

MASHDOTS COLLEGE

CATALOG

2019-2020

(January 1, 2019 – June 30, 2020)

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

**Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833
www.bppe.ca.gov**

**Toll-free telephone number: (888) 370-7589
or by fax (916) 263-1897**

For Prospective Students:

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

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

Mashdots College

117 S. Louise Street, Glendale, California 91205

**Telephone: (818) 548-9345 E-mail: mashdots@aol.com
Website: mashdotscollege.org**

**Mashdots College classes are held at 117. S. Louise Street,
Glendale, California 91205**

**MashdotsCollege does not offer Distance Education
programs**

MASHDOTS COLLEGE

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MASHDOTS COLLEGE

NATURE AND MISSION OF THE COLLEGE

MASHDOTS COLLEGE, an independent non-sectarian institution of higher education founded in 1992 in California, offers quality undergraduate education in selected fields and career-related certificate programs. Through its academic and co-curricular programs, the College provides rich educational opportunities that relate to both the academic and personal development of its students.

Mashdots College has been established in honor of Saint Mesrob Mashdots, founder of the first Armenian school, inventor of the Armenian alphabet, and original translator of the Bible into Armenian. Among the aims of the College is the commitment to propagate the rich Armenian heritage through the preparation of teachers, as well as leaders for community organizations.

The basic intention of the Board of Trustees of Mashdots College is to offer quality education in the centuries old tradition of Armenian higher education. Within this tradition, the Board is dedicated to assisting faculty and administrators to facilitate the discovery, advancement and dissemination of knowledge, as well as developing good character and effective citizenship. In this perspective, the Board is committed to academic programs that meet the needs of the Armenian community in the United States.

Degree Program

Bachelor of Arts in Armenian Studies

Certificate Programs

1. Armenian Language and Linguistics
2. Armenian Studies (Advanced Certificate)
3. Early Childhood Education
4. English as a Second Language
5. Translation and Interpretation (Armenian/English/Arabic)
6. Computer Training

DEGREE AND CERTIFICATE PROGRAMS

DEGREE PROGRAM

BACHELOR OF ARTS IN ARMENIAN STUDIES

The Armenian Studies Department offers a Bachelor of Arts degree in Armenian Studies. A wide range of courses offers students an extensive background in Armenian history and culture—including language, literature, art, music, history, geography, and political science. The Armenian Studies program also provides the preparatory education necessary for graduate studies in the field.

The Armenian Studies Department maintains a sizable collection of books, journals, and newspapers. Books covering the entire spectrum of Armenian studies are found in the collection, including old and rare books. Professional journals of Armenian studies are received regularly from all Armenian academic centers. Newspapers from all over the world are also collected at Mashdots College.

The Armenian Studies Department sponsors community activities, such as guest lecture series, symposia, and publications.

Objectives of the Program

The Armenian Studies major is designed to provide a solid academic foundation in Armenian letters, history, politics and culture. As such, the program intends to prepare students for teaching in Armenian schools, for community service and leadership and/or for graduate studies in the field.

Students will be encouraged to apply their acquired knowledge by engaging in research and/or participating in pertinent campus and community activities. This major requires a minimum of 52 semester hours of which 40 are required and 12 are elective.

Students majoring in Armenian Studies must pass a placement test in Armenian Language. Should a student fail the test, she or he must take any or all of the following courses, based on the test results: Armenian 100, 101, 200, and 201.

BACHELOR'S DEGREE PROGRAM

To receive a bachelor's degree from MC, a student must complete the following:

1. A minimum of 128 semester hours, including all the general education requirements listed in this catalog and the appropriate major requirements listed in the Programs section of this catalog.

2. A minimum of 52 semester hours at MC.
3. A minimum of 33 semester hours at the upper-division level must be taken at MC.

CERTIFICATE PROGRAMS

A certificate program consists of a sequence or group of courses or contact hours that focus on an area of specialized knowledge. These programs are developed, administered and evaluated by Mashdots College's faculty or by faculty-approved professionals.

Individuals pursue certificate programs to prepare for new careers, to qualify for a promotion, to stay current in their field, to satisfy mandated education requirements, or simply to acquire new skills and knowledge. Completion of a certificate program signifies that the certificate holder has acquired certain proficiencies in a specialized area of study through an educational program. The certificate alone does not guarantee improved professional performance. The quality of performance depends on the newly acquired knowledge and skills.

*** ARMENIAN LANGUAGE AND LINGUISTICS - 27 Units; Final Exam and Professional Paper Required**

This certificate program is developed to update the knowledge and skills of elementary and secondary Armenian language teachers.

*** ARMENIAN STUDIES (Advanced)- 52 Units; Final Exam and Professional Paper Required**

This advanced certificate program prepares students for careers in teaching, research and many other fields that require writing skills and a broad background in the humanities.

*** COMPUTER TRAINING - 16 Units; Final Exam Required**

The computer training program provides a sound theoretical background along with practical computer knowledge to students interested in pursuing careers in office management, computerized accounting, computer systems technology, web-site design, systems administration, computer programming and network administration. Students will obtain a basic mastery of widely used practical applications, such as word processing, spreadsheet solutions, programming languages, and desktop publishing.

*** EARLY CHILDHOOD EDUCATION - 12-24 Units; Final Exam Required**

The Early Childhood Education Program prepares students for positions in many types of child care centers. Opportunities are available in day care centers, parent participation schools, church-sponsored schools and nursery schools.

*** ENGLISH AS A SECOND LANGUAGE - Non-Credit**

The English as Second Language (ESL) program is designed to teach international students to communicate effectively in English within the academic settings and to interact effectively with others in the business and social environment.

*** TRANSLATION AND INTERPRETATION - Armenian/English, Arabic/English 8-16 Units - Final Exam Required**

The program is designed to provide professional training to students who have already achieved a high level of proficiency in Armenian/English and Arabic/English.

Interpretation facilitates communication between people using the spoken language and translators bridge the communication gap in writing. In addition to excellent language skills, both translators and interpreters must understand the issues and topics under discussion.

Because English is the base language for most instruction, students must have a high degree of fluency in it. The program provides specialized court interpreter training classes and translation and interpretation courses to meet the growing need for translation and interpretation for meetings, conferences, or for individuals.

ADMISSION INFORMATION

The educational goal of Mashdots College is to provide maximum opportunities for educational and personal growth; therefore, the student's goals and objectives are considered first in evaluating applicants for admission. Consideration will be given to previous formal and informal educational experience, and to the potential to succeed in an academic program. Mashdots College seeks students who are creative, motivated, self-disciplined, and committed to learning.

In keeping with the above philosophy, the admission decision is made with emphasis placed on cumulative GPA, academic course of study, SAT or ACT Ability-to-Benefit students scores, applicant statements, and personal recommendations. In cases where the applicant falls below a B average and/or below acceptable test scores, the faculty Admissions Committee is consulted.

The College does not admit students from other countries and student visa services are not provided.

Ability-to-Benefit Students. Students who have not graduated from high school or otherwise demonstrated high school graduation equivalency, are permitted to take an approved ATB test in order to be allowed to enroll in Mashdots College. Before an ATB student may execute an enrollment agreement, Mashdots College shall have the student take an independently administered examination from the list of examinations prescribed by the United States

Department of Education. The student shall not enroll unless the student achieves a score, as specified by the United States Department of Education, demonstrating that the student may benefit from the education and training being offered.

List of the exams Mashdots College accepts and passing scores:

- Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 and VS-2; Quantitative Forms QS-1 and QS-2
(online and Paper and Pencil Versions. Passing Scores: Verbal – 200; Quantitative – 210.
- Combined English Language Skills Assessment (CELSA) Passing Scores: Forms 1 and 2. Form 1 – 97; Form 2; 98.
- ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic. Passing Scores: Reading Comprehension – 55; Sentence Skills – 60; Arithmetic – 34.

ADMISSION TO THE B.A. PROGRAM

NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS

Mashdots College is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements:

1. Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
2. Achieve accreditation candidacy or pre-accreditation as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020.

If Mashdots College stops pursuing accreditation it must:

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

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

Institutional Representative Initials: _____

Student Initial: _____

Admissions to the Bachelor of Arts Degree in Armenian Studies require completion of 76-semester or 114 quarter transfer units with at least a "C" average. The College offers lower and upper-division courses in Armenian Studies.

Prospective students must apply by May 1 for the Fall Semester and by November 1 for the Spring Semester. To apply for admission, the following must be submitted to Mashdots College:

- 1. An application for admission** with a non-refundable application fee of \$20. Applications are valid for 12 months.
- 2. Two recommendations for admission** sent directly by the recommending persons to MC.

3. High Schools or college transcripts (with notarized translation in English where appropriate) sent directly by the school attended to MC.

Students who have completed studies at foreign schools considered for transfer credit must send their transcripts to the Credentials Evaluation Service, Los Angeles, California, for evaluation. There is a fee for this service. A brochure is available upon request.

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4. Test scores on the Scholastic Aptitude Test (SAT). Applicants must present a combined SAT score of 900 or above.

Once all the above materials have been received, the applicant will be considered for admission. Applicants who are accepted will be sent a letter of acceptance and asked to send a deposit by May 1. Students accepted after May 1 normally will have to make the 100 non-refundable tuition deposit within three weeks after the date of acceptance.

Applicants who fall below the above minimum levels will be referred to the MC Admissions Committee. In making its decision to accept or to reject the applicant, the committee will consider the applicant's involvement in school and community activities, leadership ability, special skills, letters of recommendation and personal interviews.

All application materials become the property of MC upon receipts by the Admissions Office.

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All application materials become the property of MC upon receipts by the Admissions Office.

5. Proof of English Proficiency.

International applicants must establish a minimum proficiency in English by submitting one of the following:

- a. A TOEFL (Test of English as a Foreign Language) score of 500 or above.
- b. A SAT verbal score of 450 and above.
- c. A score of 75 or above on the MC English Proficiency Test.

6. Transfer of Credit Requirements - Bachelor's Degree Program

A student may earn a maximum of 76 units of credit (with a GPA of 2.5 and above) toward a Bachelor's Degree from an accredited institution, provided these units do not interrupt the MC residency requirement.

General Education transfer requirements for admission to a degree program include completion of transferable college semester units with a grade of at least a "C" in ten areas as follows:

Written English:

College Writing A, and College Writing B

Spoken English:

Fundamentals of Public Speaking, or Forensics

Physical Education:

Two different Instructional Activity Courses

Aesthetic Experience:

One experiential class in art, creative writing, music, photography, or theater,
or
Two semesters of ballet, choral or instrumental ensemble, modern dance or music
lessons.

Mathematics:

College Algebra, or Pre calculus, or Mathematics in Society, or Calculus I, or Calculus
II, or Calculus III

Symbolic:

Inter to Comp. Science & English
Computer Resources Management, or
Introduction to Language, or
Introduction to Computer Utilization, or Theory I, or
Introduction to Logic, or
One course in statistics, or computer language
One elementary (100-level) or intermediate (200-level) course in a foreign language, or
One specified **ESL** course.

U.S. History:

United States History, or
Development of American Democracy I, or Development of American Democracy II

Natural Science:

1. Two courses in natural science. One of the two natural science courses must have
a laboratory component.

Social Science:

1. World Civilizations I, or
World Civilizations, II, and
2. Two classes, one from each of the following two categories:
 - a. Economic Analysis I, or
Economic Analysis II, or
Introduction to Geography, or
Economics for Decision-Making, or
World Civilizations I, or
World Civilizations II, or
American Government and Politics
 - b. Introduction to Anthropology, or
General Psychology or General Sociology

Humanities: (10 semester hours minimum)

1. One literature class in English (at any level), or One class in a foreign language at the advanced or 300-level or above, and
2. The remaining units from at least two of the following areas:
 - a. Philosophy or religion
 - b. History and appreciation of art, music or theater
 - c. Foreign language at the intermediate or 200 level

Mashdots College has not entered into an articulation or transfer agreement with any other college or university.

CREDIT FOR EXPERIENTIAL LEARNING: The College awards credit for “experiential learning” for life/work experience that may represent earned units when assessed by Mashdots College.

STUDENT ACCEPTANCE THROUGH THE PROVISIONAL ENTRANCE PROGRAM

Students accepted on a provisional basis will be admitted for one semester and informed of the conditions required to remove the provisional status. The student may enroll in a maximum of 14 semester hours and is required to meet with an adviser at least three times during the semester, enroll in a study skills class, register for an appropriate English class and make normal academic progress as defined in the Normal Academic progress section of this catalog.

Students who do not remove their provisional status by the end of the first semester of enrollment are ineligible to enroll the following semester. Students wishing to return to MC at some future date must reapply for admission.

LEAVE OF ABSENCE

A student who finds it necessary to interrupt his/her studies at MC and desires to return may apply to the Registrar for a leave of absence prior to leaving the college. With leave of absence a student may be absent from MC for more than two semesters without reapplying for admission. Among the acceptable reasons for granting a leave of absence are financial or medical problems and military duties. Students are required to keep the college informed about plans to return, otherwise, they will be considered withdrawn. A leave of absence will not be granted for the purpose of transferring to another institution.

WITHDAWAL FROM THE COLLEGE

A student who wishes to withdraw in good standing must obtain a "Notice of Withdrawal" application from the Registrar's Office and have it signed by his/her academic counselor. If the student is also withdrawing from courses, a

"Program Request and Change Form," signed by the student's adviser, is also required. The effective date of withdrawal is the date of the MC Dean's approval.

RETURNING STUDENT RE-ADMISSION

Students who have attended MC as full-time students but have not been in attendance for two consecutive semesters must reapply by filing a new Application for Admission. Re admission will be based on the current admissions policies, and the student will be required to meet current graduate requirements. Official transcripts of all academic work taken during the period of absence must be provided. The application fee and personal recommendations will be waived if the returning student has not been absent for more than two consecutive semesters.

RE-ADMISSION OF ACADEMICALLY DISQUALIFIED STUDENTS

The re-admission of a previously disqualified student is by special action of the Dean only. Ordinarily the College will consider an application for reinstatement only after the student has remained absent for a minimum of one year following disqualification and has fulfilled all recommended conditions. In every instance, re admission action is based on evidence, including transcripts of courses completed elsewhere after disqualification that warrants such action. If readmitted, the student is placed on academic probation.

RETENTION OF RECORDS

Credentials of applicants who do not register for the semester to which they have been admitted are normally retained in the Office of Admissions for a period of 30 days from the opening of the Semester. At the end of this time credentials on file are discarded unless the applicant has notified the office of continued interest to attend MC. Credentials submitted to the Office of Admissions become the property of the College and cannot be returned to the student or duplicated for any purpose.

The College's Policy on Student Records Retention is designed to manage the records created in the course of the College's academic and administrative operations. The policy covers all records and documents, including electronic documents. The policy promotes compliance with federal and state laws and BPPE regulations, to minimize accidental or innocent destruction of records and to facilitate the College's operations by promoting efficiency and freeing up valuable storage space.

RECORD RETENTION SCHEDULE

- Admissions Records 10 years
- Grade Records Permanent

- Degree Audit Records 5 years after date of last attendance
- Disciplinary Action Records incident 5 years after graduation or date of last incident
- Financial Aid Records accepted 5 years after annual report has been accepted
- Student Academic Files 5 years

ACADEMIC INFORMATION

REGISTRATION

An early registration period, general registration period and final registration date are announced in the Academic and Administrative Calendar. Students are expected to complete their registration by the first day of classes. General registration does continue, however, through the fifth day of classes each semester and through the third day of classes during Interterm. Officially registered students may make changes with the approval of their academic advisers beginning two weeks prior to the first day of classes and extending through the first full week of classes each semester. Summer Session registration and program changes may be made through the third class meeting.

ACADEMIC PROGRESS

Course Load - Undergraduate. A bachelor's degree candidate must complete an average of 32 semester hours per year in order to earn his/her degree within two years. A student normally accomplishes this by taking 12-18 semester hours each semester. To be considered full time, an undergraduate must enroll in a minimum of 12 semester hours each semester. To be considered half time, an undergraduate must enroll in a minimum of six semester hours each semester. A student wishing to enroll for more than 18 semester hours in the Fall and/or Spring Semester, must petition the Appeals Committee for approval prior to enrollment.

Non-matriculated Students. Undergraduates who wish to enroll as part-time students may enroll in a combined total of no more than 11 semester hours in any semester without making formal application for admission. Students who wish to become degree candidates must submit formal application and complete

the admissions process prior to completion of 12 semester hours at the College. The College cannot be held responsible for the applicability toward a degree of courses which are selected by students who have not been officially admitted and assigned academic advisers.

Normal Academic Progress. A full-time undergraduate student will be considered making normal academic progress when completing 24 semester hours per year while maintaining a 2.0 cumulative GPA; a part-time student, when completing 12 semester hours per year while maintaining a 2.0 cumulative GPA.

Undergraduate students who fail to make normal academic progress over an academic year will receive an academic progress warning and be required to see the Dean of the college.

If degree requirements are not completed within seven years of admission, students must fulfill the graduation requirements in effect at the time of their graduation.

Specification for Contact Hours. MC follows traditional guidelines for contact hours. A 4 semester hour class will typically have 4 classes of 50 minutes length per week for 15 weeks, the traditional 60 contact hours for 4 semester hours of credit.

Academic Probation. Academic probation carries a serious warning to the student that the scholastic record is unsatisfactory and that continued failure to improve this record will result in academic disqualification. Students on probation may also have restrictions imposed by the Academic Dean regarding their program of studies. A student will be placed on academic probation who in any term fails to earn a 2.0 GPA or whose cumulative GPA falls below a 2.0.

Academic probation is distinct from financial aid probation, which is covered in the Financial Aid Programs sections of this catalog.

Academic Disqualification. Students on academic probation who fail to raise their cumulative GPA's to a 2.0 within the time specified in the limits of their probation (typically by the end of the next semester) will be academically disqualified by the College. Extenuating circumstances may be reviewed by the Academic Dean. The effective date of the academic disqualification will be recorded on the transcript. If this status is removed, the date of reinstatement will also be recorded.

The Veterans Administration (in case where students receive VA funds) or other appropriate governmental agencies will be notified when a student is academically disqualified.

ALTERNATIVE INSTRUCTIONAL MODES

Directed Study. A directed study is an approved catalog course taught independently to one student. Courses may be taken by directed study only if the course is not scheduled during the term and only with the instructor's and the department's prior approval. Directed study courses may only be taken by matriculated students in good standing. Seminars, activity courses, introductory courses in some disciplines and courses with heavy emphasis on process rather than content may not be taken by directed study. Directed

Study Forms are available from the Registrar's Office. The forms must be signed by the instructor and the department chairperson before they are submitted with the registration form to the Registrar. Students may register for a directed study only during the normal registration period.

Independent Study. An independent study course is a course initiated and written by a student following the guidelines contained in the "Independent Study Manual" (available from the Registrar) and deals with material not covered in any approved catalog course. The student works independently under the guidance of an instructor who must approve the student's comprehensive written plan and time line before the student can begin. The independent study form, included with the Manual, must also be signed by the department chairperson before the student can begin. Independent studies are available only to students in good standing at the College.

Independent studies can be approved as 199, 299, or 399 courses and for a maximum of four semester hours of credit each.

Course Challenge. Many MC courses may be challenged, but only matriculated students may challenge them. To challenge a course, a student completes the application, available from the Registrar, and pays a fee equivalent to one semester hour when it is filed. The department chairperson assigns the instructor to give the challenge, and the student must complete the challenge within two weeks after he/she has been notified which instructor has been assigned. The student may see a list of course goals and objectives prior to challenging the course. If the student demonstrates the competencies required for successful completion of the course, the number and title of the course will be placed on the transcript with a CRD grade. If the student does not demonstrate the competencies, nothing is recorded on the transcript. A student may challenge a course only once. If a student fails a course challenge, he/she may receive credit for the course only by enrolling in it for credit. A maximum of eight semester hours of course challenge may be counted toward fulfilling the undergraduate residency requirements.

Courses that cannot be challenged are marked **NCh** in the Courses section of this catalog. In addition, a student may not challenge any courses in which he/she has received tutoring from an MC instructor, was formerly enrolled or has audited formally or informally. Any student with a secondary or higher

education from a country where the native language or languages of instruction are other than English may not challenge beginning or intermediate courses in those languages. Any student who has received credit for high school courses in foreign languages may not challenge those courses at MC. In this context, two years of high school foreign language will be considered equivalent to one year of college instruction.

Auditing. Most courses may be audited with the permission of the instructor as long as seats are available. Students pay a specified portion of the regular tuition but do not receive credit. The normal registration deadlines apply, and changes from audit to grade status, or grade to audit status, must be made before the end of the tenth day of classes in any semester; the end of the third day of classes during Interterm.

Experiential Learning. Experiential learning is a process through which students develop knowledge, skills, and values from direct experiences outside a traditional academic setting. Experiential learning encompasses a variety of activities including internships, service learning, undergraduate research, study abroad, and other creative and professional work experience. Well-planned, supervised, and assessed experiential learning programs can stimulate academic inquiry by promoting interdisciplinary learning, civic engagement, career development, cultural awareness, leadership, and other professional and intellectual skills. The student and his/her advisor will work together to plan the activity.

GRADES

Grading Policy—Undergraduate.

A.....4.0 quality points per semester hour

A-3.7 quality points per semester hour

Clearly stands out as excellent performance. Has unusually sharp insight into material; initiates thoughtful questions. Sees many sides of an issue.

Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next steps in progression of ideas.

B+3.3 quality points per semester hour

B.....3.0 quality points per semester hour

B-2.7 quality points per semester hour

Grasps subject matter at a level considered to be good to very good; is an active listener and participant in class discussions; speaks and writes well;

accomplishes more than the minimum; works in and out of class is of high quality though rarely outstanding.

C+2.3 quality points per semester hour

C.....2.0 quality points per semester hour

C-1.7 quality points per semester hour

Demonstrates satisfactory comprehension of the subject matter; accomplishes the minimum requirements; and communicates orally and in writing at an acceptable level for a college student. Has a general understanding of all basic concepts.

D+1.3 quality points per semester hour

D1.0 quality points per semester hour

Quality and quantity of work in and out of class is below average and barely acceptable.

F.....0 quality points per semester hour

Quality and quantity of work in and out of class are unacceptable.

CRDExcluded from GPA (see below)

Equivalent to C work or better.

NCRExcluded from GPA (see below)

Equivalent to D work or poorer.

INCExcluded from GPA (see below)

IP.....Excluded from GPA (see below)

NGExcluded from GPA (see below)

W.....Excluded from GPA (see below)

Good grades are usually correlated with regular attendance and with assignments completed and on time. On the other hand, poor grades are often correlated with frequent absences and incomplete and/or missing assignments.

Credit/No Credit (CRD/NCR) Grade Option. Courses taken for CRD/NCR do not affect a student's GPA. Certain courses, designated "CRD/NCR only" in the Courses section of this catalog, may only be taken CRD/NCR.

Students are encouraged to use this grade option to explore courses outside their majors. However, no student may take more than four semester hours of CRD/NCR in any semester, elect the CRD/NCR option in a course required for a major or apply more than 32 semester hours of MC CRD grades toward a degree. Exceptions to these limitations are courses listed as "CRD/NCR only."

Incomplete Grades (INC). Incomplete grades are authorized only when it is impossible for the student to complete the course because of illness or other justifiable cause and only with a formal written petition for the student to the professor. In completing the petition, the student contracts to complete the work required and specified in the petition. The completed petition must be filed prior to the last day of the term. Petitions are available from the Registrar.

Students who receive an INC in a term that ends between Sept. 1 and Jan. 31 must complete their courses by the following May 31. Students who receive an INC in a term that ends between Feb. 1 and April 30 must complete their courses before the following Aug. 31. Students who receive an INC for courses that end between May 1 and Aug. 31 have until the following Dec. 31 to complete their courses. INC grades not completed by the appropriate deadline will become NCR or F grades, depending upon the grade option.

In Progress Grades (IP). In Progress grades are reserved for those directed studies, independent studies, field work courses, senior projects and graduate culminating activities where the contract at the time of registration specifies a date of completion which is beyond the end of the term of registration. The intent of the IP policy is to provide for individualized study that, in its inception, requires more than the normal term or semester to complete. An IP grade will become an NCR or F, depending upon the grade option if not cleared within one year following the term of registration.

No Grade (NG). This is a temporary grade issued by the Registrar pending receipts of the official grade from the instructor.

Withdrawal (W). A student may withdraw from courses during the first half of a term. A W grade will be recorded. No withdrawals are permitted in the second half of a term. A student who fails to officially withdraw from a registered course will receive an NCR grade in that course.

Final Grades. Grades submitted to the Registrar by the instructor of record are final and official. By policy, a final grade is based on the instructor's evaluation of course work completed as of the contractual end of the course. Final grades may not be changed as the result of the submission of additional work or the repeating of examinations after the contractual conclusion of the course for the purpose of improving the final grade. The Registrar is authorized to accept an adjusted grade only when all of the following conditions are met:

1. The student applies to the instructor for a reevaluation within four weeks after the student grade report was mailed:

2. The instructor concludes by reevaluation that the original grade issued was in error based on the work completed at the time that the original grade was issued; and

3. The revised grade is officially reported by the instructor to the Registrar as a result of "reevaluation" within a reasonable time after the grade report was mailed to the student.

A student who feels that an incorrect grade has been given must consult with the instructor first and must make this appeal within four weeks after the student grade reports were mailed. A student dissatisfied with the instructor's response may consult with the department chairperson. Subsequently, appeal may be made to the dean. Questions of subject matter will usually be handled by the department. Charges of injustice due to prejudice or capricious action may require the attention of the dean.

A student may elect to repeat an MC course for the purpose of improving a grade. The student must enroll in the same MC course and is expected to repeat it in its entirety. When a course is repeated, the original course, grade and semester hours remain on the transcript, but are bracketed and are no longer part of the student's GPA or applicable toward credit for graduation. Only the grade and semester hours of the repeated course are counted.

Official Cumulative Record/Transcript

The Registrar maintains each student's official record that includes a complete academic history. All courses attempted are listed on the official transcript. In addition to the official transcript, official records are maintained which establish the last day of attendance for courses in which a withdrawal occurred. The official transcript will be released only upon the written consent of the student, in compliance with federal and state policies.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT MASHDOTS COLLEGE

The transferability of credits the student earns at Mashdots College is at the complete discretion of an institution to which you may seek TO TRANSFER. ACCEPTANCE OF THE DEGREE OR CERTIFICATE THE STUDENT EARNS AT MASHDOTS COLLEGE IS ALSO AT THE COMPLETE DISCRETION OF THE INSTITUTION TO WHICH YOU MAY SEEK TO TRANSFER. Acceptance of the degree, diploma or certificate you earn at Mashdots College is also at the complete discretion of the institution to which you may seek to transfer. IF THE CREDITS OR DEGREE OR CERTIFICATE THAT THE STUDENT EARNS AT MASHDOTS COLLEGE ARE NOT ACCEPTED BY 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 THE STUDENT SHOULD MAKE CERTAIN THAT HIS/HER ATTENDANCE AT MASHDOTS COLLEGE WILL MEET THE STUDENTS' GOALS. THIS MAY INCLUDE CONTACTING AN INSTITUTION TO WHICH YOU MAY SEEK TO TRANSFER AFTER ATTENDING MASHDOTS COLLEGE TO DETERMINE IF YOUR DEGREE, DIPLOMA OR CERTIFICATE WILL TRANSFER.

GRADUATION AND HONORS

Dean's List. The Dean's List is issued at the end of each full term to honor students who excelled in their courses during that term. To receive this honor,

a student must be full time and have a minimum GPA of 3.75. In addition, a student must have letter grades in the minimum number of units required to be full time. Grades earned from the removal of an incomplete grade are not included.

Application for Graduation. Undergraduate students should file an Application for Graduation and their major contract with the Registrar two semesters or terms prior to their anticipated completion date. This application provides the Registrar with the information needed to prepare the diploma and to include the student's name in the list of graduates. A graduation fee is required of all students (whether or not they participate in the graduation ceremony) and covers the cost of the entire process of completing the degree program.

Graduation Ceremony. MC holds a graduation ceremony each year in June. A candidate for graduation qualifies to participate in the commencement exercise upon successful completion of all degree and program requirements, or when he or she had enrolled in all final courses during the semester or term which begins prior to the ceremony with anticipated completion by the scheduled end of the semester or term.

A student may petition to the Registrar to participate in the Commencement ceremonies if he/she is within eight semester hours (for undergraduate students) of the completion of the degree and can provide evidence of an intent to register for these final courses during a summer term which follows the Commencement ceremony.

Diplomas. The actual completion date of a student's degree will be noted on the official transcript. The diploma, however, will carry one of the following dates, whichever comes first after degree completion—June 30, Aug. 31 or Jan. 31. The degree and the major will appear on the diploma.

Undergraduate Honors. Honors at graduation are based on GPA according to the guidelines below. A bachelor's degree student must have taken at least 64 semester hours for letter grades to be considered for honors.

Cum Laude. The student who completes 36 semester hours or more at MC and earns a minimum GPA of 3.6 in courses taken at MC and in all work applicable toward the bachelor's degree will be considered for the honor of Cum Laude upon graduation.

Magna Cum Laude. The student who completes 36 semester hours or more at MC and earns a minimum GPA of 3.75 in courses taken at MC and in all work applicable toward the bachelor's degree will be considered for the honor of Magna Cum Laude upon graduation.

Summa Cum Laude. The student who completes 60 semester hours or more at MC and earns a minimum GPA of 3.85 in courses taken at MC and in all

work applicable toward the bachelor's degree will be considered for the honor of Summa Cum Laude upon graduation.

Departmental Honors. Departmental honors are granted to students who demonstrate a high level of achievement in their majors. Students are encouraged to work toward departmental honors; those working for them should apply to the department chairperson or academic adviser. Departmental honors will be awarded on the basis of a high-quality senior theses/project and a minimum GPA of 3.6 in the major and 3.0 overall. At least 70% of courses in the major must be taken for letter grades. These are the minimal requirements for honors; departments may add other requirements.

FINANCIAL INFORMATION

TUITION AND FEES - MASHDOTS COLLEGE DOES NOT PARTICIPATE IN FEDERAL OR STATE OF CALIFORNIA FINANCIAL AID PROGEAMS. IN ADDITION, THE COLLEGE DOES NOT OFFER ANY TYPES OF LOANS TO ITS STUDENTS. BUT IF A STUDENT OBTAINS A LOAN, THE STUDENT WILL HAVE TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND, AND THAT, IF THE STUDENT RECEIVES FEDERAL STUDENT FINANCIAL AID FUNDS, THE STUDENT IS ENTITLED TO A REFUND OF THE MONEY NOT PAID FROM FEDERAL FINANCIAL AID FUNDS.

Financial Arrangements

General. All charges and fees are subject to change, and the College reserves the right to make adjustments accordingly. The tuition charged a student will always be that rate which is current for the program in which the student is enrolled, regardless of the course number.

Financial Arrangements

1. Students must complete their financial arrangements no later than the beginning of each term.
2. Tuition and fees are due and payable at the time of registration.
3. Terms for payment of tuition and fees:
 - a. Payment in full, or
 - b. Deferred payment plan. Minimum down payment of 40% of total cost for all tuition and fees, with balance to be paid in three monthly installments of

20% each starting with the month following the beginning of the term. All deferred payments are due by the 15th of each month.

Deferred payment plans require the completion of an agreement between the College and the student. If the student is listed as a dependent on an income tax report, or is under 18 years of age, a cosigner is required on the agreement.

A finance charge of 15% a year will be charged on all amounts not paid by the beginning of the term; and a \$15 deferred payment fee will be assessed against each account if the student chooses to pay on a deferred payment plan. A late charge of \$15 will be charged for each installment not paid when due. A fee of \$15 will be charged for returned checks or rejected credit card purchases. No student is allowed to register for a semester/term if a debt is owed from previous semesters/terms.

STATEMENT ON BANKRUPTCY

Mashdots College has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had no petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq).

TUITION FEES

FOR ALL DEGREE AND CERTIFICATE PROGRAMS

• DEGREE STUDENTS

Full-time students (12-16 semester hours per semester) \$2,700.00

Approved academic overloads, per semester hour\$225.00

Part-time students (1 to 11 semester hours per semester)

per semester hour \$225.00

Independent/Directed Study, per semester hour\$225.00

Auditing, per semester hour75.00

Experiential Learning per semester hour 75.00

• CERTIFICATE PROGRAMS (per semester hour)\$125.00

• FEES (fees are not refundable)

Application \$20.00

Late Registration/Change of Program\$25.00

Course Challenge, per course	\$125.00
Auditing per semester hour.....	.\$40.00
Make-up Examination	\$35.00
Lost ID card	\$5.00
Graduation	\$25.00
Transcript Request, per request	\$5.00

SCHEDULE OF TOTAL CHARGES FOR DEGREE AND CERTIFICATE PROGRAMS

DEGREE: ARMENIAN STUDIES - 52 REQUIRED UNITS FOR PROGRAM COMPLETION. TOTAL CHARGES: \$11,700.00

CERTIFICATE PROGRAMS

ADVANCED ARMENIAN STUDIES - 52 REQUIRED UNITS FOR PROGRAM COMPLETION. TOTAL CHARGES: \$6,500.00

ARMENIAN LANGUAGE AND LINGUISTICS - 27 REQUIRED UNITS FOR PROGRAM COMPLETION. TOTAL CHARGES: \$3,375.00.

COMPUTER TRAINING: 16 REQUIRED UNITS FOR PROGRAM COMPLETION. TOTAL CHARGES: \$2,000. EACH ADDITIONAL COURSE: \$500.00.

EARLY CHILDHOOD EDUCATION - 12 REQUIRED UNITS FOR PROGRAM COMPLETION. TOTAL CHARGES \$1,500. EACH ADDITIONAL COURSE: \$375.00.

ENGLISH AS A SECOND LANGUAGE - PLACEMENT BASED ON STUDENT'S COMPETENCY LEVEL. EACH LEVEL \$375.00.

TRANSLATION AND INTERPRETATION - 8 REQUIRED UNITS - TOTAL CHARGES: \$1,000. AN ADDITIONAL ADVANCED COURSE: \$1,000.

REFUNDS OF TUITION AND FEES

REFUND INFORMATION

The student has the right to cancel the enrollment agreement and obtain refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later a full refund of all the charges In addition, a student may withdraw from a course after instruction has started and receive a pro rate refund for the unused portion of the tuition and other refundable.

For example, if the student completes only 30 hours of a 90-hour course and paid \$300.00 tuition, the student would receive a refund of \$200.00. The school will also refund money collected for sending to a third party on the student's behalf such as license or other fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

Students who wish to withdraw from the College should contact the Coordinator of Student Services. Regardless of the circumstances of withdrawal or the date of the notification to the College, the official withdrawal date is the last day of class attendance.

Delinquent Payment of Tuition

MC reserves the right to refuse a diploma or a transcript to any student or former student who is delinquent in payment of tuition, costs or fees, or who is delinquent in payment of any promissory note given in payment of any tuition, costs or fees.

Financial holds are placed on the transcripts of students with delinquent accounts, and no transcripts or diplomas will be issued for such students until the holds have been removed. Students who have not met their financial obligations at the completion of a semester of enrollment will be withdrawn automatically from all courses in that semester and will have financial holds placed on their transcripts. Such students will be reinstated, receive their grades, and see the financial holds removed only when their bills have been paid.

Unpaid balances at the end of each semester shall become interest bearing at the rate of 15% per annum. Interest shall be charged beginning Feb. 1 for delinquent Spring Semester payments and July 1 for delinquent Spring

Semester payments. Interest on the outstanding balance shall be computed monthly and shall be added monthly to the amount due.

If it becomes necessary for the College to seek collection help and/or initiate legal proceedings to collect unpaid accounts, an additional 33.33% will be added to the existing balance. The student will also be responsible for all legal fees incurred.

STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from STRF and you are not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program.

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

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833 www.bppe.ca.gov (916) 431-6959 or (888) 370-7589

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

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

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

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

FINANCIAL AID PROGRAMS

The Financial Aid Policy at Mashdots College aims at providing financial assistance to students who qualify on the basis of academic achievement and demonstrated need. The criteria and requirements for eligibility are devised by the Admissions Financial Aid Committee and approved by MC's faculty, President and Board of Trustees.

All scholarships and aid are granted to full-time students on an annual basis. All communication and forms related to financial assistance must be addressed to the Financial Aid Office. Students applying for financial aid for the Fall Semester must apply and submit all supporting documents by the preceding May 1; the deadline for Spring Semester is the preceding Nov. 1. The total financial aid award to any student (including loans) cannot exceed the student's total financial need as determined by MC.

MC Scholarships

Scholarship Renewal. No scholarship, grant, award, loan or employment from MC will be renewed automatically. To renew their financial aid each year, students must follow the designated process. Recipients of financial aid must remain in good standing and maintain normal progress as defined in the Normal Academic Progress section of this catalog.

A. Armenian Studies Scholarships...

...are awarded to students who are taking a major in Armenian Studies.

Qualified students may be awarded up to 50% of their tuition if they show evidence of academic achievement, maintain a 3.0 GPA and participate in the cultural activities of the College.

B. Merit Scholarships...

...are awarded to students who demonstrate academic achievement and financial need and who participate in the cultural activities of the College.

SERVICES TO STUDENTS

Student services are provided by the College to encourage student co-curricular activities, to enhance students' academic, intellectual, social and spiritual growth and to promote school spirit.

PHYSICAL FACILITIES

The College's academic and administrative facilities provide students with a comfortable and stimulating environment in which to learn. The Armenian Studies Department provides students one of the best Armenian Studies collections in the world. The Computer Training Department provides both desktop and laptop computers for students enrolled in computer classes. Early Childhood Education students have access to professional journals and magazines to update their skills. Translation and Interpretation students are provided with special mentors from the professional community to put their skills into practice. Adjacent to the college, there are numerous restaurants and outdoor facilities where students congregate during their recess and free hours.

MASHDOTS COLLEGE LIBRARY

The College Library, open to students, scholars and community members, contains one of the fastest growing collections of Armenian literature in the United States. Currently enrolled students may borrow materials. Community members are welcome to use materials in the library, but may not borrow materials to take home. Students may borrow up to 10 items. Overdue fines are charged for any items returned after the due date or time. If any materials are lost or damaged, students are responsible for paying the item's replacement cost. Students may access the library Monday through Friday, 9:00 A.M. – 11:30 A.M. and 1:30 P.M. – 4:30 P.M.

The Armenian Studies Department maintains a sizable collection of books, journals, and newspapers. Books covering the entire spectrum of Armenian studies are found in the collection, including old and rare books. Professional journals of Armenian studies are received regularly from all Armenian academic centers. Newspapers from all over the world are also collected at Mashdots College.

MATRICULATION SERVICES

Matriculation is a process that is designed to assist students in planning, selecting, and achieving educational goals. The process brings the college and a student into agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements. The agreement acknowledges responsibilities of both the college and the student to attain these objectives. The primary purpose of matriculation is enhancing student success.

ORIENTATION

The orientation workshop, combining a short videotape with a presentation by a member of the college faculty, will give the student important information regarding the services, programs and courses available through the college.

New and transfer students are required to participate in the orientation program.

ASSESSMENT

To help the students determine their skill levels in many academic areas, including written English expression, the college provides a comprehensive assessment program. Assessment scores assist the students and counselors to determine the appropriate courses for students to enroll during the first semester.

STUDENT HOUSING

Mashdots College has no dormitory facilities under its control but advises students of the availability of housing located reasonable near the institution's facilities. An estimation of the approximate range would be \$1,000.00 (estimate) for a shared apartment (2 bedrooms) to 1,500.00 (estimate) for a one-bedroom private apartment.

COUNSELING SERVICES

One of the most important activities involved in the matriculation process is counseling and educational planning. College faculty and academic counselors are available to assist each new student in several areas:

1. Deciding upon an educational objective;
2. Determining the courses required to achieve this objective;
3. Determining the services needed to assist students in achieving their objective;
4. Assisting students in course selection appropriate to their goals.

FOLLOW-UP

Counseling and teaching faculty provide a number of follow-up services to matriculated students. These services are designed to provide information regarding the students' academic progress. Special services are provided to students on academic and/or progress probation; Referrals are made to off-campus services when appropriate.

OTHER COUNSELING SERVICES

1. Career Counseling

The Career Center assists students in determining their academic majors, vocational or career goals. Career counseling helps students integrate their aspirations with the work world.

2. Adult Re-entry Services

The Adult Re-entry Program provides academic, career and personal counseling services to students who are returning to formal education after a lapse of time.

3. Financial Aid

The Financial Aid Office provides the student with counseling regarding his/her financial circumstances, and will assist the student in obtaining financial support needed to attend the college.

STUDENT COUNCIL

The College student body elects its Student Council, which assists the Dean in coordinating on-campus student activities. Its chief responsibilities are to coordinate non-academic student activities and to represent the student body on faculty and administrative committees.

College students are encouraged to actively participate in inter-college activities organized by other colleges and also host inter-college on-campus activities organized by them.

COMMUNITY SERVICES

The College organizes public lectures, cultural performances; art exhibits, seminars, workshops and academic programs, and provides technical, professional, and administrative assistance to agencies and groups in the community. These services extend opportunities for College faculty and students to share their talents with the community, to enhance community interest in the pursuit of truth at the College, to recruit students and to generate income to help underwrite academic programs.

Community services are coordinated through the President's Office. Responsibility for specific programs may be assigned to faculty or academic departments.

ANNUAL EDUCATIONAL SYMPOSIUM

The College sponsors the Annual Educational Symposium, a conference for teachers, administrators, professionals, students and interested community members, with invited papers prepared by recognized specialists in each topic. A lecture-discussion format is used. Selected papers are published for future scholarly reference.

JOB PLACEMENT SERVICES

All graduates have equal access to the Job Placement Office. The College will make every effort to supply employment leads to all students and prospective graduates. It is also expected that graduates utilizing this service will make every effort to secure a position.

No guarantees are made as an inducement to enroll, nor can promises be made that placement is assured upon graduation. However, the College has been extremely successful in assisting graduates in finding career positions.

RIGHTS AND RESPONSIBILITIES

RIGHTS

Freedom of Access. MC is open to all applicants qualified according to its published admissions policies and standards. Upon matriculation, each student has access to all MC services and facilities for which he/she is qualified. Access may be denied to persons who are not MC students.

Classroom Rights and Privileges. Instructors are expected to encourage open discussion and inquiry. Students may take reasoned exception to information offered in any course and should make judgment on matters of informed opinion.

Protection against Improper Disclosure. Students' views, political associations and beliefs which are confided to instructors, advisors and counselors during the performance of their duties are confidential.

College Governance. As members of the College community, students are free individually and collectively to express their interests. As vehicles for this purpose, provisions are made for student self-government as well as for student representation on the College committees and other decision-making bodies.

Students with complaints/grievances relating to classroom matters should first discuss them with their instructor. Unresolved complaints/grievances should be directed to the President's Office. If dissatisfied with the response or solution, the student should contact the Chair of the Board of Trustees.

GUIDELINES FOR WRITING A GRIEVANCE

- 1. Draft a letter. The grievance is initiated when the student submits a formal grievance and supporting documentation. Explain the situation completely and accurately in a well-written document that outlines the situation, states your position and requests your desired outcome or solution.**

Checklist for Student Submitting Grievance:

- a. Name of Student**
 - a. Date you are filing the grievance**
 - b. Program you're enrolled in**
 - c. The office or individual the grievance is against**
 - d. Location, date and time the alleged incident occurred**
 - e. Full names of all witnesses**
 - f. Reason or basis of grievance**
 - g. Date and details of informal discussion with individual(s) regarding the alleged incident**
 - h. Date and details of informal discussion with Department Chair regarding the alleged incident**
 - i. Resolution or remedy being sought**
- 2. Be thorough. Please remember that the grievance documentation stating your position and desired outcome is a key component used to evaluate the situation along with feedback from witness (es) or persons with direct knowledge. This letter may be your only opportunity to communicate the situation and your desired resolution.**
 - 3. Include any and all supporting documentation that you feel will help clearly state and support Your position. A well-written letter is best supported by examples or attestations from other Students, faculty or staff when applicable.**

Family Educational Rights and Privacy Act. MC abides by the Family Educational Rights and Privacy Act of 1974 as amended. Students have the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. MC's Registrar coordinates the inspection and review procedures for student education records, which include admissions, personal, academic and financial files, and academic, cooperative education and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item(s) of interest. Records covered by the Act will be made available within 45 days of the request. Students may have copies of their records, at their own expense, with certain exceptions (e.g., a copy of a transcript upon which a "financial hold" has been placed). Education records do not include records of instructional, administrative and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual (except temporary substitutes); MC Law enforcement records; student health records; employment records; or alumni records. Health records may be reviewed by

physicians of the students' choosing. In addition, students may not see financial information submitted by their parents; any confidential letters or recommendations to which they have waived their rights of inspection and review; or education records containing information about more than one student. In the latter case a student will be permitted access only to that part of a record which pertains to him or her.

Students who believe that their education records contain information that is inaccurate, misleading or otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar, either in person or in writing. If the Registrar agrees with a student's request, the appropriate records will be amended. If not, the student will be informed and may request a formal hearing. This request must be made in writing to the Registrar, who will inform the student of the date, place and time of the hearing before a panel selected by MC. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of the student's choice, including attorneys, at the student's expense. Decisions of the hearing panel are final and based solely on the evidence presented at the hearing. The panel's judgment will be delivered to all parties concerned. If the decision is in favor of the student, the education record will be corrected. If the decision is not satisfactory to the student, he/she may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decision of the hearing panel. These statements will be placed in the student's education records, maintained as part of them and released whenever the records in question are disclosed. A student who believes that the decisions of this adjudication process were unfair or not in keeping with the Act may make a

written request for assistance to MC's President. Students who still believe that their rights have been abridged may file complaints with the U.S. Department of Education, Washington, D.C.

No one outside MC may have access to, nor will MC disclose, any information from a student's education record without the written consent of the student. Exceptions are MC personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing the student's financial aid, accrediting agencies carrying out their accreditation functions, persons in compliance with a judicial order and persons in an emergency in order to protect the health or safety of the student or other persons. Within the MC community, only members acting in the students' educational interest, individually or collectively, are allowed access to student education records. These members include personnel from the Offices of the President, Vice Academic Dean, Registrar, Financial Aid, Admission and Academic Counseling, as well as academic personnel within the limitations of their need to know.

At the discretion of MC officials, the following directory information will be provided: student's name, major field of study, dates of attendance and degrees and awards received. A student wishing to withhold this directory information must complete the Privacy Request Form at MC's Registrar's Office or at their center of registration. This must be done within the first 10 working days of enrollment of a semester/term. The privacy request will be valid for one calendar year.

RESPONSIBILITIES

College Catalog. It is the responsibility of the student to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program he/she is pursuing. Regulations will not be waived nor exception granted because a student pleads ignorance of policies or procedures. While academic advisers will assist students in every way possible, the responsibility for following all policies and meeting all requirements and deadlines rests with the student. A student is expected to satisfy the requirements of the catalog in effect at the time he/she is admitted to, and begins course work in, a degree program. However, a student may elect to graduate under the catalog in force at the time of his/her graduation provided the student complies with all requirements of the later catalog. New catalogs take effect on July 1 of the year published.

Class Attendance. Regular and prompt attendance at all College classes is required. The instructor may assign extra work, require special examinations or refuse to grant credit for a course if the number of absences is excessive. Students should ascertain the exact policy of each faculty member at the beginning of each course.

Classroom Conduct. Instructors are responsible for presenting appropriate material in courses, and students are responsible for learning this material. Although it is a student's academic performance that is evaluated in determining grades, student conduct is important in the academic setting.

Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which he/she is enrolled.

Academic Honesty. Each student is responsible for performing academic tasks in such a way that honesty is not in question. Unless an exception is specifically defined by an instructor, students are expected to maintain the following standards of integrity:

1. All tests, term papers, oral and written assignments and recitations are to be the work of the student presenting the material.
2. Any use of wording, ideas or findings of other persons, writers or researchers requires the explicit citation of the source; use of the exact wording requires a "quotation" format.
3. Deliberately supplying material to a student for purposes of plagiarism is also culpable.

A faculty member who has proof that academic honesty has been violated may take appropriate disciplinary action, including the refusal of course credit.

If a faculty member has reason to suspect academic dishonesty but is unable to prove it, he/she may require additional and/or revised work from the student. A faculty member shall bring to the attention of the dean (or faculty committee in the College) all violations of academic honesty. The Dean may place on probation, suspend or expel any student who violates the academic honesty policy.

Behavior Standards. The use or possession of alcoholic beverages, dangerous weapons, graffiti, illegal drugs, explosives, fireworks and other dangerous substances is prohibited on MC property except by authorized personnel.

Smoking is prohibited in all MC buildings. The College reserves the right to dismiss any student, without financial refund, if the student fails to abide by College regulations or when such action is deemed to be in the best interests of the College or the student.

Sexual Harassment. MC is responsible for establishing an environment free of harassment for students, faculty and staff. Consequently, sexual harassment of MC students or employees is unacceptable and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex when the behavior falls within the definition of Title IX of the 1972 Education Amendments.

JUDICIAL PROCEDURES

General Principles. MC stresses not only academic and career preparation but also values and character development. In order to preserve the quality of education, MC expects all students to conform voluntarily to the established rules, regulations and social orders and to conduct themselves at all times and in all places in a manner befitting student status. The College is not a law enforcement agency but expects all its students, whether as individuals or groups, to obey all federal, state and local laws. Violators will not be immune from prosecution under these laws.

The primary objective of establishing disciplinary standards is to maintain an appropriate level of conduct in the academic community. Fairness, justice and due process are required in the judicial procedure. MC judicial procedures permit members of the College community to register complaints against individuals or groups with the Dean.

Students found in violation of institutional regulations shall be informed of their right to due process. If a student chooses not to accept a decision made at a lower level of the judicial process, that student may appeal as outlined below. A student under disciplinary action has the right to be present on campus and to attend classes until suspended or expelled.

Violations of College conduct regulations are normally handled in a formal hearing before a discipline conduct board. Situations requiring such action include violation of the College's drug, alcohol and sexual behavior policies, destruction of College property, as well as situations of violence directed against another member of the campus community. The Academic Affairs Committee deals with most violations.

Appeals Procedures on Academic Matters. A student may appeal final grades, academic honesty decisions and most policy decisions. Procedures for appealing final grades and academic honesty are contained in the Final Grades and Academic Honesty sections of this catalog. The path of appeal for grades and course requirements starts with the instructor in the course and then goes successively to the Department Chairperson and the Academic Dean. Appeals on academic honesty decisions begin with the instructor and then may be taken in turn to the Dean. Appeals on academic policy decisions must be made to the Academic Affairs Committee. Appeals of decisions by the committee can be made to the Dean of the College and to the President, in that order.

Appeals must be made in writing on the appropriate appeals form. Students can obtain these forms from the Registrar. When certain appeals are granted, penalty/administrative fees may be assessed. All appeals must be made in a timely manner, generally within four weeks of the action or decision in question.

Appeals Procedures for Social Conduct Violations. Appeals of Student Life Conduct Committee decisions must be made within five working days to the Director of Student Services.

Any questions or problems concerning Mashdots College which have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary and Vocational Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; (916) 431-6959 or by fax (916) 263-1897; www.bppe.ca.gov.

GRADUATION REQUIREMENTS

PROGRAMS

To obtain a bachelor's degree from MC, a student must complete all the appropriate residency, semester hour and general education requirements listed below, as well as specific major requirements. In addition, to qualify for graduation, the student must have a cumulative GPA of 2.0 or better, both in the major and overall. For the purpose of fulfilling elective requirements and general education requirements other than Written English, a course in which a D-level grade was received will be counted only if the course was taken at MC.

BACHELOR'S DEGREE PROGRAM

To receive a bachelor's degree from MC, a student must complete the following:

1. A minimum of 128 semester hours, including all the general education requirements listed in this catalog and the appropriate major requirements listed in the Programs section of this catalog.
2. A minimum of 52 semester hours at MC.
3. A minimum of 33 semester hours at the upper-division level in the major must be taken at MC.

DESCRIPTION OF PROGRAMS

DEGREE PROGRAM

* **BACHELOR OF ARTS IN ARMENIAN STUDIES (128 Units)**

Core Courses (52 Semester Units)

1. Arm. 214 Survey of Armenian Literature through the 14th Cen. (3)
2. Arm. 215 Survey of Modern Armenian Literature (3)
3. Arm. 300 Advanced Modern Armenian (3)
4. Arm. 306 Elementary Classical Armenian (3)
5. Arm. 311/313 Armenian Grammar—Morphology (3)
6. Arm. 312/314 Armenian Grammar—Syntax (3)
7. Arm. 318 History of Armenian Language (3)
8. Arm. 320 American-Armenian Writers (3)
9. Arm. 399 Senior Project (3)
10. Educ. 308 Teaching—Learning Strategies—Armenian Emphasis (3)
11. Hist. 220 History of Armenian People — Origin to 1500 A.D. (3)
12. Hist. 221 History of Armenian People — 1500 A.D. to present (3)
13. Hist. 321 The Armenian Question (3)
14. Hist. 322 History of Armenian Christianity and Theology (3)
15. Hum. 362 Armenian Civilization (3)
16. SocSc 389 Topics in the Study of the Armenian Diaspora (3)
17. Art 324 Survey of Armenian Art and Architecture (4)

CERTIFICATE PROGRAMS

R=REQUIRED

* **ADVANCED ARMENIAN STUDIES (52 Semester Units)**

Core Requirements:

1. Arm. 214 Survey of Armenian Literature through the 14th Cen. (3)
2. Arm. 215 Survey of Modern Armenian Literature (3)
3. Arm. 300 Advanced Modern Armenian (3)
4. Arm. 306 Elementary Classical Armenian (3)
5. Arm. 311/313 Armenian Grammar—Morphology (3)
6. Arm. 312/314 Armenian Grammar—Syntax (3)
7. Arm. 318 History of Armenian Language (3)
8. Arm. 320 American-Armenian Writers (3)
9. Arm. 399 Senior Project (3)

10. Educ. 308 Teaching—Learning Strategies—Armenian Emphasis (3)
11. Hist. 220 History of Armenian People — Origin to 1500 A.D. (3)
12. Hist. 221 History of Armenian People — 1500 A.D. to present (3)
13. Hist. 321 The Armenian Question (3)
14. Hist. 322 History of Armenian Christianity and Theology (3)
15. Hum. 362 Armenian Civilization (3)
16. SocSc 389 Topics on the Armenian Diaspora (3)
17. Art 324 Survey of Armenian Art and Architecture (4)

*** ARMENIAN LANGUAGE AND LINGUISTICS (27 Semester Units)**

1. Arm. 300 Advanced Modern Armenian (3) (or, credit by exam)
2. Arm. 311/313 Armenian Grammar—Morphology (3)
3. Arm. 312/314 Armenian Grammar—Syntax (3)
4. Arm. 315 Armenian Phonetics—Phonology (3)
5. Arm. 316 Armenian Lexicology (3)
6. Arm. 317 Armenian Orthography (3)
7. Arm. 318 History of Armenian Language (3)
8. Arm. 399 Professional Paper (3)
9. Educ. 308 Teaching—Learning Strategies—Armenian Emphasis (3)

*** COMPUTER TRAINING (16 Semester Units)**

- | | |
|-------------|---|
| 1. COMP100 | Introduction to Microsoft Windows 98 (4) R |
| 2. COMP 101 | Microsoft Word 2000 (Intermediate Level) (4) R |
| 3. COMP 200 | Microsoft Excel 2000 (Intermediate Level) (4) R |
| 4. COMP 201 | Microsoft Access 2000 (Intermediate Level) (4) R |
| 5. COMP 212 | Microsoft PowerPoint 2000 (4) |
| 6. COMP 223 | Advanced Word/Excel/Access (4) |
| 7. COMP 229 | Computerized Accounting (8) |
| 8. COMP 233 | Computerized Video Editing (8) |

*** EARLY CHILDHOOD EDUCATION (12-24 Semester Units)**

1. ECE 110 Introduction to Early Childhood Education (3) **R**
2. ECE 112A Administration (3) **R**
3. ECE 112B Advanced Administrative Issues (3) **R**
4. ECE 113A Early Childhood Education Field Practice (3)
5. ECE 113B Early Childhood Education Field Practice (3)
6. ECE 113C Early Childhood Education Field Practice (3)
7. ECE 215 Home, School, Community (3) **R**
8. ECE 216 Health and Safety for Young Children (3) **R**
9. ECE 217 Children in a Multi-Cultural Society (3)
10. ECE 220 Curriculum Planning (3) **R**

11. ECE 226 Child Care Procedures (1)
12. ECE 227 Building Self-Esteem in Young Children (3)
13. ECE 228 Techniques for Behavior Change in Young Children (3)
14. ECE 229 Positive Discipline Strategies for Young Children (3)
15. ECE 230 Practical Issues for Infant and Toddler Programs:
Building Alliances with Parents (3)
16. ECE 231 Home-School Cooperation and Parent Conferencing (3)
17. ECE 232 Human Interaction in Staffing and Administration of
Early Childhood Programs (3)
18. PSYCH 221 Child Psychology and Development (3) **R**

LICENSING REQUIREMENTS

California State Department of Social Service

Regulations (Title 22) governing:

PRIVATE PRESCHOOLS

Job: Teacher, Child Care Center/Preschool Education:

High school diploma (or courses leading to) plus 12 units in Early Childhood Education that must include:

Psychology of Child Development (221)

Introduction to Early Childhood Education (ECE 110)

Home, School and Community (ECE 215) and three units in either:

Curriculum Planning (ECE 220) or
Health and Safety (ECE 216)

Job: Director, Child Care Center/Preschool Education:

12 units in Early Childhood Education (see above), plus 6 units in ECE Administration and Administrative/Staff Relations (ECE 112A and 112B).

Experience:

1 year plus B.A. or

2 years plus A.A. or

4 years and above units

(Note: 1 year equals 100 days of 3 hours per day.)

Note: A certificate of completion in Early Childhood Education fully qualifies students to meet Title 22 regulations and teach in private preschools in California.

California State Department of Education Regulations and Credential (Title 5) governing:

Job: Teacher/Public Preschool

Head Start

State Preschool

Migrant Programs

Children's Programs

Required education and experience for California Children's Center Instructional Permit:

24 units in Early Childhood Education (including courses listed above), completed with "C" grade or better.

16 semester units of course work in general education including at least one course in each of the following areas: humanities, social sciences, math and/or science, and English.

Plus:

2 years experience or 1 year plus field practice

Job: Supervisor/Director, Public Preschool Education and Experience:

Clear California Children's Instructional Permit

B.A. Degree

6 units of administrative courses (1 advanced level)

5 years teaching experience on the above instructional permit

*** Co-enrollment in ECE 113 and ECE 226 is necessary.**

**** Three semesters of ECE 113 are required. Students work 15 hours a week in a licensed childcare facility, either paid or volunteer.**

* **ENGLISH AS A SECOND LANGUAGE - NON-CREDIT**

1. ESL 101 Beginning English as a Second Language ()
2. ESL 102 Speaking English as a Second Language—Intermediate I
3. ESL 103 English as a Second Language—Intermediate II
4. ESL 104 Advanced English as a Second Language

* **TRANSLATION AND INTERPRETATION (8-16 SEMESTER UNITS)**

1. **TRANS 303** Communication Theory, Language and Communication (8) **R**
Behavior, Theory and Techniques of Translation and Interpretation,
Practicing the Skills of Translation and Interpretation (8) **R**
2. **TRANS 303.1** Building Skills in Text Analysis and Terminology Research.
Legal, Political, Economic Terminology, Intercultural Communication,
Writing, Speaking and Reading Workshop (8) **R**

DESCRIPTION OF COURSES

ARMENIAN STUDIES

ARMN 100 Elementary Modern Armenian I (3).

Introduces alphabet, pronunciation, and word order patterns. Focuses on basic skills. For students with little or no previous knowledge of Armenian.
NCh.

ARMN 101 Elementary Modern Armenian II (3).

Continuation of 100, with emphasis on vocabulary and conversation. Introduces grammar. **NCh.**

ARMN 200 Intermediate Modern Armenian I (3).

Grammar, syntax, and conversational skills. Dictation and simple composition.

ARMN 201 Intermediate Modern Armenian II (3).

Continuation of 200.

ARMN 214 Survey of Arm. Literature through the 14th Century (3).

Armenian classical writers and their works. Introduces literary views and problems in ancient and medieval Armenia.

ARMN 215 Survey of Modern Armenian Literature (3).

Armenian writers since 15th century, with emphasis on 19th and 20th centuries. Introduces issues and problems in modern Armenian literature.

ARMN 300 Advanced Modern Armenian (3).

Writing of essays and articles with emphasis on composition, style, and grammar. Reading fairly complex texts.

ARMN 306 Elementary Classical Armenian (3).

Basic Grammar, with emphasis on comparative study and translation from classical Armenian into modern Armenian and English.

ARMN 310 Armenian Novel (3).

The birth of Armenian prose, its development during the Middle Ages, Modernization in the beginning of the 19th century, the Contemporary Armenian Novel. **NCh.**

ARMN 312 or 314 Western and/or Eastern Armenian Grammar - Syntax (3).

This course represents an important division of Western and/or Eastern Armenian Grammar including: The structure of sentence and features, the organs of sentence and their relationship, subject, verb and complements, active and passive voices, punctuation, etc. Prerequisite: Morphology 311, 313.

ARMN 315 Armenian Phonetics - Phonology (3).

This course represents: The articulation of sounds, the phonetic system of Western and/or Eastern Armenian, phonetic and phonological features, classification, etc. Prerequisite: Armenian III (300) or equivalent.

ARMN 316 Armenian Lexicology (3).

This course includes: The derivation of words, native Armenian words, borrowed words, the relationship of form, meaning and sound, Armenian lexicon, compound words, etc. Prerequisite: Armenian III (300) or equivalent.

ARMN 317 Armenian Orthography (3).

This course includes: The formation and development of Armenian classical orthography, spelling rules, comparison of classical and modern orthographies, etc. Prerequisite: Armenian III (300) or equivalent.

ARMN 318 History of Armenian Language (3)

History of Armenian language, origins to present. Languages belonging to the Indo-European family, the relationship of the Armenian language to other Indo-European languages; the eastern and western dialects of Armenian; comparative study of grammatical and morphological features.

ARMN 320 American-Armenian Writers (3).

Focus on problems posed by the Armenian Diaspora and duality of cultural heritages as perceived by American writers of Armenian origin. Taught in English. **NCh.**

ARMN 399 Senior Project (3).

ART 324 Survey of Armenian Art and Architecture (4).

Introduces one or two of the following areas of Armenian art: Miniature Art, Architecture, Khatch Kars, sculpture and painting.

EDUC 308 Teaching-Learning Strategies — Armenian Emphasis (3).

Educational assessment, planning and evaluation. Emphasizes curriculum development and skills, techniques and strategies for bilingual/cross-cultural teaching competencies.

HIST 220 History of Armenian People - Origins to 1500 A.D. (3)

Armenians as an Indo-European people, the first ethnic formations, Armenians and the Iranians, Greeks, Hittites, Assyrians, Sumerians, Scythians, Cimmerians and others. Political, economic, social, religious and cultural history of the Armenian people.

HIST 221 History of Armenian People - 1500 A.D. to Present (3).

Continuation of 220, including Soviet Armenia, Modern Armenia and Armenians in the Diaspora.

HIST 223 Modern Armenia (1918-1993) (3).

The Armenian Republic, Sovietization of Armenia and the struggle of Armenian people against Bolshevik rule. The re-establishment of the New Republic.

HIST 321 The Armenian Question (3).

The definition of the Armenian question. Structure of the Armenian question. The historical, political and diplomatic bases of the Armenian question. Changes in the concept of the Armenian question. The Armenian Question on the agenda of world forums. The proposed means to resolve the Armenian question. The Armenian Question in the policy of the Armenian state, the church, political parties and organizations.

HIST 322 History of Armenian Christianity and Theology (3).

The pantheon of pagan Armenia. The first Christian communities in Armenia. The religious, cultural and political aspects of declaring Christianity as state religion in Armenia. The apostolic essence of the Armenian Church and its evangelical essence. The doctrine and structure of the Armenian Church, the relations of the Armenian Church with the Assyrian, Greek, Georgian, Albanian, and Latin churches. The sectarian movements. The political, cultural and social role of the Armenian Church. The foundation of the Armenian Catholic and Protestant churches. The Armenian churches today and the ecumenical movement.

HIST 324 History of Armenian Education and Psychology (3).

Education and educational institutions in the history of Armenian people from ancient times to present. Education in Hellenistic Armenia. The first Christian revolution in Armenian Education. Types and centers of Mediaeval Armenian schools, their curriculum. The Armenian Universities of the Middle Ages. Diaspora Armenian Schools. The modernization of the Educational system. Armenian Educational system under Soviet rule. The contemporary Armenian schools in the Diaspora. **NCh.**

HUM 362 Introduction to Armenian Civilization (3).

A holistic approach to Armenian heritage. The integration of economic, social, political, cultural, religious, literary, artistic, geographical factors in Armenian history from its origin to the present times.

MUS 241 History of Armenian Music (3).

Studies history and theory of Armenian sacred and secular music from the 5th Century to the present. Emphasizes modern and contemporary Armenian composers.

PLSC 368 Armenian Political Institutions (3).

Government and non governmental political institutions in recent and contemporary Armenian history. Decision-making process and impact on Armenian society. Prereq.: HIST 221 or instructor's approval. **NCh.**

SOSC 389 Topics in the Study of the Armenian Diaspora (3).

The history of the main phases of the Armenian Diaspora from its origin to the present time. The structure and functions of the Diaspora as an economic, social, political and cultural entity, the socio-psychological image of the Diaspora Armenian today. The role of the Diaspora in the birth and development of the Armenian Republic.

Seminar in a specialized subject, focusing on social, psychological, cultural, or political aspect of Armenian communities. Prereq.: ARMN 362 or 223 or instructor's approval. **NCh.**

COMPUTER TRAINING

Comp100 Introduction to Microsoft Windows 98 (4)

This Course Includes: The Computer, Its Major Components And Environment. The Desktop. Managing Files, Folders & Disk Drives with My Computer. The Windows Explorer. Organizing Your HDD. The Task Bar. Using the Internet.

Comp 101 Microsoft Word 2000 (Intermediate Level) (4)

This Course represents: The Word Processing Concept & Methodology. A Tour of The Word Screen. Typing, Selecting, Correcting, Moving, Copying and Checking text. Formatting Characters & Paragraphs. Page Views & Formats "Basics". Word's Reusability Features- Never Type Again "Basics". The Drawing Toolbar. Managing Tables. Data Entry. Data Entry, Envelopes & Labels. Mail Merge.

Comp 200 Microsoft Excel 2000 (Intermediate Level) (4)

This Course includes: The Spreadsheet Concept. A Tour of the Excel Screen. Data Entry Tips and Tricks. Formatting Data and Workbooks. Formulas and Functions Built to Last. Charting Your Data. Linking Worksheets and Workbooks "Basics". File and Print Operations "Basics". Data Handling "Basics". Excel's Reusability Features "Basics". Mapping Your Spreadsheets Creating On - Line Spreadsheets. Organizing Charts.
Prerequisite: Win98 100 — Word 100

Comp 201 Microsoft Access 2000 (Intermediate Level) (4)

This Course Includes: The Definition of the Structure "File/Table", the Record and the Field. A Tour Of The Screen. Introduction to the Programming Logic. The Main Elements of Access. Working With Data in Tables. Using Forms with Data. Asking Questions of Your Data with Queries. Publishing Your Data with Reports. Connecting Access to the Outside World "Basics". Access as a Relational Database "Basics". Office Connections "Basics".
Prerequisite: Win98 100 — Word 100

Comp 212 Microsoft PowerPoint 2000 (4)

This Course Includes: A tour Of the PowerPoint Screen. Text Tips and Formats. Animation, Art and Sound. Making the Presentation. Master Templates & Reusability. File Management and Taking it on the Road. Office Connections—the Whole Office Presentation—PowerPoint and the Web—Macros in PowerPoint.

Prerequisite: Win98 100 — Word 100

This Course Includes: The Programming Logic and Concept. How to Program. A Tour of the Screen. The Object-Oriented Programming. Variables, Constants and Associated Functions. Sub-Routines, Functions and the Visual Basic Language. Controls. Building the GUI with Forms. Menus and MDI Forms. Building Classes. Using ActiveX Controls.

Printing. Problem Solving. Adding Pizzazz with Graphics. Reading and Writing Disk Files. Database Programming. VBASIC & Access. Data Access Methods (DAO — Data Access Object). SQL Language. Prerequisite: WIN98 100 — Word 100. Access 300.

Comp 223 Advanced Word/Excel/Access (4)

This Course Includes: Advanced Word 2000. Advanced Excel 2000. Advanced Access 2000. Advanced MS Windows 98. Word 2000 & the Web. Access 2000 & the Web. Excel 2000 & the Web. Using and Understanding Outlook 2000. Sharing Data between Applications with OLE. MS DOS V. 6.22 Most Useful Properties & Commands. Basic Networking (MS WINDOWS NT 4.0). Customizing Word 2000. Excel 2000, Access 2000. Understanding & Using MS PowerPoint 2000. PC Systems Technician (Basics). MS Windows Troubleshooting. Customizing MS Windows 98. Advanced Internet Options.

Prerequisite: Win98 — Word 100. Excel 200. Access 300

Comp 229 Computerized Accounting (8)

This course Includes: The Accounting System. How to manage the Accounting of a Corporation or DBA. Understanding the different Accounting Modules. Understanding & Managing the basic bookkeeping of a Corporation. Quick Books (Advanced Level). Understanding & Managing the Taxing system Via Accounting System. Bookkeeping. Invoicing. Receiving Payments. Tracking Accounts Receivable. Entering Accounts Payable Bills. Paying Bills. Running Payroll. Government Payroll Reporting. Configuring and Tracking Inventory. Making Checkbook Adjustments. Reconciling Bank Accounts. Using Budgets. Using Journal Entries. Running General Ledger Reports. Using Online Banking Services. Year—End Procedures. Using Time and Billing.

Prerequisite: Win98 100—Word 100, Excel 200.

Comp 231 Computerized Video Editing (8)

Logging and capturing raw video, assembly of shots on a time line, and the use of effects in the creation of a final video sequence. In-depth overview of the video editing process.

EARLY CHILDHOOD EDUCATION

The Child Development Department offers a program in Early Childhood Education which prepares students to work with children from birth to age eight. This is a carefully designed program that provides a well-sequenced experience to prepare students for careers as Early Childhood Educators.

COURSE DESCRIPTIONS

ECE 110 Introduction to Early Childhood Education (3)

Nature and structure of various types of child care facilities; social and emotional development of children as factors in program planning; observation of children's behavior at childcare facilities.

ECE 111 Introduction to Careers in Child Development (1)

Introduces students to a variety of career options available to Child Development majors. It explores career opportunities, qualifications required, resources available, as well as academic and professional support systems.

ECE 112A Administration (3)

History and growth of nursery schools and day care centers; laws governing these institutional administrative functions; budgeting personnel selection, records, policies; relationship of these schools to community resources, regulating agencies, parents and teachers. **Prerequisites:** Minimum grade of C in ECE 110 and Psych 221.

ECE 112B Advanced Administrative Issues (3)

Current issues in administration, continuing education, schedules, state regulations, financial planning, budgeting, fees, salaries, insurance. **Prerequisite:** Minimum grade of C in ECE 112A or proof of equivalent administrative experience and permission of department chairperson.

ECE 113A Early Childhood Education Field Practice (3)

Supervised field practice in approved group programs for preschool children; planning and guiding the play, learning and routine activities of children; practical application of theoretical concepts. **Prerequisites:** Minimum grade of C in ECE 110 and Psych 221 and enrollment in one or more ECE courses and maintain enrollment of 7 units or more including field practice.

Minimum 15 hours each week of related work. **Credit/no credit** grading.

ECE 113B Early Childhood Education Field Practice (3)

Supervised field practice in approved group programs for preschool children; planning and guiding the play, learning and routine activities of children; practical application of theoretical concepts. **Prerequisites:** Minimum grade of C in ECE 110 and Psych 221 and enrollment in one or more ECE courses and maintain enrollment of 7 units or more including field practice. **Minimum** 15 hours each week of related work. **Credit/no credit** grading.

ECE 113C Early Childhood Education Field Practice (3)

Supervised field practice in approved group programs for preschool children; planning and guiding the play, learning and routine activities of children; practical application of theoretical concepts. **Prerequisites:** Minimum grade of C in ECE 110 and Psych 221, successful completion of ECE 113A and B and maintain enrollment of 7 units or more including field practice. **Minimum** 15 hours each week of related work. **Credit/no credit** grading.

ECE 215 Home, School, Community (3)

Effect of family, school and community on children's development; relationships between teachers and parents; human relations in a multicultural, urban environment; community agencies concerned with children. **Prerequisites:** Minimum of C in ECE 110 and Psych 221.

ECE 216 Health and Safety for Young Children (3)

Focuses on the special needs of young children in regard to nutrition, health, safety and sanitation in group settings: CPR techniques, preventing and detection of child abuse. **Prerequisites:** Minimum grade of C in ECE 110 and Psych 221.

ECE 217 Children in a Multi-Cultural Society (3)

Principles and methods of working with multi-cultural young children; focuses on strategies, materials and resources designed to develop and enhance the multi-cultural experiences for young children in group settings.

ECE 218 Observation and Assessment (3)

Focuses on the appropriate use of assessment and observation strategies to document development. Growth, play and learning in order to join with families and professionals in promoting children's success and maintaining quality programs.

ECE 219 Principles and Practice of Teaching (3)

Examines the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children.

ECE 220 Curriculum Planning (3)

Planning and development of appropriate experiences for children, as playing and learning, emphasis on application of principles based on child development; attention to such curricular studies as sciences, language, literature and cooking. **Prerequisites:** Minimum grades of C in ECE 110 and Psych 221.

ECE 221 Creative Activities for Preschool Children (3)

Provides teaching techniques and opportunities to personally experience creative activities geared to the young child.

ECE 222 Music and Art For Young Children (3)

Explores musical experiences appropriate to the development of the preschool child and provides students with the basic knowledge of the content and style of children's art and its links to knowledge.

ECE 223 Special Topics in Child Development - Environment (3)

Readings, discussions, papers and exercises focusing on topics of current and general interest in child care environment. Focus on critical thinking and analytic skills.

ECE 224 Language Arts and Literacy for Young Children (3)

Survey of young Children's literature, strategies and activities for developing language and emerging literacy, birth through age eight.

ECE 225 At-Risk Infants and Toddlers (3)

Early intervention strategies, curriculum programs for infants and toddlers identified as at-risk for delays in growth and development. Effects of birth complications, child abuse and neglect, chronic poverty, undernourishment, violence and stressors that compromise development.

ECE 226 Child Care Procedures (1)

Integrates with ECE 113 (Early Childhood Education Field Practice); current techniques for working with children, parents, staff, curriculum planning and evaluation. **Prerequisite:** Enrollment in ECE 113. **Maximum credit** 3 units, 1 unit each semester.

ECE 227 Building Self-Esteem in Young Children (3)

Designed to assist teachers in understanding how the child's interpersonal growth in the context of his/her interpersonal relationships develops a sense of self and self-esteem. Includes strategies to help teachers create a classroom environment that supports the development of a positive selfimage in children.

ECE 228 Techniques for Behavior Change in Young Children (3)

Covers assertive discipline, behavior modification, and other authoritarian and egalitarian approaches to behavior change in young children. Analyze the advantages, disadvantages, and appropriate use of each approach.

ECE 229 Positive Discipline Strategies for Young Children (3)

Examines the forces operative on the behavior of the young child in school, causes of disruptive behavior, and identification of problems requiring teacher intervention. Covers strategies to assist teachers in eliminating disruptive behavior and assist young children in achieving self-discipline.

ECE 230 Practical Issues for Infant and Toddler Programs: Building Alliances with Parents (3)

This course addresses some of the issues concerned with building relationships with parents in an infant/toddler program. Participants learn to form productive, mutually respectful relationships with parents and discuss several common problems faced by infant/toddler programs, including involving parents, nurturing infant/toddler parents and their unique needs, and dealing with difficult parents.

ECE 231 Home-School Cooperation and Parent Conferencing (3)

Examines ways to create an optimal learning environment for children, parents, and teachers as a team in the educational process.

ECE 232 Human Interaction in Staffing and Administration of Early Childhood Programs (3)

Examines staff organization for effective communication and interpersonal relationships. Covers criteria for selecting and evaluating personnel; the administrative role in promoting professional growth, teaching effectiveness, and sensitivity to individual needs; and staff involvement in planning and evaluating programs.

ECE 234 Teaching Preschoolers Computer Literacy (2)

To show teachers about the use of some great websites to assist them in teaching computer skills to their students.

PSYCH 221 Child Psychology and Development (3)

Physical, cognitive, social, and emotional development of the child from infancy to early adolescence.

ENGLISH AS A SECOND LANGUAGE

ESL 100 Beginning English as a Second Language.

Specially designed for students with no proficiency in English. Not available for degree credit. Graded CR/NC.

ESL 101 Speaking English as a Second Language — Intermediate I.

Pronunciation and intonation of general American English for speakers of English as a second language. Not available for degree credit. Graded CR/NC.

ESL 102 English as a Second Language — Intermediate II.

Reading and composition for more advanced non-native students, designed to prepare students for transfer-level courses. Emphasis is on reading of college-level material and on writing of complex sentence patterns and paragraph-level composition. Not available for degree credit. Graded CR/NC.

ESL 103 Advance English as a Second Language.

Readings in college-level essays and short stories; methods of paragraph and essay development; practice in advance English sentence structure.

Designed to prepare students for success in transfer-level courses. Not available for degree credit. Graded CR/NC.

TRANSLATION AND INTERPRETATION **(Armenian/English or Arabic/English)**

TRANS 303 Translation and Interpretation (8) R

Theory and techniques of translation and interpretation. The course is designed to provide training to students who have already achieved a high level of proficiency in Armenian/English or Arabic/English.

TRANS 303.1 Advanced Translation and Interpretation (8) R

Continuation of Armenian/English or Arabic/English.

PERSONNEL

Officers of the Board of Trustees

Honorary Chairman
Rev. Dr. Samuel Doctorian

President of the College
Dr. Garbis Der Yeghiayan

Chairman
Dr. Varoujan Gabouchian
Secretary/Treasurer
John Ekmekjian

Advisor
Dr. Richard Dekmejian

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- Grigorian, Anait** B.A., , Yerevan State University. English Language and Literature. ESL.
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Lebanon; B.S., Healthcare Management, University of
Phoenix; M.A., Marriage and Family Therapy,
Phillips Graduate School; M.S., Nursing, University of
Phoenix.
Early Childhood Education.

**Mankerian,
Vatché**

B.M., M.M., Ph.D., University of Southern California.
Armenian Music.

**Sargsyan,
Artem**

B.A. University of La Verne, M.A. Grand Canyon
University, Early Childhood Educatio

**Toutounjian,
Knar**

FOR FURTHER INFORMATION MAIL TO:

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A prospective students is provided, either in print or electronically,
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