CAL IMT

August 2018 – August 2019
School Catalog

PLEASE NOTE:

This publication is certified by California Institute of Management and Technology (CALIMT) as true and correct in content and policy as of the date of publication. CALIMT reserves the right to affect changes in tuition, equipment, administration, schedules, subject matter, faculty, staff, and to teach courses in any order it deems necessary. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in CALIMT, the student agrees to abide by the terms stated in the catalog and all school policies.

Application deadlines, a current academic calendar, and other event information are detailed on the CALIMT website at www.calimt.edu.

CALIMT is committed to equal opportunity and equal treatment for all qualified individuals. CALIMT will not discriminate against any person because of age, gender, color, race, national origin, religion, marital status, disability, veteran status, sexual orientation, or any other class status protected by law.

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INTRODUCTION

California Institute of Management and Technology (CALIMT) was established in California in 2010. CALIMT's programs are extensively researched, carefully designed, and professionally conducted by faculty chosen for their background in both business theory and practice.

CALIMT is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

CALIMT does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.) California Education Code §94909(a) (12)

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website at www.bppe.ca.gov.

As of July 2016, California Institute of Management and Technology has been officially granted accreditation by the Distance Education Accrediting Council (DEAC). DEAC is recognized by the U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

Mission

The mission of California Institute of Management and Technology is to offer a dynamic distance learning environment addressing the business, economic, and social issues of global management and career training with an emphasis on cross- cultural awareness.

Goals

The goals of CALIMT are to:

- promote cultural sensitivity and awareness of cultural differences to assist individuals when doing business in different cultures;
- train business professionals to be ethical and socially responsible leaders; and
- educate students to acquire enhanced understanding of key business functions, such as accounting, finance, human resource management, marketing, and operations.

Objectives

The objectives of CALIMT are to:

- provide core business courses that are fundamental for success in a highly competitive global market;
- use a blend of traditional management education, cultural studies, and opportunity to engage in collaborative learning with those from other cultures;
- incorporate cultural aspects in each course so that students can apply a course's content in multiple cultural venues;
- emphasize corporate social responsibility and business ethics throughout the curriculum; and
- focus on leadership in organizations and develop effective global business communication skills in students.

MESSAGE FROM THE PROVOST

MESSAGE FROM THE PROVOST

Dear Students,

As California Institute of Management and Technology continues to strive for excellence in education, service, and scholarship, it is my privilege to provide leadership in the areas of planning, operation, direction, and supervision of academics, programs, and resources.

CALIMT is a learning-centered institute dedicated to connecting a diverse network of students around the world and providing a unique business administration curriculum that is geared towards preparing our students for the global corporate environment today. Now we are also able to serve local students that are seeking career education with proven track record. By providing an innovative, proprietary learning platform that enables students to interact worldwide, we facilitate superior experiential learning regardless of geographical location and also in the classroom for our hybrid students.

The goal of CALIMT's academic program is to advance the intellectual and personal growth of all students through a wide spectrum of learning opportunities. To pursue this goal, we continue our efforts in adding diverse new programs that will cater to students seeking professional education for variety of career paths in the upcoming academic year.

As the provost, I cannot be more excited for California Institute of Management and Technology as we continue to grow and innovate ways we bring value to our students. Given our strong knowledge base in global business, the breadth and quality of our academic courses, and the dedication of our superior faculty, we hope to transform the online learning experience worldwide.

Best regards,

H. Clarissa Chaiy, Ph.D.
Provost

ACCREDITATION AND AFFILIATIONS

ACCREDITATION AND AFFILIATIONS

California Institute of Management and Technology holds accreditation through the Distance Education Accrediting Commission (DEAC). The DEAC is an educational association located in Washington, D.C. Founded in 1926. DEACs goal is to ensure a high standard of educational quality in the distance education institutions it accredits by requiring compliance with its published standards, policies and procedures. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).

CALIMT is listed on the Council for Higher Education Accreditation (CHEA) listing of accredited universities. CHEA a national advocate and institutional voice for self-regulation of academic quality through accreditation is an association of 3,000 degree-granting colleges and universities. Institutional membership is limited to accredited colleges and universities. The Distance Education Accrediting Commission (DEAC) is a recognized member of the Council for Higher Education Accreditation.
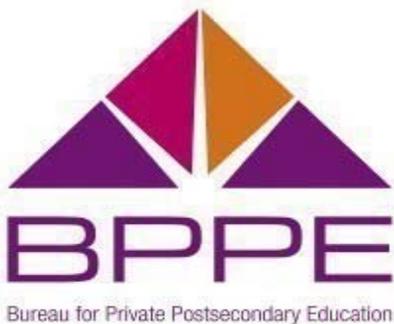
Bureau of Private Postsecondary Education (BPPE) of the State of California. California Institute of Management and Technology holds Institutional Approval by the Bureau of Private Postsecondary Education (BPPE) of the State of California.

OWNERSHIP, GOVERNANCE & ADMINISTRATION

Ownership and Governance

California Institute of Management and Technology is owned by Learning & Innovation, Inc.

Learning & Innovation, Inc. Board of Directors

Seoil Chaiy, D.B.A.

Heajung Clarissa Chaiy, Ph.D.

Sungho Lee, Ph.D.

CALIMT Board of Trustees

Seoil Chaiy, D.B.A.

Jong Yul Lee, Ph.D.

Hyunggee Chung Ph.D.

Heajung Clarissa Chaiy, Ph.D., Provost and CEO

ADMISSIONS

BBA Requirements

To apply for admission to California Institute of Management and Technology's (CALIMT) BBA program, Applicants must be at least 18 years of age, and have a high school diploma or must submit a transcript from an institution of higher education accredited by an agency recognized by one of the following: 1) the US Department of Education, the Council for Higher Education Accreditation (CHEA) or an accepted foreign equivalent that is listed in the *International Handbook of Universities*, or 3) the government of the country in which the degree was awarded.

All prospective BBA students must submit:

- Application form
- Personal statement
- Official transcripts
- Application fee
- Official language score (for non-native English speakers)
- Distance education questionnaire
- School Performance Fact Sheet
- Current issued government ID
- Passport-sized photograph

For the BBA admissions, applicants are NOT required to submit SAT or ACT scores.

However, non-native speakers of English must submit an English proficiency exam score, unless they have a degree from an accredited institution where English is the principal language of instruction.

MBA Requirements

To apply for admission to California Institute of Management and Technology's (CALIMT) MBA program, applicants must be at least 18 years of age, and have an undergraduate degree from an institution of higher education accredited by an agency recognized by one of the following: 1) the US Department of Education, 2) the Council for Higher Education Accreditation (CHEA) or an accepted foreign equivalent that is listed in the International Handbook of Universities, or 3) the government of the country in which the degree was awarded.

All prospective MBA students must submit:

- Application form
- Personal statement
- Official transcripts
- Application fee
- Resume
- At least one professional or academic reference
- Official language score (for non-native English speakers)
- Distance education questionnaire
- School Performance Fact Sheet
- Current issued government ID
- Passport-sized photograph

*Standardized examinations (GMAT, GRE) are recommended but not required for admissions

(Note: If a prospective student's university does not routinely issue transcripts in English, the student must submit original language records as well as official English translations. We will accept translations issued by a professional translating service, and translations must be exact and complete versions of the original records.)

MBA Certificate Program Requirements

To apply for admission to one of California Institute of Management and Technology's (CALIMT) MBA certificate programs, applicants must have an undergraduate degree from an institution of higher education accredited by an agency recognized by one of the following: 1) the US Department of Education, 2) the Council for Higher Education Accreditation (CHEA) or an accepted foreign equivalent that is listed in the International Handbook of Universities, or 3) the government of the country in which the degree was awarded. Evidence of English proficiency is recommended.

Certificate Program Requirements

To apply for admission to one of California Institute of Management and Technology's (CALIMT) certificate programs, applicants must have a high school diploma or its equivalent. An applicant may also submit a transcript from an institution of higher education accredited by an agency recognized by one of the following: 1) the US Department of Education, 2) the Council for Higher Education Accreditation (CHEA) or an accepted foreign equivalent that is listed in the International Handbook of Universities, or 3) the government of the country in which the degree was awarded.

All prospective certificate students must submit:

- Application form
- Personal statement
- Official transcripts
- Application fee
- Resume
- Current Government issued photo ID (Copy)

Language Requirements: Non- Native English Speakers

Applicants whose native language is not English must demonstrate college-level proficiency in English through one of the following for admission to CALIMT's degree granting programs:

- Degree from an institution which is accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or an accepted foreign equivalent that is listed in the International Handbook of Universities, and where English is the principal language of instruction.
- A minimum TOEFL score of 530 PBT or 71 iBT
- Please send TOEFL scores to institution code 7600
- A minimum TOEIC score of 600
- A minimum IELTS score of 6.5
- A minimum score of 50 on the PTE Academic Score Report
- A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test
- A minimum grade of Pre-1 on the Eiken English Proficiency Exam

- A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge
- A transcript indicating completion of at least 30 credit hours with an average grade of "B" or higher at an accredited college or university where the language of instruction was English

Note: Students with lower English language scores may be admitted on a provisional basis and must receive a grade of "B" or higher in their first two courses.

Admissions Documentation

Students must submit all documentation required in the admissions policy prior to being accepted into the program and completing an enrollment agreement.

Transcripts

For admission purposes, unofficial transcripts may be submitted but official transcripts and all required documentation must be received by the institution within one enrollment period not to exceed 12 semester credits or the student will be withdrawn from the program. Until official transcripts are received, any admission will be on a provisional basis only, and students who do not submit official transcripts within one enrollment period will be withdrawn.

English language scores

Students should submit official English test scores with their applications. In extenuating circumstances, unofficial copies of test scores may be accepted with approval of the Admissions Committee. If unofficial copies are accepted, students may be admitted on a provisional basis and must receive a grade of a "B" or higher in their first two courses.

General Admissions Procedures

Admissions Evaluation

In evaluating applicants to CALIMT, the admissions office considers candidates' potential for success, both in school and after graduation.

CALIMT accepts applications throughout the year. To be fully admitted without provisions, prospective students must submit completed applications, including required transcripts, at least four weeks prior to the start date of the trimester the applicant wishes to begin. Applications received after this time require approval of the Program Chair. Refer to the academic calendar for start dates.

A student's application must be complete, including all required application materials and payment arrangements, before he or she can begin class. As soon as the application is complete, it will be processed and the applicant will be notified of the decision by email. If accepted, the student will be sent enrollment information, a copy of the school catalog, and school performance fact sheet. Once enrolled, the student will be assigned to an academic adviser. Admissions decisions will be made by the admissions committee following the submission of a completed application.

Application Instructions

To apply, please follow these steps:

1. Complete the electronic application form by clicking on "Apply Now" on our website at www.calimt.edu.The Registrar will send a PDF version of the application form upon request. The form includes the required personal statement: in about 500 words, explain in your own words why you want to pursue the online MBA program and describe how the program will help your career development.

2. Send official transcripts from the college or university where you received your bachelor's degree. The transcript must be sealed and sent directly from the institution either electronically or by postal mail to:

> Attn: Office of the Registrar
> California Institute of Management and Technology
> 2361 Campus Drive Suite 180
> Irvine, CA 92612

3. Pay a non-refundable $100 application fee.

4. Submit a current resume.

5. Submit one professional or academic reference.

6. Submit official English language scores, if non-native speaker of English.

7. Complete the distance education questionnaire to help you determine the suitability of online education based on your personality, study habits, and time schedule. The questionnaire is part of the electronic application form. The Registrar can also provide a PDF version upon request.

8. Submit the School Performance Fact Sheet, which is part of the electronic application form.

9. Submit a current passport-sized photograph

10. If you have any questions, please contact an admissions adviser at admissions@calimt.edu.

Transfer of Credit

Prospective students requesting transfer of credit earned from previous training at another postsecondary institution should apply during the admissions process. Credit transfer will be evaluated on an individual course basis. If a credit transfer request is successful, students will be credited the tuition amount for course(s) transferred. For credit to be considered, the credit must be earned from an institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). CALIMT does not accept credit earned through challenge examinations, achievement tests, experiential learning or for courses completed in the military, in the workplace, through apprenticeships or training programs.

Courses requested for transfer credit must have been completed within the previous five years. Transfer credit toward the MBA program at CALIMT may be awarded only for master-level courses completed by the student at other institutions if such courses meet the standards of CALIMT and the requirements of the MBA program. Only courses comparable in content to those offered by CALIMT will be eligible for transfer credit. To receive credit, students must have earned a grade of "B" or higher. Official transcripts as well as a course description from the school catalog, or a syllabus for each course considered for credit must be provided to the Program Chair. Transcripts from non-U.S. institutions must be evaluated by an appropriate third party and translated into English. CALIMT reserves the right to request additional

course documentation as needed to complete a thorough evaluation. The maximum allowable transfer credit that can be awarded is 7 total credits.

If credit is granted, the relevant course(s) will not be assigned a letter grade, but will be recorded with a grade of "T" for transfer, which will not affect the student's grade point average and will not affect the qualitative standard of satisfactory academic progress.

Tuition and fees, as applicable, will be adjusted based on a prorated amount per credit in accordance with the credit granted. There is no charge for the evaluation of prior coursework.

Once the applicant's request is submitted, CALIMT will evaluate the applicant's previous coursework and notify the applicant within 30 business days whether credit has been accepted, rejected or further documentation is needed. Applicants may appeal this decision by submitting a written appeal with any supporting documentation to the Program Chair of CALIMT. All decisions on appeals are provided within 30 business days and are final.

What Happens After Applying?

The applicant will receive an acceptance or denial of admission. When an applicant is granted admission, the applicant will be guided through the next steps of the admissions process. When an applicant is denied admission, a reason will be given for the decision and guidance offered, as appropriate.

Once the applicant has made the decision to attend CALIMT, the applicant must complete the enrollment agreement along with any other appropriate documentation and pay his or her tuition.

Once payment is received, the Registrar will assist the applicant with the enrollment and course registration process.

If an applicant requires financial assistance, an appointment should be scheduled with an CALIMT financial adviser. A financial adviser can be contacted at finance@ calimt.edu.

Technology Requirements

CALIMT's learning management system, MetaBoard, is accessible through the school website.

The minimum technological requirements that a student must have in order to study at CALIMT are:

A processor of 2 GHz or faster	1 GB RAM or greater
80 GB hard drive or greater	Internet access: Cable/DSL connection or better
Sound card with speakers	Webcam
Microphone, if using Remote Proctor Now	

Software and application requirements:

Operating system should be Windows Vista or later; Mac OSX 10.4 or later	Windows Office 2003 or later for PC; Office 2004 or later for Mac (Word, Excel, PowerPoint)	The latest web browser available
The latest version of Adobe Reader	The latest version of Adobe Flash Player	A current anti-virus application
E-mail address, and	Webcam application	•

TUITION

Tuition is set by the Office of the Provost of California Institute of Management and Technology (CALIMT). CALIMT reserves the right to change its tuition, fees, and policies at any time.

Bachelor of Business Administration Program: Online & Hybrid

Tuition and Fees

Tuition

(a) Fees, if applicable:

Official Transcripts (optional)
Late Payment Fee*
Reactivation Fee**

(b) Textbooks

Non–tuition Fees

Returned check fee

Shipping & Handling (International):

* Late Payment Fee is applied when tuition is paid after payment deadline

**Reactivation Fee is applied after one year of inactive status

Total Estimated Charge for the Entire Educational Program

TUITION AND FEES		
Application Fee (Non--Refundable)		$100
Registration Fee (Non--Refundable)		$100
Tuition	Online (36 credits)	$30,000 ($250/credit)
	Hybrid (36 credits)	- $32,400 ($270/credit)
Graduation Fee		$100
STRF Fee*		$0
TOTAL	**Online**	**$30,300**
	Hybrid	**$32,700**

*$0 for every $1000 rounded to the nearest $1000. Refer to *Student Tuition Recovery Fund* for rules and eligibility.

Payment Plan Options

Tuition fees for each semester must be paid in full prior to the 1st start date of the course, unless student has received approval from the Finance Office.

California Institute of Management and Technology offers several affordable, interest free payment plans for our students. Students may use the following methods to pay program tuition and fees:

BBA PROGRAM			
PLAN	**PLAN NAME**	**PLAN DETAILS**	**BENEFITS**
PLAN 1	PAY IN FULL	• Pay full program cost upfront before your first course begins • Full tuition + all fees	• **5% discount** • Online: $495 savings • Hybrid: $765 savings
PLAN 2	DOWN PAYMENT + MONTHLY PAYMENT	• Make down payment before your first course • Monthly payments for remainder of program cost • Down payment must be greater than $2,000	• **2% discount** • Online: $198 savings • Hybrid: $306 savings • Smaller, manageable monthly payments
PLAN 3	PAY AS YOU GO (BY COURSE)	• Pay in full for each course before your course begins	• Online: $240 per 3-credit, 8-week course • Hybrid: $375 per 3-credit 8-week course
PLAN 4	PAY AS YOU GO (MONTHLY)	• Pay two monthly installments for each 8-weekcourse • Tuition must be paid in full before end of course to receive credit	• Online: 2 payments of $120 per 3-credit, 8-week course due each month • Hybrid: 2 payments of $187.50 per 3-credit, 8-week course • No financing fees

Master of Business Administration Program: Online & Hybrid

Tuition and Fees

Tuition

(a) Fees, if applicable:

Official Transcripts (optional)
Late Payment Fee*
Reactivation Fee**

(b) Textbooks

Non–tuition Fees

Returned check fee: $30

Shipping & Handling (International): $50

* Late Payment Fee is applied when tuition is paid after payment deadline

**Reactivation Fee is applied after one year of inactive status

Total Estimated Charge for the Entire Educational Program

TUITION AND FEES		
Application Fee (Non--Refundable)		$100
Registration Fee (Non--Refundable)		$100
Tuition	Online (36 credits)	$12,600 ($350/credit)
	Hybrid (36 credits)	$14,400 ($400/credit)
Graduation Fee		$100
STRF Fee*		$0
TOTAL	**Online**	**$12,900**
	Hybrid	**$14,700**

*$0 for every $1000 rounded to the nearest $1000. Refer to *Student Tuition Recovery Fund* for rules and eligibility.

Payment Plan Options

Tuition fees for each semester must be paid in full prior to the 1st start date of the course, unless student has received approval from the Finance Office.

California Institute of Management and Technology offers several affordable, interest free payment plans for our students. Students may use the following methods to pay program tuition and fees:

MBA PROGRAM			
PLAN	**PLAN NAME**	**PLAN DETAILS**	**BENEFITS**
PLAN 1	PAY IN FULL	• Pay full program cost upfront before your first course begins • Full tuition + all fees	• **5% discount** • Online: $645 savings • Hybrid: $735 savings
PLAN 2	DOWN PAYMENT + MONTHLY PAYMENT	• Make down payment before your first course • Monthly payments for remainder of program cost • Down payment must be greater than $2,000	• **2% discount** • Online: $258 savings • Hybrid: $294 savings • Smaller, manageable monthly payments
PLAN 3	PAY AS YOU GO (BY COURSE)	• Pay in full for each course before your course begins	• Online: $1,050 per 3-credit, 8-week course • Hybrid: $1,200 per 3-credit 8-week course
PLAN 4	PAY AS YOU GO (MONTHLY)	• Pay two monthly installments for each 8-weekcourse • Tuition must be paid in full before end of course to receive credit	• Online: 2 payments of $525 per 3-credit, 8-week course due each month • Hybrid: 2 payments of $600 per 3-credit, 8-week course • No financing fees

For more information about payment plans, contact the finance department at finance@calimt.edu.

MBA Certificate Programs

Tuition and Fees

Tuition

 (a) Fees, if applicable:

Official Transcripts (optional)
Late Payment Fee*
Reactivation Fee**

(b) See Chart below/credit

(c) Textbooks

Non–tuition Fees

Returned check fee: $30

Shipping & Handling (International): $50

* Late Payment Fee is applied when tuition is paid after payment deadline

**Reactivation Fee is applied after one year of inactive status

Total Estimated Charge for the Entire Educational Program

BUSINESS FUNDAMENTALS TUITION AND FEES	
Application Fee (Non-Refundable)	$100
Registration Fee (Non-Refundable)	$100
Tuition	$2,700 ($150/credit)
STRF Fee*	$0
TOTAL	**$2,900**

CROSS-CULTURAL MANAGEMENT TUITION AND FEES	
Application Fee (Non-Refundable)	$100
Registration Fee (Non-Refundable)	$100
Tuition	$900 ($150/credit)
STRF Fee*	$0
TOTAL	**$1,100**

GLOBAL BUSINESS LEADER TUITION AND FEES	
Application Fee (Non-Refundable)	$100
Registration Fee (Non-Refundable)	$100
Tuition	$1,575 ($150/credit)
STRF Fee*	$0
TOTAL	**$1,775**

*$0 for every $1000 rounded to the nearest $1000. Refer to *Student Tuition Recovery Fund* for rules and eligibility.

Certificate Programs (Paralegal & Hospitality)

Tuition and Fees

Tuition

(a) Fees, if applicable:
Official Transcripts (optional)
Late Payment Fee*
Reactivation Fee**

(b) See Chart below/credit

(c) Textbooks

Non–tuition Fees

Returned check fee: $30

Shipping & Handling (International): $50

* Late Payment Fee is applied when tuition is paid after payment deadline

**Reactivation Fee is applied after one year of inactive status

Total Estimated Charge for the Entire Educational Program

PARALEGAL TUITION AND FEES		
Application Fee (Non--Refundable)		$50
Registration Fee (Non--Refundable)		$50
Tuition	Paralegal (18 courses)	$4,950 ($275 per course)
	Paralegal Assistant (12 courses)	$3,330 ($275 per course)
STRF Fee*		$0
TOTAL	**Paralegal**	**$6,400**
	Paralegal Assistant	**$4,900**

HOSPITALITY OPERATIONS TUITION AND FEES	Online	Hybrid
Application Fee (Non--Refundable)	$50	$50
Registration Fee (Non--Refundable)	$50	$50
Tuition (8 courses)	$1,840 ($230 per course)	$2,200 ($275 per course)
Internship Registration Fee (8--weeks)	$100	$200
STRF Fee*	$0	$0
TOTAL	**$2,040**	**$2,500**

*$0 for every $1000 rounded to the nearest $1000. Refer to *Student Tuition Recovery Fund* for rules and eligibility.

Tuition Payment Plans

Tuition fees for each semester must be paid in full prior to the 1st start date of the course, unless student has received approval from the Finance Office

California Institute of Management and Technology offers several affordable, interest free payment plans for our students. Students may use the following methods to pay program tuition and fees:

CERTIFICATE PROGRAMS			
PLAN	**PLAN NAME**	**PLAN DETAILS**	**BENEFITS**
PLAN 1	PAY IN FULL	• Pay full program cost upfront before your first course begins • Full tuition + all fees	• **5% discount** • Paralegal: $504 savings • Paralegal As.: $335 savings • Hospitality: $235 savings
PLAN 2	DOWN PAYMENT + MONTHLY PAYMENT	• Make down payment before your first course • Monthly payments for remainder of program cost • Down payment must be greater than $2,000	• **2% discount** • Paralegal: $218 savings • Paralegal As.: $141 savings • Hospitality: $94 savings • Smaller, manageable monthly payments
PLAN 3	PAY AS YOU GO (BY COURSE)	• Pay in full for each course before your course begins	• Paralegal: $555 per 4--week course • Paralegal As.: $580 per 4-- week course • Hospitality: $550 per 4-- week course
PLAN 4	PAY AS YOU GO (MONTHLY)	• Pay two monthly installments for each 8-weekcourse • Tuition must be paid in full <u>before</u> end of course to receive credit	• Paralegal: 2 payments of $277.50 per 4--week course due every 2 weeks • Paralegal As.: 2 payments of $290 per 4-week course due every 2 weeks • Hospitality: 2 payments of $225 per 4-- week course due every 2 weeks • No financing fee

For more information about payment plans, contact the finance department at finance@calimt.edu.

Methods of Payment

CALIMT currently accepts following payment methods:

- Check Cashier's check
- All major credit cards (+3% service fee)
- Wire (Online MBA International students only)

*Please note that CALIMT does not accept cash for tuition payment.

Late Payment

Any tuition payment received after the due date will incur the following late fee:

PAYMENT RECEIVE	LATE FEE
3 days after due date	0% (Grace period)
7 days after due date	5% of amount due
10 days after due date	10% of amount due
14 days after due date	15% of amount due

*All late payment will be assessed based on Pacific Standard Time (PST), unless specified otherwise.

Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the California State Legislature to protect any California resident who attends a private postsecondary institution from suffering a loss of prepaid tuition as a result of the school closing. To be eligible for STRF benefits, a student must be a California resident and reside in California at the time an enrollment agreement is signed, or upon receipt of coursework materials at a California mailing address from an approved institution offering distance learning instruction.

You must pay the state-imposed assessment for the STRF if all of the following applies to you:

You are a student in an educational program, who is a California resident or are enrolled in a residency program, is in an educational program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans; and

Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and are not required to pay the STRF assessment, if either of the following applies:

You are not a California resident, or is not enrolled in a residency program, or

Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The state of California created the STRF to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

The school closed before the course of instruction was completed.

The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan programs required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

Application for STRF Payment

A student seeking reimbursement under the Fund shall file a written application on the Bureau's Student Tuition Recovery Fund Application Form, located at: www.bppe.ca.gov/students/index.shtml, signed under penalty of perjury that the form and all attachments are true and correct, which includes the following information:

The student's name, address, telephone number, email address, and social security number or taxpayer identification number;

If any portion of the total charges were paid from the proceeds of a loan, the name of the lender, and any state or federal agency that guaranteed or reinsured the loan;

Proof of the amount and description of the student's economic loss for the educational program, and the amount of the student's claim;

Proof of the date the student started and ceased attending the institution;

A description of the reasons the student ceased attending the institution, or if the student graduated, date of graduation;

The student's or borrower's authorization to allow the Bureau to negotiate with any lender, holder, guarantee agency, or the U.S. Department of Education on the student's behalf to reduce the loan obligation;

The student's authorization to allow the Bureau to issue a payment directly to any lender, holder, guarantee agency, or the U.S. Department of Education on the student's behalf; and

An assignment to the Fund and the Bureau of the student's rights to collect those funds against the institution if any payment issues as a result of the application

The institution name, address and phone number where the student attended;

Proof that the student was a California resident at time of enrollment, or was enrolled in a residency program;

Proof that the student paid into the STRF;

If the student took an approved leave of absence, documentation of the approval;

Whether the student has previously applied for STRF reimbursement;

Whether the course of study or portion completed prepared the student to take a state or national licensure exam; and

If the student transferred to another school, a list of all classes or units transferred.

The application must be fully completed and received by the Bureau, with supporting documents that include, but need not be limited to, the enrollment agreement, promissory notes, if any, and any receipts, within two years from date of the closure notice explaining the student's rights under STRF, whether provided by the institution or the Bureau, or a maximum of four years if the student received no closure notice.

Students whose total charges are paid by a third-party payer are not eligible to apply for payment by the Fund.

The Bureau may conduct an investigation to verify whether to grant or deny a claim, and may request any additional information or supporting documentation.

BACHELOR OF BUSINESS ADMINISTRATION PROGRAM

BACHELOR OF BUSINESS ADMINISTRATION PROGRAM

Program Description

This program is delivered online or in residence. CALIMT's BBA program introduces fundamentals of business such as accounting, finance, marketing, operations and leadership. Students have the opportunity to explore these skills through our thoughtfully designed curriculum as well as through integration of their knowledge in larger projects. The BBA program is offered with general management or hospitality management focus.

Upon completion of the BBA program at CALIMT, students will be able to:

- Manage businesses
- Lead and grow businesses
- Contribute to problem solving
- Deliver with communication and leadership skills
- Run risk analysis

The objectives are accomplished by a curriculum that includes instruction in the following core areas:

- Business Function: After finishing the BBA program at CALIMT, students will be able to understand the Body of Knowledge in the major areas of business such as accounting, finance, operations, marketing, and management.
- Leadership Skills: Students will be able to identify and discuss effective leadership skills in business settings.
- Critical Thinking: Students will be applying critical thinking and problem-solving skills to solve business problems.
- Cross-cultural Management: Students will be able to recognize the effect of globalization and the role of cultural diversity in business.
- Communication: Students will demonstrate effective communication in the context of business.
- Business Ethics: Students will be able to discuss ethical and legal issues in the global business world.

Notice to Prospective Degree Program Students

This institution is approved by DEAC to offer BBA Degrees.

BACHELOR OF BUSINESS ADMINISTRATION PROGRAM

BBA Courses

General Education (42 credits)

Course No.	Title	Credits
ENG 101	English Composition I	3.0
ENG 102	English Composition II	3.0
BMT 202	Algebra	3.0
BMT 201	Business Math	3.0
POS 101	American Government	3.0
HIS 101	World History	3.0
PSY 101	Psychology	3.0
SOC 101	Into to Sociology	3.0
BIO 101	Biology	3.0
SCI 101	Environmental Science	3.0
GEN 101	Critical Thinking	3.0
LIT 201	Intro to Literature	3.0
GEN 211	Intro to Computer	3.0
GEN 222	Research Methods	3.0

Business Core (60 credits)

Course No.	Title	Credits
BUS 101	Intro to Business	3.0
ENC 101	Intro to Macro Economics	3.0
ENC 102	Intro to Macro Economics	3.0
ACC 101	Intro to Accounting	3.0
ACC 201	Managerial Accounting	3.0
MKT 201	Principles of Marketing	3.0
FIN 201	Finance	3.0
OPM 202	Operations Management	3.0
MGT 202	Organizational Behavior	3.0
IBU 301	International Management	3.0
STR 401	Business Strategy	3.0
MGT 402	Business Law & Ethics	3.0
BUS 201	Business Communications	3.0
MGT 301	Leadership	3.0
MGT 302	Human Resources Management	3.0
MGT 401	Negotiation	3.0
MIS 301	Management Information System	3.0
MKT 401	E-Commerce	3.0
STR 411	Strategy Simulation Capstone I	3.0
STR 412	Strategy Simulation Capstone II	3.0
MGT 421	Contract Law - TC	3.0

BACHELOR OF BUSINESS ADMINISTRATION PROGRAM

Business Electives – General BBA (15 Req'd Credits)

Course No.	Title	Credits
OPM 411	Supply Chain Management	3.0
OPM 421	Project Management	3.0
MKT 411	Marketing Research	3.0
MKT 412	Consumer Behavior	3.0
MGT 413	Entrepreneurship	3.0
IBU 413	Cross-cultural Management	3.0
IBU 421	Cross-cultural Negotiation	3.0
IBU 411	Global Business Communication	3.0
IDP 401/451	Independent Research Internship	

Business Electives – Hospitality Management (15 Req'd Credits)

Course No.	Title	Credits
HOM 301	Intro to Hospitality Management	3.0
HOM 302	Hospitality Management	3.0
HOM 303	Hotel and Restaurant Accounting	3.0
HOM 304	Hospitality Human Resource Management	3.0
HOM 401	Hospitality Law and Legal Issues	3.0
HOM 402	Hospitality Leadership Strategy	3.0
HOM 403	Hospitality Revenue Management	3.0
HOM 451	Hospitality Business Externship	3.0

Cross Cultural Elective (3 Req'd Credits)

Course No.	Title	Credits
IBU 422	Doing Business in America (Req'd for INTL Students)	3.0
IBU 423	Doing Business in Mexico	3.0
IBU 424	Doing Business in China	3.0
IBU 425	Doing Business in India	3.0
IBU 426	Doing Business in Korea	3.0

UPON COMPLETION OF THE PROGRAM OF STUDY, A BBA DEGREE WILL BE AWARDED

COURSE DESCRIPTIONS (BBA PROGRAM)

I. General Education

ENG 101   *English Composition I*

This course develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

ENG 102   *English Composition II*

This course builds on lessons learned in English Composition I. In addition to reviewing the writing process, students learn research techniques, citation techniques, documentation formats, and critical analysis of written topics.

BMT 202   *Algebra*

This course is designed to offer students the skills necessary to interpret and critically evaluate statistics commonly used to describe, predict, and evaluate data in an information driven environment. The focus is on the conceptual understanding of how statistics can be used and how to evaluate statistical data.

BMT 201   *Business Math*

Business Math is a pre-requisite to Accounting

This course includes a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes, and other business topics.

POS 101   *American Government*

This course introduces students to the fundamentals of American government and politics focusing on the historical evolution of government and policies, the major institutions, and the major processes. Course goals include developing an interest and understanding of today's government, policy development, and politics as well as to develop critical thinking and information literacy skills in government and politics areas. Topics include the Constitution, federalism, civil rights and civil liberties, the structure and processes of the three branches of government, political socialization, interest groups and public opinion, political parties and the election process, as well as basic U.S social, economic, and foreign policy.

PSY 101   *Psychology*

This course introduces human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning and memory, emotion, states of consciousness, personality theories, cognition, life- span development, and applied psychology.

SOC 101   *Intro to Sociology*

This course explores sociological processes that underlie everyday life. The course focuses on globalization, cultural diversity, critical thinking, new technology, and the growing influence of mass media.

BIO 101   Biology

This course presents the key areas of biology at an introductory postsecondary level. Students are introduced to the core disciplines of cellular biology, biotechnology, genetics, evolution, and ecology

SCI 101   Environmental Science

The course explores the relationship between man and This course explores the relationship between man and the environment. Students examine the balance between natural resources and the needs of mankind. Students explore the scientific, political, economic, and social implications of environmental science.

GEN 101   Critical Thinking

This introductory level course presents a variety of topics essential to a student's development in critical thinking. Students are introduced to concepts essential to the comprehension, analysis, and creation of arguments: induction, deduction, informal fallacies, Aristotelian and symbolic logic, modes of persuasion, perspective and bias, language and meaning, culminating in the development of reasonable strategies for belief formation.

LIT 201   Intro to Literature

This introductory level course presents the elements and examples of three genres of literature: fiction, poetry, and drama. Students will learn the origins of literature and the purposes of the study of literature. Students will associate the study of literature and thinking skills, such as critical reading.

Students will utilize thinking skills to research and apply literary criticism, to analyze and critique various literary works, in the context of discussing and writing about literature.

GEN 211   Computer Research

Introduction to Computers and Information Technology teaches essential computer technology concepts and skills. This text helps students build a concrete understanding of how computers work and how   various types of computing devices and accessories are used in school, work, and at home. The text covers objectives of IC3 GS5 and IC3 Spark standards.

GEN 222   Research Methods

This course offers a step-by-step, systematic approach to conducting research. Emphasis is on using critical thinking, efficient research techniques, and the Internet to produce an in- depth white paper.

II. Business Core

Bus 101   Intro to Business

This course provides students with an overview of business in an increasingly global society serving as an introduction to business terminology, concepts, environments, systems, strategies, and current issues. Topics include an overview of the business environment, business ethics, entrepreneurship and global business, management, marketing, production, information systems, and financial elements of business. This course provides a solid business foundation for more detailed and higher-level study in subsequent courses.

ENC 201   ***Intro to Microeconomics***

The purpose of the course is for students to develop a logical, conceptual, and analytical understanding of microeconomic principles. This course introduces foundational concepts of economic principles, such as opportunity costs, supply, and demand.

However, the course focus is to explore primary microeconomic principles, including efficiency and fairness in markets, government actions and their impacts, the decisions made by consumers and producers, different market structures from perfect competition to monopoly, and factor markets and income distribution. Students are presented with real world contemporary examples that apply theory to practice, demonstrating the relevance of microeconomic thought.

ENC 202   ***Intro to Macroeconomics***

This course introduces foundational concepts of economic principles, such as opportunity costs, supply, and demand. However, the course focus is to explore primary macroeconomic principles, including measurement, real economy in the long run, money economy in the long run, macroeconomic fluctuations, and policy issues. Students are presented with real world contemporary examples that apply theory to practice, demonstrating the relevance of macroeconomic thought.

ACC 101   ***Intro to Accounting***

This course provides an introduction to business accounting. Topics include accounting concepts and principles, financial statements, internal control design, and accounting for partnerships.

ACC 201   ***Managerial Accounting***

This course helps students see how managerial accounting concepts are used in business to make decisions. By presenting actual accounting decisions made by companies, the text's precise coverage of the core concepts better engages students in the content. With new problems, cases, and application students receive the most up-to- date information and practice opportunities to prepare them for their future careers in accounting.

MKT 201   ***Principles of Marketing***

This course provides students with a view of the principal areas of marketing. It explores the factors influencing how marketing decisions are made, including the impact of marketing decisions on an organization and its customers. Students gain a working knowledge of practical marketing and business vocabulary. Additionally, students analyze today's global, highly competitive marketplace and evaluate how the actions of competitors influence marketing decisions.

FIN 201   ***Finance***

This course provides students with a foundational knowledge of financial management. The course covers key language and terminology, time value of money, financial markets and securities, financial statements, financial analysis, risk and return, valuation of stocks and bonds, capital budgeting and valuation, cost of capital and capital structure, working capital management, dividend policy, and international finance. Students apply the various financial tools and learn how they impact financial decision- making

OPM 202   Operations Management

This course introduces students to the concepts underlying effective operation and control of manufacturing and service businesses. Approaches to production control, inventory policy, facilities planning, methods improvement and technological assessment.

MGT 202   Organizational Behavior

This course examines organizational theory and application. A comprehensive review is made of individual, group, and organizational performance in relation to organizational structures in contemporary business settings.

IBU 301   International Management

International Business is conducted around the globe across cultures, languages, traditions, and a range of economic, political, and technological landscapes.

International Management: Managing Across Borders and Cultures examines the challenges to the manager's role associated with adaptive leadership and thoroughly prepares students for the complicated yet fascinating discipline of international and global management.

STR 401   Business Strategy

The course examines the development and implementation of marketing strategy by providing a framework from which to identify and evaluate strategic options and programs. Topics: forecasting and contextual possibilities, product-market definition, relationships with channels of distribution, relationships with customers, competitive analysis, financial models for marketing strategists, portfolio models, strategic assessment of offerings, marketing strategy implementation systems.

MGT 402   Business Law & Ethics Business

This course addresses the application of ethical concepts to significant problems of business practice. You will learn the theories of classic philosophers, economists, and political scientists. You will analyze the complex ethical situations that arise for employees, managers, and corporations as an entity. While looking at controversial issues from many different perspectives, you will develop your own perspective and practice making arguments for the solutions you deem best.

BUS 201   Business Communications

This course provides a foundation of the various business communication formats, including letters, memos, electronic communication, written reports, oral presentations, and interpersonal communication. The course also includes other business items such as résumés, application letters, interviewing tips, and employment follow-up documents.

MGT 301   Leadership

Financial crises, catastrophic disasters, and business scandals are constantly making today's headlines. Annie McKee, author of the textbook Management: A Focus on Leaders, believes that amidst these issues we are experiencing a unique opportunity to add new fervor to the way we prepare students for the future. Directly addressing the challenges and opportunities in our changing world, Management: A Focus on Leaders shows future managers how to lead in a complex, yet exciting, global environment.

MGT 302   ***Human Resources Management***

This course focuses on human resource management skills used by business managers in day-to- day operations. While focusing on the different aspects of human resource management and practices, problem solving and critical thinking skills are applied.

MGT 401   ***Negotiation***

A quick, step-by-step guide to developing the practical negotiating skills that every business manager needs. The authors cover preparation, strategy development, getting started, building understanding, bargaining, and closing the deal. Managers learn effective tools for negotiating within their own groups, including organizing successful meetings and techniques for building consensus.

MIS 301   ***Management Information System***

Management Information Systems provides comprehensive and integrative coverage of essential new technologies, information system applications, and their impact on business models and managerial decision making in an exciting and interactive manner.

MKT 401   ***E-Commerce***

An in-depth look into the evolving field of e-commerce technology. Society provides students with a deep dive into the field of e-commerce. Authors Laudon and Traver focus on the most important concepts, terms, and empirical data to help give a comprehensive introduction to this constantly changing field. The textbook uses thought-provoking content and relevant references to teach students about how e-commerce is shifting the global economy.

STR 411   ***Strategy Simulation Capstone I***

This course provides students with an opportunity to learn the process of building a strategic business plan and apply that knowledge via a group project of building a strategic business plan. After the formation of the team, the team chooses a business area of their interest, conducts a business environment analysis, sets up objectives, builds a strategy and implementation plan, and provides an economic analysis and contingency plan. A written business plan and virtual presentation are required.

STR 412   ***Strategy Simulation Capstone II***

Students apply concepts of business strategy with an intensive business simulation. Students as a team make decisions on various areas of product management and introduction of new products. Cases and lectures are used to explain competitive analysis and innovation management along with the business simulation.

MGT 421   ***Contract Law***

This course is designed to provide a working knowledge of the law of contracts as it serves as the base on which many other laws are founded. The course goes further to include a section on Sales Law (Uniform Commercial Code) to show the variations from contract law to facilitate business transactions. Students have the opportunity to develop reasoning skills by learning the law by the Socratic Method. * Out-of-classroom work includes daily journals and preparation for tests and exams.

III. Business Electives - General BBA

OPM 411   Supply Chain Management

Introduction to Operations and Supply Chain Management is an integrated, comprehensive introduction to both Operations and Supply chain management topics. The text remains engaging and brief while integrating all of the major concepts of both subjects in one cohesive source.

OPM 421   Project Management Marketing

Project Management is a fast-growing and increasingly 'professionalized' discipline with record numbers of practitioners now gaining the PRINCE qualification. The formal tools and techniques of project management are being applied in an ever-wider range of industries and organizations.

MKT 411   Marketing Research Consumer

Students gain an understanding of marketing research and its value in analyzing consumers, markets, and the environment. Topics include an overview of market research and research design, exploratory research; descriptive research; scaling; sampling; and data analysis and reporting.

MKT 412   Consumer Behavior

Students develop an appreciation for the influence consumer behavior has on marketing activities. Students apply psychological, social and cultural concepts to marketing decision making. Topics include the importance of consumer behavior and research; internal influences such as motivation and involvement, personality, self-image, life-style, perception, learning, attitude formation and change, and communication; external influences such as culture, subculture, social class, reference groups and family, and the diffusion of innovations; and consumer decision making.

MGT 431   Entrepreneurship

This course introduces students to the challenges and opportunities of entrepreneurship. It includes sound academic theory, success stories, case studies, and exercises in critical thinking to help students develop the understanding, skills, and plans needed to start a successful new business.

IBU 413   Cross-Cultural Management

The objective of this course is to enhance the ability of class members to interact effectively with people from cultures other than their own, specifically in the context of international business. The course is aimed at significantly improving the ability of practicing managers to be effective global managers.

The course is concerned with considering the issues and problems of managing in cross- cultural situations, in particular at the people problems that invariably arise in international business relationships.

IBU 421   Cross-Cultural Negotiation

Culture is a powerful factor in shaping how people think, communicate and behave. It therefore affects how they negotiate. Taking participants from the simple to the complex, this compact and practical course will look at the cultural dimension of negotiation. The course builds upon UNITAR's research on the cultural dimension of negotiations when looking at communication,

dealings and discussions among UN member states. This course is a foundation course developed to help professionals -- in full time work -- understand the elusive dimension of culture in relation to international negotiations.

IBU 411   Global Business Communication

This course presents communication as an integral part of business strategies and as an essential component for succeeding in the changing world of work and covers a foundation for designing effective business messages from concept to delivery. Particularly, students will learn about principles of persuasive communication: how to design messages for diverse audiences and how to present the messages in a convincing and credible way. This course also emphasizes specific cultural situations that occur in the global workplace and the course will let students understand how to deal with the challenges that various cultures would create.

IV. Business Electives - Hospitality Management

HOM 301   Intro to Hospital Management

Introduction to Hospitality, 7/e, focuses on hospitality operations while offering a broad, comprehensive view of the world's largest industry. The text is organized into four sections: hospitality and lodging; beverages, restaurants, and managed services; tourism, recreation, attractions, clubs, and gaming; and assemblies, events, attractions, leadership, and management.

HOM 302   Hospitality Management

Capturing the breadth of the world's largest and fastest growing business, Introduction to Hospitality Management, 5/e, gives an in-depth overview of both hospitality and management. The text is organized into five sections, with six chapters devoted to management: hospitality and lodging; beverages, restaurants, and managed services; tourism, recreation, attractions, clubs, and gaming; and assemblies, events, attractions, leadership, and management; managerial areas of the hospitality industry.

HOM 303   Hotel & Restaurant Accounting Hospitality

Provides a basis for understanding hospitality accounting concepts and procedures, the processing of hospitality financial data, and the flow of financial information in the accounting cycle that results in the production of financial statements.

HOM 304   Human Resource Management

Strategic Hospitality Human Resources Management, 1e is a groundbreaking new textbook exploring human resource management in the unique environment of the hospitality industry. Weber and Dennison provide a solid grounding in human resource functions and examine the skills hospitality managers require to implement an effective human resources program.

HOM 401   Hospitality Law & Legal Issues Hospitality

Managing Legal Issues in the Hospitality Industry, Fifth Edition takes an applied approach to the study of hospitality law with its touchstone of compliance and prevention. The book is highly pedagogical and includes many interactive exercises and real world cases that help students focus on the practical application of hospitality laws and model their decision process to avoid liability.

HOM 402   Leadership Strategy Hospitality Revenue

This course will give students a basic understanding of the management process in the hospitality industry. All aspects of hotel and food and beverage operations are covered, including management strategies, risk analysis, organization, marketing, front desk/office management, menus, costs and pricing, production, service, safety, and finances.

HOM 403   Management Hospitality Business

Outlines key processes and stages of revenue management planning. Four unique application chapters' tailor concepts to specific segments of the industry and professional profiles help students learn about possibilities within the field.

HOM 451   Externship

Internships that either rotate through various hotel departments, or related hospitality fields or focus on specific areas such as human resources, facility management, and gaming are required to complete the certificate program.

V. Business Electives - Hospitality Management

IBU 422   Doing Business in America (INTL Students)

This course overviews the differences between American culture and the student's home culture, and the impacts of these cultural differences on doing business with Americans and interacting in a US workplace. The course also discusses strategies needed to be successful working across the cultural divide and explores fundamental cultural assumptions and values which define the American worldview, how those assumptions impact attitudes toward and business conduct in the US, and how they influence everyday workplace norms and expectations. Topics include risk taking, meeting protocols, business planning, communication style, management style, negotiations, giving presentations, basic business and social etiquette in the US.

IBU 423   Doing Business in Mexico

This course introduces the skills needed to search, analyze, and learn to develop effective solutions when doing real business with Mexicans and emphasizes unique Mexican culture compared to other Latin American cultures. The course covers application of cultural, political, historical knowledge to doing business with Mexicans. Case studies and practical exercises encourage growth in management, marketing, and leadership skills for business with Mexicans.

IBU 424   Doing Business in China

This course prepares students for business with the Chinese by providing knowledge and training that   will help them build strong interpersonal relationships, promote clear lines of communication, and prevent cross- cultural misunderstandings. Topics include a historical overview; the Chinese economy since the Communist revolution; the importance of understanding the essence of Confucianism which revolves around the concept of harmonious relationships; giving, saving, and showing face; meeting and interacting with the Chinese; building relationships and using intermediaries; business meetings and negotiations; and comparison of Chinese and Western business practices.

IBU 425   Doing Business in India

This course prepares students for business with Indians by providing knowledge and exercises that will help them build strong interpersonal relationships, promote clear lines of communication and prevent cross- cultural misunderstandings. This course aids students in understanding not only surface culture such as social systems, education, and language, but also deeper level Indian culture covering Indian religion, aesthetics, attitudes and beliefs. This course provides practical ways to build business work relationships, and to conduct business effectively with the student's Indian counterparts.

IBU 426   Doing Business in Korea

This course explores the ways in which Korean companies differ from companies in other countries and how business people from around the world can work effectively within this culture. This course defines the Korean business culture through readings, online discussions, and case studies.

MASTER OF BUSINESS ADMINISTRATION PROGRAM

MASTER OF BUSINESS ADMINISTRATION PROGRAM

Our curriculum is developed by scholars around the world and especially emphasizes the multicultural challenges that students will face in a global business environment. Students will analyze various research- based case studies and learn to navigate real world challenges.

Our e-Learning format allows students to review the courses as many times as they need to during and after the course. Students can review as many lessons as they want: they can review specific pages or the entire lesson. Lessons automatically continue from where the student has left off, so students can study during their spare time in between work and other responsibilities. We understand that students have different learning styles. Our course material is presented in many formats, so whether a student learns best by reading, listening, writing, or by analyzing charts and graphs, he or she can choose the format that matches his or her unique style.

CALIMT's mode of training is through distance education, this can be done 100% online or through our hybrid program option which offers 33% on campus. Coursework is completed at a location determined by the students; they are not limited to a specific location. Students can take the classroom anywhere with an Internet connection. MetaBoard, our learning management system, can be accessed through a PC or Mac. With Meta-Board, students can browse their course content and interact with their classmates and professors by:

- posting to a classroom discussion board,
- managing multiple projects,
- collaborating on team projects, and
- sharing course materials.

Program Description

Our online and hybrid MBA program focuses on developing students' leadership and management skills – specifically those that recognize the multicultural challenges of doing business in a global economy.

Our program builds on the fundamentals of business such as accounting, finance, marketing, operations and HR management. Students have the opportunity to practice these skills through real-world case studies as well as through integration of their knowledge in actual work-related projects. Finally, our emphasis on ethical and socially responsible decision making allows students to understand what it takes to become responsible global business leaders of tomorrow. CALIMT's online MBA is completely web-based, enabling a geographically and culturally diverse learning experience for students.

Upon completion of the MBA program at CALIMT, students will be able to:

- Apply the "Body of Knowledge" in the major areas of business such as accounting, finance, operations, marketing, and HR management
- Develop effective and flexible leadership skills
- Evaluate and apply cultural adaptation strategies in business
- Perform critical and creative thinking to develop new market sand solve business problems
- Analyze ethical and legal issues in the global business world

The objectives are accomplished by a curriculum that includes instruction in the following core areas:

- Financial reporting, market analysis and business plans
- Domestic and global economic environments of organizations
- Creation and distribution of goods and services
- Global leadership necessary to accomplish business goals and maximize organizational performance
- An extensive and in-depth knowledge in the functional areas of business
- Negotiation skills necessary to persuade business partners or colleagues
- Corporate social responsibility and business ethics
- Awareness of cultural differences in various countries with a focus on Pacific Rim countries

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

MBA Courses

Business Fundamentals & Business Ethics (18 semester credits)

Course No.	Title	Credits
ACC 500	Financial Accounting	3.0
FIN 500	Corporate Finance	3.0
MGT 500	Leadership in Business	3.0
MGT 600	Business Ethics & Corporate Social Responsibility	3.0
MKT 500	Marketing Management	3.0
OPM 500	Operations Management	3.0

Global Business (Take 9 semester credits)

Course No.	Title	Credits
STR 500	Global Business Strategies	3.0
IBU 500	Global Business Communication	3.0
IBU 610	Negotiations Across Cultures	1.5
IBU 621	Doing Business in America	1.5
IBU 622	Doing Business in Mexico	1.5
IBU 623	Doing Business in Brazil	1.5
IBU 631	Doing Business in China	1.5
IBU 633	Doing Business in Korea	1.5
IBU 634	Doing Business in India	1.5
IBU 641	Doing Business in the Middle East	1.5

Elective Courses (Take 9 semester credits)

Course No.	Title	Credits
FIN 610	HR Management	3.0
MGT 620	Advanced Leadership Theory & Practice	3.0
MKT 630	Sales Force Management	3.0
OPM 610	Project Management	3.0
STR 600	Strategic Business Plan	3.0
STR 601	Strategy Simulation (Capstone Requirement)	3.0

COURSE DESCRIPTIONS (MBA/MBA CERTIFICATE PROGRAMS)

COURSE DESCRIPTIONS (MBA/MBA CERTIFICATE PROGRAMS)

Courses offered at California Institute of Management and Technology (CALIMT) have been identified by course codes and numbers that are comparable to regionally accredited institutions' numbering system. The course code is a three- letter identifier for a major division of an academic subject. This course code is related to the content of the course, rather than the department in which it is taught.

I. Business Fundamentals & Business Ethics

ACC 500   Financial Accounting

This course describes how managers produce corporate accounting information for making business decisions. Included will be the use of financial statements and accounting information to determine profitability and financial performance, risk, difference in structure and business models; the relationship of cash flow statements to the balance sheet and income statements; ratios for assessing the quality of a company's accounting information; internal operating metrics. (3 credits, Letter grade only A+ through F)

FIN 500   Corporate Finance

Prerequisite: ACC 500

This course is an introduction to financial concepts, terminologies, and analyses, providing a basic framework and principles for analyzing financial circumstances with emphasis on the investment and financing decisions of corporations. Topics include time value of money, capital budgeting techniques (e.g., net present value), risk-return trade-off, cost of capital, valuation of financial securities, and capital structure policy, among others. (3 credits, Letter grade only A+ through F)

MGT 500   Leadership in Business

This course will present the foundations of leadership theory and leader qualities, details of leader responsibilities and behaviors associated with leader effectiveness. Topics include visioning, developing high- performance work environments, managing employee morale, effective people management, delegating work, participative management and leader authority, managing individual and organizational performance, and leading under conditions of high uncertainty. (3 credits, Letter grade only A+ through F)

MGT 600   Business Ethics & Corporate Social Responsibility

This course explores ethics in the workplace and the emerging issue of corporate social responsibility (CSR) and examines ethical dilemmas in an effort to learn to identify, analyze, and resolve ethical issues students may encounter in the business world. Topics include organizational ethics, corporate governance, ethics and technology, and ethics and globalization. (3 credits, Letter grade only A+ through F)

MKT 500   Marketing Management

This course overviews the decision process in marketing with consideration of other functional areas in the firm and overall operations. The course will encourage application of marketing concepts to the development of marketing strategy and planning, critical thinking on customer satisfaction and loyalty, segmentation, targeting and positioning strategies, and marketing strategy, and use of qualitative and quantitative skills in pricing, promotion, product, and channel strategies. (3 credits, Letter grade only A+ through F)

OPM 500   ***Operations Management***

This course presents problems and issues confronting operations managers in both manufacturing and service industries. Students gain insight into issues in operations through understanding the language of operations and examining conceptual models and analytical techniques. Strategies, initiatives, and programs by which operations provides competitive advantage will be explored. Topics include process analysis, quality management and control, planning and control of production and service operations, and supply chain management. (3 credits, Letter grade only A+ through F)

II. Global Business

STR 500   ***Global Business Strategies***

This course introduces principles for making strategy decisions that will ultimately determine a firm's long-run success or failure in a global business environment, covers the economic basis of global business strategy, identifies sources of a firm's sustainable competitive advantage, and analyzes the effectiveness of alternative internationalization strategies and the corresponding roles of subsidiaries, applying the most important tools and techniques for global strategic planning at both corporate and business unit levels. (3 credits, Letter grade only A+ through F)

IBU 500   ***Global Business Communication***

This course presents communication as an integral part of business strategies and as an essential component for succeeding in the changing world of work and covers a foundation for designing effective business messages from concept to delivery. Particularly, students will learn about principles of persuasive communication: how to design messages for diverse audiences and how to present the messages in a convincing and credible way. This course also emphasizes specific cultural situations that occur in the global workplace and the course will let students understand how to deal with the challenges that various cultures would create. (3 credits, Letter grade only A+ through F)

IBU 610   ***Negotiations across Cultures***

This course presents cultural differences in communication, preparation, and decision making to produce successful negotiations across cultures. Topics include basic negotiation, stages of negotiation, planning, relationship formation, and negotiation strategy. All areas of the course will concentrate on cultural influences and differences among nationalities. (1.5 credits, Letter grade only A+ through F)

IBU 621   ***Doing Business in America***

This course overviews the differences between American culture and the student's home culture, and the impacts of these cultural differences on doing business with Americans and interacting in a US workplace. The course also discusses strategies needed to be successful working across the cultural divide and explores fundamental cultural assumptions and values which define the American worldview, how those assumptions impact attitudes toward and business conduct in the US, and how they influence everyday workplace norms and expectations. Topics include risk taking, meeting protocols, business planning, communication style, management style, negotiations, giving presentations, basic business and social etiquette in the US. (1.5 credits, Letter grade only A+ through F)

IBU 622   Doing Business in Mexico

This course introduces the skills needed to search, analyze, and learn to develop effective solutions when doing real business with Mexicans and emphasizes unique Mexican culture compared to other Latin American cultures. The course covers application of cultural, political, historical knowledge to doing business with Mexicans. Case studies and practical exercises encourage growth in management, marketing, and leadership skills for business with Mexicans. (1.5 credits, Letter grade only A+ through F)

IBU 623   Doing Business in Brazil

This course prepares students for business with Brazilians. Topics include the economy, demographic and cultural features, business customs and traditions of Brazil. This course emphasizes the practical matters of doing business with Brazilians such as marketing and negotiations, social and business etiquette, as well as business opportunities in Brazil. (1.5 credits, Letter grade only A+ through F)

IBU 631   Doing Business in China

This course prepares students for business with the Chinese by providing knowledge and training that will help them build strong interpersonal relationships, promote clear lines of communication, and prevent cross- cultural misunderstandings. Topics include a historical overview; the Chinese economy since the Communist revolution; the importance of understanding the essence of Confucianism which revolves around the concept of harmonious relationships; giving, saving, and showing face; meeting and interacting with the Chinese; building relationships and using intermediaries; business meetings and negotiations; and comparison of Chinese and Western business practices. (1.5 credits, Letter grade only A+ through F)

IBU 633   Doing Business in Korea

This course explores the ways in which Korean companies differ from companies in other countries and how business people from around the world can work effectively within this culture. This course defines the Korean business culture through readings, online discussions, and case studies. (1.5 credits, Letter grade only A+ through F)

IBU 634   Doing Business in India

This course prepares students for business with Indians by providing knowledge and exercises that will help them build strong interpersonal relationships, promote clear lines of communication and prevent cross- cultural misunderstandings. This course aids students in understanding not only surface culture such as social systems, education, and language, but also deeper level Indian culture covering Indian religion, aesthetics, attitudes and beliefs. This course provides practical ways to build business work relationships, and to conduct business effectively with the student's Indian counterparts. (1.5 credits, Letter grade only A+ through F)

IBU 641   Doing Business in the Middle East

This course describes cultural diversity within the Middle Eastern region, the predominance of Islam in culture, natural resources, converging political histories, and demographics. Topics include the historical background of the region; transformative economic and political events of the 21st century; the impact of Islam on law and culture; keys to building business and interpersonal relationships and strategies for the foreign businessperson. (1.5 credits, Letter grade only A+ through F)

III. Elective Courses

FIN 610   Investment

Prerequisite: FIN 500

This course examines security analysis, portfolio planning, balance and adjustment as related to (1) individual circumstances of the investor, (2) specific market conditions, and (3) broader financial aspects of the economy. Topics include valuation, arbitrage, and risk management. (3 credits, Letter grade only A+ through F)

MGT 610   HR Management

This course demonstrates how organizations are ultimately composed of goal-directed groups of people who work interdependently in order to achieve effective outcomes and how success in business is, to a large extent, contingent on the competent management of the most prized assets in an organization; talented employees. The course will show that the role of human resource management is to help ensure the effective and efficient application of talent in order to assist organizations to best achieve their goals. With escalating competitiveness and an increasingly volatile global environment, the importance of human resource management in organizational affairs has increased dramatically. Human resource management covers strategy, motivation, retention, job and competency analysis, assessment, selection, training, development, performance management, rewards, risk management, worker protection, and employee relations. (3 credits, Letter grade only A+ through F)

MGT 620   Advanced Leadership Theory and Practice

This course examines organizational leadership, leaders' responsibilities to their employees and other key stakeholders. Explores theoretical and practical models for understanding leadership at the strategic, empowered team, and individual levels as they affect the organization and greater society. Students focus on developing leadership in a global environment and on applying models and principles of leadership in varied case situations. Students are required to develop and defend a personal leadership framework and produce secondary research in an area of interest related to leadership. (3 credits, Letter grade only A+ through F)

MKT 630   Sales Force Management

This course discusses organizing, managing, and controlling the sales activities of a firm. Topics include the use of sales forecasting and budgeting; sales force planning and organizing; time and territory management to build customer relationships and partnerships from an ethical perspective; recruiting, selecting, and training the sales force; leadership; motivation; sales volume, costs and profitability analysis; compensation; and sales force performance evaluation. Course concepts and contemporary business philosophies are applied to case analyses to accomplish course objectives. (3 credits, Letter grade only A+ through F)

OPM 610   Project Management

This course covers the art and science of project management as applied to different types of project situations. Topics include project life-cycle management, project organization and leadership, project team building, RFPs, proposals, and contracts; techniques for project scope definition, work definition, estimating, scheduling, risk management, control, and closeout. Concepts are explored in the context of real-world problems. (3 credits, Letter grade only A+ through F)

STR 600   *Strategic Business Plan*

This course provides students with an opportunity to learn the process of building a strategic business plan and apply that knowledge via a group project of building a strategic business plan. After the formation of the team, the team chooses a business area of their interest, conducts a business environment analysis, sets up objectives, builds a strategy and implementation plan, and provides an economic analysis and contingency plan. A written business plan and virtual presentation are required. (3 credits, Letter grade only A+ through F)

STR 601   *Strategy Simulation*

Students apply concepts of business strategy with an intensive business simulation. Students as a team make decisions on various areas of product management and introduction of new products. Cases and lectures are used to explain competitive analysis and innovation management along with the business simulation. (3 credits, Letter grade only A+ through F) *Capstone requirement.

MBA CERTIFICATE PROGRAMS

CALIMT offers three non-degree certificate programs based on our MBA curriculum. These certificate programs are shorter than our regular MBA program and offer a more targeted curriculum, suitable for those who do not want to commit to the full program.

Business Fundamentals Certificate (Non-degree)

Program Description

Business Fundamentals MBA certificate focuses on the fundamentals of business such as accounting, finance, marketing, operations and leadership. Students have the opportunity to practice these skills through real-world case studies as well as through integration of their knowledge in larger projects. This program provides thorough overview of all critical management functions and is suitable for learners with minimal management education background.

Program Mode (Delivery)

- **Online:** 100% of program is completed online through CALIMT's LMS.

Learning Outcomes

The learning outcomes for the Business Fundamentals Certificate is largely derived from the MBA Program Outcomes since it uses the same courses, however some use lower level Bloom's Taxonomy action verbs since the program is much shorter.

Upon completion of the Business Fundamentals Certificate at CALIMT, students will be able to:

- Apply the "Body of Knowledge" in business, including accounting, finance, operations, marketing, and management
- Explain effective and flexible leadership skills
- Demonstrate critical and creative thinking to develop new markets and solve business problems
- Recognize ethical and legal issues in the global business world

Business Fundamentals Certificate Courses

Course No.	Title	Credit
ACC 500	Financial Accounting	3.0
FIN 500	Corporate Finance	3.0
MGT 500	Leadership in Business	3.0
MKT 500	Marketing Management	3.0
OPM 500	Operations Management	3.0
MGT 600	Business Ethics & Corporate Social Responsibility	3.0
	TOTAL	**18.0 credits**

Credit Transfer

All credits earned in the certificate program may be transferred toward the MBA degree at CALIMT.

Cross-Cultural Management Certificate (Non-degree)

Program Description

Cross-Cultural Management MBA certificate focuses on the practical skills in global business such as communication, negotiation, and conflict resolution. Students have the opportunity to practice these skills through real-world case studies as well as through integration of their knowledge in larger projects. This program the essential knowledge and skills to navigate today's global business environment and is suitable for learners who want a relatively quick introduction to working in international environment.

Program Mode (Delivery)

- **Online:** 100% of program is completed online through CALIMT's LMS.

Learning Outcomes

The learning outcomes for the Business Fundamentals Certificate is largely derived from the MBA Program Outcomes since it uses the same courses, however some use lower level Bloom's Taxonomy action verbs since the program is much shorter.

Upon completion of the Business Fundamentals Certificate at CALIMT, students will be able to:

- Evaluate and apply cultural adaptation strategies in business
- Demonstrate critical and creative thinking to develop new markets and solve business problems

Cross-Cultural Management Certificate Courses

Course No.	Title	Credit
IBU 500	Global Business Communication	3.0
IBU 610	Negotiation Across Cultures	1.5
IBU 6XX	Doing Business In... Elective	1.5

*IBU6XX Doing Business In... Electives: America, Mexico, Brazil, China, Korea, India, Middle East

TOTAL6.0 credits

Credit Transfer

All credits earned in the certificate program may be transferred toward the MBA degree at CALIMT.

Global Business Leader Certificate (Non-degree)

Program Description

Global Business Leader MBA certificate focuses on the fundamentals of global business such as strategy, communication, and negotiation. Students have the opportunity to practice these skills through real-world case studies as well as through integration of their knowledge in larger projects. This program provides practical knowledge and skills to navigate today's global business environment and is suitable for learners in multicultural workplace or conduct international business regularly.

Program Mode (Delivery)

- **Online:** 100% of program is completed online through CALIMT's LMS.

Learning Outcomes

The learning outcomes for the Business Fundamentals Certificate is largely derived from the MBA Program Outcomes since it uses the same courses, however some use lower level Bloom's Taxonomy action verbs since the program is much shorter.

Upon completion of the Business Fundamentals Certificate at CALIMT, students will be able to:

- Explain effective and flexible leadership skills
- Evaluate and apply cultural adaptation strategies in business
- Demonstrate critical and creative thinking to develop new markets and solve business problems

Global Business Leader Certificate Courses

Course No.	Title	Credit
STR 500	Global Business Strategies	3.0
IBU 500	Global Business Communication	3.0
IBU 610	Negotiation Across Cultures	1.5
IBU 6XX	Doing Business In... Elective	1.5
IBU 6XX	Doing Business In... Elective	1.5

*IBU6XX Doing Business In... Electives: America, Mexico, Brazil, China, Korea, India, Middle East

TOTAL 10.5 credits

Credit Transfer

All credits earned in the certificate program may be transferred toward the MBA degree at CALIMT.

CERTIFICATE PROGRAMS

Paralegal

This program is delivered only in residence. The Paralegal program is a comprehensive program combining extensive procedural training with the substantive law courses necessary to work as a Paralegal in today's legal environment. Our graduates have a solid and broad foundation of skills to work directly with a supervising attorney. This program will provide students with entry-level skills and knowledge to be competent to work in a law firm or other legal setting.

Upon completion of the Paralegal certificate program at CALIMT, students will be able to:

- How to interview witnesses
- Investigate complex fact patterns
- Research the law
- Prepare legal documents
- Assist in preparing cases for courtroom litigation

The objectives are accomplished by a curriculum that includes instruction in the following core areas:

- Develop and practice oral and written communication skills
- Develop technology skills and a framework for learning new technology skills
- Develop analytical skills through the study of case law and the federal and California legal systems
- Develop and practice critical thinking skills through substantial writing assignments
- Develop practical litigation and transactional skills, and create a framework for understanding the most common areas of legal practice
- Develop an understanding of the role and responsibilities of paralegals as well as the rules of professional conduct and their application to legal professionals
- Develop and practice the attitude and skills necessary to succeed as a paralegal in various legal settings

Notice to Prospective Degree Program Students

This institution is approved by DEAC to offer certificate programs.

__Paralegal Courses__

Course No.	Title	Qtr. Credits	Clock Hours
LLW 100	Business Law 4.0	4.0	40*
LLW 110	Contract Law 4.0	4.0	40*
LLW 120	Legal Research2.5	2.5	40*
LLW 130	Legal Writing 2.5	2.5	40*
LLW 140	Torts / Personal Injury	4.0	40*
LCT 101	Computer I (Beginning WordPerfect)	2.0	40*
LCT 102	Computer II (Intermediate WordPerfect)	2.0	40*
LCT 103	Computer III (Legal Solutions)	2.0	40*
LLP 100	Civil Litigation	4.0	40*
LLP 101	Legal Procedures I	3.0	40*
LLP 102	Legal Procedures II	2.0	40*
LLP 103	Legal Procedures III	2.0	40*
LLP 104	Legal Procedures IV	2.0	40*
LEN 100	English Grammar for Legal Professionals	4.0	40*
LEN 101	English Writing for Paralegals	3.0	40*
LOP 100	Machine Transcription	2.0	40*
LOP 101	Records Management	2.0	40*
LCD 100	Career Development	3.0	40*
	TOTAL	**50.0**	**720***

* Does not include additional 10 hours of out-of-classroom work.

Completion of this program requires 9 months (36 weeks) of study taking two classes per month.

UPON COMPLETION OF THE 18-COURSE PROGRAM OF STUDY, A CERTIFICATE WILL BE AWARDED.

Paralegal Assistant

This program is delivered only in residence. The Paralegal Assistant program is designed to provide the student with entry- level skills and knowledge to be competent to work assisting paralegals and attorneys in a law firm or other legal setting--private and public sectors, corporate environments, and government entities. Emphasis will be placed on substantive law, legal research and writing, English grammar and writing skills, computer training, and civil litigation in California courts.

Upon completion of the Paralegal Assistant program at CALIMT, students will be able to:

- Investigate complex fact patterns
- Research the law
- Prepare legal documents
- Assist in preparing cases for courtroom litigation

The objectives are accomplished by a curriculum that includes instruction in the following core areas:

- Develop and practice oral and written communication skills
- Develop technology skills and a framework for learning new technology skills
- Develop analytical skills through the study of case law and the federal and California legal systems
- Develop and practice critical thinking skills through substantial writing assignments
- Develop practical litigation and transactional skills, and create a Frame work for understanding the most common areas of legal practice
- Develop an understanding of the role and responsibilities of paralegals as well as the rules of professional conduct and their application to legal professionals
- Develop and practice the attitude and skills necessary to succeed as a paralegal in various legal settings

Notice to Prospective Degree Program Students

This institution is approved by DEAC to offer certificate programs.

Paralegal Assistant Courses

Course No.	Title	Qtr. Credits	Clock Hours
LLW 100	Business Law	4.0	40*
LLW 110	Contract Law	4.0	40*
LLW 120	Legal Research	2.5	40*
LLW 130	Legal Writing	2.5	40*
LLW 140	Torts / Personal Injury	4.0	40*
LEN 100	English Grammar for Legal Professionals	4.0	40*
LEN 101	English Writing for Paralegals	3.0	40*
LCT 101	Computer I (Beginning WordPerfect)	2.0	40*
LCT 102	Computer II (Intermediate WordPerfect)	2.0	40*
LLP 100	Civil Litigation	4.0	40*
LLP 101	Legal Procedures I	3.0	40*
LCD 100	Career Development	3.0	40*
	TOTAL	**38.0**	**480***

*Does not include additional 10 hours of out-of-classroom work.

Completion of this program requires 6 months (24 weeks) of study taking 2 classes per month.

UPON COMPLETION OF THE 12-COURSE PROGRAM OF STUDY, A CERTIFICATE WILL BE AWARDED.

Hospitality Operation

This certificate is delivered as an online or hybrid program. The Hospitality Operation program is designed to give the student the necessary background training to establish a career in the hospitality industry. Emphasis will be placed on preparing students to take on a variety of jobs in the hospitality

industry by exposing them to innovative and wide ranging courses that cover different functional areas of the hospitality industry.

Upon completion of the Hospitality Operations program at CALIMT, students will be able to:

- Demonstrate knowledge of operations relative to provision of goods and services in Hospitality Management.
- Apply knowledge of financial management related to hospitality.
- Manage Front office operations
- Manage housekeeping operations
- Apply knowledge of up to date technology with in the hospitality industry

The objectives are accomplished by a curriculum that includes instruction in the following core areas:

- Demonstrate knowledge of operations relative to the provision of goods and services in Hospitality Management
- Demonstrate knowledge of technology applications inhospitality management.
- Examine foundations of leadership and strategic management in the hospitality industry including the application of human resources, marketing, finance, and other business principles.
- Demonstrate effective written and interpersonal communication skills.
- Acquire knowledge of a global perspective and diversity issues as related to hospitality management.
- Recognize legal and ethical considerations affecting organizations in the hospitality industry.

Notice to Prospective Degree Program Students

This institution is approved by DEAC to offer certificate programs.

Hospitality Operation Courses

Course No.	Title	Qtr. Credits	Clock Hours
HOS 100	The Lodging and Food Service Industry	4.5	45*
HOS 105	Management of Food and Beverage Operations	4.5	45*
HOS 110	Managing Front Office Operations	4.5	45*
HOS 115	Supervision in the Hospitality Industry	4.5	45*
HOS 120	Hotel and Restaurant Accounting	4.5	45*
HOS 200	Managing Tech in the Hospitality Industry	4.5	45*
HOS 210	Managing Housekeeping Operations	4.5	45*
HOS 215	Hospitality Sales and Marketing	4.5	45*
HOS 351	Hospitality Internship	4.5	150*
	TOTAL	**36.0**	**510***

* Does not include additional 10 hours of out-of-classroom work.

Completion of this program requires 6 months (24 weeks) of study taking 2 classes per month.

UPON COMPLETION OF THE 12-COURSE PROGRAM OF STUDY, A CERTIFICATE WILL BE AWARDED.

COURSE DESCRIPTIONS (CERTIFICATE PROGRAMS)

COURSE DESCRIPTIONS (CERTIFICATE PROGRAMS)

Paralegal and Paralegal Assistant: Course Descriptions

* In addition to each course description, there is an out-of-classroom component.

Law

LLW 100   Business Law

This course will provide a study of the laws of personal property, bailments, real property leases, landlord- tenant relationships, agency, forms of business organizations and franchises, and probate law. * Out-of- classroom work includes daily journals and preparation for tests and exams.

LLW 110   Contract Law

This course is designed to provide a working knowledge of the law of contracts as it serves as the base on which many other laws are founded. The course goes further to include a section on Sales Law (Uniform Commercial Code) to show the variations from contract law to facilitate business transactions. Students have the opportunity to develop reasoning skills by learning the law by the Socratic Method. * Out-of-classroom work includes daily journals and preparation for tests and exams.

LLW 120   Legal Research

This course is designed to provide a "hands-on" introduction to the essential skills needed to perform research under the direction of a supervising attorney. Students will learn how to locate general legal resources (secondary authority), case law and statutes/ordinances (primary authority) to analyze a factual scenario typical of those presented to a practicing attorney. Students will be introduced to legal research in a working law library as well as using computer legal research program

LLW 130   Legal Writing

This course offers an overview of California civil procedures from acceptance of a civil case to trial. The student will study complaints, cross complaints, answers, motions, discovery techniques, arbitration, and preparation for trial. The study of the court systems will be included as well as preparation of a deposition digest. Out-of-classroom work includes reading, and outlining of material, and completing calendaring exercises

LLW 140   Tort Law/Personal Injury

This course will provide a study of tort law, including intentional torts, negligence, strict liability, products, damages, and the defenses to those torts. * Out-of-classroom work includes daily journals and preparation for tests and exams.

LLP 100   Civil Litigation

This course offers an overview of California civil procedures from acceptance of a civil case to trial. The student will study complaints, cross complaints, answers, motions, discovery techniques, arbitration, and preparation for trial. The study of the court systems will be included as well as preparation of a deposition digest. * Out-of-classroom work includes reading, and outlining of material, and completing calendaring exercises.

COURSE DESCRIPTIONS (CERTIFICATE PROGRAMS)

LLP 101 Legal Procedures I

This course uses a logical, step-by-step method to give the student the necessary terminology, background, and knowledge of legal procedures. The preparation of a lawsuit in a personal injury firm will be covered. * Out-of-classroom work includes reading the text, outlining material read, and preparation of additional documents.

LLP 102 Legal Procedures II*

Necessary terminology, background, and knowledge of legal procedures and the preparation of lawsuits in the areas of Criminal and Probate Law are covered in this course. * Out-of-classroom work includes reading, journaling, and outlining of text material.

LLP 103 Legal Procedures III*

Necessary terminology, background, and knowledge of legal procedures and preparation of lawsuits in the areas of Corporate Law and Real Property are covered in this course. * Out-of-classroom work includes reading, journaling, and outlining of text material.

LLP 104 Legal Procedures IV*

This course uses a logical step-by-step method to give the student the necessary terminology, background, and knowledge of legal procedures and preparation of lawsuits in the area of Family Law. * Out-of-classroom work includes reading, journaling, and outlining of text material.

English

LEN 100   English Grammar for Legal Professionals

This course is designed as a review of grammar, punctuation, and basic sentence structure. The goal of this class is to review business vocabulary and introduce legal terminology. Also, covered will be the rules of spelling. * Out-of- classroom work includes assignments spend on class workbook.

LEN 110   English Writing for Paralegals

This course covers the fundamentals of expository writing needed by paralegals to successfully complete all written matters assigned by a supervising attorney. Included will be the writing of letters, memorandums, and reports. Also, included will be how to FIRAC cases and dissect statutes. * Out-of-classroom work includes reading, journaling, and outlining of text material

Office Procedures

LOP 110   Machine Transcription*

This course is designed to acquaint the student with the use of the transcribing machine and ~~to~~ help the student become competent in transcribing recorded dictation. The ability to take letters from their roughest form and transcribe them to a "mailable" copy (no errors) will be the primary purpose of this course. *Out-of-classroom work includes preparation of additional styled letters and documents

LOP 130   Records Management*

Because business and legal records are the memory of any business or law firm, their proper organization and control is of primary importance for all legal secretaries. The rules of filing will be

covered in this course. *Out-of-classroom work includes reading the material and completing workbook assignments.

Career Development

LCD 100   Career Development

This course is designed to provide specific recommendations for self-improvement in attitude, personal image, and communications skills. Resume and cover letter writing will be included, and correct interview techniques will be covered. *Out-of-classroom work includes reading of the text, and completing exercise as given.

Computer Training

LCT 101   Computer I (Beginning WordPerfect)

This course provides training in WordPerfect, the program which has become the industry's standard for word processing. In Computer I the student will learn the fundamentals of operating the WordPerfect program in order to create a document, modify it, edit using the built-in dictionary and thesaurus, and print a final draft. *Out-of-classroom work includes time spent on practical application and typing practice.

LCT 102   Computer II (Intermediate WordPerfect)

Prerequisite: Computer I or Permission of the instructor (Beginning WordPerfect)

Students will apply what they have learned in Computer I to the creation of business and legal word processed documents. Document assembly and mail merge will be emphasized in this course. *Out-of-classroom work includes time spent on practical application and typing practice.

LCT 103   Computer III (Legal Solutions)*

This course covers the practical applications of word processing to the preparation of legal forms. * These classes are procedural classes which meet on a flexible schedule. They are lab oriented classes. Students will meet with an instructor at the beginning of class, and regularly as needed. The student is being taught to work as though an assignment had been given them by a supervising attorney to complete procedural documents, transcription, or a filing assignment. The instructor will maintain regularly scheduled class hours and will be available to assist the student; however, it is the intent to simulate a working assignment in the legal workplace.

Students are also encouraged to participate in an internship during this time (generally the final 3 months of class). Out-of-classroom work includes reading, journaling, and outlining of text material.

Hospitality Operations Course Descriptions

* In addition to each course description, there is an out-of-classroom component.

Hospitality

HOS 100   The Lodging and Food Service Industry

This course lays the groundwork for a basic understanding of the lodging and food service industry by tracing the industry's growth and development both nationally and internationally, by

reviewing the organization of hotel and food and beverage operations, and by focusing on industry opportunities and future trends. * Out-of- classroom work includes reading assignments, chapter questions responses, and preparation for quizzes and exams.

HOS 105   Management of Food and Beverage Operations

This course will give students a basic understanding of the management process in food and beverage operations. All aspects of food and beverage operations are covered, including organization, marketing, menus, costs and pricing, production, service, safety, and finances. * Out-of- classroom work includes reading assignments, chapter questions responses, and preparation for quizzes and exams.

HOS 110   Managing Front Office Operations

This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and account settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources management. Front office procedures and management are placed within the context of the overall operation of a hotel. * Out-of- classroom work includes reading assignments, chapter questions responses, and preparation for quizzes and exams.

HOS 115   Supervision in the Hospitality Industry

This course is designed to provide students with the principles of supervision as they apply specifically to the hospitality industry. * Out-of- classroom work includes reading assignments, chapter questions responses, and preparation for quizzes and exams.

HOS 120   Hotel and Restaurant Accounting

This course provides a basis for understanding hospitality accounting concepts and procedures, the processing of hospitality financial data, and the flow of financial information in the accounting cycle that result in the production of financial statements. * Out-of-classroom work includes reading assignments, chapter questions responses, and preparation for quizzes and exams.

HOS 200   Managing Tech in the Hospitality Industry

This course introduces students to the dynamic and critical field of technology within the hospitality industry. Students learn the basics of purchasing, implementing, maintaining, and effectively managing today's information systems in hospitality. * Out-of-classroom work includes reading assignments, chapter questions responses, and preparation for quizzes and exams.

HOS 210   Managing Housekeeping Operations

This course covers why housekeeping is critical to the success of today's hospitality operations. This class shows what it takes to direct day-to-day operations of this department, from big-picture management issues to technical details for cleaning each area. This includes a range of subjects including the following topics: Energy management, sustainability and "green" housekeeping (microfiber mops, reusing linens/towels, chemical use, green lighting, etc.)

HOS 215   **Hospitality Sales and Marketing**

This course is designed to provide students with a solid background in hospitality sales and marketing. The textbook's main focus is on practical sales techniques for selling to targeted markets. * Out-of- classroom work includes reading assignments, chapter questions responses, and preparation for quizzes and exams.

HOS 351   **Hospitality Internship**

Internships that either rotate through various hotel departments, or related hospitality fields or focus on specific areas such as human resources, facility management, and gaming are required to complete the certificate program.

COMPLETION REQUIREMENTS

Degree Granting Programs

Full-Time vs. Part-Time Students

Part-time MBA or BBA students are individuals taking fewer than 9 credits per trimester. Full-time students are those taking 9 credits or more per trimester.

MBA Maximum Credits per Trimester

A student is allowed a maximum of 12 credits per trimester.

MBA Minimum Completion Time

The minimum amount of time for full-time students to complete the MBA degree program is three trimesters.

MBA Maximum Completion Time

The maximum time students are allowed to complete the MBA degree program is 12 trimesters. The maximum completion time for coursework is 150% (1.5 times) of the length of the program credits (maximum of 54 credits attempted). Maximum completion time does not include any time approved for a leave of absence.

BBA Maximum Credits per Trimester

A student is allowed a maximum of 18 credits per trimester.

BBA Minimum Completion Time

The minimum amount of time for full-time students to complete the BBA degree program is six trimesters.

BBA Maximum Completion Time

The maximum time students are allowed to complete the BBA degree program is 20 trimesters. The maximum completion time for coursework is 150% (1.5 times) of the length of the program credits. Maximum completion time does not include any time approved for a leave of absence.

Certificate Granting Programs

Full-Time

Full-time students are individuals taking two courses per month. A student is allowed to take a maximum of two courses per month.

Part-Time

Part-time students are those taking 1 course per month

Minimum Completion Time Paralegal

The minimum amount of time for full-time students to complete the Paralegal certificate program is nine months.

MBA Certificate: Business Fundamentals

The minimum amount of time for full-time students to complete the MBA certificate program is six months.

MBA Certificate: Cross-Cultural Management

The minimum amount of time for full-time students to complete the MBA certificate program is four months.

MBA Certificate: Global Business Leader

The minimum amount of time for full-time students to complete the MBA certificate program is six months.

Paralegal Assistant

The minimum amount of time for full-time students to complete the Paralegal Assistant certificate program is six months.

Hospitality Operations

The minimum amount of time for full-time students to complete the Hospitality Operations certificate program is six months.

Maximum Completion Time All Certificate Programs

Students are expected to complete their program within 150 percent of the published length of the program (or 1.5 times the number of credits or hours in their program).

Degree & Certificate Granting Programs

Credit Hours Defined

California (CALIMT) utilizes the semester credit to award credit. Academic degree or academic credit-bearing distance learning courses are generally measured by the learning outcomes normally achieved through 45 hours of student study, which is equivalent to one semester credit hour. This formula is used by the American Council on Education (ACE) in its Credit Recommendation Evaluative Criteria, which states that academic credit is generally assigned on the basis of one semester credit hour for each 15 classroom contact hours plus 30 hours of outside preparation or equivalent.

Attendance and Non-Participation

Online Course

Regular attendance through e-lecture viewing, as well as online discussion forums, is required of all students. Each course (whether 3.0 credit or 1.5 credit) typically requires two asynchronous online lesson attendances a week to complete the course on schedule. Attendance is monitored by measurement of student progress on viewing e-lectures, participating in discussion forums, and submitting assignments.

Hybrid Course

Regular attendance through once a week on campus meetings, e-lecture viewing, as well as online discussion forums, is required of all students. Each course (whether 3.0 credit or 1.5 credit) typically requires two asynchronous lessons done online or on campus for attendances a week to complete the

course on schedule. Attendance is monitored by sign in sheets on campus and a measurement of student progress on viewing e- lectures, participating in discussion forums, and submitting assignments online.

Non-Participation

Non-participation is when a student has been found not to have participated in a scheduled academic activity in the first 25 percent of the course (two weeks in a 3-credit, 8-week course, and one week in a 1.5-credit, 4- week course), and either the student has indicated to CALIMT that the student does not intend to complete the   course at this time or the student has not responded to the CALIMT inquiry about intentions regarding completion of the course. Students who are not participating, as defined above, will be withdrawn from the course by CALIMT, and a grade of "W" will be recorded for that course. Students who withdraw themselves before the second Friday of an eight-week course or the first Friday of a four-week course will not receive a "W". If students are experiencing extraordinary circumstances that prevent assignment submission, they should contact their professors. A student who is withdrawn for non-attendance may return to studies in the course if he/she provides a written statement of intent to continue with the course.

How to Be Successful at CALIMT

There are four keys to being successful in CALIMT's MBA program. The first is time management. CALIMT's MBA program operates in an asynchronous learning environment. This means that students are not tied to a specific day or time to do their course work. We understand that students have other demands on their time as well, so we have devised a learning environment that allows them to participate and complete their course work when they have the time to do so. Us this to your advantage and manage your time wisely to stay on top of the work. Students who fall behind often struggle to catch back up. Secondly, read the assigned readings in your textbook and view the e- lectures. This is where you are going to find most of the information and learning you will need to complete your coursework. Thirdly, actively participate in the discussion forums each week. This is key to staying in touch with one's classmates and professor and provides for a much richer, rigorous experience for everyone. Lastly, communication is very important. For any issues in the classroom contact your respective course professor to discuss any questions or concerns you may have about your progress, work, grades, etc. Contact your academic adviser for any other questions or concerns apart from your studies. Students are advised to create a study schedule in order to complete the course within the allotted time.

Student Assessment

Students are graded on their submitted assignments and must actively participate in the online discussion forum as well as demonstrate an understanding of the assigned readings. A typical course also includes a midterm and final exam. Grades and professor feedback are typically given within one week of the assignment due date.

Transferability of Credits and Credentials Earned at our Institution

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at California Institute of Management and Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or

diploma you earn in the Master of Business Administration (MBA) program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Institute of Management & Technology to determine if your credits or diploma will transfer.

Articulation Agreements

CALIMT has not entered into an articulation or transfer agreement with any other college.

CALIMT and Program Status

As of July 2016, California Institute of Management and Technology has been officially granted accreditation by the Distance Education Accrediting Council (DEAC). DEAC is recognized by the U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

Graduation Requirements

MBA Graduation Requirements

Students are required to meet the following requirements in order to graduate from the online Master of Business Administration (MBA) degree program:

- Successful completion of 36 credits comprised of:
    - 18 credits from I. Business Fundamentals and Business Ethics.
    - 9 credits from II. Global Business: STR 500, IBU 500, IBU 610, and one or more courses from IBU 621- 641, and
    - 9 credits from III. Elective Courses (Students may substitute 3.0 credits from Global Business "Doing Business with" series: IBU 621-641)
- All students are expected to maintain a 3.0 GPA or "B" average throughout their term of study.
- Students must meet all academic and financial requirements.
- CALIMT does not have a cumulative final test or examination required for the completion of the MBA program.

MBA Graduation with Honors

Students graduating with a GPA of 3.90 and above will graduate with honors.

BBA Graduation Requirements

Students are required to meet the following requirements in order to graduate from the Bachelor of Business Administration (BBA) degree program:

- Successful completion of 120 Qtr. credits
- All students are expected to maintain a 2.0 GPA or "C" average throughout their term of study.
- Students must meet all academic, attendance and financial requirements.
- CALIMT does not have a cumulative final test or examination required for the completion of the BBA program.

BBA Graduation with Honors

Students graduating with a GPA of 3.90 and above will graduate with honors.

Certificate Programs Graduation Requirements

Students are required to meet the following requirements in order to graduate from CALIMT's certificate programs:

MBA Certificate: Business Fundamentals

- Successful completion of 18 credits
- All students are expected to maintain a 2.0 GPA or "C" average throughout their term of study.
- Students must meet all academic, attendance and financial requirements.
- CALIMT does not have a cumulative final test or examination required for the completion of the MBA program.

MBA Certificate: Cross-Cultural Management

- Successful completion of 6 credits
- All students are expected to maintain a 2.0 GPA or "C" average throughout their term of study.
- Students must meet all academic, attendance and financial requirements.
- CALIMT does not have a cumulative final test or examination required for the completion of the MBAI program.

MBA Certificate: Global Business Leader

- Successful completion of 10.5 credits
- All students are expected to maintain a 2.0 GPA or "C" average throughout their term of study.
- Students must meet all academic, attendance and financial requirements.
- CALIMT does not have a cumulative final test or examination required for the completion of the MBA program.

Paralegal

- Successful completion of 50 Qtr. credits
- All students are expected to maintain a 2.0 GPA or "C" average throughout their term of study.
- Students must meet all academic, attendance and financial requirements.
- CALIMT does not have a cumulative final test or examination required for the completion of the Paralegal program.

Paralegal Assistant

- Successful completion of 38 Qtr. credits
- All students are expected to maintain a 2.0 GPA or "C" average throughout their term of study.
- Students must meet all academic, attendance and financial requirements.
- CALIMT does not have a cumulative final test or examination required for the completion of the Paralegal Assistant program.

Hospitality Operations

- Successful completion of 36 Qtr. credits
- All students are expected to maintain a 2.0 GPA or "C" average throughout their term of study.
- Students must meet all academic, attendance and financial requirements.
- Student must complete an internship in the hospitality industry.
- CALIMT does not have a cumulative final test or examination required for the completion of the Hospitality Operations program.

Graduation with Honors – Certificate Programs

Students graduating with a GPA of 3.90 and above will graduate with honors.

ACADEMIC CALENDAR

Degree Granting Programs Academic Calendar

FALL 2018		
Session A (8/27 -10/19)		**Session B (10/22-12/14)**

Application Dateline	Monday, July 30, 2018	Application Dateline	Monday, September 24, 2018
Registration Opens	Monday, July 30, 2018	Registration Opens	Monday, September 24, 2018
Enrollment Dateline	Monday, August 13, 2018	Enrollment Dateline	Monday, October 8, 2018
Registration Closes	Monday, August 20, 2018	Registration Closes	Monday, October 15, 2018
Tuition Due	Friday, August 25, 2018	Tuition Due	Friday, October 19, 2018
Session A begins	Monday, August 27, 2018	Session B begins	Monday, October 22, 2018
Last Day to Drop without W	Friday, September 7, 2018	Last Day to Drop without W	Friday, November 2, 2018
Last Day to Drop wit W	Friday, September 28, 2018	Last Day to Drop with W	Friday, November 23, 2018
Session A ends	Friday, October 19, 2018	Session B ends	Friday, December 14, 2018
Session A grades released	Friday, November 2, 2018	Session B grades released	Friday, December 28, 2018

Winter Break Saturday, December 15, 2018 – Sunday, January 6, 2019

SPRING 2019		
Session A (1/7 - 3/1)		**Session B (3/4 – 4/26)**

Application Dateline	Monday, December 10, 2018	Application Dateline	Monday, February 4, 2019
Registration Opens	Monday, December 10, 2018	Registration Opens	Monday, February 4, 2019
Enrollment Dateline	Monday, December 24, 2018	Enrollment Dateline	Friday, February 18, 2019
Registration Closes	Monday , December 31,2018	Registration Closes	Monday, February 25 , 2019
Tuition Due	Friday, January 4, 2019	Tuition Due	Friday, March 1, 2019
Session A begins	Monday, January 7, 2019	Session B begins	Monday, March 4, 2019
Last Day to Drop without W	Friday, January 18, 2019	Last Day to Drop without W	Friday, March 15, 2019
Last Day to Drop with W	Friday, February 8, 2019	Last Day to Drop with W	Friday, April 5, 2019
Session A ends	Friday, March 1, 2019	Session B ends	Friday, April 26, 2019
Session A grades released	Friday, March 15, 2019	Session B grades released	Friday, May 10, 2019

Spring Break Saturday, April 27, 2019 – Sunday, May 5, 2019

SUMMER 2019		
Session A (5/6-6/28)		**Session B (7/1-8/23)**

Application Dateline	Monday, April 8, 2019	Application Dateline	Monday, June 3, 2019
Registration Opens	Monday, April 8, 2019	Registration Opens	Monday, June 3, 2019
Enrollment Dateline	Monday, April 22 2019	Enrollment Dateline	Monday, June 17, 2019
Registration Closes	Monday, April 29, 2019	Registration Closes	Monday, June 24, 2019
Tuition Due	Friday, May 3, 2019	Tuition Due	Friday, June 28, 2019
Session A begins	Monday, May 6, 2019	Session B begins	Monday, July 1, 2019
Last Day to Drop without W	Friday, May 17, 2019	Last Day to Drop without W	Friday, July 12, 2019
Last Day to Drop with W	Friday, June 7, 2019	Last Day to Drop with W	Friday, August 2, 2019
Session A ends	Friday, June 28, 2019	Session B ends	Friday, August 23, 2019
Session A grades released	Friday, July 12, 2019	Session B grades released	Friday, September 13, 2019

Summer Break Saturday, Saturday, August 24, 2019 – Sunday, September 2, 2019

Non-Degree Granting Programs Academic Calendar

START DATE	END DATE
August 6, 2018	August 31, 2018
September 3, 2018	September 28, 2018
October 1, 2018	October 26, 2018
October 29, 2018	November 23, 2018
November 26, 2018	December 21, 2018
December 22, 2018 - January 6, 2019 Winter Break	
January 7, 2019	February 1, 2019
February 4, 2019	March 1, 2019
March 4, 2019	March 29, 2019
April 1, 2019	April 26, 2019
April 27 – May 5, 2019 Spring Break	
May 6, 2019	May 31, 2019
June 3, 2019	June 28, 2019
July 1, 2019	July 26, 2019
July 29, 2019	August 23, 2019
August 24 – September 1, 2019 Summer Break	

Start Dates

Paralegal, Paralegal Assistant & Hospitality Operations certificate programs:

Classes start every 4 weeks

Recognized Holidays

California Institute of Management and Technology recognizes the following holidays:
- Every Sunday.
- January 1st.
- The third Monday in January, known as "Dr. Martin Luther King, Jr. Day."
- February 12th, known as "Lincoln Day."
- The third Monday in February.
- March 31st known as "Cesar Chavez Day."
- The last Monday in May.
- July 4th.
- The first Monday in September.
- September 9th, known as "Admission Day."
- The fourth Friday in September, known as "Native American Day."
- The second Monday in October, known as "Columbus Day."
- November 11th, known as "Veterans Day."
- December 25th.
- Good Friday from 12 noon until 3 p.m.
- Every day appointed by the President or Governor for a public fast, thanksgiving, or holiday.

SERVICES

Whether a student or a staff member, California Institute of Management and Technology (CALIMT) is dedicated to providing the best opportunities available. Here, both students and staff will find information that will help them to be an involved and knowledgeable member of our community.

Hours of Operation

CALIMT is located at 2361 Campus Drive Suite 180 Irvine, CA 92612, USA. CALIMT's hours of operation are Monday to Friday from 9:00 a.m.to 6:00 p.m. Pacific Time. The office is closed for the following major holidays:

Labor Day	1st Monday in September	Christmas	December 25
Veterans Day	November 11	New Year's Day	January 1
If Veterans Day falls on a Saturday, office is closed on Friday November 10. If Veterans Day falls on a Sunday, office is closed on Monday November 12.		Dr. Martin Luther King Jr. Day	3rd Monday of January
		Presidents' Day	3rd Monday of February
Thanksgiving Day	4th Thursday of November	Memorial Day	Last Monday of May
Day after Thanksgiving	4th Friday of November	Independence Day	July 4, 2019

Academic Advising

Sometimes students experience academic difficulties, not because they do not understand the specific course material, but rather due to other factors such as excessive anxiety, poorly developed study skills, or unrealistic expectations about how much they can handle. Academic advising is an opportunity to exchange information designed to help students reach their educational goals and overcome any obstacles to finishing their degree.

Student Responsibilities

- Contact academic adviser with any questions/concerns and during times of academic difficulty.
- Accept responsibility for coursework. An adviser may provide advice, not make decisions for students.
- Define a plan to achieve academic goals.
- Be aware of the Satisfactory Academic Progress policy and other policies, procedures and practices, and when needed, ask for clarification.
- Create positive relationships with advisers, faculty, and staff.
- Read all school correspondence sent. Respond if required.
- Take advantage of school resources that will improve educational experience.

Adviser Responsibilities

- An adviser may provide assistance in helping a student learn how to make practical academic plans and decisions, how to discover a range of options available to the student, based on the student's stated goals, and how to think through the consequences of the student's own choices.
- Offer advice and planning during times of academic difficulty.
- Assist in development of an academic plan consistent with student's stated goals, interests and abilities.
- Provide accurate information about policies, procedures and requirements.

- Assist student with attaining Satisfactory Academic Process.
- Create positive working relationships with students, other advisers, staff and faculty.
- When appropriate refer students to other University resources and services.

__Expected Outcomes of Academic Advising__

- Students will know how and where to access accurate information about policies, procedures and requirements.
- Student will have a plan for achieving Satisfactory Academic Process.
- Student will be encouraged to make decisions that support their goals, abilities and aspirations.

Online Discussion Forum

The online discussion forum is an electronic bulletin board enabling dynamic communication and interaction among students and their professors. When a student posts a message to the forum, the message is automatically redistributed to the professor and all other students in the program, allowing students to discuss the week's readings and material. The online discussion forum plays an integral part in CALIMT's program by facilitating interaction among students; it ensures that learning and student interaction do not end when class ends.

Library Services

CALIMT uses Library and Information Resources Network, Inc. (LIRN) as its online library resource. The online library offers students 24-hour access to a full range of credible sources for business information, including business and financial news, and market research. Search features permit queries across all databases, specific subject areas or resources within a single search. LIRN can be accessed via MetaBoard.

To access the Library and Information, log into your Student Portal and click on "Online Library" in the "Resources" section. Then click the "Access LIRN" button. Once you are in the library you will discover that our LIRN library is organized by subject matter.

In addition to using our LIRN online database collection, Students have access to on campus textbooks available for research located in the classroom and break area. CALIMT is located at 2361 Campus Drive Suite 180 Irvine, CA 92612, USA.

CALIMT students are also able to visit Langson Library at University of California, Irvine, Pollak Library at California State University Fullerton, Orange County Law libraries for the purposes of studying, researching, and accessing additional resources such as online and electronic databases, periodical and newspaper collections, reference materials, as well as research consultation.

University of California, Irvine The UCI Libraries

- Zot 8100 PO Box 19557
Irvine, CA 92623-9557
Phone: (949) 824-6836

Langson Library Hours:

Monday through Thursday 7:30 am – 11:00 pm Friday 730 am – 9:00 pm
Saturday 10:00 am – 9:00 pm
Sunday 10:00 am – 11:00 pm
Langson is a public library. All services are free in person. To use online resources from home you must have a library card.

A 12-month card is available for a fee of $80 to all other community users, which includes California private college/university students and non-California college/university students.

California State University, Fullerton

800 North State College Boulevard,
Fullerton, CA 92831- 3599
Phone (714) 278-2633

Pollak Library Hours:

Monday through Thursday 7:30 am - 10:30 pm Friday 7:30 am – 5:00 pm
Saturday 12:00 pm – 5:00 pm
Sunday 12:00 pm – 7:00 pm

Pollak is a public library – all services are free in person. The cost for a library card is $50 annually, which allows students to check books out and access online resources (i.e., electronic databases) from home.

Orange County Law Library

Orange County Public Law Library hours:

Monday- Thursday 8:00 am to 5:55 pm
Friday 8:00 am to 4:55 pm
Saturday 9:00 am to 4:55 pm Sunday closed

Computers, Copiers, Printers, and Fax machines

Computers and computer software programs needed for course work on campus are provided to the student during the course needed, as needed while on campus. It is up to the student to have the necessary supplies which includes a computer with internet access to complete course work off campus. All students are made aware of the minimum requirements needed to enroll in a certificate program.

Copiers, printers and fax machines are provided for student use in the student lounge and at the administrative offices. Use of this equipment is provided free of charge to enrolled students, faculty and alumni but is reserved for academically-related work. Personal use of CALIMT equipment is prohibited.

Students with Disabilities

California Institute of Management and Technology uses the definition of disability set forth in Section 504 of the Rehabilitation Act of 1973, which states that a disabled person is anyone who:

- Has a physical or mental impairment which substantially limits one or more major life activities;
- Has a record of such impairment;
- Is regarded as having such impairment.

CALIMT admission decisions are made using criteria independent of an applicant's disability. Students with disabilities desiring to enroll in the program at CALIMT must be able to meet the admissions standards of CALIMT. CALIMT will make efforts to provide reasonable accommodations to qualified individuals with disabilities to the extent that such accommodations are readily achievable. Though CALIMT takes the needs of student with disabilities seriously, it is not able to guarantee that all services can or will be provided. Specifically, accommodations that are unduly burdensome or fundamentally alter the nature of the service, program or activity may not be entertained.

In order to receive accommodations, a student must meet the following criteria:

- Have a documented disability (documentation must be supplied) that presents a significant barrier to the educational process, and
- Request services from Disability Services through the Registrar's Office.

Students are required to provide the Registrar with medical or psychological documentation in order to receive accommodations. All medical information remains confidential and is only released to other school personnel with the student's written permission.

Student Visas

CALIMT does not offer I-20 or other visa services, provide for student status in these regards, or vouch for student visa status.

Language of Instruction

All instruction at CALIMT is in English.

English Instruction

CALIMT does not provide English as a Second Language (ESL) instruction.

English language proficiency is documented by:

- Receipt of prior education documentation as stated in the admission policy

Documentation of English skills as stated in the admission policy for Non-Native English Speakers

Facilities and Equipment

CALIMT's mode of training for certificate programs is hybrid, requiring the student to attend class on campus as well as through online distance education. Coursework is completed on campus at 2361 Campus Drive Suite 180 Irvine, CA 92612, USA, as well as a location of their choice for the distance learning courses.

CALIMT's Admissions Office is located at 2361 Campus Drive Suite 180 Irvine, CA 92612, USA. The Provost/Chief Executive Officer, Chief Financial Officer, Program Chair, Student Services Office, Admissions Office, Academic Adviser, and Registrar are all located at this office. This location houses student records and files, a board room, and offices for academic and administrative staff. The office provides the professors and staff the necessary equipment to teach the students and operate the institution.

Housing

CALIMT does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Irvine, CA rental properties start at approximately $1,095 per month.

Transcript Services

CALIMT will provide students with one transcript at no charge when they graduate from their program. If students wish to order additional transcripts, they must send a signed written request to the Office of the Registrar. The fee for an official transcript is $10.00. Payment must accompany the request.

Graduation Services

Graduation from CALIMT is a significant accomplishment. Once the student has met all course requirements and has paid the graduation fee, he or she will be eligible to graduate. Graduation packages typically take six to eight weeks for delivery.

A graduation ceremony takes place once a year.

Career Planning and Placement

In preparation of program completion and upon completion of CALIMT's certificate program students will meet with the Career Services Coordinator. CALIMT's Career Service Coordinator assists our students in career planning during enrollment and provides job placement assistance upon completion of the program

Accuplacer ESL Exam Series

The Accuplacer ESL exam series assesses students who speak English as a second language in order to prepare them for a successful academic experience.

- Only costs $35 to take the exam
- An additional $125 fee will be charged if a virtual proctor is required
- The exam is administered by CALIMT, which offers flexible scheduling
- Retakes of up to 5 times per admission cycle ($10 Retake fee will be applied to each retake exam)
- There is no time limit on the tests
- Free practice tests and study apps are available

For additional information or to schedule your Accuplacer ESL exam series please contact CALIMT at testcenter@calimt.edu.

GI Bill® Benefits Assistance

How to apply for benefits
- Log onto veteran's online application
- VA reviews application and issues letter
- Submit copy of letter to certifying official

For new students
- Send application to VA to start education benefits with VA form 22-1990
- Apply to CALIMT program
- Provide certifying official with required documentation once approved for benefits
- Contact certifying official when registered for class
- Verify attendance with the VA monthly

Dependent/Chapter 35 students: Use VA forms 22-5490 or 22-5495

Transfer students: Use VA change form 11-1995

Designated chapter	Required Document
Chapter 33	Certificate of eligibility & DD214
Chapter 30 or 1607	DD214 (Member 4)
Chapter 1606	NOBE
Chapter 35	Letter of eligibility

Each semester

Be sure to notify the certifying official every semester once registered for classes in order to be certified for benefits with the VA.

All students (except for Chapter 33 & 35) must verify enrollment with the VA at end of each month at:

U.S. Department of Veterans Affairs at https://www.gibill.va.gov/wave/index.do or call 877-823-2378

Benefit checks will not be issued if student fails to verify attendance each month. Please contact VA directly if you have not received your checks or have questions regarding your benefits at 888-442-4551.

For additional assistance please contact CLAIMT at studentservices@calimt.edu.

POLICIES

California Institute of Management and Technology (CALIMT) policies have been established to create a safe and productive academic and work environment. All employees and students are expected to be familiar with these policies and to follow them. These policies are subject to change at any time. Any revisions or addendums will be announced on the school website. Faculty, staff and students are responsible for familiarizing themselves with current policies. Please direct any questions to student services or your academic adviser.

Enrollment Policies

Student Classification

Matriculated students are those who have applied for enrollment in a course, have been accepted for enrollment by CALIMT, have been registered as a student, and have formally submitted at least one required examination, participated in at least one discussion, or have submitted at least one assignment.

Continuous Enrollment

All students are required to keep active status from the commencement date of their first course through the final course in their program. Students who discontinue their studies and wish to resume their studies at a later date will be required to pay any unpaid tuition and/or fees prior to receiving permission to resume study. Each student must graduate within the maximum time of completion. Any student requiring additional time will need approval by the Program Chair. For more details, review the "Maximum Completion Time" policy under the section for "Completion Requirements."

Leave of Absence Policy

CALIMT realizes that an emergency may occur. For such situations that require a student to interrupt class attendance for a time by requesting a leave of absence, students must direct such a request to the Office of the Registrar. The request should include a signed statement with the reason for the leave of absence request, the date of the request, and the anticipated date of return. The leave may be granted if sufficient reason is provided, but any leave of absence may not exceed 180 days in a calendar year. Students requiring more than 180 days will be withdrawn from the program. When a student is granted a leave of absence, consequences may include the following:

- Receive a withdraw grade for all courses that were not completed;
- Repeat failed courses; or
- Delayed graduation date

Dismissal

Non-payment of any applicable tuition and fees may result in dismissal from the program.

Satisfactory Academic Progress Policy

General Requirements

Students are required to make satisfactory academic progress (SAP) toward their certificate. SAP standards apply to all students, regardless of enrollment status (full-time or part-time) or tuition funding (Cash, Scholarship, or Title 38 beneficiary). Students are evaluated at the half way mark in a course and sent reminders to submit work and participate in the course as required to pass. Official SAP evaluations are completed at the end of every quarter (25% increments).

Students are considered in good standing if they have a minimum 2.0 cumulative grade point average (CGPA) for certificate and bachelor programs and a minimum 3.0 cumulative grade point average (CGPA) for graduate programs. The percentage of credit hours successfully completed versus the hours attempted (pace) must be at least 80%. Accountability starts with the student's entry date at the school. and progress is assessed on a cumulative basis.

Attendance

Students are required to maintain an 75% attendance average. Two tardies, early departures or combination will count as one absence. Students that do not meet the 75% attendance mark for the course will be placed on probation for one SAP cycle or combination of the two will count as one absence. If a student does not make SAP will be placed on probation and if they fail a second consecutive SAP will then receive a failing grade.

Late Assignments /Make-Up Work

Late assignments and make-up work may result in lower grades. The approval of late assignments and make-up work will be determined by the professor in each course. Make-up work must be submitted within two weeks of the missed assignment/absence.

Grades and Grade Points

Student performance in courses is indicated by one of following grades. Grades carry point value and are used in determining the CGPA. Point values are as follows:

Grade	Points	%	Definition
A+	4.5	96-100%	Exceptional
A	4.0	90-95%	Excellent
B+	3.5	86-89%	Very Good
B	3.0	80-85%	Good
C+	2.5	76-79%	Above Average
C	2.0	70-75%	Average
F	0.0	≤69%	Failing
W			Withdrawal
I			Incomplete

How Cumulative Grade Point Average is Determined

CALIMT determines a student's cumulative grade point average (CGPA) by dividing the total amount of grade points earned by the total amount of credit hours attempted. Grade point averages may range from 0.0 to a 4.5, as noted in the above table. Below is an example of how to determine CGPA.

EXAMPLE STUDENT TRANSCRIPT FOR FIVE COURSES			
COURSE	**CREDITS**	**GRADE**	**GRADE POINTS**
MGT 500	3.0	A+	13.5
MKT 500	3.0	B+	10.5
IBU 500	3.0	B	9
IBU 610	1.5	C	3
IBU 621	1.5	F	0
12 TOTAL CREDITS COMPLETED		36 TOTAL GRADE POINTS	

To calculate cumulative GPA, total the credit hours and then the grade points from all courses. Divide the total grade points by the total credit hours, as illustrated below.

Total Grade Points	36
divided by Total Credits Completed	12
Equals	=
Cumulative GPA	3.0

Course Extension Policy

If a student cannot complete a course within the given time allotted, he or she may request an extension from the professor for that course. The professor will make the determination on whether to grant the extension, deny the request, or suggest an Incomplete until the student can complete the coursework.

Grade of Incomplete

A student may receive a grade of Incomplete ("I"), and turn in work past the end date of the course, at the professor's discretion, if the professor has determined that the student's work for much of the course has been satisfactory and the student can finish the remaining work without having to retake the course. The Incomplete grade will not affect the student's GPA calculation. The professor will determine the appropriateness of assigning a grade of "I" and establish the requirements of completion as well as set a deadline for completion of the work, all of which will be documented in the Incomplete Course form. The maximum allowable time for a student to complete coursework for a course in which he or she has received a grade of "I" is 12 months. However, professors are advised to determine a shorter extension deadline.

Although professors should turn in the changed grade no later than one week after receiving the remainder of the student's work, it is solely the student's responsibility to ensure that his or her grade has been changed from an "I" to the appropriate grade as determined by the professor.

If a grade is not changed from an "I" to the appropriate grade at the end of 12 months from the end of the course, the student's grade in the course will automatically revert to an "F" unless an alternate grade has previously been determined by the professor as indicated in the Incomplete Course form. Grades of "F" will impact the student's GPA   and may lead to academic warning, probation or dismissal as determined by the Satisfactory Academic Progress Policy.

Withdrawal Grade

The last day to withdraw without a grade of W (Withdrawal) is Friday of the second week for an eight-week course and Friday of the first week for a four-week course. The last day to withdraw with a grade of W (Withdrawal) is Friday of the fifth week for an eight-week course and Wednesday of the third week for a four-week course.

Treatment of Various Grades

Students are considered in good standing if they have at least a 3.0 CGPA in all courses. Any student who receives a grade of F in a required course must retake that course. A student who receives an F in any non- required course may opt to retake that course. A student may retake courses if he or she is not in violation of the guidelines listed in the section "Maximum Timeframe." A student must have a CGPA of 3.0 to graduate. All withdrawals, incompletes, and repeats are taken into consideration when determining SAP. SAP will be determined at the end of each trimester. Incompletes and withdrawals are not considered as credits   completed but count as credits attempted. For repeated coursework, the higher grade will count toward   the CGPA, but all course attempts are counted toward the pace measure (see general requirements). Transfer credits are counted as both credits attempted and credits earned, but do not affect the CGPA.

Failure to Meet SAP Standards

If a student fails to meet minimum SAP standards they will be placed on probation until the next official SAP check. The student will be counseled regarding their academic requirements. If at the end of probation, the student still has not met the minimum required SAP the student will be dropped from the program. An appeal may be made to the college Provost for a probation extension and is approved on a case by case basis.

***Title 38 beneficiary
If at the end of the Title 38 beneficiary's probation period, his or her grade still does not meet the minimum satisfactory grade, the student's VA benefits will be interrupted and the Department of Veterans Affairs will be notified immediately. The student will be withdrawn from the program of study.

To be re-certified for benefits, Title 38 beneficiaries must submit written appeal to the college Provost. Appeals will be reviewed on a case by case basis.

Maximum Timeframe

Students must complete their program within 150% of the normal program length, as measured in semester credit hours.   A maximum of 54 attempted semester credits is permitted. Maximum completion time does not include any time approved for a Leave of Absence.

Appeal and Reinstatement

Students who are dismissed from the program for failure to acquire SAP will be notified in writing of their dismissal. Students with mitigating circumstances wishing to appeal may do so, in writing, to the Program Chair no more than two weeks after the student's dismissal. Mitigating circumstances may include but are not limited to illness or injury of the   student   or   immediate   family   member; death   of   a   relative; or other   special   circumstance. The Program Chair will evaluate the appeal and determine whether the student may be allowed to continue a secondary probation status.

The student's appeal must address the following:

1. The basis for the appeal—a description of the special circumstance; AND
2. The reason why the student failed to meet the SAP standard(s); AND
3. What has changed in the student's situation so that he or she will now be able meet the SAP standards.

Students are encouraged to submit supporting documentation with their appeals. Students are generally limited to one appeal during their program, regardless of the reason or other circumstances.

Probation

If an appeal is granted the student will be placed on a probation status with an Academic Plan. A student on probation is required to regain SAP standing by the end of the probationary quarter; the terms of the probation will be included in the notice sent to the student when the appeal is granted.

If a student cannot regain SAP standing by the end of one quarter, the student will be withdrawn.

Reinstatement of SAP Status

A student has his or her SAP status reinstated SAP requirements are met. For example, at the end of the warning quarter a student who once again meets the SAP standards has regained SAP status.

Credit for Experiential Learning, Challenge Examinations, Achievement Tests

CALIMT will not extend experiential credit to any student, nor accept hours or credit earned through challenge examinations or achievement tests.

Grade Reports

At the end of each session, a report of grades achieved while enrolled at CALIMT will be provided to each student. Grades are normally given within two weeks after completion of the course. If there are any unpaid charges or other penalties on record against a student, transcripts and class grades will be withheld they are resolved with administration. Questions regarding grade reports, academic credit, or transcripts should be referred to the Office of the Registrar.

Grade Appeal

If the student believes that his or her professor has submitted an incorrect grade, the student must contact the professor directly to rectify the situation. If not satisfied, the student may begin the appeal process no later than two weeks after the start of the following session. An appeal offered after this deadline will not be considered. Please follow these steps to appeal a grade:

Step 1: Communicate directly with the professor to arrive at a mutually agreeable solution.

Step 2: If a solution is not found or if the student believes the grade had been awarded either because of procedural error or non-academic criteria, the student is to compose a written appeal stating 1) the exact nature   for the appeal, 2) the reason for the request and 3) supporting evidence for the request.

Step 3: The professor will respond to the student's written appeal and decide whether the appeal will be granted or denied. Once the professor's response has been submitted to the Office of the Registrar, students will be notified of the decision through the Office of the Registrar.

Step 4: If the student is not satisfied with the professor's decision, they may contact the Office of the Registrar to obtain the form to appeal their grade change to the Program Chair. The student must complete a written appeal to the Program Chair and submit it to the Office of the Registrar. The Program Chair will review the appeal and will reach a final decision on the awarded grade based on both the student's appeal and the professor's review. Once a decision is reached, the Office of the Registrar will notify both the student and the professor of the final grade.   The Program Chair's decision is final and cannot be appealed.

Proctored Exam Policy

CALIMT approves two, flexible proctoring options:

A live proctor: The live proctor is chosen by the student and approved by CALIMT. Students are responsible for securing the proctor and site if the student decides to opt to use a live proctor. Local libraries, testing centers and other higher education institutions are options for the student to locate a live proctor. Students must schedule the proctored exam date with the live proctor in advance.

A remote proctoring service: Provided by Software Secure (SSI) Remote Proctor NOW, this remote proctor will access the test taker's display screen, webcam, and microphone to ensure a secure testing environment. The recorded footage is sent to the appropriate professor. There is no fee for using this service.

Students are required to provide valid government-issued photo identification for either proctor service. Acceptable forms of identification are:

- Passport or Passport Card
- Permanent Resident Card
- Driver's License
- ID Card
- Military Card

Any government-issued photo identification will be considered for identification if it contains a photograph and information such as name, date of birth, gender, height, eye color, and address.

Remote Proctor NOW will report the recorded video and audio during the exam period to the appropriate professors and administrators for review. There is no additional fee for Remote Proctor NOW.

Courses requiring proctored exams will include instructions on proctored exams and rules in the course syllabus, provided no later than the first day of a course. If you have questions about a proctored exam, please contact the Registrar at registrar@calimt.edu at least two weeks prior to the exam date.

Exam Taker Guidelines

I. Proctored exam with online service Remote Proctor NOW

1. Requirements: Students will need a webcam, microphone, and a sufficient Internet Connection. Click here to download the online proctored exam readiness checklist.
2. Before the Exam
    A. Check the exam guidelines as written by the course professor (e.g., open book exam, no calculators allowed, etc.).
    B. Check in the course syllabus or ask the Registrar before registering if your course requires a proctored exam.
    C. Review the RPNow Exam Taker Quick Guide, which includes support information, video walkthroughs, and more, and is provided by the Registrar.
    D. Optional: Take a practice proctor exam for system check.

3. During the Exam
    A. Log in to the provided URL link in the Exam Taker Quick Guide to set-up Remote Proctor NOW before entering the exam.
    B. Follow the given instructions from Remote Proctor NOW.
    C. Complete the exam and close out of Remote Proctor NOW.

4. After the Exam
   A. Check the exam result. The professor will contact the student as needed depending on the result and report provided from RPNow.

II. Proctored exam with live proctor

1. Requirements: The exams are given through MetaBoard, which requires student to be on either a notebook or desktop with Internet connection.
2. Before the Exam
   A. Check if the registered course requires a proctored exam in the course syllabus or ask the Registrar before registering.
   B. Complete and submit the Proctor Approval Application form TWO WEEKS PRIOR to the exam date.
   C. Check the exam guidelines as written by the course professor (e.g., open book exam, no calculators allowed, etc.).
3. Live Proctor Eligibility Guidelines
   A. The following may serve as a live proctor
      • California Institute of Management and Technology Representative
      • Official Testing Center
      • Human Resource Manager
      • Librarian or qualified library staff member
      • Military Education Services Officer
      • Representative of an established religious order
      • School Counselor
      • School Principal/ Vice Principal
      • Supervisor
      • Teacher
      • Training Director/ Officer
      • Employees who hold a higher rank than the student in the same corporation or agency where the student is employed, e.g., a manager
      • California Institute of Management and Technology Representative (at CALIMT offices in Irvine, CA only)

   B. Proctors cannot be any of the following
      • A company subordinate of the student, in the same lateral organizational position as the student, or report to the student in any manner
      • A friend, family member, or relative (e.g., spouse, parent, sibling, grandparent, in-law, etc.)
      • A fellow student or casual acquaintance (neighbor, etc.)
4. During the Exam
   A. Show a photo ID to the proctor when requested.
   B. Take the exam as instructed by the proctor.
   C. Show the proctor that the exam has been submitted in MetaBoard.

5. After the Exam
   A. Check the exam result. The professor will contact the student as needed depending on the result and report provided by the proctor.

Course Cancellation

Courses may be cancelled if California Institute of Management and Technology determines there are insufficient students enrolled in a course to ensure a vibrant learning experience. The School will inform the professor and students of the cancellation two business days prior to the start of the course.

Cancellation, Withdrawal & Refund Policies

Withdrawals & Leave of Absence

It is the student's responsibility to inform   CALIMT in writing that he or she is withdrawing or requesting a leave of absence from the program. Failure to properly do so may require a new application and payment of additional fees.

Student's Right to Cancel

The program in which you are enrolling is distance education-not offered in real time. The institution will transmit   the first lesson and materials to you within seven days after the execution of this enrollment agreement. You have the right to cancel your program of instruction, without any penalty or obligations, within five (5) calendar days of enrolling and receive a refund of all monies paid, less an application fee of $100.00 within 30 days of cancellation. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right   to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current course period in your program through the last day of attendance.

Course Period = 3 semester credit course = 8 week course, 1.5 semester credit course = 4 week course.

Cancellation is effective on the date the notice of cancellation is provided to the institution in any manner, such as email, phone call, fax, and written notice. If the notice is sent in writing it may be submitted to: 2361 Campus Drive Suite 180 Irvine, CA 92612, USA or emailed to registrar@calimt.edu or faxed to (949) 872-2229. Refunds will be paid within 30 days of cancellation.

This Institution shall transmit all the lessons and other materials, if applicable, to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all the material be sent. If the Institution transmits the balance of the material as the student requests, the Institution shall remain obligated to provide the other education services it agreed to provide, such as responses to student inquires, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all the lessons and material are transmitted.

Withdrawal From The Program

You may withdraw from the school at any time and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current course period in your program through the last day of attendance. The refund will be less an application and registration fee of $100.00 each for a total of $200.00, within 30 days of withdrawal. Notification of program withdrawal may be provided to the institution in any manner, such as email, phone call, fax, and written notice. If the notice is sent in writing it may be submitted to: 2361 Campus Drive Suite 80 Irvine, CA 92612, USA or emailed to registrar@calimt.edu or faxed to (949) 872- 2229.

For determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the current course period (total institutional charge, minus non-refundable fees, divided by the number of days in the course period), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students, scheduled days is based on a five-day week, which does not include any defined holiday as stated below.

1. Every Sunday.
2. January 1st.
3. The third Monday in January, known as "Dr. Martin Luther King, Jr. Day."
4. February 12th, known as "Lincoln Day."
5. The third Monday in February.
6. March 31st known as "Cesar Chavez Day."
7. The last Monday in May.
8. July 4th.
9. The first Monday in September.
10. September 9th, known as "Admission Day."
11. The fourth Friday in September, known as "Native American Day."
12. The second Monday in October, known as "Columbus Day."
13. November 11th, known as "Veterans Day."
14. December 25th.
15. Good Friday from 12 noon until 3 p.m.
16. Every day appointed by the President or Governor for a public fast, thanksgiving, or holiday.

For programs beyond the current "course period," if you withdraw prior to the next course period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Withdrawal From a Course

You may withdraw from a course at any time and receive a pro rata refund of tuition if you have completed 60 percent or less of the scheduled days in the current course period through the last day of attendance in the course, within 30 days of withdrawal. Notification of course withdrawal may be provided to the institution in any manner, such as email, phone call, fax, and written notice. If the notice is sent in writing it may be submitted to: 2361 Campus Drive Suite 180 Irvine, CA 92612, USA or emailed to registrar@calimt.edu or faxed to (949) 872-2229.

To remain an active student a student must be continuously enrolled in a minimum of one course and making satisfactory progress, as defined in the catalog. A minimum of six semester credit units must be completed each trimester (sixteen (16) week period).

For determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the course (total charge divided by the number of days in the current course period), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students, scheduled days is based on a five-day week, which does not include any defined holiday as stated above in the Withdrawal from The Program section

Last Day to Register for Courses

All course registrations must be submitted at least one week before the course start date. Late registrations will require approval of the Program Chair.

Grievance Procedure

A grievance is defined as an official statement of complaint regarding one party's belief of being wronged by a student, faculty or staff member. Actions may include but are not limited to acts of discrimination, discriminatory harassment, sexual harassment, misconduct, dishonesty, and fraud. Other grievances may concern academic, administrative, financial and technical matters or policies.

Grievances should be sent in writing to the Registrar at registrar@calimt.edu. The Program Chair will investigate the situation and will interview persons with pertinent information, and examine relevant materials. Grievances sent in writing will receive a written response within 10 business days after receipt. Please submit all supporting documents that describe the grievance demonstrating an attempt in good faith to resolve the issues with the involved parties under the extenuating circumstances. An appeal to the written response may be submitted if there is additional information to be considered. The final decision of an appeal is determined by the Provost, and provided within 10 business days after receipt by CALIMT.

Campus Safety

Safety and Awareness

CALIMT campus safety policies have been prepared to increase the students' awareness of safety and well-being to satisfy the requirements of the Safe and Drug Free Schools and Communities Act. CALIMT strives to provide its students with a secure and safe environment. Classrooms and campus facilities comply with the requirements of the appropriate regulatory agencies

Students are responsible for their own security and safety and must be aware of the security and safety of others. The College is not responsible for any student's personal belongings that are lost, stolen, or damaged on campus, in parking lots, at clinical/externship sites, or during any college activities. Students should immediately report any medical, criminal, or other emergency occurring on campus to their Instructor, Provost or any College employee. Upon receipt of any report of a medical or criminal emergency, the College will, on behalf of the student, obtain the services of medical or security professionals, as appropriate. Students are encouraged to promptly and accurately report all emergencies to College officials

Sexual Assault and Prevention

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures anywhere on College property, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature.

Any student or applicant who feels that he or she is a victim of sexual harassment by any student, applicant, faculty member or other College employee should bring the matter to the attention of the Campus Provost at c.chaiy@calimt.edu or Human Resource Administrator at the telephone number specified in this catalog. Any questions about this policy or potential sexual harassment should also be brought to the attention of the above College officials. The College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action, if warranted.

Alcohol and Other Drug Abuse Policy

The possession or use of drugs or alcohol is strictly forbidden on College premises or during any activities conducted off campus.

Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered in the student.

1. In accordance with federal and state laws, it is unlawful to manufacture, possess, uses, sell or distribute alcohol, narcotics, or other controlled substances on campus property or at any institution-sponsored activities. Students, faculty, and staff who are found to possess alcohol, illegal drugs, or show 21/85 indications of substance abuse on campus and or at university sponsored events will be subject to disciplinary action which may include immediate dismissal without probationary status
2. Students must adhere to federal, state and local laws and regulations.
3. The College will impose disciplinary action against students for violating these standards of conduct, which may include suspension, termination, or proof of completion of a drug or alcohol rehabilitation program.
4. Information on Drug Awareness programs, counseling, treatment, and other related services are available through:
   The Center for Drug Abuse Treatment and Referral Hotline: 1-800-662-HELP

The following guidelines describe the actions that may be taken when students are suspected of violating drug or alcohol policies:

1. Faculty or peers who suspect a student of alcohol or drug use/dependency (based on a pattern of behavior consistent with impairment) will document specific behaviors or confirmed evidence of such impairment. This documentation will be submitted in writing to the Campus Provost who will determine the action to be taken. If the Campus Provost and involved faculty feel the evidence is compelling and indicates violation of drug and alcohol policies, the student will be confronted with the concerns and evidence. The Campus Provost and involved faculty will decide what type of follow-up is indicated, based on the outcome of this conference.
2. If reasonable suspicion of alcohol or drug use occurs in the classroom or clinical setting, the student will be immediately removed from that setting. The faculty member will discuss the concerns with the student. If reasonable suspicion still exists, the Provost will be informed and will determine what actions need to be taken.

No Weapons Policy

CALIMT prohibits all persons who enter College property from carrying weapons of any kind regardless of whether the person is licensed to carry the weapon. Failure to abide by this policy will lead to dismissal from the College.

Dress Code

Students enrolled at California Institute Of Management & Technology are training to enter a highly professional work environment and are expected to maintain a neat, clean appearance at all times during their training, both on campus and at internship sites. Although casual wear is allowed, students are to refrain from wearing tank tops, tube tops, mini-skirts, halter tops, or any provocative, offensive, or gang related attire. Authorized administrative personnel shall maintain the right to make a final determination, based solely on their opinion, as to the appropriateness of student attire. This determination may also require the student to leave campus until appropriate attire is worn.

Non-Discrimination Policy

California Institute of Management and Technology does not discriminate based on race, color, ethnicity, creed, nationality, disability, medical condition, genetic information, gender/sex (including gender identity and gender expression), marital status, sexual orientation, age, genetic information, religion, as well as Veteran Status in its programs and activities, including admission and access. Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination. Complaints regarding discrimination of any kind may be emailed to studentservices@calimt.edu.

Conflicts of Interest

CALIMT faculty must disclose any involvement that might constitute a conflict of interest. A conflict of interest is any situation in which faculty members have significant financial or other personal considerations that may compromise (or have the appearance of compromising) their professional judgment in teaching or otherwise performing School obligations.

Student Code of Conduct

CALIMT requires all students to adhere to the highest standards of academic honesty and integrity and to commit   no acts of cheating, plagiarism, or falsification of records. Students are expected to utilize the courses for lawful purposes, respect the privacy of other students, respect the integrity of the computer system, respect the diversity of opinions, and maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the professor and classmates. This includes, but is not limited to demeaning written or oral comments of an ethnic, religious, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations via email, or discussion boards, and abide by all rules and regulations as published in the school catalog.

Students not in compliance with the conduct policy are subject to conduct probation or withdrawal from the course or program at the discretion of the administration.

Cheating

Cheating is the act of obtaining or attempting to obtain academic credit by any dishonest or deceptive means.

Plagiarism

The Council of Writing Program Administrators (WPA) defines plagiarism as follows:

> "In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source."
>
> -Council of Writing Program Administrators. "Defining and Avoiding Plagiarism:
> The WPA Statement on Best Practices." 2003. pg 1.

Inadvertent mistakes can lead to charges of plagiarism or the unacknowledged use of someone else's words or ideas. A charge of plagiarism can have severe consequences, including expulsion from CALIMT. This section is designed to help students avoid accidental plagiarism.

Since professors and administrators may not distinguish between deliberate and accidental plagiarism, the heart   of avoiding plagiarism is by giving credit where it is due. Students should follow these guidelines when choosing whether to give credit or not:

Document when:
- Using or referring to somebody else's words or ideas from a magazine, book, newspaper, song, TV program, movie, webpage, computer program, letter, advertisement, or any other medium.
- Using information gained through interviewing another person.
- Copying the exact words or a "unique phrase" from somewhere.
- Reprinting any diagrams, illustrations, charts, and pictures.
- Using ideas that others have provided in conversations or by email.

There is no need to document when:
- Using one's own experiences, observations, insights, thoughts, or conclusions about a subject.
- Using "common knowledge" — folklore, common sense observations, shared information within one's field of study or cultural group.
- Compiling generally accepted facts.
- Reporting one's own experimental results.

All submitted student assignments will be digitally scanned in MetaBoard for plagiarism.

Action Against Cheating & Plagiarism

One or more of the following actions are available to the professors who suspects a student has been cheating or plagiarizing. The choice of action is up to the discretion of the professor.

1. Review - no action
2. Oral reprimand
3. Require the work be repeated
4. Failing grade for the specific work in question
5. Referral to the Program Chair or Provost of CALIMT for disciplinary action

Falsification of Records

Discovery of falsifying records is grounds for immediate dismissal and forfeiture of all financial payments and academic credits.

Student Verification

Each student is issued a unique username and password. These are required each time the student logs in to the school's online learning management system to register for courses, participate in course discussions, complete assignments, and take exams.

Student Health & Safety Regulations

CALIMT is not liable for injuries sustained by students in their activity as students, even if such injuries occur on school premises, in laboratory work, or in clinics. Students are advised to be certain that they are covered by personal health and accident insurance.

Student Records Policies

Availability of Student Records

Student records are maintained onsite for a minimum of five years after graduation or withdrawal. Students have access to their own personal records during regular business hours upon reasonable notice; however, access can only be permitted in the presence of a duly-authorized CALIMT representative. Transcripts are maintained permanently.

Privacy of Student Records

CALIMT will maintain the privacy of the student records pursuant to law.

Disclosure of Student Records

With several exceptions provided by law, CALIMT cannot release information concerning students to prospective employers, government agencies, credit bureaus, etc., without the written consent of the student. Students and alumni applying for jobs, credit, graduate school, etc., can expedite their applications by providing CALIMT with written permission to release their records, specifying which records and to whom the release should be made.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day California Institute of Management & Technology ("School") receives a request for access. A student should submit to the Registrar, head of the academic department, or Provost, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by California Institute of Management and Technology in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of CALIMT who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for California Institute of Management & Technology.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by California Institute if Management and Technology to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
   > Family Policy Compliance Office
   > U.S. Department of Education
   > 400 Maryland Avenue, SW
   > Washington, DC 20202

Directory Information

"Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

(a) Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; degrees, honor and awards received; and the most recent educational agency or institution attended.

(b) Directory information does not include a student's –
1. Social security number; or
2. Student identification (ID) number, except as provided in paragraph (c) of this section.

(c) Directory information includes a student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor know or possessed only by the authorized user.

Disclosing Directory Information

(a) California Institute of Management and Technology may disclose directory information if it has given public notice to eligible students in attendance at California Institute of Management and Technology of:

(a) The types of personally identifiable information that CALIMT has designated as directory information;

1) An eligible student's right to refuse to let CALIMT designate any or all those types of information about the student designated as directory information; and

2) The period of time within which an eligible student has to notify CALIMT in writing that he or she does not want any or all those types of information about the student designated as directory information.

(b) California Institute of Management and Technology may disclose directory information about former students without complying with the notice and opt out conditions in paragraph (a) of this section. However, CALIMT must continue to honor any valid request to opt out of the disclosure of directory information made while a student was in attendance unless the student rescinds the opt out request.

(c) An eligible student may not use the right under paragraph (a)(2) of this section to opt out of directory information disclosures to prevent California Institute of Management and Technology from disclosing or requiring a student to disclose the student's name, identifier, or institutional e-mail address in a class in which the student is enrolled.

(d) California Institute of Management and Technology may not disclose or confirm directory information without meeting the written consent requirements in §99.30 if a student's social security number or other non-directory information is used alone or combined with other data elements to identify or help identify the student or the student's records.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within California Institute of Management & Technology whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with   an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
(§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule   or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Right to Withhold Transcripts, Grades, or Information for Nonpayment of Tuition

The Office of the Registrar may withhold a student's transcript or grades if the student is in default on a student tuition contract. CALIMT will not provide documentation for any student or graduate delinquent in payment of tuition, fees, or any other financial obligation incurred through the school.

Address Change

It is important for us to have current mailing addresses for all students. If a student changes his or her address, the student may notify us via email. The student may also notify the Office of the Registrar by phone, mail, or fax.

Name Change (Student or Graduate)

Students who need to change the names on their academic records may do so by contacting the Office of the Registrar in writing and providing appropriate documentation. The Office of the Registrar will then notify other CALIMT departments of the name change.

Evaluation of Credit

Credit transfer will be evaluated on an individual course basis. If a credit transfer request is successful, students will be credited the tuition amount for course(s) transferred. For credit to be considered, the credit must be earned from an institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).   CALIMT does not accept credit earned through challenge examinations, achievement tests, experiential learning or for courses completed in the military, in the workplace, through apprenticeships or training programs. The student will be notified of the credit report through a letter of explanation. The record of credit will be recorded in the students hard and electronic files through the entirety of the program and through the required hold period.

Financial Policies

Ability-to-Benefit

CALIMT does not accept Ability-to-Benefit students.

Dismissal

Non-payment may result in dismissal from the program.

State or Federal Financial Aid

State or Federal Aid:
CALIMT does not currently participate in state or federal financial assistance programs.

Financial Loans:
Students seeking loans may contact financial institutions for possibilities.

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the student is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Tuition

Tuition for a class must be paid before course work is sent or before class begins. CALIMT reserves the right to use reasonable means to collect any unpaid financial obligations for any education services and/or training provided. Payment may be made by electronic funds transfers, credit cards, personal or business checks, cashier's checks, or money orders. A tuition payment plan may be developed to assist students who need to pay on an installment plan.

Refund Policy

Title 38 Beneficiary This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is dismissed therefrom at any time prior to the completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length.

You have the right to cancel your program of instruction, without any penalty or obligations, within five (5) calendar days of enrolling and receive a refund of all monies paid, less an application fee of $100.00 or $50.00, dependent on the program enrolled, within 30 days of cancellation. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current course period in your program through the last day of attendance.

Enrollment Agreement

An enrollment agreement is signed for the entire program. The agreement outlines the terms of the enrollment and the   financial obligations for the course/program.

Employer Tuition Assistance

Employer Tuition Assistance is defined as an employer-sponsored program that assists employees in paying for college. The student can contact his/her current employer(s) for possible opportunities.
If the student's employer does not pay or if his or her approved direct-bill pay is terminated, it is ultimately the student's responsibility to pay the tuition balance.