

Western Career College



**2009-2010 Annual Disclosure
Student Right-to-Know and Campus Security (Clery Act)
Annual Security Report
Alcohol & Substance Abuse Policy
Student Rights under FERPA
*(The Family Educational Rights and Privacy Act)***

This document includes information for:

Sacramento, California

October 1st, 2009

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Campus Watch

It's your campus - Protect it!

A truly safe campus can only be achieved through the cooperation of students, faculty and staff. As a member of the Western Career College community, it is your responsibility to report a crime, suspicious activity or other emergencies on campus to the appropriate school official. Should you become a witness to or victim of a crime, immediately report the incident to local law enforcement officials, the student services office, or to the Executive Director or Safety Coordinator of the Campus All crimes will be investigated and when appropriate, brought to the attention of the Student Services office for disciplinary hearings.

Purpose of the Annual Disclosure Report

Western Career College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics act. The full text of this document can also be found by visiting our website at www.westerncareercollege.edu/financial-options or your local Financial Aid office. This report was prepared with the assistance of local law enforcement agencies. Campus crime, arrest and referral statistics include those that were reported to local law enforcement and campus faculty and staff. This data may also include crimes that have occurred in private residences or businesses adjacent to the campus.

Reporting Crimes and Emergencies

When making your report of an incident you will be asked to provide the following information:

1. Description of the incident
2. Date, time and location of the incident
3. Description of the persons or vehicles involved in the incident.
4. Detail regarding who was notified about the incident

Upon receipt of this report the school will determine the appropriate response, which could include disciplinary action against the offender(s), notification to local law enforcement, notification to the campus community or other public safety alternatives deemed appropriate given the circumstances. Please note that your identity may not be confidential when reporting an incident. The School does not have procedures for voluntary, confidential reporting of crimes.

Annually, Western Career College will contact the Sacramento police departments and property management to monitor and record crimes that occur within the designated area surrounding the campus that have been reported to the local Police.

All Emergencies –Dial 911

Annual Security Report

Western Career College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the SIREN notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Campus Security officer, Director of Student Finance, will determine if there is a significant emergency or dangerous situation and what segment of the campus community will need to receive a notification.

Western Career College will:

- Test emergency response and evacuation procedures on an annual basis
- Document each test, including the date, time, and whether it was announced or unannounced
- Publicize emergency response and evacuation procedures in conjunction with at least one test per calendar year

SIREN Emergency Alert System (implementation underway and scheduled for completion in fall 2009)

In the event of an emergency or a potentially dangerous threat to the campus or center arises, you will receive timely notification via the SIREN system, on campus flyers, and/or email announcements. Please make sure to keep your contact information updated in SIREN through the student portal at www.westerncollege.edu

AREA POLICE/FIRE NON-EMERGENCY NUMBERS:

<u>COUNTY/CITY</u>	<u>POLICE</u>	<u>FIRE/PARAMEDIC</u>
Sacramento	916-874-5111 916-875-9602	916-566-4000

Campus Access, Facility Security and Law Enforcement

Western Career College - Sacramento

The Facilities department maintains the building and grounds with a concern for safety and security. Facilities staff inspect the facility regularly, promptly make repairs affecting safety and security hazards, and respond to reports of potential safety and security hazards such as broken windows, locks, etc. Students and staff can assist the Facilities staff by calling (916) 361-1660 to report concerns. Additionally, the Facilities Manager routinely inspects the grounds and building to review lighting and other environmental concerns for safety.

There are fire alarms and pull stations throughout the facility that should be used only in the event of an emergency. If an emergency requires evacuation, there are signs clearly posted throughout the building indicating the best routes for evacuation.

The building is generally open from 7:00 a.m. to 10:30 p.m. Monday through Thursday and 7:00 a.m. to 6:00 p.m. on Friday. When the building is closed, it is locked and monitored by a security company.

Access to classrooms and laboratories is limited to those enrolled in the courses meeting there. Access to on- and off-campus activities is limited to actively enrolled students and their guests. Students are responsible for the behavior of their guests at all times at campus-arranged events. Western Career College reserves the right to require that student identification cards be presented for admittance to certain locations and events. Western Career College may also require students to register their guests with Student Services prior to attendance. Student and staff identification cards should be worn at all times.

The on-duty security officer serves as an escort and on-campus security Monday through Friday from 1:30 pm to 11:00 p.m. The uniformed guard must be called to respond to emergencies and can be contacted at 916-564-2009. The security guard has the authority to ask questions and request identification at any time. Criminal incidents will be referred to local law enforcement.

All crime victims and witnesses are strongly encouraged to report incidents to both campus security and local police. Prompt reporting will ensure timely warning notices to the campus community and timely disclosure of crime statistics.

Students living in off-campus student plan housing facilities should check with the apartment landlord for specific safety and security measures at their complex. Although most complexes provide keys for individuals and restrict access to apartments, the level of additional security varies from complex to complex. Crimes committed at off-campus housing should be immediately reported to the Police department with jurisdiction over the complex and as soon as reasonably possible to the Student Services department.

<u>Location Address & Phone #</u>	<u>Building Phone #</u>	<u>Fire Dept Phone #</u>	<u>Police Dept Phone #</u>
Western Career College Sacramento Campus 48909 Folsom Blvd. Sacramento, CA 95826	916-361-1660	911	911
After hours emergency #	916-704-8960	911	911

SAFETY AND SECURITY

Campus safety and security is the shared responsibility of both students and staff. To enhance student and staff awareness of their responsibility for personal safety, various information and services including but not limited to the following are provided throughout the year:

- Pamphlets on personal safety
- Emergency safety information
- Optional renters insurance information for housing students
- Safety/security displays in the library and/or student services office
- Use of school publications as a forum for personal safety topics
- School housing inspections to consider security precautions
- Escort services provided by on-duty security officer.

Safety and Security Tips

Personal

- Stay alert and tuned in to your surroundings
- Communicate that you are calm, confident and know where you are going
- Stay away from isolated areas.
- Stay on the part of sidewalks furthest away from shrubs, dark doorways and alleys
- Walk with a companion whenever possible.
- Check the back seat before getting into a car. Keep doors locked while driving.
- Don't overload yourself with packages or wear shoes or clothing that restrict movement
- Avoid displaying large amounts of cash or jewelry
- Carry a purse close to your body. Carry a wallet in an inside coat or front trouser pocket.
- If you think someone is following you, abruptly switch directions and walk toward an open store, restaurant or lighted home.
- Don't hitchhike or pick up hitchhikers
- Park in well-lighted areas.
- Avoid isolated bus stops at times when few other people are around.
- Do not reveal your name, phone number or address to strangers.
- Never admit that you are alone or that you will be away from home.
- Keep an eye on neighbors' homes or apartments while they are away and have them do the same for you.
- Keep your local police department's phone number next to your phone.

Residence

- Keep doors locked at all times.
- Draw shades and curtains whether or not you are at home.
- Keep money and jewelry locked in a safe place.
- Leave a light on while you are away or use a timer.
- Secure sliding glass doors with commercially available locks or a rigid wooden dowel in the track.
- Don't hide spare keys in mailboxes, planters or under doormats.
- Make a record of your valuables and keep it in a safe spot.
- Don't leave a note that says you are not in.
- Never prop doors open.
- Keep ladders and tools in a locked area
- Have someone cut your lawn while you're on vacation

Vehicle

- Always lock your car and remove the keys. Make sure the windows are closed.
- Lock all valuables in the trunk.
- Never leave an ID tag on your key ring.
- Leave only the ignition key with parking attendants
- Park in well-lighted areas

Office

- Keep your purse, wallet and other valuable items with you at all times or locked in a drawer or closet.
- Never leave keys lying out
- Never leave change or cash on the desk or in a top drawer
- Notify security personnel of any suspicious persons or vehicles
- Lock doors when working after normal hours
- Report any broken or flickering lights, and doors that don't lock properly

CAMPUS CRIME STATISTICS ARE INCLUDED AT THE END OF THIS DOCUMENT.

SEXUAL OFFENSE AWARENESS

DEFINITIONS

SEXUAL ASSAULT is defined as physical contact of a sexual nature, which is against one's will or without one's consent.

RAPE is defined as sexual intercourse that is coerced through force or threats of force, or with someone who is unconscious, or incapable of giving consent.

FORCIBLE SEXUAL OFFENSES are defined as, "Any act directed against another person, forcible and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent," and include, forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

NON-FORCIBLE SEX OFFENSES are defined as "Unlawful, non-forcible sexual intercourse," and include incest and statutory rape.

Procedures to Follow After an Assault

Victims of sexual assault or rape are strongly encouraged to report the incident in order to deter these assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with the physical and emotional trauma:

1. Go to a safe place; go somewhere to get emotional support.
2. Report a sexual assault on campus to the Dean of Student Affairs or local leadership.
3. Report the assault to the police. If requested, the school will assist with notification.
4. Preserve all physical evidence. Do not shower, bathe or douche and save the clothing worn.
5. Go to the hospital for medical care. Injuries should be treated and an examination completed to document and collect physical evidence of the assault. The School will assist with transportation if necessary.
6. Seek professional counseling. This can help in the recovery from the psychological effects of the assault.

Please refer to the *Resources for Victims of Sexual Assault* section of this document for a list of local resources that will provide immediate advice and assistance to victims of sexual assault or rape.

Victims of a sexual assault or rape may request a change in their academic arrangements by contacting their Dean of Education. Changes will be made if feasible and reasonable to do so.

All reports filed with the school will remain confidential. Staff and faculty should report any on-campus sexual offenses to the Executive Director and the proper authorities.

DISCIPLINARY ACTION

Disciplinary procedures and sanctions as outlined in the Student Code of Conduct will be followed once charges are brought after an alleged sexual assault. Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary hearing. Both shall be informed of the outcome of the proceedings.

SEXUAL OFFENSE AWARENESS

Programs will be offered to promote the awareness of rape, acquaintance rape and other sex offenses. These include, but are not limited to, presentations by rape crisis counselors, lectures by police and security officials and displays of sexual awareness literature.

Resources for Victims of Sexual Assault

Sacramento

WEAVE

916-448-2321

919-920-2952

My Sister's House

916-443-3434

Victims of Crime Resource Center

1-800-852-8567

UCD Rape Crisis Center

916-734-3404

211 Program

916-498-1000

ON-LINE RESOURCES FOR VICTIMS OF SEXUAL ASSAULT

www.danenet.wicip.org/dccrsa/saissues.html

Sexual Assault resource
www.calcasa.org

Sexual offenders
www.meganslaw.ca.gov

www.ncvc.org

CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act requires sex offenders already required to register in a State to provide notice, as required under State law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. The act requires that state procedures ensure this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems. These changes became effective two years after enactment of the law (2002).

This act amends the Higher Education Act of 1965 to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. This change takes effect two years after enactment (2002).

This act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

To check registered sex offenders in Sacramento go to:

<http://www.dpscs.state.md.us/onlineservs/sor/>

ALCOHOL AND SUBSTANCE ABUSE POLICY

Western Career College forbids the use, possession, distribution or sale of drugs, except when taken under a doctor's prescription. The possession, distribution, sale or consumption of alcoholic beverages anywhere on school property is also forbidden. Students in violation of state, federal or other local regulations with respect to illegal drugs or alcohol are subject to both criminal prosecution and campus disciplinary action.

EDUCATIONAL GUIDELINES PERTAINING TO DRUG FREE SCHOOLS & COMMUNITIES ACT

Western Career College expects all members of its community; students, faculty and staff, to be familiar with and to abide by applicable state, federal and local laws regarding alcohol and drugs. Students are also responsible for knowing school regulations concerning alcohol use on campus. Western Career College forbids the use, possession, distribution or sale of drugs or alcohol by a student anywhere on school property. Violation of these laws or regulations may subject a student to both criminal prosecution and campus disciplinary action.

Use of illicit drugs and abuse of prescription drugs pose a serious threat to mental and physical health. Alcohol is a drug. Its use in even the smallest amounts may be harmful to some people, and when used to excess, alcohol is harmful to everyone. For this reason, responsible drinking is essential and is expected of those who choose to drink.

SUBSTANCE

ALCOHOL (AT .08 BLOOD ALCOHOL CONCENTRATION & ABOVE)

Impaired motor abilities; reduced judgment; sleepiness; increased sexual desire but reduced ability to perform; nausea, vomiting; liver disorders-alcoholic hepatitis, alcoholic cirrhosis; cancer of the-tongue, mouth, throat, esophagus, liver, breast; fetal alcohol syndrome (most common symptom is mental retardation).

CANNABIS MARIJUANA HASH/HASH OIL THC

Diminished-short term memory, motivation & cognition, coordination & concentration, oral communication, reaction time; anxiety & panic reactions; carcinogenic elements in smoke; damaged lungs & respiratory system.

COCAINE (INCLUDES CRACK COCAINE)

Increased likelihood of risk taking; seizures; sleeplessness; paranoia; irregular heartbeat; can cause sudden death by stroke or heart failure, even in young users; cocaine psychosis (paranoia & hallucinations); ulceration of mucous membranes in the nose; sexual dysfunction; during pregnancy can cause severe physical & emotional problems in babies.

DEPRESSANTS, TRANQUILIZERS, BARBITURATES, METHAQUALONE

Dangerous effects when mixed with alcohol; calmness & relaxed muscles; slurred speech, staggering gait, loss of motor coordination; altered perceptions; respiratory depression which can result in coma or death; disruption of normal sleep cycle; during pregnancy-birth defects, brain tumors in children; tolerance develops severe withdrawal symptoms; physical & psychological dependence.

OTHER STIMULANTS (EXCLUDING COCAINE), AMPHETAMINES, METHAMPHETAMINES

Increased heart & respiratory rates; elevated blood; decreased appetite; headaches; blurred vision; dizziness; sleeplessness; anxiety; amphetamine psychosis-violent behavior, hallucinations, delusions, paranoia; drug tolerance & dependency; mood swings; ulcers; mental confusion.

PSYCHEDELICS, LSD, Mescaline, Psilocybin, Phencyclidine (PCP), MDMA (Ecstasy), MDA

Distorted sense of distance, space and time; blockage of pain sensations; nausea, vomiting & diarrhea; severe mood disorders, panic depression, anxiety; greater suggestibility & feelings of invulnerability; unpredictable reactions if drugs are "cut" with impurities; tolerance after (3-4 daily doses--higher doses are required to produce same effects).

NARCOTICS, OPIUM, MORPHINE, CODEINE, THEBAINE, HEROIN, METHADONE, DARVON, DEMEROL

Feeling of euphoria followed by drowsiness; nausea & vomiting; respiratory depression; central nervous system depression; use of unsterile needles promotes-AIDS, hepatitis B, endocarditis (infection in the heart); women dependent on opiates have multiple pregnancy complications-spontaneous abortions, still births, anemia, diabetes.

LAWS REGARDING ALCOHOL AND DRUGS

CALIFORNIA STATE SANCTIONS

In addition to the Federal laws, the State of California has its own laws dealing with controlled substances.

ALCOHOL

Under age consumption and/or possession

-Misdemeanor-Driving privileges suspended for one year and \$125 license reissue fee.

Open container in motor vehicle

-Misdemeanor-Fine \$390

Driving under the influence

-Misdemeanor-48 hours to 6 months jail time, \$390-\$1000 fine and \$125 license reissue fee.

MARIJUANA

Amount possessed will determine the penalty

-6 months (min)-10 years (max)-plus fine

ALL OTHER NARCOTICS

Felony

-Amount possessed will determine the penalty

-2 years (min)-10 years (max)-plus fine

** Information is given for first offense only. Repeat offenses carry progressively greater sanctions. Trafficking (selling) any of the above drugs, excluding alcohol, are all felonies. Amount and type of drug possessed for sale will determine penalty. The above information is presented as guidelines for educational purposes but is not binding. Actual penalties and sanctions imposed will be determined by the facts relating to each individual.*

SCHOOL SANCTIONS **

(APPLIED TO ALL CATEGORIES OF SUBSTANCES)

STUDENTS

Possession, use, sale of any amount on school property or as part of any school activity. Sanctions for this violation could lead up to expulsion.

STUDENT DISCIPLINARY SANCTIONS DEFINED

Disciplinary Probation - A specified period of time during which the student's activities may be curtailed, for which an active student is advised in writing of probable suspension or expulsion for future misconduct.

Suspension - Temporary exclusion from any extra-curricular activities for a specified period of time with the student advised in writing of probable expulsion for future misconduct. Conditions for terminating the suspension period and appeal will be stated in the written order of suspension.

Expulsion - Termination of student status for an indefinite period; usually a permanent dismissal from the School. Conditions of expulsion and appeal will be stated in the written order of expulsion.

FACULTY AND STAFF

While performing school business under the influence, possession, use, sale, furnishing to a minor. Sanctions for this violation could lead up to recommendations for dismissal.

** These sanctions are in addition to any criminal sanctions that may be imposed. Student employees are subject to both employee and student sanctions.

LOCAL TREATMENT RESOURCES

The following is a sampling of local area information and treatment resources. A more comprehensive listing of available counseling and treatment programs can be obtained in the Student Services Office.

Alcoholics Anonymous

916-454-1100

Alcohol and Drug Prevention Outreach

916-874-9754

Clean and Sober Program

916-489-0331

N.E.E.D.S

916-327-3728

Bi-Valley Med. Clinic

916-649-6793

Narcotics Anonymous

(916-732-2299)

Online Resources for Drug and Alcohol

www.aa.org

www.aanorcal.org

ANNUAL NOTIFICATION OF STUDENT RIGHTS UNDER FERPA
(The Family Educational Rights and Privacy Act)

DeVry Inc. and its subsidiaries (Apollo College, Chamberlain College of Nursing, DeVry University, Ross University, and Western Career College) respect the rights and privacy of its students and acknowledge the responsibility to maintain confidentiality of personally identifiable information.

FERPA is a federal law that affords students the following rights with respect to their education records:

1. THE RIGHT TO INSPECT AND REVIEW THE STUDENT'S EDUCATION RECORDS

Students have the right to review their education records within 45 days of the day the institution receives their request. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the official to whom the request is submitted does not maintain the records, that official will advise the student of the correct official to whom the request should be addressed.

2. THE RIGHT TO SEEK AN AMENDMENT OF INACCURATE OR MISLEADING INFORMATION

Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write to the official responsible for the record, clearly identify the part of the record they believe should be changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are notified of the right to a hearing. Following the hearing, if the institution still decides not to amend the record, the student has a right to place a clarifying statement in the record. The institution is not required to consider requests for amendment to grades or disciplinary decisions.

3. THE RIGHT TO LIMIT DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION

Students have the right to consent to disclosure of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent. An exception that permits disclosure without consent is disclosure to school officials who have legitimate educational interests, and the disclosure of directory information. Directory information is not considered to be harmful or an invasion of privacy if disclosed. See additional information on next page.

4. THE RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION IF THE INSTITUTION FAILS TO COMPLY WITH FERPA REQUIREMENTS

Complaints should be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) designates certain student information as “Directory Information” and gives the institution the right to disclose such information without having to ask students’ permission. The items listed below as “Directory Information” may be released for any purpose at the discretion of the institution. Under the provisions of FERPA, students have the right to withhold the disclosure of any or all of the categories of information listed below. **The following information will be released unless students specifically request that their information be withheld:**

- **Directory Information:** Name, address, telephone number, email address, date and place of birth, dates of attendance, previous institution(s) attended, major field of study (program), enrollment status, degrees and awards, past and present participation in officially recognized activities.

TO WITHHOLD INFORMATION

To have directory, hometown program or career services information withheld, students must submit a written request to the Registrar. Once filed, this request becomes a permanent part of the student’s record and no information may be released until the student instructs the institution otherwise.

Western Career College Sacramento Campus - Annual Campus Crime Statistics

Reported in accordance with Uniform Crime Reporting procedures and the
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Total Crimes Reported For: Offense Type (includes attempts)	Campus/Center						Non-Campus Building or Property, Contracted Off-Campus Housing			Public Property			Total		
	2006		2007		2008		2006	2007	2008	2006	2007	2008	2006	2007	2008
	Dorm	Other	Dorm	Other	Dorm	Other	N/A	N/A	N/A						
Murder or Non-Negligent Manslaughter	N/A	0	N/A	0	N/A	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	N/A	0	N/A	0	N/A	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	N/A	0	N/A	0	N/A	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	N/A	0	N/A	0	N/A	0	0	0	0	0	0	1	0	0	1
Robbery	N/A	0	N/A	0	N/A	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	N/A	0	N/A	0	N/A	0	0	0	0	0	0	0	0	0	1
Burglary	N/A	3	N/A	0	N/A	0	0	0	0	0	0	0	3	0	0
Motor Vehicle Theft	N/A	0	N/A	0	N/A	0	0	0	0	1	1	0	1	1	0
Arson	N/A	0	N/A	0	N/A	0	0	0	0	0	0	0	0	0	0
Hate Crimes	none														
Prejudice Categories:															
Race															
Gender															
Religion															
Sexual Orientation															
Ethnicity/National Origin															
Political Affiliation or Belief															
Disability															

Number of Arrests/Referrals for Select Offenses – Western Career College - Sacramento

Offense Type	Campus/Center						Non-Campus Building or Property			Public Property			Total		
	2006		2007		2008		2006	2007	2008	2006	2007	2008	2006	2007	2008
	Dorm	Other	Dorm	Other	Dorm	Other									
Arrests:	N/A	0	N/A	0	N/A	0	0	0	0	0	0	0	0	2	0
Weapons Possession	N/A	0	N/A	0	N/A	0	0	0	0	0	0	0	0	0	0
Drug Law	N/A	0	N/A	0	N/A	0	0	0	0	0	2	0	0	2	0
Liquor Law	N/A	0	N/A	0	N/A	0	0	0	0	0	0	0	0	0	0
Referrals:	N/A	0	N/A	0	N/A	0	0	0	0	0	0	0	0	0	0
Weapons Possession	N/A	0	N/A	0	N/A	0	0	0	0	0	0	0	0	0	0
Drug Law	N/A	0	N/A	0	N/A	0	0	0	0	0	0	0	0	0	0
Liquor Law	N/A	0	N/A	0	N/A	0	0	0	0	0	0	0	0	0	0

Unauthorized Distribution of Copyrighted Materials

Western Career College strives to provide access to varied materials, services and equipment for students, faculty and staff and does not knowingly condone policies or practices that constitute an infringement of Federal copyright law. Transmitting or downloading any material that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party is prohibited.

Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students, faculty and staff to civil and criminal liabilities. Students, faculty or staff who violate federal copyright law do so at their own risk. Copyright status is applied to a work as soon as it is created. Users should assume that all writings and images are copyrighted.

Title 17 of the United States Code (17 USC §501 et seq.) outlines remedies for copyright infringement that may include some or all of the following: obtaining an injunction to stop the infringing activity; impounding and disposing of the infringing articles; an award to the copyright owner of actual damages and the profits of the infringer, or in the alternative, an award of statutory damages which may be increased if the infringement is found to be willful; an award of two times the amount of the license fee a copyright owner could have gotten; an award of the full costs incurred in bringing an infringement action, and the award of attorney's fees; and for criminal copyright infringement, fines and imprisonment.

Western Career College maintains a campus network to support and enhance the academic and administrative needs of our students, faculty and staff. Western Career College is required by Federal Law – H.R. 4137 to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. Western Career College takes steps to detect and punish users who illegally distribute copyrighted materials.

Western Career College reserves the right to suspend or terminate network access to any campus user that violates this policy and Network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution.

The existence and imposition of sanctions do not protect members of the campus community from any legal action by external entities.

Alternatives to Illegal Downloading

Illegal downloads hurt artists and deter the incentive to create. U.S. laws protect the rights of individuals regarding their own works. Below are lists of sites that offer free or inexpensive products that you can use without violating copyright law.

Free and Legal

Clipart:

<http://www.coolarchive.com/>
<http://www.mediabuilder.com/>
<http://www.barrysclipart.com/>

Fonts:

<http://www.blambot.com>
<http://www.fonts.com>
<http://free.fonts.freeservers.com/>

Photos:

<http://www.freefoto.com/>
<http://www.istockphoto.com/>
<http://www.photospin.com>

Music:

<http://music.download.com/>
<http://www.epitonic.com/>
<http://www.betterpropaganda.com/>