



2018 CATALOG HILTON HEAD VOLUME 1

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www.golfcollege.edu

This catalog is the official announcement of the program, requirements, and regulations of the Professional Golfers Career College. Students enrolling in the Professional Golfers Career College are subject to the provisions stated herein. Statements regarding course, fees, and conditions are subject to change without advance notice. The contents of this catalog are for informational purposes only and are not to be considered as a contract between a student and the Professional Golfers Career College.

Revised 4/17/17

“Intentionally Left Blank”



The philosopher Aristotle said “You are what you consistently do. Excellence, therefore, is not an act but a habit.” This is more than a quote to us; it is a motto and the yardstick by which we measure our contribution to your career path.

Our faculty goes above and beyond to make your time here memorable. We are dedicated to providing you with the best and most well-rounded education and we consider our students part of our extended family. The Professional Golfers Career College has built a world-wide reputation in education through our graduates working as golf professionals and general managers of country clubs. Our graduates obtain positions throughout the world and their exemplary work has helped spread our hard earned and well deserved reputation.

Your interest in the golf industry has led you here and I'm confident that you'll find the Professional Golfers Career College the right path leading you into a rewarding career.

Dr. Tim Somerville
President

About PGCC	3
Statement of Legal Control	3
Accreditation	3
Statement of Purpose	4
History and Background	5
Program Description	5
Campus Location and Facilities	5
Administration	6
Advisory Board	8
Student Services	9
Academic & Career Counseling	9
Library	9
Admissions	10
Admission Requirements	10
Admission Procedures	10
International Students	10
Tuition and Fees	10
Career Placement Services	11
Gainful Employment Disclosures	12
Academic Policies	15
Attendance	15
Complaint or Grievance Procedures	15
Graduation	16
Mitigating Circumstances	16
Grading Scale	16
Satisfactory Academic Progress	17
Veteran's Policies	20
Curriculum	24
Course Descriptions	26
Business	26
Professional Golf Management	26
Art	27
English	27
Personal Development	27
Psychology	27
Physical Education	27
Science	28
Career Development	28
Data Processing	29
Student Rights	30
Equal Opportunity Policy	30
Cancellation Policy	30
Financial Aid	32
Financial Aid Programs	32
Applying for Aid	32
Awarding of Aid	33
General Eligibility	33
Academic Calendar	36

ABOUT PGCC

Statement of Legal Control

The Professional Golfers Career College is owned by Professional Golfers Career College, Inc. a California Corporation. The corporate offices are located at 26109 Ynez Road, Temecula, California, 92591.

The ownership board members are: Dr. Tim Somerville, President & CEO, & Sandi Somerville, CFO & Secretary.

Administration

Tim Somerville, Ph.D.
President/CEO/CAO

Sandi Somerville
Chief Financial Officer

Matt Eisenmenger
Executive Director/Director of Golf

Jim Hoff, PGA
Director of Placement

Jeremy Kalnbach
Director of Admissions

Carole Boehnen
Financial Aid Officer
Executive Administrator
VA Coordinator

Accreditation

The Professional Golfers Career College is accredited by the Accrediting Council for Independent Colleges and Schools to award a Specialized Associates Degree.

The Accrediting Council for Independent Colleges and Schools is recognized by the Council for Higher Education Accreditation.

The address is:

Accrediting Council for Independent Colleges and Schools

750 First Street, NE, Suite 980
Washington, DC 20002-4241
Tel: (202) 336-6780

Approval Disclosure Statement

The Professional Golfers Career College is licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201, and telephone number (803) 737-2260, www.che.sc.gov Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Statement of Purpose

The mission of the Professional Golfers Career College is to educate the future leaders in the world of golf. This mission is accomplished by providing our students with the most updated curriculum in business and golf-related education. Our program objectives are as follows:

1. Because our college focuses on a population of students who wish to attain leadership positions in golf-related organizations, students can expect a broad-based education that covers the many different aspects of professional golf management. The curriculum is designed to include the business aspects of golf management as well as the teaching and playing of golf. The ethical values found in the game of golf are also included in many of our classes, such as leadership, attitude & motivation, and Rules of Golf.

2. One of the primary objectives of our college is to exceed the expectations of our students. We do this by having an updated curriculum, a caring and professional faculty, and an outstanding reputation in the golf business.

3. Our curriculum is designed to cover an area of general education subjects and also specific related professional golf management topics. These include classes such as Golf Operations, and Marketing. Students are also taught public relations skills, golf teaching skills, Country Club Management, and Principles of Golf Club Design & Repair. Each class is designed to measure the student's progress through exams. These exams may be written, oral, or skill demonstrations, which would include some of our golf classes.

4. The Professional Golfers Career College was founded to provide a broad-based education for skilled golfers who need a professional golf management program before entering the job marketplace. The uniqueness of the College is that it combines

the skills of golf with a business curriculum. Our graduates are not only golf professionals and general managers of country clubs, but also businessmen with golf-related manufacturing companies. Employers have found our graduates to have the skills necessary to be successful in a very competitive environment in the business of golf.

The College

The Professional Golfers Career College is one of the most unique colleges in the world. The mission of the college is to educate its students so that they can become the future leaders in the world of golf. Our college is designed to meet the worldwide need for golf professionals who are trained in both the sport and in its business management.

It takes much more than a great golf swing to be a golf professional in the future. Success depends upon business, merchandising, teaching and public relations skills. Our curriculum consists of a four-semester program over a 16-month period that provides our students with the best instruction possible. Graduates receive a Specialized Associate Degree in Professional Golf Management.

Our academic instructors have been selected for their outstanding teaching ability and leadership in the business community. Our PGA golf professionals are renowned in their chosen profession. Only the best teach at our college, and their dedication to our students makes education at the Professional Golfers Career College a very unique and special experience.

History and Background

The Professional Golfers Career College was incorporated in November 1990 in Temecula, California. The College began with its first class on September 6, 1991, with a class of 30 students. The first graduation was held on December 19, 1992. The reputation of the College since its beginning has grown internationally as a fine institution of training for people seeking a career in golf.

Our East Coast campus is located in the Hilton Head area of South Carolina and was opened in January 2008.

Program Description

Professional Golfers Career College offers a Specialized Associate Degree in Professional Golf Management. The degree program lasts two academic years and contains 72 semester units including 12 semester units in general education. Each course is worth one or two semester credits and the program consists of approximately 42 courses. The objective of the program is to help students attain a fundamental grounding in professional golf management, including an introduction to the theory and practice of golf shop operations, methods of golf teaching, golf rules and country club management. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. The College is in operation Monday through Friday. Classes are held from 8:00 am until 12:00 noon. Golf activities start at 1:00 pm.

Campus Location and Facilities

The Professional Golfers Career College is located at 4454 Bluffton Park Crescent West, Suite 200, Bluffton, SC 29910. The College campus consists of administration

offices, six classrooms, a club repair facility, pro shop, fitness/golf studio and library. Classrooms average over 700 square feet and are equipped with instructor computers, DVD/VCRs, movie screens and overhead projectors.

The club repair facility is located 4454 Bluffton Park Crescent W., Suite 109 Bluffton, SC 29910 has workstations for the students. A lie and loft machine plus club repair materials such as shafts and grips are made available to the students.

The College library contains golf instructional books, golf videos and other materials related to each class taught at the College. Books and videos can be checked out for student use.

The golf instructional program uses training aids, such as video cameras, practice training devices, such as putter tracks, swing plane trainers, swing mirrors, indoor hitting cages, and training clubs, all of which are available to the students.

Some of the hands-on golf classes are held at the following golf course (auxiliary classroom):

Pinecrest Golf Club
1 Pinecrest, Bluffton, SC 29910

Usual Class Size

The usual class size of an incoming class is about 30 students.

The maximum number of students in a classroom and laboratory situation would be 20 in the computer and club repair labs.

Housing

PGCC does not assume responsibility for student housing and does not maintain dormitory facilities under its control. However, the College will help every student acquire housing close to campus.

Administration

Dr. Tim Somerville **President**

Dr. Tim Somerville is President, Founder, and Chief Executive Officer for the Professional Golfers Career College. Dr. Somerville has one of the most unique backgrounds in education, college athletics, and golf.

Dr. Somerville has a Ph.D. from Ohio State University, where he also taught and coached. His educational background and teaching experience provide an ideal background to serve as President of the Professional Golfers Career College. He has taught and coached golf and basketball on the college level for over 12 years and was head basketball coach at Texas Christian University.

For many years, Dr. Somerville was one of the owners and Executive Director of the San Diego Golf Academy and was also instrumental in starting the Golf Academy of the South. After leaving that position, he founded the Professional Golfers Career College. Dr. Somerville is a leader in golf education and has helped develop many of the concepts used in golf education curriculum development. He has also appeared in professional golf videos and written many golf articles. Dr. Somerville has also been on the editorial staff of Golf Tips Magazine.

Dr. Somerville was awarded one of golf's great honors by being elected as an Honorary Lifetime Member of the PGA of America by the Inland Chapter of the Southern California Section of the PGA.

Sandra Somerville **Chief Financial Officer**

As the Secretary and Chief Financial Officer, Sandi is responsible for the College's financial health. Accounts Receivable, Accounts Payable, Payroll, Banking, and General Ledger are some of her areas of responsibility. She has over 30 years experience in the business arena. As an owner, Vice President, and controller of two multi-million dollar companies, Sandi brings a

wealth of knowledge and wisdom to the business.

Matt Eisenmenger **Executive Director/Director of Golf**

As the Executive Director, Matt's talents allow him to supervise the Professional Golfers Career College's excellent academic program, as well providing our students with a wonderful opportunity to play some of the Low Country's top ranked golf courses. Matt's supervisory activities, while not limited to, include: the academic program, the golf program, graduation, student attendance, and coaching/mentoring.

As a talented player and past graduate (Valedictorian, 2013), Matt is in a unique position to connect with and enrich the lives of, "the future leaders in the world of golf", both in the classroom and on the golf course, utilizing a combination of his golf and educational backgrounds.

Jim Hoff, PGA **Director of Placement**

Jim Hoff has a wide variety of achievements and positions in the golf industry. Jim started out as a player participating in the mini tours in Florida.

After his playing career Jim joined the HMS Golf Management team in Savannah, Georgia, overseeing the completion and opening of the Southbridge Golf Club. After opening another course, Cedar Creek Golf Club, Jim left HMS Golf Management to pursue his goals; managing up-scale courses from inception to opening. For a decade Jim was responsible for overseeing daily operations for McKinley Golf Corporation on Hilton Head Island. Jim became corporate controller for McKinley Golf Corporation. Jim with his background in golf operations teaches Golf Operations, Country Club Management, and a variety of other classes. Jim's golf experience is essential in dealing with the students and training them in all aspects of the golf business.

Jeremy Kalnbach
Director of Admissions

Mr. Kalnbach was born in Sumter SC. He grew up in west Texas where his dad retired from the US Airforce after 20 years. His interest in golf started a little later in life at the age of 15 when he completely fell in love with the game. After graduating from high school he did not go into the golf field directly, he spent several years building barns and houses. He also spent 5 years with the Transportation Security Administration. He Attended the Professional Golfers Career College and graduated with honors in Fall 2013. After graduation he went home to Texas and worked at Quicksand Golf Course where he was the first assistant. He also did tournament directing and golf lessons. To quote Payne Stewart “A bad attitude is worse than a bad swing.”

Faculty

The Professional Golfers Career College faculty has been selected for their outstanding teaching ability and leadership in the golf industry. Many of our faculty members have advanced degrees or PGA membership, and all have excelled in their respective fields to which they instruct at the College.

Our faculty possesses not only the academic background, but also the “real world” experience to teach and make the educational experience interesting to our students.

Michel Dion

United States Golf Teachers Federation
- Video Analysis
- Techniques of Golf Teaching I, II, III, IV

Matthew Eisenmenger

SAS, Professional Golfers Career College
- Organization of Golf Tournaments
- Psychology of Golf
- Clinic Planning

John Flanagan

B.S. Northeastern University
J.D. Suffolk University Law School
- Business Law

Rita Fryer

BS, California State Colleges
- Word Processing & Microsoft Office Suite

Christopher Hendrix

- Principles of Club Design & Repair
- Club Fitting
- Principles of Salesmanship
- Principles of Career Success

Jim Hoff, PGA

- Career Planning
- Country Club Management
- Golf Operations I, II, & III
- Turf Management

Clyde Johnston

B.A. NC State University
- Golf Course Design

Charles Kessler

BA, Centre College of Kentucky
M. Div., Southern Baptist Theological Sem.
- Personal Growth I & 11

David Littleton

BS, University of Vermont
- Introduction to Marketing
- Introduction to Business
- Human Resource Management
- Personal Financial Planning

John Michael Murphy

BS Oklahoma City University
- Rules of Golf

Joanne Smith

BS, Brockport State University
MS, Penn State University
MS, East Stroudsburg University
PH.D., Temple University
- Health Science
- Kinesiology
- Fitness for Golf

Anne Chetwynd

BS, College of Saint Rose
MS, College of Saint Rose
- Psychology I & II

Charles Pall, Jr.

MA, Indiana University Northwest

MA, Concordia University

BA, Tolentine College

- Written & Oral Communications

Sue Wiener

BS, State University of NY at Oswego

MS, Adelphia University Long Island, NY

- Calligraphy

Advisory Board

The Professional Golfers Career College has attracted an outstanding Advisory Board that provides the administration for the College with updated knowledge of the golf industry. Our Advisory Board is involved in the business of golf, golf instruction, and ownership of golf courses. The board is made up of the following individuals:

Ken Ferrell, PGA

Ken Ferrell is the former Director of Golf and Director of Career Services for the Professional Golfers Career College. After leaving PGCC, Ken took the position with the National PGA as Employment Consultant. Ken has been a PGA Member for 25 years having served as the Head Golf Professional at Tustin Ranch and Dove Canyon Country Club. Ken continues a close relationship with the staff and students at PGCC by being a guest speaker in our Golf Shop Operation classes.

Ed Smilow, Esq.

Ed Smilow is a graduate of Cornell University and also has a law degree from The New England School of Law. After serving many years as a trial lawyer, Ed enrolled and graduated from the Professional Golfers Career College where he was class Valedictorian and Most Valuable Player. After graduating from PGCC Ed became the General Manager and Director of Golf at the Ayala Golf Center in Chino, CA. Ed has served as the Executive Director of the California Golf Course Owners Association. He currently owns Golf Course Law representing golf courses, businesses and persons in the golf industry throughout California. Ed has continued his relationship

with PGCC by teaching Golf Law and Psychology of Golf.

Ray Carrasco

In 2004 Ray won the prestigious Ryder Cup Wales Senior Open. Ray had a great start in the 2003 European Seniors Tour by winning the 2003 Digicel Jamaica Classic in Montego Bay. In the 2002 season, Ray won the Travis Perkins Senior British Masters @ Wentworth Club.

With his established position in the world of golf Ray has donated his time over the years for various charitable causes, including the Ocean Institute, The Wise Place-Woman's Shelter, L.A. and Orange Counties' Juvenile Halls, and the Newport Beach Sport Museum.

Louis C. Skovron, PGA

Louis "Lou" transferred to University of San Diego in 1968 to play golf for USD. He was the first MVP of the new golf team. He decided to become a Golf Professional and turned professional in 1970. He is a 45 year Member of The PGA of America. Lou was included in the list of 'Top 100 Influential People in San Diego Golf'.

Lou served on the Board of Directors for the Southern California PGA while also serving as President of the San Diego Chapter PGA Board. Lou was also named 'Merchandiser of the Year' in 1990 for the Southern California Section PGA. Lou was Awarded the 'Bill Bryant Award' for service for The Southern California Section PGA in 2014.

Lou Skovron also served on the Board of Directors for the Inland Empire Chapter numerous years. He has been named 'Junior Golf Leader of the Year' three different years. In 2008, he was named 'Inland Empire Golf Professional of the Year'. In 2014, the Inland Empire Chapter named Lou an 'Honorary Life Member'.

Lou has worked with and served various years on the Board of Directors of The Valley Junior Golf Association since 1989. He loves working with junior golfers to teach them the game that will last a lifetime. Numerous junior golfers have joined the PGA & LPGA and played college golf at over 40 different universities.

STUDENT SERVICES

Advisory Program

During enrollment at the College, students have conferences each semester with one of the directors. At these conferences, career plans, academic concerns, and personal matters can be discussed in confidence.

During the last semester the students attend, they are assigned to a director for career placement assistance and coaching. The directors are available to students during office hours. Students can make appointments in the administration office.

Admissions Counseling

The College seeks to enroll only those students who can be served by its specialized program. Students who can be best served by another college will be advised to enroll elsewhere.

Every effort will be made to help the student before and after enrollment by the administration of the College. The College follows a strict nondiscrimination policy in the admission of students.

Academic Counseling

Academic counseling is a continuous process of helping students experience success. At the Professional Golfers Career College, the directors and the faculty are available throughout the school year to help students reach their career goals.

Career Counseling

Career counseling and planning is offered as a part of the total experience for the student. From job-seeking skills, to resume preparation, to the interview, instruction is provided as students are assisted in making favorable career decisions.

Identification Cards

Identification cards are required for all students. Photos are taken during new student orientation. New ID card stickers are made each semester and distributed at the beginning of each semester. Should an ID card be lost or destroyed, its replacement will cost \$5.00. ID's

are necessary to be able to play golf at all of the courses at which the College has privileges.

New Student Orientation

Orientation is held before the first day of class each semester. All new students are required to attend. Orientation activities include: meeting the directors and faculty; going over the student handbook covering rules and regulations, dress code, and ID cards.

Library

The College Library has resource materials that include books related to all of the academic classes, plus golf-related material. The College also provides, to all students, access to an electronic on-line library: Library Information Resource Network (L.I.R.N.). Students can gain access to L.I.R.N. on any internet-accessible computer located in the computer lab.

Drug and Alcohol Abuse Prevention Program

To prevent drug and alcohol abuse, PGCC prohibits the unlawful possession, use, or distribution of drugs and alcohol including but not limited to recreational drugs and any form of marijuana by students and employees on school property, or as part of the school's activities. The legal sanctions for the unlawful possession, use, or distribution of illicit drugs and alcohol include criminal prosecution, the payment of court fines or incarceration.

Serious health risks are associated with the illicit use of drugs and alcohol, including the risks of dependency, injury and death. Consumption of alcoholic beverages impairs one's ability to drive a car or operate machinery, and may cause health problems. According to the U.S. Surgeon General, women should not drink alcoholic beverages during pregnancy because of the risks of birth defects. In addition, the school will impose sanctions on students (consistent with local, state and federal law), up to and including expulsion from school or mandatory participation in a substance abuse program, and referral for prosecution, for violation of this policy.

ADMISSION

Admission Requirements

The College seeks serious students who have a true desire to obtain entry-level positions in the golf industry as club professionals, general managers of country clubs, or sales representatives of golf apparel companies. Both men and women who are past the age of compulsory education and have earned a high school diploma or its equivalent will be accepted as regular students if they meet the playing qualifications. Exceptions are made if a student has some mitigating circumstances and cannot obtain his or her high school transcripts. In this case, a signed statement from the applicant may be substituted. A student who is not a high school graduate may be admitted if they have earned the minimum of an Associates Degree from an accredited college.

An applicant should also meet the playing ability requirements. Applicants who want to be golf professionals should have a golf handicap of 10 or below. Applicants who desire to be general managers or sales representatives or anything else in the golf industry must have a general understanding of the game of golf.

Application Procedures

1. Official, sealed high school or G.E.D. transcripts. If you cannot produce your high school transcript, i.e., your school has burned down, no longer in existence and you have an official college transcript, then we can waive the high school transcript requirement.
2. Official college transcripts, if you plan on transferring in any credits
3. One (1) letter of golf ability verification from a golf coach, golf professional or other golf industry employee. In lieu of a letter, you can send your index/handicap card from a national, state or local authorized golf association.
4. Three (3) letters of personal character recommendation from persons not living with you.

After the College receives these documents, the admissions office reviews the documents and a

decision is made. Should a positive decision be made, an acceptance letter, starting date, and a student agreement is sent to the student. Students must return the student agreement with a \$500.00 deposit to reserve their place for entering the College. The \$500.00 deposit will be applied to the payment of the first semester's tuition.

International Students

International students who apply to PGCC are expected to meet the same admissions requirements as all other students. Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) and earn a score of 450PP, 3.0 ITEP, 4.5 IELTS, or 45 IBT. International students with a background in English may meet with the Executive Director to discuss their English communications skills.

International Students who are accepted into PGCC will receive an I-20 form from the College so the student can apply for their visa. International students are not eligible for any student financial assistance.

Tuition and Fees

Tuition payment and fees for U.S. students are:

Non-Refundable Application Fee: \$45

Tuition: \$28,000 (\$7,000/semester)

Fees: \$5,024 (\$1,256/semester)

Textbooks: Approximately \$1,000 (for four semesters)

Total Cost: \$34,069

Tuition payment and fees for international students are:

Non-Refundable Application Fee: \$75

Tuition: \$28,000 (\$7,000/semester)

Visa Processing \$1,200 (\$300/semester)

Fees: \$5,024 (\$1,256/semester)

Textbooks: Approximately \$1,000 (for four semesters)

Total Cost: \$35,299

Tuition includes all of the academic classes plus green fees, lessons from our golf staff, and range balls. Fees include: Administration, Library and Information Resource Network, Internet Access, Tournament Fees, Computer Lab, Club Repair Lab and Supplemental Class Resources.

Payment Methods and Deadlines

Tuition & fee charges are to be paid in full by the published term due date. Late payments are subject to a \$200 late fee.

PAYMENT IN PERSON

Cash- PGCC does not accept cash as a form of payment.

Check, Money order, trust fund check, etc, in person- These payments MUST have the student's name the check. Personal checks must also have the check writer's phone number written on the check.

Credit/Debit Card- PGCC reserves the right to check photo ID during credit/debit card transaction. Debit cards have a transaction limit that should be checked with the bank and increased as needed before payment is attempted.

PAYMENT BY MAIL

Check, Money order, trust fund check, etc. These payments MUST have the student's name on the check. Personal checks must also have the check writer's phone number written on the check.

No billing statements are mailed to students nor parents.

All payment deadlines are due by 4pm on the listed payment deadline date. Payment due dates are located on the Academic Calendar on page 35 of this catalog.

Dishonored Checks and Credit Cards

A \$25 service fee will be charged for dishonored check. It is the student's responsibility to ensure adequate funds are available to cover checks written to the college

For students who are using financial aid or VA funds to pay for their tuition and fees

If the student will have a balance owed once financial aid and/or VA funds will be

credited to their account, then that balance will be due on the tuition due date.

Career Placement Services

At the Professional Golfers Career College, placement of our graduates is one of our main goals. However, the College **cannot promise or guarantee employment** or level of income to any student or graduate.

PGCC helps students to prepare for the job search by providing assistance in:

1. Reviewing a student's resume.
2. Counseling for a career choice in the golf industry.
3. Providing job leads.
4. Helping the student in interviewing techniques.

The success of the College's placement efforts will be influenced to a great extent by the attendance, attitude, and academic record of the student. The placement office will do everything possible to help our students understand the placement process.

Guidance and Assistance

Professional Golfers Career College will assist any student, upon request, with academic problems. Guidance may be scheduled with individual teachers, or a director and a record of guidance is maintained.

GAINFUL EMPLOYMENT DISCLOSURES

IMPORTANT NOTICE:

The following consumer information is provided as required by federal regulations. This information is based on current and historical data and does not constitute a promise or guarantee of future performance. There are many factors that will change the cost of a program, the time to complete the program, or the amount of debt that an individual may incur in order to complete the program, including transfer credits, eligibility for grants, course failures, and non-continuous attendance. These figures represent general program information that depends on individual situations, and the Professional Golfers Career College makes no guarantee or warranty, either expressed or implied. The College reserves the right to adjust tuition and fees and to add or delete courses at any time, in accordance with applicable statutes and regulations.

Articulation Agreements

The Professional Golfers Career College has an articulation agreement with the University of Wisconsin-Stout.

Objective

The occupational objective of the two-academic-year program is a Specialized Associate Degree in Professional Golf Management. The curriculum is designed to cover an area of general education subjects and also specific related professional golf management topics. These include classes such as Golf Operations, and Marketing. Students are also taught public relations skills, golf teaching skills, Country Club Management, and Principles of Golf Club Design & Repair. Each class is designed to measure the student's progress through exams. These exams may be written, oral, or skill demonstrations, which would include some of our golf classes.

This program of study is designed to prepare students for the types of occupations listed below. The occupations listed represent the types of positions for which the program generally prepares graduates. The College makes no representation or warranty that its graduates have obtained these positions or that any future graduates will obtain these positions.

Head Golf Professionals
Assistant Golf Professionals
Outside/Inside Services
Golf Instructors
Directors of Golf
General Managers
Directors of Instruction
High School/College Golf Coaches
Golf Clinicians
Course Superintendents
Merchandise Representatives
Sales Executives
Tournament Directors
Rules Officials

Cost of Program

Tuition and fees:	\$33,024
Books:	\$1,000
On-Campus room & board	Not Offered

Tuition includes all of the academic classes plus green fees, lessons from our golf staff, and range balls. Fees include: Administration, Library and Information Resource Network, Internet Access, Tournament Fees, Computer Lab, Club Repair Lab, Supplemental Class Resources.

The amount quoted is the typical cost of a program that does not factor in individual circumstances such as transfer credits, course failures, and price changes. The College does not offer on-campus room and board. The Professional Golfers Career College makes no guarantee or warranty, either expressed or implied.

Financing

In addition to any grant aid for which they are eligible, graduates may use loans to finance their education. The median loan debt for program graduates for 2012 is as follows.

Federal loans:	\$13,718
Private Educational Loans:	\$9,177

The median loan debt is calculated based on students who graduated between January 1, 2012 and December 31, 2012. An individual's loan debt will vary based on individual factors such as a student's decision to pay for the program from sources other than student loans or to borrow more than is needed to pay the direct costs of education, course failures, and program changes. Private educational loan data are based only on information reported to the College.

Placement

The job placement rate for students who complete the program is 90%.

The placement rate is calculated using the formula promulgated by the Accrediting Council for Independent Colleges and Schools for 2017. The College makes no promise or guarantee of employment.

Campus Security Report

You can view the entire report at: <http://ope.ed.gov/security/Index.aspx>

On-campus Student Housing Facilities

This institution does not provide On-campus Student Housing Facilities.

Local Police Crime Statistics

Local statistics are included with the campus's statistics.

Criminal Offenses - On campus

Criminal offense	Total occurrences On campus		
	2013	2014	2015
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

Criminal Offenses - Public Property

Criminal offense	Total occurrences on Public Property		
	2013	2014	2015
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

ACADEMIC POLICIES

Attendance Policy

Regular attendance is essential for academic progress and success in your golf career. Absences may jeopardize a student's ability to complete their program in a timely manner. All students are encouraged to complete the specified hours for the program by the end of each week. If a student is unable to attend, or leaves campus early on a given day(s), they should contact their instructor or their class coach. Students are encouraged to make up missed attendance. The instructor will assist in creating a makeup plan. Attendance is checked on a weekly basis.

PGCC encourages 100% attendance, and requires 80% attendance for graduation. Any student who has an unexcused absence of fourteen (14) consecutive days will be automatically withdrawn. Instructors turn in absence sheets the first 15 minutes of each class. This data is kept on the computers in the Administration Offices and are tracked on a weekly basis and attendance reports are generated.

Students are expected to call the campus if they are unable to attend classes for the day. At any time during the program a student will be placed on warning status and can result in probation status for violation of attendance.

Attendance violation is, including but not limited to:

- Ten (10) Unexcused absences
- Leaving the campus early without letting their class coach know.

If a student is in violation of Attendance, they will be placed on warning status. Failure to successfully return to good standing from warning will lead to probation. Failure to successfully return to good standing following probation will lead to program termination.

TARDY POLICY Students arriving late will make up the time by staying late or making up the time on another day. Low attendance can result in warning or probation status or termination from the program as stated above.

EARLY DEPARTURE POLICY Students leaving early will make up the time on another day. Low attendance can result in warning status, probation status or termination from the program as stated above.

Make Up Work

Students are responsible for all work missed by absence. Requests for make-up are made with the instructor in charge, and the instructor will document this make-up work.

Clock Hours

There are 50 minutes in each clock hour.

Complaint or Grievance Procedures

Students experiencing problems with any teacher or administrative personnel should first try to resolve the problem directly. Should there still be difficulties, the student is requested to make an appointment with the Executive Director so that any complaint may be registered and solutions discussed. If further action is required, refer to the grievance procedure.

Grievance Policy

It is important for every student, staff and faculty to know the correct procedure for resolving any problems they may encounter. The following is an outline of the procedures to be followed.

Any grievance must be first addressed to the person or department with whom the disagreement originally occurred.

If a resolution is not achieved, a formal written statement must then be submitted to the Executive Director. A meeting will be held with the disagreeing parties and the Executive Director.

If the grievance is not satisfactorily resolved with the Executive Director, a written statement must be forwarded to the President of the College. Upon reviewing the facts presented by the students, faculty or staff, the President will render a decision. All decisions made by the President are final.

Students wishing further assistance may direct concerns in writing to the South Carolina Commission on Higher Education. The address for CHE can be found on page 3 of this catalog.

Conduct

A student whose conduct reflects unfavorably on the orderly operation of the College will be dismissed.

Units of Credit

The unit of credit used at PGCC is a semester unit of credit. A unit of academic credit is related to the amount of work accomplished. 15 theory hours equal one unit of credit. 30 laboratory hours equal one unit of credit.

Degree

Graduates of the Professional Golfers Career College receive a Specialized Associate Degree in Professional Golf Management. Students must complete all work with at least a 2.0 grade point average, and be in attendance for at least 80% of the total course hours.

Final Examinations

No student shall be excused from final examinations. Instructors will give the exams at the time regularly scheduled. Any student who finds it impossible to take a final exam at the scheduled time must request permission from the instructor and the administration to take it at a different time.

Full Time

A full-time student maintains a minimum of 12 credit hours and will complete a minimum of 24 credits in an academic year.

Grade (Progress) Reports

Grade reports are issued at the end of each semester. Students will pick up their grade reports at the administrative office. Transcripts are kept for 50 years by the College.

Graduation

Students must pass all classes in Professional Golf Management (18 credits), Physical Education (16 credits), and Science (4 credits). A student must also complete 30 of the 34 credits in Business, Psychology, Art, English and Data Processing. A student must also have a 2.0 GPA to graduate.

Student's must also have no less than 80% cumulative attendance. All financial obligations must be met.

Mitigating Circumstances

The President of the College may grant a leave of absence for circumstances of sickness, family emergency and other crisis that may affect a student's life. These circumstances must be documented by the student. The student fills out the Mitigating Circumstances form listing the reasons why the student should be granted a leave of absence. The form is reviewed by the College President and a decision is made after reviewing the reasons why the student needs a leave of absence. The student is then notified of the President's decision. All missed credit hours must be made up in order to not exceed the 20% absence policy.

Leave of Absence

Leaves up to 60 calendar days will be granted to students who find it necessary to interrupt their training for personal reasons. A request for a leave must be in writing to the Executive Director. Students will be readmitted at the next available start date. Only one leave of absence will be granted per academic year. The standards of satisfactory progress will not be affected during an approved leave of absence.

Length of Program

The College is on a two semester per academic year schedule, but offers three semesters (tri- semesters) per calendar year. The program requires four (4) semesters and can be completed in 16 months.

Grading Scale

A = 96-100 (4.0)	D+ = 66-67 (1.3)
A- = 90-95 (3.7)	D = 65.5 (1.0)
B+ = 85-89 (3.3)	D- = 65 (0.7)
B = 80-84 (3.0)	F = Below 65 (0.0)
B- = 77-79 (2.7)	I = Incomplete
C+ = 73-76 (2.3)	W = Withdrawal
C = 70-72 (2.0)	TC = Transfer Credit
C- = 68-69 (1.7)	

ACADEMIC POLICIES

Satisfactory Academic Progress

A student enrolled in the occupational associate degree program at the Professional Golfers Career College must meet the following minimum standards in order to be considered achieving Satisfactory Academic Progress (SAP). These SAP standards apply to all students. Progress is evaluated at the end of each semester and prior to the disbursement of Federal Student Aid (if applicable).

Full-Time Status: The minimum course load for a full-time student is 12 credits.

Time Frame for Completion of Program: A student is required to complete the program in which he/she has enrolled, in a period not to exceed 1.5 times the standard program length. Program length is defined as the number of semester credits required to complete the program which at the Professional Golfers Career College is 72 semester credits. The maximum time frame to complete the occupational associate degree program is 108 attempted credit hours. Students must achieve a cumulative grade point average of 2.0 and successfully complete 68% of credits attempted in order to graduate from the program. Students who do not complete the program within the maximum time frame are not eligible to receive a Professional Golfers Career College degree.

Grade Point Average and Course Completion Percentage Requirements:

Student progress will be evaluated at the end of each semester. At the conclusion of the first semester of study, or after attempting 25% of the credit hours required for completion of the program, whichever occurs last, the student must have successfully completed 55% of the credit hours attempted and have earned a GPA of 1.25. A student not meeting these standards will be placed on probation for one semester.

At the conclusion of the second semester of study, or after attempting 50% of the credit hours required or completion of the program, whichever occurs last, the student must have successfully completed 75% of the credit hours attempted and have earned a GPA of 1.60. A student not meeting these standards will be placed on probation for one semester.

At the conclusion of the third semester of study, or after attempting 75% of the credit hours required for completion of the program, whichever occurs last, the student must have successfully completed 80% of the credit hours attempted and have earned a GPA of 1.80. A student not meeting these standards will be placed on probation for one semester.

At the conclusion of the fourth semester of study, or after attempting 100% of the credit hours required for completion of the program, whichever occurs last, the student must have earned a GPA of 2.00 and have completed the requirements for graduation. Students who have not met these standards will be determined to be making unsatisfactory progress. These students will be dismissed unless the student is willing to attend with a status of probation and to receive no financial aid, unless the President determines that there were exceptional, documented mitigating circumstances (i.e., death in the family, sickness of the student, etc.). A student will be permitted to attend with this status for one additional semester with the permission of the President. If the student is unable to complete the program requirements with a cumulative grade point average of 2.00 by the end of that semester, the student will be determined to be making unsatisfactory progress and will be dismissed.

WARNING: Students on Warning remain eligible for Student Federal Aid and no appeal is necessary. A student on Warning is required to meet periodically with his/her class Coach, to review his/her progress. At the end of the semester in which the student corrects the deficiency, the student will be deemed to be making SAP and removed

from Warning. Students who fail to achieve the minimum standard will be dismissed unless he/she files an appeal and the appeal is granted (See Appeal Process below).

PROBATION: If a student is granted an appeal, the student will be placed on Probation for one additional semester. A student on Probation is eligible to receive Federal Student Aid. Failure to make SAP by the end of the semester will be dismissed from the College as a regular student.

Academic Plan: Once placed on probation, an Academic Plan will be put into place. The Academic Plan will serve as a road map to guide a student toward meeting his/her SAP goal within a specified time and method. The plan will be designed by the President/Executive Director and communicated to the student in writing. The plan that is implemented will be regularly evaluated and refined as internal and external developments warrant. The maximum time period an individual Academic Plan is put into place is two consecutive terms. While on an Academic Plan, the student is required to attend academic advising sessions.

Extended Enrollment Status: A student who has been dismissed from the College may make a request to remain enrolled in Extended Enrollment Status after the lapse of one semester of non-enrollment. Students in Extended Enrollment Status are seeking to address and improve the academic deficiencies that caused them not to be making SAP. Students in Extended Enrollment Status are charged tuition, but they are not eligible for FSA. A student who reestablishes SAP by improving his/her CGPA and course completion percentage to the minimum required while on Extended Enrollment Status may apply for reinstatement as a regular student and to regain eligibility for FSA.

Also, at the 150 percent checkpoint, if the student has not satisfactorily completed the program, the student may be terminated and will lose any further FSA eligibility for that program.

Appeal Process: A student who is not making SAP and who believes that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress may appeal by written request to the President/Executive Director for a review of the situation. Mitigating circumstances may include injury or illness, the death of a relative, or other special circumstances. The written appeal should be submitted to the President/Executive Director within 5 business days after notification. The appeal should be accompanied by supporting documentation regarding why the student failed and what changed in the student's situation that will allow him/her to make SAP at the next evaluation. The appeal process will also consider if the student will meet SAP standards after the subsequent semester. The President/Executive Director shall conduct the review. Should the appeal be granted, the student will receive one additional semester in which to regain SAP. If at the end of that period the student is still not making SAP, the student will be dismissed. Any decision resulting from the review of a mitigating circumstances appeal is final and may not be further appealed. The result of the appeal (approved or denied) will be provided to the student in writing and cataloged in the Student Information System.

When the College grants a student's appeal for unusual and/or mitigating circumstances, it is not eliminating or disregarding any grades or credits attempted in the calculation of a student's SAP standing. The student's credits attempted, CGPA, and SAP standing will remain the same. When an appeal is granted, the College is acknowledging that,

because of the specified unusual circumstances, the student will continue to receive FSA for which he or she is otherwise eligible even though he or she falls below the published SAP standard in the Probation status.

Treatment of Transfer Credits: Students may request to transfer in credits from another accredited college following the Transfer Acceptance Policy. Any such courses which are accepted in transfer will be included in the credits attempted and the credits earned. Transfer credits are not included when calculating the CGPA.

Treatment of Repeat Courses: Courses may be repeated for the purpose of establishing a GPA or CGPA and improving academic standing. Each attempt counts in the computation of successful completion percentages, but only the highest grade earned will be included in the computation of the GPA and CGPA.

Treatment of Incomplete Courses: Incomplete grades are assigned to those students who fail to complete any required course work by the end of the semester and who obtain prior approval of their instructor. This grade is not included in the calculation of the CGPA but will count as hours attempted for the purpose of calculating the successful course completion percentage.

Treatment of Withdrawals: Students who withdraw from a course during the drop/add period receive no grade penalty, and the course is not considered as credit hours attempted. Students who officially or unofficially withdraw from a course after the drop/add period and are eligible to receive the "W" grade will receive no grade penalty, but credit/hours will be considered attempted for the purpose of determining successful course completion percentage.

Reinstatement: If a student has been dismissed, he/she may petition for reinstatement after the lapse of at least one semester of non-enrollment. The President/Executive Director will review the request and the President/Executive Director will conduct an academic evaluation to determine if the student has the desire and the academic ability to progress satisfactorily in the program. A student who cannot improve their cumulative grade point average or successful course completion above minimum expectations prior to the maximum time frame of the program of study will not be eligible for reinstatement. If the request is granted, a student must agree in writing to successfully retake previously failed classes or upgrade the skills applicable to his/her educational objective in an extended enrollment status without Federal Student Aid (if applicable) until the recalculated GPA and successful completion percentage meet or exceed the minimum requirements. A student who successfully improves their cumulative grade point average and successful course completion percentage above the minimum requirements will regain FSA eligibility, but will be placed on Warning for one semester after reestablishing satisfactory progress.

NOTE: This version of the policy will be effective for all start dates after July 1, 2011. This policy will apply to all students.

Incomplete Grades

Students earning an incomplete ("I") grade in any class will have one (1) semester to make up the incomplete. If the incomplete is not made up in the allotted time, then the incomplete will turn into an "F" for the class. The student must see the instructor in charge of the class for information on making up the incomplete.

Transfer Credits

The College will accept credits for work done at other postsecondary institutions. A "C" or higher grade must be made for credit to be transferred and the course must have relevance to a course

offered at the Professional Golfers Career College. Students must submit an official transcript and catalog to the Administrative Office in order for transfer credit to be considered. Students may earn no more than 20% of the credit required for graduation using transfer credit.

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

The transferability of credits you earn at the Professional Golfers Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn, in Professional Golf Management is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree 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 the Professional Golfers Career College to determine if your credits or degree will transfer.

Prior Experiential Learning

It is the policy of PGCC to have students that are interested in having prior experiential learning evaluated for possible award of college credit to submit a written report recounting their experience and how that experience demonstrates learning at the College level, the learning experience demonstrates a balance between theory and practice, and the prior learning experience directly relates to the student’s degree program. A recommendation for granting of credit will be attached and forwarded for review by the College President. No more than 15 semester credits may be awarded for prior experiential learning.

Withdrawal

Students who wish to withdraw from the College must do so through the Admissions office by any means of communication.

Student Interaction/Study Groups

Students are encouraged to participate in ad hoc study groups for joint study and research. During orientation and the first day of classes for each course, the instructor will encourage students to form study groups.

VETERAN’S POLICIES

Prior Credit Evaluation

Students receiving veteran’s benefits must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified.

Satisfactory Progress

Students receiving veteran’s benefits will be monitored for satisfactory progress at the end of each 15-week semester. If the student's overall GPA falls below 2.0, he or she will be placed on probation for the following semester. If the student fails to achieve a GPA of 2.0 or above by the end of the probation period, veteran’s benefits will be interrupted and the Department of Veteran's Affairs will be notified.

Tuition Assistance Policy (Unearned TA Funds)

It is the policy of PGCC to return any unearned TA funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. In instances when a Service member stops attending due to a military service obligation, the College will work with the service member to identify solutions that will not result in a student debt for the returned portion.

STUDENT’S RIGHTS

Appeals

A student who is not making SAP and who believes that there are mitigating or extenuating circumstances that led to the

failure to maintain satisfactory progress may appeal by written request to the President/Executive Director for a review of the situation. Mitigating circumstances may include injury or illness, the death of a relative, or other special circumstances. The written appeal should be submitted to the President/Executive Director within 5 business days after notification. The appeal should be accompanied by supporting documentation regarding why the student failed and what changed in the student's situation that will allow him/her to make SAP at the next evaluation. The appeal process will also consider if the student will meet SAP standards after the subsequent semester. The President/Executive Director shall conduct the review. Should the appeal be granted, the student will receive one additional semester in which to regain SAP. If at the end of that period the student is still not making SAP, the student will be dismissed. Any decision resulting from the review of a mitigating circumstances appeal is final and may not be further appealed. The result of the appeal (approved or denied) will be provided to the student in writing and cataloged in the Student Information System.

When the College grants a student's appeal for unusual and/or mitigating circumstances, it is not eliminating or disregarding any grades or credits attempted in the calculation of a student's SAP standing. The student's credits attempted, CGPA, and SAP standing will remain the same. When an appeal is granted, the College is acknowledging that, because of the specified unusual circumstances, the student will continue to receive FSA for which he or she is otherwise eligible even though he or she falls below the published SAP standard in the Probation status.

Probation

Students whose grade point averages fall below 2.0 at the end of any semester will be placed on

probation through the following semester. If progress does not improve by the end of that following semester, the student will be dismissed (terminated). A student on academic probation shall be removed from probation when the student's accumulated grade point is 2.0 (C) or higher. If a student is granted an appeal, the student will be placed on Probation for one additional semester. A student on Probation is eligible to receive Federal Student Aid. Failure to make SAP by the end of the semester will be dismissed from the College as a regular student.

Reinstatement of a Student for Unsatisfactory Progress

The President of the College must approve reinstatement of any student. A student must sit out a minimum of one semester before being reinstated. A student must retake any failed class and submit a letter to the President stating what classes or academic progress he or she has made and why the student should be reinstated. A decision by the President is then given to the student.

If a student has been dismissed, he/she may petition for reinstatement after the lapse of at least one semester of non-enrollment. The President/Executive Director will review the request and the President/Executive Director will conduct an academic evaluation to determine if the student has the desire and the academic ability to progress satisfactorily in the program. A student who cannot improve their cumulative grade point average or successful course completion above minimum expectations prior to the maximum time frame of the program of study will not be eligible for reinstatement. If the request is granted, a student must agree in writing to successfully retake previously failed classes or upgrade the skills applicable to his/her educational objective in an extended enrollment status without Federal Student Aid (if applicable) until the recalculated GPA and successful

completion percentage meet or exceed the minimum requirements. A student who successfully improves their cumulative grade point average and successful course completion percentage above the minimum requirements will regain FSA eligibility, but will be placed on Warning for one semester after reestablishing satisfactory progress.

Removing Academic Probation Status and Reestablishing Satisfactory Academic Progress

A student who is able to remedy the condition and reestablish satisfactory progress within the terms specified in the above section of Satisfactory Academic Progress will be removed from academic probation. Observations will be made on the student every semester thereafter.

Policy on Canceling Courses or Programs

It is the policy of the institution that all enrolled students will be provided the opportunity to finish up the classes or programs in which they are enrolled. If programs or classes for future start dates are cancelled, students will be refunded what they have paid.

Records Retention

It is the policy of PGCC for student records to be maintained for five years. Transcripts are maintained for 50 years. All student records and student transcripts are kept in the administrative office.

Students who wish to view the contents of their student records must make a written request to the Executive Administrator. The Executive Administrator will meet with the student during normal business hours, at a time set by the Executive Administrator, and in the Executive Administrator's office. The original records may not leave the Executive Administrator's office. The Executive Administrator must comply with the student's request within fifteen working days.

The campus is authorized under the FERPA Act to release "directory information" concerning students. Currently, in response to a specific inquiry, the Administration Office releases the

following: name, address and telephone number, place and date of birth, field of study, dates of attendance, and degrees and awards received. The above-designated information is subject to release by the campus at any time unless the campus has received prior objection from the student specifying information that the student requests not be released.

Refusal to Provide Copies

While the student retains the right to inspect his or her records, Professional Golfers Career College may deny copies of records, including transcripts, in the following situation: The student has an unpaid financial obligation to the College.

Fees for Copies of Records

With the exception of academic transcripts, which are covered by executive order, the fee for copies will be 25 cents (\$.25) per page.

Copyright Infringement

It is illegal to download and/or share copyrighted material without permission of the owner. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal

penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Peer-to-Peer File Sharing

It is illegal to download and/or share copyrighted material without permission of the owner. This may include, but is not limited to, mp3's, video, and picture files. If a complaint is received due to copyright violation, your network access may be shut off and disciplinary actions may be taken. If you need assistance with this, please contact the IT Department.

School Rights

The College reserves the right to add or withdraw any course or program, or to make changes in curricula, tuition, fees, textbooks, regulations, start dates, or any published agreement, as conditions warrant. Students will be notified of any changes.

Termination

Students may be terminated for excessive absences and/or tardies, rude and disruptive behavior, or failure to follow the rules and regulations of the Professional Golfers Career College as published herein and in the student handbook.

Anti-Hazing Policy

PGCC will not permit any activity considered hazing. Any student found involved in any form of this type of activity will be terminated from the College.

CURRICULUM

Courses are numbered to indicate the level of the course in relation to other courses. The numbering of a course should not be taken as a strict indicator of the rigor of the course. All course prerequisites are listed under the "Course Descriptions" section of this catalog. With the exception of the Tournament Golf class, the courses taken in the first two semesters are 100 numbered classes, and the classes taken in the third and fourth semester are 200 numbered classes.

First Semester:

Course Number	Course Title	Clock Hours	Credit Hours
ART- 101	Calligraphy	30	1
BUS- 103	Introduction to Business	30	2
BUS- 157	Principles of Salesmanship	30	2
PE- 112	Fitness for Golf	30	1
PE- 121	Techniques of Golf Teaching I	30	1
PE- 136	Rules of Golf	30	2
PGM- 150	Golf Operations I	30	2
*PD-106	Personal Growth I	30	2
*SCI- 138	Health Science	30	2
PE- 142A	Tournament Golf	60	1
	Total Hours and Credits	330	16

Second Semester:

Course Number	Course Title	Clock Hours	Credit Hours
BUS- 162	Introduction to Marketing	30	2
DP- 115	Word Processing	30	2
PE- 122	Techniques of Golf Teaching II	30	1
PE- 140	Organization of Golf Tournaments	30	2
PGM- 151	Golf Operations II	30	2
PGM- 157	Turf Management	30	2
PGM- 158	Principles of Club Design & Repair	30	2
*PD-108	Personal Growth II	30	2
CD-109	Principles of Career Success	30	2
*SCI- 134	Kinesiology	30	2
PE- 142B	Tournament Golf	60	1
	Total Hours and Credits	360	20

Third Semester:

Course Number	Course Title	Clock Hours	Credit Hours
BUS- 267	Human Resource Management	30	2
*ENG- 201	Written Communications	30	2
PE- 223	Techniques of Golf Teaching III	30	1
PE- 243	Clinic Planning	30	2
PGM- 252	Golf Operations III	30	2
PGM- 256	Golf Course Development & Design	30	2
BUS- 269	Business Law	30	2
*PSY-206	Psychology I	30	2
PSY- 215	Psychology of Golf	30	2
PE- 142C	Tournament Golf	60	1
	Total Hours and Credits	330	18

Fourth Semester:

Course Number	Course Title	Clock Hours	Credit Hours
BUS- 271	Personal Financial Planning	15	1
DP- 215	Microsoft Office Suite	30	2
*ENG- 202	Oral Communications	30	2
PE- 224	Techniques of Golf Teaching IV	30	1
PE- 250	History of Golf	30	2
PE- 252	Video Analysis	30	2
PGM- 253	Country Club Management	30	2
CD-201	Career Planning & Placement	30	2
PGM- 261	Golf Club Fitting & Performance	30	1
*PSY- 220	Psychology II	30	2
PE- 142D	Tournament Golf	60	1
	Total Hours and Credits	345	18
	Associate Degree Totals	1365	72

*indicates a GENERAL EDUCATION CLASS.

Prefix Explanation

ART = Art
 BUS = Business
 CD = Career Development
 DP = Data Processing
 ENG = English
 PD = Personal Development
 PE = Physical Education
 PGM = Professional Golf Management
 SCI = Science

*** Course titles, course sequence, course content, credit hours, and clock hours may change based on a curriculum to keep up to date on the changing educational needs in the golf world.*

COURSE DESCRIPTIONS

Business:

BUS 103 - Introduction to Business (2 units)

This course is an introduction and overview on how a business functions. Students completing this course should have a knowledge and understanding of business vocabulary, business organization and the interrelationships of economics, business and personal careers.

BUS 157 - Principles of Salesmanship (2 units)

A course in the fundamental principles of creative selling. Developing prospects, type of customer, methods of presentation, the close, and follow-up are topics covered.

BUS 162 - Introduction to Marketing (2 units)

A course that addresses the analysis and role of marketing within the total organization. Marketing functions drive businesses and are the most critical aspect of generating current and future revenue. Emphasis is on the components of marketing and how they generate revenues for the organization.

BUS 267 - Human Resource Management (2 units)

This class deals with the vast area of human resources known as training and development. Topics covered will be the characteristics of an effective trainer, learning types of adults in the workplace, communication skills and models of training in use today.

BUS 269 - Business Law (2 units)

This class deals specifically with the many aspects of law in the workplace. Many case studies are presented to show how useful it is to have a knowledge of golf related issues that effect the management of a country club.

BUS 271 - Personal Financial Planning (1 unit)

The principles of personal financial planning for an individual are covered in this class. Topics include savings, investments and money management.

Professional Golf Management:

PGM 150 - Golf Operations I (2 units)

This course will offer the students the basic principles of managing a golf shop. This course will include budgeting, marketing, staffing, and managing a golf shop.

PGM 151 - Golf Operations II (2 units)

An introduction to the basic structure of finances as it relates to single proprietorship, partnership and corporate types of business enterprises.
Prerequisite: PGM 150.

PGM 157 - Turf Management (2 units)

This course will provide the student with the opportunity to learn the care and maintenance of different types of turf grass used on golf courses. Topics covered will be fertilization, diseases, irrigation, planting and maintenance.

PGM 158 - Principles of Club Design and Repair (2 units)

This class will teach the students the fundamentals of club design and the manufacturing of golf clubs. The student will learn to properly fit clubs to the needs of the customer and also how to repair clubs.

PGM 252 - Golf Operations III (2 units)

This class is a "case study" permitting students a "role playing" exercise in preparing the annual business plan for a golf course. The students will use their knowledge from their Communication, Leadership and Golf Operations I & II in this class and will also learn to work as a member of a team.

Prerequisite: PGM 151

PGM 253 - Country Club Management (2 units)

This course will cover the role of the general manager of a country club. Topics will include the supervision, management and operations of a country club. An in-depth course on all the principles involved in country club management including personnel, budgeting and membership.

PGM 256 - Golf Course Development and Design (2 units)

The principles of developing a golf course from design through developing finances for the course. Course will cover the topics of design, planning, buying, financing, and marketing the golf course.

PGM 261 - Golf Club Fitting & Performance (1 unit)

This course is designed to provide significant information that leads to a clearer understanding of the complicated and misunderstood field of custom club fitting for the purpose of becoming a golf professional who can actually shorten the learning time for his/her students.

Prerequisite: PGM 158.

Art:

ART 101 - Calligraphy (1 unit)

This is an introductory course designed to acquaint the student with the basic style of lettering, suitable for score sheets, pro sheets, pro shop signs and posters. Class will include instruction and supervised practice of Roman Italic capital and lowercase letters and numbers.

English:

ENG 201 - Written Communications (2 units)

This course provides careful study and practice in the methods of achieving a clear and effective style of expository writing. Students are taught to write effective business letters and also to develop their own resumes.

ENG 202 - Oral Communications (2 units)

In this class, each student will prepare and present a variety of formal speeches. Students also participate in formal job interviews. All speeches and interviews are analyzed by students and the instructor.

Prerequisite: ENG 201

Personal Development:

PD 106 - Personal Growth I (2 units)

This course will teach the principles of attitude and motivation that are needed to be successful

in dealing with life. The course will also include the principles of positive thinking and how they may be applied to successful relationships.

PD 108 - Personal Growth II (2 units)

The psychological study of how humans react to different situations in their life. This course centers on attaining a good self image and not making excuses for failing.

Prerequisite: PD 106

Psychology:

PSY 206 - Psychology I (2 units)

This course deals with the physiological causes of behavior. The students learn how to deal with stress and distractions that would prevent them from being successful.

PSY 215 - Psychology of Golf (2 units)

This is an advanced study of the human brain's function as it relates to motor activities. The student will learn to maximize his or her golf game by learning the psychological makeup of professional athletes.

PSY 220 - Psychology II (2 units)

This course will provide the students with the knowledge that makes up successful leaders. Topics include: interpersonal relationships, self concepts, emotions, non-verbal communications and leadership practices.

Prerequisite: PSY 206

Physical Education:

PE 112 - Fitness for Golf (1 unit)

A class that involves stretching and fitness activities centered on the golf swing. Students will be tested and given an individual body conditioning course suited to improve the student's strength and conditioning.

PE 121 - Techniques of Golf Teaching I (1 unit)

This class will cover all the fundamentals of teaching golf. Topics studied will be the grip, set-up, alignment and the full swing. Students will be analyzing golf swings and correcting errors in swing fundamentals.

**PE 122 - Techniques of Golf Teaching II
(1 unit)**

A scientific study of the golf swing. The lever system in the golf swing is studied and the many different methods of teaching are analyzed.

Prerequisite: PE 121

**PE 223 - Techniques of Golf Teaching III
(1 unit)**

This class introduces the techniques used in teaching the short game. The student is taught many techniques in the teaching of the short game including pitching, chipping, putting, and sand play.

Prerequisite: PE 122

**PE 224 - Techniques of Golf Teaching IV
(1 unit)**

This is a method of teaching class. Students give golf lessons to the general public, which gives them practical experience in the methods of teaching. Students must keep a notebook on all lessons given. The instructor analyzes the lessons given by the students.

Prerequisite: PE 223

PE 136 - Rules of Golf (2 units)

This class will give the student an in-depth knowledge of the rules of golf. The decisions of the rules of golf will also be discussed and analyzed.

**PE 140 - Organization of Golf Tournaments
(2 units)**

The basic fundamentals and principles involved in running and organizing a golf tournament. Topics include: pairings, starting times, rules and handicapping.

PE 142A, B, C, D - Tournament Golf (1 unit)

This course series focuses on applying the rules of golf, swing principles and mental preparation under tournament conditions. It is comprised of four courses, one taken each semester.

PE 243 - Clinic Planning (2 units)

This class covers the planning and organization of golf clinics. Students are taught how to give group lessons and how to teach beginners through advanced players.

PE 250 - History of Golf (2 units)

An in-depth study of the history of golf. This class looks at golf from the beginning in St. Andrews, Scotland, right up to the present time.

PE 252 - Video Analysis (2 units)

This course will introduce the use of video in error detection and correction in analyzing all phases of the golf swing.

Science:

SCI 134 - Kinesiology (2 units)

This course will cover the basic fundamentals and principles of human movement. Topics to be covered are the skeletal system, muscular system and nervous system of the human body and how they are related to movement.

SCI 138 - Health Science (2 units)

This course is designed to inform the student that good health is not accidental, rather it is a product of nature and culture, and it must be related to understanding and values. Good health must be not only philosophical, but capable of extension into the realities of daily living.

Career Development:

CD 109 - Principles of Career Success (2 units)

This class covers the principles used by successful businesses. These include the study of time management, the role of negotiating, entrepreneuring, and the qualities of successful businesses.

**CD 201 - Career Planning & Placement
(2 units)**

This class will help the student in preparing for the job market. Topics will include techniques of interviewing, how to find out about job openings, and how to apply for positions in the golf industry.

Data Processing:

DP 115 - Word Processing (2 units)

This class will provide the student with the basic understanding of Excel usage. The student will gain understanding through the Intermediate level in MS Word and Power Point.

DP 215 - Microsoft Office Suite (2 units)

This class will provide the student with the understanding of Microsoft Office Suite as it applies to resumes, cover letters and other types of business letters. The student will also use Excel to create tee sheets and starting sheets.

Prerequisite: DP 115

STUDENT RIGHTS

Equal Opportunity Policy

The College is committed to a policy of equal opportunity enrollment and placement. Financial aid will be offered to qualified persons without discrimination as to race, color, creed, national origin, age, sex, or handicap. We admit as regular students those handicapped individuals whose handicap (1) would not create, during their training, a safety hazard to themselves or their classmates; and (2) would not interfere with their ability to benefit from the training offered through their classroom performance capabilities and have reasonable placement potential following graduation.

Family Education Rights and Privacy Act

In the course of your application, enrollment and attendance, this school has compiled a number of important records concerning you, including:

- grades
- payment records
- attendance records
- disciplinary records
- placement records

Students may inspect and review their educational records upon request to the school director. A student desiring to review his/her records should submit to the director a written request which identifies as precisely as possible the record or records he/she wishes to inspect. If you want to know more about the procedure governing your review of the records, you may obtain a copy of our complete Policy and Procedures in this area by contacting the school director. If, after reviewing your records, you find that they contain errors or are inaccurate or misleading, you may request that the records be amended. If the institution does not agree with your position, you may request that a hearing be held. If you feel that the institution has not followed the federal rules under the Family Education Rights and Privacy Act, you may write to the United States Department of Education.

Generally, we will not release any information about you to outside individuals, unless we have

first received your permission or were required to give the information under state or federal laws or to auditors, researchers, etc. However, it is considered that certain information does not violate your rights of privacy, and therefore, the school is permitted to routinely release this information, unless you specifically ask us not to. At this school, this general information is considered to be your name, address, telephone number, date and place of birth, program of study, participation in recognized activities, dates of attendance, certificates or degrees obtained, and the last institution attended. Further information and complete details of the Privacy Act are available, upon request, from the Executive Administrator.

Method of Payment

An applicant who has been accepted will be sent a student contract. The student must return his/her contract with a \$500.00 deposit to reserve his/her place for entering the College. The \$500.00 deposit will be applied to the payment of first semester's tuition. The balance of tuition is due on or before the first day of classes in which the student is enrolled.

Tuition is owed one semester at a time, until the entire tuition obligation is accomplished. Student semester tuition is due by the 1st day of the month prior to the beginning of the semester. Late payments must be approved by the Financial Manager and may be subject to a \$200 late charge.

Right to Cancellation

The Buyer/Student has the right to cancel the Enrollment Agreement, without any penalty or obligation, until midnight of through attendance of the first session or midnight of the 7th calendar day after the enrollment, whichever is later. If the Buyer/Student cancels, any payment made on his/her behalf will be returned to the payee within ten days following the Seller/School's receipt of the Buyer/student's cancellation.

The Buyer/Student may be terminated from enrollment, at the discretion of the School Director, if the Student's/Buyer's behavior, attendance or dress does not conform to the requirements, rules, and regulations of the School as set forth in this catalog and the Student Handbook.

The Buyer/Student release holds harmless and indemnifies the Seller/School and its agents from and against all liabilities and other expenses which may be imposed upon, incurred by, or asserted against it or them by any reason or bodily injury, or property damage or loss which the Student/Buyer may suffer from any cause while enrolled in the School.

No Show Policy

A "no show" is a student whose name appears on the class roster but who fails to have his or her attendance verified the first week of class.

No shows shall receive a 100% refund of applicable tuition and applicable refundable fees, excluding the application fee.

Any student receiving financial aid who is reported as a "no show" will have his/her financial aid award cancelled.

Right to Withdraw and Receive Refund

The Buyer/Student has the right to withdraw at any time from the course of instruction after midnight of the fifth business day described above (see "Right to Cancellation"). If the Buyer/Student withdraws or is terminated, or expelled, by the Seller/School, the Seller/school shall remit a refund as provided in this section less a Registration fee not exceeding seventy-five dollars (\$75.00) within ten (10) days following withdrawal, termination or expulsion. The Buyer/Student shall be deemed by the School to have withdrawn from the course of instruction when any of the following occur: (1) the Buyer/Student notifies the School of withdrawal or of the date of the Buyer/Student's withdrawal, whichever is later; (2) the School terminated the Buyer/Student's enrollment as provided above; (3) the Buyer/Student fails to attend classes for the (3) week period. For the purpose of the calculation of this part, the date

of the Buyer/Student's withdrawal shall be deemed to be the last day of recorded attendance.

Cancellation of Refund Amount

The refund shall be in the amount the Buyer/Student paid for instruction multiplied by a fraction, the numerator of which is the elapsed time not attended, and the denominator of which is the total number of hours (weeks as above) of instruction for which student has paid, up to the 60% completion point of the semester.

FINANCIAL AID

Professional Golfers Career College participates in the following financial aid programs for those students who qualify:

Federal Pell Grants

- Must demonstrate financial need.
- Free money—does not need to be repaid.
- If the EFC (Expected Family Contribution) is 5235 or less the student may be eligible to receive a Pell Grant assuming all other eligibility requirements have been met.
- The maximum award is \$5,815 for the 16/17 financial aid year.
- Pell disbursements are made at the beginning and midpoint of the academic year, or at the beginning of each academic term. Students whose programs are longer than one academic year may be eligible for an additional portion of a Pell Grant.

DIRECT LOANS

Subsidized:

- Subsidized Stafford Loan - 4.5% interest rate.
- Must demonstrate financial need.
- A six-month grace period after graduation or termination before the student begins repayment. You will not be charged interest before you begin repayment or during authorized periods of deferment.

Unsubsidized:

- Unsubsidized Stafford Loan – 6.8% interest rate.
- Repayment begins 6 months after the student's last day of attendance.
- You will be charged interest from the time the loan is disbursed until it is paid in full.

If you're a dependent undergraduate student you can borrow up to:

- \$5,500 if you're a first year student enrolled full time.

- \$6,500 if you've completed your first year of study and the remainder of your program is at least a full academic year.

If you're an independent undergraduate student or a dependent student whose parents are unable to get a plus loan you can borrow up to:

- \$9,500 if you're a first-year student enrolled in a program of student that is at least a full academic year (only \$3,500 of this amount is subsidized).
- \$10,500 if you've completed your first year (only \$4,500 of this amount may be subsidized).

These amounts are the maximum yearly amounts you can borrow in both subsidized and unsubsidized loans. You may receive less than these yearly maximum amounts if you receive other financial aid that is used to cover a portion of your cost of attendance.

Plus Loans

Plus Loans are limited to the student's parents with no adverse credit history. The annual loan limit is the cost of education minus other aid. 7.9% interest rate.

Applying for Aid

- **Pell Grants** - the student completes the Free Application for Federal Student Aid (FAFSA) on-line at www.fafsa.ed.gov. Our school code is 033673.
- **Stafford Loans** - Student may complete the Stafford Loan Master Promissory Note (MPN) and Entrance Loan Counseling on-line at www.studentloans.gov.
- **Plus Loans** -parents may complete the Plus Loan Master Promissory Note (MPN) on-line at www.studentloans.gov.

Awarding of Aid

Pell Grants

A distinguished feature of the Pell Grant Program is its control concept of "entitlement" which guarantees that a student who demonstrates need will receive a grant based on that need and on the cost of education at the school they choose to attend. The PELL Grant is similar to a "gift", in the sense that it does NOT have to be repaid.

Subsidized and Unsubsidized Stafford Loans

The Subsidized Stafford Loan Program enables students to borrow money from eligible lenders at a low interest rate to meet educational expenses. To qualify for a subsidized Stafford Loan, a student must have financial need. Lenders may choose to whom they lend, within Stafford Loan eligibility guidelines. As a first year undergraduate you may borrow up to \$3,500 a year in a Subsidized Stafford Loan. However, you cannot borrow more than the cost of attendance at your school less any other financial aid you may receive.

Basically, a student's need for a subsidized Stafford Loan is his or her cost of attendance (COA) minus his or her Expected Family Contribution (EFC) minus his or her estimated financial assistance (EFA). This loan must be repaid by the student. A subsidized student loan is one that qualifies for an interest subsidy during in-school status, grace periods, and authorized deferment periods.

An **unsubsidized** student loan does not qualify for an interest subsidy. A borrower unable to qualify for a need-based Stafford Loan may apply for an Unsubsidized Stafford Loan. As a first year undergraduate you may borrow up to \$2,000 a year as a dependent or \$6,000 a year as an independent in an Unsubsidized Stafford Loan. Also, a student able to qualify for only a part of his or her subsidized Stafford Loan limit may apply for an Unsubsidized Stafford Loan to cover the difference between his or her loan limit and the subsidized amount for which he or she is eligible.

Plus Loans

Parent Loans for Undergraduate Students or PLUS Loans are educational loans that must be repaid. Parents of dependent students can receive a PLUS

Loan. Parents of dependent students may borrow up to the cost of education minus other Financial Aid per academic year for a child enrolled at least half-time. The interest rate is variable and can change once a year.

General Eligibility

- You are enrolled at least half time (12 hours per week) (except for Pell).
- You are a U.S. Citizen.
- You show that you have need. (Need is the difference between the cost of education and the amount you or your family can afford to pay. Need is determined by the information that is supplied on the FAFSA).
- You are making satisfactory progress towards completing your course of studies. (Please review the Satisfactory Progress Statement).
- You are not in default of an NDSL, Stafford Loan, or a PLUS/SLS Loan.
- You do not owe a refund on a Pell Grant or SEOG at any school.

Frequency of Payments for Pell Grants & Stafford Loans

The Pell Grant and Stafford Loans will be disbursed in 2 (two) equal payments. The first half will be disbursed at the beginning of the course. The second half will be disbursed at the beginning of the second semester as long as the student is making Satisfactory Progress. The money will be electronically transferred and will be credited to the students account. Any money remaining will be forwarded to the student in the form of a check within 14 business days.

Repayment Obligation

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

Title IV Return Policy

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Pell

Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans and in some cases, certain state grant aid (LEAP/SLEAP), GEAR UP grants, and SSS grants to students.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission, which some schools ask for when you enroll, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Parent (Plus) Loan
4. Federal Pell Grant
5. Other Title IV Assistance

There are some Title IV funds that you were scheduled to receive that you cannot *earn* once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

Title IV Future Professionals reentering within 180 days of withdrawal date will resume at the same status as prior to withdrawal.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an *overpayment*. The amount of a grant overpayment that you must repay is half of the received amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913.

Information is also available on *Student Aid on the Web* at www.studentaid.ed.gov.

2018 Academic Calendar

SPRING SEMESTER 2018

January 8	Orientation and Registration
January 9	First Day of Classes
January 15	Martin Luther King Day (no classes)
February 19	Presidents Day (no classes)
April 1	Tuition for Summer 2018 Due
April 16	Final Exams
April 17-18	Semester Tournament
April 20	Temecula & Hilton Head Graduation

SUMMER SEMESTER 2018

May 7	Orientation and Registration
May 8	First Day of Classes
May 28	Memorial Day (no classes)
July 4	Independence Day (no Classes)
August 1	Tuition for Fall 2018 Due
August 13	Final Exams
August 14-15	Semester Tournament
August 17	Temecula & Hilton Head Graduation

FALL SEMESTER 2018

September 4	Orientation and Registration
September 5	First Day of Classes
October 8	Columbus Day (no classes)
November 21 - 23	Thanksgiving Vacation (no classes)
December 1	Tuition for Spring 2019 Due
December 10	Final Exams
December 11-12	Semester Tournament
December 14	Temecula & Hilton Head Graduation