult and Continuing Education (VACE) are sensitive to the ever-changing needs of the local business community and designed to meet the industry standards of the workplace.

In keeping with our mission to prepare diverse learners with academic, vocational and technological competencies for the global workforce, VACE is continually striving to provide intensive, high quality, comprehensive training that aligns with marketplace requirements. VACE is committed to preparing students the workforce or career advancement by providing innovative, competency-based programs and opportunities to obtain professional certification.

Student support, externships, and placement are included in the program. VACE administration and staff monitor local, state, and federal trends and set instructional program goals to meet new demands. Program design, curricula, recording, and reporting of student learning outcomes are well documented and reviewed regularly by the Ventura Unified School District (VUSD), staff, advisory committees, employers, vocational rehabilitation groups, and community members. The above mentioned groups are involved in curriculum development and the selection of training equipment utilized in the various programs.

Assessing the needs of the community through advisory committees and membership in community organizations offers insight into trends that affect both current and future program offerings. The CTE training programs at VACE afford students the opportunity to obtain jobs that are both personally and financially rewarding.

CTE General Information

Institutional Accreditation Information

Ventura Adult and Continuing Education is accredited by the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898/FAX: 770-396-3790, www.council.org. VACE is also accredited by the Western Association of Schools and Colleges. The dual accreditations were granted in 2013 for six years. VACE has been recognized at both the state and federal levels. In addition, VACE Career Technical Education was selected by the California Department of Education as a Vocational Program of Excellence.

Mission Statement

Ventura Adult and Continuing Education prepares diverse learners with academic, vocational and technological competencies for the global workforce.

Vision Statement

VACE will provide relevant and rigorous curricula, highly-qualified instructors, and exceptional job placement and counseling services for its CTE students, who will successfully master their coursework and enter the world of work or higher education. VACE will engage, align and leverage strategies and resources for collaborative workforce development systems which address the needs of employers and job seekers.

Schoolwide Learner Outcomes (SLO's)

- Rigorous, relevant curricula and instruction will result in learners' attainment of goals for academic, career and community success.
- Computer literacy and software applications will result in learners' competency in relation to 21st century technological and transferable skills.
- Learners will be prepared for job readiness, search, placement, and retention through aligned and integrated academic, vocational, and professional accountability measures.
- Learners will be supported by a highly qualified staff who provide professional environments in which real-world applications address individual strengths and deficits for learner success in pathways to job placement or higher learning.

CTE General Information

Ventura Unified School District Vision Statement

In the Ventura Unified School District all students will receive an exemplary and balance education fostering a lifelong passion for learning and engagement. We demand excellence of ourselves because our supportive community has entrusted us with their children.

Ventura Unified School District Mission Statement

The Ventura Unified School District will educate all students in safe, healthy and high performing schools.

We will:

Inspire all students to excel academically,

Honor the unique qualities and diverse backgrounds of all students,

Build supportive relationships,

Guide all students to reach their full potential,

Motivate all students to successfully pursue their chosen life paths, and

Engage all students to become responsible and contributing members of society.

Ventura Unified School District Governing Principles

Every student can learn.

We will make decisions in the best interest of students.

We will value and celebrate diversity, and treat all people with dignity and respect.

We will operate in a fiscally responsible manner.

We will work as a team.

We will maintain a working environment that promotes professional growth and excellence.

We will celebrate and recognize success, creativity and achievement through a variety of indicators.

We will embrace families and community as partners in education.

CTE General Information

Ventura Unified School District

Board of Education

Dr. Jerry Dannenberg, President, Trustee Area 4

Calvin Peterson, Vice-President, Trustee Area 5

James Forsythe, Trustee Area 1

Sabrena Rodriguez, Trustee Area 2

Alicia LaVere, Trustee Area 3

Administration

Dr. Antonio Castro, Superintendent

Dr. Greg Bayless, Assistant Superintendent

Dr. Ahsan Mirza, Assistant Superintendent

Gina Wolowicz, Assistant Superintendent

Ventura Adult and Continuing Education

Dr. Scott McNutt, Director/Principal

Jeffrey Albaugh, Assistant Principal

Sean Bell, Assistant Principal

Instructional Staff

TBD, Work Transition Counselor

Josh Ball, Computer-Aided Design

Scott Collins, Computer-Aided Design

Jim Earley, Computer Applications and Graphics

Raffi Gabriel, Computer Systems

Margie Garzon, Back Office Medical

Brian Harrison, Computer Systems

Sandra Jennings, Career Placement Specialist

Elesia Jones, Front Office Medical

Gisela Martinez, Work Transition Counselor

Mariya Messier, Accounting

Tim Oglesbee, Studio Production Assistant

Rich Sigerist, Digital Multimedia

Josue Vasquez, Computer Systems

Susan Vinson, Business

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CTE General Information

Support Staff

Valerie Gaona, Accountant

Kendall Griffin, Attendance Clerk

Leticia Murillo, Billing Services

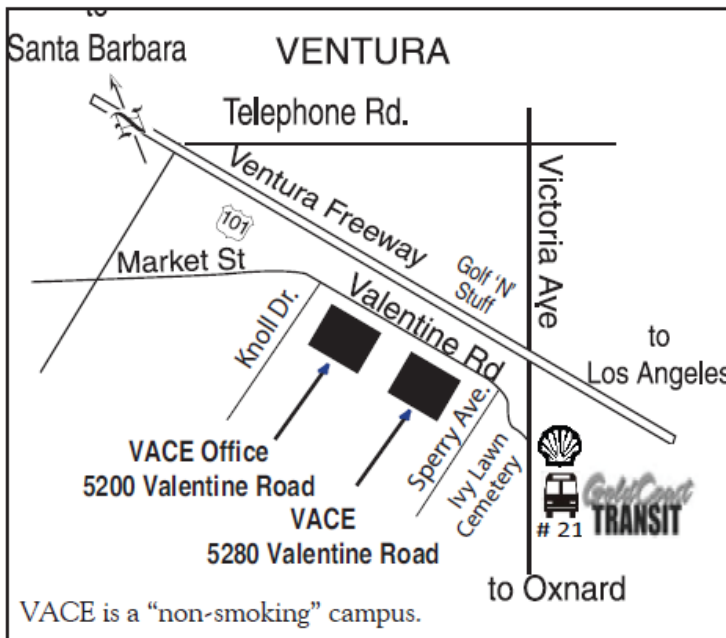
Myra Nunley, Financial Aid Technician

Vicki Stiffler, Vocational Enrollments

Halyna Turchyn, Assessment Technician

Kathy Walker, Multiple Roles

Campus Location



Ventura Adult and Continuing Education Administrative Office

5200 Valentine Road
8 am - 7 pm, M - Th
8 am - 5 pm, F
(805) 289 - 7925
FAX: (805) 289 - 7931
TDD: (805) 676 - 7365

Career Technical Education

5200 Valentine Road
8 am - 7 pm, M - Th
8 am - 5 pm, F
(805) 289 - 7925
FAX: (805) 644-9694

High School Diploma and GED®, Adult Basic Education, and ESL/Citizenship Programs

5280 Valentine Road
8 am - 7 pm, M - Th
8 am - 5 pm, F
(805) 289 - 1749
FAX: (805) 289 - 7932
TDD: (805) 676 - 7365

CTE General Information



Ventura Adult and
Continuing Education

Career Technical Education -215

July 2024 - June 2025

July 2024 (18)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024 (20)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024 (20)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024 (19)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024 (16)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024 (15)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July

- 1-3 Summer Break
- 4 Independence Day
- 5 Summer Break

August

- 2 No Classes
- 12-13 No Classes – Inservice
- 30 No Classes

September

- 2 Labor Day
- 17 Constitution Day

October

- 3 Non student contact day
- 28-31 Fall Break

November

- 1 Fall Break
- 11 Veterans Day
- 27 No Classes
- 28 Thanksgiving Day
- 29 No Classes

December

- 23-31 Winter Break

January

- 1-3 Winter Break
- 6 No Classes - Inservice
- 20 M.L. King Day

February

- 10 Lincoln's Birthday
- 17 Presidents' Day

March

- 24-28 Spring Break

April

- 18 Board Holiday
- 21 No Classes

May

- 26 Memorial Day

June

- 19 Juneteenth Day
- 20-30 Summer Break

January 2025 (19)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025 (18)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025 (16)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025 (20)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025 (21)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025 (13)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Section 2

CTE Program Information



CTE Program Information

VACE Career Technical Education Program Philosophy and Purpose

VACE Career Technical Education (CTE) is founded on the belief that knowledge is a key element of life. The more that is known about a subject, the more it can be enjoyed, pursued, accepted or defended. Recognizing that adult learning patterns and needs must be addressed in a sensitive and responsible manner, the training programs have been designed to be comprehensive, supportive and flexible. The staff of VACE Career Technical Education is dedicated to meeting each individual student's vocational needs and to the development of self-worth through assets building and educational opportunities.

The purpose of the Career Technical Education programs is to provide learners with every educational opportunity necessary to develop their potential regardless of age, heritage, handicapping condition, or background.

Program Hours

Hours of instruction are from 8:00 a.m. until 4:00 p.m., Monday through Friday, with an enrichment period between 4:00 p.m. and 5:00 p.m. for remediation, portfolio work, special projects, and workshops. Lunch break is from 12:00 p.m. until 1:00 p.m.

Students are expected to attend classes daily in preparation for future employment expectations. Unsatisfactory attendance will place a student in jeopardy of losing financial aid and being dropped from the program. Attendance and academic progress reports are prepared and distributed on a monthly basis.

Instructors are available for conferences from 4:00 p.m. to 5:00 p.m., Monday through Friday. Other conference times may be arranged with individual instructors. Appointments are necessary to allow instructors to give quality time to students and counselors. Counseling appointments for academic and career advisement are available during office hours. Call (805) 289-1744.



CTE Program Information

VACE's Career Technical Education Admission Policies

VACE will admit any Career Technical Education students who are at least 18 years of age, possess high school diplomas, GED[®]s, or equivalent, have career technical education objectives, and can benefit from training. Proof of high school diploma, General Equivalency Development (GED[®]), or equivalent is required at enrollment. Students aged 18 and under who are presently attending high school are not eligible for enrollment. Eligible students may enroll at any time during the year on a programmatic space-available basis. Students applying for financial aid must meet all federal requirements.

Students who do not have high school diploma or GED[®], or other high school equivalent certificates may enroll in VACE's high school diploma program or equivalency test preparation courses prior to enrollment in CTE programs. Ventura Adult and Continuing Education provides GED[®] and HiSET test preparation classes at no cost.

Prospective CTE students are required to meet with counselors or administrators prior to enrollment. Prospective students are shown the facilities, introduced to the staff and faculty members, and informed about course content and how it relates to future employment opportunities. All students must meet specified program prerequisites and complete all enrollment procedures prior to admission.

(See specific information for the Pharmacy Technician Program on the program page in the VACE catalog)

Enrollment

VACE Career Technical Education programs are open-entry/open-exit, allowing students to enroll every week subject to availability of space. Instruction is individualized, enabling students to progress using their most effective learning styles.

Student support and job placement services are included in the program cost. Externships are available on individual-need basis.

Students are registered on their first day of classes.

Assessments

VACE offers prospective students opportunities to preview programs for up to ten training days before expending any funds. The purpose of assessments is to determine the suitability of program placements.

CTE Program Information

Assessments (cont'd)

An informal assessment is usually requested by a prospective student who is trying to decide between two or more career program areas or is unsure of their ability to understand the course content. At the conclusion of an informal assessment, the prospective student, instructor, and counselor discuss the results and possible courses of action, including actual enrollment. Longer assessments may be arranged on a case-by-case basis.

An assessment is frequently requested by a referring agency (Veterans Administration, State Department of Rehabilitation, etc.) that is considering paying for a client to go through training. At the end of an assessment, the instructor writes a brief report summarizing the prospective student's accomplishments and difficulties (if any) with the coursework along with a recommendation of action for the prospective student. The instructor sends the report to the Vocational Resource Instructor, whose role at VACE is that of a counselor, who then forwards the report to the agency that requested it.

Transfer Policy

Transferring Within VACE Programs

Inter-Program Transfers: Student transfers from one VACE Career Technical Education program area to another (for example, from Accounting to Computer Systems Technology) must be approved by the instructor of the career program area to which they are transferring and by the counselor or administrator. If the students are changing from one program of study to another and receiving assistance from agencies, the student must receive permission from their sponsoring agencies prior to making transfers. Once approved, the counseling staff completes a new registration forms to be processed by the Administrative Clerks and adjustments in fees, if any, are calculated. If the students are receiving financial aid, the information is provided to the Financial Aid Technician who adjusts financial aid data as needed.

Intra-Program Transfers: Students wishing to change to another programs within the same career program area may request to do so. The requests are typically granted on a case-by-case basis. Students must meet with counselors who coordinate approvals, adjustments and paperwork with the sponsoring agencies (if applicable) and the Financial Aid Technician (if applicable).

CTE Program Information

Transfer Policy (cont'd)

Transferring Credits from Another Institution

VACE is a competency-based adult education program and does not award units/credits for coursework. Therefore, VACE does not accept transferring credits from other institutions. However, prior experience or CTE coursework can be beneficial in regard to completion of program competencies.

Section 3

Enrollment and Orientation



Enrollment and Orientation

Welcome to Orientation

Welcome to Ventura Adult and Continuing Education's Career Technical Education program. Reviewing the information is a part of the enrollment/orientation process. In order for us to complete your registration, you will need to fill out the included Enrollment Form, PBA Privacy Agreement, Internet Student Acceptable Use Policy and Policy Review Checklist. We have also provided you with a school calendar that includes the specific start and end dates for your program. Please read through all of the forms and policies carefully and be sure to ask questions if necessary.

Student Information and Policy Checklist

Please read and initial that you are in agreement with the following information and policies:

- ____ I acknowledge receipt of the Student Handbook
- ____ Student Expectations/Code of Conduct
- ____ Dress and Grooming Expectations
- ____ Attendance Policy
- ____ Satisfactory Academic Progress (SAP)
- ____ Grading System
- ____ Leave of Absence Policy
- ____ Refund Policy
- ____ VUSD Policy on Bullying
- ____ Sexual Harassment Policy
- ____ Cell Phone Policy
- ____ No Smoking Policy
- ____ Drugs/Alcohol Policy
- ____ Internet User Agreement
- ____ Establishing an E-mail Account
- ____ VACE Problem Resolution Procedure
- ____ Uniform Complaint Procedure

Student Signature _____ Date _____

Enrollment and Orientation



Ventura Adult and Continuing Education

Course Enrollment Record

HSD/HSE: 805-289-1749 Ext. _____ All Others: 805-289-7925

Counselor: _____

Phone: _____

- ☐ New Student
☐ Re-enrollment

Please print clearly

Name: _____ Gender: ☐ Female ☐ Male ☐ Nonbinary
 Address: _____
 Street address City Zip
 Home Phone: _____ Cell phone: _____ Work phone: _____ Lic. Plate: _____
 Birthdate: _____ E-mail: _____
 Country of Birth: _____ Emergency Contact/Parent Name (if minor) _____
 Preferred Name: _____ Name Phone Relationship

Ethnicity (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Student Status (Mark one) <input type="checkbox"/> Adult <input type="checkbox"/> Concurrently Enrolled in High Sch.	# of Years of School Completed <input type="checkbox"/> Majority earned outside U.S.	Reason for Enrollment 1 st 2 nd (Mark one in each column) <input type="checkbox"/> Improve Basic Skills <input type="checkbox"/> Improve English Skills <input type="checkbox"/> High School Diploma/HSE <input type="checkbox"/> Get a Job <input type="checkbox"/> Improve or Retain Job <input type="checkbox"/> Enter College <input type="checkbox"/> Enter Vocational training <input type="checkbox"/> Work-Based Project <input type="checkbox"/> Family Goal <input type="checkbox"/> U.S. Citizenship <input type="checkbox"/> Military <input type="checkbox"/> Personal Goal <input type="checkbox"/> Other
Racial Group (Mark one or more) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> White <input type="checkbox"/> Black or African Am. <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Filipino <input type="checkbox"/> American Indian <input type="checkbox"/> Alaska Native <input type="checkbox"/> Other	Instructional Program (Mark all that apply) <input type="checkbox"/> Basic Skills (ABE) <input type="checkbox"/> ESL/ELL <input type="checkbox"/> Citizenship <input type="checkbox"/> High School Diploma <input type="checkbox"/> High School Equivalency <input type="checkbox"/> Vocational <input type="checkbox"/> Work Readiness <input type="checkbox"/> Adults w/ Disabilities <input type="checkbox"/> Health & Safety <input type="checkbox"/> Home Economics <input type="checkbox"/> Parent Education <input type="checkbox"/> Older Adults <input type="checkbox"/> Technical High School <input type="checkbox"/> Independent Studies <input type="checkbox"/> Distance Learning <input type="checkbox"/> Tutoring	Highest Degree Earned (Mark one) <input type="checkbox"/> None <input type="checkbox"/> High School Equivalency <input type="checkbox"/> High School Diploma <input type="checkbox"/> Technical Certificate <input type="checkbox"/> Some College, no degree <input type="checkbox"/> AA/AS Degree <input type="checkbox"/> 4-yr College Grad <input type="checkbox"/> Graduate Studies <input type="checkbox"/> Special Ed Diploma <input type="checkbox"/> Above earned outside U.S.	Special Status (Mark all that apply) <input type="checkbox"/> CalWORKS (or TANF) <input type="checkbox"/> Other Public Assistance <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Dislocated Worker <input type="checkbox"/> Veteran <input type="checkbox"/> Post 9/11 GI Bill <input type="checkbox"/> TAA <input type="checkbox"/> Single Parent <input type="checkbox"/> MediCal <input type="checkbox"/> Migrant Education <input type="checkbox"/> WIOA Title I <input type="checkbox"/> WIOA Title II <input type="checkbox"/> WIOA Title III <input type="checkbox"/> WIOA Title IV <input type="checkbox"/> Concurrently Enrolled in High School/ K-12 <input type="checkbox"/> Financial Aid – Pell <input type="checkbox"/> Financial Aid – Loan <input type="checkbox"/> Private Pay <input type="checkbox"/> Scholarship <input type="checkbox"/> Voucher <input type="checkbox"/> K-12 Free Lunch
Native Language (Mark one) <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Vietnamese <input type="checkbox"/> Chinese <input type="checkbox"/> Hmong <input type="checkbox"/> Cambodian <input type="checkbox"/> Tagalog <input type="checkbox"/> Korean <input type="checkbox"/> Russian <input type="checkbox"/> Farsi <input type="checkbox"/> Arabic <input type="checkbox"/> Somali <input type="checkbox"/> Other:	Employment Status (Mark all that apply) <input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Not employed and Not seeking work <input type="checkbox"/> Retired	Family Size <input type="checkbox"/> Number in school K/12	
Special Programs (Mark all that apply) <input type="checkbox"/> None <input type="checkbox"/> EL Civics <input type="checkbox"/> Jail <input type="checkbox"/> Community Corrections <input type="checkbox"/> State Corrections <input type="checkbox"/> Homeless Program <input type="checkbox"/> Family Literacy <input type="checkbox"/> Workplace Ed <input type="checkbox"/> Tutoring <input type="checkbox"/> Distance Learning <input type="checkbox"/> Special Needs <input type="checkbox"/> Alternative Ed (K-12) <input type="checkbox"/> Non-traditional Training <input type="checkbox"/> Older Adults <input type="checkbox"/> Carl Perkins	Employment Barriers (Mark all that apply or leave blank) <input type="checkbox"/> Cultural Barriers <input type="checkbox"/> Disabled <input type="checkbox"/> Displaced Homemaker <input type="checkbox"/> English Language Learner <input type="checkbox"/> Ex-Offender <input type="checkbox"/> Foster Care Youth <input type="checkbox"/> Homeless <input type="checkbox"/> Long-term Unemployed <input type="checkbox"/> Low Income <input type="checkbox"/> Low Levels of Literacy <input type="checkbox"/> Migrant Farmworker <input type="checkbox"/> Seasonal Farmworker <input type="checkbox"/> No TANF within 2 years <input type="checkbox"/> Other	Family Income Level (Mark One) <input type="checkbox"/> Under \$7,500 <input type="checkbox"/> \$7,501 - \$16,700 <input type="checkbox"/> \$16,701 - \$22,500 <input type="checkbox"/> \$22,501 - \$28,300 <input type="checkbox"/> \$28,301 - \$34,100 <input type="checkbox"/> \$34,101 - \$45,700 <input type="checkbox"/> \$45,701 - \$57,100 <input type="checkbox"/> Over \$57,100	Rehab Information Nature of Injury: _____ _____ _____ Current Medications: _____ _____ _____ Physical Restrictions: _____ _____ _____
Instructional Level (Mark one or leave blank) <input type="checkbox"/> ASE Low <input type="checkbox"/> ASE High			

Start Date	End Date	Section #	Course Title	Instructor	Location	Days	Time

Student Signature _____
 Parent Signature (if minor) _____
 Date _____

FOR OFFICE USE
 Student #: _____ Fee Pd \$ _____
 Credit()/Check/Cash Receipt # _____ Exempt
 Check # _____ VACE Initials: _____ PBA Y N

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Enrollment and Orientation

PBA Privacy Notice and Student Consent Form

Privacy Notice and Information for Students

The State Job Training Coordinating Council (SJTCC) is gathering information about students to evaluate California's work force training system. The SJTCC is asking for your social security number and other information, as listed below.

If you agree, the school will report the following information: your name; social security number; birth date; gender; ethnicity; date of enrollment and departure from this work force education or training program; the type and amount of training and services received; whether you are economically disadvantaged, disabled, a dislocated worker, a displaced homemaker, or a veteran; whether you are deficient in basic skills or limited in English proficiency; and your education achievement level.

The SJTCC will keep this information on file in its Performance Based Accountability (PBA) System. During the three years and after you complete or leave this training program, the SJTCC will gather information related to your enrollment in other education programs, your status in the work force

(type of employment, wages earned, unemployment or disability payments received); and enrollment in any welfare program. All information about you and other students will be summed up by the SJTCC to determine the success of the work force training programs you are enrolled in. You will not be individually identified in any reports made to the public. Other state and federal government agencies that are concerned with the administration of work force development programs may have access to your individual data.

You may decide whether to provide your social security number and release the other information; it is **voluntary**. If you do not wish to release this information, you can still enroll in work force education and training programs or in any other education program. Your grades will not be affected. Authority to ask for your social security number for this purpose is in the California Unemployment Insurance Code, Section 15037.1.

After you have read this form, please mark one of the choices below, then sign and date the form.

STUDENT CONSENT

(Only students who are 18 year of age or older, and who are not enrolled in high school, should complete and sign this form.)

Name of student (print) _____

☐ YES I have been informed of the ways my social security number and other information will be used. I have voluntarily decided to provide this information.

My social security number is --


☐ NO I do not want to give my social security number or other information. I have voluntarily decided NOT to provide this information.

Student Signature

Date

Enrollment and Orientation

2 0 2 4

 = NO CLASSES

January							April							July							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6		1	2	3	4	5	6		1	2	3	4	5	6			1	2	3	4	5
7	8	9	10	11	12	13	7	8	9	10	11	12	13	7	8	9	10	11	12	13	6	7	8	9	10	11	12
14	15	16	17	18	19	20	14	15	16	17	18	19	20	14	15	16	17	18	19	20	13	14	15	16	17	18	19
21	22	23	24	25	26	27	21	22	23	24	25	26	27	21	22	23	24	25	26	27	20	21	22	23	24	25	26
28	29	30	31				28	29	30					28	29	30	31				27	28	29	30	31		
February							May							August							November						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2					1	2	3						1	2						1	2
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Enrollment and Orientation

Student Expectations/Code of Conduct

VACE/CTE offers students a comprehensive curriculum that meets adult learner requirements. Adult learners need:

- to be able to work at their own pace within customized timelines
- materials with strong life skills and job skills orientation
- materials which provide a practical focus on learning
- materials which will prepare them for the next step in their educational process
- materials which will enable them to make the greatest educational gain in the least amount of time
- materials which will develop self-esteem and a sense of accomplishment
- to be involved in the learning process
- the teacher to act as a facilitator

VACE's Career Technical Education Program is structured as a pre-work environment with the instructor functioning as your immediate supervisor and the paraeducator as your manager. This is not a typical school where students are lectured to, and required to repeat back the information. Instead, students will be provided with materials in a hands-on setting with one-on-one instruction to facilitate their learning. The state-of-the-art equipment is possible because the program receives both state funding and supplemental funding provided by each individual attending.

All of the classes within each program are competency-based and assigned a completion date. Students may move quickly through one area and need more time in another. You are not competing against anyone else, as your class will be filled with adults of all ages, backgrounds and abilities. Maximize every minute of your time to become as marketable as possible by the time you reach your pre-agreed upon end date. A prescriptive support program will be integrated into your structured program if it is warranted.

Expectations as to work attire, work ethics, attitude, and ability mirror those in the job setting, including the evaluation process. To be successful a student must: be self-motivated; use higher-level thinking skills; actively problem solve; effectively communicate with fellow students and staff; be able to access resources; analyze and apply new information; use technology effectively; set personal goals; be a responsible, self-disciplined learner; positively resolve conflicts; and possess good time management skills.

Academic honesty is required. Using other students' work is considered cheating and violates VACE's zero tolerance for cheating and the Student Code of Conduct. Failure to abide by this policy will result in a failing grade or removal from the school.

Enrollment and Orientation

Student Expectations/Code of Conduct (cont'd)

If you are having difficulty in class, follow classroom procedures for getting assistance. Aside from the instructor and paraeducator, many individuals are here to help you or listen to your suggestions. These include the administrators, instructors, counselor, and the job placement advisor. Both positive and constructive feedback is welcomed and appreciated. Growth and change are as important to an organization as they are to an individual.

Dress and Grooming Expectations

The purpose of the Career and Technical Education training programs is to prepare students for the workforce. Proper readiness is a complete package that involves more than only technical training. Readiness includes proper work attitude, academic skills, and grooming. For the latter, Ventura Adult and Continuing Education has established minimum expectations in the areas of job related dress and grooming for students in training.

Students' appearance should meet the conventions of the occupation for which they are being trained. While formal business dress is not required, relaxed dress along the lines of the workplace is expected. Making a good impression on externship or prospective employers, whether in the classroom or on an interview, is crucial to employability. Clean, well-groomed hair and beards, and clean, well-chosen clothes can make the difference. Opt for more professional rather than casual attire if in question about appropriateness.

Minimum appropriate business attire:

Men:

- Long pants with belt
- Collared shirt, tucked in
- Business shoes and socks
- Scrubs/Lab Coats for Medical Students
- Business shoes and socks
- Neat, clean hairstyles

Women:

- Dresses or skirts and blouses
- Pant suits
- Slacks
- Heels or business shoes
- Scrubs/Lab Coats for Medical Students
- Neat, clean hairstyles

Enrollment and Orientation

Dress and Grooming Expectations (cont'd)

Inappropriate for class or workplace:

- Shorts
- Thin strap tops and dresses
- Hoods in on-the-head position
- Workout clothes
- Tee shirts
- Excessive colognes
- Swimsuits
- Hats, caps, beanies, berets
- Jeans with rips or holes
- Flip-flops
- See-through clothing
- Soiled, torn or odorous clothes

Attendance Policy

VACE/CTE is designed to instruct adult students in vocational training programs that will support the students job-related goals. One major factor in achieving this goal is attendance. VACE/CTE is a “clock hour” program and does not function like a traditional school in relation to absenteeism. It functions like a place of employment. Thus, on the job, even one absence with or without an excuse can jeopardize your employment. **Your training program commitment at VACE/CTE should reflect your commitment to a job.**

Your attendance is critical to the success of your VACE/CTE program. **The attendance policy requires you to be in class a minimum of 80% of your total program clock hours.** Failure to maintain attendance above this level may result in being placed on attendance probation. VACE/CTE also requires attendance at all job placement workshops, resume appointments and a mock interview. Failure to complete these requirements by the end of your program may result in a delay in the issuing of your graduation certificate.

VACE/CTE has established an excellent reputation in the local community for producing qualified and reliable employees. In order for us to recommend you for employment, it is vital that you maintain appropriate attendance. It is also vital that you notify the school **prior** to any **absences** or **tardies** from class. **Monthly progress** reports track all scheduled student hours, absences and tardies. These reports are reviewed with the student, signed, sent to counselors and filed in the student’s permanent record. In order to receive credit for excused absences, it is also required that you provide written documentation verifying your absence. This may include but is not limited to a doctor’s note, notice of court hearing, jury duty notice, etc.

A student who is absent for five consecutive days or more may be put on hold by an administrator.

Enrollment and Orientation

Attendance Policy (cont'd)

Failure to adhere to the VACE/CTE attendance requirements may result in your being placed on a probationary attendance contract and ultimately in your termination from the program.

Satisfactory Academic Progress (SAP)

Policy

Under guidelines established by the Department of Education, Ventura Adult and Continuing Education must monitor its Federal Student Aid (FSA) recipients to ensure that they are meeting satisfactory progress standards. Regulations require Ventura Adult and Continuing Education to develop reasonable standards for measuring academic progress and to apply those standards consistently to all students within identifiable categories. Ventura Adult and Continuing Education will apply both qualitative and quantitative measures in determining a student's academic progress.

VACE requires an academic progress evaluation at the end of each payment period for students in programs lasting one year (900 hrs.) or less, and programs greater than one year. SAP information is based on student monthly "Progress Reports".

Procedures

Using a qualitative standard, Ventura Adult and Continuing Education will use the equivalent of a Grade Point Average (GPA) at the end of each payment period. Although course work is not measured by a GPA in the true sense of the definition, instructors measure the quality of work produced by a student and translate the progress into a standard letter grade using the traditional GPA as a measuring tool. VACE defines a student using the qualitative measure as one who is maintaining a "C" average, or a 2.0 average.

Using the quantitative standard (pace), Ventura Adult and Continuing Education will adhere to the Department of Education's guidelines. Students must progress through their program to ensure that they will graduate within the maximum timeframe, and each academic progress check must measure this.

To ensure that a student is making sufficient progress throughout the course of study, Ventura Adult and Continuing Education will divide all eligible programs into equal evaluation periods called increments. These increments will not be longer than half of the program or academic year (900 hours), whichever is less. If a program is 700 clock hours, the increment will not exceed 350 clock hours. The method by which financial assistance

Enrollment and Orientation

Satisfactory Academic Progress (SAP) (cont'd)

disbursements will be made to the students and the frequency of those disbursements coincide with the evaluation period increments.

For programs measured in clock hours, the maximum timeframe is a period no longer than 150 percent of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. A student is ineligible when it becomes mathematically impossible for him to complete his program within 150% of the length of the program. In this situation an appeal is possible.

The pace by which a student is progressing is calculated by dividing the number of clock hours the student has successfully completed by the total number he has attempted (possible hours). For example, a student taking a 900-clock-hour program must complete 300 clock hours out of 450 clock hours of each payment period. This equals 66.67% completion; thereby, the student may still receive aid.

A student who does not maintain a "C" average or has not completed the specified number of clock hours will be placed on **WARNING** status as a consequence of not making satisfactory progress. The student will remain on **WARNING** status until he/she brings the course work up to an acceptable GPA (2.0) and/or completes the specified number of clock hours in an increment and will do so without a student appeal. The student's SAP will be reevaluated at the end of the second payment period. If the student has not attained SAP at this time, he/she will be put on **ACADEMIC PROBATION** and loses FSA eligibility.

When it is determined that a student is no longer eligible to receive financial aid and that student withdraws from a program, Ventura Adult and Continuing Education will make an assessment as to what the student may be able to retain from his/her financial aid. Should a refund be due, the FAA will advise the student and make the appropriate adjustments on his/her account.

Under qualitative guidelines, students must complete all course work and have their work reviewed and accepted by the instructor for a passing grade. Should a student refuse to complete assignments, this will have adverse consequences on the amount of FSA that may be available. Each student will be counseled on a case-by-case basis. The program counselor or administrator will develop an **ACADEMIC PLAN** for those students who do not meet SAP during their monthly program reviews.

Enrollment and Orientation

Satisfactory Academic Progress (SAP) (cont'd)

The academic plan will set the conditions for ensuring that the student will be able to meet SAP by a specific point in time. Those students with academic plans will be monitored on a monthly basis by the program counselor or administrator. Instructors will provide daily attendance and pacing information as well as GPAs to the counselor/administrator responsible for monitoring SAP to assure adherence to the academic plan. Students will be reinstated to eligibility if they adhere to the conditions outlined in the academic plan and may continue to receive financial aid while on academic probation.

During the probation status, the student may **APPEAL** (a process by which a student who is not meeting SAP standards petitions the school for reconsideration of his/her eligibility of FSA funds). The student must request an appeal in writing to the program administrator for consideration that the results were based on: his/her injury or illness, death of a relative, or other special circumstances. All appeals should include specific information regarding what has changed that will allow a student to achieve SAP by the next pay period. Appeals will be addressed on a case-by-case basis and any student involved in this process will be duly counseled by VACE administrator(s), instructor(s) and the financial aid technician. VACE will document the appeal process findings.

A student may be paid for the payment period in which he or she regains satisfactory academic progress, but cannot be paid for any payment period for which the standards were not met. For Direct Loans, a student who does not meet satisfactory academic standards at the beginning of an academic year but later meets the standards in the academic award year is eligible for the entire period of enrollment in which he or she met the satisfactory academic progress standards.

For more information regarding the terms of any loan received as part of the students financial assistance package is located in the "Financial Aid Policies and Procedures Manual and Consumer Information."

Grading Systems

Ventura Adult and Continuing Education programs are competency-based. Students are to demonstrate competencies in courses at 70% levels of achievement or better. All competency demonstrations not up to the 70% standard will be redone or retaken until this level of achievement is met or exceeded. No grade lower than 70% will be issued. Grades will be based upon the following criteria: A 90% or better; B 80%-89%; C 70%-79%

Graduation Requirements

Students are required to complete all program elements/competencies in order to receive a CTE Program Graduation Certificate.

Enrollment and Orientation

Leave of Absence Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study, and is required for any student who misses **five or more consecutive classroom days**. A student requesting a LOA is required to submit the request in writing and include the reason for the leave. There must also be a reasonable expectation that the student will return from the LOA. The LOA, together with any additional Leaves of Absence, cannot exceed 180 calendar days (including weekends, holidays, and school breaks) per program enrollment period. Failure to return from an approved LOA will affect Title IV loan recipients and student loan repayment terms, including the expiration of the student's grace period.

A student applying for a LOA must do so **in advance and in writing** unless unforeseen circumstances prevent the student from doing so. Upon returning from a LOA, the student must meet with a counselor. The application for a LOA is available in the Administrative Office and all classrooms. A student must submit for approval a signed and dated application that includes the reason for the LOA to their teacher or to VACE administrators.

Refund Policy

Ventura Adult and Continuing Education's Institutional Refund Policy, as outlined below, applies to all students enrolled in the Career Technical Education (CTE) programs who withdraw and cease to be enrolled in programs. Refunds when due will not require a written request by the student. The Institutional Refund Policy determines the amount of institutional charges students have incurred at the time of withdrawal.

Refunds for Classes Canceled by the Institution:

If tuition and fees are collected in advance of the start date of a class, and Ventura Adult and Continuing Education (VACE) cancels the class, 100% of the tuition and fees will be refunded within 45 days of the cancellation.

Refunds for Students Who Withdraw On or Before the First Day of Class:

If tuition and fees are collected in advance of the start date of a class, and students do not begin the classes or withdraw on the first day of class, full refunds shall be made within 45 days of the class start dates.

Refunds for Withdrawal After Classes Commence: If students withdraw from VACE/CTE Programs:

- During the first 25% of the SCHEDULED HOURS, the institution shall refund 75% of the tuition;
- After the first 25% and until the end of the first 50% of the SCHEDULED HOURS, the institution shall refund 50% of the tuition;

Enrollment and Orientation

Refund Policy (Cont'd)

- After the first 50% of the SCHEDULED HOURS, the institution will retain all of the tuition.

The refund policy applies to tuition fees only. When students withdraw from VACE/CTE programs, additional fees, books, and supplies are not prorated. However, if the books are unused, determined to be in “new” condition and returned within 10 days after withdrawal, the charges are credited to the students’ financial aid accounts.

Refunds, when due, are made within 45 days of the last day of attendance if written notification of withdrawal has been provided to VACE by the student or from the date that VACE terminates the student or determines that the student has withdrawn from the program. If a student receives Federal Student Aid, the Financial Aid Technician is responsible for initiating a “Return of Title IV Funds” calculation upon withdrawal. The requirements for returning Title IV Funds are outlined in the Financial Aid Policies and Procedures Manual.

Finally, refunds may be transferable for enrollment in other VACE/CTE classes. Administrative Office staff will process fee refunds and transfers by completing the Refund Request Forms.

School District Policy on Bullying (5131.2)

Every student is entitled to a safe school environment free from bullying. The District’s Policy on Bullying (Board Policy 5131.2 and Administrative Regulation 5131.2) can be accessed on the District’s website at www.venturausd.org.

Copies of the policy are also available at the Administrative Office. Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, as defined, including, but not limited to, sexual harassment, hate violence, or harassment, threats, or intimidation - while on school grounds, at a school sponsored-activity, while traveling to and from school, on a school bus, during any activity related to school attendance - that typically has the effect or can reasonably be predicted to have the effect of placing a reasonable pupil, as defined, in fear or harm to that pupil’s or those pupil’s person or property, causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health causing a reasonable pupil to experience substantial interference with his or her academic performance, or causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Enrollment and Orientation

School District Policy on Bullying (5131.2) (cont'd)

California Education Code §48900(r)

Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

- (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupil's person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) "Electronic act" means the transmission of a communication, including, but not limited to, message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.
- (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

Sexual Harassment Policy

Ventura Unified School District has a zero tolerance of any form of sexual harassment in order to ensure positive learning environments for all students. Students and staff are urged to immediately report incidents of sexual harassment to the Assistant Principal, Director/Principal or any other staff member. Formal complaints of harassment can be filed in accordance with the Uniform Complaint Procedures.

Enrollment and Orientation

Cell Phone Policy

The Ventura Adult and Continuing Education policy on cell phones requires that all phones remain off and not visible while in the classroom. Students may use their phones in the building outside of the classroom, while on break, lunch or after school. In emergency situations students may use their phones in the classroom with instructor approval. Students will be provided with a direct landline phone number to each classroom during their classroom orientation.

No Smoking Policy

Ventura Adult and Continuing Education is a smoke free facility. Smoking is not allowed on any part of the campus.

Drug/Alcohol Policy

Ventura Adult and Continuing Education has a Zero Tolerance Policy for drugs and alcohol. Any violation of this policy will result in immediate dismissal from the program. (See attached “Health Risks Associated with Drug & Alcohol Use” pamphlet)

Student Internet Use Agreement and Release from Liability (E 6163.4(a))

The Ventura Unified School District, hereinafter referred to as VUSD, has a strong commitment to providing a quality educational curriculum for its students, including access to and experience with technology. VUSD’s goals for technology in education include promoting educational excellence in schools by facilitating resource sharing, innovation, and communication; providing appropriate access to all students; supporting critical and creative thinking; fully integrating technology into the daily curriculum; promoting collaboration and entrepreneurship; and preparing students and educators to meet the challenge of a highly technological and information-rich society.

VUSD recognizes that curricular technology can enhance student achievement. VUSD provides a wide range of technological resources, including student Internet access for the purpose of advancing the educational mission of VUSD.

Students waive any right to privacy or confidentiality to material that was accessed, created, sent or stored using VUSD technology or a VUSD provided network account.

VUSD provides students with access to technology and the Internet. Through the Internet, students may have access to applications, databases, web sites,

Enrollment and Orientation

Student Internet Use Agreement and Release from Liability (cont'd)

and email. Students are expected to use the technology and the Internet responsibly for school related purposes.

VUSD is committed to meeting the provisions established in the Children's Internet Protection Act (CIPA), which protects the safety and privacy of minors. Consequently, VUSD uses appropriate filtering technology to monitor and screen access to the Internet, in an attempt to prevent online access to materials that are obscene, contain child pornography, or are harmful to minors. In compliance with California legislation, E-Rate¹, and the Children's Internet Protection Act, VUSD addresses the appropriate and ethical use of information technology in the classroom so that students and teachers can distinguish lawful from unlawful uses of copyrighted works, including the following topics: the concept and purpose of both copyright and fair use; distinguishing lawful from unlawful downloading and peer-to-peer file sharing; and avoiding plagiarism. VUSD provides for the education of minors about Internet safety, including appropriate online behavior that encompasses interacting with other individuals on social networking sites and in chat rooms, cyberbullying awareness and response, and protect online privacy and avoid online predators.

Students will follow current legal regulations, and the rules set forth in this policy and the student disciplinary code. Board Policies and Administrative Regulations will govern all violations of this policy. For clarification of other related student policies and consequences including suspension or expulsion that may result from misuse, please refer to your student handbook and/or the VUSD website.

As a condition of the right to use VUSD technology resources, students understand and agree with the following:

I will use technology resources responsibly:

- I will use the Internet and other technology resources for academic activities.
- I will store only educationally appropriate materials.
- I will not use VUSD technology for commercial purposes or to offer or provide products or services through VUSD technology.

Enrollment and Orientation

- I will not use technology resources to violate VUSD policies, federal and/or state laws.
- I will not intentionally access and/or store inappropriate information, including, but not limited to the following: material that is obscene; child pornography; material that depicts, or describes in an offensive way, violence, nudity, sex, death, or bodily functions; material that has been designated as for adults only; material that promotes or advocates illegal activities; material that promotes the use of alcohol or tobacco, school cheating, or weapons; or material that advocates participation in hate groups or other potentially dangerous groups.
- I will not participate in unacceptable behaviors including but not limited to: personal attacks, harassment or bullying another person; creation and transmission of offensive, obscene, or indecent material; creation of defamatory material; plagiarism; infringement of copyright laws, including software, published texts, and student work; political advocacy and/or religious proselytizing; transmission of commercial and/or advertising material; and creation and transmission of material which a recipient might consider disparaging, harassing, and/or abusive based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, and/or political beliefs.

I will use technology resources safely:

- I will not share my password with anyone.
- I will not give out my name, picture, address, e-mail, or any other personally identifying information online.
- I will only access social networking and collaborative web sites, blogs, or post to Internet sites as it relates to educational purposes.

I will use technology resources respectfully:

- I will not deliberately attempt to harm or destroy data on any system on the network or Internet.
- I will not damage equipment or inappropriately alter settings.
- I will not inappropriately alter any other users' files.
- I will not log in through another person's account or access another person's files.
- I will not attempt to gain unauthorized access to the VUSD network or to any other system using the VUSD network.

Enrollment and Orientation

Student Internet Use Agreement and Release from Liability (cont'd)

- I will not go beyond my authorized access.
- I will not circumvent (i.e., use proxies) VUSD Internet filters.
- I will not disclose names, personal contact information, or any other private or personal information about other students.
- I will not use the VUSD network to engage in any unlawful activity or to threaten the safety of any person.
- I will not use threatening, obscene, profane, lewd, vulgar, rude, inflammatory or disrespectful language.
- I will neither transmit nor post information that could cause disruption to my school or any other organization.

I will use technology resources in a manner that respects the intellectual property of others:

- I will respect the rights of copyright owners in my use of materials.
- I will not install, store, or distribute unauthorized copyrighted software or materials.
- I will properly cite sources for material that is not my own.

Enrollment and Orientation

VENTURA UNIFIED SCHOOL DISTRICT

Ventura Adult and Continuing Education

5200 Valentine Road

Ventura, CA 93003

(805) 289-1744

STUDENT ACCEPTABLE USE POLICY

Acknowledgement

Board Policy E 6163.4

I understand that:

- By accepting these terms and conditions, I waive any right to privacy or confidentiality to material created, sent, accessed, or stored using VACE technology or a VACE provided network account.
- VACE personnel have the right to review any material sent, emailed, accessed, or stored through VACE technology or a VACE provided network account.
- My use of the Internet will be monitored, as required by federal law. VACE monitoring of Internet usage can reveal all activities I engage in using the VACE network.
- VACE personnel can remove any material that it believes may be unlawful, obscene, indecent, harassing, or otherwise objectionable.
- VACE does not promise that the functions of the Internet service will meet any specific requirements I may have, or that the Internet service will be error-free or uninterrupted.
- VACE administrators have the final say on what constitutes a violation of the Acceptable Use Policy. Violations include, but are not limited to, all bulleted points in this agreement.
- In the event there is a claim that I have violated this policy or the student disciplinary code in my use of VACE network, I will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary code.
- VACE will not be responsible for any damage I may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people.
- VACE will not be responsible for the accuracy or quality of the information obtained through the system. VACE accepts no liability relative to information stored and/or retrieved on VACE-owned technology resources.
- VACE will not be responsible for financial obligations arising through unauthorized use of the system.
- I can be held financially responsible for any harm that may result from my intentional misuse of the system.
- Although VACE will make a concerted effort to protect me from adverse consequences resulting from use of VACE technology resources, I must exercise individual vigilance and responsibility to avoid inappropriate and/or illegal activities.
- VACE accepts no liability for student-owned technology resources used on VACE property

I have read and understand this Acceptable Use Policy.

Student Name: _____

Student Signature _____

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Enrollment and Orientation

Establishing an E-mail Account

Option 1

Use the following procedures to establish your free Gmail account:

1. Access Google at www.google.com.
2. Click the Gmail link that appears at the top left side of the Google home page.
3. At the next screen, click Sign up for Gmail that appears in the lower right corner of the screen.
4. Complete the registration form that appears on the next screen.
5. Keep a record of your screen name, password, security question, and answer to your security question.

Write your screen name here: _____

Write your password here: _____

Write your security question here: _____

Write your answer here: _____

Option 2

Use the following procedures to establish your free Yahoo mail account:

1. Access Yahoo at www.yahoo.com
2. Click the Sign-Up link that appears at the top right side of the Yahoo home page.
3. Fill out the form that appears on the following screen.
4. Keep a record of your screen name, password, security question, and answer to your security question.

Write your screen name here: _____

Write your password here: _____

Write your security question here: _____

Write your answer here: _____

Enrollment and Orientation

Establishing an E-mail Account (cont'd)

Option 3

Use the following procedures to establish your free Windows Live account:

5. Access www.windowslive.com from your Internet browser.
6. At the right side of the page, click Sign Up.
7. At the next screen, complete the registration form.
8. Keep a record of your screen name, password, security question, and answer to your security question.

Write your screen name here: _____

Write your password here: _____

Write your security question here: _____

Write your answer here: _____

VACE Problem Resolution Procedure

If you have a concern, we are here to help. Any and all of the people listed below are interested in hearing your concerns or complaints about, personnel, practices, policies or procedures. These employees are trained to listen to your concerns and can help you get a response. They are available in the Adult Education Office at 5200 Valentine Road, Ventura, CA 93003.

- Dr. Scott McNutt, Director/Principal – (805) 289-1744 ext. 1108
- Jeffrey Albaugh, Assistant Principal – (805) 289-1744 ext. 1302
- Gisela Martinez, Work Transition Counselor – (805) 289-1744 ext. 1233

Students are encouraged to first discuss complaints with the school administration. If you feel a need to make a formal complaint, submit the included Student Complaint Form (Page 40) to the Adult Education Administration Office. This complaint will be reviewed and handled by the school administration. If you feel that the complaint has not been handled to your satisfaction, you may file a formal complaint with the Ventura Unified School District.

Uniform Complaint Procedure

It is the intention of the Ventura Unified School District Governing Board that every member of the community shall have the right for prompt and orderly redress of a grievance relating to an alleged violation of federal or state laws or regulations of educational programs. Therefore, pursuant to California Code of

Enrollment and Orientation

Uniform Complaint Procedure (cont'd)

Regulations, Title 5, Section 4600, the District has developed necessary procedures to process a complaint regarding educational services provided by the adult school. The policy and forms are available at the Ventura Adult and Continuing Education offices.

The Williams, et al., vs. State of California, et al. (Williams) case was filed as a class action in 2000. The basis of the lawsuit was that the agencies failed to provide public school students with equal access to instructional materials, safe and decent school facilities, and qualified teachers.

The following compliance officer(s) shall receive and investigate complaints and shall ensure district compliance with law:

Assistant Superintendent, Human Resources
255 W. Stanley Ave.
Ventura, CA 93001
(805) 641-5000 Ext. 1153

Ventura Adult and Continuing Education is accredited by the Commission of the Council on Occupational Education. If complaints are not handled at the institutional level, contact the:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
770-396-3898
770-396-3790 (fax)
www.council.org

Enrollment and Orientation



Ventura Adult and Continuing Education Career Technical Education Program (VACE/CTE)

An organization dedicated to total quality, continuous improvement and customer satisfaction

All formal complaints must be initiated by completing this form. No oral complaints will be processed.

Name _____ Date _____

Address _____

Telephone _____

Nature of Complaint: Please be very specific and note as many details as possible with regards to day, time, behavior, or whatever information is relevant to the complaint.

Resolution: Please describe what specific action you would like taken to resolve this issue.

Have you discussed this complaint with the individual(s) involved? ___yes ___no

If the individual is an employee, have you talked with his/her supervisor at the adult school?
___yes ___no

Signature

This form should be submitted to the Adult Education Office, or mailed to:
Ventura Adult and Continuing Education
Dr. Scott McNutt, Director/Principal 5200
Valentine Road
Ventura, CA 93003
805-289-1744

Section 4

School Safety Plan



Report an Accident or Injury

Please report any accident or injury to:

Dr. Scott McNutt, Director/Principal

5200 Valentine Road

Ventura, CA 93003

(805) 289-1744 ext. 1108

Scott.McNutt@adultedventura.edu

School Safety Plan

Ventura Adult and Continuing Education maintains a Comprehensive School Safety Plan (CSSP) as required by Education Code 32282-32289 to be reviewed and updated by March 1 annually and subsequently submitted for approval to the School Site County (or School Safety Planning Committee) as well as to the district's governing board or county office of education. The contents of the CSSP include at a minimum, information assessing the current status of school crime committed on school campus and at school-related functions, strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety. You may access the CSSP on the school's website at www.adultedventura.edu or in the VACE office.

The Annual Security Report is prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is located on our website.

For additional information on school safety programs, policies, or procedures and how you may become involved locally, please contact:

Jeffrey Albaugh, Assistant Principal

Ventura Adult & Continuing Education

5200 Valentine Road

Ventura, CA 93003

(805) 289-1744 ext. 1229

jeffrey.albaugh@adultedventura.edu

Student I.D. Badges

CTE students will be issued a VACE student photo ID badge. They will be required to wear this badge at all time while on campus. Students who do not have their badge on will be required to obtain a temporary badge from the school office.

School Safety Plan

Intruder on Campus—Lockdown Procedures

HEAR SIGNAL

An announcement will be made that the school is on “lockdown”.

LOCK ALL DOORS

TAKE ROLL

CALMLY EXPLAIN TO CLASS WHAT IS HAPPENING

There is an intruder on campus.

Your security is our first priority.

The police and SWAT team will be here shortly.

Please stay off the cell or regular phones.

TAKE ACTION

Move everyone away from windows.

SECURE ROOM--put green laminated rectangle under door and tape to window.

SITUATION/PROBLEM EXISTS--put red laminated triangle under door and tape to window.

MEDICAL EMERGENCY EXISTS—put white laminated triangle with red cross symbol under door and tape to window.

Check your e-mail for updates on the situation.

Do not let anyone in once the door is locked until notified by police.

Emergency Resources and Extreme Weather Events

Recently, the Counties of Ventura and Los Angeles have experienced devastating flooding, rains, and fires, impacting the lives of members of our community.

Please take a moment to register for local emergency alerts at VC Alert (<https://www.readyventuracounty.org/vc-alert/>) or (805)-648-9283.

and <https://www.vcemergency.com/> to receive text, email, voice calls or instant messages from our County.



Section 5

Student Services



Student Counseling Office

Ventura Adult and Continuing Education provides student counseling services to all enrolled CTE students. The Vocational Resource Instructor and Assistant Principal are available for students by appointment or on a drop in basis as needed. The Vocational Resource Instructor is also the liaison between the school and outside agencies that refer students to the programs. Services provided by the school counseling include but are not limited to the following:

- Scheduling
- Leave of Absence
- Attendance
- Progress Report Review
- Student/Instructor Issues
- Student/Student Issues
- Academic Honesty
- Workforce Investment Act
- CA Department of Rehabilitation
- VA
- CalWorks
- TAA/EDD
- Unemployment Insurance
- Worker's Compensation Vouchers
- Scholarships
- Curriculum
- Tutoring and Remediation
- Personal Issue Counseling
- Graduation Date Review
- Satisfactory Academic Progress
- Accommodations for special needs

Student Leadership

The Ventura Adult and Continuing Education Associated Student Body is organized to promote the welfare of the students and to support the policies of the school. The council assumes major responsibility for coordinating student activities and expressing student concerns, interests and viewpoints to the VACE Administration. Each program area provides a representative to serve on the student council. The council meets on a monthly basis. Student participation is welcome – Please contact the council advisor for more information – Jeffrey Albaugh, (805) 289-1744 ext. 1302.

Testing Services

NCCT Testing Center

Phlebotomy and Medical Assistant certification testing services is through the National Center for Competency Testing. If you need to take a test leading to certification, you must complete an online application and pay the exam fee at least two weeks prior to the desired testing date. There is a \$30 sitting fee (waived for VACE students) due the day of the test. To register for any NCCT test, go to the NCCT website at www.ncctinc.com. You must bring two current forms of ID: at least one government issued (both with photo). Call Leticia Murillo at 289-1744, ext. 1103 for further information.

NCCT Testing Dates and Times:

September 9, 2024 at 6 pm
November 18, 2024 at 6 pm
January 13, 2025 at 6 pm

March 10, 2025 at 6 pm
May 19, 2025 at 6 pm
July 14, 2025 at 6 pm

Placement Center Services

All programs at Ventura Adult and Continuing Education Career Technical Education are oriented toward employment in today's highly competitive job market. The Placement Center provides a variety of resources to prepare the student for placement, including videos, reference materials, fax machines, telephones, TTY, computers for resume preparation, and Internet access for job search. Job Search Workshops provide up-to-date job seeking methods, including résumé preparation and interviewing techniques. All students are invited to use these resources while attending school and after graduation. The goal is placement in jobs that are both personally and financially rewarding. The Placement Center is staffed by Sandra Jennings, the Career Placement Specialist. The Placement Center staff is able to provide students with the tools needed for successful placements. These include researching the hidden job markets, developing job leads, preparing effective résumés and practicing successful interview techniques.

The Placement Center staff is also active in the business community and on the school's Program Advisory Committees, developing relationships that lead to externships for students and employment opportunities for graduates. These business relationships have also led to unsolicited calls from employers seeking qualified applicants. Local employers provide externship opportunities for students which often lead to offers of permanent positions.

Job Search Workshops

Learn about the latest trends and techniques in job hunting with the instructors at Ventura Adult and Continuing Education who help hundreds of people become re-employed each year. Tune up your résumé for maximum effect, gather cover letter tips and tricks, polish your interviewing skills, discuss proper dress and grooming for your field, become more efficient with applications, and learn how to maximize your exposure to the business world.



INTERNSHIP / EXTERNSHIP AGREEMENT VENTURA ADULT AND CONTINUING EDUCATION VENTURA UNIFIED SCHOOL DISTRICT

By this agreement, _____, _____, and _____,
(Internship / Externship Facility) (Student)

Ventura Adult and Continuing Education have agreed to participate in an Internship / Externship training program. In order to make this opportunity a meaningful experience, the parties jointly and separately agree to the following:

The **STUDENT** will:

1. Enter this program in order to obtain as much information and relevant skill as the employer is able to provide.
2. Maintain regular attendance and notify the training supervisor if unable to work.
3. Not expect or receive wages or payment from employer during training period.
4. Demonstrate punctuality, courtesy, honesty, a cooperative attitude, a willingness to learn, and appropriate dress and grooming.
5. Inform Instructor and Advisor of any problems or changes in his/her program.

The **FACILITY** will:

1. Provide training commencing _____, _____ and ending _____, _____.
Training hours start at _____ and end at _____.
2. Provide time for consultation with the VACE Advisor or Instructor concerning student's progress.
3. Provide a written evaluation of the student's performance to the school.
4. Students will be accepted and assigned jobs without regard to gender, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, mental disability or physical disability (34CFR 100.3, 100.4).

The **SCHOOL** will:

1. Provide Workers' Compensation coverage for the student through the Ventura Unified School District while on the facility's premises.
2. Assist the student in improving work performance and provide support for any problems associated with the program.
3. Periodically visit training site to observe/consult concerning student progress.
4. Provide related instruction to the student as necessary.
5. Provide medical malpractice insurance for student involved in medical training.

This is an informal agreement. It may be cancelled at any time by any party for any reason without notice.

Student: _____

VACE Advisor: _____

Facility Supervisor: _____

Dated: ____/____/____

Student Services

VACE/CTE CERTIFICATE SIGN-OFF INFORMATION

Student Name (*as it should appear on your certificate*): _____

Program Name: _____

Please allow a few days for the preparation of your VACE/CTE certificate. Be advised, the instructors are not able to issue a certificate until all items listed below have been completed and signed off.

VACE-CTE Requirement	Please sign AFTER the student completes this competency.	VACE-CTE Staff Member
Workshop #1:		Sandra Jennings, Work Transition Instructor
Workshop #2:		Sandra Jennings, Work Transition Instructor
Workshop #3:		Sandra Jennings, Work Transition Instructor
Workshop #4:		Sandra Jennings, Work Transition Instructor
Workshop #5:		Sandra Jennings, Work Transition Instructor
Workshop #6:		Sandra Jennings, Work Transition Instructor
Master App Completed		Sandra Jennings, Work Transition Instructor
Resume completed		Sandra Jennings, Work Transition Instructor
Mock Interview completed		Sandra Jennings, Work Transition Instructor
Actual course completion date: _____ Diploma Complete <input type="checkbox"/> Diploma Crimped <input type="checkbox"/> Grad Letter <input type="checkbox"/> Last Progress Report <input type="checkbox"/> Copies Sent To: Student File <input type="checkbox"/> Main Office <input type="checkbox"/> Financial Aid <input type="checkbox"/> Counselor <input type="checkbox"/> Make sure Student has: Signed book Lists <input type="checkbox"/> Laptop returned <input type="checkbox"/>		Classroom Instructor: Joshua Ball Scott Collins Jim Earley Raffi Gabriel Margie Garzon Brian Harrison Elesia Jones Mariya Messier Rich Sigerist Susan Vinson
Final CASAS Scores: Reading: Math:		Halyna Turchyn Assessment Technician
Program evaluation: log on to https://www.surveymonkey.com/s/VACE-Career . Print completion form and bring to VACE office.		Leticia Murillo / Vicki Stiffler / Halyna Turchyn VACE office staff
Student Contact Information Update		Vicki Stiffler Senior Office Assistant
Financial Management Workshop - Optional (for those students with Stafford Loans)		Jeffrey Albaugh / Gisela Martinez Vocational Resource Instructor
Financial Aid payments up to date		Myra Nunley Financial Aid Technician
Financial Aid Hours adequate (Need most recent Progress Report for hours)		Myra Nunley Financial Aid Technician
Financial Aid Interview done		Myra Nunley Financial Aid Technician
Private Pay payments up to date		Leticia Murillo Senior Office Assistant

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Support Services Available to Students

Improve Job-Seeking Skills!

- Prepare a solid, effective, eye-catching résumé
- Compose outstanding cover letters and gracious thank-you letters
- Select videos to help prepare for the interview, present a professional image, and much more
- Surf the Net to research companies and locate hot job openings
- Check out the Job Board for current employment opportunities
- Learn to dress for success
- View library videos on self-improvement and self-esteem
- Use our wide selection of reference and resource materials
- Participate in job search workshops designed to enhance your skills
- Improve math, reading, and writing skills
- Develop study techniques and strategies to improve test-taking skills
- Computerized, individualized reading, math, or typing program
- Math workshops or tutoring
- Assistive Technology
- “Hands-free” computer operation with voice-recognition software
- Software designed to enhance low vision, build vocabulary, and read scanned text
- Master a one-handed keyboard

Americans with Disabilities Act/Reasonable Accommodation

The Rehabilitation Act of 1973 and the Americans with Disabilities ACT (ADA) provide comprehensive civil rights and protections for persons with disabilities. “No Otherwise qualified person with a disability in the United States...shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance.”

Ventura Adult and Continuing Education does not discriminate in the recruitment, admission, educational process, or treatment of students with

Student Services

Americans with Disabilities Act/Reasonable Accommodation (cont'd)

disabilities. VACE will provide reasonable accommodations for students who have been identified as having special needs. It is the responsibility of the student or referring agency to voluntarily disclose information regarding a disability and to provide written documentation. If the student does not have current written documentation, the school may refer them to appropriate agencies for assistance.

Students identified as needing accommodations will meet with staff to determine what appropriate and reasonable accommodations can be made. This will be done in coordination with the referring agency, when applicable.

Student Records Policy

VACE maintains all student academic and financial records in fire-proof file cabinets located at the Administrative Office in adherence with California Department of Education and VUSD requirements. All student financial aid records are stored in fire-proof file cabinets located in the Financial Aid Office. All inquiries regarding student records can be made with the VACE Administrative Office Staff, 5200 Valentine Road, Ventura, CA 93003. (805) 289-1744.

Transcript Request Policy

Transcript requests can be made in person, by fax, email or mail. All requests must be made using the VACE transcript request form. There is no charge for transcripts. Students must generally allow a minimum of 10 business days from the date the request was received by the VACE office.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their students' education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the secondary school level

Federal Financial Aid

What is federal student aid? It is financial help for eligible students to pay for education expenses at an eligible postsecondary school.

For information contact:

Myra Nunley, Financial Aid Technician

Ventura Adult and Continuing Education (VACE)

5200 Valentine Road

Ventura, CA 93003

805 289-1744, ext. 1102

myra.nunley@adultedventura.edu

Student Eligibility Requirements

- Demonstrate financial need
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security number
- Maintain satisfactory academic progress and attendance in postsecondary school
- Show you're qualified to obtain a postsecondary education by having a high school diploma or a General Educational Development (GED®) certificate, or by completing a high school education in a homeschool setting approved under state law

Federal Pell Grant

Pell Grants are the foundation of federal student financial aid that is generally awarded only to undergraduate students—those who haven't earned a bachelors or graduate degree. Amounts change yearly. The maximum award amount for 2024-2025 is \$7,395 based on a 26-week program that covers 900 clock hours of instruction. Please see the Financial Aid Technician for details.

Pell grant funding is available for any program of more than 18 weeks and/or 600 clock hours.

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Federal Financial Aid (cont'd)

Federal Direct Subsidized Loans

Financial need must be demonstrated to receive a subsidized loan. The U.S. Department of Education is the lender and will pay (subsidize) the interest on the loan while students are in school at least half-time. Interest rates change yearly. Interest for the 2024-2025 Award Year is fixed at 6.53%. The maximum subsidized loan amount for dependent and independent undergraduate students is \$3,500 for a 26-week program that covers 900 clock hours of instruction. Payments start six months after students leave school or complete schooling. **Federal Direct Unsubsidized Loans**

Financial need is not a requirement to obtain an unsubsidized loan. The U.S. Department of Education is the lender and students have the option of paying the interest while attending school or allowing the interest to accrue. Interest rates change yearly. Interest for the 2024-2025 Award Year is fixed at 6.53% and begins to accumulate at the time the first disbursement is released. A dependent undergraduate student qualifies for a maximum \$5,500 (no more than \$3,500 of this amount may be in subsidized loans). Independent undergraduate students (and dependent students whose parents are unable to obtain PLUS loans) qualify for a maximum \$9,500 (no more the \$3,500 of this amount may be in subsidized loans). This maximum amount is for a 26-week program that covers 900 clock hours of instruction. Payments start six months after students leave or complete schooling.

Federal Direct PLUS Loan

Financial need is not a requirement for PLUS loans. PLUS loans are loans parents can obtain to help pay the cost of education for their dependent undergraduate students. The U.S. Department of Education is the lender and the loan is unsubsidized (i.e. the parent is responsible for paying all interest). Interest rates change yearly. Interest for the 2024-2025 Award Year is fixed at 9.08% and begins to accumulate at the time the first disbursement is released. The maximum amount for a PLUS loan is the cost of attendance (determined by the school) minus any other financial aid received. Those qualifying must not have adverse credit history. If a parent is denied a PLUS loan, the student may apply for a Federal Direct Unsubsidized Direct Stafford Loan. Payments start 60 days from the final disbursement of funds.

Federal Financial Aid (cont'd)

Student Loan Information and Assistance

VACE is partnering with IonTuition to assist students with the management of their student loans. The IonTuition Portal helps borrowers manage the repayment of federal and private student loans through the single, user-friendly platform. IonTuition users receive guidance from self-service planning tools and live counselors to find repayment plans that work for them, including income-driven options. IonTuition monitors your repayment and will notify you of any critical changes, so you can relax and know that you're on the best possible path to eliminating your student debt. IonTuition is a third-party servicer under the requirements defined by the U.S. Department of Education.

<https://portal.iontuition.com/preregister>

How Do I Apply for Financial Aid?

You will need to determine whose information to report on the *Free Application for Federal Student Aid* (FAFSA)—independent students report theirs (and, if married, your spouse's); if you're a dependent student, yours and your parent's. To be independent, you must be married and/or have children, or be 24 years old or older. You must set up a username and password that lets you apply and “sign” your online application. In addition, the “parent for a dependent student” will need to apply for a username and password so they can “sign”.

- Collect the documents needed to apply. For the 2024-2025 Award Year, the student will need 2022 income as well as the “parent’s 2022 income for a dependent student.”
- Apply online for 2024-2025 at FAFSA on the Web at www.studentaid.gov (Prior information from 2023-2024 should already be displayed in the 2024-2025 application.) Review and update as necessary. You must grant permission, for the IRS to submit your tax information, even if you didn't file. After filling out all of the information, you must agree and use your username and password as a signature before submission. Also, if you are a dependent student, a parent must agree and use their username and password as a signature before submission.

Federal Financial Aid (cont'd)

- ADD the Ventura Adult and Continuing school code **030847** to the FAFSA application.
- Make an appointment with an Admissions counselor, (805) 289-1744 to determine your program choice. He/she will give you a check list of items to verify for financial aid.

After gathering all information requested, including completing your FAFSA, make a financial aid appointment with the Financial Aid Technician, (805) 289-1744 ext. 1102

Optional Financial Literacy Training

All student borrowers will be encouraged to participate in supplemental hands on financial literacy training. As part of this “Optional Loan Counseling”, students are counseled to borrow responsibly, complete their program and repay their debts. This individual or small group training will include information on borrowing responsibly, loan repayment, budgeting, and debt management strategies. Student borrowers will receive informational materials including links to online budgeting spreadsheets and websites that provide strategies for debt repayment, information on credit reports, statistics on borrowers and identify theft prevention. Student borrowers are also provided with contact information for their loan servicer.

Loan Servicing Centers for Students

Aspire Resources Inc.

Phone: 855/475-3335

Fax: 515-471-8180

TDD/TTY: 855-475-4889

Overseas borrowers: 515-471-3999

Web site: www.AspireResourcesInc.com

E-mail: LoanCounsel@AspireResourcesInc.com

Office Hours: 7:00 a.m. – 7:30 p.m. (CT), Monday through Friday.

CornerStone

Phone: 800-663-1662

Fax: 801-366-8400

TDD/TTY: 801-321-7130

Overseas borrowers: 801-321-7295

Web site: www.MyCornerStoneLoan.org

E-mail: CustomerService@mycornerstoneloan.org

Office Hours: 6:00 a.m. – 7:00 p.m. (MT), Monday through Thursday; 6:00 a.m. – 5:00 p.m. (MT), Friday.

ECSI Federal Perkins Loan Servicer

Phone: 866-313-3797

Fax: 412-490-7498

TDD/TTY: A borrower who is hearing-impaired may use the 711 Telecommunications Relay Service for assistance.

Overseas borrowers: 866-313-3797

Web site: www.efpls.com

Office Hours: 8:00 a.m. – 8:00 p.m. (ET), Monday through Friday.

ESA/Edfinancial

Phone: 855-337-6884

Fax: 865-692-6348 or 865-692-6349

TDD/TTY: 855-337-6884

Overseas borrowers: 855-337-6884

Web site: www.edfinancial.com/DL

Contact Us Page: www.edfinancial.com/Contact

Office Hours: 8 a.m. – 8:30 p.m. (ET), Monday through Thursday;
8 a.m. – 6 p.m. (ET), Friday

Loan Servicing Centers for Students (cont'd)

FedLoan Servicing (PHEAA)

Phone: 800-699-2908

Fax: 717-720-1628

TDD/TTY: 800-722-8189

Overseas borrowers: 717-720-1985

Web site: www.myfedloan.org

Office Hours: 8 a.m. – 9 p.m. (ET), Monday through Friday.

Granite State – GSMR

Phone: 888-556-0022

Fax: 603-227-5415

TDD/TTY: A borrower who is hearing-impaired may email dlcustomerservice@gsmr.org. A borrower who is hearing-impaired may use the 711 Telecommunications Relay Service for assistance.

Overseas borrowers: 603-277-5321

Web site: www.gsmr.org

E-mail: dlcustomerservice@gsmr.org

Office Hours: 8:00 a.m. – 6:00 p.m. (ET), Monday through Friday.

Great Lakes Educational Loan Services, Inc.

Phone: 800-236-4300

Fax: 800-375-5288

TDD/TTY: A borrower who is hearing-impaired may use the 711 Telecommunications Relay Service for assistance.

Overseas borrowers: 608-246-1700

Web site: www.mygreatlakes.org

Office Hours: 7:00 a.m. – 9:00 p.m. (CT), Monday through Friday.

MOHELA

Phone: 888-866-4352

Fax: 866-222-7060

TDD/TTY: A borrower who is hearing-impaired may use the 711 Telecommunications Relay Service for assistance.

Overseas borrowers: 636-532-0600

Web site: www.mohela.com

Office Hours: 7:00 a.m. – 9:00 p.m. (CT), Monday through Thursday; 7:00 a.m. – 5:00 p.m., Friday

Loan Servicing Centers for Students (cont'd)

Navient

Phone: 800-722-1300

Fax: 866-266-0178 (within United States)

Fax: 570-706-8563 (outside United States)

TDD/TTY: 877-713-3833

Overseas borrowers: If toll-free (no cost per call) number cannot be accessed, use 317-806-0580 (cost per call)

Web site: www.navient.com Office Hours: 8:00 a.m. – 9:00 p.m. (ET),

Monday through Thursday; 8:00 a.m. – 8:00 p.m., Friday.

Note: Sallie Mae completed its transition into two companies – Sallie Mae and Navient – on October 13, 2014. Navient services federal student loans for the U.S. Department of Education.

Nelnet

Phone: 888-486-4722

Fax: 877-402-5816

TDD/TTY: A borrower who is hearing-impaired may Web chat with a representative by visiting the Web site and clicking on “Chat Now”.

Overseas borrowers: 303-696-3625

Web site: www.nelnet.com

Office Hours: 24 hours a day, 7 days a week.

OSLA Servicing

Phone: 866-264-9762

Fax: 855-813-2224

TDD/TTY: 405-556-9230

Web site: www.osla.org

E-mail: DLcustserv@osla.org

Office Hours: 8:00 a.m. – 5:00 p.m. (CT), Monday through Friday.

VSAC Federal Loans

Phone: 888-932-5626

Fax: 802-654-3777

TDD/TTY: 800-281-3341

Overseas borrowers: 802-654-3796

Web site: www.VSACFederalLoans.org

E-mail: fedinfo@vsac.org

Office Hours: 8:00 a.m. – 6:00 p.m. (ET), Monday through Thursday;
8:00 a.m. 4:30 p.m. (ET), Friday.

Section 6

Career Technical Education Programs



Ventura Adult and Continuing Education Career Technical Education Programs

Computer-Aided Design Programs

Computer-Aided Design Drafter
3D Modeling and Design Drafter

Computer Systems Technology Programs

Computer Support Technician
Network Security Technician
Network Systems Technician

Digital Multimedia Programs

Digital Multimedia Technician
Studio Production Technician

Medical Programs

Back Office Medical Assistant
Front Office Medical Assistant
Front/Back Office Medical Assistant
Pharmacy Technician

Accounting Programs

Accounting Clerk
Computerized Financial Accounting

Business Occupation Programs

Administrative Assistant
Business Administration
Business Administration and Management

Computer Applications and Graphics Programs

Visual Communications and Digital Marketing
Digital Communications

