



AMERICAN HERITAGE
UNIVERSITY | OF SOUTHERN
CALIFORNIA



Student Handbook

AHUSC Student Handbook

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General Information

Message from the President

Faith Statement

We believe in God. We believe that the Bible is the living word of God and follow it faithfully. We believe that Jesus Christ, God's only son, was born of the flesh by the Virgin Mary and sacrificed his physical for the sins of man. He is seated at the Father's right hand and will come to judge the living and the dead. We believe the scripture is a blueprint of how God wants us to live our lives and care for one another. We believe in the holy trinity, which is the Father, Son, and Holy Spirit. Three persons of the divine whole guiding us to live and walk in his path. We also believe in salvation by the grace of God through Jesus Christ. We also believe that all men are created equal and in the image of God. Therefore we are all one family under God and should love thy neighbor as a brother or sister.

AHUSC has a goal to be a recognized Christian university, committed to Christian values as well as practices in alignment with its mission and institutional objectives. It is the desire of AHUSC to impact sound higher education to its students and transform them to valuable members of the society. Our institution plans to uphold the standards of ethical business practices adopted from our Christian faith to achieve this objective.

Since all men are created in the image of God AHUSC accepts students from all walks of faith with the idea of either introducing them to Christian values or enhancing their existing values to be carried into their future in the business world. The combination of faith and a quality education will create future business leaders ready to make ethical decision based on faith.

Mission Statement

"Our mission is to spiritually and mentally enhance the lives of working professionals and adult learners through the use of engaging curriculum, caring faculty, interactive resources, and a faith-based approach to meet the student's career needs at an affordable cost, and ethically balance the needs of business and the path the Lord wants us to walk."

Institutional Objectives

1. Achieve excellence in higher education through a sound curriculum, designed to meet students' educational and professional goals.
2. Recruit qualified faculty with exemplary leadership qualities who will be supportive of administrative staff and work together to bring out the best in our students.
3. Establish a culture of continuous assessment geared towards the improvement and effectiveness of the academic, admissions, policies and programs of the institution that will impact the society.
4. Develop a lifelong commitment to educational growth and build ethical practices based on Christian values.

Institutional Values

As a staff of American Heritage University of Southern California, I recognize that I have certain responsibilities toward students, the public, and my institution. To fulfill these responsibilities, I pledge adherence to these institutional values. *I will observe fully the standards, rules, policies, and guidelines established by the institution and other legally authorized agencies.*

I will adhere to the institutional values of my institution, in the conduct of my work, and to the best of my ability, will:

1. Observe fully the rights of all applicants and commit no action that would be detrimental to any applicant's opportunity to enroll because of race, sex, color, creed, or national origin.
2. Never knowingly make any false or misleading representation to any applicant nor use any coercive practices in presenting information.

3. Enroll applicants only in the course or courses in which they have expressed their interest, provided they meet the qualifications and standards established by my institution for enrollment.
4. Provide applicants only with information authorized by my institution regarding the occupational opportunities for graduates, and never make claims guaranteeing employment, job promotion prospects or income increases to an applicant.
5. State accurately and clearly to prospective students the approvals, accreditation, business and employer recognition, and course acceptance accorded to my institution.
6. Provide only full and accurate information on the transferability of academic credits and acceptance of degrees or credentials by other educational institutions, and disclose affirmatively the fact that the acceptance of credits and degrees is entirely the prerogative of the receiving institution and acceptance cannot be guaranteed.
7. Provide prospective applicants only complete and accurate information on the total financial obligation they will be incurring prior to accepting their enrollment application through an Enrollment Agreement.
8. Provide students prior to enrolling complete and accurate information about financing options for students including the institution's approval and governing agencies, publications, method of teaching, tuition and fees, the school's name, address, location, and academic programs.
9. Never use tuition assistance available from a governmental agency or other source as the primary inducement for enrollment.
10. Refrain at all times from making any statement or inference that might falsely impugn the integrity or value of any other institution, method of training, or profession.
11. Discharge faithfully, and to the best of my ability, all of the duties and obligations and procedures established by my institution for my position and know all of my obligations and obligations as an institutional representative.
12. Reflect at all times the highest credit upon myself, my institution, and the field of distance education and always strive to enhance the reputation of my profession through my conduct as an institutional representative.
13. Disclose to all prospective students on any advertisement, brochure, social media solicitation or webpage.

Disclaimer & Changes in Policy

AHUSC reserves the right to make changes in its policies and procedures, and other information in the handbook as deemed appropriate and necessary. All changes will be communicated promptly to students, faculty, and staff. The handbook is prepared and revised as needed for the use of administrators, faculty, students, and staff. For questions or suggestions, please contact AHUSC at (909)884-9000 ex.t 113. You can also send us an email: studentsupport@ahusc.net

Please keep in mind that, this Handbook supersedes all previous Student Handbooks and memos that may have been issued from time to time on subjects covered in this Handbook. Information concerning University policies is subject to change from time to time. No handbook or website can answer all questions, and certainly cannot replace contact with the advisors who are ready, able, and willing to provide assistance in dealing with the academic programs and its requirements.

Educational Philosophy+

State Approval

License to Operate

American Heritage University of Southern California's approval to operate as a private postsecondary institution in the state of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which was effective January 1, 2010.

The Act is administered by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in this chapter. The Bureau does not endorse AHUSC programs nor does Bureau approval mean that AHUSC exceeds minimum standards.

None of AHUSC's programs are accredited by any of the accrediting agencies recognized by the United States Department of Education

Contacting the Bureau for Private Postsecondary Education (BPPE)

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 Private Postsecondary Education 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 Fax (916) 263-1897

Filing a Complaint

A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.

Contact Information & Hours of Operation

Office Address

9227 Have Ave, STE 210
Rancho Cucamonga, CA 91730

Website: www.ahusc.net

General: info@ahusc.net

Admissions: admissions@ahusc.net

Technical Support: support@ahusc.net

Registrar: registrar@ahusc.net

Telephone: (909) 884-9000

Fax: (909) 466-8077

| Office Staff Contact Info & Office Hours | | | |
|--|--|------------------------|----------------------|
| Department | Email | Phone | Availability (M – F) |
| General Information | info@ahusc.net | (909)884-9000 ext. 0 | 9:00 AM – 5:00 PM |
| Admissions | admissions@ahusc.net | (909)884-9000 ext. 116 | 9:00 AM – 5:00 PM |
| Student Affairs | studentaffairs@ahusc.net | (909)884-9000 | 12:00 PM – 3:00 PM |
| Administrative Support | adminsupport@ahusc.net | (909)884-9000 ext. 114 | 9:30 AM – 2:30 PM |
| Director of Operations | do@amheritageuniv.net | (909)884-9000 ext. 113 | 10:00 AM – 4:00 PM |
| IT Support | itsupport@ahusc.net | (562)646-6318 | 3:00 PM – 7:00 PM |
| Academics | academics@ahusc.net | (909)884-9000 ext. 115 | 9:00 AM – 5:00 PM |
| Dean | dean@ahusc.net | (909)884-9000 ext. 110 | 10:00 AM – 3:00 PM |
| Office of the Registrar | registrar@ahusc.net | (909)884-9000 ext. 113 | 9:00 AM – 5:00 PM |

POLICIES, PROCEDURES, & SERVICES

Admissions Process & Procedure

New Student Orientation (NSO)

New Student Orientation (NSO), Online

Admissions Evaluation

Program Completion Plan (PCP)

Grades & Grade Points (letter grades)

Grades & Grade Points (PASS / FAIL)

Academic Advising

Attendance Requirements

Excused Absences Requirements

Satisfactory Academic Progress (SAP)

Students must maintain Satisfactory Academic Progress toward earning their degree. This policy requires students to maintain both a minimum cumulative grade point average of 2.0 for the undergraduate program and a minimum cumulative grade point average of 3.0 for the graduate program.

Grade Appeal / change form

Maximum Course Load

Add/Drop Courses

Withdrawal From Course

Inactivity Reports

Cancellation or Withdrawal Procedure

Transferability of Credits

Teaching Site

Digital Library, LIRN

Other Resources

Family Educational Rights & Privacy Act (FERPA)

American Heritage University of Southern California (“University”) is committed to ensuring the privacy of confidential information, accuracy of personal data, and compliance with international, federal, and state laws and regulations concerning the use of personal information. Other than as required or permitted by law, Personally Identifiable Information (“PII”) is not shared. In particular, and regardless of how the information was collected, the University does not sell PII and it does not re-distribute PII for any non-University purpose.

Information Collected

The University collects and processes PII from individuals only as necessary in the exercise of the University's legitimate mission, interests, functions, and responsibilities as a private, for-profit institution of higher education. The majority of PII comes from students (and members of their families), employees, alumni, friends, and people who apply to be students or employees.

Use of Collected Information

PII collected from students or student applicants is used to register or enroll persons in the University, provide and administer housing to students, manage student accounts, provide academic advising, develop and deliver education programs, track academic progress, analyze and improve education programs, recruitment, retention, regulatory reporting, auditing, maintenance of accreditation, and other related University processes and functions. The University also uses PII to conduct general demographic and statistical research to improve University programs, to identify appropriate support services or activities, provide reasonable accommodations, enforce University policies, or comply with applicable laws. The University collects and processes PII from individuals who are employees or applicants for employment for the purpose of administering various employment benefits and functions. The University also collects and processes PII from alumni, donors, parents, and friends of the University to advance the University's mission. PII may be shared by the University with third parties who have entered into contracts to perform functions on behalf of the University, but only when the third parties agree to protect PII and prevent unauthorized disclosure.

Distribution of Collected Information

The University will not disclose PII, without consent, except for certain explicit circumstances in which disclosure is permitted or required by law. Additionally, the University will not sell PII to third-party organizations for any non-University purpose.

Third Party Use of Personal Information

The University may disclose PII and other information as follows:

- **Consent:** We may disclose information if we have an individual's consent to do so.
- **Emergency Circumstances:** We may share information when necessary to protect health and safety interests, even if an individual is physically or legally incapable of providing consent.
- **Employment:** We may share information when necessary for administering employment or social security benefits in accordance with applicable law, subject to the imposition of appropriate safeguards to prevent unauthorized disclosure.
- **Public Information:** We may share information if the information already has been made public.
- **Archiving:** We may share information for archival purposes in the public interest, and for historical research and statistical purposes.
- **Performance of a Contract:** We may share information when necessary to comply with a contractual obligation.
- **Legal Obligation:** We may share information when the disclosure is required or permitted by international, federal, or state laws and regulations. The University will comply with lawfully-issued subpoenas.

Notification of Changes

The University Privacy Policy is reviewed periodically and may be modified at the discretion of the University. Changes to the privacy policy will be incorporated and posted on the University's web site. Information will be handled according to the privacy policy in effect at the time the information is used.

Security

The University will implement appropriate technical and organizational security measures to protect PII collected by the University, regardless of the method of collection.

Questions

If you have any questions about this privacy statement or the University's privacy practices, please contact:

American Heritage University of Southern California

9227 Haven Ave, Ste 210

Rancho Cucamonga, CA 91730

info@ahusc.net

Maintenance and Confidentiality of Student Records

Student permanent records are maintained on-site for a minimum of five (5) years in a secure fire-proof cabinet only accessible by the registrar or authorized officer. Students have access to their own personal records through the student portal of the University's website and through Populi, AHUSC's online college management system. Transcripts are kept permanently.

Student Records

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") protects the privacy of students' educational records. Access to academic and disciplinary records is limited to students and authorized school officials.

For more information on FERPA, please visit The Family Educational Rights and Privacy Act web site.

No one outside the University shall have access to, nor will the University disclose any information from students' education records, without the consent of students.

The following exceptions are permitted under FERPA.

- to certain officials of the University to officials of other institutions in which students seek to enroll
- to persons or organizations providing students financial aid
- to accrediting agencies carrying out their accreditation function
- to persons in compliance with a judicial order
- to persons in an emergency in order to protect the health or safety of students or other persons
- in accordance with the Solomon Amendment (requiring the disclosure of certain information to

military recruiters)

Within the University, only those officials, individually or collectively, acting in the students' legitimate educational interests are permitted access to student education records. A "legitimate educational interest" will be present if the school official needs to review an education record to fulfill the official's professional responsibility.

"Disclosure" means to permit access to or the release, transfer or other communication of education records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written or electronic means.

Directory Information

The University maintains student records in compliance with FERPA, which assures students of their right to privacy of information. The University further complies with the California Education Code, sections 22509 through 22509.18, which state that the management of student records shall be a matter of Federal and State law and regulation.

The following is considered directory information and may be released or published without the student's consent:

Student name, date and place of birth; major field of study; dates of attendance; degrees, honor and awards received; most recent educational institution attended; campus address and telephone number and student assigned e-mail; home address and telephone number; cell phone number; participation in special academic programs; participation in recognized student activities; participation in officially recognized sports; class level, weight and height of athletic team members.

Students who wish directory information to be withheld from all individuals outside the University must sign a request in the Registrar's Office.

Release of Academic Information

Confidential information is defined as any information contained in a student education record not included in "Directory Information." The University respects the privacy rights of all students. Students need to be aware that, under FERPA regulations, the University is permitted to disclose student education records to parents without the student's specific consent if a student is a "dependent" (generally, by being designated as such on a parent's federal tax form). Students or parents who wish for the University to exercise this permission should make a written request and submit proof of dependency to the Registrar's Office.

The University will not release confidential information for independent students (students over the age of 23, or "independent" as defined by University Financial Aid Policy) without written request of the student. The student has the right to restrict disclosure/release of directory information to third-parties.

Online Release of Information Forms

In accordance with The Federal Family Educational Rights and Privacy Act (FERPA), American Heritage University of Southern California will not release student records, including to a parent, without student consent or proof of dependency, or as listed in the University's FERPA/Privacy Policies. A student may give permission for the University to release student record information to a person by completing this form.

[Student-Initiated Authorization for Release of Information](#)

Transcripts

An official transcript of a student's academic record is issued only upon the student's written, signed request. Transcripts submitted to the University for admission or credit transfer become the property of the University and cannot be returned to the student, copied or forwarded to other institutions.

Review of Academic Records

FERPA provides students with 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 a

challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable.

Note: a) *The Registrar coordinates the inspection and review procedures for student education records, which include admissions, personal, academic, and cooperative education records; b) the Student Finance Officer coordinates the inspection and review procedures for financial files.*

Students wishing to review their education records must make written requests to the Registrar's Office listing the item or items of interest. Only records covered by FERPA will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions (for example a copy of an academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). These copies will be made at the students' expense at prevailing rates which are listed in the catalog.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by University to comply with the requirements of FERPA.

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Alumni Privacy Notice

General Statement

American Heritage University of Southern California recognizes and respects the importance of confidentiality and security of the PII of our alumni, donors, and family members, (collectively, our "constituents"). This Alumni Privacy Notice addresses concerns about personal data collection and provides information about what is collected and how it is used. We strongly encourage you to read this notice in its entirety in advance of submitting any personal information to us.

Why We Collect Your Personal Information

University Advancement supports all of our core constituencies – students, faculty, staff members, and the community – by working to provide students with faculty with teaching and research opportunities, and the greater University community with resources to establish and expand programs that enable the institution to fulfill its non-profit educational mission. To achieve this, we seek to build and sustain key relationships with alumni, parents, and community members. Acquiring and maintaining information about constituents allows University Advancement to distribute meaningful communications, raise funds in support of University priorities, and engage alumni and friends in programs and events that add value to their lives. Additionally, alumni feedback and outcomes are important to our understanding of how to improve and expand programs.

How We Collect Your Personal Information

The University may collect PII from or about you in a number of ways. For example, you or a family member may have attended the University and provided or updated contact information during or after enrollment, signed up for a University-sponsored event, shared news about your career and life, made a gift, inquired about a program, or otherwise communicated with us in person, by telephone, by email or through our website. The University may combine information you provide to us with information available from external sources to gather updated contact information and to better our understanding of our constituents to improve our methods of engaging with them. You may have voluntarily provided information to third parties with whom we partner. We may also acquire PII from publicly-available sources. We encourage you to review the privacy practices of any organization with whom you choose to share your personal information.

Types of Personal Information We Collect

We may collect the following types of personal information about you (this is a representative list):

- Your name and contact information, such as your address, email address, telephone numbers, date of birth;
- Information relating to your education and employment history;
- Information about your family or personal circumstances; and
- Information needed to process credit card transactions such as contributions, event registrations, and memberships.

Sharing Your Personal Information with Others

For the purposes referred to in this Alumni Privacy Notice, we may share your PII with select third parties. Examples of sharing are listed below. The University will not share your personal information with individuals outside the University or with certain third parties if you ask us not to.

- We may disclose information to third parties if we have your consent to do so.
- We may share information with third parties that are affiliated with the University for the purpose of contacting you about goods, services, charitable giving or experiences that may be of interest to you. This may include University volunteers who contribute important work in support of the University's outreach efforts. We may also use third parties who have entered into a contract with the University to support the delivery of ordinary services and functions. In such cases, we share your information with such third parties on the condition that they use it only for the purposes for which it was shared, they keep it confidential, and they safeguard it from unauthorized disclosure.
- We use and disclose information about our constituents in de-identified or aggregate form.
- Information may be shared with third parties without your consent if the information already is public.
- We will share your information with third parties to the extent we are required to do so by law, court order, or subpoena.

Process for Handling Privacy Concerns

The University is committed to resolving complaints about your privacy and our processing of your PII. If you have an inquiry or complaint regarding this privacy notice, please contact:

Administrative Assistance

adminassistant@ahusc.net

909-884-9000 ext 114

Filing a Complaint to the BPPE

If a student would like to file a complaint they may do so directly by contacting the BBPE at:

Bureau for Private Postsecondary Education

1747 North Market Blvd., Suite 225

Sacramento, CA 95834

Toll-Free (888) 370.7589

Fax (916) 263.1897

www.bppe.ca.gov

Student Enrollment or Degree Verification

Purpose and Scope

This policy applies to all distance education courses or programs offered by American Heritage University of Southern California, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study. The purpose of this policy is to ensure that AHUSC operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

The HEOA requires that institutions offering distance education or correspondence courses, or programs have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit. The Act requires that institutions use one of the following three methods:

- A secure login and pass code;
- Proctored examinations; and
- New or other technologies and practices that are effective in verifying student identification.

Compliance

The My AHUNoteBook system is the University's authentication and security measure to ensure that accounts are managed more securely across the LMS. All students of the university are provided a username and passcode to access My AHUNoteBook for secure access to University's Learning Management System (LMS). New students receive their My AHUNoteBook access after completing all required admission steps.

Students are responsible for providing their complete and identity information in any identification verification process. It is against University policy for a user to give someone his or her password or to allow others to use his or her account.

The University uses Populi as its LMS. The LMS integrates with University authentication services to ensure appropriate and secure student access to courses. All users of the University's LMS are responsible for maintaining the security of My AHUNoteBook and passwords, or any other access credentials as required. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited.

In addition, the University provides instructors access to class rosters that includes student photos associated with their name and account. The LMS also provides student photos associated with their account and this is visible in areas of the course including the discussion. Live Chat of students interacting in the course is also a feature of the LMS. As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to use these technologies and to design courses that use assignments and evaluations that support academic integrity.

American Heritage University of Southern California complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. This act protects the privacy of student information in distance education by requiring, with certain limited exceptions, that the student's consent must be obtained before disclosing any personally identifiable information in the student's education records. Additional information on FERPA and student record access can be found at: <https://ahusc.net/Confidentiality-and-Privacy-.phtml>

Availability of Student Records

Rights & Access by Others

Right to Withhold Transcripts, Grades, Information for Nonpayment of Tuition

Contact Information / Name Change

Deceased Students (Updating Records)

Student Services Purpose

Housing

Use of Automobiles & Driving to Campus

Campus & Equipment

Campus Safety & Emergency Procedures

Health Insurance

Internships On Campus

Student Workshops

Career Planning & Placement

SCORE Webinars, & Workshops

Student Government Purpose, Organization & Function

Student Clubs, Ministry, Social Outreach

Cultural, Educational, & Religious Opportunities

TECHNOLOGY RESOURCES

Websites

AHUSC utilizes the following domains:

- **Main website:** <https://ahusc.net>
- **Learning Management System:** www.ahusc.populiweb.com
- **Video Recording & Archives:** www.ahusc.wistia.com

Microsoft Office & Email Center

AHUSC offers Office 365 A1 for all students. It is an online version of Office with email, video conferencing, customized hub for class teamwork with Microsoft Teams, compliance tools, and information protection. The following features are included:

- Web versions of Word, PowerPoint, Excel, OneNote, and Outlook
- Desktop version of OneNote
- Microsoft Teams, a digital hub that integrates the conversations, content, and apps your school needs to be more collaborative and engaged
- Class and Staff notebooks
- Professional Learning Community (PLC) groups
- Self-grading quizzes with Forms
- Digital storytelling with Sway
- Inform and engage with communication sites and team sites throughout your intranet using SharePoint
- Compliance solutions with a unified eDiscovery center
- Rights management, data loss prevention, and encryption
- Enterprise video service for creating, managing, and sharing videos securely across an organization
- App development without writing code to extend business data quickly with custom web and mobile apps
- Workflow automation across apps and services to automate business processes without writing code
- Plan schedules and daily tasks with Microsoft Teams
- Email with 50 GB mailbox
- Unlimited personal cloud storage
- HD video conferencing
- Maximum number of users: unlimited
- Unlimited email storage with In-Place archiving
- Advanced email with archiving and legal hold

Populi

Populi covers our academics, admissions, billing, people, reporting, library activities, and a lot more. Integrated email and calendar complete the picture. It's hosted, secure, which means our data stays safe. It runs on any computer, so everyone can use it. It also has the following features:

- Student Information System
- Online Admissions System
- Student Life
- Integrated Library System
- School Bookstore
- Tuition Management System
- Financial Aid
- Donor Management

- Learning Management System
- Student Billing
- Automated Data Backups
- Streaming Media Server
- School Communications System

Wistia

Wistia provides video-hosting solutions for business, helping businesses add videos to the web, track performance, and build and engage with their audiences using online videos. Faculty can embed Wistia content in lessons and track usage, performance and incorporate student feedback.

Textbooks

For students, **AHUSC** uses Cengage Unlimited. Cengage Unlimited is a first-of-its-kind subscription model offering students access to unlimited course materials each semester—all for one low price. Upon subscription, students will have access to all Cengage @library of online textbooks, study tools and resource centers. Visit <https://www.cengage.com/unlimited/> for more information. AHUSC suggests the \$180.00 annual subscription for access to all required textbooks for the enrolled program.

Learning Materials & Resources

The University has embedded a collection of academic research engines that provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from various academic databases, e-Library, Open Access Resources and more. The online library and other resources are more than sufficient to meet the instructional needs for undergraduate, graduate students, and instructors. These databases include:



Even if you've not used **Google Scholar** before, you'll know Google. And, thus, you can probably guess that Google Scholar is a search engine dedicated to academic work. Not everything listed on Google Scholar will be freely available in full. But it is a good place to start if you're looking for a specific paper, and many papers can be downloaded for free.



Another dedicated academic search engine, **BASE** offers access to more than 140 million documents from more than 6,000 sources. Around 60% of these documents are open access, and you can filter results to see only research that is available for free online.



The **Directory of Open Access Journals (DOAJ)** is a database that lists around 12,000 open access journals covering all areas of science, technology, medicine, social science, and the humanities.



PubMed is a search engine maintained by the NCBI, part of the United States National Library of Medicine. It provides access to more than 29 million citations of biomedical research from MEDLINE, life science journals, and online books. The NCBI runs a similar search engine for research in the chemical sciences called PubChem, too, which is also free to use.



CORE is an open research aggregator. This means it works as a search engine for open access research published by organizations from around the world, all of which is available for free. It is also the world's largest open access aggregator, so it is a very useful resource for researchers!



Run by the British Library, **ETHOS** is a database of over 500,000 doctoral theses. More than half of these are available for free, either directly via ETHOS or via a link to a university website.



SSRN is a database for research from the social sciences and humanities, including 846,589 research papers from 426,107 researchers across 30 disciplines. Most of these are available for free, although you may need to sign up as a member (also free) to access some services.



Semantic **Scholar**

Semantic Scholar is an “intelligent” academic search engine. It uses machine learning to prioritize the most important research, which can make it easier to find relevant literature. Or, in Semantic Scholar’s own words, it uses influential citations, images, and key phrases to “cut through the clutter.”



PLOS is an open-access research organization that publishes several journals. But as well as publishing its own research, PLOS is a dedicated advocate for open-access learning.



Z-Library is a shadow library and file-sharing project for scholarly journal articles, academic and general-interest books. Z-Library says the project provides access to more than 6,754,720 books and 80,759,561 articles as of April 1, 2021



With **PQDT Open**, you can read the full text of open access dissertations and theses free of charge.



JSTOR

JSTOR helps students explore a wide range of scholarly content through a powerful [research and teaching platform](#). JSTOR collaborates with the academic community to help libraries connect students and faculty to vital content while lowering costs and increasing shelf space, provide independent researchers with free and low-cost access to scholarship, and help publishers reach new audiences and preserve their content for future generations.



Started by a business student for business students, the primary goal of this site is to cut through the clutter of the Internet and tame information overload by bringing you the noteworthy, not the noise. Jeff Blum, an MBA graduate, regularly combs through loads of business publications and hand-picks the best articles so you can save valuable time while keeping up with the best management thinking.



Funded in part by the U.S. Department of Education Title VI B grant, **globalEDGE** delivers a comprehensive research tool for academics, students and businesspeople. Connect with over 47,000 people using the gE Network while tapping into a directory of over 5000 quality resources. globalEDGE provides tools and resources to efficiently research nearly any international business question you may have.



Investopedia is the world's leading source of financial content on the web, ranging from market news to retirement strategies, investing education to insights from advisors.



The channels by which today's scholars discover relevant content are varied and wide. In this increasingly complex environment, institutions are seeking strategies to make their students' theses and dissertations as widely visible and cited as possible. With EBSCO Open Dissertations, institutions and students are offered an innovative approach to meeting these goals by driving additional traffic to ETDs in institutional repositories.



The United Nations iLibrary is the comprehensive global search, discovery, and viewing source for digital content created by the United Nations. Initially launched in 2015, the UN iLibrary was updated in December 2020 to incorporate new features such as an interface in all six official UN languages and a search feature by Sustainable Development Goals.



The Business Publications
Search Engine

BPubs.com is a directory-based Internet search engine that strives to cover the topic of Business Publications. By eliminating the noise of "homepages, index pages, and other extraneous web site components", our users are able to extract what they truly searching for – content. Our target audience of corporate and business users will become repeat visitors because we save them time finding the information they need.

My AHU NoteBook STUDENT PORTAL

Accessing My AHU NoteBook

POPULI

Log into My AHU NoteBook (Populi)

Recovering My Lost Password

Navigation Menu

Edit My Profile

Change My Password

Access My Courses

Course Layout

Undergraduate Programs

| Activity | Assignments | Estimated hours for the average student |
|----------|---|---|
| Academic | Listening to or reading course lectures: 25 pages per hour (1.5 | 12 |

| | | |
|--------------------------------|--|-----------|
| Engagement | hours per week) | |
| | Reading additional website documents: 25 pages per hour (.5 per week) | 4 |
| | Audio and video: 1:1 ratio per hour (1/2 hour per week) | 4 |
| | Reading discussion forums and making responses: 2 hour per week | 16 |
| | Taking quizzes: .75 hours per week (6 weeks 25 questions) | 4 |
| | Midterm and Final Examination | 4 |
| | TOTAL: should be at least 45 hours per semester | 45 |
| Preparation (outside of class) | Required textbooks, ordinary reading level: 30 pages per hour (2.5 per week) | 20 |
| | Reaction/reflection papers and book reports: 1 hours per page (2 pages) | 16 |
| | Case studies: 1 hour per page (3 Pages) | 3 |
| | Research papers: 3 hours per page | 15 |
| | Study for quizzes and exams: | 16 |
| | Project, journaling, or other assignments: | 20 |
| | TOTAL: should be at least 90 hours per semester | 90 |
| Overall Total | Should be at least 135 hours for a 3-credit course per semester | 135 |

Graduate Programs

AHUSC'S Facebook & Twitter News Feed

My Private Files

Send and Receive Messages

Set Up My Message Alerts

Submit an Assignment

Turnitin (Plagiarism Prevention) Assignment

View My Assignment Grade

View My Turnitin Assignment Grade

View My Course Grade | User Report

Overview Report

Take a Quiz

Announcements

Discussion Questions (Forums)

Text Editor

LIBRARY AND INFORMATION RESOURCES NETWORK (LIRN)

The University has embedded a collection of academic research engines for access to peer-reviewed articles, journals, case law, and much more.

Google Scholar

Even if you've not used **Google Scholar** before, you'll know Google. And, thus, you can probably guess that Google Scholar is a search engine dedicated to academic work. Not everything listed on Google Scholar will be freely available in full. But it is a good place to start if you're looking for a specific paper, and many papers can be downloaded for free.



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Access to Library Resources

Under the "Files" section of each course, students will see a PDF document titled "Library Resources." This document contains all the direct links to all the libraries listed here and more.

Accessing LIRN

Using LIRN Search

Using Gale InfoTrac

Using ProQuest

Using eLibrary41

Using Books in Print

Using RCL

WRITING GUIDE

During your time at AHUSC you will be asked to write papers in both your undergraduate and graduate program. As a student of AHUSC you will be required to write these papers in an academic format. The papers you may be asked to write may include but are not limited to:

1. Compare and Contrast Essay
2. Narrative Essay
3. Argumentative Essay
4. Reflective Essay
5. Analytical Essay
6. Cause and Effect Essay

Below are some links to get you started on how to write these types of essays.

<https://grammar.yourdictionary.com/writing/types-essays>

<https://www.masterclass.com/articles/guide-to-common-types-of-essays>

<https://www.trueeditors.com/blog/4-major-types-of-essays-with-examples/>

You will also be asked to write your papers in the most current version of APA format.

Below are some links on how to write in APA format.

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html

<https://apastyle.apa.org/style-grammar-guidelines/paper-format>

<https://support.microsoft.com/en-us/office/apa-mla-chicago-automatically-format-bibliographies-405c207c-7070-42fa-91e7-eaf064b14dbb>

<https://nwtc.libanswers.com/faq/212877>

There are also some great videos on the internet that can give you step by step instructions. This is not only your education it is your future and being able to write academically will enhance your ability to write professionally in a business environment.

CODE OF CONDUCT

Code of Conduct, Violation, & Disciplinary Actions.

Christian Code of Ethics

Student Rights

Code of Conduct

Academic Dishonesty / Honesty

Code of Conduct Violations

Disciplinary Actions for Students

Grievance

American Heritage University of Southern California is responsible to uphold its students' rights and ensure that the university's non-discrimination policy is applied for students who choose to file a grievance against the institution for reasons involving discrimination, harassment, violation of a university policy, or other.

Students must use the following procedure to file a grievance: studentsupport@ahusc.net

1. Students should first attempt to address the issue with the responsible party in writing through the My AHU NoteBook College Management System. This activity places a copy of the communication in the messaging system.
2. If a satisfactory solution cannot be found, the student may send an email to the Dean: dean@ahusc.net within 30 calendar days of the alleged incident.
3. The Dean shall issue a decision within 10 business days of the grievance submission.

NOTE: If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint in English with the California Bureau for Private Postsecondary Education. www.bppe.ca.gov

Grievance to BPPE

Filing a Complaint about our Institution

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 or by completing a complaint form, which can be obtained on the bureau's internet Web site: www.bppe.ca.gov.