



ACADEMY CATALOG

01/01/2026 - 12/31/2027

Valley View School of Radiology

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Table of Contents

Contents

Table of Contents	2
History and Ownership.....	3
MISSION STATEMENT:.....	4
Bankruptcy-Disclosure:.....	4
Faculty:	4
OBJECTIVES:	5
Admission Policy.....	5
Credit For Previous Training/Transfer Policy.....	7
Transfer or Articulation Agreements	8
Student Policies.....	8
COVID-19 Policy:.....	9
Selection Process:.....	12
Programs Offered: Magnetic Resonance Imaging Program	16
Clinical Evaluation and Oversight	20
ARMRIT Clinical Hour Requirement and Program Compliance	20
COURSES OF STUDY	21
ACADEMIC POLICIES.....	25
EVALUATION PERIODS:.....	26
GRADING SYSTEM:	27
ACADEMIC STATUS	28
COURSE INCOMPLETENESS:.....	29
RE-ENTRY POLICY:.....	29
LEAVE OF ABSENCE (LOA):.....	30
STUDENT RECORD RETENTION.....	31
ATTENDANCE POLICY:	32
Notice of Student Rights.....	35
STUDENT’S RIGHT TO CANCEL:.....	35
REFUND POLICY:	35
Notification of Rights.....	36
Complaint/Grievance Procedure	38
STUDENT SERVICES.....	39
School Rules and Regulations.....	41
Tuition and Fees	42
STUDENT TUITION RECOVERY FUND (STRF).....	43
Withdrawal and Settlement Policy and Procedures	47

Dear Prospective Students,

Welcome to Valley View School of Radiology, where we are dedicated to providing exceptional education and training in the field of radiologic sciences. As you embark on your academic journey, we are delighted to introduce you to the exciting opportunities and endless possibilities that await you at our esteemed institution.

Our faculty are experts in the field of radiology, and they are committed to providing you with the knowledge, skills, and practical experience necessary to excel in the industry. You will have access to cutting-edge technology, including advanced imaging equipment and simulation labs, to ensure that you are equipped with the latest tools and techniques used in the field.

In addition to our rigorous academic programs, we also prioritize hands-on clinical experience, providing you with real-world opportunities to apply your knowledge and skills in a supportive and professional environment. Our clinical rotations and externships will give you the chance to work alongside experienced practitioners and gain invaluable practical experience that will enhance your career prospects upon graduation.

Furthermore, at Valley View School of Radiology, we foster a supportive and inclusive learning environment. Our diverse student body represents a variety of backgrounds, cultures, and perspectives, which enriches our learning community and prepares you to work in a diverse healthcare workforce.

As you explore our college catalog, you will find detailed information about our programs, faculty, facilities, and admissions requirements. We encourage you to take your time to familiarize yourself with all that our school has to offer and to reach out to us with any questions or concerns you may have. Our dedicated staff are here to assist you in every step of your educational journey.

We are excited to welcome you to Valley View School of Radiology and to help you achieve your academic and professional goals. Thank you for considering our institution, and we look forward to the opportunity to contribute to your success.

Sincerely,
Valley View School of Radiology

History and Ownership

To address the availability of qualified technologists in Northern California, Valley MRI and Radiology and Inview Imaging decided to come together to create an educational institution focused on imaging. These facilities have successfully helped trained imaging professionals in several imaging modalities as well as expand their imaging locations to include Valley View School of Radiology, a state licensed private educational institution. Valley View School of Radiology's main goal is to provide a conducive environment for educating future imaging

professionals and to provide all of the students with the ability to graduate, pass the national ARMRIT exam as well as having longevity in the field. We believe in allowing students to be responsible and motivated to excel in their chosen career. It is through our wonderful staff that we are able to accomplish these goals.

MISSION STATEMENT:

Valley View School of Radiology LLC (VVSOR) is dedicated to shaping the future of radiologic technology by providing exceptional education and training to aspiring professionals. Our mission is to equip our students with the knowledge, skills, and values needed to become compassionate, competent, and ethical Imaging Professionals. We are committed to preparing our students to excel in their careers, provide exceptional patient care, and contribute to the advancement of the healthcare industry. At VVSOR, we strive to create a supportive learning environment that fosters academic excellence, personal growth, and professional development.

Bankruptcy-Disclosure:

Valley View School of Radiology hereby discloses the following regarding its bankruptcy status:

- The institution does not have a pending petition in bankruptcy.
- The institution is not operating as a debtor in possession.
- The institution has not filed a petition in bankruptcy within the preceding five years.

The institution 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.).

Faculty:

The faculty at Valley View School of Radiology:

Charles A. Stillman, DO, FACR Medical Director - Dr. Charles A. Stillman brings over 25 years of exceptional experience in radiology to his role as the Medical Director at Valley View. With board certification from the American Board of Radiology and a Doctor of Osteopathic Medicine from Kirksville College of Osteopathic Medicine, Dr. Stillman has held prestigious positions including Chief of Radiology at Wuerzburg Army Hospital and Madigan Army Medical Center. He has also contributed extensively to radiology research and education, authoring numerous publications. Currently, Dr. Stillman practices at Valley MRI and Radiology Inc. His expertise and leadership play a crucial role in guiding our MRI program and ensuring our students receive comprehensive and cutting-edge training.

Mark Butler M.S., R.T.(R)(CT)(MR)(ARRT)(ARMRIT) Program Director and Didactic Instructor - Mark P. Butler brings over 20 years of clinical and leadership experience in

Radiologic Sciences to Valley View's MRI program. Holding a Master's degree in Radiologic Imaging Sciences from California State University Dominguez Hills and numerous certifications, including ARRT and ARMRT, Mark is an expert in advanced imaging technologies. His extensive career includes roles as a Radiology Manager and Administrator, where he successfully upgraded imaging systems and managed departmental operations. At Valley View, Mark oversees the MRI program, ensuring students receive cutting-edge education and practical skills. His background in musculoskeletal, neurological, abdominal, and MR angiography, combined with his leadership in upgrading diagnostic services, makes him an invaluable leader and educator in our program.

OBJECTIVES:

Objectives of VVSOR are:

1. To provide quality education and training to students seeking a career in the field of radiology and prepare them for successful careers in the industry.
2. To equip students with the necessary knowledge and technical skills to meet the demands of the ever-evolving field of radiology.
3. To provide a supportive and engaging learning environment that fosters critical thinking, problem-solving, and effective communication skills.
4. To ensure that our students are well-rounded professionals who are knowledgeable in the ethical, legal, and social aspects of radiology practice.
5. To maintain strong partnerships with healthcare providers, industry leaders, and accrediting bodies to ensure that our curriculum is up-to-date and relevant to industry standards.

Admission Policy

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.

The admission policy of VVSOR is designed to provide a fair and consistent process for admitting students into our programs. We are committed to ensuring that all applicants are evaluated based on their qualifications and potential to succeed in the program they have applied for.

Admission Requirements:

To be eligible for admission to VVSOR, the applicant must meet the following requirements:
Completion of High School or equivalent:

The applicant must provide proof of completion of high school or equivalent. In addition, they must submit official transcripts from all educational institutions previously attended.

Language Proficiency Information

Valley View School of Radiology conducts all instruction exclusively in English. We do not offer instruction in any other language.

Language Proficiency Requirement:

As all instruction is conducted in English, students are required to demonstrate proficiency in the English language. The level of proficiency required may vary depending on the program.

English Language Proficiency Requirement:

Students are required to demonstrate a certain level of English language proficiency to enroll in our programs. The specific level required may vary depending on the program.

Documentation of Proficiency:

We accept various forms of documentation of English language proficiency, including but not limited to:

Test of English as a Foreign Language (TOEFL)

International English Language Testing System (IELTS)

Other standardized English proficiency tests

Please refer to the admission requirements of your specific program for detailed information on the accepted documentation of proficiency.

English Language Services:

Please note that Valley View School of Radiology does not offer English language services, including instruction such as ESL. Students are expected to meet the English language proficiency requirements independently.

For more information regarding English language proficiency requirements, please consult the admission section of this catalog.

Prerequisites:

Each program may have specific prerequisite courses that must be completed before admission. Applicants must provide official transcripts demonstrating completion of these prerequisite courses.

MRI Program: No pre-requisites required.

Health and Immunization Requirements:

All applicants must provide proof of current immunization records and meet health requirements as stated by the college. All applicants must also meet the health and physical requirements.

Criminal Background Check:

A criminal background check is required for all applicants. This includes a fingerprint check for

state and federal criminal history records.

Application Process:

To apply for admission to VVSOR, the applicant must complete and submit an application form along with all required documents. The application form and instructions can be found on our website or obtained from the college's admission office.

Selection Process:

Admission to VVSOR is a competitive process, and acceptance into the program is based on points. Each applicant will be awarded points based on their academic achievement, personal statement, recommendations, relevant experience, and interviews.

Notification of Acceptance:

Admission decisions will be communicated to applicants within a reasonable time frame after the application deadline. Applicants who have been accepted will receive a formal notification and instructions on how to proceed with enrollment.

Required Orientation:

There will be two orientations all accepted applicants must complete. One orientation will be specific to the program of enrollment. The second orientation will be specific to the learning management system (LMS), the technological aspects of online education, and training for online study.

VVSOR is committed to providing equal opportunity in its admission policies and procedures. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, or disability.

Credit For Previous Training/Transfer Policy

Our institution does not offer credit for previous training or transfer credits. All students must complete the full program at our institution, regardless of prior learning experiences or previous coursework taken at other institutions.

Ability-to-Benefit: VVSOR does not accept Ability-to-Benefit (ATB) students.

Procedure:

All students who enroll in a program at our institution will be required to complete all courses and requirements as outlined by the program.

Students who have completed previous training or coursework may request to have their transcripts evaluated by the program director or academic advisor for informational purposes only. This evaluation will not result in the awarding of any credit.

Students who wish to transfer credits from other institutions will be advised that our institution does not accept transfer credits and that they will be required to complete all courses and

requirements at our institution. Any exceptions to this policy must be approved by the program director.

Rationale:

This policy is designed to ensure that all students who enroll in a program at our institution are treated equitably and are given the opportunity to complete the full program as required by our institution. This policy also ensures that the academic integrity of our programs is maintained and that students are held to the same standards of achievement regardless of prior learning experiences or previous coursework taken at other institutions.

Transfer or Articulation Agreements

Our institution currently has not entered into any articulation or transfer agreements with other colleges or universities. This means we cannot guarantee that credits earned at our institution will be accepted by other

educational institutions. Students planning to transfer credits to another institution should directly consult with that institution to understand their specific transfer policies and ensure their educational objectives can be met.

For further details or specific inquiries about our admission policies, please contact the admissions office.

Student Policies

Re-enrolling students who withdraw may re-enter the program without the loss of clock hours as long as it is within one (1) years from the date of their withdrawal from the program. All student records are only maintained for six years and it is the responsibility of the student to keep all documents received from the institution. The institution reserves the right to evaluate the previous education to verify that the student was in good condition and her/his enrollment account had been paid until the last date of attendance before the student is accepted for re-enrollment.

Academic Integrity: Students are expected to always maintain academic integrity. Any form of academic misconduct, including cheating, plagiarism, falsification of documents, or the use of AI writers, will not be tolerated and will result in disciplinary action or expulsion. The use of AI writers, including but not limited to language models like ChatGPT, is strictly prohibited in all assignments, exams, and academic work at Valley View School of Radiology's MRI College. We emphasize the importance of original and authentic work to uphold the standards of academic integrity and promote a fair and ethical learning environment.

Attendance: Regular attendance is mandatory for all classes and clinical rotations. Students who

miss more than 10% of class or clinical time may be subject to disciplinary action, including course failure, or expulsion.

Dress Code: Students must adhere to the dress code policy set forth by the program. Appropriate attire for clinical rotations includes scrubs, closed-toe shoes, and any additional personal protective equipment required by the clinical setting.

Health and Safety: Students are required to comply with all health and safety regulations and guidelines set forth by the program and clinical sites. This includes maintaining current immunizations and completing required health screenings.

COVID-19 Policy:

We prioritize the health and safety of our students, faculty, and staff during the COVID-19 pandemic, following California guidelines.

- **Vaccination:** Vaccination is strongly encouraged for all individuals as per CDC and local health authorities' recommendations.
- **Face Masks:** Face masks are optional in indoor common areas and classrooms, regardless of vaccination status, based on CDC guidelines.
- **Screening and Reporting:** Individuals are required to report any COVID-19 symptoms, exposures, or positive test results.
- **Updates and Communication:** We will regularly update and communicate any changes to our policy based on evolving guidelines.

VVSOR is dedicated to providing a safe learning environment for our community during the COVID-19 pandemic, in compliance with California guidelines.

Social Media and Communication: Students are expected to use social media and other forms of communication responsibly and professionally. Any inappropriate or offensive communication on social media or other platforms may result in disciplinary action or expulsion.

Student Conduct: Students are expected to always conduct themselves in a professional manner. Any behavior that is deemed inappropriate, disruptive, or disrespectful may result in disciplinary action or expulsion.

Confidentiality: Students are required to maintain the confidentiality of patient information and medical records in accordance with HIPAA regulations.

Grievance Procedure: Students who have concerns or complaints about any aspect of the program may file a grievance in accordance with the program's grievance procedure.

Academic Support: The program provides academic support to students who need additional assistance with coursework or clinical performance.

Professionalism: Students are expected to exhibit professionalism in all aspects of their academic and clinical experiences. This includes communication, dress, behavior, and adherence to ethical and professional standards.

Rationale:

These policies are designed to ensure that all students VVSOR are held to the highest standards of academic integrity, professionalism, and patient care. The policies also provide guidelines for students to follow and promote a positive learning environment. The policies emphasize the importance of responsibility, accountability, and ethical behavior among students, as well as ensuring that patient safety and confidentiality are always maintained.

Non-Discrimination, Due Process, Student Impairment, and Harassment Policy:

Valley View School of Radiology (VVSOR) is committed to maintaining a learning environment that is safe, equitable, professional, and conducive to student success. The following policies outline the institution's standards and procedures related to non-discrimination, student due process, student impairment, and harassment.

Non-Discrimination Policy:

Valley View School of Radiology does not discriminate on the basis of race, color, religion, creed, national origin, ancestry, sex, gender identity or expression, sexual orientation, age, disability, marital status, pregnancy, veteran status, or any other status protected by applicable federal or state law.

This policy applies to all aspects of the institution's operations, including admissions, instruction, clinical education, evaluations, disciplinary actions, and access to school services and facilities.

Student Due Process Policy:

VVSOR ensures that students are afforded due process in all matters involving academic, clinical, or disciplinary actions. Due process includes the right to fair treatment, timely notice, and an opportunity to respond before any adverse action is finalized.

Due process procedures include:

- Written notification to the student outlining the concern, allegation, or reason for academic or disciplinary action

- An opportunity for the student to respond, either in writing or in person
- Review by the Program Director or designated school official
- A written decision communicated to the student within a reasonable timeframe
- The right to appeal decisions related to probation, dismissal, or disciplinary action in accordance with the school's appeals procedures

No student shall be subject to disciplinary or academic sanctions without appropriate review and documentation.

Student Impairment Policy (All Types):

VVSOR has an obligation to protect student safety, patient safety, and the integrity of the educational and clinical environment. A student may be considered impaired if their ability to perform academic or clinical responsibilities is compromised.

Student impairment may include, but is not limited to:

- Substance abuse or intoxication (alcohol, illegal drugs, misuse of prescription medication)
- Physical impairment or medical condition affecting safe performance
- Mental or emotional impairment affecting judgment, behavior, or performance
- Fatigue or stress that poses a risk to patient care or academic integrity

Procedures:

- Students suspected of impairment may be temporarily removed from classroom or clinical activities
- Clinical affiliates may require drug testing or medical clearance in accordance with site policies
- Students may be required to provide documentation from a licensed healthcare professional verifying fitness to return
- Reasonable accommodations will be considered when appropriate and legally required
- Students will be afforded due process prior to any long-term academic or disciplinary action

Failure to comply with impairment-related requirements may result in disciplinary action, up to and including dismissal from the program.

Harassment Policy (All Types):

VVSOR maintains a zero-tolerance policy for harassment of any kind. Harassment undermines the learning environment and will not be tolerated.

Harassment includes, but is not limited to:

- Sexual harassment
- Verbal, physical, or visual harassment
- Bullying or intimidation
- Discriminatory or retaliatory behavior
- Harassment occurring in classrooms, online platforms, clinical sites, or school-sponsored activities

Reporting and Resolution:

- Students are encouraged to report harassment to the Program Director, Compliance Officer, or another designated school official
- Reports will be handled promptly and confidentially to the extent possible
- Retaliation against any individual who reports harassment or participates in an investigation is strictly prohibited
- Confirmed violations may result in disciplinary action, up to and including dismissal.

Policy Enforcement:

All students are expected to comply with these policies as a condition of enrollment. Violations may result in corrective action consistent with institutional procedures, accreditation standards, and applicable laws.

Selection Process:

Application: All applicants must complete the application form and provide supporting documents, including transcripts, letters of recommendation, and a personal statement.

Eligibility Requirements: Applicants must meet the eligibility requirements for admission to the program, including completion of prerequisite coursework, minimum GPA, health and physical requirements, and any other specific requirements outlined by the program.

Entrance Exam: Applicants may be required to take an entrance exam, such as the CCAT or an equivalent test, to assess their knowledge and skills.

Interview: Applicants who meet the eligibility requirements and pass the entrance exam may be invited for an interview with program faculty or staff. The interview allows the program to evaluate the applicant's communication skills, professionalism, and suitability for the program.

Selection Criteria: The program uses a holistic approach to evaluate applicants based on a combination of factors, including academic performance, letters of recommendation, personal statement, interview performance, and any relevant work or volunteer experience. The use of a point system will be used based on various criterias. The total number of points awarded for each applicant is used to determine their ranking in the admission process.

Interview Committee: An interview committee, consisting of program faculty and staff, reviews all applications and is part of the selection process.

Notification: Applicants are notified of their admission status within 14 days prior to start date, and successful candidates are provided with information about the next steps in the enrollment process.

Waitlist: If all available spots in the program are filled, a waitlist may be created, and applicants will be notified of their position on the waitlist.

The selection process for the VVSOR is designed to ensure that the most qualified and suitable candidates are admitted to the program. The program evaluates applicants based on a combination of academic performance, personal statement, interview performance, and any relevant work or volunteer experience.

Housing:

VVSOR is committed to providing high-quality educational programs to our students. While we strive to make the academic experience as seamless as possible, we do not offer housing options to our students. Therefore, it is the responsibility of each student to secure their own housing accommodations.

There are various options available for students seeking housing, including:

Apartments: Affordable and convenient housing options for students. Many of these complexes offer student discounts and lease agreements.

Off-campus Housing: Some students may choose to rent a room in a private home or a shared apartment off-campus. Websites such as Craigslist, Zillow, and Facebook Marketplace can be helpful in finding these types of accommodations. The average monthly rent in Stockton is \$1,565 while home prices can be around \$632,778.

Dormitories: VVSOR does not offer on-campus housing options or dormitories; however, some nearby universities and colleges offer dormitory-style housing that may be available to non-enrolled students for a fee.

It is important to note that VVSOR does not endorse or have any affiliation with any particular housing option. **Therefore, it is the responsibility of each student to conduct their own research and choose the housing option that best fits their needs and budget. VVSOR has no responsibility to find or assist any student in finding housing.**

Cost Of Attendance:

VVSOR is committed to providing high-quality educational programs to our students at an affordable cost. The following is an estimate of the cost of attendance for a typical academic year (2 quarters) for a full-time student enrolled in our programs:

Tuition and Fees:

MRI Program: \$35,000 Books and Supplies: \$1,500

Room and Board: VVSOR does not offer on-campus housing. The cost of off-campus housing varies depending on location and living arrangements. Estimates range between \$10,000 and \$30,000 per year.

Transportation: The cost of transportation will vary depending on the mode of transportation and distance traveled. Estimates range between \$2,000 and \$3,000 per year.

Personal Expenses: The cost of personal expenses will vary depending on individual needs and lifestyle. Estimates range between \$3,000 and \$4,000 per year.

Total Estimated Cost of Attendance: \$57,500

It is important to note that the cost of attendance may vary depending on individual circumstances, such as living arrangements, transportation costs, and personal expenses. Additionally, some students may be eligible for financial aid, scholarships, and other forms of assistance to help offset the cost of attendance.

At VVSOR, we are committed to making higher education accessible and affordable for all students. If you have any questions or concerns about the cost of attendance or financing options, please contact our finance office for assistance. We are here to help you achieve your academic and professional goals.

Class Start Dates and Orientation:

At VVSOR, we offer two start dates for our Magnetic Resonance Imaging program each year, in the Winter and Summer quarters. The following are the class start sessions for the upcoming academic year. Please reach out to the Admissions Advisor for specific dates.

Winter Quarter:

Classes start in the first week of January. Orientation for new students will be held on the weekend prior to the first day of the program.

Summer Quarter:

Classes start on the first week of July. Orientation for new students will be held on the weekend prior to the first day of the program.

Orientation is mandatory for all new students and is designed to provide you with important information about VVSOR policies, procedures, and resources. During orientation, you will also have the opportunity to meet with faculty, staff, and other students in your program.

Depending on the program, it is important to note that some classes may have prerequisites, and students may be required to complete certain courses before enrolling in more advanced classes. Additionally, some courses may only be offered during specific quarters, so it is important to plan your schedule accordingly.

If you have any questions or concerns about the class start dates, orientation, or course scheduling, please contact the admissions office for assistance. We are here to help you achieve your academic and professional goals. Dates are subject to change without notice. Please consult with the program director or website for up-to-date information.

Observed Holidays:

VVSOR is closed on the following holidays and academic breaks:

- New Year's Day: January 1st
- Martin Luther King Jr. Day: Third Monday in January President's Day: Third Monday in February
- Spring Break: One week in March or April (dates vary each year) Memorial Day: Last Monday in May
- Juneteenth Day: June 19th
- Summer Break: One week in June (dates vary each year) Independence Day: July 4th
- Labor Day: First Monday in September
- Fall Break: One week in September (dates vary by year)
- Thanksgiving Break: Thursday and Friday of the fourth week in November Winter Break: One week in December (dates vary each year)

It is important to note that while VVSOR is closed on these holidays and academic breaks, some classes and clinical rotations may be scheduled during certain breaks, such as Spring Break and Winter Break. Additionally, some classes may have scheduled makeup days or review sessions during breaks to ensure adequate preparation for exams and clinical rotations.

Facility

Utilizing a combination of online web-based learning tools, physical on-ground labs, including a library of textbooks, computers, life-size skeleton, and whiteboard, the program delivers a comprehensive set of resources for students. This is available to all students at the main campus

where all class sessions will be held, located at 546 E. Pine St., Stockton, CA 95204.

The imaging centers will be used as a classroom at times due to topics or concepts being taught. Clinical rotations will be at imaging centers owned and operated by Valley Radiology and Inview Imaging as well as affiliated partners.

Programs Offered: Magnetic Resonance Imaging Program

Program Description:

The Magnetic Resonance Imaging (MRI) Certificate Program at Valley View School of Radiology is designed to provide students with the knowledge and skills necessary to become a competent and qualified MRI Technologist. This program offers comprehensive training in the principles, techniques, and applications of MRI imaging, preparing students for a rewarding career in the healthcare field.

Through a combination of classroom instruction, laboratory practice, and clinical experiences, students will learn the fundamentals of MRI, including anatomy and physiology, MRI physics, patient care, safety, MRI protocols and procedures, image acquisition and processing, and quality assurance. Students will also gain hands-on experience in performing MRI scans through supervised clinical practicums in an approved clinical setting, allowing them to apply their knowledge and skills in a real-world healthcare environment.

The program is taught by experienced faculty who are knowledgeable in the field of MRI, and the curriculum is regularly updated to align with industry standards and best practices. The program also utilizes MRI equipment and software to provide students with hands-on training using the latest technology used in the field. Utilizing a combination of online web-based learning tools, physical on-ground labs, including a library of textbooks, computers, life-size skeleton, and whiteboard, the program delivers a comprehensive set of resources for students. This is available to all students at the main campus.

Upon successful completion of the program, graduates will be eligible to sit for the national certification exams for the American Registry of MRI Technologists (ARMRIT) MRI certification exam, and pursue entry-level employment opportunities as MRI Technologists in hospitals, imaging centers, clinics, and other healthcare settings. Graduates may also choose to further their education and career opportunities by pursuing advanced certifications or degrees in specialized areas of MRI or related fields.

Program Name	Clock Hours	Month	Weeks Award	Upon Graduation
MRI	1656	18	72	Certificate

Methods of Instruction

The Magnetic Resonance Imaging (MRI) Program at Valley View School of Radiology is

delivered in a **hybrid format**, combining both distance education and in-person instruction to provide students with a flexible and comprehensive learning experience.

Didactic Instruction (Distance Education):

Didactic coursework is delivered primarily through an online Learning Management System (LMS), which includes live, instructor-led webinars, recorded lectures, interactive learning modules, digital resources, and discussion forums. Live virtual classes are scheduled weekly to encourage student engagement, allow for real-time faculty interaction, and provide opportunities for collaborative learning. Attendance is tracked, and participation in live sessions is mandatory unless otherwise approved.

Assignment Feedback Turnaround:

Valley View School of Radiology provides timely feedback on student work. All standard assignments submitted through the LMS will be graded and returned with feedback within ten (10) calendar days of submission. This ensures students receive consistent, prompt evaluation of their academic progress in all didactic courses delivered online.

DISTANCE EDUCATION:

Valley View School of Radiology offers distance education as part of its hybrid instructional model. For all distance education courses, students will receive a response or evaluation of submitted lessons, projects, or assignments within seven (7) calendar days of the institution's receipt of the student's submission.

Students are expected to complete and submit assigned lessons, projects, or coursework within seven (7) calendar days of the assignment being made available through the Learning Management System (LMS). Faculty will provide feedback, grades, or evaluations within seven (7) calendar days of receiving the student's submission.

All communication regarding distance education coursework will be conducted through the LMS or institutional email. Students are encouraged to reach out to their instructor with any questions regarding assignments or evaluations.

On-Ground Instruction (In-Person):

In-person sessions are held at our main campus (546 E. Pine St., Stockton, CA 95204). These include:

- Laboratory sessions for hands-on skills practice
- Exams and competency assessments
- Workshops or intensives related to safety, patient care, and clinical procedures

Clinical Training (In-Person):

All clinical hours are completed on-site at affiliated imaging centers. Clinical training involves direct and indirect supervision by qualified MRI technologists and clinical instructors. Students must complete a minimum of 1,056 clinical hours to meet graduation and ARMRIIT eligibility requirements.

Hybrid Course Delivery Breakdown:

- Approximately 35% of the program is delivered online through the LMS (didactic coursework).
- Approximately 65% of the program is conducted in person through lab and clinical training.

This hybrid model aligns with regulatory standards and enhances flexibility while ensuring

students receive the required hands-on experience to meet industry competencies.

MRI Courses

The requirements for completion in the MRI course shall consist of Eight hundred four (804) clock hours of didactic instruction and one thousand fifty-six (1056) clock hours of clinical training.

Educational Goals: The MRI course of study is designed to prepare students for the ARMRIT licensing examination and for meaningful employment as an MRI Technologist.

Health and Physical Requirements

At VVSOR, we are committed to ensuring the health and safety of our students, faculty, and staff. To provide a safe and supportive learning environment, we ask that all students take into consideration the following health and physical considerations before enrolling in our programs:

Physical Ability: Medical Imaging requires physical dexterity and strength to move and position patients, as well as to operate equipment. Students must be able to lift and move patients, stand for extended periods of time, and perform tasks that require manual dexterity and precision.

Vision and Hearing: Students must have good vision and hearing to effectively perform radiologic procedures and communicate with patients and healthcare professionals. Color vision is also important, as radiology technicians must be able to differentiate between subtle color differences in images.

Health and Immunizations: Students must be in good physical health to enroll in our programs. Additionally, students may be required to have certain immunizations, such as hepatitis B and tetanus, before participating in clinical rotations.

Criminal Background Checks and Drug Testing: Students may be required to undergo criminal background checks and drug testing before participating in clinical rotations. This is to ensure the safety of patients and compliance with healthcare regulations.

Emergency Preparedness: In the event of a medical emergency or injury, students must be able to respond quickly and appropriately. This may involve administering basic first aid, calling for emergency medical assistance, or performing CPR.

If you have any questions or concerns about the health and physical considerations for VVSOR, please contact our admissions office for more information. We are committed to providing a safe and supportive learning environment for all students.

Please know some additional requirements may not be listed and added at a later time.

Graduation and Licensing Requirements

Graduates of an ARMTRIT recognized MRI Program: must complete and pass the American Registry of MRI Technologists exam within six (6) months of date of graduation.

Please see the following section for current information on Valley View School of Radiology's ARMTRIT recognition timeline.

ARMTRIT Accreditation Status and Timeline

Valley View School of Radiology is actively pursuing accreditation and recognition from the **American Registry of Magnetic Resonance Imaging Technologists (ARMTRIT)** to ensure our program aligns with national standards and supports graduate eligibility for ARMTRIT certification.

We have been in direct communication with ARMTRIT and are currently in the process of completing all necessary steps to obtain institutional recognition.

- **Temporary Recognition:**
Valley View School of Radiology anticipates receiving *temporary recognition* from ARMTRIT within **six (6) months** of program start.
- **Full Recognition:**
Full ARMTRIT recognition is expected to be completed within **twelve (12) months**, pending final site evaluation and documentation review.

Our curriculum, clinical hours (minimum 1,056 hours), faculty qualifications, and instructional methods have been designed to meet or exceed ARMTRIT standards. Program graduates will be eligible to sit for the ARMTRIT exam upon successful completion of all required didactic and clinical components, in accordance with ARMTRIT's current certification eligibility criteria. For updates regarding our ARMTRIT recognition status or questions regarding certification eligibility, students are encouraged to contact the Program Director or visit the ARMTRIT website at www.armtrit.org.

Completion of an ARMTRIT approved Certification or Degree program that includes at least 1,000 hours of Documented MRI Clinical training.

ARMTRIT Accreditation Clarification and Program Eligibility

Valley View School of Radiology has aligned its MRI Program with the American Registry of Magnetic Resonance Imaging Technologists (ARMTRIT) Accreditation Standards (2025). Specifically, under Section III(C) of the ARMTRIT Accreditation Standards, programs must meet the following minimums:

Didactic Instruction: 804 hours (minimum)
Clinical Training: 1,000 hours (minimum)

Program Length: 18 months

To comply with these requirements, the program has adopted the Quarter Unit:
1 Quarter Unit = 10 hours of Lecture (Didactic) OR 30 hours of Clinical/Lab
(Rounded down to the nearest whole number)

Based on this system, the program hours and unit conversions are as follows:
Didactic Instruction: 804 hours = 52 Quarter Units
Clinical Training: 1,056 hours = 34 Quarter Units
Total Program Hours: 1,860 hours (exceeding ARMTRIT's minimum requirement)
Program Length: 18 months

Graduates of Valley View School of Radiology's MRI Program will therefore meet or exceed the ARMTRIT eligibility standards for certification. The institution is actively pursuing ARMTRIT recognition, with an anticipated temporary recognition within 6 months of program launch and full recognition within 12 months, pending site evaluation and review.

This alignment ensures that students are prepared for national certification, that Valley View's program structure meets regulatory standards, and that the school maintains consistency in its unit conversion and catalog presentation.

Clinical Evaluation and Oversight

All students enrolled in the Magnetic Resonance Imaging (MRI) Program at Valley View School of Radiology are evaluated throughout their clinical rotations using a standardized Clinical Evaluation Form. This form is completed by the site supervisor or qualified technologist at the clinical site and submitted to the program for academic evaluation and documentation of student progress.

Evaluation criteria include, but are not limited to:

- Patient care and communication
- MRI safety practices
- Technical skill and image quality
- Professionalism and attendance
- Workflow participation and documentation

Supervisors rate students on a 4-point scale, and written comments are required to ensure detailed feedback. Evaluations are reviewed by the Program Director to ensure students are meeting clinical competencies and to identify any areas requiring remediation.

A copy of the Clinical Evaluation Form is available upon request and is provided to each clinical site prior to the start of a student's rotation.

ARMTRIT Clinical Hour Requirement and Program Compliance

Hours of Instruction for ARMTRIT Eligibility

Graduates of the Valley View School of Radiology MRI Program are eligible to apply for certification through the **American Registry of Magnetic Resonance Imaging Technologists (ARMRIT)**.

ARMRIT requires candidates to complete a **minimum of 1,000 documented clinical hours** within an MRI environment as part of an approved MRI educational program. To ensure compliance and to prepare graduates for successful credentialing, **VVSOR's MRI program exceeds this requirement.**

Program Instructional Hours:

Component	Clock Hours
Didactic Instruction	804 hours
Clinical Training	1,056 hours
Total Program Hours	1,860 hours

By completing the full program, students will satisfy and surpass ARMRIT's minimum eligibility requirement for clinical hours while receiving additional didactic preparation that enhances their overall competency.

COURSES OF STUDY

Courses are offered online via a Learning Management System with live lecture webinars for several courses to help enrich the student learning experience. On-ground labs are also utilized to further emphasize key concepts and build student technical skills. Clinical courses are conducted on-ground at imaging centers partnered with VVSOR to allow students to learn and practice practical skills.

MRI 1: Basics of MRI - 6 Units

This course provides a clear and concise overview of the principles of magnetic resonance imaging (MRI). The course is designed to provide a fundamental understanding of MRI physics, as well as the clinical applications of MRI in medicine. Concepts covered include tissue contrast in MRI, including T1-weighted, T2-weighted, and proton density images. The course ends with a conversation regarding basic clinical applications.

MRI 2: Patient Care & Ethics - 3 Units

Patient care is an essential aspect of radiology practice, and it involves the provision of comprehensive care and support to patients undergoing radiological procedures. This course aims to equip MRI students with the knowledge and skills needed to provide compassionate and effective care to patients during their externships and while performing MRI procedures as an MRI Technologist. Overall, this course aims to prepare MRI students to provide high-quality, patient-centered care during imaging procedures.

MRI 3: Cross Sectional Anatomy 1 – 4 units

This course is designed to provide students with a comprehensive understanding of human sectional anatomy. The primary focus will be on the anatomical structures visible on cross-sectional images, including the brain, neck, and extremities. This will include the orientation of

cross-sectional images, the terminology used to describe cross-sectional anatomy, and the identification of anatomical landmarks on sectional images. The course will cover the anatomy of each body region in detail, including the bones, muscles, nerves, blood vessels, and organs.

MRI 4: MRI Physics 1 – 6 Units

This course is designed to provide students with a comprehensive understanding of magnetic resonance imaging (MRI) and its clinical applications. Students will learn about the principles of MRI, including the physics of magnetic fields, radiofrequency waves, and signal detection. The course will also cover the practical aspects of MRI, including safety considerations, image acquisition, and image analysis.

MRI 5: MRI Safety and Implants – 3 Units

The MRI Safety Course is designed to provide an in-depth understanding of the principles and practices necessary for ensuring safe and effective MRI operations. The course will cover the essential aspects of MRI safety, including magnetic field safety, gradient coil safety, radiofrequency safety, and contrast agent safety. Additionally, this course will go over implant safety and screening processes for assessing whether an implant is

MRI safe, conditional, or unsafe. This course is targeted for MRI students who will perform Level 2 Personnel level operations within the MRI Suite.

MRI 6: Cross Sectional Anatomy 2 – 4 Units

This course is designed to provide students with a comprehensive understanding of human sectional anatomy. The primary focus will be on the anatomical structures visible on sectional images, including the abdomen, pelvis, and thorax, completing the Sectional Anatomy series. This will include the orientation of cross-sectional images, the terminology used to describe sectional anatomy, and the identification of anatomical landmarks on cross sectional images. The course will cover the anatomy of each body region in detail, including the bones, muscles, nerves, blood vessels, and organs.

MRI 10: Clinical 1 – 3 Units

Students attend clinical instruction essential to the applied practice of MRI. Students attend an assigned clinical affiliate to observe and participate in the completion of MRI exams on actual patients under the direct/indirect supervision of a professional MRI Technologist. In this competency and hours-based course, students are assessed in their performance of examinations in the areas of patient care, MRI safety, and scanning. The student must complete 96 hours and assigned coursework to successfully complete this course.

MRI 11: MRI Physics 2 – 3 Units

This course is designed to provide students with a comprehensive understanding of magnetic resonance imaging (MRI) and its clinical applications. Students will learn about the principles of MRI, including the physics of magnetic fields, radiofrequency waves, and signal detection. The course will also cover parameters and tradeoffs, exploring the clinical applications of MRI, and advanced scanning techniques.

MRI 12: Pathology & Terminology 1 – 3 Units

The course will utilize case-based learning, where students will be presented with real-world patient cases that illustrate common pathologies and imaging findings. Through this approach, students will learn to interpret and analyze MRI images, recognize normal versus abnormal findings, and develop a systematic approach to interpreting images across different regions of the body. The course will also cover the clinical indications and applications of MRI across different regions of the body, including the brain, neck, chest, and musculoskeletal system. The course and associated textbook will cover various aspects of applied MRI.

MRI 13: MRI Protocols 1 – 3 Units

Throughout the course, students will learn the fundamentals of MRI imaging and the various types of MRI machines and their applications. As the first course of the series, students will start by familiarizing themselves with image acquisition techniques, including pulse sequences, imaging parameters, and data acquisition. The course will also cover the use of contrast agents, image reconstruction, and post-processing techniques. Students will learn about the different applications of MRI in medicine, including neuroimaging, musculoskeletal imaging, and head and neck imaging.

MRI 20: Clinical 2 – 3 Units

Students attend clinical instruction essential to the applied practice of MRI. Students attend an assigned clinical affiliate to observe and participate in the completion of MRI exams on actual patients under the direct/indirect supervision of a professional MRI Technologist. In this competency and hours-based course, students are assessed in their performance of examinations in the areas of patient care, MRI safety, and scanning. The student must complete 96 hours and assigned coursework to successfully complete this course.

MRI 21: MRI Procedures 2 – 3 Units

Throughout the course, students will learn the fundamentals of MRI imaging and the various types of MRI machines and their applications. As the second course of the series, students will continue learning about the different applications of MRI in medicine, including thorax, abdomen, pelvis, cardiac imaging and functional imaging.

MRI 22: MRI Pathology & Terminology 2 – 3 Units

The course will utilize case-based learning, where students will be presented with real-world patient cases that illustrate common pathologies and imaging findings. Through this approach, students will learn to interpret and analyze MRI images, recognize normal versus abnormal findings, and develop a systematic approach to interpreting images across different regions of the body. The course will also cover the clinical indications and applications of MRI across different regions of the body, including the abdomen, pelvis, and chest. The course and associated textbook will cover various aspects of applied MRI.

MRI 23: MRI Pulse Sequences – 3 Units

The course will cover various pulse sequences, such as spin echo, gradient echo, and fast spin

echo, among others. Students will learn about the advantages and disadvantages of each sequence and the applications for which they are best suited. Students will learn pulse sequences from leading MRI manufacturers, including GE, Siemens, Philips, and Toshiba. Throughout the course, students will review the theory behind the pulse sequences and their practical applications. The course also will cover various pulse sequences, such as spin echo, gradient echo, and fast spin echo, among others.

MRI 30: Clinical 3 – 14 Units

Students attend clinical instruction essential to the applied practice of MRI. Students attend an assigned clinical affiliate to observe and participate in the completion of MRI exams on actual patients under the direct/indirect supervision of a professional MRI Technologist. In this competency and hours-based course, students are assessed in their performance of examinations in the areas of patient care, MRI safety, and scanning. The student must complete 384 hours and assigned coursework to successfully complete this course.

MRI 31: Registry Review 1 – 4 Units

This course is designed to provide students with a comprehensive review of magnetic resonance imaging (MRI) principles, techniques, and clinical applications. The course will cover the fundamental principles of MRI, including nuclear magnetic resonance, pulse sequences, image formation, image contrast, and artifacts. Lastly, concepts pertaining to MRI Safety, Sectional Anatomy, and Patient Care will be covered. A conversation regarding study techniques and best practices will be discussed.

MRI 40: Clinical 4 – 14 Units

Students attend clinical instruction essential to the applied practice of MRI. Students attend an assigned clinical affiliate to observe and participate in the completion of MRI exams on actual patients under the direct/indirect supervision of a professional MRI Technologist. In this competency and hours-based course, students are assessed in their performance of examinations in the areas of patient care, MRI safety, and scanning. The student must complete 384 hours and assigned coursework to successfully complete this course.

MRI 41: Registry Review 2 – 4 Units

In the second course in the Registry Review series, this course will require students to complete all questions in the textbook to reinforce their understanding of key concepts and to practice applying their knowledge to real-world scenarios. The textbook includes numerous review questions, case studies, and practice exams, which will be used to assess student comprehension and facilitate interactive learning.

To successfully complete the Magnetic Resonance Imaging (MRI) program, students must successfully complete all MRI-designated courses with a grade of “C” or better, complete all required clinical competencies, and complete all clinical rotation hours (1056 hours). This would total 52 didactic units and 34 clinical units.

Unit Conversion Standard

- **Lecture/Didactic Unit:** 10 contact hours + 20 outside prep hours = 30 total hours
- **Lab/Clinical Unit:** 30 clinical/lab hours (outside prep not required)

To comply with this standard, each didactic course includes **a minimum of two (2) hours of outside preparation per one (1) hour of lecture.**

Examples of Outside Preparation Activities:

- Assigned textbook reading (average 20–30 pages per week)
- Weekly written assignments (1-2 pages)
- Online quizzes and self-assessments through the LMS
- Case study reviews with written summaries
- Preparation for exams (midterm, final)
- Group discussion board participation and responses (minimum 2 posts/week)

ACADEMIC POLICIES

Purpose:

The purpose of this academic policy for VVSOR is to establish guidelines for academic expectations, standards, and procedures that govern the education of our students. The policy aims to ensure that our students receive the highest quality of education in MRI technology, and that they meet the necessary requirements for graduation, certification, and professional practice. Academic Standards: Our MRI College is committed to providing an academic program that meets or exceeds industry standards and best practices. To maintain this commitment, we have established the following academic standards:

1. **Academic Progress:** Students are expected to make satisfactory academic progress and maintain a minimum cumulative GPA of 2.0 on a 4.0 scale. Students who fail to meet the minimum GPA requirement may be placed on academic probation or subject to dismissal from the program.
2. **Attendance:** Students are expected to attend all scheduled classes, labs, and clinical rotations. Absences may be excused for medical or personal reasons, but excessive absences may result in academic penalties or failure to meet program requirements.
3. **Conduct:** Students are expected to conduct themselves in a professional and respectful manner at all times, adhering to ethical and legal standards in their academic work and clinical practice. Violations of academic integrity or professional conduct may result in disciplinary action, up to and including dismissal from the program.
4. **Clinical Requirements:** Students are required to complete all clinical requirements, including a minimum number of clinical hours, competency assessments, and clinical evaluations. Failure to meet clinical requirements may result in an inability to graduate or become certified.

5. **Certification Requirements:** Students are required to meet all certification requirements of the American Registry of Radiologic Technologists (ARRT) or American Registry of Magnetic Resonance Imaging

Technologists (ARMRIT). This may include passing the certification exam and meeting continuing education requirements.

Academic Procedures:

To ensure that our academic standards are met and upheld, we have established the following academic procedures:

1. **Coursework:** Courses are designed to provide students with a comprehensive understanding of the courses, including physics, instrumentation, patient care, and imaging techniques. Coursework is evaluated through exams, quizzes, assignments, and other assessments.
2. **Clinical Rotations:** Clinical rotations provide students with hands-on experience in a variety of clinical settings, under the supervision of qualified clinical instructors. Clinical rotations are evaluated through competency assessments and clinical evaluations.
3. **Grading:** Grades are assigned based on a student's performance in coursework and clinical rotations, as outlined in the course syllabus. Grades are reported as letter grades and numerical averages, and are recorded on the student's official transcript.
4. **Academic Standing:** Students' academic standing is reviewed periodically to ensure that they are meeting academic standards and making satisfactory progress. Students who are not meeting academic standards may be placed on academic probation or subject to dismissal from the program.
5. **Appeals:** Students have the right to appeal any academic decision or action that they believe to be unjust or unfair. Appeals are reviewed by a committee of faculty and staff, and decisions are made in accordance with the appeals policy.

Conclusion: This academic policy for our VVSOR aims to ensure that our students receive a high-quality education, and that they meet the necessary requirements for graduation, certification, and professional practice. We are committed to upholding the highest academic standards and providing our students with the knowledge and skills necessary for success in their careers.

EVALUATION PERIODS:

At VVSOR, we evaluate the academic progress of our students at regular intervals throughout the academic year. Evaluation periods are designed to help students monitor their performance, identify areas for improvement, and receive feedback from instructors and advisors. The following are the evaluation periods for our programs:

Midterm Evaluation: Midterm evaluations occur halfway through each quarter and provide students with an opportunity to assess their academic progress. Instructors provide feedback on student performance to date and identify areas for improvement.

Final Evaluation: Final evaluations occur at the end of each quarter and are used to determine final grades for courses. Instructors evaluate student performance over the entire quarter and provide a final grade based on coursework, exams, clinical evaluations, and other assessments.

Program Evaluation: Program evaluations occur at the end of each academic year and provide an opportunity for students to reflect on their overall performance in the program. Advisors and instructors may provide feedback on student progress and offer suggestions for future academic success.

Clinical Evaluations: Clinical evaluations occur throughout the academic year and are used to assess student performance in clinical settings. Instructors and clinical supervisors evaluate students on their ability to perform radiologic procedures, communicate with patients and healthcare professionals, and maintain patient safety.

If you have any questions or concerns about the evaluation periods at VVSOR, please contact our academic office for more information. We are committed to helping our students achieve academic success and providing regular feedback on their progress.

GRADING SYSTEM:

At VVSOR, we use the following grading system to assess student performance in our courses:

- A: 90-100%
- B: 80-89%
- C: 75-79%
- D: 61-74%
- F: 0-60%

If a student's overall grade point average (GPA) falls below 2.0, they will be placed on academic probation. If a student remains on academic probation for two consecutive terms, they may be subject to dismissal from the program.

Academic Intervention Program (AIP): The AIP plan will be customized to fit the specific needs of each student and may include one or more of the following:

- Academic counseling and advising
- Tutoring services and study groups
- Additional coursework and assignments
- Regular progress monitoring and assessments

- Mentoring and coaching
- Access to academic resources and support services
- AIP Timelines: The college will establish a timeline for AIP that provides students with a reasonable amount of time to complete the necessary coursework and assignments. Students who fail to meet the timeline may be subject to additional academic sanctions.
- Students must pass the AIP plan with a 75% or higher to remain in the program.

In addition to the letter grade, instructors may also provide written feedback on student performance, identifying areas of strength and areas for improvement. Clinical evaluations may also be used to assess student performance in clinical settings.

ACADEMIC STATUS

At VVSOR, we are committed to ensuring that our students have the opportunity to achieve their academic goals and develop the skills and knowledge they need to succeed in their careers. Our academic standing policy is designed to support students who are struggling academically and to provide opportunities for them to improve their performance and achieve their full potential.

Students will be considered to be in good academic standing if they maintain a cumulative GPA of 2.0 or higher and meet all other academic requirements of their program. Students who fall below this standard will be subject to academic review and may be placed on academic probation.

Academic Probation:

Students who fall below the minimum academic standards for their program will be placed on academic probation. During this time, students will be required to meet with an academic advisor to develop an academic improvement plan and to address any underlying issues that may be contributing to their academic difficulties.

Students on academic probation will have a limited period of time to improve their academic standing and achieve the minimum academic requirements of their program. This period will be determined on a case-by-case basis, taking into account the student's individual circumstances and progress toward academic improvement.

Dismissal:

If a student fails to improve their academic standing during the probationary period or if they fail to meet the minimum academic requirements of their program or fail a course, they may be subject to dismissal from the program. Dismissal will be determined on a case-by-case basis, taking into account the student's individual circumstances and progress toward academic improvement. The minimum academic requirement is to pass all courses with a "C" or better. If a student fails to achieve a minimum grade of "C" in the course, they will be placed in the Academic Intervention Program (AIP). Failure to pass AIP with a score of 75% or higher will

result in the student being dropped from their respective program.

Appeal:

Students who are placed on academic or clinical probation or face dismissal from the program have the right to appeal the decision. The appeal process will be outlined in writing to the student at the time of notification. Appeals may be made based on extenuating circumstances, such as medical emergencies or personal hardships, and must be submitted in writing to the program director within 10 business days of receiving the probation or dismissal notice. The program director will review the appeal and make a final decision. The decision of the program director is final and cannot be further appealed. It is important for students at Valley View School of Radiology to be aware of the probation and dismissal policies outlined above and to strive for academic and clinical excellence to maintain their good standing in the program. Regular communication with academic

advisors and clinical instructors can help students stay on track and successfully complete their studies at Valley View School of Radiology.

If a student is not satisfied with the decision of the academic appeals committee, they may file a complaint with the appropriate accrediting agency or regulatory body.

COURSE INCOMPLETENESS:

Course incompleteness, repetitions and non-credit remedial coursework are not applicable to this institution's form of instruction. Therefore, they have no effect upon the college's standards.

RE-ENTRY POLICY:

VVSOR welcomes students who previously attended our institution and wish to re-enroll in their program of study. Our re-entry policy is designed to facilitate the return of students who have taken a break from their studies for personal or professional reasons.

Students who wish to re-enter their program of study after a break of up to 1 year must complete the following steps:

- 1. Submit a re-entry application:** Students must submit a re-entry application to the admissions office at least 60 days before the start of the quarter in which they wish to re-enroll. The application must include a statement of the student's goals and reasons for returning to school, as well as any relevant updates to their academic or personal information.
- 2. Meet with an academic advisor:** Once the re-entry application is approved, students will be required to meet with an academic advisor to review their previous coursework and create a plan for completing their program of study. The academic advisor will also

provide information about any changes to program requirements or policies that may have occurred during the student's absence.

- 3. Register for classes:** After meeting with an academic advisor, students will be able to register for classes for the upcoming quarter. It is the responsibility of the student to ensure that they have met all registration and enrollment requirements.

Please note that re-entry is not guaranteed and is subject to availability of program space and faculty resources. Students who have been away from the college for longer than 1 year will be subject to the regular admissions process.

If you have any questions or concerns about the re-entry policy at VVSOR, please contact our admissions office for more information.

LEAVE OF ABSENCE (LOA):

At VVSOR, we understand that unforeseen circumstances may arise that require students to take a break from their studies. Therefore, we have implemented a Leave of Absence (LOA) policy to provide students with the opportunity to temporarily interrupt their studies without having to withdraw from the program.

To be eligible for a LOA, students must have completed at least one quarter of coursework and be in good academic standing. Students may request a LOA for a minimum of one term and a maximum of two consecutive terms, not to exceed 180 days.

The process for requesting a LOA includes the following steps:

- **Submit a LOA request:** Students must submit a LOA request to the program director of the program at least 30 days before the start of the quarter in which they wish to take a leave. The request should include a statement explaining the reason for the leave, the expected return date, and a plan for how the student intends to resume their studies.
- **Meet with the program director:** Once the LOA request is approved, students will be required to meet with the program director to review their progress in the program and discuss any changes to program requirements or policies that may have occurred during their absence.
- **Resume studies:** Upon the approved return date, students must contact the program director to confirm their intention to resume their studies. The program director will provide guidance on course selection and any required updates to the student's academic plan.

Please note that taking a LOA may impact a student's financial aid eligibility and student loan repayment. It is the responsibility of the student to review the impact of a LOA on their financial aid status before submitting a request.

If you have any questions or concerns about the LOA policy at VVSOR, please contact our program director for more information.

Pregnancy-related LOA:

- Pregnant students who need to take a temporary leave from their studies due to pregnancy-related conditions are eligible to request a pregnancy-related LOA in accordance with the school's LOA policy.
- Students must submit a LOA request to the program director at least 30 days before the start of the quarter, including a statement explaining the reason for the leave, the expected return date, and a plan for resuming studies.
- Documentation of pregnancy status may be required.
- The length of the pregnancy-related LOA will be determined case-by-case, with a minimum of one quarter and a maximum of two consecutive quarters, not to exceed 180 days. Length is dependent on course availability and the program structure.
- Students must contact the program director to confirm their return from the approved LOA, and will provide guidance on course selection and updates to the academic plan.
- Valley View School of Radiology does not discriminate against students based on pregnancy, childbirth, or related medical conditions, in accordance with applicable laws.
- Students are responsible for reviewing the impact of a LOA on their loan repayment obligations.
- Valley View School of Radiology is committed to supporting pregnant students and ensuring equal access to educational opportunities. Accommodations during the pregnancy-related LOA can be discussed with the compliance director or program director.

STUDENT RECORD RETENTION

At VVSOR, we are committed to maintaining accurate and secure records for our students. We adhere to all federal and state regulations regarding record retention and maintain records in accordance with the Family Educational Rights and Privacy Act (FERPA).

The following is our policy on student record retention:

- **Student Records:** We maintain a student's record for a minimum of five years from the date of the student's last attendance at VVSOR.
- **Admissions Records:** We maintain all admissions records for a minimum of five years from the date of the last activity on the student's record.
- **Transcripts:** We maintain all student transcripts indefinitely.
- **Destruction of Records:** We may destroy student records after the required retention period has ended. However, we will not destroy any record that is the subject of an ongoing investigation, audit, or legal action.
- **Access to Records:** Students have the right to inspect and review their educational

records at any time during regular business hours. Requests for access must be submitted in writing to the Registrar.

- **Confidentiality of Records:** All student records are confidential and will not be released without written consent from the student or as otherwise required by law.

At VVSOR, we take the responsibility of maintaining student records seriously. If you have any questions or concerns about our student record retention policy, please contact our office for more information.

ATTENDANCE POLICY:

At VVSOR, we believe that regular attendance is essential for academic success and clinical competence. Our attendance policy is designed to ensure that students have the opportunity to engage fully with the course material and to develop the skills and knowledge they need to succeed in their careers.

All students are expected to attend all scheduled classes and clinical rotations. If a student is unable to attend a class or clinical rotation, they must notify their instructor or clinical supervisor in advance and provide a valid reason for their absence.

Excused absences include:

- Illness or injury that prevents the student from attending class or clinical rotation
- Family emergencies or bereavement
- Religious observances
- Jury duty or court appearances
- Military service or military obligations

Students are responsible for making up any missed work or assignments, including clinical hours, and for obtaining any notes or materials they missed during their absence. Instructors and clinical supervisors may provide additional information and guidance regarding make-up work and assignments.

Unexcused absences, including chronic lateness, leaving class or clinical rotation early, or failing to attend class or clinical rotation without notifying the instructor or clinical supervisor, may result in a deduction of points or a reduction in the final grade for the course.

If a student's attendance falls below 80%, they may be subject to academic probation or dismissal from the program. However, each student's attendance record will be evaluated on a case-by-case basis, taking into account any extenuating circumstances.

Attendance Expectations: Regular attendance is expected for all courses at VVSOR. Each instructor will provide specific expectations for their course.

Tardiness: Tardiness is defined as arriving to class after the designated start time. Three tardies

will be counted as one absence.

Excused Absences: Absences due to personal illness or family emergency may be excused with proper documentation. Students must contact their instructor prior to their absence.

Unexcused Absences: Absences for reasons not considered excused will be considered unexcused. Students will be responsible for making up missed work and will receive a grade penalty for unexcused absences.

Consequences: Excessive absences may impact a student's ability to meet course requirements and may result in disciplinary action. Students who miss more than 20% of a course will automatically receive a grade of "F" for the course.

Make-up Work: Students are responsible for making up all missed work due to excused and unexcused absences. The instructor will provide a timeline for making up missed work.

Withdrawals: Students who anticipate missing an extended period of class should consider withdrawing from the course. Students may also request a leave of absence if necessary.

Attendance Monitoring: Attendance will be taken at each class session. Students are responsible for monitoring their own attendance records and ensuring their accuracy

Absence

At VVSOR, we understand that unexpected absences may occur from time to time. Our absence policy outlines the procedures for reporting absences, and the consequences of excessive or unexcused absences.

Reporting Absences: Students are required to report any planned or unplanned absences to their instructor as soon as possible. This can be done through email, phone call, or in-person communication. Students must provide a reason for the absence, and an estimated return date if possible.

Excused Absences: Absences due to illness, family emergency, or other legitimate reasons may be excused with proper documentation. Students must provide a doctor's note or other official documentation to support their absence.

Consequences: Excessive or unexcused absences may result in a lower grade, academic probation, or even dismissal from the program. We define excessive absences as missing more than 10% of scheduled class time in a given quarter.

Make-up Work: If a student misses class due to an excused absence, they may be required to make up any missed work or assignments. This will be at the discretion of their instructor and may include additional deadlines or arrangements for completing the work.

Tardiness: Students are expected to arrive on time for scheduled classes. If a student is tardy, it is their responsibility to catch up with missed material or assignments. Excessive tardiness may

also result in consequences, such as a lower grade or academic probation.

Call-Out Procedures: Students must follow our call-out procedures, which may include notifying their instructor, the academic department, or a designated call-out line. Failure to follow call-out procedures may result in consequences, such as a lower grade or academic probation.

We understand that emergencies or unforeseen circumstances may arise, and we will work with students on a case-by-case basis to accommodate absences whenever possible. However, we also expect students to prioritize their academic responsibilities and to attend class regularly to ensure academic success.

Tardiness

At VVSOR, we have a strict policy regarding tardiness as it can disrupt the learning process for other students and can have a negative impact on the quality of education.

Tardiness: Students are expected to arrive on time for scheduled classes. Tardiness is defined as arriving to class after the scheduled start time. If a student is tardy, it is their responsibility to catch up with missed material or assignments.

Consequences: Excessive tardiness may result in a lower grade, academic probation, or even dismissal from the program. We define excessive tardiness as being tardy to more than 20% of scheduled class time in a given quarter.

Call-Out Procedures: If a student knows they will be tardy, they must follow our call-out procedures, which may include notifying their instructor, the academic department, or a designated call-out line. Failure to follow call-out procedures may result in consequences, such as a lower grade or academic probation.

Make-up Work: If a student is tardy, they may miss important information or assignments. It is the responsibility of the student to catch up on any missed work or assignments. The instructor may provide additional deadlines or arrangements for completing the work at their discretion.

Repeat Offenders: If a student continues to be tardy despite warnings and consequences, they may be subject to further disciplinary action, up to and including dismissal from the program.

We understand that emergencies or unforeseen circumstances may arise, and we will work with students on a case-by-case basis to accommodate tardiness whenever possible. However, we also expect students to prioritize their academic responsibilities and to arrive on time to ensure academic success.

Class Truancy

At VVSOR, attendance is critical to your academic success. We take class truancy very seriously and have established the following policy to ensure that students understand the importance of attendance and the consequences of truancy.

Truancy: Students who do not attend class without a valid reason will be considered truant. Valid reasons for absences include illness, personal emergency, or participation in a school-sanctioned event. All absences should be reported to the instructor in advance.

Consequences: Truancy is a serious violation of college policy. Students who are absent for more than 10% of scheduled class time in a given quarter may be subject to academic probation, lower grades, or even dismissal from the program.

Call-Out Procedures: If a student knows they will be absent, they must follow our call-out procedures, which may include notifying their instructor, the academic department, or a designated call-out line. Failure to follow call-out procedures may result in consequences, such as a lower grade or academic probation.

Make-up Work: If a student is truant, they may miss important information or assignments. It is the responsibility of the student to catch up on any missed work or assignments. The instructor may provide additional deadlines or arrangements for completing the work at their discretion.

Repeat Offenders: If a student continues to be truant despite warnings and consequences, they may be subject to further disciplinary action, up to and including dismissal from the program.

We understand that emergencies or unforeseen circumstances may arise, and we will work with students on a case-by-case basis to accommodate truancy whenever possible. However, we also expect students to prioritize their academic responsibilities and to attend classes regularly to ensure academic success.

Notice of Student Rights

STUDENT'S RIGHT TO CANCEL:

At VVSOR, we understand that sometimes circumstances change, and a student may need to cancel their enrollment in our program. We have established the following policy to ensure that students are aware of their rights to cancel and any applicable refund policies:

Right to Cancel: Students have the right to cancel their enrollment in the program at any time. To cancel, students must provide written notice to the academic department, stating their intention to cancel.

REFUND POLICY:

Our refund policy for canceled enrollment is as follows:

If a student cancels their enrollment on or before the first day of instruction, or the seventh day after enrollment (whichever is later), they are entitled to a full refund of all tuition and fees paid, except the non-refundable registration fee, in accordance with CEC §94909(a)(8)(B).

If a student cancels within the first week of classes, they are entitled to a partial refund of tuition and fees paid, based on the percentage of the program not completed.

If a student withdraws from the program after the cancellation period but before completing 60% of the program, the student is entitled to a pro rata refund of unused institutional charges. The refund will be calculated based on the percentage of the program completed.

Return of Federal Financial Aid: If a student has received federal financial aid, the college will return any unearned portion of the aid, according to federal regulations.

Enrollment Agreement: All students are required to sign an enrollment agreement upon admission, which outlines the refund policy and other important information related to enrollment and attendance.

At VVSOR, we understand that canceling enrollment is a significant decision, and we encourage students to speak with an academic advisor or financial aid counselor before making a final decision. We are committed to providing a transparent and fair refund policy, and we will work with students to ensure they understand their rights and responsibilities.

Notification of Rights

Under The Family Educational Rights and Privacy Act (FERPA) students are afforded certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. A student should submit to the appropriate official, 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 school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent

Exceptions Allowed Under FERPA:

- a) The school may disclose education records without a student's prior written consent to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted for service (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting 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 in order to fulfill his or her professional responsibility.
 - b) Upon request, the school may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
 - c) The school may release the educational records of a student to a parent; provided the student is claimed as dependent for tax purposes and the individual seeking education records meets the definition of "parent" under FERPA. Under FERPA, a "parent" is defined as "a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian." Parents may be asked to submit a signed copy of their most recently filed tax return, which must indicate the student as a dependent on the return.
 - d) Under FERPA, the school may disclose to third parties information from the educational records of a student, provided the information is disclosed due to an "articulable and significant threat to the health and/or safety of the student or other individuals."
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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 20202-5901

Complaint/Grievance Procedure

At VVSOR, we are committed to maintaining a positive and respectful learning environment for all students. We understand that conflicts or grievances may arise from time to time, and we have established the following complaint/grievance procedure to address any concerns:

Step 1: Informal Resolution

Students are encouraged to attempt to resolve any concerns informally by discussing the issue with the person(s) involved. If the issue cannot be resolved through informal means, the student should proceed to Step 2.

Step 2: Formal Complaint

If the issue cannot be resolved through informal means, the student should file a formal complaint with the program director. The complaint should be submitted in writing and include a clear and detailed description of the issue, the steps taken to attempt to resolve the issue, and any supporting documentation.

Step 3: Investigation

The program director will investigate the complaint and may request additional information or documentation from the student or other relevant parties. The investigation will be conducted in a timely and impartial manner, and the student will be notified of the outcome of the investigation.

Step 4: Appeal

If the student is not satisfied with the outcome of the investigation, they may appeal the decision in writing to the program director within 10 days of receiving the decision. The program director will review the complaint and investigation and make a final determination within 10 business days of receiving the appeal.

Step 5: External Complaint

If the student is not satisfied with the outcome of the internal complaint process, they may file a complaint with the California Bureau for Private Postsecondary Education (BPPE). 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 Web site www.bppe.ca.gov.

At VVSOR, we take complaints and grievances seriously, and we are committed to working with students to address their concerns in a fair and respectful manner. We encourage all students to use this procedure if they have any concerns or grievances related to their education at our college.

STUDENT SERVICES

Disabled Students:

At VVSOR, we are committed to providing equal opportunities for education to all students, including those with disabilities. We believe in creating an inclusive and accessible environment that enables students with disabilities to achieve their educational goals.

Students with disabilities are encouraged to contact the program director as early as possible to discuss their needs and request accommodations. Reasonable accommodations will be provided on a case-by-case basis to ensure that students with disabilities have equal access to our programs and facilities.

Documentation of a disability is required before accommodations can be granted. The documentation must be current and provided by a physician. The documentation will be used to determine eligibility for services and accommodations.

Our college is committed to ensuring that students with disabilities have an equal opportunity to succeed academically and personally. We strive to create a supportive and inclusive environment for all students.

VISA SERVICES:

Valley View School of Radiology does not provide visa services to students. Students who require visa assistance are responsible for contacting the appropriate government agencies or immigration attorneys independently. VVSOR does not assist with the obtaining, maintaining, or extending of student visas or any other immigration-related matters.

Career Counseling and Personal Attention:

At VVSOR, we recognize the importance of career development and personal growth for our students. We believe that career counseling and personal attention are essential components of a student's educational experience. We are committed to providing comprehensive and individualized support to help students achieve their goals.

Our college provides career counseling services to assist students with exploring career options, developing career goals, and creating a plan to achieve those goals. Students can meet with a career counselor to discuss career interests, skills, and strengths, and to receive guidance on job search strategies, resume writing, interviewing skills, and networking.

In addition to career counseling, our college provides personal attention to support students in their personal growth and development. We believe that personal attention is important to help students succeed academically and personally, and we encourage students to take advantage of the resources available to them.

Our college offers a variety of resources to support student success, including but not limited to:

- Academic advising Tutoring services
- Career fairs and networking events
- Workshops and seminars on various topics

Our college is committed to ensuring that our students have the resources and support they need to achieve their academic and personal goals. We believe that career counseling and personal attention are essential components of a student's educational experience, and we are dedicated to providing these services to our students.

Library and Other Learning Resources Policy

At VVSOR we are committed to providing comprehensive learning resources to support your academic success. Our library holdings, services, and other learning resources are designed to meet the instructional needs of our students and facilitate their learning journey.

Our library contains textbooks, reference materials, online research journals, and digital resources. These holdings are carefully curated to align with the curriculum and coursework offered at our institution. Additionally, we have a full body skeleton available for students to study and enhance their understanding of human anatomy.

The library also provides access to computers with internet access, allowing students to conduct research, access online resources, and complete assignments. Our library computers are available for student use during regular library hours, and our staff is readily available to provide assistance and support with research and information retrieval.

Furthermore, our library policies and procedures are designed to ensure equitable access to resources for all students. Students who do not receive classroom instruction, such as online or remote learners, are provided with remote access to digital resources and online databases to support their learning needs. Our library staff is also available to provide remote assistance to students, including research guidance and reference services, via email or online chat.

Our library holdings, services, and other learning resources are designed to be comprehensive and sufficient to support the instructional needs of our students. We strive to provide equitable access to resources for all students, including those who do not receive classroom instruction.

Job Placement

At VVSOR, we are committed to helping our graduates succeed in their career goals. To this end, we offer a Job Placement assistance that assists students with job search in the field of radiology.

The Job Placement Assistance provides the following services to students:

- **Resume Assistance:** The college provides assistance with creating and refining resumes

to help students showcase their skills and qualifications.

- **Interview Preparation:** The college offers mock interviews and other resources to help students prepare for job interviews.
- **Networking Opportunities:** The college provides opportunities for students to network with professionals in the field of radiology, including alumni and other industry contacts.
- **Job Fairs:** The college organizes job fairs where students can meet with employers and learn about job opportunities in the field of radiology.

MRI Program and Job Classification Information: Valley View School of Radiology offers an MRI Program that prepares students for gainful employment as MRI Technologists. The program is designed to provide students with the necessary knowledge and skills to operate MRI equipment and perform diagnostic imaging procedures. *Job Classification:* MRI Technologists SOC Code: 29-2035

Upon completion of the MRI Program at Valley View School of Radiology and passing of a national certification exam, graduates are qualified for employment as MRI Technologists in various healthcare settings, such as hospital radiology departments, diagnostic imaging centers, and outpatient radiology clinics. MRI Technologists are responsible for performing MRI scans, ensuring patient safety, and maintaining the quality of diagnostic images. Please note that job availability and specific requirements for MRI Technologists may vary depending on factors such as geographic location, industry demand, and individual qualifications. It is important for students to conduct their own research and stay informed about job prospects, industry trends, and any updates to job classifications or SOC codes. Valley View School of Radiology does not guarantee job placement or employment outcomes for graduates of the MRI Program, but we strive to provide comprehensive education and training to prepare students for successful careers in the field of MRI technology.

School Rules and Regulations

The following rules and regulations are designed to promote a safe, healthy, and productive learning environment at our college:

Code of Conduct: Students are expected to conduct themselves in a manner consistent with the highest standards of personal integrity, professional conduct, and ethical behavior.

Academic Integrity: All work submitted by students must be their own original work. Plagiarism and cheating will not be tolerated.

Respect for Others: Students are expected to respect the rights, dignity, and diversity of all members of the college community, and to behave in a way that does not interfere with the academic or personal lives of others.

Attendance: Regular attendance is essential to academic success. Students are expected to attend all scheduled classes, labs, and clinical rotations.

Tardiness: Students are expected to arrive on time for all scheduled activities. Late arrivals may be disruptive to the class and may result in missed instructional time.

Electronic Devices: The use of electronic devices during class time is prohibited, unless specifically authorized by the instructor.

Safety: Students are responsible for their own safety and the safety of others. Safety procedures must be followed in all lab and clinical settings.

Prohibited Items: Possession or use of weapons, alcohol, drugs, or any other illegal substances on college property is strictly prohibited.

Dress Code: Students are expected to dress appropriately for all activities, including clinical rotations. Personal appearance must be neat, clean, and professional.

Smoking: Smoking is not permitted on college property.

Parking: Parking is available on a first-come, first-served basis. Students are expected to park in designated areas only.

Grievances: Students who have complaints or grievances should follow the procedures outlined in the Complaint/Grievance Procedure.

Failure to comply with these rules and regulations may result in disciplinary action, up to and including dismissal from the college.

Tuition and Fees

At our college, we strive to provide quality education at an affordable price. The following are the current tuition and fees for the academic year:

Tuition: MRI program tuition \$35,000 for 18-month program

Scrubs: \$40 a pair

Books: \$1000

Drug Test: \$70

Background Check: \$120

*** Prices are subject to change**

Schedule of Total Charges

Total Charges for a Period of Attendance:

The following is a breakdown of the total charges for one quarter (specify the period of attendance):

MRI Program:

Quarter 1: Tuition \$4375.02

Quarter 2: Tuition \$4375.02

Quarter 3: Tuition \$4572.99

Quarter 4: Tuition \$4572.99

Quarter 5: Tuition \$8552.10

Quarter 6: Tuition \$8551.88

Fees:

Registration fee: \$75 (non-refundable)

Note: Fees are subject to change without notice. Please check with the college for the most up-to-date information.

Payment Options:

We offer various payment options to our students, including:

- **Pay in full:** Tuition and fees must be paid in full at the beginning of each quarter.
- **Payment plan:** Students can set up a payment plan with the college to pay their tuition and fees in installments over the course of the quarter.

Financial Aid:

Our college is NOT approved to participate in federal and state financial aid programs, including the Federal Pell Grant and Federal Direct Loan programs. Please contact our office for financing options.

All tuition and fees are subject to change without notice. A full breakdown of tuition can be found on the VVSOR website. For more details, contact our Admissions department.

STUDENT TUITION RECOVERY FUND (STRF)

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions

regarding the STRF may be directed

to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Method of Payments

We offer the following methods of payment for tuition and fees:

- Online Payment: Students can make payments online through our secure payment portal using a credit card or debit card.
- Check or Money Order: Students can mail a check or money order to the address provided on their invoice.
- Financial Aid: Currently, VVSOR is not eligible for Financial Aid.

Please note that payment is due on the first day of each academic term. Late fees may apply for any past due balances.

Cash Payments (In Person Only): Cash payments may be paid to the administration office in person only. Payments by Money Order or Cashier's Check:

Payments made by money order or cashier's check must be made payable to Valley View School of Radiology and either sent to 546 E Pine St, Stockton, CA 95204 or submitted in person to administrative personnel.

Third Party Payments: If your tuition is going to be paid by a Third Party (i.e. Dept. of Rehabilitation, WIB), please submit your paperwork to the Admissions Office within 48 hours once you have registered to avoid being dropped.

Loans

If the student obtains a loan to pay for an 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 a student has received federal student financial aid funds the student is entitled to a refund of the monies not paid from federal students financial aid program funds.

Student Loan and Financial Aid Information

If a student obtains a loan to pay for an educational program, the student will be responsible for repaying the full amount of the loan plus interest, less the amount of any refund. Additionally, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

This information is provided to ensure that students are fully aware of their financial obligations and rights in relation to loans and financial aid. For more detailed information, please refer to the "Loans" section of this catalog.

Returned Checks

Any check returned by the bank will be assessed a fee of \$50.00. The student will be notified of the returned check by mail, and the student will have 10 days from the postmark date of the notice to make good on the amount of the check plus the \$50.00 fee. If the amount and fee are not paid within this time period, the student will be placed on financial hold and will not be allowed to register for classes or receive transcripts until the matter is resolved.

If a check is returned, the student will be required to make future payments by cashier's check or money order or cash. Any student who has a check returned will be notified in writing that they may be dropped from all classes if a payment is not made prior to the start of class.

Unpaid Balances

All students are responsible for paying their tuition and fees by the deadline stated in the VVSOR's Tuition and Fees policy. Students will not be denied access to their certificate of completion for employment, licensure, academic credit transfer, or other legally protected purposes due to an outstanding balance, consistent with Civil Code §1788.93.

If a student's account becomes past due, the College may take legal action or utilize a collection agency to collect the debt. The student will be responsible for all collection fees, including attorney fees and court costs, in addition to the unpaid balance.

If a student is unable to pay their balance due to extenuating circumstances, they may submit a written request for a payment plan or extension to the College's Financial Aid Office. The Financial Aid Office will review the request and determine whether a payment plan or extension can be granted.

Any unpaid balances will remain on the student's record indefinitely until paid in full, and the College reserves the right to withhold the release of the student's diploma or certificate of completion until the balance is paid.

Non-Payment Drop Schedule

Students are responsible for paying all tuition and fees by the due date. If a student's account remains unpaid after the due date, the student will be placed on a non-payment drop schedule. This means that the student will be dropped from all enrolled courses and will not be able to attend classes until the balance is paid in full.

The non-payment drop schedule will occur on the following dates:

- Fall quarter: 7 days after the due date
- Winter quarter: 7 days after the due date
- Spring quarter: 7 days after the due date
- Summer quarter: 7 days after the due date

Students who are dropped for non-payment will need to re-enroll for the quarter and pay all tuition and fees in full, including a re-enrollment fee. It is the responsibility of the student to

monitor their account balance and ensure that all payments are made on time to avoid being dropped from classes.

Withdrawal and Settlement Policy and Procedures

The following policy and procedures apply to all students enrolled in courses at VVSOR.

Withdrawal Policy:

Students may voluntarily withdraw from a course at any time during the quarter. The effective date of the withdrawal will be the date the student notifies the college of the withdrawal.

Students who officially withdraw from a course prior to the end of the fourth week of classes will receive a grade of "W" for that course.

Students who withdraw from a course after the end of the fourth week of classes will receive a grade of "F" (Failure) for that course.

Students who stop attending class without officially withdrawing will receive a grade of "F" (Failure) for that course.

Students have the right to cancel their enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Settlement Policy:

Students who withdraw from a course or college may be entitled to a refund of tuition and eligible fees based on the date of withdrawal.

Procedures:

Students who wish to withdraw from a course must submit a written request to the program director.

Students who have questions about the withdrawal or settlement policy and procedures should contact the program director.

The registration fee of \$75.00 is a nonrefundable item.

Once a student submits the registration fee, it is nonrefundable under any circumstance. If a student decides not to enroll or if their application is not accepted, the registration fee will not be refunded.

Institutional (Pro-Rata) Refund Calculation:

Percentage of Enrollment Period Completed = Number of Days Completed up to the Withdrawal Date divided by Total Number of Days in the Enrollment Period

The amount of the refund will be determined by subtracting the percentage of the enrollment period completed from 100% and then multiplying that percentage by the tuition, eligible fees, and other charges assessed for the payment period or enrollment period. Any refund due to the student will be issued within 45 days of the date of withdrawal.

It is important to note that this refund policy applies only to institutional charges assessed by the college. Non-institutional charges, such as textbooks and supplies, are not included in this calculation and are subject to their own refund policies.

Right to withhold academic records for non-payment of tuition:

Students who have not met their financial obligations to the college may have their academic records withheld, including grades, diplomas, and other official documents.

The college reserves the right to withhold such records until the outstanding balance is paid in full, in accordance with federal and state laws.

The student will receive written notice of the delinquent account and the pending withholding of records. If the student fails to respond or make payment arrangements, the college may take further actions to collect the debt, including referring it to a collection agency or legal action. This policy applies to all students enrolled in the college, including those who have received financial aid or scholarships. It is the responsibility of the student to ensure that their account is current and paid in full to avoid any disruption in their academic progress or the release of their academic records.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Valley View School of Radiology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the MRI Certificate you earn in the MRI Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or MRI Certificate 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 Valley View School of Radiology to determine if your MRI Certificate will transfer.

Rejected Enrollment:

VVSOR has established policies and procedures that govern the enrollment process. The following policy pertains to rejected enrollment due to non-compliance with VVSOR admission

requirements or failure to provide required documentation.

Rejected Enrollment Policy:

VVSOR reserves the right to reject any student's application for enrollment if they fail to meet the college's admission requirements.

All students are required to provide the college with accurate and complete information during the admission process. Failure to provide such information will result in the student's enrollment being rejected.

Students who have been rejected for enrollment may appeal the decision by submitting a written appeal to the VVSOR admissions office. The appeal must be submitted within 7 days of the date of the written notice of rejection.

The decision of the program director is final and cannot be appealed further.

The college reserves the right to reject any student's enrollment at any time during the quarter if they fail to comply with VVSOR's policies and procedures, or if they fail to pay tuition and fees on time.

VVSOR is committed to providing an equitable, transparent, and fair enrollment process for all students. If you have any questions or concerns regarding the rejected enrollment policy, please contact the VVSOR's admissions office.

Accreditation Status:

Valley View School of Radiology is not accredited by an accrediting agency recognized by the United States Department of Education.

Disclosures for Unaccredited Degree Programs:

Valley View School of Radiology is not accredited by an accrediting agency recognized by the United States Department of Education. As such, please note the following limitations of our degree programs:

(A) Licensure Exam Eligibility:

Graduates of the degree programs offered by Valley View School of Radiology will not be eligible to sit for the applicable licensure exam in California and other states due to the unaccredited status of the institution.

(B) Employment Recognition:

A degree from Valley View School of Radiology is not recognized for some employment positions, including but not limited to, positions with the State of California. Prospective students

are encouraged to verify whether a degree from this institution will meet the requirements of potential employers.

(C) Federal Financial Aid Ineligibility:

Students enrolled in an unaccredited institution, such as Valley View School of Radiology, are not eligible for federal financial aid programs. This includes grants, loans, and other forms of federal student assistance.

Course Cancellation:

AT VVSOR, we reserve the right to cancel courses due to insufficient enrollment, lack of qualified instructors, or other circumstances beyond its control. In the event a course is canceled, the college will make reasonable efforts to notify registered students as soon as possible.

If a course is canceled, students may choose to transfer to another course, receive a full refund of tuition and fees, or apply the tuition and fees to a future quarter. If the student chooses to transfer to another course, the college will work with the student to find a suitable alternative.

VVSOR will not be responsible for any additional expenses incurred by the student as a result of the cancellation of a course, such as travel or lodging costs. It is the responsibility of the student to confirm the status of their courses prior to making any non-refundable travel arrangements.

School Closure:

In the event of a school closure, the following policy will be implemented:

Notification: VVSOR will make all reasonable attempts to notify students of a school closure as soon as possible. Notification may be made through various means including email, phone, text message, and/or posting on the college website.

Refunds: If a school closure occurs during the quarter, the college will make every effort to provide a pro-rated refund of tuition and fees. However, the college reserves the right to withhold a portion of tuition and fees to cover any costs incurred prior to the closure.

Transfer of Credits: In the event of a school closure, the college will make every effort to assist students in transferring their credits to another institution.

Student Records: The college will make every effort to provide students with access to their academic records in a timely manner.

Additional Information: Any additional information regarding a school closure will be communicated to students as soon as possible through various means including email, phone, text message, and/or posting on the college website.

BPPE Contact:

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

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

Website: www.bppe.ca.gov

Telephone and Fax Nos: (888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897

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 www.bppe.ca.gov.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting www.osar.bppe.ca.gov.

Institutional Approval

Valley View School of Radiology is a private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is in compliance with the state standards as set forth in the California Education Code (CEC) and Title 5 of the California Code of Regulations (CCR). Please note that BPPE approval does not imply that the Bureau endorses our programs, nor does it mean that the institution exceeds the minimum state standard

Accreditation Statement

Valley View School of Radiology is not currently offering any degree programs and is not accredited by any accrediting agency recognized by the United States Department of Education. Our degree programs are also unaccredited. As such please note the following:

(A) Employment Recognition: A degree from Valley View School of Radiology may not be recognized for certain employment positions, including positions with the State of California.

(B) Federal Financial Aid: Students enrolled in Valley View School of Radiology are not eligible for federal financial aid programs.