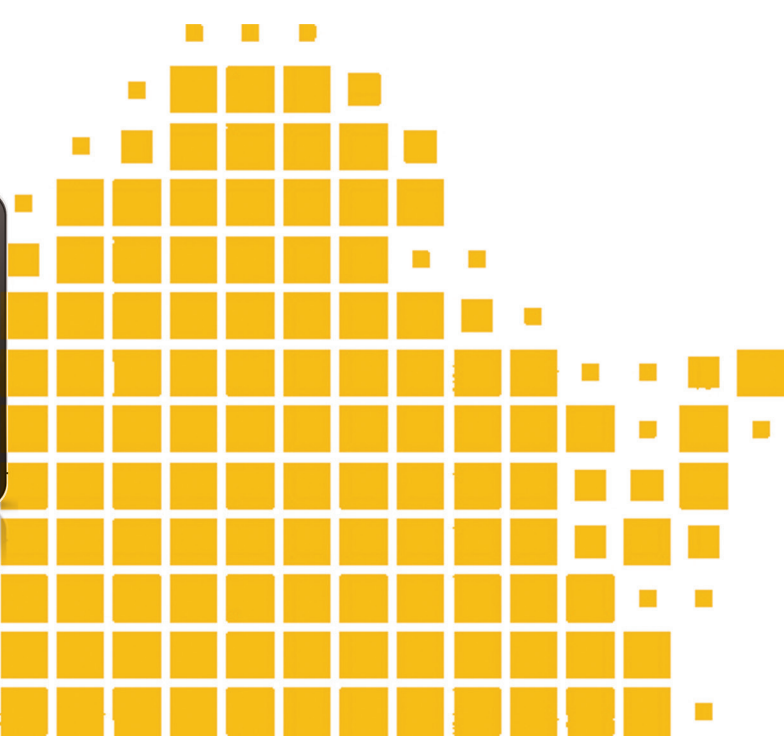




# 2018 CATALOG

# New Millennium University



# NEW MILLENNIUM UNIVERSITY

**Phone** 703-922-4010

**Fax** 703-822-0184

**Email** school@c21nm.com

**Website** <http://careers.c21nm.com>

## PROGRAM OBJECTIVE

- The course is approved by the Commonwealth of Virginia to fulfill the 60-hour educational requirement for taking the Virginia Real Estate Salesperson's Examination.
- Once you complete our course, you will be registered by the school coordinator to take the Virginia Real Estate Salesperson's (PSI) Examination.
- Students should also be aware that criminal convictions on their record may affect a student's ability to be licensed.

## INSTRUCTOR LED PROGRAM COST

The program costs \$199 including textbooks, and \$149 if the student already has the current textbooks. Please contact your local office to confirm the most recent edition of the books.

## INSTRUCTOR LED PROGRAM LOCATIONS

New Millennium University has nine convenient locations where students can enroll in evening classes. Students can enroll in classes by contacting New Millennium University or by simply stopping by one of the school locations to receive an enrollment agreement.

Applications are accepted on a first come, first served basis.

- 5990 Kingstowne Towne Center      Alexandria, VA 22315
- 4315 Walney Rd Ste B      Chantilly, VA 20151
- 1931 Plank Road, Suite 201      Fredericksburg, VA 22401
- 6641-A Old Dominion Dr.      McLean, VA 22101
- 601 South Main Street      Culpeper, VA 22701
- 8078 Crescent Park Dr., Suite 205      Gainesville, VA 20155
- 12581 Milstead Way, Ste 400,      Woodbridge, VA 22192
- 20405 Exchange Street, Suite 221      Ashburn, VA 20147

## ONLINE LEARNING

### Principles of Real Estate Online Enrollment Procedures

- Go to <https://c21nm.com/school/>, go down to "Online Pre-Licensing Classes" and click REGISTER.
- You will be brought to [C21NM.theceshop.com](https://C21NM.theceshop.com).
- Select the PACKAGE that best fits your needs, then add to cart (if there is a promo code, don't forget to apply it on the next page).
- Once you are ready to check out, please create an account with CE Shop.
- Once you have completed a profile, continue with check out and enter your payment information.

### NMU Principles of Real Estate online course Guidelines

- Students have access to the course for 1 year.
- All classes are self paced and independently taken.
- Students must complete all the units and must pass each quiz with a 90% or higher.
- A minimum of 48 hours (2880 minutes) is required in the program before the student is eligible to take the final proctored exam.
- Students must have a notary sign an affidavit and verify they have completed the required hours.
- Final exams are made by appointment only, Monday-Friday 9:30 a.m. -1:30 p.m. at our Alexandria location (5990 Kingstowne Towne Center, Alexandria, VA 22315 703-922-4010).

In the Commonwealth of Virginia, online learning or distance learning is also an acceptable form of meeting the 60 hour educational requirement. You may access our online program by following the directions above. The cost for the online course is **\$259 (includes registration fee and tuition). Prices range from \$259-\$469 depending on package selection.**

Promo codes are available online at <https://c21nm.theceshop.com/>.

# New Millennium University

## **POLICIES AND PROCEDURES**

5990 Kingstowne Towne Center, Alexandria, VA 22315

## **MISSION**

New Millennium University's mission is to prepare students to pass the Virginia State Real Estate Salesperson Licensure Exam.

## **OWNERSHIP**

New Millennium University is a division of New Millennium RE, Inc DBA CENTURY 21 New Millennium, a subsidiary of NM Management, Inc.

## **THE OFFICERS ARE:**

Mary Lynn Stone	<b>President</b>
Todd Hetherington	<b>CEO</b>

## **STAFF**

Mary Lynn Stone	<b>President</b>
Andrea Wills-Hooper	<b>Administrator</b>
Jennifer Murphy	<b>Coordinator</b>
Pat Edwards	<b>Instructor</b>
Micki Lyons	<b>Instructor</b>

## **SCHOOL HOLIDAY POLICY**

Classes will not be scheduled on New Year's Eve, New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, and Christmas Day.

## **SCHOOL INCLEMENT WEATHER POLICY**

In the event of severe weather, the open/closed status of all classroom locations will coincide with that of the policy announcement for the county government in which the classroom resides. Students will be notified of the class cancellation. All cancelled classes must be rescheduled. The instructor will announce the make-up days.

## **ENROLLMENT AND ENTRANCE**

In order to meet enrollment eligibility, all applicants must be 18 years of age or older and provide evidence of possessing a high school diploma, G.E.D. or its equivalent prior to the start of the program. New Millennium University does not accept credit for previous training.

Students may apply by calling or visiting any of our New Millennium University locations to obtain an enrollment agreement. Enrollment is subject to space availability and granted on a first come-first serve basis to students meeting the stated criterion.

## **GRADUATION REQUIREMENTS**

A certificate of completion will be awarded upon successful completion of the program. Graduation requirements are:

- Complete 60 hours of training with no more than 12 hours of missed instruction (missed hours must be made up before a certificate of completion is awarded).
- Satisfy financial obligations to New Millennium University for tuition and fees.
- Achieve an overall course grade of 70% or higher.

## **ATTENDANCE POLICY**

The Virginia Real Estate Board requires a minimum of 60 instructional hours to be eligible for taking the Virginia real estate licensing exam. Therefore, students must attempt to attend every class.\*

Students are expected to be on time and ready for class at the scheduled times. Students who arrive more than 10 minutes late or leave more than 5 minutes early will be counted as absent for that hour of class.

Students who miss more than 12 hours of instruction are not eligible to participate in the New Millennium University School make up procedures, due to non-compliance with the School's graduation requirements. Students would be required to re-enroll into a subsequent class at full tuition price.

\*The first day of class is mandatory and cannot be made up.

## **MAKE UP PROCEDURES**

If a student misses a class, it is their responsibility to make up all materials covered. The student needs to refer to the syllabus for chapters covered, complete the assignments pertaining, and give the assignments to their instructor at the next session. The missed instruction hours will need to be made up within three months after the scheduled completion date of the class in which the student was originally enrolled. If the hours missed exceeds 12 hours the student will be terminated from the program.

The student can request to be re-admitted into a subsequent program offered by New Millennium University. The school will not grant credit hours for previous instruction, training or experience. The student will be re-charged the full tuition price upon reenrollment and must meet all the graduation requirements to qualify for a certificate of completion from the school.

## **GRADING SYSTEM**

A 95-100%    B 85-94%    C 70-84%    F 69% or below

To successfully complete the program, a student must have received a course grade of 70%. Final exam counts for 100% of the course grade.

## **SATISFACTORY ACADEMIC PROGRESS**

Students who receive a final grade under 70% will be given the opportunity to retake the final exam as many times needed up to 6 months after last day of class. If the student is unable to obtain a final grade of 70% or higher on the final exam after their subsequent attempts the student will be required to repeat the program at the full tuition price. This does not include textbooks if edition has changed. Re-enrollment is subject to space availability. The program must be completed within a 6-month period of the original date of enrollment and may only be repeated once.

## **TRANSFER POLICY**

If a student is unable to attend the class for which they have enrolled and notification is made to the School no later than one business day after the first day of class, students are eligible to transfer into a subsequent class for a one time transfer fee of \$25.

Students will need to contact the school at 703-922-4010 to facilitate a transfer.

## **REFUND POLICY**

Textbooks may be considered for refund at the discretion of the School Director once returned to the Alexandria School office headquarters if in unused, unmarked condition.

If a student withdraws prior to the second day of instruction, textbooks may be considered for refund at the discretion of the School Director once returned to the Alexandria School office headquarters if in unused, unmarked condition.

If a student withdraws on or after the second day of instruction the student is not eligible for any form of refund. The textbooks are the property of the student.

If a student is terminated from the program they are not eligible for a refund.

If New Millennium University cancels the program the school will refund students all monies paid by the student or the student can be placed in another school location if available.

All refunds due will be paid within 30 days of the student's last day of attendance. Please contact the school at 703-922-4010 to request a refund.

## **STUDENT SERVICES**

As a courtesy, New Millennium University offers free placement assistance to students who successfully complete the program at CENTURY 21 New Millennium. Students' names will be provided to CENTURY 21 New Millennium branch managers for recruiting purposes in accordance with the Student Privacy Policy.

The School does not guarantee that students will find employment as real estate agents; nor guarantee salary levels. Enrolling in the New Millennium University does not obligate or ensure the student's employment with CENTURY 21 New Millennium; nor with any real estate organization.

## **PRIVACY POLICY**

The trust of our students is of the utmost importance and as such, protecting your privacy and safeguarding your personal and financial information is one of our highest priorities. We strive to make sure that we only ask for and retain the information that is necessary for enrolling you into our school. We also request, on a voluntary basis, that you provide us with the source from which you came to learn about our school. New Millennium University is a subsidiary of New Millennium RE, Inc., DBA as Century 21 New Millennium and does share the name and contact information of all graduates as part of the school's Placement

Assistance program, unless otherwise instructed by the student. Such instruction is to be given in writing and sent via fax (703-822-0184) or mail.

New Millennium University reserves the right to disclose your personal information to third parties where permitted by law or where required by law to regulatory, law enforcement or other government authorities. We may also disclose your information as necessary to credit reporting or collection agencies, or when necessary to protect our rights or property. New Millennium University is committed to keeping your personal information confidential and therefore, except as noted earlier, we do not sell, license, lease, or otherwise disclose your personal information to any third party for any reason.

## **STUDENT CONDUCT POLICY**

Students are required to act in an ethical and professional manner. New Millennium University has the right to dismiss any student who fails to adhere to school policy. Although no list advocating ethical behavior and cautioning against misconduct, no matter how carefully crafted, could cover every circumstance, the following is our Student Code of Conduct that has been designed to protect both New Millennium Real Estate School instructors and fellow students. Under this code both instructors and students shall:

- Conduct one's self in an honest, ethical, and legal manner and obey the laws of the United States and of every locality where New Millennium University operates.
- Engage in the educational process with the highest standards of honesty, integrity, and fairness.
- Be responsible for his/her actions and their consequences. No one will be excused from misconduct because another person ordered or asked the employee to participate in misconduct.



- Alert his/her instructor or School Director whenever he/she observes, learns of or suspects any dishonest, destructive or illegal act.
- Respect the rights of all students and instructors to fair treatment and equal opportunity without illegal discrimination or harassment of any type.
- Recognize that even the appearance of misconduct or improper behavior can be very damaging to our reputation and you will act to prevent such appearances.
- Cooperate fully in any investigation of misconduct.
- Understand that there are consequences for violating this Code which may include suspension and or dismissal from the New Millennium University program.

## **SCHOOL NON-DISCRIMINATION POLICY**

New Millennium University welcomes qualified students of any race, religion, sex, physical or mental disability, sexual orientation or genetic information, color, national, or ethnic origin, or any other legally protected characteristic. The school does not discriminate based on any of the aforementioned, in the administration of its educational or admissions policies.

The School will do whatever is necessary to effectively implement and observe the policies of non-discrimination. The School will also make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of its program, including admission, education, grading, discipline, termination/dismissal, and access to training and benefits.

## **SCHOOL DISCRIMINATION, HARASSMENT, AND SEXUAL HARASSMENT POLICY**

New Millennium University is committed to providing a learning environment free from discrimination and harassment. Consistent with this commitment and with applicable federal, state, and local laws, it is the policy of the School not to tolerate discrimination or harassment in any form. Any student engaging in prohibited discriminatory or harassment actions will be subject to disciplinary action, including dismissal from the program.

Harassment, a form of discrimination, based on an individual's race, religion, sex, physical or mental disability, sexual orientation or genetic information, color, national, or ethnic origin, or any other legally protected characteristic will not be tolerated. The School will neither condone nor tolerate harassment in any form. Sexual harassment is a form of illegal discrimination that involves unwelcome sexual advances, requests for sexual favors, and/or other unwanted verbal or physical conduct of a sexual nature. Harassment, sexual or otherwise, whether overt or subtle, can serve to create an offensive environment and is thus prohibited.

## **STUDENTS RIGHTS, PRIVILEGES AND RESPONSIBILITIES**

Faculty, staff and students of the New Millennium University have the shared responsibility to conduct themselves in a manner that upholds the law and respects the rights of others.

Students have the right of inquiry and expression without prejudice or bias. In addition, students have the right to be evaluated fairly and equitably in a manner appropriate to the program and its objectives.

## **STUDENT GRIEVANCE POLICY**

Students who have a grievance with New Millennium University are encouraged to resolve the matter with the instructor or School Director. If still unsatisfied, the student may submit a written complaint to the Real Estate Board, Department of Professional and Occupational Regulations, 3600 West Broad Street, Richmond, VA, 23230.