



Pacific College of Oriental Medicine
Building the Future of Oriental Medicine

Veteran's Bulletin:
Addendum to Pacific College Catalog
(September 2012 – December 2013)

San Diego Campus:

7445 Mission Valley Rd. Ste. 105, San Diego, CA 92108
Day, night and emergency: 619-574-6909

Approved by: The Bureau for Private Postsecondary Education (BPPE)

New York Campus:

915 Broadway, Second Floor, New York, NY 10010
Day, night and emergency: 212-982-3456

Approved by: New York Board of Regents & registered with the New York State Education
Department

Chicago Campus:

3646 N. Broadway, Second Floor, Chicago, IL 60613
Day, night and emergency: 773-477-4822

Approved by: Illinois Board of Higher Education

All three campuses:

Institutional Accreditation: Accrediting Commission of Career Schools and Colleges (ACCSC)
for all programs except doctoral

Programmatic Accreditation: Accreditation Commission of Acupuncture and Oriental Medicine
(ACAOM) for masters and doctoral degrees

VA Approval: Approved for the training of veterans and eligible person under the provisions of
Title 38, United States Code.

The information contained in this Addendum to the Pacific College Catalog is true and correct in
content and in policy.

Signature of School Official



Pacific College of Oriental Medicine

Building the Future of Oriental Medicine

Veteran's Bulletin: Addendum to Pacific College Catalog

This information bulletin is distributed to any prospective applicant who inquires about VA benefits or indicated on his or her application that VA funding may be used to finance his or her education.

Pacific College of Oriental Medicine's college catalog is distributed via the website to prospective applicants and includes a description of facilities, program courses, faculty, staff, and curricula, fee information, as well as information about admission to the college. It also contains important policy and procedural information for enrolled students. A printed copy is provided to any applicant upon request. This addendum captures or clarifies required Veteran's information and policies that are missing or not adequate in the catalog and is in addition to the catalog.

1. College Phone Numbers – The College has no emergency number, however, voice mail is checked each business morning and several times during the day for messages of any kind. The college phone number is on the inside cover of each part of the catalog, and on the title page of this document.
2. Effective Date of Catalog: Academic Years 2012-2013 which means: September 2012 – December 2013.
3. School Governing Body, Administrators, Faculty
 - a. Board of Trustees (Listed in the catalogs, around page 90-92)
 - b. Administrative Officials
 - Institutional: Jack Miller, L.Ac. President/CEO; Elaine Gates-Miliner, Vice President of Operations
 - San Diego: Jaime Kornswieg, Campus Director; Bridgett Riggert, Financial Aid Advisor/VA Certifying Official
 - New York: Claudia Martinez, Bursar/VA Certifying Official; Keith Sherman Financial Aid Advisor
 - Chicago: Ed Lamadrid, Campus Director/VA Certifying Official; Chris Swenor, FA Advisor/VA Certifying Official
 - c. Instructors (listed in the catalog)
4. Instructional Facilities – In addition to the description in Part One of the catalog, classrooms are also held at the San Diego Campus Annex Buildings 1 & 2, located at 7525 and 7540 Metropolitan Dr., San Diego, CA 92108, both a 3 minute walk from the main campus building. These additional learning centers are composed of 2-4 classrooms varying in capacity from 12 to 45 students. The bookstore for all three campuses is found

in the main Student Information Center office on all three campuses. Restrooms are located in central locations of each of the colleges.

5. Maximum class size for each program, as follows:

- a. Hands-on courses in any program: 24, or up to 32 with additional teaching assistants
- b. Lecture classes in any program:: 35-50 students
- c. Students closed out of a class due to enrollment size will be given special consideration for the class the following term in it available. However, students are rarely closed out of classes needed to progress in the program.

6. Instructional Schedule

- a. Classes are offered Monday through Sunday. From Monday to Friday they meet during the day or evening and on the weekends during the morning or afternoon.
- b. Class times vary term by term, but generally meet between the periods of 8:30am – 12:30pm, 12:30pm – 5:30pm or 5:30pm – 9:30pm. Lecture classes rarely run longer than three hours at a time, while the hands-on classes are usually no more than four hours in length. There is generally an hour lunch or dinner break between scheduled classes. Occasionally, weekend intensive classes may be offered.
- c. School is closed for the following holidays: New Year's Day, Veteran's Day, Forth of July, Labor Day, Thanksgiving, Christmas Eve and Day. See the catalog for further information regarding "The Academic Year" at Pacific College.

7. Detailed Instructional Schedule per Course/Program

- a. All programs at Pacific College are based on credit hours.
- b. The following are examples of typical schedules of attendance at Pacific College for each program:
 - One Term classroom Unit = 14 hours of class time/15 credit hours.
 - One Term clinical Unit = 30 hours of clinic time (all programs).

8. Credit Evaluation Policy

In addition to information found in the catalog: Credit allowed will be recorded on a program Grade Card or Transfer Credit Form and the length of the program shortened proportionately. In addition, the student and Department of Veteran Administration will be notified.

9. Attendance Policy: In addition to information found in the catalog:

- a. Absence – Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school Registrar,

Campus Director, Student Advisor, or Academic Dean. All other absences will be considered unexcused.

- b. Tardiness – Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as one unexcused absence.
- c. Interruption for Unsatisfactory Attendance – Students with three unexcused absences in any class will receive written notification of academic probation for a period of one month. Any unexcused absences during such probationary period will be a cause for interruption of the student’s training program.
- d. Cutting classes – Cutting of classes will be considered as unexcused absences.

10. Progress Policy: In addition to information found in the catalog:

- a. Conditions for interruption for unsatisfactory progress: When the grade average of a student is unsatisfactory for a calendar month, the student will be placed on internal probation. If during the next month the student’s grade average is still unsatisfactory, the student will be interrupted and the VA will be promptly notified.
- b. Make-up work: If a student is allowed to do make-up work due to absence from class, the time spent doing this work may not be counted as hours of class attendance.

11. Reimbursement to Veterans and Eligible Persons

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number, 800-827-1000.