

Catalog Information

Prospective students should read the general information section in this catalog, as they will be held responsible for all the material contained in it. This section, is found on pages 1-4, contains enrollment instructions, policies and procedures, and information about the kinds of credit offered.

Every reasonable effort is made to provide information that is accurate at the time this catalog is prepared. However, information concerning regulations, policies, fees, curricula, courses, and other matter contained in this catalog is subject to change at any time.

Enrollment Procedure

1. Read and follow the General Information section of this catalog which begins on this page. You will be expected to know and follow all the rules.
2. Select the course(s) that will help you achieve your educational goal.
3. You may enroll only during the fall, winter, spring or summer. Fill out the registration form at the end of the catalog. Be sure to include the last four numbers of your Social Security Number (SSN).
4. Determine the total amount due, including course fee, textbooks, postage (if applicable) and any handling fees (if applicable) and the fee for any special supplies, if any.
5. Email your registration form with your fees to: California School of Interpretation and Translations, P.O. Box 581053, Modesto, CA, 95358-0019.

Discontinued Course

The unavailability of materials, books, or instructors sometimes makes it necessary to discontinue accepting enrollment. If you register for a course that is currently not open for enrollment or has been discontinued, we will inform you and ask if you wish us to return your tuition or apply it to another course with the same tuition cost.

Important Points To Remember

1. You may enroll and begin work on a course only upon enrolling during the fall, winter, spring or summer.
2. A partial refund may be granted providing a written (not oral) request is received within the first week (no assignments sent or completed). A withdrawal registration fee of \$100.00 will be deducted upon requesting a written refund.
3. You may not transfer from one course to another, unless you are approved by the School.
4. Students should arrange to take the final examination at least seven weeks before the eight week course ends.
5. Address and name changes should be reported promptly to the School of Interpretation as soon as possible.

Note: This catalog is not to be construed as a contract. The School Interpretation and Translation reserves the right to change fees or other charges, add or delete a course, revise academic programs, or alter regulations and requirements as deemed necessary. All course fees, book fees, and course offerings are subject to change without notice.

Application and book fees are non-refundable.

General Information

Distance Learning study courses are designed for you who wants to study out-of-class, at his/her own pace. Most courses in this catalog consist of a detailed syllabus containing commentary and a series of reading and writing assignments as well as one or two primary textbooks, along with handouts relevant to the course.

Note: All distance learning courses are conducted through Zoom. Although self-motivation and individual responsibility are key aspects of distance learning, you will receive individual guidance and instruction from the teacher. Each assignment is evaluated by the teacher and returned with a grade/comments on how to improve your assignments. You are encouraged to submit comments and specific questions with each assignment, thereby creating a dialogue that parallels classroom interaction. Thus the medium is different, but the results are the same: mastery over the content of the course. In addition, you may find that a distant learning course will help you become better organized and more self-reliant. *Students will be given the instructor's email and phone number upon enrollment.*

Scholastic And Disciplinary Standards

Students must meet the same academic standards and are subject to the same regulations regarding honesty in their work on assignments and examinations as those in our residence programs. Each student is required to do his or her own work.

Violation of this regulation may result in failure in the course and dismissal from the School of Interpretation.

Final Examination

All assignments must be received in the school's office and any special requirements must be met before you are eligible to take the final examination.

Grades

Your instructor may use letter grades, numerical grades, or S (satisfactory) and U (unsatisfactory) to indicate the quality of work on your assignments. You must receive a passing grade before a certificate of completion can be issued for the course.

Grades will be reported as follows:

Your instructor may use letter grades, numerical grades or S (satisfactory) and U (unsatisfactory) to indicate the quality of work on your assignments. The student must receive a passing grade ("C" grade or satisfactory grade) before a certificate of completion can be issued for the course.

No grade report—Those who request (in writing) a refund within one week within the time of enrolling.

W- Those who request (in writing) official withdrawal during the first week of enrolling.

I- (Incomplete) Assigned to all students who do not officially withdraw but do not complete all course requirements by the end of the eight week. The "I" will become an "F" at the end of the eight week unless an extension is granted to complete the course.

Withdrawal

You may officially withdraw from a course at any time during the eight week period. No grade will be recorded for those requesting a refund during the first through eight week period. (See page 5 of this catalog for information on refunds.) The grade “W” will be assigned to students who withdraw during the eight week period. The “W” does not affect a student’s grade point average.

Time Limits and Extensions

The maximum time allowed to complete the course, including taking the final examination, is eight weeks from the date of enrollment (the date of your receipt). However, after the expiration of the eight week time limit, a ONE TIME EXTENSION (30 day) may be granted, along with a brief explanation as to why you are requesting a one time extension. A fee of \$100 is required if the one time 30 day extension is approved.

Enrollment and Textbook Fees

The fee for each course is listed along with the course description. This fee includes the course syllabus, textbook and cds (if the textbook comes with cds), certificate fee, and instruction. Note: All book and materials prices are subject to change without notice.

Note: All fees paid for books and materials, including the application fee are non-refundable. We recommend that you purchase your textbooks at least one week after completing the enrollment agreement.

Method of Payment

Payment may be made by check, cashier’s check, or money order, or may be charged to your Master Card or Visa account. Include your account number, expiration date, and

signature on the application blank. Payment for all courses must be made in U.S. dollars in advance and in full. Checks must be drawn on U.S. banks. If the amount you send by check is somewhat less than the amount due, you will be enrolled and notified of the balance due. No assignments will be accepted until you pay the balance. If the amount you send exceeds the amount actually due, you will receive a refund for overpayment. Credit card transactions will reflect the actual costs at the time of your enrollment.

Refunds

Refunds are allowed in the following situations only:

1. If for any reason we cannot complete the enrollment you request, we will return the full amount of money you have sent.
2. You may request a refund within 30 days of the date of enrollment in a course (the date of your receipt). REQUESTS FOR REFUNDS MUST BE MADE IN WRITING OR IN PERSON. YOUR REQUEST MUST BE RECEIVED IN THE SCHOOL'S ADMINISTRATIVE OFFICE DURING THE 30 DAY PERIOD.
3. A charge of \$150.00 will be made if one or more lessons have been submitted.
4. Any postage and handling fee is not refundable.
5. If the registration fee has been paid by personal check, the School will hold the refund request for 10-14 days from the enrollment date to assure that the check clears the bank.
6. Communications Concerning Your Studies should any unusual problem arise in the course of your work or any excessive delay occur in the return of your assignment, please inform us immediately.

Office Hours

The School of Interpretation and Translation is open Monday through Friday, 9:00 a.m. to 5:00 p.m. The School observes the following holidays:

New Year's Day

Martin Luther King Birthday

Good Friday

Independence Day

Labor Day

Christmas

Note: Also, the School is usually closed between

Christmas and New Year's Day.