



**SCHOOL PERFORMANCE FACT SHEET
LEGAL ADMINISTRATIVE ASSISTANT
CERTIFICATE**



SOUTH COAST COLLEGE

South Coast College 2011 West Chapman Avenue, Orange, CA 92868 (714) 867-5009
www.southcoastcollege.edu



SOUTH COAST COLLEGE

2011 W. CHAPMAN AVENUE, ORANGE, CA 92868
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<http://www.SouthCoastCollege.edu>

SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2014 & 2015

Legal Administrative Assistant - Certificate (Days-9 months/Nights-12 months)

ON-TIME COMPLETION RATES (GRADUATION RATES)

(INCLUDES DATA FOR THE TWO CALENDAR YEARS PRIOR TO REPORTING)

Calendar Year	Number of Students Who Began Program ¹	Students Available for Graduation ²	Number of On-Time Graduates ³	On-Time Completion Rate ⁴
2015	6	6	3	50%
2014	11	11	2	9%

Student's Initials: _____ Date: _____

(Initial only after you have had sufficient time to read and understand the information.)

STUDENTS COMPLETING WITHIN 150% OF THE PUBLISHED PROGRAM LENGTH

(INCLUDES DATA FOR THE FOUR CALENDAR YEARS PRIOR TO REPORTING)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	150% Graduates ⁵	150% Completion Rate ⁶
2015	6	6	1	17%
2014	11	11	6	55%

Student's Initials: _____ Date: _____

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JOB PLACEMENT RATES

(INCLUDES DATA FOR THE TWO CALENDAR YEARS PRIOR TO REPORTING)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment ⁷	Graduates Employed in the Field ⁸	Placement Rate % Employed in the Field ⁹
2015	6	4	4	3	75%
2014	11	8	8	6	75%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. **To obtain this list, please ask an institutional representative; or you can review the list of the institution's website at <http://www.southcoastcollege.edu>.**

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GAINFULLY EMPLOYED CATEGORIES

(INCLUDES DATA FOR THE TWO CALENDAR YEARS PRIOR TO REPORTING)

PART-TIME VERSUS FULL-TIME EMPLOYMENT

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2015	2	1	3
2014	2	4	6

SINGLE POSITION VERSUS CONCURRENT AGGREGATED POSITION

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2015	3	0	3
2014	6	0	6

SELF-EMPLOYED OR FREELANCE POSITIONS

Calendar Year	Graduates Employed Who Are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2015	0	0
2014	0	0

INSTITUTIONAL EMPLOYMENT

Calendar Year	Graduates Employed in the Field Who Are Employed by the Institution, an Employer Owned by the Institution, or an Employer Who Shares Ownership with the Institution	Total Graduates Employed in the Field
2015	0	0
2014	0	0

Student's Initials: _____ Date: _____

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This program may result in freelance or self-employment.

• The work available to graduates of this program is usually for freelance or self-employment.
• This type of work may not be consistent.
• The period of employment can range from one day to weeks to several months.
• Hours worked in a day or week may be more or less than the traditional 8-hour work day or 40-hour work week.
• You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
• Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
• Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

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SALARY AND WAGE INFORMATION

(INCLUDES DATA FOR THE TWO CALENDAR YEARS PRIOR TO REPORTING)
 (ANNUAL SALARY¹⁰ AND WAGES REPORTED FOR GRADUATES EMPLOYED IN THE FIELD)

Calendar Year	Graduates Available for Employment ⁷	Graduates Employed in Field ⁸	\$15,001 to \$20,000	\$20,001 to \$25,000	\$25,001 to \$30,000	\$30,001 to \$35,000	No Salary Information Reported ¹¹
2015	4	3	2	1	0	0	0
2014	8	6	1	2	2	1	0

A list of sources used to substantiate the salary disclosure is available from the school. To obtain this list, **please ask an institutional representative.**

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.

Student's Initials: _____ **Date:** _____

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COST OF EDUCATIONAL PROGRAM

TOTAL CHARGES FOR THE PROGRAM FOR STUDENTS COMPLETING ON TIME IN 2015:	\$11,524
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ADDITIONAL CHARGES MAY BE INCURRED IF THE PROGRAM IS NOT COMPLETED ON TIME.

Student's Initials: _____ **Date:** _____

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FEDERAL STUDENT LOAN DEBT

MOST RECENT THREE-YEAR COHORT DEFAULT RATE AS REPORTED BY THE UNITED STATES DEPARTMENT OF EDUCATION	THE PERCENTAGE OF ENROLLED STUDENTS IN 2015 RECEIVING FEDERAL STUDENT LOANS TO PAY FOR THIS PROGRAM	THE AVERAGE AMOUNT OF FEDERAL STUDENT LOAN DEBT OF 2015 GRADUATES WHO TOOK OUT FEDERAL STUDENT LOANS AT THIS INSTITUTION	THE PERCENTAGE OF GRADUATES IN 2015 WITH FEDERAL STUDENT LOANS AS CALCULATED BY THE INSTITUTION
12.1	100%	\$5,609	87%

THE PERCENTAGE OF STUDENTS WHO DEFAULTED ON THEIR FEDERAL STUDENT LOANS IS CALLED THE **COHORT DEFAULT RATE (CDR)**.

IT SHOWS THE PERCENTAGE OF THIS SCHOOL'S STUDENTS WHO WERE MORE THAN 270 DAYS (9 MONTHS) BEHIND ON THEIR FEDERAL STUDENT LOANS WITHIN THREE YEARS OF WHEN THE FIRST PAYMENT WAS DUE. THIS IS THE MOST RECENT CDR REPORTED BY THE U.S. DEPARTMENT OF EDUCATION.

Student's Initials: _____ **Date:** _____

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This fact sheet is filed with the Bureau for Private Postsecondary Education (BPPE). Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet 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 Phone: 888-370-7589 or 916-431-6959, Fax: 916-263-1897.

Student Name (Print)

Student Signature

Date

School Official

Date



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STUDENT'S RIGHT TO CANCEL

A student may cancel this agreement for a course of instruction including any equipment or other goods and services included in this agreement and receive a full refund until midnight of the fifth (5) business day after the first class attended, or the 7th day after enrollment, whichever is later. Business day means a day on which you were scheduled to attend a class session. Cancellation shall occur when you submit written Notice of Cancellation at the address of the School location you are attending. You can do this by mail, hand delivery, or facsimile. The notice should be addressed to Director, South Coast College, 2011 W. Chapman Avenue, Orange, California 92868. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed and with correct postage prepaid. Any written expression that you wish not to be bound by in this agreement will serve as Notice of Cancellation of this agreement, if provided to the School within Five (5) business days of your first class, or the 7th day after enrollment, whichever is later. If you cancel this agreement, the School will refund any money you paid within 30 days after the School receives a valid Notice of Cancellation, with the exception of the registration fee and STRF fee. If you obtained the equipment, you shall return it to the School in a good condition within ten (10) days following the date on your Notice of Cancellation. If you do not return it, the School shall charge the full amount of equipment for replacement costs from the amount of the refund.



Definitions:

- ¹ **“Number of Students Who Began Program”** means the number of students who began the program who were scheduled to complete the program within 100% of the published length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- ² **“Students Available for Graduation”** is the number of students who began program minus the number of students who have died, been incarcerated, or been called to active military duty.
- ³ **“Number of On-Time Graduates”** is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- ⁴ **“On-Time Completion Rate”** is the *Number of On-Time Graduates* divided by the number of *Students Available for Graduation*.
- ⁵ **“150% Graduates”** is the number of students who completed the program within 150% of the published program length and includes on-time graduates.
- ⁶ **“150% Completion Rate”** is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of *Students Available for Graduation*.
- ⁷ **“Graduates Available for Employment”** means the number of graduates minus the number of graduates unavailable for employment. Graduates Available for Employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students who leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- ⁸ **“Graduates Employed in the Field”** means graduates who, beginning six months after a student completes the applicable education program, are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the State requires passing an examination, the six-month period begins after the announcement of the examination results for the first examination available after a student completes an applicable education program.
- ⁹ **“Placement Rate Employed in the Field”** is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- ¹⁰ **“Salary”** is as reported by graduate or graduate’s employer.
- ¹¹ **“No Salary Information Reported”** is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.