



## Moler Catalog Addendum 1: CONSUMER INFORMATION

### STUDENT RIGHTS

#### Notice of Student's Right to Cancel

The Student has the right to withdraw from the program of instruction at any time. To withdraw or cancel enrollment, the Student must send a signed Notice of Cancellation or Letter of Withdrawal postmarked NO LATER THAN the fifth business day following the first day of class (or delivered to the school before midnight of the same day). Compliance with this policy will result in a full refund.

Notice of Cancellation or Letter of Withdrawal must be sent to:

Moler Barber College  
3815 Telegraph Ave.  
Oakland, CA 94609

If you have any complaints, questions, or problems that you cannot work out with the school, write or call the Bureau for Private Postsecondary Education (The California Department of Consumer Affairs) 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. 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 <http://www.bppe.ca.gov>

#### Student's Right to Privacy (FERPA)

Moler Barber College (MBC) maintains compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. FERPA defines requirements which are designed to protect the privacy of student records maintained by MBC. The law requires that:

1. Students should be provided access to official records directly related to them. Students who wish to see their records must make an appointment or submit a written request through MBC's Office.
2. Students may not remove any materials, but are entitled, at their expense, to one copy of any materials contained in their file, unless a disclaimer appears on the document indicating that the student is not to be given a copy, or if the student waived the rights to the document.
3. Students should be given the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the faculty member.
4. Students' written consent must be received prior to releasing personally identifiable student data from their records to other than a specified list of exceptions. MBC is authorized to release public directory information concerning students. Directory information includes the student's name, address, phone number, date and place of birth, major field of study, dates of attendance, certificates and awards received and the most recent previous educational

agency or institution attended by the student. Directory information is subject to release by MBC at any time unless the Registrar has received a prior written request from the student specifying that the information not be released.

MBC is authorized to provide access of student records to MBC officials and employees who have legitimate educational interests. These are persons who have responsibilities in MBC academic, administrative, service or research functions.

A copy of MBC's FERPA policy is available to students through the Registrar's Office. Education records will be released pursuant to a judicial order or a lawfully issued subpoena, but only after the student is given reasonable and necessary notification of MBC's intent to comply with the subpoena before release of the records.

Students have the right to restrict disclosure of directory information. Written requests for privacy holds should include name, address, specific records to be withheld and/or to whom the privacy hold applies, and the student's signature and date. Requests are valid throughout student's enrollment unless otherwise notified. Congress has provided the Family Education Rights and Privacy Act in that a student have certain rights of access to his/her education records (available in the MBC office).

## **Requirements for Admission**

Eligible students are those who have a high school diploma, General Educational Development (GED) Certificate or the equivalent. MBC will verify the authenticity of the diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and the courses completed. If a transcript is not available, the student will be required to take and pass a GED test prior to enrollment.

**NOTE:** Pursuant to H.R. 2055, Consolidated Appropriations Act, 2012, enacted on December 23, 2011, amending Section 484(d) of the Higher Education Act (20 U.S.c. 1091(d), ATB students who first enroll after July 1, 2012, will no longer be eligible to receive Financial Aid. To be eligible for Financial Aid students must have a High School Diploma, GED, or proof of completion of a State-approved home school program. Students who have previously taken an ATB test and who have been enrolled on that basis prior to July 1, 2012, remain eligible to receive Financial Aid

## **Non-Discrimination Policy**

Moler Barber College (MBC) does not deny admission or discriminate against students currently enrolled on the basis of race, color, religion, sex, age, disabilities and area of origin, residence or sexual orientation from participating in any of the school's activities. MBC will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

## **Educational Safety Environment**

Due to requirements set forth by the Occupational Safety and Health Administration (OSHA), proper attire including shoes, eyewear barber jackets and other articles should be worn during all class hours.

## **Americans with Disability Act (ADA)**

Moler Barber College recognizes and accepts its obligations under the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973, prohibiting discrimination on the basis of a disability and requiring MBC to provide reasonable accommodations to qualified disabled students in all programs and activities. Students have the responsibility to both self-disclose and request accommodation through the school's ADA Compliance Officer. Communication with faculty or other staff members does not constitute in itself fulfilling the ADA accommodation requirements.

Verification through documentation from a health care provider is required prior to accommodations being determined and fulfilled. MBC's ADA Compliance Officer will review documentation for accommodation consideration. No student shall be retaliated against for seeking accommodation under this policy or for participating in any complaint procedures brought against MBC for its non-compliance with the policy.

## **Equal Opportunity**

To ensure proper handling of all equal opportunity matters, including the Civil Rights Act and Americans with Disabilities Act, discrimination, accommodation and compliance issues, inquiries should be directed to following individual:

Compliance Officer/Chief Operations Officer at (213) 487-2211, for the following matters:

- Sexual Harassment • Discrimination – Education • Discrimination – Workplace – Hiring/Promotion • Training
- ADA
- EEO – Hiring/Promotion • Gender Equality

### **Student Grievance Policy**

The grievance procedure may be initiated by a student or group of students who reasonably believe he/she/they have been subjected to unjust action or denied rights that adversely affect his/her/their status, rights or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action.

The programs offered at Moler Barber College are difficult and demanding programs. Students enrolled in these programs may sometimes experience problems. The school will make every effort to help resolve these problems when made aware of them. The following procedure is designed to assist students to resolve any problems they identify.

1. First, discuss the problem with your instructor rather than with other students.
2. Next, make an appointment to approach the Director if you and the instructor were unable to resolve the problem.
3. If the problem is still not resolved, the student will make an appointment to discuss the matter with the School Director.
4. If the problem is still not resolved you may contact the Bureau for Private Post-Secondary Education or The organization that accredits MBC, The Accrediting Commission of Career Schools and Colleges (ACCSC)

### **Bureau for Private Postsecondary Education (BPPE)**

2535 Capitol Oaks Drive, Suite 400, CA 95814

T: 888-370-7589 Web: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

### **The Accrediting Commission of Career Schools and Colleges (ACCSC)**

2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201 Phone 703-247-4212

Fax: 703-247-4533

### **Right to Appeal**

Students may submit a written appeal of the decision of the MBC Program Director, Instructor or the Office of Admissions to the Assistant School Director who will present the appeal to the Board. It is the responsibility of the student to submit to the Board all relevant documents or statements of support with their appeal letter.

Appeals should be brought or mailed to:

Moler Barber College  
Attn: Assistant School Director  
3815 Telegraph Avenue  
Oakland, CA 94609

In all cases of student grievances, if the complaint cannot be resolved after exhausting the Board's procedures, the student may file an external complaint.

## **STUDENT RESPONSIBILITIES**

### **Student Conduct**

Students are expected to conduct themselves ethically, honestly and with integrity as responsible members of MBC's academic community. This requires the demonstration of mutual respect and civility in academic and professional discourse. Moler Barber College reserves the right to suspend or terminate any students whose conduct is deemed unacceptable. Such conduct includes excessive number of absences or tardiness, failure to maintain satisfactory academic standing, failure to achieve satisfactory clinical performance, inappropriate behavior toward fellow students, faculty, staff or affiliates, failure to abide by school rules and other conduct deemed inappropriate.

### **Standards of Student Conduct**

Students are responsible for learning all required material. Although it is a student's academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the City, County, State and Nation. Student conduct must conform to MBC rules and regulations. Violations of such

rules and regulations will subject students to disciplinary action. Such violations include, but are not limited to, the following:

- Uniforms not worn in class in accordance with uniform policy
- Harassment of any kind
- Disruptive behavior that hinders or interferes with the educational process
- Any act or statement which threatens or violates the personal safety of any member of the faculty, staff or student body
- Violation of the student Code of Conduct
- Failure to comply with any reasonable directive from faculty or school officer
- Carrying weapons on campus
- Falsification or invention of any information citation or document, lying during a school investigation, or plagiarizing any piece of writing
- Helping another student cheat, fabricate, plagiarize or unlawfully acquire or use copyrighted works
- Violation of any state, federal, or school laws, regulations or rules

### **Discipline Procedures**

If a student is in violation of a rule or regulation, the issue will be investigated immediately. The student will be notified of the issue and investigation. The MBC administration will review the investigation, discuss the findings and make recommendations to the Assistant School Director. The student will be afforded the opportunity to address the administration to plead his/her case. If a violation is found, the student will receive sanctions relative to the seriousness of the violation. The sanctioning decision will be made by the School Director who will report this decision to the student. If the student feels the decision was in error, the student may request an appeal within 10 days of the decision. The student must submit an appeal in writing to the Administration who will review the appeal and make a decision. The decision of the Administration is final.

### **CAMPUS SECURITY AND SAFETY POLICY**

Moler Barber College is committed to assisting all members of the community in providing for their safety and security. The 2013 Moler Barber College community consists of approximately 60 students plus 10 faculty and staff. Being situated within the city of Oakland, Moler Barber College shares many of the same interests and concerns as the city, one of which is providing a safe environment for its students, faculty, and staff. As safety and security is everyone's responsibility, your actions and behaviors can significantly reduce your risk of personal harm.

At Moler Barber College, we understand the concern everyone has about campus safety. Our desire is for students, faculty and staff to enjoy their academic experience free from threats to their safety or well-being. The purpose of this publication is to share with you information relating to the safety and security of campus facilities, the office involved in the coordination of campus safety and security, campus crime statistics, campus substance abuse policies, campus sexual assault policies, and timely warnings in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

#### **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (or Clery Act)**

The Jeanne Clery Crime Awareness and Campus Security Act of 1990 (Clery Act) requires colleges and schools to provide students and applicants a detailed report of crime statistics for the prior three years. The Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

#### **Geography: Location**

The campus of Moler Barber College occupies approximately 4000 square feet building located at 3815 Telegraph Avenue, Oakland, California. The building is one of two structures that occupy corner of of Telegraph and MacArthur Blvd., at 38<sup>th</sup> Avenue. For purposes of Clery Act data collection and reporting, the following definitions apply:

- Campus:** Areas of buildings which are leased, owned or controlled by Moler Barber College, including any classrooms, administrative offices, faculty offices, along with any hallways, lavatories, storage areas, Parking Lot or other areas used exclusively by Moler Barber College staff, faculty or students.
- Non-Campus Property:** All other areas of campus buildings that are not otherwise included in the definition of "campus" (above), including any hallways, elevators or outdoor areas owned or controlled by the building/development owners and routinely used by Moler Barber College's students. These areas are considered part of the "campus" for the purposes of the statistics above.
- Public Property:** Any public thoroughfares, streets, alleys, sidewalks and/or public parking facilities that is immediately adjacent to, and accessible from, the campus.

#### **Annual Campus Security Report**

Moler Barber College is committed to assisting all members of the Moler Barber College community in providing for their safety and security. The annual security compliance document is available on the Moler

Barber College website at [www.moler.org](http://www.moler.org). The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or properties owned or controlled by Moler Barber College; and on public properties within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the Moler Barber College administration office. If you would like to receive the Annual Campus Security Report that contains this information, you can stop by the Moler Barber College Administration Office at 3815 Telegraph Ave, Oakland, CA 94609 or you can request that a copy be mailed to you by calling (510) 652-4177.

#### **9.4 Campus Crime Statistics**

The detailed statistics in this policy reflect the number of crimes reported and referrals made at Moler Barber College for the past three calendar years (2009-2011). Please see our website for detailed statistics.

#### **Drug and Alcohol Prevention Policy**

Moler Barber College prohibits following: possession of controlled substances which would constitute a violation of the California Health and Safety Code Section 11350 or the Business and Professions Code Section 4230; use of alcoholic beverages while on any property owned or used by Moler Barber College. The "controlled substances," as used in this section, include, but are not limited to the following drugs and narcotics: opiates, opium and opium derivatives, mescaline, hallucinogenic substances, peyote, marijuana, stimulants, depressants and cocaine. Smoking is not permitted in any classroom or other enclosed facility that any student is required to occupy or which is customarily occupied by students, faculty, staff and/or administrator. Smoking is only allowed at locations outside the main building in designated smoking areas.

#### **Overview**

Moler Barber College is firmly committed to providing a safe, healthy working environment for all students, faculty, and staff. In compliance with The Higher Education Act of 1965, including the Drug-Free Schools and Communities Amendments of 1989, the Moler Barber College Drug and Alcohol Prevention Policy is provided annually to all employees and student.

Students, faculty, or staff involvement with illegal drugs, controlled substances, or alcohol can negatively impact the classroom and/or workplace and their ability to perform his/her duties. The terms of this policy apply to all Moler Barber College students, employees, and faculty.

#### **Standards**

Students, faculty, and staff must comply with federal, state, and local laws concerning alcohol and illegal drug usage, whether on school property, at externship sites, or otherwise.

Moler Barber College students, faculty, and staff employees must report to class/work and remain in a condition to perform their duties free from the effect of any drug or alcohol. Students, faculty, and staff shall not be under the influence of any illegal drug while performing any College related activity.

The use, sale, possession, manufacture or purchase of illegal drugs, controlled substances or alcohol while on Moler Barber College premises and extern site or while on Moler Barber College business is prohibited.

#### **Use of Illegal and Legal Drugs**

Studies show that long term heavy drinking and drug use can lead to damage of the liver, nervous system, heart and brain. It may also lead to high blood pressure, stomach problems, medicine interactions, and cancer. Moler Barber College is committed to providing a safe and healthy environment for all students and employees.

Moler Barber College has a zero tolerance policy against drug and alcohol abuse.

#### **Penalty**

The use, sale, possession, manufacture, or purchase of illegal drugs, controlled substances, or alcohol while on Moler Barber College premises at extern sites, or while performing Moler Barber College activities is prohibited. Any student, faculty, or staff who violates this policy is subject to disciplinary action, up to and including termination and expulsion, and referral for prosecution. Local, state and federal sanctions for unlawful activity relating to drug and alcohol abuse may result in fines and/or incarceration.

For more information about self-help programs you may contact:

#### **Alcoholic Anonymous**

<http://www.aa.org>

#### **Adult Children of Alcoholics**

<http://www.adultchildren.org/>

#### **Suicide Prevention**

<http://www.suicidepreventionlifeline.org/>

Telephone: 1.800.273.TALK

### **Information for Veterans**

- **Benefits:** 1-800-827-1000
- **Call Center for Homeless Vets:** 1-877-424-3838
- **Medical Centers:** 1-800-827-1000
- **Persian Gulf War Helpline:** 1-800-749-8387
- Locate the closest **VAMC** or **VA Regional Office:** 1-877-222-8387

### **National Coalition for Homeless Veterans**

1-800-838-4357 (1-800-VET-HELP)

### **Focus on Recovery Helpline** (alcohol/drugs)

1-800-374-2800 or 1-800-234-1253

### **National AIDS Hotline**

1-800-CDC-INFO (232-4636)

### **National Suicide Prevention Lifeline**

1-800-SUICIDE (784-2433)

### **Traveler's Aid International**

1-202-546-1127

### **Department of Health and Human Services Drug and Alcohol Treatment Referral Routing Service**

1-800-662-4357

### **National Alliance for the Mentally Ill**

1-800-950-6264

### **Mental Health America**

1-800-969-NMH

### **Sexual Assault Prevention/Reporting**

Moler Barber College does not maintain dormitories or other facilities that are used outside of regular school hours. Sufficient faculty and staff are available throughout the building and grounds during business hours to accommodate each student's need. Any crime, including sexual assault, on or off campus, should be reported immediately to the local police department or other appropriate law enforcement agency. However, Moler Barber College realizes that the decision to report a rape or sexual assault can be a difficult one. We do, however, strongly encourage immediate reporting of these crimes to appropriate agencies. A rape or sexual assault is a serious crime and the reporting of the incident may prevent another unsuspecting individual from becoming a victim. Victims are encouraged to call any law enforcement agency by dialing "911" immediately for criminal investigation, medical treatment, and referral to crisis counseling and legal advocacy services. Victims may request the entire reporting process remain confidential. If both the victim and the suspect are enrolled students, a college disciplinary action may be sought. In this event, the accuser and the accused are entitled to same opportunities to have others present during a campus disciplinary proceeding held by school administration. Both parties shall be informed of the proceeding outcomes after a decision has been made by the administration.

If found to be in violation of Moler Barber College's Code of Student Conduct, the offender may be placed on probation, suspended, expelled, and/or excluded from the campus. If certain circumstances the victim may request changes in academic arrangements. If you become a victim of a sexual assault on or off campus:

- Go to a safe place
- Immediately contact the local police department
- Contact someone you trust to be with you or ask the police department dispatcher to do so for you
- Do not shower, bath, douche, change or destroy your clothing
- Do not clean or straighten up the area. A police officer will arrange for forensic and medical services as appropriate and a report will be accepted in confidence through a 3<sup>rd</sup> party or anonymously.

### **Hate Crimes and the Law**

Moler Barber College is mandated to protect all members of the campus community by preventing and prosecuting bias or hate crimes that occur within the campus jurisdiction. Hate crimes, also called bias crimes or bias related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Anyone committing such acts can be referred to the Moler Barber College Administration for disciplinary action, as well as facing prosecution under the California law.

### **Distribution of Report/Policy**

A notice of this report and policy statement will be given to all students and employees annually. Those wishing a printed copy of this report may print directly from our webpage, or may contact

any member of the Moler Barber College administration for a printed copy sent by mail or picked up

## **Crime Prevention**

Moler Barber College does not maintain dormitories or other facilities that are used outside of regular school hours. Sufficient faculty and staff are available throughout the building and grounds during business hours to reduce the likelihood of crime during school hours. Students and employees are encouraged to be vigilant and observant when in the non-campus or public areas, and to protect themselves and each other by reporting suspicious or illegal activity to proper authorities immediately. To help students and employees protect themselves and their properties, Moler Barber College develops and makes available to students an updated crime log and safety tips.

## **Daily Crime Log**

The Clery Act requires that institutions of higher education maintain a daily crime log. This log may be publicized as a hard copy log and it will be accessible on campus. The crime log for the "most recent 60 day period" must be available for public review during normal business hours. Any requests to view logs older than the 60 day recent period must be made available within two business days of the request for public inspection. A hard copy of the daily crime log for Moler Barber College is maintained in the Campus Security and Safety Department located in the administration office. Moler Barber College does not make available an electronic version of the daily crime log. The business hours of the Campus Safety and Security Office are M-F, 9:00 a.m.- 6:00 p.m.

## **Emergency Response and Evacuation Procedures**

The Academies have Emergency Response and Evacuation Procedures in place. Evacuation routes are posted throughout the facilities. Fire Drills are conducted at least once a year.

## **Emergency Notification**

Moler Barber College Alerts will deliver messages using some or all of the following channels:

- The Moler Barber College homepage;
- Broadcast e-mail to all Moler Barber College students;
- Blackboard in classrooms;
- Phone Alerts;
- Classroom/hallway alarms.

## **Safety Tips**

Effective policing is a community activity. Protect yourself against crime by taking the following common-sense precautions.

## **Emergencies**

- Fire: Leave the building and call 911
- Health/Medical: call 911

## **On Campus**

- Report unusual or suspicious activities to the Moler Barber College Administration Office in person or call at (510) 652-4177.
- Keep small valuable items (jewelry, cash, wallets, purses, etc.) out of sight or in a closed/locked backpack.
- Small electronics such as iPods, mp3 players, cell phones, thumb drives, and laptops are easily taken by thieves and must be secured.

## **Parking Lots**

- Do not walk alone to your car.
- Lock your car at all times.
- Take your valuables with you or lock them in the trunk.
- Use anti-theft and safety devices, including remote key access for lighting, car alarms, and steering wheel locks.

## **Personal Safety**

- Always let someone know where you are.
- Never walk alone at night, always walk with a friend.
- Do not leave a party or bar with a casual acquaintance.
- Never leave drinks of any type alone, when at a social gathering.
- Report any rape or sexual assault, even if you know the assailant. It's still a crime.

- Report unusual or suspicious activities to the Moler Barber College Administration Office immediately at (510) 652-4177.

### **In Your Car**

- Do not signal breakdowns or request help from strangers.
- Check the back seat before entering your car.
- Do not open your window more than an inch if you respond to strangers who approach your car.

### **In General**

- Be aware of your surroundings.
- Keep your door locked at all times.
- Don't walk alone late at night.
- Keep your valuables locked up in a safe place.
- Don't leave your laptop computer unattended.
- Mark your valuables with your name.

### **Notice, Remember and Report**

- License plate number
- Which way the car or person went
- Anything left at the scene by the assailant or the victim
- Description of car (color, number of doors, rust)
- Description of person, including
  - approximate age, weight, height, and build
  - gender
  - color and length of hair
  - color of eyes
  - color of skin
  - clothing
  - distinctive marks including scars, tattoos
  - distinctive accessories including rings, earrings, piercings

### **Your Identity**

- Don't give out personal information on the phone, through the mail, or on the Internet unless you initiated the contact or are sure you know who you are dealing with.
- Don't carry your SSN card in your wallet; store it in a secure place.
- Keep your purse or wallet in a safe place; do the same with copies of administrative forms that have your sensitive personal information.

### **Preventing Fires**

Fire prevention and safety programs at Moler Barber College include:

- Fire drills (Building Services)
- Inspection and maintenance of fire-detection and fire-fighting equipment (Campus Services)
- Routine checks of emergency firefighting equipment (Campus Services)

### **Preventing Fire-Related Crimes**

The following activities are illegal:

- Causing a false alarm
- Maliciously activating building fire alarm system
- Discharging a fire extinguisher mischievously
- Tampering with fire-detection and fire-prevention equipment (smoke detectors, sprinklers)
- arson

Any student who commits these crimes will be referred to the College Administration. Criminal charges may also be filed.

### **In Case of Fire Drill**

When the alarm sounds:

- Always leave the building immediately. Never assume the alarm is a false alarm.
- Continue to evacuate the building even if the alarm stops.



- Use the nearest exit. If the nearest exit is blocked by fire, heat or smoke, go to another exit.

### **When to use 9-1-1 versus 7-digit telephone lines**

- Call 9-1-1 when there is a life or death emergency that requires the immediate response of emergency service such as police, fire or paramedic. Always call 9-1-1 when there is a medical problem or something that requires the Oakland Fire Department to respond, because they do not have non-emergency lines.

- When there is a situation that requires police response but is not an emergency, use Non-emergency dial 1-510-777-3333 for the Oakland Police Department (OPD)

It is a misdemeanor under California Penal Code Section 148.3 for any person to willfully use the 9-1-1 system for any purpose other than reporting an emergency. It is a felony if someone is injured or dies as a result of emergency service response to a false call.

### **The following activities are prohibited:**

- Transmitting unsolicited messages which constitute obscenity, harassment or threats;
- Communicating any information concerning any password, identifying code, personal identification number or other confidential information without the permission of the controlling authority of the computer facility to which it belongs;
- Gaining or attempting to gain unauthorized access to, or making unauthorized use of, a computer facility or software. This includes creating, copying, modifying, executing or retransmitting any computer program or instructions with the intent to gain unauthorized access to, or make unauthorized use, of a computer facility or software.
- Creating, copying, modifying, executing or retransmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as "messages," including, but not limited to, forgery of messages and/or alteration of system and/or user data used to identify the sender of messages.
- Accessing or intentionally destroying software in a computer facility without the permission of the owner of such software or the controlling authority of the facility.
- Making unauthorized copies of licensed software;
- Communicating any credit card number or other financial account number, or any social security number without the permission of its owner;
- Effecting or receiving unauthorized electronic transfer of funds;
- Using the computer facilities in a manner inconsistent with the College's license agreements or contractual obligations to suppliers or with any published policy;
- Using College information systems for commercial gain;
- Illegally using copyrighted software and materials, storing such materials on College information systems, or transmitting such materials over Moler Barber College network facilities
- Knowingly engaging in any activity harmful to the information systems (e.g., creating or propagating viruses, overloading networks with excessive data, instituting or promulgating chain letters, or instigating unauthorized mass postings of any type);
- Circumventing or subverting any system or network security measures.

The College's users should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using the College's computer systems, networks, and Internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include suspension, dismissal and other legal actions.

### **Student Parking**

Student parking is not available on sight. Both metered and un-metered parking is available adjacent to the school. We are less than one block from the MacArthur Bart Station. There are parking structures near to and/or areas within walking distance of the college's location.

MBC is not responsible for parking violations, property theft, property damage, etc. Please keep vehicles locked at all times.

### **Advising/Counseling**

MBC staff makes every effort to maintain close communication with its students. Students have access to the faculty and administrative staff for vocational and academic advising.

### **Housing**

Although Moler Barber College does not provide housing, Student Services can assist in arranging a hotel, apartment, or homestay for students who wish to live near campus or in The Oakland area.

### **Entrance Counseling**

Federal Direct Loan borrowers must complete Student Loan Entrance Counseling Borrowing student loans is a serious financial obligation that may have long term consequences if the student is not informed as to how the loan process works. Entrance counseling will provide you with the important information you need to know to be able to make an informed decision about student loan borrowing. Entrance counseling must be completed before the Financial Aid office will accept and process your loan application. Student Loan Entrance Counseling is completed on orientation day

### **Exit Loan Counseling**

Federal regulations governing the Federal Stafford Loan program specify that loan recipient(s) must complete Exit Loan Counseling upon graduation or withdrawal or falling below half time attendance. Exit Counseling enables students to become informed borrowers by providing valuable information concerning loan repayment options, deferments, loan consolidation, borrower rights and responsibilities, and debt management strategies. The counseling session also gives students an opportunity to update their personal and contact information. Exit Counseling can be completed on either paper format on campus, mailed correspondence or via electronic format at:

[www.nslsds.ed.gov](http://www.nslsds.ed.gov)

### **Vaccination Policy**

Although not a requirement to gain admissions into the school, MBC strongly recommends for young adults to be up to date with the following immunizations listed below:

**MMR (Measles, Mumps, Rubella)** Measles, mumps and rubella are serious diseases. The Measles virus can cause rash, coughing, runny nose, eye irritation and fever. It can lead to ear infection, pneumonia, seizures (jerking and staring), brain damage, and death. Mumps virus causes fever headache, and swollen glands. It can lead to deafness, meningitis (infection of the brain and spinal cord covering), painful swelling of the testicles or ovaries, and, even death. Rubella Virus (German Measles) can cause rash, mild fever, and arthritis (mostly in women). If a woman gets rubella while she is pregnant, she could have a miscarriage or her baby could be born with serious birth defects. You or your child could catch these diseases by being around someone who has them. They can be contracted by another person through the air. Measles, Mumps and Rubella (MMR) vaccine can prevent these diseases. Children should get 2 doses of MMR Vaccine, the first at 12-15 months of age and the second at 4-6 years of age. These are recommended ages. Children can get the second dose at any age, as long as it is 28 days after the first dose.

**Meningococcal Meningitis**– Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the fluid surrounding the brain and spinal cord. Meningococcal disease also causes blood infections. Anyone can get meningococcal disease, but it is most common in infants less than one year of age and people with certain medical conditions, such as a lack of a spleen. College freshmen who live in dormitories and teenagers 15-19 have an increased risk of getting meningococcal disease. There are two kinds of meningococcal vaccines in the U.S. Meningococcal conjugate vaccine (MCV4) was licensed in 2005. It is the preferred vaccine for people 2 through 55 years of age. Meningococcal Polysaccharide Vaccine (MPSV4) has been available since the 1970s. It may be used if MCV4 is not available, and is the only meningococcal vaccine licensed for people older than 55. Children 2 years of age and older should get 1 dose. Sometimes a second dose is recommended for people who remain at high risk. MPSV4 may be recommended for children 3 months to 2 years of age under special circumstances. These children should get 2 doses, 3 months apart.

**Hepatitis B**– Hepatitis B is a serious disease that affects the liver. It is caused by the Hepatitis B Virus (HBV). HBV can cause acute (short-term) illness and can lead to loss of appetite, diarrhea and vomiting, tiredness, jaundice (yellow skin and eyes), pain in muscles, joints, and stomach. Acute illness is more common in adults. Children who become infected usually do not have acute illness. Chronic (long-term) infection can cause some people to go on and develop chronic HBV infection. This can be very serious, and often leads to liver damage (cirrhosis), liver cancer and death. Chronic infection is more common among infants and children than among adults. People who are infected can spread HBV to others, even if they don't appear sick. The Hepatitis B virus can spread through contact with the blood or other bodily fluids of an infected person. The Hepatitis B vaccine can prevent Hepatitis B, and the serious consequences of HBV infection, including liver cancer and cirrhosis. All children should get their first dose of hepatitis B vaccine at birth and should have completed the vaccine series by 6 to 18 months of age. Children and adolescents through 18 years of age who did not get the vaccine when they were younger should also be vaccinated.

### **Copyright Infringement Policy**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

The Moler Barber College may make computers available to students in our class room. However, the use of the computers is limited to text-editing programs and/or digital media that the MBC has created internally or has permission to use from publishers of student textbooks. Internet access is blocked for most sites except for MBC's web page. Moler Barber College does not tolerate unethical conduct in regard to cheating, plagiarism, copyright infringement, falsification or misrepresentation of material information in any records, financial documents or sign-in sheets, whether inadvertent or deliberate. Engaging in the unauthorized use or distribution of copyrighted material may result in probation, suspension, or termination/expulsion.

### **Constitution and Citizenship Day**

Pursuant to legislation passed by Congress, educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year. MBC presents programs pertaining to the United States Constitution on September 17 of each year.

### **Voter Registration**

In California you may register to vote by completing the online voter registration form at: <https://www.sos.ca.gov/nvrc/fedform/> and then mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for or renew your driver's license or state-issued ID card. Voter registration forms are also available in the Admissions and Financial Aid offices at each campus. For more information, please visit the California Secretary of State website at: <http://www.sos.ca.gov/elections/electionsvr.htm>.

Moler Barber College has Voter Registration Forms available at the front counter of the school.

### **Financial Aid Code of Conduct**

The aid personnel [HEOA § 487 (a)(25)]. Any Moler Barber College, officer, employee, or agent who has responsibilities with respect to student educational loans must comply with this code of conduct. The following provisions bring Moler Barber College, into compliance with the federal law [HEOA § 487 (e)].

1. Neither Moler Barber College as an institution, nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with any lender. A revenue-sharing arrangement means an arrangement between the Barber College and a lender under which the lender provides or issues loans to students attending the Barber College or to the families of such students; and the Barber College recommends the lender or the loan products of the lender and in exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to the Barber College or their agents.

2. No officer or employee of the Barber College who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term "gift" means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a *de minimus* amount.

3. An officer or employee of the Barber College who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit

(including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

4. The Barber College shall not: a) for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or b) refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

5. The Barber College shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with: a) a specified number of private educational loans (non-Title IV loans) or loans made, insured, or guaranteed under Title IV; b) a specified loan volume of such loans; or c) a preferred lender arrangement for such loans.

6. The Barber College shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing.

7. Any employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission or group.

### **Recruiter Compensation/Incentive Policy**

Section 487(a)(20) of the Higher Education Act (HEA) prohibits the college from providing incentive compensation to employees or third party entities for their success in securing student enrollments or the awarding of Title IV HEA program funds.

#### **Background of the law**

This strict ban on providing incentive compensation for performing these activities is part of a larger set of Program Integrity Rules issued by the Department of Education (DOE) in 2010 with an effective date July 1, 2011. These rules cover a broad array of issues intended to promote integrity in higher education programs by protecting students as consumers and by stemming perceived abuses of Title IV program funds perpetuated by a minority of institutions. The rules apply to all Title IV eligible institutions.

#### **Definitions and scope:**

Commission, bonus, or other incentive payment: Commission, bonus, or other incentive payment means a sum of money or something of value, other than a fixed salary or wages, paid to or given to a person or an entity for services rendered. Covered individuals: Any person or entity engaged in restricted activities.

Restricted activities:

1. Recruiting or admissions activities related to success in securing student enrollments; and
2. Making decisions regarding the awarding of Title IV HEA program funds.

#### **Ban on incentive compensation**

Moler Barber College may not provide any commission, bonus, or other incentive payment based in any part, directly or indirectly, upon success in securing enrollments or awarding of federal financial aid, to any person or entity engaged in any student recruitment or admissions activity or in making decisions regarding the award of Title IV funds.

#### **Policy Regarding Fraud and Abuse**

Should fraud or abuse be detected or suspected, report it to the Director of the Financial Aid. The Director will consult with the school's legal counsel prior to referring it for investigation to the Office of the Inspector General of the Department of Education or any agency outside the school.

All credible information indicating that an applicant for Title IV may have engaged in fraud or other criminal conduct will be provided. Fraud is an intent to deceive as opposed to a mistake. In addition we will refer any third-party servicer who may have engaged in fraud, breach of fiduciary responsibility, or other illegal conduct involving the FSA Programs.

#### **OIG Address and Phone Numbers**

Office of Inspector General  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1510

1-800-MIS-USED

Email: [oig.hotline@ed.gov](mailto:oig.hotline@ed.gov)

Web: <http://www.ed.gov/about/offices/list/oig/hotline.html>

**OIG Regional Offices Telephone Numbers**

Boston, MA (617) 289-0174  
Inspector General's Hotline  
New York, NY (646) 428-3861  
Philadelphia, PA (215) 656-6900  
Atlanta, GA (404) 562-6460  
Chicago, IL (312) 730-1620  
Dallas, TX (214) 661-9530  
Denver, CO (303) 844-0058  
Kansas City, MO (816) 268-0530  
Long Beach, CA (562) 980-4141  
San Juan, PR (787) 766-6278

