



The Restaurant School at Walnut Hill College

Culinary Arts • Pastry Arts • Hotel Management • Restaurant Management

Your Passport to Success



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This catalog was created for information purposes only and does not constitute a contract between the student and the college. Course and curricula changes, tuition modifications, or other unforeseen changes may occur after the publication of this catalog. The college reserves the right to alter its curricula, tuition, fees, and policies as deemed necessary. A reasonable effort will be made to inform students of these changes as they occur.

Students are expected to familiarize themselves with the policies contained in this catalog as well as those outlined in the Student Handbook.

SP - indicates stock photos. All other photographs appearing in this catalog were taken on site at The Restaurant School at Walnut Hill College.

Amended: 08/2015

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R e a s o n s
t o c h o o s e

WHC

The Walnut Hill College Difference

1

Documented graduate success. Career opportunities await you in the hospitality field.

2

Four innovative majors.

3

A dynamic, hands-on educational experience.

4

Resume-building internships.

5

Rewarding travel experiences enrich each student. Our degree programs feature the tuition-paid *Tour of France, Cruise and Resort Tour*, and *Cultural Tour of England*.

6

Student-centered environment.

7

Our programs stem from experience and innovation. For over a quarter of a century, WHC has inspired hospitality students.

8

Student services: clubs, activities, special events, academic support, and a residential learning program that are truly distinctive.

9

Real Value: WHC has one of the lowest tuitions for private hospitality and culinary colleges, and still offers the special travel experiences.

10

A world-class city in which to live and learn.

Academic Calendar 2015-2016

FT = Full Time; EP = Extended Program

2015-2016

August 2015

17	Mon	Faculty Return	All Faculty
19	Wed	Professional Development	All Faculty & Staff Available
29	Sat	“Welcome Home”	All Faculty & Staff Available
31 – 9/2	Mon – Wed	“First Class”	All Faculty & Staff Available

September 2015

2	Wed	Classes Resume – Start Term	FT and EP Students
5	Sat	Labor Day Weekend	No Classes in Session
7	Mon	Labor Day	No Classes in Session

October 2015

6	Tues	Board of Trustees Meeting	
23	Fri	Freshman Showcase	All Faculty & Staff Available

November 2015

7	Sat	“First Class”	EP Students
10	Tues	End Term – FT & EP	Grades Due – Monday, November 16, 2015
11	Wed	Start Term – FT & EP	
25	Wed	Faculty Development	No Classes in Session/Faculty Development
25	Wed	Residence Halls Close at 12:00 p.m.	
25 – 29	Wed – Sun	Thanksgiving Break	No Classes in Session/Staff Holiday
29	Sun	Residence Halls Open at 10:00 a.m.	
30	Mon	Classes Resume	

December 2015

8	Tues	Board of Trustees Meeting	
19	Sat	Last day of classes for students	
20	Sun	Residence Halls Close at Noon	
20 – Jan 3	Sun – Sun	Winter Break	No Classes in Session/Faculty Vacation

January 2016

3	Sun	Residence Halls Open at 10:00 a.m.	
4	Mon	Classes Resume	

February 2016

6	Sat	End Term – FT & EP	Grades Due – Friday, February 12, 2016
6	Sat	“First Class” Orientation	FT Students
8	Mon	Start Term – FT	

Academic Calendar 2015-2016

FT = Full Time; EP = Extended Program

2015-2016

March 2016

1	Tues	Board of Trustees Meeting	
13	Sun	Graduation Ceremony	All Faculty & Staff Available
14	Mon	World Class Day	No Classes in Session/Faculty Development
18	Fri	Freshman Showcase	All Faculty & Staff Available

April 2016

16	Sat	End Term – FT & EP	Grades Due – Tuesday, April 25, 2016
17	Sun	Residence Halls Close at 12:00 p.m.	
17 – 22	Sun – Fri	Spring Break – EP*	No Classes in Session
17 – 24	Sun – Sun	Spring Break – FP	No Classes in Session
23	Sat	Start Term – EP	
24	Sun	Residence Halls Open at 10:00 a.m.	
25	Mon	Start Term – FT	

*Please Note: EP Classes Resume Saturday, April 23 2016

May 2016

28 – 30	Sat – Mon	Memorial Day Holiday	No Classes in Session/Holiday
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June 2016

7	Tues	Board of Trustees Meeting	
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July 2016

1	Fri	End Term – FT	Grades Due – Tuesday, July 7, 2016
2	Sat	Residence Halls Close at 12:00 p.m.	
2	Sat	Summer Break Begins	Students Only
14	Thurs	Graduation Ceremony	Tentative
6 – 8	Wed – Fri	Summer Institute – Admissions	
13 – 15	Wed – Fri	Summer Institute – Admissions	
11 – 15	Mon – Fri	Summer Camp – Community Ed	
18 – 22	Mon – Fri	Summer Camp – Community Ed	
25 – 29	Mon – Fri	Summer Camp – Community Ed	

Please note that the College reserves the right to change or adjust the Academic Calendar at any time as it deems necessary.

Mission Statement

Mission Statement

The Restaurant School at Walnut Hill College is dedicated to providing a distinctive educational experience that inspires students towards professionalism, citizenship and lifelong learning for success in the diverse hospitality industry.

Core Values

- **Hospitality** is at the heart of all we do.
- **Service** is at the core of the operations at The Restaurant School at Walnut Hill College. It defines us by our commitment to our “students as customers” through the exceptional service we provide.
- We have pride in **product excellence**. Education is our product, and our faculty and staff take great pride in sharing their wisdom, experience and professionalism with our students.
- We value **interpersonal regard**. We strive to create a sense of community and belonging that nurtures and supports all members.
- We promote **personal growth and citizenship**. We inspire our students to develop a sense of pride in themselves as well as in others through participation in public service programs which are an integral part of their education.

Accreditations and Professional Memberships

The Restaurant School at Walnut Hill College is:

- Approved to confer Associate of Science degrees and Bachelor of Science degrees by the Department of Education of the Commonwealth of Pennsylvania.
- Accredited by the Accrediting Commission of Career Schools and Colleges.
- Approved for veterans’ training by the state-approving board.
- Approved to participate in Title IV and federal financial aid programs by the United States Department of Student Financial Assistance.
- Approved by the United States Department of Justice to grant student visas.
- Recognized as a Professional Management Development Partner of the Educational Foundation of the National Restaurant Association.

The Restaurant School at Walnut Hill College is a member of:

- Career College Association
- Pennsylvania Association of Private School Administrators
- Council on Hotel, Restaurant and Institutional Education
- Pennsylvania Association of Student Financial Aid Administrators
- National Restaurant Association
- Greater Philadelphia Hotel Association
- Philadelphia Convention and Visitors Bureau
- American Culinary Federation
- International Association of Culinary Professionals
- Philadelphia Pastry Society
- Philadelphia Women’s Culinary Guild
- American Institute of Wine and Food
- Culinary Society of Philadelphia
- Philadelphia/Delaware Valley Restaurant Association
- Philadelphia Purveyors and Restaurant Association
- ACF Philadelphia Delaware Valley Chefs Association

Non-Discrimination Policy

The Restaurant School at Walnut Hill College is firmly committed to a policy of non-discrimination on the basis of ethnicity, national origin, disability, race, religion, gender, sexual orientation, or age in its admissions decisions, as well as in its educational and student programs.





Our History, Educational Philosophy and Objectives

The History of the College

Established in 1974 as The Restaurant School, The Restaurant School at Walnut Hill College is an accredited, independent, degree-granting institution dedicated to educating those who wish to pursue careers in the hospitality industry.

Founded by a restaurateur, chef, maître d', and an educational specialist, The Restaurant School at Walnut Hill College is Philadelphia's first college focusing on hospitality education. Over a quarter century ago, our first graduating class of 12 students began the college's long tradition of launching inspired restaurateurs.

As The Restaurant School grew in size, scope, and reputation, Culinary Arts, Pastry Arts, and Hotel Management programs were added to meet market

demands. In time, the school earned national accreditation and approval to grant specialized associate degrees.

Today, The Restaurant School at Walnut Hill College educates more than 600 students each year, meeting the needs of the growing restaurant and hospitality industries.

The Philosophy of the College

There are several theories on the proper education required for a career in the hospitality industry. Some say that to be a success in business, you must start at the bottom and work your way to the top. While experience is a great teacher, the hospitality industry is becoming increasingly competitive and technical in nature.

More and more, restaurateurs do not

have time to wait for managerial candidates to work their way up through the ranks. Instead, they turn to professionally educated individuals who arrive at work industry-ready.

We believe that as the hospitality industry continues to grow and become more technologically advanced, a four-year degree is increasingly necessary for upper-level management positions.

The programs offered at The Restaurant School at Walnut Hill College combine intensive academic studies with practical experience. This means students will fine-tune the knowledge gained in their courses of study and apply it in a challenging industry setting.

Upon program completion, graduates of The Restaurant School at Walnut Hill College are prepared for a variety of exciting positions in the industry. The practical and professional experience The Restaurant School at Walnut Hill College students gain early

in their careers, can lead to increased marketability and earning potential.

Educational Objectives

The Restaurant School at Walnut Hill College offers four majors at both, the associate and baccalaureate levels:

1. *Hotel Management*
2. *Restaurant Management*
3. *Culinary Arts*
4. *Pastry Arts*

Each program provides students with a broad-based knowledge of the overall workings of fine restaurants and hotels. Additionally, the programs equip students with the day-to-day skills and specific knowledge required for their future roles in the hospitality industry.

Get Ready



A University Setting

University City is home to one of the largest student populations in America. Four great colleges create a vibrant environment – the University of Pennsylvania, Drexel University, the University of the Sciences in Philadelphia, and, of course,

The Restaurant School at Walnut Hill College.

University City features coffeehouses, restaurants, museums, theaters, shops, and more. The area is also rich with culture and educational excitement. Our campus is just

minutes away from the urban excitement of Center City, the bohemian appeal of South Street, artsy Manayunk, and the ethnic charms of Chinatown and South Philly.

Because of the ideal location of The Restaurant School at Walnut Hill College, students can have fun all year round. There is surfing at the New Jersey shore, skiing in the Poconos, tours of Amish farms in Lancaster, or roller coaster rides at one of numerous amusement parks. Day trips are also an option. The Big Apple, Baltimore's Inner Harbor, and the nation's capital are just a train ride away. At The Restaurant School at Walnut Hill College, you will be at the center of it all.

Our Campus

Students will find that our welcoming campus will quickly become a home away from home. With centralized buildings that enhance stu-

dent learning, you will have a rewarding educational and social experience at The Restaurant School at Walnut Hill College.

The newest addition is The Center for Hospitality Studies, located at 4100 Walnut Street, which houses four classrooms, including two large demonstration classrooms; academic faculty offices, and meeting areas for study groups. The college store is also located in The Center.

The beautiful Allison Mansion houses faculty and administrative staff offices, as do the adjacent Perrier Hall, Hunter Hall, and College House, making things as convenient as possible for our students. Also located within the Mansion, is The Restaurant School at Walnut Hill College's inviting Pastry Shop, offering fragrant breads, delectable cakes and tarts, and special desserts prepared by our Pastry Arts students. The Pastry Shop's welcoming atmosphere makes it a popular place to sit and relax with a steaming cup of cappuccino while sampling some of the chefs' chocolate and hazelnut biscotti. You will also find an array of unique salads, soups, pastas, and light entrées for an informal café lunch in the Courtyard, at the heart of Allison Mansion.

The most notable part of the Allison Mansion is our elegant *Great Chefs of Philadelphia Restaurant*. Amidst glittering crystal chandeliers and an elegant motif, guests enjoy inspired cuisine developed by some of Philadelphia's top chefs. The grand setting, coupled with impeccable



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ble service, makes for a memorable dining experience.

The Atrium Building houses three additional uniquely-themed restaurants. A *European Courtyard* or square is re-created in the atrium, which is theatrical in design with beautiful storefronts, cobblestone paths, and “outdoor” dining terraces. Pass through this beautiful setting to *The Italian Trattoria*, featuring casual dining with regional Italian pasta specialties; or to *The Heartland*, a contemporary American restaurant with an innovative approach to down-home American cuisine.

In these hands-on “classrooms,” students get an opportunity to practice and perfect skills learned every day at The Restaurant School at Walnut Hill College. These skills will become a part of each student’s professional repertoire.

The college’s Resource Center features computer labs and a large collection of both hospitality-related and general educational materials to supplement in-class learning.

A more traditional approach to instruction takes place within our modern kitchens and multimedia-enhanced lecture halls. Within these classrooms, our faculty members draw from their numerous years of experience, to provide students with the knowledge they need to succeed in the hospitality industry. Furthermore, the faculty inspire in students a sense of pride in their daily accomplishments.

Philadelphia



Campus and Student Life



Campus Life

Looking back, some of people's most treasured memories involve the individuals they met in college. At The Restaurant School at Walnut Hill College, many of our students form friendships that enrich their lives.

At The Restaurant School at Walnut Hill College, there is no clear boundary between work and play. Each day, an hour or two are devoted to student success activities; these may involve expanding your knowledge outside the classroom or focusing on mastering course material. You can choose from a variety of exciting activities: enjoy a chocolate tasting, meet a celebrity from the Food Network®, surf the net in our computer lab or simply curl up in a lounge chair with one of our Resource Center's many books or magazines. If increased study time is needed, you can

Activities Abound at The Restaurant School at Walnut Hill College

attend a peer-led study session, or can meet with faculty regarding assignments or academic assistance.

You can join one of our student organizations. They provide students with a chance to explore famous restaurants, hotels, pastry shops, and local wineries. The choice is yours.

How about sports?

At The Restaurant School at Walnut Hill College, a year-round intramural program lets students participate in the sport of their choice whether it be volleyball, flag football, softball, or basketball. College-wide events fill the calendar...so get ready!!

At The Restaurant School at Walnut Hill College, we are pleased to offer an array of activities and services to enhance your educational experience. To accommodate as many students as possible, these events are scheduled at a wide variety of times.

These special events are times when students can work closely with the faculty. Clubs and organizations at The Restaurant School at Walnut Hill College are industry-specific and enable students to network with industry leaders and build their resumes.

Students participate in local and national culinary arts competitions, attend national and regional trade shows, and lend a hand at charity fundraising events. Students also assist visiting chefs in the kitchen and take part in banquets, dinners, and promotional events at the college.

You are encouraged to join and participate in clubs, which enable you to learn more, have fun, and get to know your classmates. As students take charge of club activities, they build leadership, social, and organizational skills.

These are qualities



that students can take with them into the real world.

Campus and Facilities

The Allison Mansion at 4207 Walnut Street is a three-story building which houses administrative offices, a computer lab and Library and Resource Center, a bar and lounge area, a wine classroom, the reception area, and The Pastry Shop. The Education Building houses six commercial participation kitchens, purchasing and receiving areas, a store room, and student lounge areas. The Center for Hospitality Studies, located at 4100 Walnut Street, houses four classrooms, including two large demonstration classrooms; academic faculty offices, and meeting areas for study groups. The college store is also located in the Center for Hospitality Studies.

Notes about the use of college facilities:

1. Stools are provided in the kitchens. Sitting on worktables and equipment is not permitted.
2. Tablet-arm chairs are provided in demonstration/lecture rooms. Students may not put their feet on chairs and absolutely may not sit on the tablet-arm.
3. The rear of the Education Building must be kept clear of any items; i.e. bicycles, motorcycles, etc.
4. The student lounge is provided for student use at any time; however, the college and other students expect other's consideration in keeping these areas clean and orderly.
5. Students are not permitted to lounge on the staircases in any of the buildings.
6. Students are expected to use college equipment and facilities in an orderly, professional manner. Any infractions will result in dismissal from the college.
7. Bicycle racks have been provided alongside the Education Building, close to the receiving area. Bicycles, or bicycle parts, are not permitted inside the buildings. Bicycles may not be locked to any stationary object (ie.

fences, lampposts etc.) on college property.

General Information

Class Size

Labs are limited to 26 persons. Lectures and demonstration classes can range from 20 to 85 persons.

Lockers

Lockers are provided on the lower level of the Education Building. Lockers are available for daily use only. Please do not leave a locker filled or locked overnight. If locks remain on lockers overnight they may be removed. If a student loses his/her key or lock combination he/she should not pry open a locker. Personnel in the purchasing center can help to properly open a locker without damage. The college is not responsible for students' personal property.

Parking

The college offers limited parking on a first-come, first-served basis at 4207 Walnut Street. Students are not permitted to park at 4100 Walnut Street. Parking is free of charge and "at your own risk". Overnight parking is not permitted. Students are encouraged to be wise by not displaying valuables in their cars. The parking attendant may require that a student leave his/her keys in certain instances such as double-parking (as directed) and because of the ingress/egress of delivery trucks.

Students are asked to understand that staff parking is reserved. Therefore it is likely that the parking lot will be closed to students even though there are empty spaces. This is because staff arrives at varied hours. In addition, spaces are reserved for visitors to the college, pastry shop customers, and the handicapped. Occasionally, during certain special events, the parking lot will be closed to students.

If a student wishes to park in the lot, we require that he/she stop his/her car near the parking attendant's booth. The parking attendant will assist students with parking spaces. To insure everyone's safety, we kindly request that anyone driving in the lot, including those who may be dropping

off/picking up, observe a 5 mph speed limit.

When the college's parking lot is full, we recommend that students consider parking in the Fresh Grocer lot at 40th and Walnut Street. There are no special discounts, but it is reasonably priced. We do not recommend parking on Sansom Street or illegally on public or private property. For monthly parking options, visit the Campus Apartments office at 40th and Walnut Street to check on available local lots.

Lost and Found

Lost and found claims can be made in the purchasing center, located on the lower level of the Education Building.

Telephones

Students are not permitted to use any school or restaurant phone lines. The college staff will not take phone messages for students, nor will students be disturbed in any class. Students are encouraged to inform their families about this policy. Students are permitted to bring beepers and cell phones into class, however they must be turned off during class.

Walnut Hill College Student ID Card (WHCard)

With our University City location, this area abounds with shops, restaurants, and merchants that offer discounts to students. Be certain to ask and present the card. Additionally, some merchants such as house ware and gourmet shops, even those located outside of University City, may offer a discount to foodservice and hospitality students.

Student ID cards must be carried at all times. You may be asked to show your Student ID card at any time by any faculty or staff member. If lost, the replacement fee is \$5.00. If asked to provide identification and the ID Card is lost, students must present a photo driver's license. If no identification can be shown, the student may not be admitted into class.

Students can establish an on-campus account to use their student ID card for making on-campus purchases and receiving certain student discounts at the college. You

can establish an account and add funds to your card, known as The Walnut Hill Card, at the Bursar's Office. In order to make purchases or receive any discounts in the Student Store, Pastry Shop, or our Restaurants, you must present your student ID card at the time of purchase and the funds will be deducted automatically from the dollar amount previously available on your account.

Student Discounts

Each student is issued a WHCard that entitles him/her a discount on purchases in The Pastry Shop and dinner in the restaurants, except for alcoholic beverages. There are some basic limitations. Large volume purchases in The Pastry Shop, as determined by the manager, will not be discounted (for example, numerous cakes and pastries for catering events/parties, snack food items, bottled or canned beverages etc. in all outlets). Discounts in the restaurant are limited to eight persons. The student is required to be present. Gift certificates are not discounted.

College Store

The college operates a store as a service to our students. Each student is issued a WHCard that entitles him/her a discount on equipment and clothing purchases in the student store. Located in the Center for Hospitality Studies, the store features a varied selection of utensils and cooking equipment, as well as clothing and school supplies. The store also handles the distribution of books, uniforms, and other essentials. The items are sold at a great discount in order to encourage students to build their "batterie de cuisine" and practice at home. The hours for the college store are Monday to Friday from 9:00 am to 5:00 pm and Saturdays from 9:00 am to 3:00 pm.

The Purchasing Center

The Purchasing Center is the Main Food and Equipment Distribution Center at The Restaurant School at Walnut Hill College. The Purchasing Center takes pride in providing the finest products available

from Philadelphian's leading purveyors.

Located at The Purchasing Center is First Aid for minor cuts and burns, and our Lost and Found.

Hours of Operation are 6:00 a.m. to 8:00 p.m. Monday through Friday and 8:00 a.m. to 5:00 p.m. on Saturday.

Purchasing Center Procedures

The most important procedure to remember is all requisitions for Equipment, Food or Liquor, must come from your instructor. All equipment or food item requests must have a signed requisition from your instructor.

Students may not fill out a requisition or add to one signed by your instructor.

Equipment which is borrowed must be returned clean and dried. Please use caution not to misplace small parts or attachments of any equipment.. This is very important for the next student who will need to request that equipment.

Food Bins are carried one bin at a time, to avoid crushing items. Please never stack food bins.

All food items that are returned must be returned wrapped, labeled and dated when needed and refrigerated. Please use caution with cross contamination.

Students must have their ID card to request any piece of equipment.

All trash is taken directly to dumpster area. All trash removal is done by two students only, to avoid injury and damage to floors and stairwells. Never take bag out of trash can. Always remove trash in can directly to dumpster area.

All Kitchen grease is discarded in grease barrel can located near dumpster area.

All cardboard should be flattened and place inside cardboard dumpster.

Foods Prepared in School Kitchens

Foods prepared in school kitchens will occasionally be used in the restaurants, pastry shop, or for school functions. Other remaining foods will be sent to the purchasing center, as directed by the instructor. The school works with local food banks and centers for

the homeless to donate food whenever possible. Food is never to be removed from the kitchens by students for consumption elsewhere.

Visitors to Class

A guest may join a class by first obtaining permission from the department director. On the day of the visit, the guest must obtain a visitor's pass. The visitor's pass is to be presented to the instructor before entering the class. We regret that students may not bring guests to wine tasting or hands-on classes.

Smoking Policy

The Restaurant School at Walnut Hill College promotes a smoke-free environment. Smoking is not permitted anywhere on campus property. This includes all parking lots, porches, as well as front and back yards. Regarding the Center for Hospitality Studies at 4100 Walnut Street, 100 S. 42nd Street and all dormitory buildings, smoking is not permitted within 50 feet of their entrance.

The Restaurant School at Walnut Hill College is a non-smoking campus. Smoking is not permitted anywhere on college property This includes all outdoor areas such as parking lots, porches, sidewalks on college properties as well as classrooms, office and *Residential Learning buildings*. You may not smoke within 50 feet of any entrances on campus. Smoking is permitted on city owned sidewalks provided it is 50 feet from any entrance. Please do not throw cigarettes anywhere but in the ash cans. Violators of this policy will be referred to the *Director of Student Life*. Violators smoking inside any college owned building will be subjected to a \$35.00 fine and will be referred to the Vice President of College Advancement for sanction. Violators smoking in non designated areas will be subjected to a \$35.00 fine and will be referred to the Vice President of College Advancement for sanction.



Food and Drink

No eating or drinking of beverages is permitted during class, in the classrooms, or in the library or computer labs at any time.

School Equipment and Furniture

Students are responsible for obtaining their own stationery and school supplies. Students may not rearrange the furniture or place their feet up on the chairs. If a student sits on the tablet of a tablet-arm chair, it will break; so please do not do so. Students are not permitted to use school equipment for personal use.

Contacting Faculty and Staff

Students are encouraged to contact any faculty member or staff member by e-mail or telephone. For personal meetings, students must check in with a school receptionist who will announce him/her to the faculty or staff member. Students are asked to wait in the reception area until they have been announced.

Mail and Packages

Each Residential room is assigned a letter size mailbox. If you wish to receive parcels larger than a letter, please follow the procedures provided. We offer two services, UPS and FedEx/Kinkos. Students are not allowed to receive flowers to their dormitory or the main office. See below for flower procedures.

UPS
3720 Spruce Street
Philadelphia, PA 19104
215-222 2840

Mon-Fri 8:00 a.m. -7:00 p.m. ;
Sat 9:00 a.m. – 5:00 p.m. ;
Sun 12:00 p.m. – 5 p.m.

Students can receive packages, if they wish, by renting a large box if they expect frequent deliveries or “Parcel Receiving”. The sender would simply put the student’s name on the label and then the address of the UPS store. They must also put the student’s telephone number.

When the UPS store receives the package they will call the student directly. The UPS store charges \$5.00 per day for

each day they have the package. Families can even send items that they order from the web, QVC, etc. in the exact same manner – being certain to always place the student’s name, the UPS store address and the student’s phone number. The student can call the UPS store at any time to check if the package arrived. As well, the family and the student (provided the family gives the student the tracking number) can track the package via the web.

FedEx/Kinkos
3535 Market Street
Philadelphia, PA 19104
215-386-6579

Mon-Thurs 7:00 a.m. – 10:00 p.m. ;
Fri 7:00 a.m. – 7:00 p.m. ;
Sat-Sun 10:00 a.m. – 6:00 p.m.

This service is offered only if the package is shipped Express, (Do NOT ground ship packages). On the label there is a box that has to be checked called, HOLD AT LOCATION. The package has to be mailed to the FedEx/Kinkos address.

Unfortunately, the students are NOT notified when their package arrives. They have two options of tracking it. These options include tracking it online or simply calling the store and asking if it has arrived. In order to use the methods provided, the student would need a tracking number from the Sender. If the package is not picked up within 3-5 business days, the package is returned to the sender.

Students can also get flowers. Here is a list of our local florists:

Rose's Florist
3551 Chestnut St,
Philadelphia, PA 19104
Telephone: (215) 387-3440

Fleuradelphia
3001 Market St,
Philadelphia, PA 19104
Telephone: 215-382-5711

Rose's Florist – The Shops at Penn
140 South 34th Street,
Philadelphia, PA 19104
(215) 387-4242 (800) 579-0549
<http://www.uofprose florist.com/>

The Flower Emporium
399 S 34th St
Philadelphia, PA 19104
(401) 231-5666
(215) 386-3845

Parents can order the flower and pay for them using a credit card over the phone. While making the order parents' can also give the telephone number for the student, so that they could be called to pick up the flower when they finish making the flower arrangement.

Fire and Safety Drills

Periodically, the school will hold a fire and safety drills. Students will be given advance notice of the drills. When the alarm sounds, follow the directions of the staff and instructors. Walk, do not run.

Fire Exits and Evacuation Procedures

Fire exits are easily accessible from all of the classrooms, kitchens, and common areas of the buildings.

Accidents

Students should be aware that the kitchen can be a potentially hazardous place, and should refrain from any action or behavior that may result in injury to themselves or others. If a student is hurt during class or while at school, an instructor or staff member will make a determination if medical attention is required.

Please note that it is college policy to insist on an evaluation by a medical professional for most incidents.

Student Accident Insurance

The Restaurant School at Walnut Hill College advises all student to maintain personal medical insurance, however, the college has secured, for the protection of our students, the accident insurance described below. Coverage commences at

the time the student starts school and ceases when he or she is no longer actively enrolled in the school.

Hazards Insured Against

Students will be covered only for accidents and injury sustained while participating in school sponsored and supervised activities in this country and abroad, including travel as a group in connection with these sponsored activities. Coverage is provided on a full excess basis.

Jeanne Clery Disclosure of Campus Security and Campus Crime Statistic Act (Clery Act)

To be in compliance with the Clery Act, federal regulations require schools to complete an annual report of campus crime and security measures.

The purpose of this report is twofold. First, it allows applicants to the school to be duly aware of the crime statistics for the school as well as what preventative measures are in place to manage security. Second, it allows staff and current students to review the report on an annual basis and become aware of not only the statistics but also how the school community can work together towards creating a safe and pleasant environment.

Any student who would like to read a copy of the report can do so by contacting the Vice President of Administrative Services.

Residential Halls

University City is home to some of the most delightful buildings in Philadelphia: charming Victorian limestone mansions and manor houses with dramatic architectural features – fireplaces, bay windows, and details found only in the gracious homes of yesteryear. These buildings are home to students of The Restaurant School at Walnut Hill College Residential Learning program.

Our Residential Learning program combines comfortable, home-like, convenient housing with a fun, interactive approach to education.

Upon request, the Office of Admissions will provide you with a complete packet of housing options and fees. Following are descriptions of some of the available options.

Bachler Hall

Located at 4220 Walnut Street, Bachler Hall is a supervised student residence in a charming brick townhouse directly across the street from the college.

This historic building is named in honor of Hans Bachler, one of the founders of The Restaurant School and a noted maître d' in fine restaurants and hotels in Austria, Switzerland, Italy, England, and the United States.

Bachler Hall has a limestone façade and features many of the historic and architectural details that distinguish buildings from the turn of the century. It offers an excellent view of both The Restaurant School at Walnut Hill College and St. Mark's Square, a quaint street lined with flagstone sidewalks, trees, and historic houses.

Hunter Hall

Located at 4231 Walnut Street, Hunter Hall is a brick townhouse located on campus. This fully furnished student residence features comfortable suites that come in a variety of sizes.

This charming building with mahogany woodwork and floor to ceiling mirrors is named in honor of Tom Hunter, a noted chef and co-founder of The Restaurant School.

Perrier Hall

Perrier Hall is a turn-of-the-century Victorian-style brick four-story townhouse. It is named in honor of Georges Perrier, the world-renowned chef/owner of Le Bec-Fin – the Philadelphia restaurant rated number one in the United States by Condé Nast Traveler magazine. Perrier Hall features beautiful hand-carved mahogany woodwork, high ceilings, and unique architectural details.

The historic building has been renovated and redecorated with beautiful furnishings.

Upperclass Student Housing

The college provides housing for upperclass students in leased apartment buildings located within a block of the campus. These buildings feature beautiful, completely renovated apartments.

Off-Campus Housing

Off-campus housing is abundantly available for The Restaurant School at Walnut Hill College students because of our proximity to the University of Pennsylvania. A variety of apartment options for any budget are located within walking distance of the college.

What is a "Student Leader"?

Student Leaders or SLs are upperclassmen who have been selected to assist residents with their transition to life at the college. SLs are a dedicated and knowledgeable group of students who can do much to enhance your on-campus living experience. SLs plan social and educational programs, trips and much more. SLs are also available if you just need someone to talk to. SLs are a valuable resource for students. They can help point you in the right direction.

Get to know them!

An Interactive Learning and Living Experience

The Restaurant School at Walnut Hill College's Residential Learning program provides living and learning with interactive style!

Weekly activities give residents the option of participating in dinner groups at local restaurants, themed dinner parties, movie nights, softball games, bowling outings, concerts, and much, much more.

Our Student Affairs staff members are always on hand with special surprises—perhaps a midnight breakfast or ice cream social; pizza and videos on a cold dreary night, a *Celebrate Spring BBQ* on a sunny afternoon, or even an “Arctic-que”...for those who don't want to wait for spring to get out the grill!

We offer amenities and activities that are hard to find in other college residence hall settings. From the special gifts that celebrate your arrival to the heart-warming holiday activities that enhance the season's magic, you will feel at home at The Restaurant School at Walnut Hill College.

The strength of the Residential Learning program is one of the reasons The Restaurant School at Walnut Hill College residents become such good friends. Come visit the halls to get a feel for the comfortable and inviting environment. You will find spacious bedrooms and attractive furnishings, along with

friendly faces and warm smiles. Our residential halls are the perfect homes away from home.

Because of our commitment to fostering a safe and healthy community, a full time Student Affairs staff person is on duty at all times, and Student Leaders help provide a safe and supportive environment.

Because The Restaurant School at Walnut Hill College's residence halls are right next door to the college, our halls could not be more convenient for our busy students.

World Dining

Unlike typical college meal programs, The Restaurant School at Walnut Hill College's Residential Learning World Dining program takes dining to new heights. Here's a sampling of how our student dining services will complement your studies in the hospitality industry.

Breakfast

You can start your day with a light continental breakfast with a notably European flair, indulging in a chocolate croissant and steaming coffee.

Yearning for a heartier American breakfast? Select from omelettes, French toast, and more. And, of course, there are fresh juices, croissants, Danishes, and muffins, as well as a variety of teas and great coffee.

Lunch

The Courtyard is the gathering place for a casual lunch. Mingle with friends and classmates as you enjoy made-to-order pasta prepared in our European marketplace setting. The menu features a selection of soups, salads, sandwiches, pastas, quiche, pizza, and light entrées.

For dessert, you will find our display case filled with delicious pastries a great temptation. There are not many college dining programs where you can end your meal with a raspberry tart, a chocolate Bavarian, or a classic Napoleon. There is also a full selection of soft drinks, teas,





and flavored coffees.

So whether it is a simple ham and cheese sandwich on crispy French bread, a garden salad, or a hearty beef stew, lunch in our World Dining program is a delight.

Dinner

There is nothing better than sharing a great meal with friends. Dinner in our World Dining program is truly an international experience. Each evening brings a new surprise. Featured dishes range from classic French cuisine to Asian and Mediterranean specialties to favorite American stand-bys.

One night you will enjoy traditional Southern cooking with fried chicken, biscuits, and crisp, fresh vegetables. Other nights, there will be great pastas such as classic spaghetti bolognese, linguine with clam sauce, and fettuccine Alfredo.

You will love our “*Blue Plate*” *Specials*: meatloaf with mashed potatoes, roast turkey with stuffing, and roast chicken with buttered noodles.

International surprises include spicy kung pao chicken, shepherd’s pie, Middle Eastern shish kebabs, and Mexican fajitas. Casual dining events include “make your own pizza” where you can top fresh-baked pizza with your choice of specialties.

Don’t be surprised if a dinner event happens outside, such as an old-fashioned barbecue with all-American hot dogs, hamburgers, salads, watermelon, and all the usual fixings. Finish off your

meal with a fabulous dessert from our pastry shop. Our dinner plan also features wonderful homemade breads, vegetables, and salads that will make dinner a highlight of your day.

Great Meals Are Available Six Days a Week

The World Dining program is available to The Restaurant School at Walnut Hill College students Monday through Saturday. There are no meals available on Sundays. The program is available to both Residential Learning students and to those who live off-campus.

World Dining Offers Real Flexibility

Your Walnut Hill card can be used as a debit card. With this card, you can select from many available options. A continental or full breakfast is available beginning at 7:30am. Lunch options include such favorites as homemade soups, hearty sandwiches, fresh pizza and pasta, salads, and entrées. Dinner features a variety of freshly prepared entrée and dessert selections available until 7pm.

Restaurant Options

If you want to treat yourself to a special dinner, you can use your Walnut Hill card in any of The Restaurant School at Walnut Hill College’s open-to-the-public restaurants. You can enjoy the Old World setting of the Italian Trattoria, the down-home comfort of The Heartland, or the elegant European style of the Courtyard and The Great Chefs – all at a 10 percent student discount.

College Store

You can also use your Walnut Hill card for purchases from the college store. There is a wide selection of shirts, jackets, caps, cookware, and other specialty items from which to choose.

Student Activities

Students may also use their Walnut Hill card to pay for any student activities, such as student club events, ski trips, and sporting events.

Community Education Classes

The card can be used to purchase community education classes. Students receive a 20 percent discount.

Guest Meals

A student holding a Walnut Hill card may invite up to two guests for any meal service. Payments for guest meals will be charged to your card.

Purchasing a Card

Any actively enrolled student may make an initial purchase of a Walnut Hill card with a starting balance of \$500 or higher.

There are bonuses for higher initial purchases as follows:

- Purchase \$1,000 and receive a 10 percent bonus — you will receive \$1,100.
- Purchase \$2,000 and receive a 15 percent bonus — you will receive \$2,300.

Additional purchases can be made throughout each semester in increments of \$250.

Refunds

There is a \$50 administrative fee charged to cancel an account. To receive a refund, all tuition, book, equipment, and housing accounts must be current.

Refunds are not offered unless the college's business office receives written authorization from the initial purchaser. Cash refunds are not offered on remaining balances of \$100 or less, after the administrative fee has been deducted. Bonuses added to larger accounts are forfeited.

If the balance is \$100 or less the card purchaser will receive a gift certificate in the amount for use in the college's open-to-the-public restaurants, The Pastry Shop, college store, or for community education classes.

Student Associations

Students are encouraged to join and participate in student associations. Membership will afford each student the opportunity to supplement and enhance their education, have fun, meet classmates, and in some cases, network with industry professionals. In addition, they will enhance students' résumés as memberships can be listed. We are always looking to add more variety to our membership options. If any student is interested in starting a new club, please see a staff member in the Office of Student Life who will be happy to offer assistance. The following is a current list of active campus organizations:

Culinary Team

Dedication, details, and patience distinguish the award-winning chef from the standard chef. As members of the Culinary Team, students will learn from two of our faculty members who have competed in both national and international culinary competitions. Students will participate in workshops and hone competition skills.

The culinary team has achieved tremendous success in past competitions. Culinary Team members represented the United States in the 2004 Culinary Olympics in Germany, winning both a gold and a bronze medal. The Culinary Team won a gold medal in August 2002 in the Student Team National Championship in Las Vegas and was named the ACF (American Culinary

Federation) Culinary Youth Team USA 2004. Representing the United States, the ACF Culinary Youth Team brought home a gold medal from the 31st World Congress of the World Association of Cooks Societies in Dublin, Ireland, in March 2004, where they competed against 15 other teams from around the world. At the 2003 ScotHot competition in Scotland, the team came in second place overall with a silver medal in the hot kitchen and a gold medal and first place for cold food.

The Beverage Club

The Beverage Club offers the opportunity to be part of one of the most active organizations on campus. Learn to make a variety of brewed beverages, beer, cider, birch beer, and the subtle skill of flavoring. Expose yourself to the diverse nature of brewing and why it has grown in popularity here and abroad. We offer unique tastings and field trips to local brewers. Enjoy food matching's and the value of brewed beverages in cooking. The Beverage Club will teach you what you need to know about brewing, storing, and serving fine brewed beverages.

The Garden Club

The Garden Club allows everyone on campus to enjoy their efforts, from the age old culinary and medicinal herbs, to nontraditional ones from other cultures. While making the best of our four seasons we enjoy, club members will study, plan, and procure seeds, plants and cuttings for our next growing season. Salad greens, vegetables, flowers, and herbs will pinpoint our efforts - some utilized here in our kitchens! Join us on a visit to local farm or green house to see firsthand the true joys of the garden. Introduce yourself to the wonders of growth, flavor and taste as part of the slow food concept.

The Gourmands

The Gourmands offers adventurous students the opportunity to expand their culinary repertoire and explore cuisines of the world by arranging special ethnic cooking classes, trips to markets, food processing centers, special dinner parties, and visits to trade shows. They also have a passion for discovering new techniques and trends in the industry, with a focus on organic foods. A faculty member acts as a mentor while the students help set the agenda for the club and plan the activities.

Tastevin Society

The Tastevin Society is the school's wine club, which organizes special wine tastings, visits to local wineries, and wine cellars of notable restaurants and hotels. The aim of the Tastevin Society is to expand each member's wine repertoire and help them glean as much as possible from the vast world of wines. All students are encouraged to join. The name of the club is taken from the special wine-tasting cup used by Sommeliers. Students and their faculty mentor will develop the seminars and agenda.

Hospitality Management Club

Like to peek in a banquet room before it's set, visit hotel rooms and suites and see as many kitchens as you can? The Management Club takes a hands-on approach to excitement by visiting the many luxury hotel and restaurants in the Philadelphia area. Students will have the opportunity to meet industry leaders and learn the secrets of their success.

The Pastry Club

If you enjoy the aromas that come from the pastry shop, then this is the club for you! Students interested in pastry, bread, and decorating techniques join together to expand their pastry repertoire



and practice to make them perfect. There are demonstrations by Philadelphia's top pastry chefs as well as trips to chocolate factories and pastry shops. The ideas and opportunities are limitless.

WHC Book Club

Are you an avid reader? Have you wanted to read more but just didn't have the time? Well, the time is now! Join our very own WHC Book Club and enjoy exploring the many possibilities that a good book opens to you. From fiction, to memoirs, to historical accounts – there is something for everyone to enjoy. The group meets once a month to discuss the book in detail and keeps in touch with online message boards during the off-weeks. Open your mind to a whole new world above and beyond the hospitality industry.

New Clubs: Please see The Office of Student Life for new clubs forming this year.

Student Calendar

Each month a calendar will be published listing all of the important events for the month, such as activities, holidays, and school promotions. We strongly urge students to refer to it as a reminder of all school events. The calendar is available outside of The Office of Student Life, around campus and on the web at www.walnuthillcollege.edu/studentlife

Special Events

Scheduled throughout the school year, special events are times when students can work closely with the chefs and instructors. Events may include banquets and dinners, participation in local and national culinary arts competitions, orientations, graduation, career fairs, and various promotional

events for the college. Notices about these special events are always distributed or posted.

Video Messages and Electronic Bulletin Board

Television monitors on campus display video messages to keep students informed of all current events.

Electronic bulletin boards (located at the student entrance by the purchasing center and at the entrance to The Center for Hospitality Studies) deliver information on upcoming events and happenings throughout the day. These events are scheduled at different times and locations in order to give as many students as possible the opportunity to participate in a variety of activities.

Student Hotline

To find out the latest information on school happenings dial the school's telephone number: 215-222-4200 and punch in ext. 3333. This recording offers up-to-date information on many activities.

This same line is used for information regarding snow days. Refer to the Policies and Procedures section under Academic Information for more information.

Student Memberships in Professional Associations

We encourage all students to join the many professional associations for our trade. These associations will offer seminars and meetings, but more importantly, a contact with established foodservice and hospitality professionals. Membership will enhance each student's résumé and career.

Student Demeanor

Students are expected to conduct themselves on campus and off as positive, professional representatives of The

Restaurant School at Walnut Hill College. Students are expected to behave with proper discretion at the worksite, when visiting any hospitality setting, and during all school-related functions. Students of The Restaurant School at Walnut Hill College are our ambassadors; therefore we count on students to uphold the tradition of excellence and hospitality that The Restaurant School at Walnut Hill College stands for.

Appropriate workplace behaviors include:

- Arriving for work on time
- Dressing in appropriate uniform or professional wardrobe
- Working all scheduled shifts
- Contacting the manager immediately if he/she is unable to work due to illness
- Doing the work to the best of his/her ability
- Maintaining a positive attitude
- Dealing respectfully with all co-workers and managers
- Keeping the manager informed about changes in his/her school schedule
- Keeping track of his/her own internship hours
- Providing the manager with the necessary forms to record his/her internship hours
- Reporting all workplace injuries to the manager immediately
- Reporting any occurrence of illegal activity in the workplace
- Refraining from the use of drugs and alcohol in the workplace, or arriving at work under the influence of drugs or alcohol
- Refraining from taking unscheduled breaks
- Refraining from fighting or violence in the workplace
- Refraining from bringing a gun or weapon to the workplace
- Securing and maintaining a professionally sanitary toolbox
- Giving proper two weeks written notice of his/her intention to leave the job

Infractions of these policies may result in disciplinary action up to, and including, expulsion from school.

Please note: Should a student choose to leave a job without a proper two week notice, the hours he/she may have accrued at that worksite will not be counted toward his/her internship requirement.

Career Fairs

Career fairs are scheduled twice per year offering students of The Restaurant School at Walnut Hill College the opportunity to network and interview with many employers at one time. These events are held on campus. This is a professional event for all students and alumni of The Restaurant School at Walnut Hill College. Class schedules are adjusted to permit student attendance.

Attendance is highly suggested for all full-time students, and professional dress or chef whites are required. Students are required to conduct themselves with decorum and professionalism, befitting a hospitality student at The Restaurant School at Walnut Hill College.

Library and Resource Center

The Library and Resource Center aims to provide students with the resources and assistance necessary for success at the college as well as in their future endeavors. The Library and Resource Center staff promotes the development of information-seeking skills, and encourages students to approach their education at The Restaurant School at Walnut Hill College

as the beginning of a life-long learning experience.

The center is located on the third floor of Allison Mansion, and consists of the library and computer labs. Available resources include books and magazines covering culinary and pastry arts, food-service and hospitality management, travel and tourism, and wines; as well as a growing reference, business and general education collection. If we do not own an item that a student needs, the student may be able to borrow it through Drexel's library or via interlibrary loan; please see a library staff member for details.

Electronic databases are also available with access to an electronic books, full-text newspaper and magazine articles, and indexed and full-text scholarly journals both in the arts and sciences generally, and with a hospitality focus. Please see a library staff member for assistance locating or using any of these resources.

Library Usage

Access

Access to the library is limited to Restaurant School students, staff and faculty, and to Drexel University students with a valid I.D. card and appropriate signatures from their institution. Other individuals may be permitted to use the library by contacting the librarian to make advance arrangements.

Library hours vary throughout the year. Please check the library's website for current hours of operation. When classes are in session, the library will open one hour before academic classes begin and remain open one hour after academic classes end while classes are in session.

Loan Periods

Loan periods vary for different materials; generally materials will be loaned for a 21-day period. There may be a shorter loan period for audiovisuals, reserve books, and textbooks.

To renew, please contact a library staff member in person, by telephone, or via e-mail. Please note that there may be a limit on the number of renewals.

Circulation Limit

Generally, students may borrow up to 5 items at one time.

Recalls and Holds

All three-week loan items are subject to recall after two weeks if requested by another user. If a student wishes to see an item that is checked out, a hold can be placed on the item and the student will be notified when the item is returned.

Overdue Notices

Students checking out library materials assume responsibility for returning or renewing materials on time and for paying fines incurred. Failure to return material or to clear outstanding fines may result in suspension of borrowing privileges. Privileges will be automatically suspended if a recalled item is not returned by the date requested.

Fines

Fines of 25 cents a day per item are charged for overdue material. A five-day grace period is observed after the due date, during which time materials may be returned or renewed without a fine. Fines on materials returned after the grace period are calculated from the due date (i.e. on the sixth day a book is overdue, a fine of \$1.50 will be owed).



Fines for reserve or audiovisual materials are \$1.00 per day. A fine of \$1.00 a day is charged for recalled material not returned by the requested due date (no grace period). The maximum fine for an overdue item is \$20.00. For unreturned items, the maximum fine plus a replacement charge dependent upon the price of the book is charged.

Fines should be paid to library staff when returning overdue material. At the end of each term, unpaid fines will be reported to the bursar.

Care of Library Materials

Students are responsible for returning library materials in good condition for the benefit of future users. Students should not mark library materials with ink, pencil, or anything else. Students are asked to report to library staff any book damage they discover.

Computer Lab Usage

Two computer labs are located on the third floor of Allison Mansion; there are also computers available in the library. A third computer lab is located adjacent to the Wine Lab on the second floor of Allison Mansion. Computer lab hours can vary, but typically are Monday-Thursday 9:00 a.m. -9:00 p.m. and Friday 9:00 a.m. - 5:00 p.m., and

Saturday 9:00 a.m. - 3:00 p.m. while classes are in session. If students need to use a computer outside of these hours, the second-floor lab is available for their use. (Occasionally, classes are held in the computer labs or library. In these instances, we will do our best to ensure space is available for students to work.)

All students have computing and printing privileges; access may be denied to non-students. Please also keep in mind that computers and printers are provided primarily for students to complete school-related research, assignments, and projects. Non-school-related use may be denied.

Conduct in the Library and Computer Labs

No food or drink is allowed in the library and computer labs. Students are also asked to refrain from long or unnecessary cell phone use and loud conversations.



University City



The Restaurant School at Walnut Hill College Campus

- ### Nearby Points of Interest
- 1 The Restaurant School at Walnut Hill College Campus
 - 2 Cinema Complex
 - 3 Fresh Grocer Supermarket
 - 4 Supreme Supermarket
 - 5 Sansom Commons and The Hub: shops & restaurants
 - 6 Institute for Contemporary Art
 - 7 University Museum

Tour of France

2.5 credits



SP

France is the destination of gastronomy. From the chalky soil of Champagne that nurtures the sparkling elixir of celebrations, to the farmhouses in Burgundy where families handcraft wonderfully earthy cheeses, to the stately chateau where a nobleman creates stellar wines from noble grapes, to the streets of Paris that are alive and bustling with markets, shops, and renowned restaurants – a journey to France is a dream for anyone serious about fine cuisine and wine.

For Culinary Arts and Pastry Arts students, the dream certainly comes true with the college's Tour of France. As the exciting culmination of the associate degree program, the Tour of France is an eight-day gastronomic journey that will transform the charming villages, famous

vineyards, and magnificent countryside of the Champagne and Burgundy regions of France into your own personal classrooms.

The teachers are the local chefs, wine-makers, and food artisans, who will lead you through fascinating tours, tastings, and meals. During the trip, you'll discover the country and culture that transformed fine cuisine and hospitality into an art form.

Hosted by faculty members of The Restaurant School at Walnut Hill College, along with a guest chef, the Tour of France is an ideal way to be introduced to this wonderful country. Nearly all of the expenses are covered by the tuition: airfare, ground transportation, most meals, tips, taxes, hotel stays, and admission fees.

You will stay in modern hotels and travel in a deluxe motorcoach, fully equipped with many comforting amenities.

The trip takes off in the Champagne region, where you will be on the guest list for a tour and tasting at one of the region's luxury champagne houses. Then, you will step into the monastery where the monk Dom Perignon is credited with discovering the champagne fermenting process.

You will then travel to Burgundy, a region rich in wonderful culinary creations and renowned wines. Next, you will visit the fascinating city of Dijon, famous for its mustard, spice bread, and the blackcurrant liquor, Cassis.

You will move on to Beaune, which is a charming medieval town most noted for its annual wine auction.

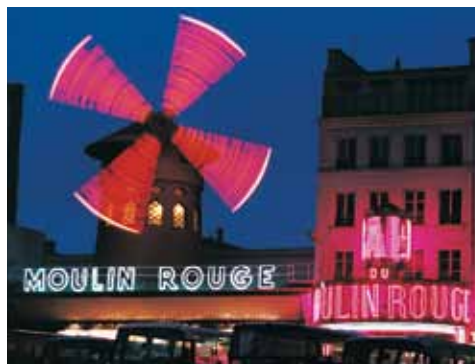
By the time you arrive in Auxerre, you will stroll this beautiful city's cobblestone streets, lined with Tudor houses, amazed by what you have already experienced. Exploring the riverboat houses and floating cafés that dot the Yonne River, you will wish the trip would never end.

But no visit to France would be complete without seeing the City of Lights – Paris! It is a milage of neighborhoods, each with its own flavor. From the chic right banc and the bohemian left bank, to the art and charm of Montmartre, Paris unfolds itself with incredible surprises.

In each city, you will enjoy a hotel breakfast and a day full of activities, such as tours and tastings. There is also free time every afternoon for shopping, dining, and discovering the special charms of each area.

And, at the end of each day, you will share a wonderful meal with your classmates and mentors. School should always be this incredible!

The tour doesn't end with a goodbye, but with a bientôt, which means we will see you soon on your next trip to Europe.



SP

City of Lights



SP

Cruise and Resort Tour

2.5 credits

At The Restaurant School at Walnut Hill College, the world is your classroom – literally. As a Restaurant or Hotel Management major, your education includes an eight-day behind-the-scenes tour of Walt Disney World®, central Florida resorts, and a Bahamas cruise.

People who experience the wonders of the great cruise liners realize that cruise ships are floating luxury hotels and resorts. These ships entertain more than 2,000 guests, 24 hours a day.

Therefore, what better way for our Hotel Management and Restaurant Management students to learn the art of true hospitality than by spending eight days on our specially-created Cruise and Resort Tour?

You will go behind the scenes to learn

from noted experts in the field of hospitality. Nearly all of the expenses are covered by the tuition. This includes airfare, ground transportation, hotel, taxes, tips and the full cruise to the Bahamas with all meals included.

The tour is hosted by members of the management faculty of The Restaurant School at Walnut Hill College.

Your classroom may be Main Street in the Magic Kingdom®, a luxury cruise ship, or a major Caribbean resort.

Your teachers will be hotel managers, convention coordinators, cruise ship directors, chefs, and hotel marketers.

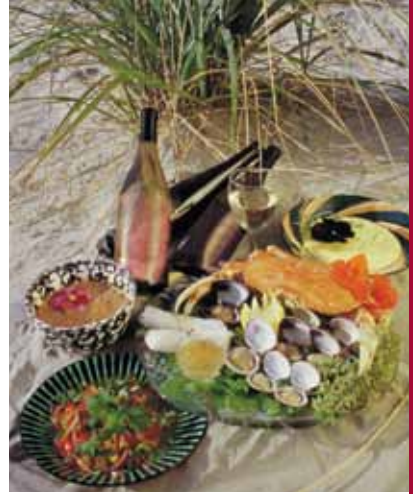
The tour begins in central Florida, where you will stay at Walt Disney World's beautiful Key West Resort. You'll be treated to a rare opportunity to go

behind the scenes of the Disney operation, visiting their famous underground service tunnel system that serves the Magic Kingdom theme park. You will tour many of Disney's hotels, resorts, and restaurants, while having management briefings with Disney staff on subjects such as customer service, sales, marketing, and hotel and restaurant management.

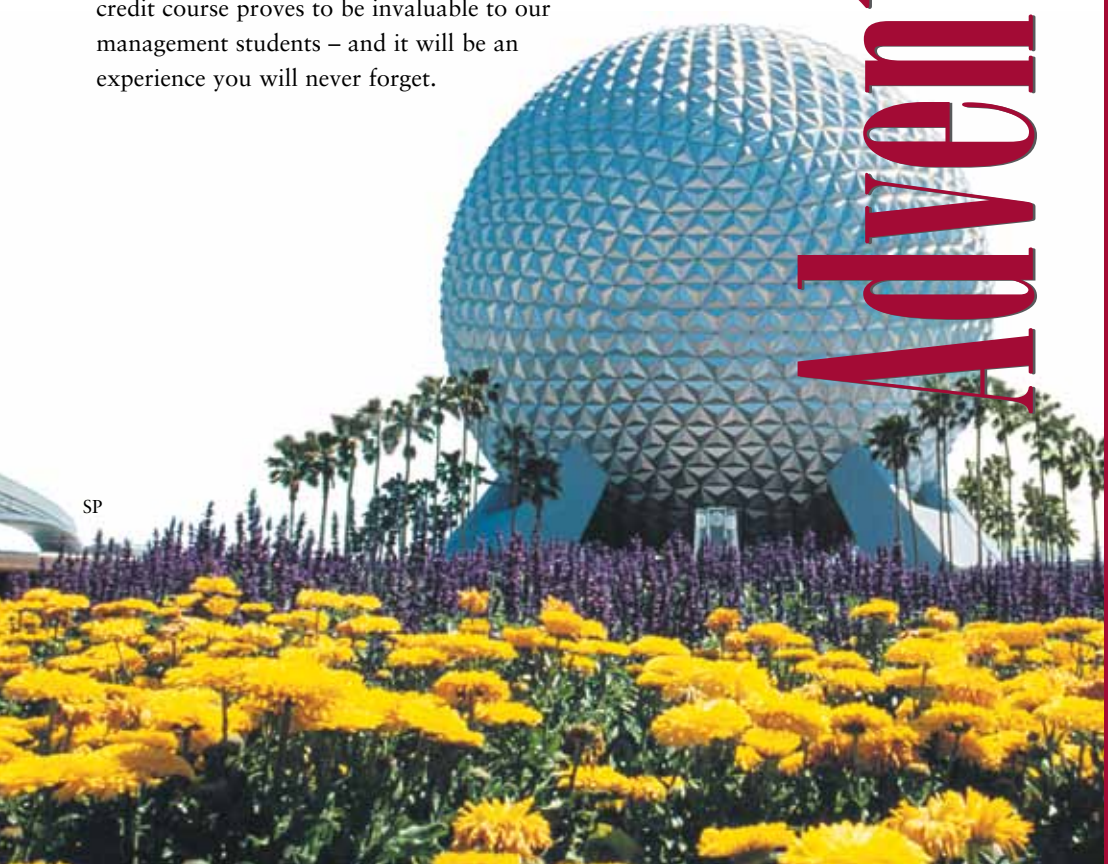
The eight-day excursion continues with tours and management briefings at some of central Florida's most renowned resort hotels and restaurant complexes.

At Port Canaveral, you will board a luxury cruise ship that becomes your floating classroom for three days. While on board, you'll participate in management seminars with the ship's executive staff, as well as a half-day session at a resort/casino on Paradise Island in the Bahamas.

During the Cruise and Resort Tour experience, you will also complete your own independent projects, evaluating certain aspects of the hospitality industry. This dynamic four-credit course proves to be invaluable to our management students – and it will be an experience you will never forget.



Adventure





SP

Cultural Tour of England

2.5 credits

On the fringe of Europe, but often in a world of its own, England is a place of diversity, reflected in its wealth of history, its landscape, its architecture, and its people and customs. It is a place of rolling pastures and ancient pathways, tranquil waterways and busy motorways.

For students enrolled in any of the four baccalaureate programs, this course marks the culmination of their program with an exploration of some of the best of England.

Appropriately enough, the tour begins in historic Oxford, renowned the world over as home of one of the oldest and most highly revered universities in Europe. Oxford is a city dominated by its colleges, numerous quadrangles, halls and chapels. You will walk along the paths,

see sixteenth-century libraries and the spectacular Christ Church College with its huge Tom Tower that houses the massive bell. These are experiences not to be missed.

Next, it's on to the neighboring town of Windsor to view England's largest castle. Windsor has been a royal residence for nine hundred years. Standing on a cliff above the Thames River, it dominates this beautiful, historic town.

In Bath, you will see the great Roman bathing complex and some of the most impressive Roman remains in Britain, superbly preserved and presented. This town owes its importance to its hot springs, which are found nowhere else in Britain. Walking past tiny shops and fashionable stores, the roads lead to the Sally

Lunn House. Built in the sixteen hundreds, it is always ready to welcome visitors to its delightful tearooms.

You will then prepare for your visit to London, the most vibrant of cities. You will experience the ceremony, tradition, entertainment, food and the contrasting faces of this modern city. It is intensely cosmopolitan and multi-cultural, but still retains the pomp and circumstance that honors ancient traditions. London is a city that has undergone several reincarnations, yet has managed to emerge unscathed each time, continuing to draw people the world over.

The enormous choice of restaurants in central London and beyond is evidence of the city's many faces and its diverse inhabitants. Dining options range from "modern European" cuisine to the ever-present fish and chips, authentic Indian, or fresh seafood specialties. You will sample the best of British fare as well as the traditional high tea.



As Samuel Johnson wrote, "When a man is tired of London he is tired of life, for there is in London all that life can afford." Britain as a whole offers an infinite variety—history, royalty, Roman ruins, crumbling castles, stately homes, parks, posh neighborhoods, shopping, theatre and museums.

So, get ready to acquaint yourself with the age-old glory, charm, and vitality that make jolly old England what it is today. Tallyho!

Tallyho!





Admissions

An application for admission to The Restaurant School at Walnut Hill College is available to any individual with a high school diploma or its equivalent and an interest in developing a career in fine restaurants, foodservice, or hospitality.

To apply for admission:

Contact the Office of Admissions at either 215-222-4200 extension 3011, or toll-free outside the 215 area code at 877-925-6884 or on-line at info@walnuthillcollege.edu to schedule an initial interview. During this interview, an admissions representative will discuss the college's programs, act as your host on a tour of the college, and answer any questions you may have. Once a personal interview has been completed, a complete application packet may be offered that explains the process below in detail.

- Submit the application form, including the goal statement.
- Submit the application fee of \$50, and the registration fee of \$150.

- Submit an authorized copy of a high school transcript or GED scores.
- Submit two letters of reference from former employers, supervisors, counselors, or instructors, dated not more than two years before the date of application. Previous work experience in the hospitality field is not an admissions requirement; therefore, it is acceptable to obtain references from professionals outside of the hospitality industry.
- Make an appointment to take the Skaddron Achievement Analysis test or submit SAT scores with a combined score of 900 (Math & Critical Reading) and above, in which case the test will be waived. Candidates taking the Skaddron Achievement Analysis must score in the 25th percentile or above to be considered for admission to the College.

Admissions materials may be submitted together or individually as they become available. Once all admission requirements are fulfilled, an applicant will

receive notice regarding the status of his or her application within two weeks of the completion of the application. There are no application deadlines; however, we encourage applicants to apply as early as possible. Enrollment is on a first-come, first-served basis. Applications remain valid for up to 18 months from the date appearing on the application form.

Acceptance is based on a review of all admissions requirements and demonstrated level of interest in the Hospitality Industry. It is also important to have an understanding of the requirements needed for succeeding through the programs offered at The Restaurant School at Walnut Hill College. Previous experience in any area of the hospitality industry is helpful, but not required.

International Students

All international students must meet the same application procedures with two exceptions.

1. Applicants whose native language is other than English must demonstrate proficiency in the English language. Proficiency may be demonstrated by proof of graduation from a secondary or post-secondary institution whose language of instruction was primarily English, the Test of English as a Foreign Language (TOEFL) or proof of proficiency from an approved English as a Second Language (ESL) program. If the

TOEFL is used, The Restaurant School at Walnut Hill College requires a minimum score of 480 on the written TOEFL.

2. Official Bank Statements that verify sufficient funds to cover the cost of the educational program and living expenses for the first academic year. If the applicant is being sponsored the sponsor must provide an Affidavit of Support (Form I-134) verifying that funds will be available for all educational and living expenses.

For more information, please call the Office of Admissions at 215-222-4200 extension 3011. For those outside of the 215 area code, you can call toll free at 877-925-6884. You can also e-mail us at info@walnuthillcollege.edu.

Articulation Agreements

The Restaurant School at Walnut Hill College has articulation agreements in place with a number of institutions: For a list of articulated institutions, contact the office of admissions. Educational and financial credit are given for designated courses taken at these schools, provided that all qualifications are met. As part of these agreements, The Restaurant School at Walnut Hill College has committed to furnishing technical support and assistance to participating schools to help them develop strong programs and courses.



Tuition and Fees

Please refer to the addendum in the back of this catalog for the most recently updated figures for tuition and fees.

Financial Aid

Financial aid is available to The Restaurant School at Walnut Hill College students who meet aid qualifications. It is recommended that you apply for aid early. Please do not assume that you will be turned down for financial aid; if you are interested in receiving aid, contact our Financial Aid Office for further information.

Helpful Hints When Applying for Financial Aid

- Apply as early as possible.
- Carefully review all forms submitted to the Financial Aid Office and make certain they are completed correctly and signed.
- Do not use estimates when completing the financial aid applications. Use figures from your tax returns.
- Remember to keep a copy of your federal income tax returns to submit for verification.
- Remember to keep copies of your completed financial aid applications before you submit them to the Financial Aid Office.
- As soon as you receive the Student Aid Report, review for accuracy. If needed, submit change online at www.FAFSA.ed.gov.
- You may apply for a Federal Direct Subsidized Stafford Loan, a Federal Direct Unsubsidized Stafford Loan, or a Federal Direct Parent Plus Loan for each academic year. An academic year at The Restaurant School at Walnut Hill College is 30 weeks for full-time program and 60 weeks for the extended program.
- Remember to review your financial aid award letter immediately upon receiving it. Please contact the Financial Aid office for changes in eligibility.
- You and your parents should check with employers or unions for available scholarships or loans for employees or their children. Also check the Internet and the library for other scholarship opportunities.

Eligibility Requirements for all Financial Aid Programs

Eligibility for grants and loans is determined by governmental agencies and lending institutions. Here are some of the requirements:

- Be an established United States citizen or eligible non-citizen.
- Have no current default history on an educational loan or an outstanding balance on an educational grant refund.
- Register with Selective Service (for males age 25 and under).
- Be accepted for enrollment in an approved program of study on at least a half-time basis as an undergraduate.
- Have earned a high school diploma or the equivalent.
- Demonstrate academic progress for continued aid. Government regulations require that students receiving federal financial aid make satisfactory progress in their academic standings. Students must meet a grade point average of 1.50 or above to meet the minimum academic progress standard.

Grants

Federal PELL Grant

The Federal PELL Grant program provides the “foundation” of financial aid to which other grants, loans, or other assistance may be added.

Additional Eligibility Requirement:

Must meet financial need criteria according to the Department of Education and cannot have already earned a bachelor’s degree.

Repayment:

A Federal PELL Grant does not get repaid.

To Apply:

Complete the Free Application for Federal Student Aid (FAFSA) that is available from the Financial Aid Office, your high school, your local library, or on the Internet and submit the completed application online at www.FAFSA.ed.gov.

Pennsylvania Higher Education Assistance Agency (PHEAA) State Grant

The PHEAA State Grant Program provides grants to eligible Pennsylvania residents who are in need of financial aid to attend The Restaurant School at Walnut Hill College as undergraduates.

Additional Eligibility Requirements:

Students must meet financial need criteria according to PHEAA, show established Pennsylvania residency of at least 12 months, and have not already earned a bachelor’s degree.

Repayment:

A PHEAA State Grant does not get repaid.

To Apply:

Complete the FAFSA that is available in the Financial Aid Office (for applicants to The Restaurant School at Walnut Hill College only) and submit the completed application online at www.FAFSA.ed.gov.

Loans

Federal Direct Subsidized Stafford Loan

Every student who wishes to apply for a Federal Direct Subsidized Stafford Loan must first complete the FAFSA and submit a Student Aid Report and consent verification (if selected) to the Financial Aid office.

Repayment:

A Federal Direct Subsidized Stafford Loan must be repaid. The federal government pays the interest while the student is in college and during grace and deferment periods. Repayment begins six months after graduation or six months after the date the student leaves college. Repayment can take up to 10 years.

Interest rate:

Interest rates are variable and are reset each July, but will not exceed 8.25%.

To Apply:

Complete the Federal Direct Stafford Loan Application. Submit the completed copy of the Master Promissory Note (MPN) to the Financial Aid office for review.

Federal Direct Unsubsidized Stafford Loan

Every student who wishes to apply for the Federal Direct Unsubsidized Stafford Loan must be independent of their parents according to the federal guidelines, and must first complete the FAFSA and submit and complete the consent verification (if selected) to the Financial Aid office.

Students whose parents do not qualify for the Federal Direct Parent Plus loan may apply for additional Federal Direct Unsubsidized Stafford Loan.

Repayment:

A Federal Direct Unsubsidized Stafford Loan must be repaid. The student borrower is responsible for all interest from the date his or her loan is issued. Repayment begins six months after graduation or six months after the date the student leaves college. Repayment may take up to 10 years.

Interest Rate:

Interest rates are variable and are reset each July, but will not exceed 8.25%.

To Apply:

Complete the Federal Direct Stafford Loan Application online at www.studentloans.ed.gov. Submit a copy of the completed Unsubsidized Stafford Loan (MPN) to the Financial Aid Office for review.

Federal Direct Parent Plus Loan - Parent Loan for Dependent Students

Eligibility Requirement:

Eligibility based on parents' credit history. Applicants must be the dependent student's natural parents or adoptive parents.

Loan Request Amounts:

Cost of education minus any other financial aid.

Repayment:

The PLUS Loan must be repaid. Repayment begins 30-60 days after the second check is issued and may take up to 10 years. Requests can be made to pay interest only while student is attending college.

Interest rate:

Interest rates are variable and are reset each July, but will not exceed 9.00%.

To Apply:

Complete the Federal Direct Parent Plus Loan Application at www.studentloans.ed.gov. Both parent and student are required to complete and sign this application. Submit a copy of the Federal Direct Parent Plus Loan (MPN) to the Financial Aid office.

Alternative Loans

There are several alternative loans available for educational expenses. The student may apply for these loans to cover such costs as tuition, lab fees, books, equipment, uniforms, dormitory, and other school related fees. Alternative loans are credit-worthy applications. These loans have variable interest rates. Borrowers cannot be in default on a prior student loan.

Interest Free Payment Loans

The Restaurant School at Walnut Hill College offers its students "Interest Free Payment Plans". Students will have the opportunity to finance any outstanding balances utilizing one of several payment options.

Comparable Program Information

The Accrediting Commission of Career Schools and Colleges has information on comparable colleges. This information includes program length, tuition and fees. If you would like to receive information on comparable colleges, please contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
703-247-4212



Academic Information

Degrees Awarded

Associate of Science degree
in Culinary Arts

Associate of Science degree in Pastry Arts

Associate of Science degree in
Hotel Management

Associate of Science degree in
Restaurant Management

Bachelor of Science degree in
Culinary Arts

Bachelor of Science degree in Pastry Arts

Bachelor of Science degree in
Hotel Management

Bachelor of Science degree in
Restaurant Management

Definition of Academic Year

A full-time academic year consists of three 10-week terms. The extended program runs from November to November or April to April and encompasses four 10-week terms. The Restaurant School at Walnut Hill College awards credits in compliance with ACCSC's quarter credit hour computations.

Maximum Program Length

Students must complete all of their educational requirements within a maximum time frame of 1.5 times the length of the program. If a student fails to complete his/her studies within this maximum time frame, he/she will be dismissed. The Vice President of College Advancement will review any extenuating circumstances to determine if an extension should be granted.

Grading System

Assessment is the process of gathering evidence of a student's knowledge and skills. A variety of assessment methods are employed to determine whether students have met prescribed standards of performance in their courses.

The Grade History Report, issued at the end of each term, provides a GPA for each term and a cumulative GPA. The cumulative GPA is used to determine Satisfactory Academic Progress.

The Grade History Report will also indicate a numerical grade, a letter grade, and the credits earned for each course taken during the term, as well as the corresponding cumulative indicators.

The grading system is as follows:

Grade	Letter Grade	Quality Point
90 – 100%	A	4.00
80 – 89%	B	3.00
70 – 79%	C	2.00
60 – 69%	D	1.00
59% and below	F	0.00

Satisfactory Academic Progress

The Restaurant School at Walnut Hill College awards credits in compliance with ACCSC’s quarter credit hour computations. “Satisfactory Progress” is defined as achieving the following grade point averages (GPA) as well as successfully completing 67% of the cumulative attempted and transfer credits:

Academic Year Associate Degree	Quarter Credits	Minimum Cumulative GPA
1	0 - 36	1.5
2* **	36 - 72	2.0

Academic Year Baccalaureate Degree	Quarter Credits	Minimum Cumulative GPA
3	72 - 108	2.0
4* **	108 and above	2.0

* 2.0 GPA is the minimum requirements for graduation for Associate and Baccalaureate Degrees.

** 1.75 GPA at the end of the second term in the second academic year of either the Associate Degree or Baccalaureate Degree is required to participate in all credited travel courses.

Government regulations require that students receiving federal financial aid achieve satisfactory progress in their academic standing. For consistency, these guidelines will apply to all students, regardless of their tuition payment agreements.

The GPA is calculated by the following formula: $\frac{\text{Quality Points} \times \text{Credits}}{\text{Total Credits}} = \text{GPA}$.

A student who does not meet Satisfactory Academic Progress (SAP) requirements will be placed on Financial Aid Warning which allows the student to receive financial aid for one additional term. The student will be monitored for SAP again at the end of the warning period.

A student who fails to meet SAP requirements after Financial Aid Warning is placed on

Financial Aid Suspension and is not eligible to receive financial aid without a successful appeal. Should the student not wish to appeal, the student must meet SAP requirements before aid eligibility can be re-established. An appeal process is available for the student who experienced any of the following:

- A personal injury or illness
- Death of a relative
- Other circumstances that affect the ability to meet SAP

A student who wishes to appeal must download the appeal form through the CampusVue Portal. Appeals may be approved outright or may be approved with an academic plan. In either case, should the appeal be approved, students will be allowed to receive financial aid for a probationary term.

At the completion of the probationary term, the student whose appeal was approved without an academic plan, will be reviewed for SAP. If the student is still not meeting SAP requirements, the student will be placed on Financial Aid



Suspension and will be ineligible for financial aid. The student may appeal Financial Aid Suspension.

The student who was placed on an academic plan will be reviewed for SAP at the end of the probationary term. If the student is still not meeting SAP requirements as stated in the academic plan, the student will be placed on Financial Aid Suspension and will be ineligible for financial aid. Students may appeal Financial Aid Suspension.

If the students' appeal is denied, the student will be ineligible for financial aid until the student meets the SAP requirements.

Assessments

Assessments are given periodically throughout the term. If a student earn a low score on an assessment, particularly a mid-term, it is recommended that students visit an academic success advisor, and/or take other steps to improve their grade in the course.

Grading for Certification Courses

Several nationally certified courses are included as a part of the curriculum. These courses are regulated by the individual certifying authorities and the certifications are not controlled by the school. Upon successful completion of these courses and earning a passing grade certification assessment, you will receive a separate national certification for each course that will greatly enhance your résumé and professional portfolio.

As with other courses at the school, the passing grade for the course is 60. In order to receive the certification however, you must receive a minimum passing grade on the certification exam as identified by the certifying authority. This passing grade is set by the certifying authority. The grades that are issued for the certification assessment by the certifying authority are the "final" grades, with no appeals process possible. The certification exam may be utilized as the "final exam" for the course. See your instructor for additional details on course assessments.

If you pass the school's course, but fail the certification assessment, you may appeal to retake the certification assessment without retaking the course. This is a one time option and there is an administrative fee that you must pay. You are responsible for being present when the test is scheduled to be administered. Special appointments cannot be made for this process.

Summary:

1. You can pass a certification course and graduate from school without being certified by the certifying authority.
2. If you fail the certification exam you can still graduate.
3. If you fail the certification exam you are allowed one retake of the exam for a fee.

Extra Credit Policy

Students are encouraged to take advantage of the opportunities instructors provide for gaining extra credit points towards a final grade. A maximum of five grade points per course may be earned. Instructors are not required, by the college, to offer extra credit opportunities.

Any work submitted for extra credit must relate directly to material covered in class, and must meet all college standards for academic integrity. Extra Credit will not be accepted after the official final day of the term. The college's plagiarism policy must be adhered to.

Please see your individual instructors for detailed information on their requirements for earning extra credit points.

Progress Reports and Appeals Procedure

Progress reports are compiled at the end of every term and issued approximately three weeks later. If a student disputes a grade on his/her progress report, he/she has 30 calendar days to contact the Registrar and request a review. After 30 calendar days, requests for reviews will no longer be honored. Progress reports are not issued to students who have tuition and/or other financial obligations in arrears.

Final Transcripts

Final transcripts are issued one month after completion of all required credit hours. If a student wishes to dispute a grade on his/her final transcript, he/she has 30 calendar days to contact the Registrar to request a review. After 30 calendar days requests for reviews will no longer be honored. Final transcripts are not issued to students who have tuition and/or other financial obligations in arrears.

Student Success

The aim of the Academic Success Office is to enable each student to reach their potential both as a scholar and as a person. As partners, mentors and teachers, the faculty at The Restaurant School at Walnut Hill College is committed to helping all students succeed. We recommend that students schedule regular meetings with their instructors to review progress and course material or if they have any course-related questions.

If there is a specific question that cannot be addressed by an instructor, students are encouraged to make an appointment to see the department director or Dean.

Academic Advising

The Academic Success Office provides assistance for all students at the school. Students may contact an academic success advisor to review their programs, check their academic progress and attendance, bolster their study skills, or strengthen their academic performance.

The academic advising program encompasses study groups, tutoring, and mentoring. Individualized care is provided to help students achieve their full academic potential.

Students with special academic needs will meet with the Dean of Academic Affairs or a Student Success Advisor.

Eligibility for Graduation

Each course at The Restaurant School at Walnut Hill College is an integral part of the whole program. Students must complete all courses successfully and

receive a grade point average (GPA) of 2.0 to graduate.

In addition to passing all courses for each term, students must have completed all required projects and proficiencies, hours for internships, and student life and learning points. Students must also have fully settled their financial obligations. Also, students must participate in financial aid exit interviews and have all financial aid paperwork properly completed. If these requirements have not been fulfilled, the student will be ineligible to graduate and will not be permitted to participate in the graduation ceremonies.

Failure of a Course

If any student fails a course, he/she will be short credits needed to successfully graduate and receive his/her degree. Also, students are cautioned that failure could have significant financial implications. Students may lose their financial aid if they fail to maintain a passing academic record, or if they fall below the required number of credit hours.

For specifics on failing the Tour of France, the Management Florida Resort Tour, or the Hospitality Tour of England, please review the section for these courses carefully.

Retaking a Course

A student who fails any course by not achieving a 60% average or above will fall short of the required credits and therefore will not be eligible to graduate or receive a degree. A student should meet with the Registrar to arrange to retake a course. Retaking a course more than once requires approval from an academic success advisor or the Dean of Academic Affairs.

After the retake is approved, the student must pay the tuition in advance of the scheduled retake. Students will not be allowed into class until the retake has been formally approved and paid in full. The tuition charge will be based on the number of credit hours. A charge of \$225 per retake credit will be assessed. An "F" will remain on the transcript, but only the new grade for the course will be calculated in the GPA.

If scheduling does not permit the student to complete a retaken course prior to graduation, the student will not be eligible to graduate or participate in the ceremony until all requirements have been met. The retake must be completed within six months of the originally scheduled graduation date.

For specifics on retaking the Tour of France, the Management Florida Resort Tour, or the Hospitality Tour of England, please review the section outlined in the student handbook for these courses carefully. Students who are required to retake any of these courses will be charged a retake fee of \$900.00.

Transfer Credit Policy

Transfer students from accredited postsecondary institutions may submit their transcripts for a course-by-course evaluation to determine if credits are transferable. Students from non-accredited institutions may be eligible for transfer credit if it is determined that completed coursework met appropriate levels of content and intensity. Each applicant's transcript is given individual attention and evaluated by the dean of academics and the department directors however, there is no guarantee that transfer credits will be awarded. The Dean of Academic Affairs or a Student Success Advisor will ultimately determine whether transfer credits will be accepted. The following standards will apply:

- The institution awarding the credit must be an accredited, two-year or four-year degree-awarding institution.
- Only credits earned in courses in which the student received a grade which is equivalent of "C" or better will be eligible for a transfer
- Courses must have been taken within the last ten years unless a degree has been granted.
- To be granted an Associate of Science or Bachelor of Science degree from The Restaurant School at Walnut Hill College, the student must complete a minimum of 50% of their program at this institution.

Applying for Transfer Credit Evaluation:

1. Notify your Admissions Representative and Financial Aid Officer that you have previously attended another college/university.
2. To submit your request to an Academic Advisor for evaluation make sure you have fulfilled the following:
 - a. Download transfer application from Walnut Hill College's webpage (www.walnuthillcollege.edu)
 - b. An official sealed transcript must be submitted to an Academic Advisor for evaluation with the following:
 - i. A separate completed transfer application form for each course to be evaluated
 - ii. Copies of the course description or syllabi for each course to be reviewed
 - c. All requests must be submitted to an Academic Advisor one month prior to your first term at TRS@WHC
 - d. Students will receive a notification by mail from the Academic Advising Department stating whether their request was approved or denied
 - e. Students must then make an appointment with an Academic Advisor for their initial transfer credit meeting.
3. The student is responsible to meet with his/her Financial Aid Officer to discuss the following procedures and requirements:

Transferring Programs

Internal Transfer Policy:

A current student who wishes to transfer programs internally at The Restaurant School at Walnut Hill College must contact a Student Success Advisor to initiate the transfer. Students transferring within the current college programs must submit an internal application and written goal statement reflecting how the new degree

program will better assist them in achieving future aspirations. Any student wishing to transfer from his or her program to another program within the college must follow the internal transfer procedure. Students must first meet with a Student Success Advisor and a Financial Aid Officer to discuss reasons for transferring and the outcomes of the forthcoming decision. Students should keep in mind that transferring programs may affect their financial aid eligibility and graduation date.

Internal Transfer Procedure:

- Students must complete an Internal Transfer Application (located outside the Registrar's Office) and a written goal statement expressing reasons for the major change and how the transfer will facilitate future goal attainment following graduation.
- Students must then make an appointment with a Student Success Advisor to submit their application and evaluate their decision. If the application is approved, the Student Success Advisor will then determine a new course plan with the student.
- Students must then consult with a financial aid officer prior to submitting the accepted application to the Registrar.
- After meeting with a financial aid officer, students can then submit their internal transfer application to the Registrar for approval.
- After the student is officially transferred they must see their Admissions Representative to sign a revised Enrollment Agreement reflecting the change in program.
- Upon approval the Registrar will change the status of the student and officially transfer them in the new program*

* Students who wish to transfer programs within the college must apply and submit approval before the start of the following term in order to be officially enrolled in the new program.

Transfer Student Financial Aid Policies and Procedures

For Federal and State Financial Aid

TITLE IV (Federal Student Aid) Policy

- Prior to disbursing Title IV (Federal Student Aid) funds to transfer students, The Restaurant School at Walnut Hill College must obtain a financial aid history for a student who has received federal student aid at a prior post secondary institution and must inform NSLDS (National Student Loan Data System) with identifying information about the transfer student to receive updates through the Transfer Student Monitoring Process.
- Through Transfer Student Monitoring Process, the financial aid history is used to identify students who may be ineligible for federal student aid due to issues such as: exceeding aggregate loan limits, loan default, and/or overpayment on a grant and/or student loan(s).

The Restaurant School at Walnut Hill College TITLE IV (Federal Student Aid) Procedure

- To adhere to TITLE IV policy, during the admissions application process to The Restaurant School at Walnut Hill College, undergraduates who wish to transfer credits into their program of choice, official documentation of approval of transfer credits and enrollment status must be presented to the financial aid administrator along with the financial aid file to determine Title IV eligibility.

PHEAA - Pennsylvania State Grant Policy

- When certifying eligibility for the PHEAA State Grant for a recipient who has transferred to The Restaurant School at Walnut Hill College, the financial aid administrator must complete the State Grant academic progress testing. The grant should not be credited until the student or school at which the student received prior State Grants provides The Restaurant School at Walnut Hill College with the information needed to test academic progress and eligibil-

ity determined. The certifying financial aid administrator may delay and/or reject the transfer student's eligibility for lack of progress until the student provides the academic transcript in accordance with the State Grant academic progress policy.

The Restaurant School at Walnut Hill College PHEAA – Pennsylvania State Grant Procedure

- To adhere to the PHEAA State Grant policy, prior to the final crediting of funds to transfer students, a copy of the official academic transcript from the prior post secondary institution where PHEAA state grant was last credited must be submitted to The Restaurant School at Walnut Hill College's financial aid office to complete the academic progress testing.
- PHEAA State Grant final crediting is also reviewed and confirmed at the certification of the fall, winter, and spring rosters, summer rosters, and the annual reconciliation rosters.

High School Articulation

The Restaurant School at Walnut Hill College has established articulation agreements with several area vocational high schools. Students having questions regarding the acceptance of their vocational high school credits should meet with the Dean of Academic Affairs during orientation. A list of articulated school may be viewed in the Office of Admissions.

Honors

Three levels of academic honors are awarded to recognize levels of achievement based upon a student's GPA. The following ranges apply for term honors:

<u>GPA Range</u>	<u>Term Honors</u>
3.75 – 4.00	President's List
3.50 – 3.74	Dean's List

The following ranges apply for honors status at graduation:

<u>GPA Range</u>	<u>Graduation Honors</u>
3.75 – 4.00	Summa Cum Laude
3.50 – 3.74	Magna Cum Laude
3.25 – 3.49	Cum Laude

Cumulative GPA is utilized when determining graduation honors for each degree independently. In addition, a student who graduates with honors will have met the following criteria:

- No academic, attendance or behavior probation
- Name has never been on any suspension list
- Student has met all graduation requirements:
 1. Completed Citizenship Development Program hours
 2. Met all tuition and financial aid requirements
 3. Completed all assessments, courses, and internship hours successfully

Family Educational Rights and Privacy Act (FERPA)

Students may inspect and review their educational records upon request. A student desiring to review his/her records should submit a written request which identifies as precisely as possible the record(s) he/she wishes to inspect. To learn more about the procedures governing review of the records, a copy of the complete policy and procedures in this area is available from the Director of Admissions.

The college will not release any information about a student to outside individuals, unless permission is first received from the student, or state or federal laws require the release of information. However, the release of certain information is not considered a violation of your rights of privacy. Therefore, the school is permitted to routinely release this information unless you specifically request that it not be released. At The Restaurant School at Walnut Hill College, this general information is considered to be the student's name, address, telephone number, date and place of birth, program of study, participation in recognized activities, dates of attendance, certificates or degrees obtained, and the institution attended.

Suspension

Students who have tuition payments and/or other financial obligations in arrears will be suspended. Suspension can occur at any time.

While on suspension a student may not:

- Attend classes.
- Take exams or proficiencies.
- Submit assignments or project materials
- Utilize services of the Career Success Office.

Suspended students will be marked absent, without regard to whether the student disregards the suspension notices and attempts to attend class. Notices of suspensions are sent to all instructors. Attempts to attend class while on suspension can result in dismissal.

A lengthy suspension could result in a dismissal due to excessive absences. Suspension will also result in being automatically disqualified for term and final honors.

Tour of France, Management Florida Resort Tour, and Hospitality Tour of England

All actively enrolled students in the college's culinary and pastry associate degree programs participate in the Tour of France. Restaurant and Hotel Management students participate in the Management Florida Resort Tour at the end of the associate program. All bachelor's degree candidates participate in the Hospitality Tour of England. Upon successful completion of these tours, students will earn 2.5 credits necessary toward receiving their degree.

Students will be graded on a numerical basis with an average of 60% as the minimum for passing. Grading will be based upon a combination of assessment tools. Any student who does not pass will be required to retake the course paying the full expenses of the travel experience (including but not limited to airfare, hotels, ground arrangements, meals, admission fees, taxes, gratuities and other related costs).

Students who have tuition payments and/or other financial obligations in

arrears may not participate in the tours. Any student who does not have a grade point average (GPA) of 1.75 or above at the end of the term preceding their scheduled tour will not be eligible for either the Tour of France, Management Florida Resort Tour, or Hospitality Tour of England. Students who do not meet this requirement will be notified by their department director not later than six weeks prior to the course departure. The student will be scheduled instead for the Tour Retake at no additional charge in order to receive the four credits normally earned during the tour.

As a student's behavior should be representative of a hospitality or foodservice professional, it is also important to the college. Students who abuse any of the college's policies may be dismissed from the tour and from school without any formal probation or previous notice.

Foreign students who cannot obtain a proper visa to travel into Europe or the Bahamas will need to complete the Tour Retake in order to receive the 2.5 credits normally earned during the tour. This special course work will be developed by the appropriate department director. There are no reductions in tuition for students who do not participate or who do not complete the tour.

Students must travel with the school, without alterations to the itinerary or length of stay. Students must travel during their assigned week. There are no options to change schedules or travel dates. Failure to receive a valid passport on time will result in the student being ineligible for the scheduled tour and, therefore, a failure for the 2.5 credit course. Those without passports may not reschedule their tour.

Planning Ahead for Your Tour

You are required to obtain any passports and visas necessary to participate in the Tour of France, the Management Florida Resort Tour, or the Hospitality Tour of England.

Students who hold passports or travel documents from foreign countries are urged to see the Vice President of College

Advancement immediately since the French or British governments may require a visa. Visas and other travel documents can take months to process.

If a student misses the Tour of France, Management Florida Resort Tour, or Hospitality Tour of England for any reason, it is not refundable. Students must pay to retake the course at a cost of \$900.00. The student will complete a course at the school. Should a student be unable to go on their scheduled tour they must meet with the Vice President of College Advancement and the Dean of Academic Affairs to determine an appropriate course of action.

Other considerations when planning ahead include dress code and wardrobe. Students should be aware that the purposes of these trips are purely educational; therefore, you will be expected to be in proper business attire for most of the trip. Proper business attire includes suits or sports jackets, button shirts, and ties for men and the proper business suits and dresses for women. If necessary, you may want to evaluate, budget, and plan for your wardrobe now.

Leave of Absence and Withdrawal

Leave of Absence

Students are not permitted to take a leave of absence from a program. They may, however, withdraw from a program and will be granted credit for any courses completed with passing grades. Students retain the option to reapply for admission at a later date.

Withdrawal from a Course

If a student is not making sufficient academic progress in a course, it may be advantageous for him/her to withdraw from that particular course. To withdraw from a course, the student must meet with the Registrar who will consider all mitigating circumstances before permitting a withdrawal. Withdrawals from all production or operations courses are not permitted at any time.

All individual course withdrawals must be completed five weeks before the last class meeting. A “WD” notation will

appear on the transcript to indicate a withdrawal. Students are responsible for all aspects of retaking a course, including any course retake charges.

Students should keep in mind that withdrawing from a course may affect financial aid. Students cannot withdraw from a course if withdrawal will cause them to fall below 12 credits.

Withdrawal from a Program

Students or applicants who wish to withdraw from The Restaurant School at Walnut Hill College must contact the college to initiate withdrawal procedures. Any student wishing to withdraw from their program must follow the withdrawal procedure. Students must first meet with financial aid officer and a Student Success Advisor to discuss his/her reasons for withdrawal and the implications of his/her decision.

Federal law requires that any student withdrawing or graduating from the college complete a financial aid exit interview. This may be completed with the financial aid officer or by mail. Withdrawing will initiate cancellation of financial aid, loans, grants, and scholarships. Any payment due to the college, a financial institution, or the student will be calculated based on the last date of attendance as determined by a Student Success Advisor.

Withdrawal from College

Dismissal

A student may be dismissed from the college or residential living without any formal written notification for any one of the following instances:

1. Use, possession, or being in the presence of illegal drugs or alcohol on school premises, which includes dormitories and any other school-related properties.*
2. Being under the influence of drugs or alcohol during school hours or during any school-sponsored activities or functions.
3. Cumulative GPA below 1.5
4. Removing or damaging school property, including food, beverages, and equipment.

5. Displaying any behavior which could endanger the well being of another person.
6. Failure to uphold the college's standards of professionalism and behavior.
7. Attending any classes while on suspension for any reason.

**The Restaurant School at Walnut Hill College has a "zero tolerance" policy with regard to a student under the influence, in possession of, or in the presence of drugs or alcohol.*

Appeal for Reinstatement

A student dismissed from the college or residential living has the right to appeal the dismissal decision and request reinstatement. To initiate the appeals process, the student must submit, in writing, detailed documentation as to why he/she feels the decision for dismissal was in error. The letter must be submitted the Vice President of College Advancement within seven (7) days of the dismissal.

The decision to have an appeal heard by an appeals panel rests solely with the Vice President of College Advancement. The appeals panel will be comprised of a selection of the college's department

Week 1	90% of tuition, less \$100.00
Week 2-3	55% of tuition, less \$100.00
Week 4-5	30% of tuition, less \$100.00
Week 6-10	No refund due

directors, deans, and other staff as

Week 1	90% of tuition, less \$100.00
Week 2-5	55% of tuition, less \$100.00
Week 6-10	30% of tuition, less \$100.00
Week 11-20	No refund due

directed by the Vice President of College Advancement. The appeals panel will use the student's written documentation as the main source of information for the appeal. It is imperative that the

written information is clear, detailed, and accurate.

The decision of the appeals panel is final.

Refund Policy

Students or applicants who wish to withdraw from The Restaurant School at Walnut Hill College must contact the college to initiate withdrawal procedures.

For withdrawal before the start of school, the student must submit verbal or written notice to the Office of Admissions. Withdrawal after the first class requires a verbal or written notice to the Student Success Office.

The address for both offices is:

The Restaurant School at
Walnut Hill College
4207 Walnut Street
Philadelphia, PA 19104

- An applicant rejected by The Restaurant School at Walnut Hill College is entitled to a refund of all monies paid.
- For cancellations within five days of signing the enrollment agreement and before the start of classes, all monies paid will be refunded.
- For cancellation six days or more after the signing of the enrollment agreement, but before the start of classes, all monies shall be refunded except the \$50.00 application fee and the \$100 termination fee.

Refunds calculated under this policy shall be sent to the student within 30 days of notice of cancellation, or the date the school determines the student has withdrawn. The Restaurant School at Walnut Hill College reserves the right to discontinue the enrollment of any student who's academic, attendance or behavior performance does not meet the published standards set for students.

The refund date for actual refund computation purposes is the last date of actual attendance (LDA) by the student. Refunds for the term are as follows:

- Full Time program**
- Extended Program**

Federal Student Aid Return of Title IV Funds Policy

Important Notice to All Federal Student Aid Recipients: The federal Higher Education Act (HEA) of 1965 was amended in 1998 and new regulations were established with regard to Title IV student financial aid programs. Students earn their Title IV federal financial aid by attending class and if they are not enrolled long enough to earn all of their aid, the “unearned” portion must be returned to the appropriate Title program.

- When a student withdraws on or before 60 percent of a term, the Federal Return of Title IV Funds calculation is performed. The calculated percentage of the term completed becomes the percentage of Title IV aid earned. The total Title IV aid disbursed to the student, or that could have been disbursed to the student minus the amount of Title IV aid earned by the student yields the amount of Title IV loan and grant aid that is unearned and that must be returned. The percentage is determined by dividing the total number of calendar days completed by the total number of calendar days in the term. If a student has completed more than 60 percent of the term, he/she is considered to have earned 100 percent of the Title IV aid received for the term.
- Any unearned funds will be returned as soon as possible, but no later than 45 days after date the school determined student withdrawal.

If a student has received disbursed aid in excess of the calculated earned aid, then funds must be returned to the federal financial aid programs in the following order: (1) Federal Direct Unsubsidized Stafford Loan, (2) Federal Direct Subsidized Stafford Loan, (3) Federal Direct Parent Plus Loan, (4) Pell Grant, (5) any other Title IV program, (6) other federal, state, private or institutional financial assistance, (7) to the student.

Additional monies will be sent directly to the student who signs the enrollment agreement unless prior, specific written request is made by the

student and any third party. This notice must be sent to the Office of Admissions in the same manner as established above.

A student will only be eligible for a post-withdrawal disbursement of federal financial aid if the amount of the disbursed aid is less than the amount of the earned federal financial aid for outstanding current, allowable charges.

Refunds are calculated according to state, federal and accrediting commission guidelines. The calculation most favorable to the student will be utilized.

Clock Hours to Credit Hours

Use this information to see how many actual clock hours are in a credit hour:

- For classroom activities, 10 hours equals one credit hour. This includes the Tour of France, Cruise and Resort Tour, and Tour of England.
- For laboratory activities, 20 hours equals one credit hour. This includes Restaurant Operations, Retail Foods, Retail Pastry Production, Baking and Culinary lab classes.
- For internship activities, 30 hours is equal to one credit hour.

Student Complaint Procedure

Any concerns regarding the college are to be addressed by following these steps:

1. Meet with the class instructor.
2. Should there be any unresolved issues; students will then meet with the appropriate dean and the Registrar.
3. To further pursue the matter, submit the complaint in writing to the Vice President of College Advancement.

A student may also contact the accrediting commission. Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission

from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201

A copy of the Commission's complaint form is available at the college and may be obtained by contacting the director of admissions.

Policies and Procedures

Professional Standards of Attitude and Behavior

One of the most important educational and developmental processes students will experience at The Restaurant School at Walnut Hill College is that of developing the temperament and attitude required of hospitality professionals.

Students should view enrollment in the college as an important step in professional development and must understand the level of standards and expectation of performance. Listed below are some guidelines:

1. Adhere to the dress code for all classes.
2. Arrive for class on time.
3. Submit assignments on time.
4. Turn cell phones off during any class or during any official school function.
5. Never use foul language.
6. Act in a professional and refined manner, with respect for fellow students, faculty and staff.
7. Address staff members and faculty as "Mr." or "Ms." and chefs as "Chef."
8. Be supportive, fair, and helpful to your classmates.
9. The school, the buildings, the furnishings and equipment are yours while you are here. Treat them with care and respect.

10. Be supportive of The Restaurant School at Walnut Hill College. It is now an important part of your career.

Whenever you are representing the college, whether it be at a special event, career fair, internship, or Citizenship Development Program event, you are expected to follow the rules of conduct laid out in this handbook, and to act in a manner that will reflect positively on the college. You are expected to respect staff, faculty, classmates, school premises, and the profession for which you are training. Should you exhibit behavior that is less than acceptable, you will be required to meet with the department director to address the deficiencies. Continued behavior problems may result in probation or dismissal.

Code of Student Rights, Responsibilities, and Conduct

The Restaurant School at Walnut Hill College, like all academic institutions, exists for the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. Students are expected to exercise their freedom to learn with responsibility and to respect the general conditions which maintain such freedom. The college has developed the following regulations concerning student conduct which safeguard the right of every individual to exercise fully the freedom to learn without interference.

Academic Misconduct

The Restaurant School at Walnut Hill College promotes and upholds academic integrity and intellectual honesty among its students and staff. The College recognizes plagiarism and cheating on any academic work as a serious offense against school policy. The Restaurant School at Walnut Hill College may discipline a student for academic misconduct, which is defined

as any activity which tends to undermine the academic integrity of the institution.

Academic misconduct includes:

1. Plagiarism/Cheating

A student must not adopt or reproduce words or statements of another person without appropriate acknowledgement. Credit must be given whenever the student has used any facts, statistics, graphs, or pieces of information that are another person's spoken or written words. A student must not use or attempt to use external assistance on any test or examination, unless the instructor specifically has authorized external assistance. This prohibition includes the use of books, notes, calculators, cell phones, and other electronic equipment. A student must not steal examinations or any course materials.

A student must not allow others to conduct research or prepare work for him or her without the authorization of the instructor. Under this prohibition, a student must not use materials obtained from commercial term paper companies or papers that have been written by other persons. A student must not alter a grade or score in any way.

A student must not submit a copy of a written report, which is represented as the student's individual work, if it has been written by other persons.

2. Facilitating Academic Dishonesty

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

3. Professionalism and Language

All written and oral assignments, project, journals, etc... must be presented in a professional

manner. The use of foul language or inappropriate language will not be tolerated. The first offense will result in failure of the assignment; second offense within the same course will result in failure of that specific course.

Plagiarism Policy

A fundamental goal of education is to produce students who can evaluate ideas-both analysis and synthesis-and who can produce significant original thoughts. Plagiarism is simply repeating words or thoughts of other people, without adding anything new. Therefore, submitting a plagiarized paper- in addition to the wrongful conduct- does not demonstrate the level of understanding and skill that an educated person is reasonably expected to have. The plagiarist knows that he is not the true author of the work, yet the plagiarist willfully and deliberately puts his name on the work. Standler, R.B. (2000) Plagiarism in Colleges in USA. Retrieved February 14, 2009, from <http://www.rbs2.com/plag.htm>

Turnitin is a web-based originality checking program that ensures originality, as well as use of proper citation. Turnitin will be used by The Restaurant School at Walnut Hill College to detect potential plagiarized papers.

College Proceedings

First Offense: Student must meet with the Dean of Academics. Student will automatically fail the assignment and be required to complete a one-hour tutoring session on citing and creating a bibliography. No make-up work or extra credit work will be allowed in that course for the remainder of the term.

Second Offense: Student must meet with the Dean of Academic Affairs. Student will automatically fail the course in which the infraction occurred. Student will be charged for the re-take of that course at the prevailing per credit fee.

Third Offense: Student will be asked to meet with the Dean of Academic Affairs as well as the Vice President of College Advancement. At that time the student will be dismissed from the college effective immediately. Financial Aid will be notified that the student has been dismissed and that all loans, grants and scholarships are to be cancelled for that student.

The Plagiarism/Cheating Policy is upheld throughout the student's entire career at the college. Matriculating into the Bachelor of Science Degree program does not automatically delete any prior offenses that may have occurred during their Associate of Science Degree program. If a student has plagiarized, it may impact his/her eligibility for any college-supported grants or scholarships.

Code of Personal Conduct/ Community Regulations

The Restaurant School at Walnut Hill College students are subject to the provisions of this handbook while on college property, and when involved with off-campus programs, activities and events related to, or sponsored by, the college. Students are also expected to follow the tenets of the student code of conduct when privately off-campus. Alleged off-campus student code violations having, or potentially having, a direct, detrimental impact on the college's educational functions, its community members, or the local community are subject to adjudication within the campus judicial system. This misconduct includes, but is not limited to:

1. Dishonest conduct including false accusation of misconduct, forgery, alteration, or misuse of any college document, record or identification.
2. Providing information known to be false to any college official.
3. Lewd, indecent, or obscene conduct.
4. Disorderly conduct, which interferes with teaching, administration or other college activities.
5. Actions which endanger the student, the college community, or the academic process.

6. Failure to comply with the directions of college officials or the terms of a disciplinary sanction.
7. Unauthorized entry or use of a college facility, or refusal to vacate a facility when directed to do so by an authorized official of the college.
8. Damage to, or destruction of, college property or the property of others on the college premises.
9. Possession of firearms or other weapons on college property contrary to law.
10. Acting with violence or aiding, encouraging, or participating in acts of violence.
 - a) Physical behavior that involves an express or implied threat to interfere with an individual's personal safety, or that causes the person to have a reasonable apprehension that such harm is about to occur.
 - b) "Fighting words" that are spoken face-to-face as a personal insult to the listener or listeners in personally abusive language likely to provoke a violent reaction by the listener or listeners to the speaker.
11. Unauthorized possession or use of alcoholic beverages on college property, or in the course of a college activity.
12. Unauthorized possession or use of illegal drugs
 - a) The sale, gift or transfer of drugs, controlled substances or drug paraphernalia to another student on The Restaurant School at Walnut Hill College property or in the course of a college or student organization activity.
 - b) The term "controlled substances" is defined in Pennsylvania law, and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, and hallucinogens.
13. A violation of any Pennsylvania or federal criminal law.

Harassment Policy

Students have the responsibility to respect each other's personal rights and dignity. A student has the right to be free from any form of harassment including sexual harassment in any building or at any location on The Restaurant School at Walnut Hill College property or during the course of any college-related activity.

Students are responsible to respect each other's personal dignity. Harassment includes any behavior, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry, national origin, religion, creed, or sexual identity. Sexual harassment is defined as unwelcome sexual advances, and verbal or physical contact of a sexual nature.

Sanctions

Students and student organizations of The Restaurant School at Walnut Hill College accept the responsibility to abide by all college policies. Proven failure to meet these obligations will justify appropriate disciplinary sanctions. Disciplinary sanctions are defined as follows:

Reprimand is an official notification of unacceptable behavior and a violation of the student code of conduct. Any further misconduct may result in more serious disciplinary sanctions. All reprimands will contain conditions noted under "Conditions of Sanction".

Disciplinary Probation is a conditional status imposed for a designated period of time. Further violation of the student code of conduct while on probation will be viewed not only as a violation based upon the act itself, but also Violation of Disciplinary Probation which may result in further action up to and including suspension or expulsion. Disciplinary probation may place specific restrictions on the student or student organization. These may vary with each case and may include restriction from participating in extracurricular and/or residence life activities, use of non educational facilities or other restrictions as determined by the administration.

Suspension is the loss of privileges of enrollment at The Restaurant School at Walnut Hill College for a designated period of time and prohibits a student from being present without permission on the campus or college sponsored activities. A student's suspension shall not exceed one calendar year following the effective date of the sanction. A student organization's suspension is a temporary revocation of college recognition. A student organization suspension will not exceed five years.

Expulsion is the permanent loss of privileges of enrollment at The Restaurant School at Walnut Hill College and prohibits a student from ever being present without permission on the property of The Restaurant School at Walnut Hill College. Expulsion will be noted on the student's permanent record. A student organization, expulsion is the permanent revocation of university recognition.

The sanction of expulsion is the only judicial sanction reflected on a student's official academic transcript.

Note: Other areas of the college, such as academic units, student employment, and student activities, may place specific restrictions on students or student organizations that are on disciplinary sanctions.

Conditions of Sanction

As a component of a disciplinary sanction, hearing authorities may impose conditions that are educational in nature and reflect the nature and gravity of the offense. Conditions of a sanction may include, but are not limited to, educational seminars, reflective essays, restrictions on right of access to campus facilities and programs, restitution for damage, room changes, and letters of apology to those affected, parental meetings and revocation of honors or awards.

The obligation to "protect" our college community which includes students, staff and visitors to our campus is paramount. Any member of The Restaurant School at Walnut Hill College community who compromises the safety and/or security of the college will be

required to participate in “service hours” related to the college to help “repair” or “repay” the damage they did to their community or the community at large.

Interim Suspension

When the actions of a student threaten the good order and discipline of the college, the Vice President of College Advancement may interimly suspend the student, pending a prompt investigation and sanction review. The vice president will also determine whether the interimly suspended student may or may not remain on university property pending the completion of the investigation. In the event that the Vice President of College Advancement is away from campus or otherwise unavailable, any member of the executive branch (President, Vice President, Vice President of Administrative Services or Vice President of Facilities) may impose an interim suspension consistent with the following procedure.

The vice president of college advancement initiates an interim suspension by providing the president with information of: a) the events causing the threat to exist; b) the name of the student and actions allegedly violating college regulations; and c) a statement of the college regulations allegedly violated by the student.

If the vice president of college advancement suspends a student, the director of student services immediately notifies the student of the interim suspension and an upcoming procedural interview.

If the final decision is to suspend or expel the student, the sanction takes effect from the date of the interim suspension. If the decision is a reprimand or disciplinary probation, or if the charges are not proven, for purposes of the record, the interim suspension will be deemed not to have occurred. The student has the right to appeal the final decision in accordance with The Restaurant School at Walnut Hill College student handbook.

Attendance Policies and Procedures

Class Attendance

Maintaining good attendance in every class is vital to each student’s educational success.

Students are expected to attend all classes as scheduled, on time, and for the full duration of the class. Most students who do not successfully complete a course often fail to do so because of absenteeism.

Perfect Attendance

Students recognized as having perfect attendance have not missed any

- Classes (lecture, demonstration, or hands on)
- Restaurant Operations or Production classes
- Internships
- Tour Experiences
- Assessments.

Students who have earned perfect attendance for all terms will be recognized with a certificate during the graduation ceremony.

Students are not qualified for perfect attendance if they were:

- a) Absent from a class regardless of the reason
- b) Absent from Restaurant Operations or Production classes and successfully completed the required make-up time.
- c) Late for class.
- d) Suspended from school, regardless of the length of time, for tuition and/or other financial obligations in arrears or for failure to complete financial aid files on time.

Attendance As it Affects Grading

Students will receive a grade for each course taken in each term. All courses include a grading criterion for Student Responsibility. Student Responsibility consists of participation, preparation and professional behavior during class. Students absent from class will receive a 0 for Student Responsibility for each absence.

Tardiness

Students arriving after the start of class, up to 50 minutes late, will be marked tardy. Two (2) late arrivals are equivalent to one (1) absence.

After 50 minutes from the start of class students will be marked absent. However, they are encouraged to attend the remainder of the class so that they do not miss the material being covered.

For all classes, if a student does not return to class following a break, he/she will be marked absent for that class.

Any lateness will result in a student being ineligible for perfect attendance.

Other Considerations Regarding Absences

- a) There are no excused absences.
- b) Absences are listed for the term only; they are not cumulative.

Assesment Polices and Procedures***Hands-On Classes***

Grades will be based on daily assessments. Each course is scheduled for 10 class periods; therefore each student will have 10 daily assessments. The daily assessment grade will be derived by averaging the top 8 assessment scores. Absence from a class will result in a zero (0) for the daily assessment on that day.

Production/Operations Classes

Production and Operation classes are: Market Production, Pastry Production, Managing Market Production, Restaurant Operations for Management and Restaurant Operations for Culinarrians.

No absences are permitted for these classes. In the event that a student is unable to attend any class, it must be made up with the instructor in the following conditions:

- Students who miss a class (first absence) must make up one (1) class.
- Any absence after the first one requires two (2) make-up classes.
- Any absence on the day before or the day after a holiday requires three (3) make-up classes.

- Make-up classes must be completed within 3 weeks from the date of the absence or prior to the end of the term.
- Students who fail to complete the scheduled make-ups will fail the course. They will be required to repeat the course at an additional tuition charge.

Make-up days and times are scheduled at the discretion of the instructor. Students must contact the instructor within 48 hours of the absence to determine make-up days. It is the responsibility of the student to confirm the date of the make-up class.

Missed Assessments

Absences on the day of a scheduled assessment (quiz, test, midterm, final, etc...) are a serious concern, as not completing these on a timely basis will greatly impact your grade. If you are absent on the day of a scheduled assessment you must contact your instructor within 48 hours to schedule a make-up assessment. The maximum score for any missed assessment will be a 70%. Assessments that are missed during the last week of class must be made up prior to the official final day of the term.

Late Assignments

Turning in an assignment past due is considered to be unprofessional and is discouraged. However, should an assignment need to be turned in late, it will be accepted up to 7 days late with the following penalties applying:

A 10 point penalty for the first day late
5 additional points will be deducted for each day thereafter
Assignments will not be accepted past 7 calendar days late.

Assignments that are due during the last week of class will not be accepted after the official final day of the term. The same penalties will apply. Any assignments turned in after the official final day of the term will receive a grade of 0.

Earning Full Credit for a Missed Assessment or Late Assignment

You may request to take a missed assessment or submit a late assignment for full credit for one of the following reasons only:

1. Court-ordered subpoena (not a subpoena issued by an attorney)
2. Serious medical situation, defined as an overnight hospital stay
3. Funeral of immediate family member.

In order to receive full credit for the missed assessment or late assignment, you must submit written documentation of one of the above reasons to your instructor prior to the next scheduled class day. Documentation for a serious medical situation must include the date on which the student can return to class. All written documentation must be verifiable.

Classroom Policies and Procedures

School Holidays

It is important to note that the school does not observe all federally observed, religious, and ceremonial holidays.

Snow Closing/Late Openings

It is possible that we can experience a delay in the start of a school day or a cancellation of a full day of classes due to severe snowstorms.

1. Call the school for information
We have set up a special “hotline” for you to get updates and information about possible class delays and cancellations due to severe snowstorms. Call 215-222-4200 and enter the four-digit code: 3333 when prompted. You will then hear a status report for the day. Check the number frequently during the day as the status may change.
2. What time is a decision made?
In general we try to make a decision by 6:15 am. The most up-to-the-minute information on weather and road conditions is needed before a final decision can be made.
3. Restaurant Operations for Managers, Restaurant Operations, Market and Pastry Production

classes are not cancelled or delayed due to snowstorms.

4. Make-up Classes

For classes missed due to weather, you will either be asked to complete an out-of-class assignment, or an alternate meeting date will be scheduled within 10 days of the original class.

Dress Code and Grooming Policies

Dress Code – General Policy

The Restaurant School at Walnut Hill College faculty and staff encourage students to select attire that meets industry standards. The faculty and staff reserve the right to require changes in a student’s overall appearance. The goal of the college’s dress code is to be fair and responsive to the community at large.

Students are permitted to wear appropriate casual attire to lecture classes, demonstration classes and in any “Open to the Public” outlets. Shirts must have sleeves. For safety purposes, open-toe shoes, sandals, and exceptionally high heels are not permitted. Clothing that is torn, soiled, or considered offensive is not permitted. Offensive clothing is defined as “a word, slogan, phrase or picture that is vulgar and hateful.” Pajama, flannel or sweat pants are not permitted. Other than Chef hats, all hats or caps should be removed when entering the buildings and remain off until leaving. Students will not be permitted to enter class if they are not dressed appropriately.

If a student is asked to leave class for a dress code violation, he/she has 50 minutes to return properly dressed and be marked tardy. After 50 minutes, the student will be marked absent from class.

During tour experiences, field trips, trade shows, certain special events, and career fairs, students are required to wear proper business attire.

Students must adhere to the dress code and grooming at all times. The staff and instructors will make the determination whether or not a student is deficient in any area concerning the dress code.

General Personal Hygiene and Grooming

1. All students should arrive to class, internship, Restaurant Operations, and school activities and functions clean and well groomed.
2. Hair can be dyed but must be a natural hair color and contained within a hat while in kitchens.
 - a) Beards or mustaches are acceptable if you have them on the first day of school, or grow them during winter break, spring break or summer break, but must be closely trimmed and fully grown. Partial growth is unacceptable.
 - b) Students with a goatee, sideburns, etc. must be clean shaven on any exposed facial areas.

Grooming and Dress Code for Kitchen Classes

Uniforms must be exact models as those issued by The Restaurant School at Walnut Hill College. Dress code for all kitchen classes:

- A school approved chef's white hat must be worn, completely covering all hair.
- Cleaned, pressed, school approved chefs jackets and chefs pants must be worn
- Chef's jackets must be buttoned to top button.
- Sleeves must be worn down and cuffed at bottom
- School approved neckerchief and toggle must be worn
- Name tags must be worn on the pocket of the chef's jacket.
- Chef's pants must be hemmed; rolled cuffs are not permitted.
- A plain, black belt must be worn.
- Aprons to be worn with the bib up and full-length of the apron down to the knees.
- Three (3) clean side towels are required at the start of each class.
- Black, non-skid, polished work shoes must be worn. Black rubber-soled clogs are acceptable (absolutely no sneakers).
- Only plain white or plain black socks may be worn.

- No nylon stockings are to be worn.
- No logo t-shirts, colored t-shirts, or turtlenecks can be worn under the uniform. T-shirts must be plain white only.
- Thermal undergarments may be worn but must be white in color. No undergarment sleeve may exceed past the cuff of the chef's jacket.
- No pierced jewelry may be worn other than one pair of simple post earrings.
- No tongue or facial piercings are allowed.
- No nail polish or acrylic nails may be worn.
- Tattoos must be covered at all times.

Other kitchen classroom requirements include:

- No backpacks, handbags, or coats should be brought into classes.
- School issued toolboxes must be brought to all classes.

Grooming and Dress Code for Dining Room Classes**Men****Hair**

- Must be a natural color.
- Must be trimmed.
- Must be kept off the face.
- If length is beyond the bottom of your collar, it must be secured behind your head.

Facial Hair

- Beards or mustaches are acceptable if you have them on the first day of school
- Beards or mustaches may be grown during breaks, but must be closely trimmed and fully grown.
- Partial growth is unacceptable.
- Jewelry:
 - A wristwatch and one ring, only, may be worn.
 - No tongue or facial piercings are permitted.

Women**Hair**

- Must be a natural color.
- Must be kept off the face.
- If length is beyond the bottom of your collar, it must be tied back in either a bun or a braid.



Make-up

- Should appear natural; not excessive.
- Jewelry
- A wristwatch, one ring, and one set of post earrings only may be worn.
- No hoop or dangling earrings.
- No tongue or facial piercings are permitted.

Men and Women

Hands

- Hands and fingernails must be clean at all times.
- No nail polish or acrylic nails may be worn.
- Tattoos
- Tattoos must be covered at all times.
- Cologne or Perfume may be used sparingly.

Uniform Standards

Vest

- Black, school approved.
- Tailored to fit and buttoned fully.
- Cleaned and pressed at all times.

Tie

- School approved tie must be clean and in place at all times.

Shoes

- Comfortable, conservative, black shoes with no-skid soles.
- Must be polished
- No sandals, boots or sneakers will be permitted

Socks

- Black socks only.

Pants

- School approved black pants

- Must be pressed and clean at all times
- Must be worn above the waist.

Belt

- Plain black belt
- No large, gaudy buckles or studs are permitted.

Shirt

- White, long sleeved Oxford button down with a closed collar
- Sleeves may not be rolled up; must be kept long and buttoned at all times.
- Shirt must be cleaned and pressed.

Undershirt

- White, plain undershirt should be worn
- Must have a plain collar.
- There must be no printing or logos on the shirt.

Apron

- School approved White Bistro apron must be cleaned and pressed.
- Must be tied in the back.

Equipment:

- Corkscrew
- Captains Pad
- 2 Pens

Final approval of student's attire and grooming is at the discretion of the instructor. Students are expected to be in complete uniform at all times during Kitchen and Restaurant Operations classes. The first infraction will be addressed, personally, by the dining room instructor. Any additional infractions will cause a grade of zero (0) and an absence for your class grade for the day.



Culinary Arts Program Objectives

Associate Degree

The associate degree program is designed to provide students with the essential foundation for a culinary arts career.

The curriculum combines fundamental and advanced culinary courses with relevant academic classes to allow students to develop the creative, professional, and leadership skills necessary for successful employment in the hospitality industry.

Students gain a thorough introduction to basic and advanced creative cooking techniques through lecture and lab classes such as Culinary Ingredients, Introduction to Culinary Techniques, and Fundamentals of Sauces, as well as through experiential learning. Interactive academic courses such

as Supervision, Nutrition, Composition, Cost Accounting and Concept Development focus on teaching students the critical thinking, problem solving, and communication skills they will utilize in the field.

Upon completion of the program, students will be prepared for entry-level positions in a variety of foodservice operations, such as restaurants, hotels, catering, institutional foodservice, clubs, or resorts. Students may also opt to continue their studies in the bachelor of science degree program.

Course Requirements for Associate of Science Degree in Culinary Arts

Major Specific Courses		Credit
BUS2120A	Concept Development	1.5
CAA1100A	Introduction to Culinary Arts	3.5
CAA1110A	Eggs, Dairy & Pasta	2.0
CAA1120A	Vegetables & Starch	2.0
CAA1125A	Introduction to Culinary Techniques	1.5
CAA1140A	Fish	2.0
CAA1150A	Shellfish	2.0
CAA1155A	Introduction to Culinary Ingredients	1.5
CAA1300A	Market Production 1-6	12.0
CAA1400A	World Dining Production 1-4	10.0
CAA2160A	Poultry	2.0
CAA2170A	Meat – Beef & Veal	2.0
CAA2180A	Meat – Lamb & Pork	2.0
CAA2190A	Meat – Variety & Game	2.0
EXP2100A	Tour of France	2.5
INT2000A	Internship 1-2	8.0
PAA2215A	Breads & Pastry	2.0
PAA2225A	Cakes & Desserts	2.0
SCI1110A	Sanitation	1.5
WIN2100A	Introduction to Wines	1.5

General Education Courses

LAW2100A	American Courts and Legal System	3.0
ENG1400A	Foundations in Research	2.0
LNG2400A	Conversational French	2.0
PSY2100A	Exploring Psychology	3.0
LEAD2400A	The Leading Supervisor	3.0
ENG1700A	Creative Writing	2.0
EXP2901A	Culture of France	1.0
CCS1000A	First-Year Freshman Seminar	2.0
HIS2700A	Understanding World Cultures	2.0
HIS2400A	Shaping American Cultures	2.0
MTH1100A	College Math	2.0
SCI1700A	Nutrition for a Healthy Life	3.0
CCS2900A	Strategies for Success	3.0
TEC1400A	Introduction to Computer Applications	3.0

Total Credits

Major	63.5
General Education	33.0
Total	96.5

Clock Hours 1510



Bachelor of Science Degree

The bachelor of science degree program in Culinary Arts focuses on supplying students with culinary knowledge and skills, along with the managerial and leadership skills required for upper-level positions in restaurants and other foodservice operations.

Lecture and lab classes are combined with experiential learning to provide a thorough introduction to advanced creative cooking techniques. These courses include hands-on training in cooking and baking

techniques, exposure to classical and international cuisines, and explorations of regional and fusion cooking. Interactive academic courses teach students administrative, organizational, and leadership skills and concepts they will utilize in the field.

Students graduating with a bachelor's degree may seek upper-level positions in the kitchen or other areas of food service. Possible positions include sous chef, chef de partie, or foodservice manager.

Course Requirements for Bachelor of Science Degree in Culinary Arts

Students must enter the Bachelor of Science degree program with an Associate of Science or Associate of Arts in the major to which they are matriculating.

Years 1 and 2

Major Specific Courses		Credit
BUS2120A	Concept Development	1.5
CAA1100A	Introduction to Culinary Arts	3.5
CAA1110A	Eggs, Dairy & Pasta	2.0
CAA1120A	Vegetables & Starch	2.0
CAA1125A	Introduction to Culinary Techniques	1.5
CAA1140A	Fish	2.0
CAA1150A	Shellfish	2.0
CAA1155A	Introduction to Culinary Ingredients	1.5
CAA1300A	Market Production 1-6	12.0
CAA1400A	World Dining Production 1-4	10.0
CAA2160A	Poultry	2.0
CAA2170A	Meat – Beef & Veal	2.0
CAA2180A	Meat – Lamb & Pork	2.0
CAA2190A	Meat – Variety & Game	2.0
EXP2100A	Tour of France	2.5

INT2000A	Internship	8.0
PAA2215A	Breads & Pastry	2.0
PAA2225A	Cakes & Desserts	2.0
SCI1110A	Sanitation	1.5
WIN2100A	Introduction to Wines	1.5

General Education Courses

LAW2100A	American Courts and Legal System	3.0
ENG1400A	Foundations in Research	2.0
LNG2400A	Conversational French	2.0
PSY2100A	Exploring Psychology	3.0
LEAD2400A	The Leading Supervisor	3.0
ENG1700A	Creative Writing	2.0
EXP2901A	Culture of France	1.0
CCS1000A	First-Year Freshman Seminar	2.0
HIS2700A	Understanding World Cultures	2.0
HIS2400A	Shaping American Cultures	2.0
MTH1100A	College Math	2.0
SCI1700A	Nutrition for a Healthy Life	3.0
CCS2900A	Strategies for Success	3.0
TEC1400A	Introduction to Computer Applications	3.0

Years 3 and 4

Major Specific Courses

	Credit
BUS3140A Purchasing	1.5
CAB3225A Theory of International Cuisine	1.5
CAB3230A International Cuisine 1	2.0
CAB3240A Art and Presentation	2.0
CAB3250A Culinary Judging & Tasting	2.0
CAB3260A International Cuisine 2	2.0
CAB3280A The Chef's Palate	2.0
CAB3350A Managing Market Production 1-6	15.0
CAB4235A Feast for Kings	1.5
CAB4290A American Regional Cuisine	2.0
CAB4300A Master Chefs, Classical to Contemp	2.0
CAB4310A Garde Manger	2.0
CAB4320A Cold Food Salon	2.0
CAB4330A Freestyle Cooking	2.0
EXP4300A Tour of England	2.5
HRB3350A Hospitality Design	2.5
INT3400A Internship	18.0
PAB4225A Advanced Baking	2.0
PAB4290A The Savory Bakeshop	2.0

General Education Courses

	Credit
SCI3100A Plant Science	2.0
ENG3100A Public Presentations	2.0
LEAD4100A Leadership	3.0
HUM4400A Sustainability in Life and Work	3.0
PHL3700A Ethics	2.0
PHL3400A Philosophy as a Way of Life	2.0
SOC4400A Sociology of Popular Culture	3.0
PHL4100A Current Issues in Society	3.0
HUM4700A Food, Film, and Literature	3.0
EXP4900A Culture of England	1.0
HIS4700A Perspectives on Civilization	3.0
PSY3700A Critical Thinking & Psychology	2.0
SCI3400A Advanced Nutrition	2.0
Total Credits	
Major	130
General Education	64
Total	194





Pastry Arts Program Objectives

Associate Degree

The main objective of the associate degree program in Pastry Arts is to provide the fundamental knowledge and skills necessary for a career in the pastry arts profession. By studying fundamental and advanced pastry techniques in combination with academic essentials, students will develop the creative and professional skills required for successful employment in the industry.

Introductory level courses include Introduction to Pastry Arts, Pastry Techniques, Professional Bread Baking, and Cake Baking and Decorating. Students then progress to more specialized pastry courses such as Chocolate and

Candies, European Tortes and Gateaux, and Wedding Cakes.

General education and certification classes complement these courses by offering students instruction in related subjects such as Supervision, Nutrition, Sanitation, Cost Accounting, and Composition.

Upon completion of the associate degree, students will be prepared for entry-level positions in pastry shops, independent or retail bakeries, or other foodservice facilities. Alternatively, students may opt to pursue further study in the field by entering the bachelor's degree program.

Artistry

Course Requirements for Associate of Science Degree in Pastry Arts

Pastry Arts Courses	Credit
BUS2120A Concept Development	1.5
CAA1125A Introduction to Culinary Techniques	1.5
CAA1160A Culinary for Hospitality Professionals	2.0
CAA1175A Appetizing Starts	2.0
CAA1185A Introduction to Cooking Techniques	2.0
CAA2185A Looking to the Sides	2.0
EXP2100A Tour of France	2.5
INT2000A Internship	12.0
PAA1110A Pastry Techniques	2.0
PAA1120A Professional Bread Baking	2.0
PAA1125A Introduction to Pastry Arts	1.5
PAA1130A Cake Baking & Decorating	2.0
PAA1300A Retail Pastry Production 1-6	15.0
PAA2140A Ice Cream/Bavarian/Mousse	2.0
PAA2150A Chocolates & Confections	2.0
PAA2155A Advanced Pastry Decorations	2.0
PAA2160A European Tortes and Gateaux	2.0
PAA2170A Wedding Cakes	2.0
SCI1110A Sanitation	1.5
WIN2100A Introduction to Wines	1.5

General Education Courses

LAW2100A American Courts and Legal System	3.0
ENG1400A Foundations in Research	2.0
LNG2400A Conversational French	2.0
PSY2100A Exploring Psychology	3.0
LEAD2400A The Leading Supervisor	3.0
ENG1700A Creative Writing	2.0
EXP2901A Culture of France	1.0
CCS1000A First-Year Freshman Seminar	2.0
HIS2700A Understanding World Cultures	2.0
HIS2400A Shaping American Cultures	2.0
MTH1100A College Math	2.0
SCI1700A Nutrition for a Healthy Life	3.0
CCS2900A Strategies for Success	3.0
TEC1400A Introduction to Computer Applications	3.0

Total Credits

Major	61
General Education	33
Total	94

Clock Hours 1505

Bachelor of Science Degree

The bachelor's degree program is designed for students interested in pursuing careers as pastry cooks, pastry chefs, or retail or wholesale bakers. The program builds upon the associate degree program by offering more advanced pastry arts courses and more in-depth academic classes.

Advanced pastry arts courses such as The Art of the Chocolatier, Advanced Boulangerie, Artisan Breads, Contemporary Dessert Styling, and Advanced Sugar and Confections give

students the opportunity to more fully develop their pastry and decorating skills. The upper-level academic classes focus on teaching students administrative, organizational, and leadership skills necessary for a successful career in the hospitality industry.

Upon completion of the program, students will be prepared to enter the industry as entry-level pastry chefs, retail or wholesale bakers, or entrepreneurs.

Course Requirements for Bachelor of Science Degree in Pastry Arts

Students must enter the Bachelor of Science degree program with an Associate of Science or Associate of Arts in the major to which they are matriculating.



Years 1 and 2

Pastry Arts Courses	Credit
BUS2120A Concept Development	1.5
CAA1125A Introduction to Culinary Techniques	1.5
CAA1160A Culinary for Hospitality Professionals	2.0
CAA1175A Appetizing Starts	2.0
CAA1185A Introduction to Cooking Techniques	2.0
CAA2185A Looking to the Sides	2.0
EXP2100A Tour of France	2.5
INT2000A Internship	12.0
PAA1110A Pastry Techniques	2.0
PAA1120A Professional Bread Baking	2.0
PAA1125A Introduction to Pastry Arts	1.5
PAA1130A Cake Baking & Decorating	2.0
PAA1300A Retail Pastry Production 1-61	5.0

PAA2140A Ice Cream/Bavarian/Mousse	2.0
PAA2150A Chocolates & Confections	2.0
PAA2155A Advanced Pastry Decorations	2.0
PAA2160A European Tortes and Gateaux	2.0
PAA2170A Wedding Cakes	2.0
SCI1110A Sanitation	1.5
WIN2100A Introduction to Wines	1.5

General Education Courses

LAW2100A American Courts and Legal System	3.0
ENG1400A Foundations in Research	2.0
LNG2400A Conversational French	2.0
PSY2100A Exploring Psychology	3.0
LEAD2400A The Leading Supervisor	3.0
ENG1700A Creative Writing	2.0
EXP2901A Culture of France	1.0

CCS1000A	First-Year Freshman Seminar	2.0
HIS2700A	Understanding World Cultures	2.0
HIS2400A	Shaping American Cultures	2.0
MTH1100A	College Math	2.0
SCI1700A	Nutrition for a Healthy Life	3.0
CCS2900A	Strategies for Success	3.0
TEC1400A	Introduction to Computer Applications	3.0

PHL3400A	Philosophy as a Way of Life	2.0
SOC4400A	Sociology of Popular Culture	3.0
PHL4100A	Current Issues in Society	3.0
HUM4700A	Food, Film, and Literature	3.0
EXP4900A	Culture of England	1.0
HIS4700A	Perspectives on Civilization	3.0
PSY3700A	Critical Thinking & Psychology	2.0
SCI3400A	Advanced Nutrition	2.0
TEC3700A	Applications in Technology	2.0

Years 3 and 4

Major Specific Courses

Credit

BUS3140A	Purchasing	1.5
CAB3240A	Art and Presentation	2.0
CAB4235A	Feast for Kings	1.5
EXP4300A	Tour of England	2.5
HRB3350A	Hospitality Design	2.5
INT3400A	Internship 1-6	24.0
PAB3190A	Artisan Breads 1	2.0
PAB3200A	Artisan Breads 2	2.0
PAB3210A	Advanced Boulangerie 1	2.0
PAB3220A	Advanced Boulangerie 2	2.0
PAB3230A	The Art of the Chocolatier	3.5
PAB4240A	International Desserts	2.0
PAB4250A	Celebration Cakes 1	2.0
PAB4260A	Celebration Cakes 2	2.0
PAB4270A	Sugar Artistry	2.0
PAB4280A	Advanced Confections	2.0
PAB4290A	The Savory Bakeshop	2.0
PAB4300A	Pastry Freestyle 1	2.0
PAB4310A	Pastry Freestyle 2	2.0
PAB4320A	Contemporary Dessert Styling	2.0

Total Credits

Major	124.5
General Education	64.0
Total	188.5

Clock Hours 3135

General Education Courses

ENG3100A	Public Presentations	2.0
LEAD4100A	Leadership	3.0
HUM4400A	Sustainability in Life and Work	3.0
PHL3700A	Ethics	2.0





Restaurant Management Program Objectives

Associate Degree

The associate degree program in Restaurant Management is designed to provide the foundation necessary for a career in the restaurant and foodservice industry. Students will develop the industry knowledge and the administrative, organizational, and leadership skills required for an entry-level management position in restaurants, hotels, resorts, corporate dining, college, and other food-service facilities.

The program is specifically structured to integrate traditional classroom learning with valuable practical learning experiences. Courses in Professional Dining Room Service, Introduction to Food and

Beverage, Introduction to Hospitality, and Wines provide students with a broad general knowledge of the field, while hands-on classes such as Restaurant Operations and Culinary Basics allow students to learn how both the front and back of the house operate firsthand.

Upon completion of the associate degree program, students may seek employment in entry-level management positions in restaurants, hotels, catering, or other commercial or institutional food-service operations. Students may also continue their studies in the bachelor of science degree program.

Course Requirements for Associate of Science Degree in Restaurant Management

Major Specific Courses Credit

BUS2120A	Concept Development	1.5
CAA1160A	Culinary for Hospitality Professionals	2.0
CAA1185A	Introduction to Cooking Techniques	2.0
CAA2195A	Le Plat	2.0
EXP2200A	Management Florida Resort Tour	2.5
HRA1110A	Introduction to Dining Room Service	1.5
HRA1120A	Bartending	1.5
HRA1130A	Introduction to Hospitality	1.5
HRA1300A	Restaurant Operations 1-6	39.0
HRA2340A	ServeSafe Alcohol and Beer	1.5
INT2030A	Internship	2.0
PAA2115A	Dessert Fundamentals	2.0
RES1110A	Tableside Service	1.5
RES1120A	Menu Writing	1.5
SCI1110A	Sanitation	1.5
WIN2100A	Introduction to Wines	1.5
WIN2110A	Advanced Wines	1.5

General Education Courses

LAW2100A	American Courts and Legal System	3.0
ENG1400A	Foundations in Research	2.0
LNG2400A	Conversational French	2.0
PSY2100A	Exploring Psychology	3.0
LEAD2400A	The Leading Supervisor	3.0
ENG1700A	Creative Writing	2.0
EXP2005A	Culture of Florida and Bahamas	1.0
CCS1000A	First-Year Freshman Seminar	2.0
HIS2700A	Understanding World Cultures	2.0
HIS2400A	Shaping American Cultures	2.0

MTH1100A	College Math	2.0
SCI1700A	Nutrition for a Healthy Life	3.0
CCS2900A	Strategies for Success	3.0
TEC1400A	Introduction to Computer Applications	3.0

Total Credits

Major	66.5
General Education	33.0
Total	99.5

Clock Hours	1530
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Innovation

Bachelor of Science Degree

The bachelor of science degree program in Restaurant Management is designed to prepare students for a career in the restaurant and foodservice industry.

The program is specifically structured to integrate traditional classroom learning with practical learning experiences. Classes such as Risk Management, Human Resources in the Hospitality Industry, Business Law, and Leadership focus on developing effective managerial and leadership styles and an awareness and understanding of workplace issues. Business Franchising and Restaurant Design 1 and

2 courses provide students with further opportunity to apply their classroom knowledge.

Upon completion of the bachelor's degree program, students may seek employment in entry-level management positions in restaurants, hotels, catering or other commercial or institutional foodservice operations. Possible positions include restaurant manager, catering or banquet manager, dining room or room service manager, or assistant food and beverage director.

Course Requirements for Bachelor of Science Degree in Restaurant Management

Students must enter the Bachelor of Science degree program with an Associate of Science or Associate of Arts in the major to which they are matriculating.

Years 1 and 2

Major Specific Courses		Credit
BUS2120A	Concept Development	1.5
CAA1160A	Culinary for Hospitality Professionals	2.0
CAA1185A	Introduction to Cooking Techniques	2.0
CAA2195A	Le Plat	2.0
EXP2200A	Management Florida Resort Tour	2.5
HRA1110A	Introduction to Dining Room Service	1.5
HRA1120A	Bartending	1.5
HRA1130A	Introduction to Hospitality	1.5
HRA1300A	Restaurant Operations 1-6	39.0
HRA2340A	ServeSafe Alcohol and Beer	1.5
INT	Internship 1-2	2.0
PAA2115A	Dessert Fundamentals	2.0

RES1110A	Tableside Service	1.5
RES1120A	Menu Writing	1.5
SCI1110A	Sanitation	1.5
WIN2100A	Introduction to Wines	1.5
WIN2110A	Advanced Wines	1.5

General Education Courses

LAW2100A	American Courts and Legal System	3.0
ENG1400A	Foundations in Research	2.0
LNG2400A	Conversational French	2.0
PSY2100A	Exploring Psychology	3.0
LEAD2400A	The Leading Supervisor	3.0
ENG1700A	Creative Writing	2.0
EXP2005A	Culture of Florida and Bahamas	1.0
CCS1000A	First-Year Freshman Seminar	2.0
HIS2700A	Understanding World Cultures	2.0
HIS2400A	Shaping American Cultures	2.0
MTH1100A	College Math	2.0
SCI1700A	Nutrition for a Healthy Life	3.0
CCS2900A	Strategies for Success	3.0
TEC1400A	Introduction to Computer Applications	3.0

Years 3 and 4

Major Specific Courses Credit

BUS3140A	Purchasing	1.5
CAB3240A	Art and Presentation	2.0
CAB4290A	American Regional Cuisine	2.0
EXP4300A	Tour of England	2.5
HRB3350A	Hospitality Design	2.5
HRB3380A	Current Issues in the Hospitality Ind.	1.5
HRB3390A	Spirits & Wine Lists	1.5
HRB3400A	Customer Service	1.5
HRB4410A	Event and Entertainment Planning	1.5
HRB4420A	Convention Service & Sales	1.5
HRB4430A	Hospitality Seminar	1.5
HRB4440A	Going Green: Responsible Profits	1.5
HRB4450A	Human Resource Management	1.5
INT3100A	Internship	30.0
RES3120A	Catering	1.5
RES4130A	Certified Specialist of Wines Part 1	1.5
RES4140A	Certified Specialist of Wines Part 2	1.5
RES4150A	Great Restaurateurs	1.5

General Education Courses

ENG3100A	Public Presentations	2.0
LEAD4100A	Leadership	3.0
HUM4400A	Sustainability in Life and Work	3.0
PHL3700A	Ethics	2.0
PHL3400A	Philosophy as a Way of Life	2.0
SOC4400A	Sociology of Popular Culture	3.0
PHL4100A	Current Issues in Society	3.0
HUM4700A	Food, Film, and Literature	3.0
EXP4900A	Culture of England	1.0

HIS4700A	Perspectives on Civilization	3.0
PSY3700A	Critical Thinking & Psychology	2.0
SCI3400A	Advanced Nutrition	2.0
TEC3700A	Applications in Technology	2.0

Total Credits

Major	125
General Education	64
Total	189

Clock Hours	3140
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Hotel Management Program Objectives

Associate Degree

The Hotel Management program focuses on preparing students for management positions in hotels throughout the world.

Specialized classes will teach students the skills necessary to manage multi-faceted hotel operations, while general academic classes such as Composition, Cost Accounting, Supervision, Marketing, and Concept Development will develop students' critical thinking, problem solving, and communication abilities.

Courses such as Introduction to Hospitality, Front Office Management, Housekeeping, Introduction to Food and Beverage, and Meeting Planning are specifically designed to equip students with pertinent industry knowledge and the

managerial and administrative skills required to succeed in the growing hospitality field. Practical experience is achieved through on-the-job departmental training in hotels and resorts.

Upon successful completion of the associate degree program, students may seek entry-level positions in hotels, restaurants, convention facilities, or resorts. Possible positions include assistant front office manager, assistant food and beverage manager, housekeeping manager, event planner, or sales representative. Students may also pursue further study in the bachelor of science degree program.

Course Requirements for Associate of Science Degree in Hotel Management

Major Specific Courses		Credit
BUS2120A	Concept Development	1.5
CAA1160A	Culinary for Hospitality Professionals	2.0
CAA1175A	Appetizing Starts	2.0
CAA1185A	Introduction to Cooking Techniques	2.0
EXP2200A	Florida Cruise & Resort Tour	2.5
HOSP1110A	Housekeeping	1.5
HOSP1115A	Principles in Hotel Management	1.5
HOSP1120A	Managing Front Office Operations	1.5
HOSP2130A	Meeting Planning	1.5
HOSP2140A	Property Operations	1.5
HRA1110A	Introduction to Dining Room Service	1.5
HRA1120A	Bartending	1.5
HRA1130A	Introduction to Hospitality	1.5
HRA1300A	Restaurant Operations 1-4	26.0
HRA2325A	Serve Safe Alcohol/Beer	1.5
INT2050A	Internship	8.0
PAA2140A	Dessert Fundamentals	2.0
SCI1110A	Sanitation	1.5
WIN2100A	Introduction to Wines	1.5

General Education Courses

LAW2100A	American Courts and Legal System	3.0
ENG1400A	Foundations in Research	2.0
LNG2400A	Conversational French	2.0
PSY2100A	Exploring Psychology	3.0
LEAD2400A	The Leading Supervisor	3.0
ENG1700A	Creative Writing	2.0
EXP2005A	Culture of Florida and Bahamas	1.0
CCS1000A	First-Year Freshman Seminar	2.0
HIS2700A	Understanding World Cultures	2.0
HIS2400A	Shaping American Cultures	2.0
MTH1100A	College Math	2.0
SCI1700A	Nutrition for a Healthy Life	3.0
CCS2900A	Strategies for Success	3.0
TEC1400A	Introduction to Computer Applications	3.0

Total Credits

Major	62.5
General Education	33.0
Total	95.5
Clock Hours	1500



Bachelor of Science Degree

The bachelor of science degree program in Hotel Management prepares students for management careers in hotels, resorts, restaurants, and other hospitality operations.

Associate-level courses such as Introduction to Hospitality, Front Office Management, and Hospitality Marketing are specifically designed to equip students with the basic industry knowledge and managerial and administrative skills required to succeed in the hospitality field. Upper-level courses expand on this knowledge by addressing specific issues such as Human Resources in the

Hospitality Industry, Risk Management, Diversity, and Leadership. Practical experience is achieved through on-the-job departmental training in hotels and resorts.

Upon successful completion of the program, students may pursue management careers in the hospitality field as assistant department managers or department managers in hotels, restaurants, resorts, or convention facilities, or as meeting planners, sales representatives, or foodservice supervisors.

Course Requirements for Bachelor of Science Degree in Hotel Management

Students must enter the Bachelor of Science degree program with an Associate of Science or Associate of Arts in the major to which they are matriculating.

Years 1 and 2

Major Specific Courses		Credit
BUS2120A	Concept Development	1.5
CAA1160A	Culinary for Hospitality Professionals	2.0
CAA1175A	Appetizing Starts	2.0
CAA1185A	Introduction to Cooking Techniques	2.0
EXP2100A	Tour of France	2.5
EXP2200A	Florida Cruise and Resort Tour	2.5
HOSP1110A	Housekeeping	1.5
HOSP1115A	Principles in Hotel Management	1.5
HOSP1120A	Managing Front Office Operations	1.5
HOSP2130A	Meeting Planning	1.5
HOSP2140A	Property Operations	1.5
HRA1110A	Introduction to Dining Room Service	1.5
HRA1120A	Bartending	1.5

HRA1130A	Introduction to Hospitality	1.5
HRA1300A	Restaurant Operations 1-4	26.0
HRA2325A	Serve Safe Alcohol/Beer	1.5
INT2050A	Internship	8.0
PAA2140A	Dessert Fundamentals	2.0
SCI1110A	Sanitation	1.5
WIN2100A	Introduction to Wines	1.5

General Education Courses

LAW2100A	American Courts and Legal System	3.0
ENG1400A	Foundations in Research	2.0
LNG2400A	Conversational French	2.0
PSY2100A	Exploring Psychology	3.0
LEAD2400A	The Leading Supervisor	3.0
ENG1700A	Creative Writing	2.0
EXP2005A	Culture of Florida and Bahamas	1.0
CCS1000A	First-Year Freshman Seminar	2.0
HIS2700A	Understanding World Cultures	2.0
HIS2400A	Shaping American Cultures	2.0
MTH1100A	College Math	2.0
SCI1700A	Nutrition for a Healthy Life	3.0
CCS2900A	Strategies for Success	3.0
TEC1400A	Introduction to Computer Applications	3.0

Years 3 and 4

Major Specific Courses **Credit**

BUS3140A	Purchasing	1.5
CAB3240A	Art and Presentation	2.0
CAB4290A	American Regional Cuisine	2.0
EXP4300A	Tour of England	2.5
HOSP4130A	Casino Management	1.5
HOSP4140A	Travel and Tourism	1.5
HOSP4150A	Hospitality MIS	1.5
HOSP4160A	Maitre Hoteliers	1.5
HOSP4170A	Resort Operations	1.5
HRB3350A	Hospitality Design	2.5
HRB3380A	Current Issues in the Hospitality Ind.	1.5
HRB3390A	Spirits & Wine Lists	1.5
HRB3400A	Customer Service	1.5
HRB4410A	Event and Entertainment Planning	1.5
HRB4420A	Convention Service & Sales	1.5
HRB4430A	Hospitality Seminar	1.5
HRB4440A	Going Green: Responsible Profits	1.5
HRB4450A	Human Resource Management	1.5
INT3100A	Internship	30.0

General Education Courses

ENG3100A	Public Presentations	2.0
LEAD4100A	Leadership	3.0
HUM4400A	Sustainability in Life and Work	3.0
PHL3700A	Ethics	2.0
PHL3400A	Philosophy as a Way of Life	2.0
SOC4400A	Sociology of Popular Culture	3.0
PHL4100A	Current Issues in Society	3.0
HUM4700A	Food, Film, and Literature	3.0
EXP4900A	Culture of England	1.0
HIS4700A	Perspectives on Civilization	3.0

PSY3700A	Critical Thinking & Psychology	2.0
SCI3400A	Advanced Nutrition	2.0
TEC3700A	Applications in Technology	2.0

Total Credits

Major	122.5
General Education	64.0
Total	186.5

Clock Hours 3120

Leadership

Course Descriptions

Culinary Arts Courses

Introduction to Culinary Arts

CAA1100A

3.5 credits

This hands-on lab course is designed to introduce students to a professional kitchen. The scope of the program will focus on basic knife techniques, classical cuts, an introduction to Garde-Manger skills, and an introduction to sauce and soup making. In this course students will lay the foundation to the basics of the classical culinary techniques.

(Formerly course CAA112 & CAA121)

Eggs, Dairy & Pasta

CAA1110A

2.0 credits

This hands-on lab course is designed to introduce students to a professional kitchen. The scope of the program will focus on breakfast and brunch cookery including basic egg cookery, omelets and savory soufflés. In this course students will lay the foundation to the basics of the classical culinary techniques. Pasta will be covered in both dried and fresh forms.

(Formerly course CAA112)



CURRICULUM KEY

Course Abbreviations

Major-Specific

CAA	Culinary Arts Associate
CAB	Culinary Arts Bachelor's
PAA	Pastry Arts Associate
PAB	Pastry Arts Bachelor's
HRA	Hotel/Restaurant Associate
HRB	Hotel/Restaurant Bachelor's

General Education

ACC	Accounting
ANTH	Anthropology
BUS	Business
ECO	Economics
ENG	English
FYS	First Year Seminar
HIS	History
LNG	Language
MTH	Mathematics
PHL	Philosophy
PSY	Psychology
SCI	Science
SOC	Sociology
WIN	Wines

EXP	Experiential Learning
INT	Internships

Course Numbers

Course numbers reflect scope of course and the level of difficulty of skills and concepts covered. Prerequisites are noted following the course description.

Vegetables and Starch

CAA1120A

2.0 credits

The abundance and variety of vegetables and farinaceous products in cooking makes this a very important technique class. Proper preparation of starches and vegetables is important for retaining color, taste, texture and nutritional values. In this hands-on course, each student will work on the methods and techniques used in preparing dishes from grains and starches to vegetables.

(Formerly course CAA1122)

Introduction to Culinary Techniques

CAA1125A

1.5 credits

This lecture course provides a basic overview of culinary methods and techniques. Each method is broken down into steps to show the mechanics behind it. Lectures cover such subjects as; moist and dry cooking methods, sauces, stocks, vegetables, soufflés, mousses, pasta and basic plate presentation.

(Formerly course CAA1111)

Fish

CAA1140A

2.0 credits

This hands-on lab course is designed to provide students with an in-depth study into fish. In this course students are introduced to the basics in proper holding, fabrication, preparing and cooking of all types of fish. During turn-out the students will present a variety of dishes with proper portion, sauce and garnish, also focusing on taste, texture and balance.

(Formerly course CAA214)



Shellfish

CAA1150A

2.0 credits

This hands-on lab course is designed to provide students with an in-depth study into shellfish. In this course the students are introduced to the basics in proper holding, fabrication, preparing and cooking shellfish. During turn-out the students will present a variety of dishes utilizing proper cooking techniques while also focusing on taste, texture and balance.

(Formerly course CAA214)

Introduction to Culinary Ingredients

CAA1155A

1.5 credits

In order to become a professional chef, a student must develop a practical, basic knowledge of various food groups and particular ingredients. In this demonstration and lecture course, students will learn about the major classifications of foods groups that include meats, seafood, cheeses and vegetables. Particular attention will be paid to animal husbandry, aqua-farming, product identification,

quality standards, freshness recognition, correct storage guidelines and the organic and slow food movements.

(Formerly course CAA113)



Culinary for Hospitality Professionals

CAA1160A

2.0 credits

This hands-on lab course is designed to introduce students to a professional kitchen. The scope of the course will focus on basic knife techniques and classical cuts and classic sauce making. In this course students will hone the basics of classical culinary techniques. Mastery of this lab will provide the opportunity for students to perfect the skills that are paramount.

Appetizing Starts

CAA1175A

2.0 Credits

This lab course is designed to provide the students with an in-depth study in the preparation and execution of a broad variety of appetizers, salads, soups and hors d'oeuvres. Course Objective: This class will enable the student to recognize the importance and position of appetizers on today's menu.

Introduction to Cooking Techniques

CAA1185A

2.0 Credits

In this course students will learn the basics of classical culinary techniques of a professional kitchen. Topics include: reinforcement of basic knife techniques, classical cuts, garde manger skills, breakfast and brunch cookery and both moist and dry methods of cooking.

Market Production

CAA1300A, 1310A, 1320A, 2330A, 2340A, 2350A

12.0 Credits total

This course is designed to introduce students to the various stations of a commercial production kitchen and to develop the skills necessary to work those stations. By preparing a wide variety of foods to be served in the International Market and sold in the Pastry Shop at The Restaurant School at Walnut Hill College, students reinforce and hone essential skills such as organization, proper mise en place, speed, and efficiency. The students are rotated through each station, each week, so as to afford every student an opportunity to practice the skills specific to each station. Industry standards in dress code and professionalism are also emphasized. *(Formerly course CAA131, CAA132, CAA233)*

World Dining Production

CAA1400A, CAA1410A, CAA1420A, CAA2400A

10.0 Credits total

In this practical hands-on course, students continue to develop and refine elementary skills such as speed, efficiency, and plate presentation by preparing a wide variety of foods for sale to the public through the pastry shop, and to

the residential learning students in the Dining Around the World program. Students rotate through restaurant specific stations and are given the opportunity to practice the skills specific to each station. Students will develop their menu writing skills, as well as preparation, cooking, and plating techniques.
(Formerly course CAA224)



Poultry **CAA2160A**

2.0 Credits

This hands-on lab course is designed to provide students with an in-depth study of poultry. In this course the students are introduced to the basics in proper holding, fabrication, preparing and cooking of poultry. During turn-out the students will present a variety of dishes with proper portions, sauce and garnish, also focusing on taste, texture and balance.
(Formerly course CAA214)

Meat – Beef & Veal **CAA2170A**

2.0 Credits

This comprehensive hands-on course encompasses all aspects of purchasing, storage, fabrication and preparing meat and game products. Classes will allow the students to practice the butchering and cooking techniques, using beef, lamb, veal, pork and game meats as the medium.
(Formerly course CAA216)

Meat – Lamb & Pork **CAA2180A & CAA2330A (PT)**

2.0 Credits

This comprehensive hands-on course will encompass all aspects of purchasing, storage, fabrication and preparation of lamb and pork products. Classes will allow the students to practice the fabrication and cooking techniques, using pork ribs, butts, belly, and loins as well as lamb shoulder, racks, legs and loin as the medium.
(Formerly course CAA216)

Looking to the Sides **CAA2185A**

2.0 Credits

The abundance and variety of vegetables and farinaceous products in cooking makes this one of the most important techniques classes. Proper preparation of starches and vegetables is important for retention color, taste, texture and nutritional values.

Meat – Variety & Game **CAA2190A**

2.0 Credits

This comprehensive hands-on course encompasses all aspects of purchasing, storage, fabrication and preparing variety and game products. Classes will allow the students to practice the fabrication and cooking techniques, using sweetbreads, liver, kidneys, brains and game meats as the medium.
(Formerly course CAA216)

Le Plat **CAA2195A**

2.0 Credits

This is a course on “center of the plate” or entrée menu items. It is an important first step to understanding and learning the key elements to fine dining food production. The course will cover all basic aspects of food fabrication and cooking



techniques. Students will learn aspects of purchasing, storage, fabrication and preparation of a wide variety of conventional proteins.

Theory of International Cuisine CAB3225A

1.5 Credits

The understanding of regional cuisines broadens the Chef's perspective of the cultural relationship between food and people. This lecture class will provide a theory for how we interpret foods from different regions of the world. Our theory will be applied to the cuisines of different international regions and examine the factors that influence the utilization of regionally specific foods.

International Cuisine I CAB3230A

2.0 Credits

The development of world cuisine is a direct result of topography, location, climate and cultural influence. This hands-on course offers the student practical

exposure and historical insight to the varied world cuisines of Europe, Asia and the Mediterranean, working from the roots of these civilizations to present day. As the particular aspects of regional ingredients and traditional cooking techniques are discovered, a rich source of inspiration is cultivated in future culinary professionals.

(Formerly course CAB314)

Art & Presentation CAB3240A

2.0 Credits

The theories of aesthetics are no longer confined to determining what is beautiful in art, by attempts to discover the relationship of art to other forms, such as the presentation of food. The artistic elements –line, shape, color and texture are manipulated to create stylized presentations of various dishes. By examining the components of art, the students translate that information into the composition of visually stimulating plating.

(Formerly course CAB321)

Culinary Judging and Tasting CAB3250A

2.0 Credits

During this course the students will be exposed to the world of flavors and taste sensations. Each student will be instructed and guided so as to be able to develop a keen sense of flavor and sensual perception. Employing scientific and empirical principles through laboratory demonstrations and applied cooking techniques, this course will expand the student's knowledge and overall appreciation of gastronomy and the culinary arts.

(Formerly course CAB311)

International Cuisine II

CAB3260A

2.0 Credits

In a continuation of the experiences that we have gained from utilizing ingredients and techniques from other nations, students will once again be exposed to foods and dishes of cuisines from regions around the world. Greater emphasis in this lab course will be given to the foods and techniques of the Far East, Southeast Asia, Japan, Thai, Polynesia, and India as well as the foods of the Mexico, Caribbean, and Latin America.

(Formerly course CAB415)

Chef's Palate

CAB3280A

2.0 Credits

As the perfect transition from the 'Culinary Taste' block, this course leads the student through a seasonal exploration of clearly defined groups of foods that are The Chef's Palate. Each section will commence with a guided discussion that will explore the individual nuances that each element brings to the Culinarian, with suggestions that will exemplify each its particular traits and flavor profile. This is then followed by the creation of menu items that will showcase these traits as they would appear in a restaurant setting.

(Formerly course CAB312)

Managing Market Production

**CAB3350A, CAB3360A, CAB3370A,
CAB4380A, CAB4390A, CAB4400A**

15.0 Credits total

This course is designed to take the knowledge gained in Market Production to the next level. The course focuses on food production and the supply chain known as "farm to fork." Principles of processing, preservation and packaging with the implications for issues such as product integrity, safety and waste management are covered. The course introduces newer technologies and techniques to use for specific foods in the preservation process. Topics such as shelf life, minimizing, reusing, are also addressed.

Feast for Kings

CAB4235A

1.5 Credits

From legend, facts, diaries and art we know of the grand historical feasts that celebrated kings. This course will be an examination of historical feasts from around the world. A tour of the lavish feasts of the emperors of ancient Rome, the decoration and embellishments of food by the d'Medicis of Italy, the French Royal Court, and varied feasts from Asia will be experienced, explored, and even tasted.





Master Chefs: Classical to Contemporary

CAB4300A

2.0 Credits

From the earliest documentation, history has rewarded the efforts of great culinary genius. As much as any art form, cooking is continuing to evolve through the work of the masters of cuisine. Working from the recipes of these great chefs gives each student both knowledge and inspiration that will enhance their futures. Students will cover the recipes and work of prominent chefs from around the world. Styles, techniques and influences will be discussed in this hands-on class: Escoffier, Bocuse, Charlie Trotter and the direction of modern cuisine will continue to inspire yet another generation of great chefs.

(Formerly course CAB322)

Garde Manger

CAB4310A

2.0 Credits

The preparation of food for salon presentation is a painstaking, yet rewarding, process. Through lecture, demonstration, hands-on application and repetition, students will learn the fine art of food preparation that is to be presented at an American Culinary Federation or World Association of Chefs Societies culinary salon competition.

(Formerly course CAA215)

Cold Food Salon

CAB4320A

2.0 Credits

The preparation of food for salon presentation is a painstaking, yet rewarding, process. Through lecture, demonstration, hands-on application and repetition, students will learn the fine art of food preparation that is to be presented at the competition salon level.

(Formerly course CAB423)

Freestyle Cooking

CAB4330A

2.0 Credits

The basis of any great chef's ability to create is knowledge of traditional cooking techniques and exposure to different cultures and cuisines. Students will be challenged in simulated "real life" scenarios to produce conceptualized menu items using skills taught throughout their entire program. Each week, students will be judged and graded upon their creativity, as well as their use of correct fabrication and cooking techniques; organizational and professional skills; applied artistic principles and concepts, and nutritional balance and plate marketability.

(Formerly course CAB424)

American Regional Cuisine

CAB4290A

2.0 Credits

This course provides information about the explorations of American regional cuisine using a region by region format. Students will investigate the indigenous ingredients, cooking techniques and international influences of each distinct geographic region of The United States. By terms end, students will have prepared many traditional and modern recipes from the 13 regions that as a whole define the melting pot of American cuisine.

(Formerly course CAB416)

Pastry Arts Courses

Pastry Techniques

PAA1110A

2.0 Credits

Successfully mastering dough making requires the knowledge of a variety of specialized techniques. Proficiency in this area is critical for the professional pastry chef. This introductory lab class will expose students to the essential techniques for pastry dough production. In a lab kitchen, the students will learn to master the skills necessary for developing specialty doughs such as pâte sucrée, pâte brisée, puff pastry, and choux paste. Students will also learn to understand, identify, and produce American and European tarts, pies, cookies, and pastries.

(Formerly course PAA112)

Professional Bread Baking

PAA1120A

2.0 Credits

Students are introduced to professional methods of producing bread. Beginning with the basic ingredients of all breads — flour, yeast, and water — they will learn every step involved in the bread making process, including mixing, kneading, scaling, shaping, proofing, scoring, and baking. They will also study how and when to use different types of yeast and starters, ingredient calculations, and baking temperatures.

(Formerly course PAA113)

Introduction to Pastry Arts

PAA1125A

1.5 Credits

This course combines theory, lecture, and demonstration to provide an in-depth look into the world of the pastry arts. Students will gain a better understanding of how both artistic and scientific influences contribute to produce the finest breads, desserts, and pastries.

(Formerly course PAA111)

Cake Baking & Decorating

PAA1130A

2.0 Credits

This course teaches the skills required for producing cakes, ranging from the simple creamed cake, to the delicate and classic genoise. With this foundation in place, the students will gain the technical understanding of baking, assembly, icings, and decorating techniques. By developing cakes, constructive criticism, and open discussion, students will learn that each component serves a special purpose and how each functions within the final product.

(Formerly course PAA114)

Retail Pastry Production

PAA1300A, 1310A, 1320A, 2330A,
2340A, 2350A

15.0 Credits total

This course, through continuous reinforcement and station to station rotation, prepares the student to meet the challenges involved in becoming a pastry chef. Through preparation of decorated cakes, petit fours, chocolate and candies, restaurant dessert and plate garnishes, ice creams and sorbets, coupled with effective management procedures, the student gains a more comprehensive understanding of pastry production on a professional level.

(Formerly course PAA121, PAA122, PAA123, PAA224, PAA225, PAA226)

Dessert Fundamentals

PAA2115A

2.0 Credits

Probably one of the most challenging aspects for the culinarian is the necessity to apply their skills in an alternative field of expertise. In this course, students will be exposed to, and practice a comprehensive variety of fundamental pastry techniques. Successful mastery of these skills will afford the student the ability to produce a significant variety of simple desserts upon which to expand their knowledge in the future.

(Formerly course CAA241)

Ice Cream-Bavarian-Mousse

PAA2140A

2.0 Credits

This course focuses on professional dessert presentations by practicing both classical and modern techniques of mousse, Bavarians, ice creams and sorbets. Students will study the theory and applications necessary in preparing these light desserts: the science and effects of egg coagulation, ice crystallization, and gelatin on liquids and fats in a hands-on situation. In addition, students will also be guided through the current application of fruit cookery, dessert sauces and tableside desserts.

(Formerly course PAA215)

Chocolates & Confections

PAA2150A

2.0 Credits

In this hands-on lab class, students will discover the universal appeal and application of chocolate. Students will be able to correctly temper chocolate and create filled candies as well as garnishes. This course will also introduce the fundamentals of working with sugar for creating the various other candy confections as well as for garnishing plated desserts.

(Formerly course PAA231)

Advanced Pastry Decorations

PAA2155A

2.0 Credits

This course teaches the skills required for producing decorated cakes and petit fours using various techniques and styles.

Students will be introduced to new media as well as hone their piping and baking techniques. The objective of this course is to give students the necessary tools to be able to create beautiful and creatively decorated cakes and petit fours. By the end of the course students will create decoration with chocolate, royal icing, marzipan, and modeling chocolate as well as platters of petit fours sec and glace.



European Tortes and Gateaux

PAA2160A

2.0 Credits

Students will become proficient in the artistic creation of specialty cakes. They will study theory and applications necessary to produce products that are light and tender for European style meringues and nut tortes.

(Formerly course PAA216)

Wedding Cakes

PAA2170A

2.0 Credits

This course is focused on the demonstration and practice of the various techniques used in traditional wedding cakes. Students will be exposed to a variety of style before designing and executing their own creation. Techniques include: rolled fondant, royal icing piping, pastillage, cocoa painting, and gum paste flower creation.

(Formerly course PAA217)

Breads & Pastry

PAA2215A

2.0 Credits

Students will master various types of bread and pastry dough's. Each product requires the proficiency of specific techniques which will be explored in this course.

(Formerly course CAA241)

Cakes & Desserts

PAA2225A

2.0 Credits

This course teaches the skills required for producing cakes, ranging from the simple creamed cake, to the delicate and classic genoise. With this foundation in place, the students will gain the technical understanding of baking, assembly, icings, and decorating techniques. By developing cakes, constructive critics, and open discussion, students will learn that each component serves a special purpose and how each functions within the final product. This course also reviews plated des-

sert and presentation along with an introduction to chocolates and candies.

(Formerly course CAA241)

Artisan Breads

PAB3190A

2.0 Credits

An intensive look at the ingredients and handling techniques involved in producing true artisan breads. Students will utilize and develop classic and modern artisan techniques and complete a display bread showpiece.

Advanced Boulangerie I and II

PAB3210A, 3220A

2.0 Credits each

This course is an in-depth study of the specific procedures for working with various specialized dough: Middle-Eastern flatbreads, phyllo dough, puff pastry, danish, dumplings, fritters and sweet pastas. Students will learn the theory, required techniques and classic presentations for these and other complex and delicate ethnic creations.

(Formerly course PAB313)

Art of the Chocolatier

PAB3230A

3.5 Credits

Students will get an overview on the production of chocolate. They will learn proper melting (de-crystallizing) of chocolate and the proper tempering (crystallizing). Students will learn the various types of chocolates techniques and terminology, candy making, decorations and showpieces.

(Formerly course PAB302)

Advanced Baking for Culinarians

PAB4225A

2.0 Credits

The scope of this course is structured to encompass the science of bread making to fine art of dessert presentations. Our culinary students will develop the skills



necessary to produce European and American breads, tarts, laminated doughs, tuiles, and dessert sauces. Students will also be taught the elements of elegant dessert presentations that include the matching flavor profiles, color contrasts, contemporary garnishing and appropriate sauces.

International Desserts

PAB4240A

2.0 Credits

Students explore international baking while studying various cultures. A variety of ethnic desserts, ranging from regional classics to seasonal favorites, are studied and prepared as the student looks at the different international customs and traditions of baking.

(Formerly course PAB322)

Celebration Cakes 1

PAB4250A

2.0 Credits

In this course students will build on their fundamental skills in cake design and decorating. They will be introduced to new techniques for expressing their personal vision and style through modern and traditional cakes. The students will solve cake challenges utilizing previous knowledge and new creative solutions. The focus of the class is to prepare the students to meet the ever-changing demands of the custom cake market.

(Formerly course PAB423)

Celebration Cakes 2

PAB4260A

2.0 Credits

In this advanced course in wedding cake design, students will build on previous skills in the creation of both traditional and modern wedding and celebration cakes. Design and artistic expression will also be central to the theme of the course. Students will work extensively with rolled fondant, gum paste, pastillage, air brush painting, and alternative cake supports.

(Formerly course PAB423)

Sugar Artistry

PAB4270A

2.0 Credits

This class includes an introduction to the art of sugar work. Students will learn to properly cook, pour, pull, and blow sugar to create artistic showpieces. Design, layout, and color issues will also be covered.

(Formerly course PAB442)

Advanced Confections

PAB4280A

2.0 Credits

This course allows more in-depth study of the creation of chocolate candies and confections. The students will execute candies as well as presentation plates using the skills from previous classes.

(Formerly course PAB443)

Savory Bakeshop

PAB4290A

2.0 Credits

Probably one of the most challenging aspects for both the patisserie and culinarian is the necessity to apply their skills in the opposite or alternative field of expertise. In this course block students will be exposed to, and practice, a comprehensive variety of both culinary and pastry techniques combinations that will open and expand their personal experiences to new horizons.

(Formerly course PAB331)

Pastry Freestyle 1

PAB4300A

2.0 Credits

In this hands-on course, students will utilize their skills from previous courses to create plated desserts and petit fours each week based on a mystery bin of ingredients. The students will be challenged to think on their feet and create a menu that is skillful, delicious and reflective of the theme of the ingredients. The class will also use self and peer critique as means of evaluation and continual development.

(Formerly course PAB444)

Pastry Freestyle 2

PAB4310A

2.0 Credits

In this hands-on course, students will continue to create plated desserts and petit fours each week based on a mystery bin of ingredients. The students will be challenged to think independently and asked to develop a menu that is reflective of the theme of the ingredient. The class will also use self assessment and peer critique as means of evaluation and continual development.

(Formerly course PAB444)

Contemporary Dessert Styling

PAB4320A

2.0 Credits

This course will provide students with the opportunity to create and develop elegant restaurant-style desserts. An understanding of how elaborate desserts compliment a meal and enhance the overall customer dining experience will be discussed.

(Formerly course PAB424)



Internships / Experiential Learning

Tour of France

EXP2100A

2.5 Credits

This capstone to the Associate of Science program for Culinary and Pastry Art majors moves the students' classroom to the restaurants, factories, fields, and towns of France. Students will travel to France and take part in a seven-day course that will expose them to the culture where fine dining originated. From country inns to the Champagne fields of the North to the mustard regions of Dijon, students will meet farmers, chefs, restaurant owners, wine masters, and cheese makers. On completion of the trip, students will produce journals relating their experiences during this dynamic course.

(Formerly course EXP200)

Management Florida Resort Tour

EXP2200A

2.5 Credits

This capstone to the Associate of Science program for Hotel and Restaurant Management students brings together the educational components of the program. Being exposed to the philosophy and culture of the most successful hospitality company in the world gives the students a greater insight into their chosen profession. Students will stay at the Disney resort, visit various facilities, and talk to managers and directors. They will be exposed to the inner workings of the Disney Corporation. After four days studying at the Disney resort and other Orlando area hospitality operations, the students will board a cruise ship on destination to the Bahamas. While on board, they will go behind the scenes to study the management structure required to operate a ship. On arrival in the Bahamas, students will visit a resort hotels to examine the management structure and available services.

(Formerly course EXP300)

Hospitality Tour of England

EXP 4300A

2.5 Credits

This capstone to the Bachelor of Science program for all students introduces them to the diversity of England from its history, landscape and architecture to its people and customs and hospitality. It is a country of contrasts, with the stark and modern jostling for position alongside the elegant and ancient. This course will take the students on an exploration of some well-known towns and cities to places often overlooked by visitors. The tour includes visits to traditional pubs, exceptional restaurants, working farms and wineries, and superlative hotels and inns.

(Formerly course EXP300)

Management Courses

Introduction to Dining Room Service

HRA1110A

1.5 Credits

This course will give students a thorough knowledge of customer service, table service, and the fundamental skills necessary to achieve service goals. The course covers the history of service and the qualities of a professional server, how to exceed customer needs and to create a successful “mise en place”. The course also reviews the different industry segments and dining room equipment. It concludes with the basis of table service, fine dining etiquette and service, with a discussion of management’s role in service.

(Formerly course HRA105)



Bartending

HRA1120A

1.5 Credits

The student will undertake an in depth overview of dram shop liability, physiological effects of alcohol and the establishment and management of alcohol service policies. This course is the nationally recognized certification course administered under the auspices of the National Restaurant Association.

(Formerly course HRA110)

Introduction to Hospitality

HRA1130A

1.5 Credits

The hospitality industry is one of the modern world's fastest growing industries. The course looks at its various constituents and important aspects that govern this industry. Hospitality students need to understand the diverse and vast commercial operations that are crucial to local as well as global economies.

(Formerly course HRA115)

Restaurant Operations

HRA1300A, 1310A, 1320A, 1330A,

39.0 Credits total

This class format affords the student the unique opportunity to perfect their skills in our public restaurant facilities. Each student will experience different styles of dining room service, and in addition, rotate through

the 'back-of-the-house' and learn food safety, food fabrication, food preparation, recipe development, inventory management, ordering, costing, cooking, timing, plating, and most importantly, quality control. From napkin folding, table setting, floor plans, suggestive selling techniques, students will become fully conversant in all aspects of dining room operations and cooking procedures through continuous reinforcement.

(Formerly courses HRA100, HRA101, HRA102, HRA200, HRA201, HRA202)

ServSafe Alcohol – Beer

HRA2325A

1.5 Credits

The student will undertake an in depth overview of dram shop liability, physiological effects of alcohol and the establishment and management of alcohol service policies. This course is the nationally recognized certification course administered under the auspices of the National Restaurant Association.

Students will practice bartending skills by making the most popular cocktails.

(Formerly course HRA110)

Housekeeping

HOSP1110A

1.5 Credits

The changing face of the housekeeping profession and the lodging industry are the basis of this course and the text upon which it is based. New lodging products, new markets, and new cleaning techniques are redefining the roles and responsibilities of the executive housekeeper. What has not changed is the need to understand the basics of managing a department and cleaning a property.

(Formerly course HRA125)



Principals in Hotel Management HOSP1115A

1.5 Credits

This course presents an introduction to the rooms division departments of a hotel. It includes a systematic approach to front office procedures by detailing the flow of service through a hotel, including reservations, registration, and security. Students will be knowledgeable of industry ratings scales and standards.

Front Office Management HOSP1120A

1.5 Credits

This course will provide students with a conceptual understanding of the application of management concepts utilized in a hotel front office. Emphasis is placed on the important role this department has in a successful operation. Communication is stressed, both within the department, with hotel guests, and other departments.

(Formerly course HRA210)

Meeting Planning HOSP1130A

1.5 Credits

Conventions and Meetings are one of the fastest growing segments of the Hospitality Industry. This course covers the major aspects of Convention and Meeting Planning, as it is carried out in the Hospitality industry.

(Formerly course HRA230)

Customer Service HRB3400A

1.5 Credits

As a manager, one of your main goals is to be profitable, and one critical aspect to your success in being profitable is your ability to provide high-quality customer service to every member of your opera-

tion, including guests and employees. Customer service is often overlooked as an important element of a profitable business. But the quality of service to a customer can impact every part of your operation. Customers are not just those who purchase goods or services from you, but also your employees and vendors. Satisfying all of these stakeholders is important to your overall success. Understanding the complex relationships that exist between each of these stakeholders and your operation is a significant goal every manager should strive for.

Hospitality Design HRB3350A

2.5 Credits

Hospitality Design focuses on planning, execution, and evaluation of a real-life restaurant operation. The class will incorporate lectures, strategic planning, action plan development and implementation, profit maximization and practical hands-on management experience.

(Formerly courses HRB340, HRB440)



Spirits and Wine Lists HRB3390A

1.5 Credits

The first part of this course will introduce students to the current brands of alcoholic spirits, where and how they are produced and how to identify their flavors. The second part will cover the “how and why” of creating a successful restaurant wine list.



Event and Entertainment Planning

HRB4410A

1.5 Credits

This is a junior level course designed to help Hotel / Restaurant students learn the theories of event management with exposure to actual events and event planners. Students will learn how to formulate event strategies for places / destinations. The course will focus on planning, development, management, and implementation of all types of events such entertainment events, and corporate events, cultural and sporting events and festivals.
(Formerly course HRB315)

Convention Sales and Service HRB4420A

1.5 Credits

This course is designed to provide an in-depth advanced study of convention, corporate and group tour segments of this hospitality market, marketing research techniques appropriate to this revenue source, establishing records and systems and maintaining them for this market segment, and promotional & advertising and serving techniques for this segment of the hospitality industry. It will also cover how this industry provides the best practices of service.

Hospitality Management Seminar

HRB4430A

1.5 Credits

The course provides an in-depth study of the Hospitality Industry with the use of readings, discussion and analysis of case studies, trends and developments in hotel and restaurant industry. Students are required to create a detailed research project on a topic / brand from the hospitality industry. Further, they will plan an Academic hospitality event using regional resources and visits to industry organizations.

(Formerly course HRB430)



Human Resources Management

HRB4450A

1.5 Credits

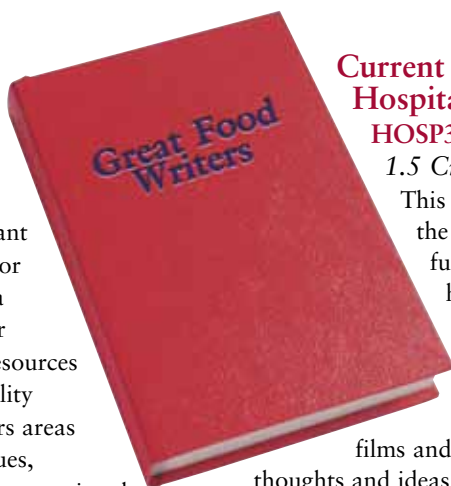
This course is designed to provide the hotel /restaurant students under the Bachelor of Science program with a firsthand look at the inner workings of the human resources department in the hospitality industry. The course covers areas such as benefits, wage issues, discrimination laws, and international labor relations and thereby helps in the understanding of the complex labor laws in the country and beyond. For this purpose the course will use case studies, scholarly articles, and guest speakers from the hospitality human resources field.

Property Operations

HOSP2140A

1.5 Credits

This course will provide a basic understanding of creating and managing hospitality facilities. The students will clearly understand the nature of hospitality facilities. The students will also be exposed to lodging design and renovation.



Current Issues in Hospitality

HOSP3380A

1.5 Credits

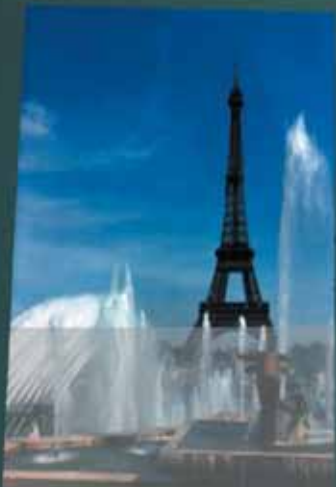
This course examines the current and future trends in the hospitality industry. Students will review and discuss case studies, articles, films and share their thoughts and ideas in the class under the facilitation of the instructor. The students are encouraged to learn about the current trends and events that are shaping the future of the hospitality industry.

Casino Management

HOSP4130A

1.5 Credits

This course examines the history and development of gaming and casino operations, and how it is rapidly growing throughout the United States. Particular attention will be placed on casino operations in the states of Delaware, New Jersey, and Pennsylvania. This course covers the unique interior and community cultures of casino operations as a segment of the hospitality industry. Students will study the structure of casino operational departments and their functions.



Conversational French



Travel & Tourism

HOSP4140A

1.5 Credits

This course is designed to provide Hotel / Restaurant students with an opportunity to learn tourism theories and integrate and apply them to an actual tourism project. Tourism research work will be assigned to the student(s) in teams where each team will work with an industry professional or mentor. The team(s) will research, analyze, and synthesize tourism planning in an area and create an action plan report which will include suggestions and recommendations. The student(s) will also travel and meet with regional tourism organization officials for this purpose.

(Formerly course HRB330)

Hospitality MIS

HOSP4150A

1.5 Credits

This course introduces students to information technology management issues, and demonstrates how technology can be utilized to increase efficiency and productivity in the hospitality field.

Maitre Hoteliers

HOSP4160A

1.5 Credits

An in-depth study of Hotel / Tourism Leaders, in this course, students will engage in studies of successful Hoteliers to determine each Hotelier's secret to success and what methodologies they employ to make their corporations leaders of the Hospitality World.

Resort Operations

HOSP4170A

1.5 Credits

This course focuses on the uniqueness of resort development, management and

operations. The resort industry is booming, increasing the demand for energetic management personnel who are well versed in the unique issues and challenges of Resort Management and Operations.

Tableside Service

RES1110A

1.5 Credits

This course introduces students to the entertaining and specialized skill of tableside cookery. This style of service, the hallmark of what is referred to as French Service in the U.S., is currently executed in the finest European restaurants. The Chef de Rangs as well as the Commis de Rangs perform this demanding but elegant service in the dining room in full view of the guests. This hands-on class will cover the classic presentations as well as modern and contemporary variations. The student will learn and develop the skills to debone fish, carve meats and poultry as well as cook and flambé a variety of dishes.

(Formerly course HRA205)

Menu Writing

RES1120A

1.5 Credit

This course combines theory and lecture to provide an in-depth look into the world of crafting and managing menu design and execution. The menu is the chef and management's primary marketing, as well as management tool to run an operation. The student will gain an understanding of all that is involved in developing and writing a restaurant, pre-fixe, and/or other industry related menus. *(Formerly course (HRA215)*

Catering**RES3120A***1.5 Credits*

The increased demand for catering operations for social and specialized events has brought in a new focus on the subject of Catering Management. This course will help you understand catering as a profession, its contents and requirements. Further the course will also explore what it takes to be a professional caterer

Certified Specialist of Wine Parts 1 & 2**RES4130A, 4140A***1.5 Credits each*

The Certified Specialist of Wine is the first level of certification offered by the SWE. It recognizes a high standard of academic wine knowledge and the mastery of key elements within the world of wine and vine as determined by a team of wine industry educators. SWE credentials are career enhancing and résumé building tools for dedicated wine professionals and represent the only wine knowledge-based exams approved by a professional U.S. wine society.

Great Restaurateurs**RES4150A***1.5 Credits*

Case studies are one of the key learning techniques utilized in business school programs. In this course, students will engage in studies of successful restaurateurs to determine each restaurateur's secret to success and the methodologies they employ to make their property stand out from the rest.

(Formerly HRB305)**Going Green: Responsible Profits****HRB4440A***1.5 Credits*

This multidimensional course introduces the global sustainability and environmental movements, their impact on the hospitality industry, and strategies for earning “responsible” profits. Readings are drawn from environmental, sustainability, and hospitality literature. This course will enlighten students on the growing trend of sustainability in all aspects of business. Students will learn multiple strategies for planning, developing, and instituting a sustainability program in a hospitality operation in a profitable manner.

General Education Core Curriculum

ASSOCIATE OF SCIENCE DEGREE PROGRAMS

Concept Development

BUS2120A

1.5 Credits

Students will develop a business plan for a restaurant, bakery, or small hotel concept. The course includes introduction, concept, location, design, competitive analysis, marketing, staffing, scheduling, and budgeting. This comprehensive course brings together everything the student has learned up to this point.

(Formerly course BUS240)

Purchasing

BUS3140A

1.5 Credits

This course addresses the concepts of purchasing and supply management necessary to the smooth running of a food service or hotel operation (with in field research). Topics to be discussed include management of a procurement system and computerized purchasing systems, understanding distribution channels, developing buyer-seller relationships, strategic buying, and quality, cost, yield, and storage concerns. There will be a scheduled field trip to course appropriate sites based on availability.

(Formerly course HRB220)

First Year Freshman Seminar

CCS1000

2.0 Credits

This interactive course supports students as they embark on their collegiate experience. The course covers various topics such as time management, study



skills, professionalism, and learning style identification which will benefit the student both in and out of the classroom, as well as create a solid foundation for lifelong learning.

Strategies for Success

CCS2900

2.0 Credits

This course supports students development of personal and professional strategies related to gaining and maintaining employment within their desired industry. Additionally students identify strategies for continuing lifelong professional development and career advancement. The course focuses on the creation maintenance of a professional portfolio to validate knowledge, skills, abilities and attitudes and ensure prolonged success.

Creative Writing

ENG1400

2.0 Credits

This course introduces students to the art of composition and supports the development of creative writing as an effective means of communication. The course utilizes various writing styles, such as personal narratives, critiques, and persuasive essays to hone students writing skills.

Foundations in Research

ENG1700

2.0 Credits

The ability to access, evaluate, and effectively utilize information is one of the most fundamental skills a professional can possess. This course introduces students to the vast body of knowledge at their fingertips via the Internet as well as the more focused information available at libraries and through electronic databases. Students learn to evaluate legitimacy of information and utilize it professionally and ethically.

Culture of France

EXP2901

1.0 Credits

This course is designed to provide students with a profound observation of the culture of France by introducing the various regions of the country. A prelude to an intimate immersion into the French lifestyle will help students comprehend how the French culture has impacted the world's current society.

Culture of Florida and the Bahamas

EXP2905

1.0 Credits

The Culture of Florida and the Bahamas is designed to provide students with an understanding of the impact business and industry has had on the cultures of Florida and the Bahamas. A prelude to an intimate immersion into the Floridian and the Bahamian cultures, this course will help student comprehend how the development of these regions has changed their cultures.

Shaping American Cultures

HIS2400

2.0 Credits

Today's American culture has been, and continues to be impacted by its vibrant history. This course illustrates the major events from Colonial America to the present day that have shaped and changed the American Culture. Students will theorize on the future of American culture by exploring current major events.



Understanding World Cultures

HIS2700

2.0 Credits

This course provides students with a multicultural overview of customs and traditions from pre-history and early man through the Renaissance age explaining how various events during that timeline impacted worldwide cultures. Students will gain an appreciation for international diversity through the exploration and analysis of significant events and factors that brought about change and evaluate how current worldwide events are impacting culture today.

Risk Management

HRB4370A

3.0 credits

This course provides an introduction to the procedures and concepts of risk management. Students will develop an understanding of security and risk management through discussions of risk identification, analysis, measurement, control, and financing. The course will also include a look at insurance, coverage and benefits.

(Formerly course HRB405)

American Courts and Legal Systems

LAW2100

3.0 Credits

This course will introduce students to the three branches of government and the American court system. It will focus on Judicial branch of government including the role of the courts in the criminal justice system, the major components of the American court system, and the actors in this system. In addition, the course will cover the criminal court process and the interaction of the members of the court with each other and various other criminal justice agencies.

The Leading Supervisor

LEAD2400

3.0 Credits

This course provides a study of effective leadership and supervision of employees. The course reviews the employment cycle of recruitment, selection, training, evaluation, and proper handling of discipline and discharge identifying leadership functions throughout the cycle. Additionally the basic laws that govern the workplace, employee protection, and quality shift management are covered.

Conversational French

LNG2400

3.0 Credits

This course introduces students to basic vocabulary and fundamental sentence structures of the French language. Grammar, pronunciation, and everyday vocabulary are stressed as tools for comprehension and expression in French speaking cultures.

College Math

MTH1100

3.0 Credits

College Math provides students with foundational mathematical knowledge that are essential for successful completion of future courses as well as professional accomplishment. Topics include mathematical operations using fractions, decimals, and percentages as well as algebraic equations in a practical context. Problem solving through mathematics is emphasized throughout the course.

Exploring Psychology

PSY2100

3.0 Credits

This course introduces students to the history and major concepts and theories of the discipline of psychology while acquainting them to the applications of psychology in their professional and everyday lives.

Nutrition for a Healthy Life

SCI1700

3.0 Credits

This course provides students with an overview of general nutrition information with regard to product information and how food affects general health and well-being. Basics of nutrition regarding anatomical development, biochemistry, general health and well-being are explored empowering students to take control of their own lifelong personal health and fitness goals.

Introduction to Computer Applications

TEC1400

2.0 Credits

This course is designed to develop student's foundational skills in information management and technology that will allow the student to become an effective participant in an information-based society. The use and integration of the Internet and productivity software applications contained in the Microsoft Office 2010 Suite using a hands-on approach are covered.

BACHELOR OF SCIENCE DEGREE PROGRAMS

Public Presentations

ENG3100

2.0 Credits

This course introduces students to public speaking and is designed to help students build confidence in preparing and delivering informative and persuasive presentations in professional settings.

Culture of England

EXP4900

1.0 Credits

This course is designed to provide students with a profound observation of the culture of England by introducing the various regions of the country. A prelude

to an intimate immersion into the English lifestyle will help students comprehend how the English culture has impacted the world's current society.

Perspectives on Civilization

HIS4700

2.0 Credits

Students explore the dynamic relationship that exists between civilization and culture throughout history and how these differences form the basis for our survival as well as shape our daily habits. Through lecture, film, and discussion students discuss and differentiate between ancient and modern civilizations and analyze the unique aspects of culture that create their identity.

Sustainability in Life and Work

HUM4400

2.0 Credits

Societies around the globe recognize the need to consider the environmental effects of the decisions made today, as well as the consequences. This course is designed to provide an exploration of individual and collective responsibility with regard to "going green."

Analysis of Film, Art, and Literature

HUM4700

3.0 Credits

In this course students will examine and evaluate the relationships of film, visual art, and literature through key selections of the various formats. Students will focus mainly on these selections from a historical perspective critically analyzing how individuals and groups have been perceived in various cultures and times as reflected in the selected films, literature, and visual art. Students are encouraged to offer their unique perspective when analyzing works. Required comparative readings and film and art viewings are a component of this course.

Leadership

LEAD4100

3.0 Credits

This course is designed to provide an in-depth study of leadership allowing the student to gain insight in the function and importance of the topic, as related to their own career potential. Several theories in leadership will be presented and studied.

Philosophy as a way of Life

PHL3400

3.0 Credits

This course aims at being an introduction to philosophical thinking which concerns itself with fundamental questions about ourselves and our world. The emphasis of the course will be: analyzing problems, assessing arguments, developing and defending theses.

Ethics

PHL3700

2.0 Credits

This course will provide instruction on the basics of ethics in relation to everyday life. Students will be presented with case studies where they can apply ethical standards.

Current Issues in Society

PHL4100

2.0 Credits

This course examines the current and future trends in society around the globe. Students will review and discuss case studies, articles, films and share their thoughts and ideas in the class under the facilitation of the instructor.

Critical Thinking and Psychology

PSY3700

3.0 Credits

This course intends to develop critical thinking skills in students with regard to human behavior in which they can re-evaluate current information and apply acquired knowledge from this course to real-life situations. Topics covered include motivation and emotion, social psychology, personality, health and illness, and psychological disorders and treatment.

Sanitation

SCI110A

1.5 Credits

This is a comprehensive certification course covering the principles of sanitation and safe food handling in the prevention of food-borne illnesses. Taught in three units over the course the term, each student will learn about microbiological pathogens, chemical and physical contamination of food, food allergens and food-borne illnesses. The goal of this class is to prepare each student to take the Manager's ServSafe Examination and become a fully certified food service professional.
(Formerly course SCI100)

Plant Science

SCI3100

3.0 Credits

This course is designed to provide the students with a working knowledge of the fundamental structures and processes of plants focusing on the principles of plant structures, physiology, environmental relationship to growth, and management of crops. Analysis of plant growth and the identification of economical crops will be included.

Advanced Nutrition

SCI3400

2.0 Credits

This course explores how food impacts health and the prevention of some diseases. Exploration of healthy food choices, organic, local and seasonal foods will be discussed. Government guidelines regarding nutritional requirements for American diets will be presented. Using the information obtained in this course, Students will complete a Private Chef Project where through additional research they will be required to design a specific diet plan for a fictitious patient with a medical condition or disease.

Sociology of Popular Culture

SOC4400

3.0 Credits

This course examines popular culture throughout history and today from a sociological perspective. Lessons have an emphasis on the impact of mass media, social media and the information age on consumer behavior and the marketing of products and services in the domestic global marketplace.

Applications in Technology

TEC3700

2.0 Credits

This course builds on the foundations developed Introduction to Computer Applications providing students with insight into the various uses of technology in the 21st century. Students apply their skills related to informational technology to refine and further those skills while developing an understanding of database management and its uses. Additionally students analyze how technology is needed to perform in today's society and the workforce.



Introduction to Wines

WIN2100A

1.5 Credits

This course introduces students to the fascinating world of wines. Wine production, grape varieties, growing conditions, wine tasting, wine-food compatibility, and wine list composition are topics the students will explore. Also included is an overview of the world's most important wine-producing regions. *(Formerly course WIN100)*

Advanced Wines

WIN2110A

1.5 Credits

This course provides a detailed approach to understanding the commercial world of wine in the restaurant context, with an emphasis on developing an in-depth knowledge of wine service, wine & food pairings and the world's wine regions. *(Formerly course WIN200)*





Career Success

Career development at The Restaurant School at Walnut Hill College begins on the first day of school. Training at The Restaurant School at Walnut Hill College is thorough and realistic. The faculty of The Restaurant School at Walnut Hill College understands the expectations of the hospitality industry and guides each student toward a successful career.

In the classroom, students learn how to develop effective resumes and portfolios. Various interviewing techniques are exercised. Students are encouraged to meet with their Career Success Coordinator for invaluable council, specific recommendations, and assistance. Career Success records are kept for each student and continual updates on students are compiled by the Career Success Office.

The Career Success Offices receives numerous requests from foodservice and hospitality businesses for staffing assis-

ance. These employment requests from various types of businesses in many different locations offer a wide range of employment possibilities. Graduates may also contact the school for assistance with employment possibilities and resume updates.

The Restaurant School at Walnut Hill College regularly invites personnel directors and proprietors of successful restaurants, hotels, and other hospitality businesses to visit the school to promote continued success for students in the job seeking process.

Career Success Office Services:

- Resume Assistance
- Interviewing Skills
- Job Board
- Job Resources, References and Guides
- Career Fairs
- On-Campus Recruiting

Career Fairs

Career fairs are scheduled twice per year offering students of The Restaurant School at Walnut Hill College the opportunity to network and interview with many employers at one time. We typically host 50 to 60 employers from the Philadelphia metropolitan region; including New Jersey, Delaware, Connecticut, and New York. These events are held on campus or at a nearby hotel. This is a professional event for all students of The Restaurant School at Walnut Hill College. Class schedules are adjusted to permit your attendance.

Attendance is mandatory, and professional dress or chef whites is required. Students are required to conduct themselves with decorum and professionalism, befitting a hospitality student at The Restaurant School at Walnut Hill College.

Internships

Students at The Restaurant School at Walnut Hill College complete an internship as a requirement for graduation. Internships are designed to give students an opportunity to learn from industry professionals. Area hotels, resorts, restaurants, and convention or meeting facilities that meet the requirements set forth by The Restaurant School at Walnut Hill College are designated as approved sites.

Culinary and pastry students must work with an executive or pastry chef who has five or more years experience in that position, and at least 80 percent of the menu must contain freshly prepared ingredients.

Restaurant and hotel management students work the “front of the house” with a manager or assistant manager in a hotel, restaurant, foodservice, or other hospitality-related site. Our selection criteria ensure the facilities offer a strong learning environment in addition to valuable real world experience.

Currently, The Restaurant School at Walnut Hill College students have opportunities at more than 500 sites. The internship hours are completed over the course of the students’ program, allowing them the opportunity to apply skills as they are learned in the classroom.

Student Networking

In addition to working with potential employers during the internship program, students are encouraged to network with hospitality industry professionals in a variety of settings.

Students have opportunities to participate in meetings and activities sponsored by professional culinary and management organizations and to volunteer at many hospitality-related events throughout the region.

In addition, students are required to attend a biannual career fair.

Citizen Development Program

The Citizenship Development Program consists of “work done to support or enhance the college or surrounding community and the professional and personal growth of the student. These events are initiated and supervised by a staff or faculty member, or by an identified Community Partner only. These activities are industry or non-industry related.”

- 10 hours are required per each full-time term of the associate program (every two terms for any student in the extended program) – students may not carry over completed hours into a new term. The total number of hours necessary to complete the graduation requirement is (60) sixty hours.
- Community Partners are local, regional or national non-profit agencies where students may choose to volunteer time to complete up to 30 hours (half of the 60-hour requirement) in his/her own community. These events are scheduled by the student per his/her own availability.
- CDP Hours must be completed through college-sponsored events or with a recognized Community Partner only. This program allows for the greatest amount of flexibility based on the student’s schedule.
- The actual number of hours worked for each event must be recorded on an official CDP Logbook and turned in to the Career Success Office at the end of each term. CDP Logbooks can be found in the

Career Success Office or any Student Affairs office. Only valid college staff or faculty signatures will be accepted on the documentation.

- The only person who may sign a CDP Logbook is the on-site supervising event contact or their designated representative. It is each student’s responsibility to present the Logbook to the event contact to receive an official signature.
- CDP Hours are a requirement for graduation from The Restaurant School at Walnut Hill College. Students cannot graduate without fulfilling these hours. There are no exceptions.
- A “No-Call/No-Show” and/or “Leaving an Event/Abandoning an Activity” without permission of the on-site event contact will result in non-recording of any hours accrued at that event and an ‘assignment of consequences’ designated by the event contact will follow. Failure to report to an event which a student committed to without advance notice may result in the loss of hours as an additional penalty.

There are numerous on-campus events throughout each academic year that will allow students to meet great chefs and managers, to make industry connections, continue to build professional skills, and develop as a well-rounded citizen of the student’s community

Experiential Learning Opportunity

The Restaurant School at Walnut Hill College's Experiential Learning Opportunity (ELO) is a program for well-qualified students to enjoy a summer abroad, at Walt Disney World resorts, or at any number of approved internship sites outside the local Philadelphia area. Have you always wanted to work at a New England resort? Does a five-diamond hotel in Dallas strike your fancy? How about working for a family resort in a Colorado state park for the summer? You could work in any of these fabulous locales for a summer of professional growth and opportunity.

To be eligible to participate, you must be a student at The Restaurant School at Walnut Hill College in good standing, have made satisfactory academic progress, have good attendance, obtain the recommendation of a staff or faculty member, and complete the application process. It is impera-

tive that you plan ahead to be a part of this program, as it may affect your financial aid and academic schedules. Please be aware that working abroad requires a minimum of four months to coordinate, and will require significant paperwork and follow-through on your part.

To see what options are available for you, please visit the Career Success Office.

Eligibility

- Students must maintain satisfactory academic progress.
- Students must have good attendance.
- Students need to obtain the recommendation of a staff or faculty member to participate in the program.
- Students must submit a completed application, along with a copy of your current transcript.



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Instructor

Michael Ardoline

M.A., West Chester University

Adjunct Instructor

Nancy Bates

M.A., West Chester University

Adjunct Instructor

Akita Brooks

M.S., Drexel University

Instructor

Madeline Copp

Librarian

MLS, University of California

Alex Crowe

M.S., State University of New York

Adjunct Instructor

Norman Ellman

M.A., Dartmouth College

Adjunct Instructor

John Everett

B.S., University of Delaware

Adjunct Instructor

Christopher Ferretti

B.A., University of Massachusetts

Instructor

Isaac Frerichs

B.A., Culinary Institute of America

Dean of Culinary and Pastry Arts

Instructor

Michael Frost

M.S., University of Mississippi

Instructor

John Gallagher

A.O.S., Culinary Institute of America

Instructor

Gerald Goard

B.S., Florida International University

Instructor

Katherine Honeyman

A.O.S., Pennsylvania Institute of

Culinary Arts

Instructor

Philippe McCartney

B.A., University of Florida

Instructor

Timothy McLean

B.A., University of Wisconsin

Instructor

David Morrow

M.S., Johnson & Wales University

Dean of Hospitality Studies

Instructor

Christina Pirello

M.F.A., University of Miami

Adjunct Instructor

Esther Press McManus

M.A., Northwestern University

Adjunct Instructor

Lana Sampson

MA, Rider University

Instructor

Joshua Seery

M.S., University of Phoenix

Instructor

Eric Simonis

A.S., Ecola Dietetique de Stracbourg,
France

Instructor

Gregory Slonaker
A.O.S., Culinary Institute of America
Instructor

Valery Snisarenko
M.B.A., Stony Brook University
Director of Marketing
Adjunct Instructor

Marie Stecher
B.A., Rowan University
Instructor

Thomas Tirendi
B.S., The Restaurant School at
Walnut Hill College
Instructor

Jennifer Toadvine
PhD, Widener University
Instructor

Gary Trevisani
Operations

James Ward
M.B.A., University of Phoenix
Career Success Advisor
Instructor

Academic Success

Jennifer Toadvine
PhD, Widener University
Career Success Advisor

Edwin Pilch
BA, Cleveland State University
Career Success Advisor

Career Development

James Ward
M.B.A., University of Phoenix
Career Success Advisor
Instructor

Student Services

Stephanie Battistone
Community Education Coordinator

Meghan Bloome
B.S., The Restaurant School at
Walnut Hill College
Student Services Coordinator

Charles Carter
Residential Learning Coordinator

Kalesha Hinton
Residential Learning Coordinator

The Next Step

Join us for one of our scheduled weekly tours. We'll treat you to continental breakfast, afternoon tea, or an evening hors d'oeuvres reception while you tour our campus, meet students and teachers, and learn how to take the first step to becoming a hospitality professional!

How to Get Here

By Air

The Philadelphia International Airport is only 20 minutes from the college.

By Train

The 30th Street Station, which is serviced by regional Amtrak and local SEPTA trains, is located just five minutes from the college.

By Car

Please refer to the directions on the following page and map on page 31.

877•925•6884 toll free

Where to Stay

University City

(The section of Philadelphia where The Restaurant School at Walnut Hill College is located.)

The Inn at Penn

36th and Sansom Streets
215-222-0200

Sheraton University City

36th and Chestnut Streets
215-387-8000 • 800-325-3535

Historic Area

Stay in the historic area to get a view of Philadelphia's past, while enjoying all of Philadelphia's dynamic contemporary style. University City and The Restaurant School at Walnut Hill College are located only 10 minutes by car.

Holiday Inn at Independence Mall

4th and Arch Streets
Philadelphia, PA 19106
215-923-8660 • 800-541-3425

The Omni Hotel at Independence Park

401 Chestnut Street
Philadelphia, PA 19106
215-925-0000 • 800-THEOMNI

Center City Philadelphia

Center City is the business and shopping district of Philadelphia. University City and The Restaurant School at Walnut Hill College are located just eight minutes by car from Center City. For a listing of hotels and inns where you can stay in Center City, check with your travel agent or on the Internet.

Directions to The Restaurant School at Walnut Hill College

From the PA Turnpike Heading East

- Take the Pennsylvania Turnpike to Exit 326, the Valley Forge Interchange. Follow the signs for I-76 east, the Schuylkill Expressway.
- As you head east on I-76, stay to your right approaching Center City Philadelphia. Do not take the I-676 east exit to Center City. Stay on I-76.
- Take Exit 346-A, South Street, which exits from the left lane. Make a right onto South Street.
- At the second light, turn right off South Street onto 33rd Street.
- At the next light, turn left on Walnut Street.
- Go nine blocks. The Restaurant School at Walnut Hill College is on the right at 4207 Walnut Street. The parking lot is adjacent to the college.

From the PA Turnpike or The Northeast Extension

- Take the Pennsylvania Turnpike to Exit 333, I-476 south.
- Take I-476 to I-76 east. Then follow the directions above, starting with the second bullet.

From I-95 Heading South

- Take I-95 south to the Central Philadelphia exit, I-676 west.

- Take I-676 west to I-76 east, the Schuylkill Expressway, heading toward the airport.
- Then follow the first set of directions above, starting with the second bullet.

From I-95 Heading North

- Take I-95 north to I-76 west, heading toward Central Philadelphia.
- Take I-76 west, the Schuylkill Expressway to Exit 346-A, South Street, which exits from the left lane.
- Turn left on South Street, and then follow the first set of directions, starting with the fourth bullet.

From the Ben Franklin Bridge

- After crossing the bridge, take I-676 west to I-76 east, the Schuylkill Expressway, heading toward the Philadelphia International Airport.
- Then follow the first set of directions, starting with the second bullet.

From the Walt Whitman Bridge

- After passing through the bridge's toll booth, go straight onto I-76 west, the Schuylkill Expressway.
- Take I-76 west to Exit 346-A, South Street, which exits from the left lane.
- Turn left on South Street, and then follow the first set of directions, starting with the fourth bullet.

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