High Desert Medical College

a Legacy Education Institution

CREATING ONE LEGACY AT A TIME

2017/2018 School Catalog

LANCASTER CAMPUS

(MAIN)

701 West Avenue K, Suite 123
Lancaster, CA 93534

P: 661.940.9300 F: 661.940.7319

BAKERSFIELD CAMPUS

(BRANCH)

2000 24th Street
Bakersfield, CA 93301

P: 661.579.2901 F: 661.282.8818

www.HDMC.edu

Email: hello@hdmc.edu

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CATALOG INFORMATION

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As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which we provide to you prior to signing an enrollment agreement.

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GETTING TO KNOW HIGH DESERT MEDICAL COLLEGE

MISSION STATEMENT

The mission of High Desert Medical College is to educate students in career specific disciplines in the areas of allied health and business that match industry demands. High Desert Medical College is committed to offering a quality educational experience, and assistance in individualized placement so graduates can utilize their knowledge and skills to enter their chosen career fields.

CORE VALUES

In pursuit of this mission, High Desert Medical College is guided by the following core values, principles and objectives:

- ***Integrity***: By constantly striving for the best in education, we remain true to our mission, our vision, and our commitment to students, faculty, staff and investors.
- ***Creativity***: Our inventive spirits and industrious imaginations fuel our efforts to consistently situate the company on the leading edge of its field and offer the latest innovations in instructional techniques and technologies.
- ***Ambition***: The pursuit of education has at its very core a sound work ethic, a burning motivation, and an insatiable drive. These qualities nourish our venture and drive us forward in achieving our goals.
- ***Teamwork***: While we started with a close-knit, loyal group of educators, its true legacy will be the spirit of constructive collaboration it inspires in its students, faculty and staff.

PHILOSOPHY OF THE NURSING PROGRAM

High Desert Medical College believes that nursing is caring and that caring is a nursing virtue. Orem's nursing framework guides the education of our Vocational Nursing students based on the nursing paradigm that includes the person, health, environment and the nursing systems. The framework emphasizes the interrelationships between the self-care agency and the nursing systems.

Central to Orem's theory, limitations or loss of self-care results in dependence to the nursing systems. It is the goal of the nurse to assist the individual from having self-care deficit to autonomous self-care, and to promote the well-being of every individual with health care needs.

We believe that it is only through nursing education that a person's worldview of caring becomes meaningful. Nursing education is a continuous learning process, which encourages active participation, self-awareness, and self-direction in a rapidly changing society. Embracing Orem's framework in our nursing education program allows the student to develop a deeper appreciation of the core of nursing, the person, the environment, and the person's health.

Vocational Nursing is an integral, interacting part of the health care structure. The Vocational Practice Act, states that Vocational Nursing incorporates the nursing process in-patient care to promote, restore, and maintain homeostasis in collaboration with the other health care disciplines.

Our Faculty and Staff are committed to providing a quality educational program that prepares and produces competent nurses to be part of the health care system.

ABOUT THE COLLEGE

High Desert Medical College *(*HDMC*)* was incorporated in the state of California in 2002 and began offering classes at its Lancaster campus in 2003. In 2008, High Desert Medical College launched its Bakersfield branch campus. On July 2, 2010, the college assets were acquired by Legacy Education LLC, an educational company with commitment to excellence in education. It is the belief of Legacy Education, DBA High Desert Medical College, that education is an investment in the student's vocational future. Together we can work as a team to help them reach career goals with self-confidence gained through solid, practical training and knowledge.

INSTITUTIONAL CONTROL

Legacy Education, DBA as High Desert Medical College, is a California LLC. The governance and control of the institution are invested in the Legacy Education Board of Directors, which consists of leading educators and experienced public servants. The Board of Directors is the ultimate policy making body of the institution. The Board of Directors is comprised of the following members: Gerry Amato and LeeAnn Rohmann. The Majority ownership of Legacy Education is owned by the following: LeeAnn Rohmann, DIT Equity and Allen Benello.

The institution has no pending petition on bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it with the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy *(11 U.S.C. Sec. 1101 et seq.).*

LOCATIONS

Lancaster *(Main)* Campus:
701 West Avenue K, Suite 123
Lancaster, CA 93534

*(*661*)* 940-9300

Bakersfield *(Branch)* Campus:
2000 24th Street
Bakersfield, CA 93301

*(*661*)* 579-2901

HOURS OF OPERATION

The Lancaster campus is open for regular instruction Monday through Thursday from 8:00am until 10:00pm. Fridays from 8:00am until 10:00pm. Saturdays and Sunday's 8:00am until 4:00pm *(VN Program Only)*. Regular business hours for the Lancaster campus are 7:30am until 6:00pm Monday through Friday.

The Bakersfield campus is open for regular instruction Monday through Thursday from 8:00am until 10:00pm. Fridays from 8:00am until 5:00pm. The Bakersfield campus business hours are 8:00am until 5:00pm Monday through Friday.

The campuses will be closed for the following holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Break
Christmas Day

**High Desert Medical College reserves the right to move certain holidays above to other months during the year. Students will be notified by their program faculty or college administration of any changes.*

ACCREDITATION

High Desert Medical College is nationally accredited by The Accrediting Council of Continuing Education and Training *(ACCET)* and is approved to operate under the State of California Bureau for Private Postsecondary Education *(BPPE) (www.bppe.ca.gov)*. High Desert Medical College is also recognized by the United States Department of Education *(U.S.DOE)* as an institution eligible to participate on Title IV Financial Aid Programs. The Licensed Vocational Program is accredited by the State of California Board of Vocational and Psychiatric Technicians. The Department of Veterans Affairs *(VA)* Copies of the approval to operate and accreditation certificates are posted in the lobby for review.

CURRICULUM & POLICY CHANGES

High Desert Medical College reserves the right to change internal academic and administrative policies at any time, schedules, tuition and fees, student rules, regulations and requirements at any time and without notices. In keeping with the philosophy of maintaining up-to-date program content, the school reserves the right to modify or change course content and/or the structure of course curricula at any time.

APPROVAL DISCLOSURE STATEMENT

High Desert Medical College, Inc., 701 West Avenue K, Suite 123 Lancaster, CA 93534 & 2000 24th Street Bakersfield, CA 93301 are approved to operate by ACCET and the Bureau for Private Postsecondary Education pursuant to California Education Code §94800. The Bureau's licensure means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. An institution must renew its license every three years and is subject to continuing review. The college is currently approved and licensed to offer the following programs:

PROGRAM LIST

- VOCATIONAL NURSING *(Lancaster Campus only)*
- CLINICAL MEDICAL ASSISTING
- ULTRASOUND TECHNICIAN
- MEDICAL ADMINISTRATIVE ASSISTANT
- DENTAL ASSISTING
- PHARMACY TECHNICIAN

An open-enrollment California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

As a prospective student, you are encouraged to review this catalog, visit the facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. You are also encouraged to review the *School Performance Fact Sheet*, which must be provided to you prior to signing an enrollment agreement. High Desert Medical College offers the following financing options:

- Federal Financial Aid
- Alternative loan student financing through *(ASFG)* American Student Financial Group
- Monthly in-house installment payment plans.

The Vocational Nursing course meets the requirements established by the California Board of Vocational Nursing and Psychiatric Technicians *(BVNPT)*. The Vocational Nursing program is approved. There are no other state boards, bureaus, departments or agencies that set minimum standards for your program of studies in accordance with Education Code §94860.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action can be made to the Lead Instructor, Department Director, Director of Education or Campus Director, in respective order.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free *(*888*)* 370-7589 or by fax *(*916*)* 263-1897.

FACILITY SPECIFICATIONS

LANCASTER

High Desert Medical College's main campus is located at 701 West Avenue K, Suite 123, Lancaster, CA 93534. The facility has a student lounge, handicap accessible rest room facilities, administrative offices, learning resource center containing reference books and other material relevant to each program and a reception area. In addition, the main campus has a 4,150-square foot meeting space utilized regularly for student award ceremonies, company-wide events and staff and faculty training. Parking is provided to all students at no charge in the designated spaces of the college parking lot. High Desert Medical College does not accept responsibility for damage or theft of students' personal belongings or vehicles while parked in the college's parking areas. Students park at their own risk.

PLEASE LOCK YOUR VEHICLE! HIGH DESERT MEDICAL COLLEGE IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!

The equipment used in training programs consists of standard office equipment that can be found in modern business and medical offices.

BAKERSFIELD

High Desert Medical College's branch campus is located at 2000 24th Street, Bakersfield, CA 93301. The facility has handicap accessible rest room facilities, administrative offices, learning resource center containing reference books and other material relevant to each program and a reception area. High Desert Medical College does not accept responsibility for damage or theft of students' personal belongings or vehicles while parked in the college's parking areas. Students park at their own risk.

PLEASE LOCK YOUR VEHICLE! HIGH DESERT MEDICAL COLLEGE IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!

The equipment used in training programs consists of standard office equipment that can be found in modern business and medical offices.

STUDENT EQUALITY

High Desert Medical College's Faculty and Staff are committed to actively pursue equality for all High Desert Medical College students of diverse cultures, disabilities, and lifestyles through the implementation of our mission and objectives. High Desert Medical College incorporates the ethnic and academic pluralism, which is represented within our community into its educational process.

High Desert Medical College is dedicated to respecting, integrating, and celebrating our students' diverse cultures into all aspects of campus life. The college maintains a professional and safe environment where students are free to express and share their unique backgrounds and experiences.

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ENVIRONMENTAL CONSIDERATIONS

High Desert Medical College is proud to be an active participant in working to help clean up our environment. We encourage all students to join our *RIDE SHARE Program*. Please see the Student Services Staff for information on ride sharing. Please recycle used aluminum cans in the bins provided in the student lounge. *Remember that every little bit helps*.

We encourage all students to join our staff in efforts to clean up the environment and conserve energy both at home and at school. Together, we can make a difference!

BECOMING A HIGH DESERT MEDICAL COLLEGE STUDENT

APPLYING TO HIGH DESERT MEDICAL COLLEGE - ADMISSION REQUIREMENTS

CORE PROGRAMS

High Desert Medical College in compliance with federal, state and local government agencies the college does not discriminate or will not deny admission to any person for reasons of race, age, gender, sexual orientation, national origin, ethnic background, religious affiliation. High Desert Medical College follows the requirements established by the Americans Disability Act *(ADA)* and does not discriminate against qualified individuals with disabilities but does reserve the right to deny admission to applicants who do not successfully meet admissions requirements. The college utilizes the Scholastic Level Exam as an entrance examination for students. To be eligible for admission to any of High Desert Medical College's programs a prospective student must meet the following requirements:

- Be at least 18 years of age. If 17 years of age, requires parental signature.
- Provide documentation of a High School Diploma or G.E.D.
- Be able to read, write, speak and understand the English language.
- Take and pass a nationally standardized test the Wonderlic SLE with a minimum score to gain admittance to the College. The minimum scores are listed below for the Core Programs:
    - Clinical Medical Assisting 13
    - Medical Administrative Assistant 13
    - Ultrasound Technician 18
    - Dental Assisting 13
    - Pharmacy Technician 13

NOTE: *An applicant may attempt the SLE no more than four (4) times within a 12-month period. A different version of the SLE must be used for all four attempts. Should a student not pass on their first attempt, they must wait 24 hours before the second attempt. Should the applicant not meet the minimum required score on the second attempt, they must wait two (2) days after the second attempt, to re-take the test for the third (3) time. Should the applicant fail to achieve the minimum required score on the first three testing attempts, the applicant must wait one (1) week between administration of test three and four.*

***Students may enroll at any time; however, scheduled start days are the only days that students may begin classes. In certain programs, students may be able to start their training after the first day but no later than the second day of classes per California regulations.*

Vocational Nursing

High Desert Medical College will not deny admission to any person for reasons of race, age, gender, sexual orientation, national origin, ethnic background, religious affiliation, or physical disabilities, but does reserve the right to deny admission to applicants who do not successfully meet admissions requirements. The college utilizes the *Scholastic Level Exam and the HESI* as entrance examinations for all Vocational Nursing students.

To be eligible for admission to the Vocational Nursing Program, an applicant must meet the following requirements:

- Take and pass a nationally standardized test the Wonderlic SLE with a minimum score to gain admittance to the College. The minimum score is listed below for the Vocational Nursing Program *(see "NOTE" above in reference to additional attempts to retakes and achieving the minimum required score for the SLE).*
- Vocational Nursing - 19
  AND
- Take and pass the required entrance exam *(HESI)* with a score of 75. If a prospective student should fail the examination, he/she will not be allowed to retake the test for 48 hours.
- Be at least 18 years of age. If 17 years of age, requires parental signature.
- Provide documentation of a High School Diploma or G.E.D.
- Be able to read, write, speak and understand the English language.
- Submit a 150-word essay "*Why you want to be a nurse*".
- Successfully pass a background screening.
- Final approval from the Director of Nursing to enter the program.
- Attend the required Student Orientation.

High Desert Medical College utilizes the Scholastic Level Exam and the HESI as an entrance examination for all Vocational Nursing students. For the Vocational Nursing Program, new students must begin instruction in Term I and complete the objectives of each sequential Term.

***Students may enroll at any time; however, scheduled start days are the only days that students may begin classes. In certain programs, students may be able to start their training after the first day but no later than the second day of classes per California regulations.*

Admissions Procedure

Prospective students including students with special needs may apply for admission to the college by making an appointment to visit the Admissions Department after filling out an admissions questionnaire; applicants will be interviewed by an Admissions Representative to ascertain their interests and previous educational and professional experience. Prospective students will then receive a tour of the facility and have an opportunity to ask any questions they may have. If a prospective student should choose to seek enrollment in one of the college's programs, he/she will be required to verify high school or equivalent graduation.

Upon completion of the entrance examination, the test will be graded. If the prospective student achieves a passing grade per the requirements of the chosen program, and all other entrance requirements are satisfactorily completed, the applicant will be admitted to the program at the next available start date depending upon space availability. Seats are assigned on a first come - first serve basis to all qualified students based upon the student's total admissions points score and recommendation of the Admissions Committee. All students will be scheduled to meet with the Financial Aid Office and Financial Services Department for pre-qualification.

English as a Second Language Instruction

High Desert Medical College does not provide instruction in English as a Second Language to students. All Instruction at High Desert Medical College is provided in English.

Vocational Nursing Students

A VN Staff Member reviews nursing Candidates after pre-qualification by the Admission Staff. Factors used to judge prospective students include, but are not limited to attitude/professionalism, previous experience/training, transportation and support services, level of commitment, entrance examination score, etc. The decision of the Admission Staff and Director of Nursing is final and there is no appeal process. Upon approval of the Admission Staff and the Director of Nursing, accepted Candidates will then be required to complete applicable documentation and financial packaging. Upon completion of the financial packaging, the Candidate will complete a Nursing Department Interview to receive approval of the Nursing Director.

If the Director of Nursing approves the Candidate for enrollment, enrolled Candidates who complete the admissions process will be required to pay a non-refundable registration fee at the time of enrollment. Candidates will be placed on the prospective start list and will be required to attend the mandatory orientation and the first 6 Weeks of instruction in the full-time program or first 11 Weeks of instruction in the part-time program.

All Vocational Nursing students will be provided with a worksheet by the Nursing Department explaining the physical exam requirements that must be completed prior to beginning *the Nursing Program*.

Orientation for all Enrolled Candidates is conducted *the week prior to the first day of class*. During this orientation, discussions of important information concerning the administrative, educational and placement policies and procedures that each student will need during the course of instruction. During this orientation, the student will be given program specific information regarding the policies and procedures of the Department and the respective Board. Enrolled Candidates who fail to attend the first, second and/or third day of class may lose their training slot to another Candidate.

All enrolled Vocational Nursing candidates will be allowed to attend the first 6 Weeks of instruction in the full-time program or the first 11 Weeks in the part-time program *(the Fundamentals Unit).* The Fundamentals Unit will be used to determine which Enrolled Candidates will be awarded regular student status for the class. *To qualify for progression; All Enrolled Candidates will be* evaluated at the end of the 6/11-week interval of the Fundamentals Unit of instruction to determine which Enrolled Candidates will be granted regular student status for the class. Enrolled Candidates are ranked according to academic standing during the Fundamentals Unit.

In the event that two or more enrolled Vocational Nursing candidates are tied in academic standing *(GPA)* for an available regular student status, the Enrolled Candidates will then be judged based upon attendance and number of missed instructional days. In the event that the Enrolled Candidates are equally matched in both academic standing and attendance percentages, the Director of Nursing will make final determination.

All Enrolled Candidates should note that the first 6 Weeks/11 Weeks are a ***CRITICAL*** period of instruction that will determine if the Enrolled Candidate will be allowed to remain in the program. Enrolled Candidates who are not achieving acceptable academic standings in the Fundamentals Unit will be counseled and advised of their ranking in the class by the Nursing Department weekly. Tutorial and remediation programs will be available to all Enrolled Candidates to bolster their academic standing and provide assistance in increasing their academic standing during the Fundamentals unit.

NOTE TO PROSPECTIVE STUDENTS*: It is important to know that the Admissions Committee will typically review approximately 100-200 applicants for each start. If you are serious about the program, it is imperative that you attend all scheduled appointments, complete required paperwork when due and treat all interviews and appointments professionally in order to be considered as a Candidate and/or achieve Enrolled Candidate status.*

High Desert Medical College will attempt to make reasonable accommodations where possible in compliance with ADA standards.

PHYSICAL EXAM REQUIREMENT

VOCATIONAL NURSING

All students accepted as Vocational Nursing enrolled candidates must provide a physician's release and evidence of good health by completing a recent *(within 30 days prior to enrollment)* physical examination including the following elements:

- History and Physical Clearance
- Height and Weight
- Blood Pressure, Pulse and Respiration
- Hepatitis B vaccination series is recommended, but not mandatory. RPR, Two-step TB Test or Chest X-ray is mandatory to assure students are not in active stage*(s)* of tuberculosis. MMR Titer is mandatory, if not immune, student must be vaccinated. Varicella and Polio vaccinations are mandatory if a record of immunization is not provided. Blood titers must be drawn for immunity. No immunity status requires vaccination series.
- Proof of a tetanus vaccination within the last 10 years is also required.
- The physician's release evidence of good health must be verified by Physician's Office stamp. Falsification of such information will result in denial of admission to the program. If the applicant is pregnant or becomes pregnant, a full medical release signed by the physician with no clinical restrictions will be required.
- The physical examination, lab tests and vaccination records ***MUST*** be turned in to the Nursing Office for review ***PRIOR*** to the orientation for the class start *(1 week before the start date)*.

NOTE: *The Nursing Office will provide each prospective student or Enrolled/Alternate Candidate with a description of the physical examination, lab test and vaccination requirements prior to enrollment.*

MEDICAL ASSISTING

During classroom orientation, all Medical Assisting students are made aware of the risks involved during the Bloodborne Pathogens Training and receive a certificate showing this training. Although, we make the student aware of the risks and where to get Hepatitis B Vaccinations they are not mandatory for the Medical Assisting program students. Additional information is given to students as to where they can receive the Hepatitis B series if they desire to do so.

DRUG-TESTING REQUIREMENTS

All Vocational Nursing students are advised that most clinical rotation sites may require a complete drug screening for student clinical rotations. Students selected for drug screening must comply with the clinical rotation policy and timeframes. The cost of any mandatory drug screening will be the responsibility of High Desert Medical College. Students who refuse to submit to mandatory drug screening will be subject to immediate termination for failure to comply with safety policies. Students who fail a mandatory drug screening test by virtue of evidence of illegal narcotic use will be subject to immediate termination from the program under patient/student safety protocols and *"Drug Free"* policies.

ADMISSION OF ALL STUDENTS

PROGRAM TRANSFER AND/OR RE-ADMIT STUDENTS

Students who transfer from one program to another must meet the satisfactory progress maximum time frame requirement of the new program. A student who withdraws or terminates and is accepted for readmission must meet maximum time frame requirements for completion with all periods of attendance counted regarding credits attempted versus credits earned. Students readmitted into the same program within six *(6)* months from the last date of attendance will receive academic credit for all previously completed courses.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS & CREDENTIALS EARNED AT OUR INSTITUTION

UNITS EARNED AT OUR SCHOOL

The transferability of credits you earn at High Desert Medical College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (diploma, or certificate) you earn in Clinical Medical Assisting, Ultrasound Technician, Dental Assisting, Pharmacy Technician or Vocational Nursing, is also at the complete discretion of the institution to which you may seek to transfer. If the (diploma or certificate) that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution would meet your education goals. This may include contacting an institution to which you may seek to transfer after attending High Desert Medical College to determine if your (diploma or certificate) will transfer.

High Desert Medical College will provide an Official Transcript and School Catalog to any student requesting to transfer credit from HDMC to another school. The up to date catalog is also available online for public access. Our school catalog contains course descriptions for each program at High Desert Medical College.

UNITS AND DEGREES EARNED AT ANOTHER SCHOOL

High Desert Medical College will consider awarding credit for previous education and training that a student received, as it relates to the course*(s)* of a program in which the student is enrolled. A student must notify the Admissions Department at time of registration if requesting such credit. The Director of Education, appropriate Program Director or Director of Nursing will review course descriptions and any transcripts provided by the student to arrive at a final decision. Courses taken at another institution must have been passed with a “C” (2.0) or better and the former institution must be accredited by an agency recognized by either the US Department of Education or Council for Higher Education Accreditation (CHEA). If credit is awarded, the program length will be adjusted for that student, and a pro-rated tuition reduction will be made. Credits awarded for previous education will be limited by program.

A maximum of 75% of the required credits can be transferred. Transfer of Credit is not guaranteed and will be granted at the sole discretion of the Director of Education, appropriate Program Director or Director of Nursing of the college and dependent upon the type, length and correlation of content to the course being evaluated. Student's requesting Transfer Credit must:

- Complete a Transfer of Credit Request Form
- Provide an official transcript from the granting College or University
- Provide a detailed Course Description, Syllabus or Catalog describing the course*(s)*
- Pay a $75.00 non-refundable service charge for each course being evaluated for Transfer Credit

Transfer Credit must be requested at the time of enrollment. If Transfer Credit is granted, the applicable course credit hour charges will be deducted from the student's total tuition cost and the corresponding course will be listed on the student's transcript with a grade of *"TC"*. Transfer credit courses are not counted in the CGPA. Transfer Credit will affect a student's scheduled completion date. Students may appeal the decision of acceptance of transfer credit by written request to the Campus Director for review by a committee. A review and determination will be completed within 14 days and the student will be informed in writing.

Transfer Credit for Vocational Nursing

Credit may be granted for related previous education completed in:

- Accredited Vocational or Practical Nursing courses
- Accredited Registered Nursing courses
- Accredited Psychiatric Technician courses
- Armed Services Nursing courses
- Certified Nurse Assistant courses

The courses for transfer credit must have been completed within the past five years. Official transcripts must be submitted for credit to be granted. Credit may be granted based on content and hours of the transferring courses and must be equivalent to courses at the High Desert Medical College's Vocational Nursing Program.

CHALLENGE CREDIT

All students are allowed to challenge a maximum of 25% of the required modules in a program and receive full academic credit. A Challenge Credit Request must be made in writing to the Campus Registrar prior to the scheduled start date for the course. Once a student has started a course, Challenge Credit will not be allowed. Students requesting to challenge a course will be required to pay a non-refundable fee of $100.00 for vocational courses and $200.00 for Vocational Nursing at the time of request to schedule a challenge test.

Challenge examinations must be passed with a minimum score of 85%. If the student successfully completes the challenge examination, full academic credit will be granted, the course will be recorded on the student's transcript with a *"CC"* and the applicable course credit hour charges will be deducted from the student's total tuition cost. Challenge Credit courses are not counted in the CGPA. ***Challenging a course will affect a student's scheduled completion date.***

For Vocational Nursing Applicants, a Petition for Challenge Credit must be filed with the Director of Nursing prior to the anticipated start date for the course to which Challenge Credit is being requested. Tuition charges will be decreased based on a prorated basis for credits granted to students receiving Challenge Credit. The maximum amount of Challenge Credit that can be granted is 100 hours.

RE-ADMISSION REQUIREMENTS

ALL STUDENTS THAT HAVE WITHDRAWN FROM ANY MODULES AND/OR BEEN TERMINATED FROM SCHOOL WILL NOT BE ALLOWED AUTOMATIC READMISSION.

Any student who wishes to be considered for readmission must submit a written request to the Office of the Registrar explaining the reasons for readmission. Readmission will be determined on an individual basis by the Appeals Committee comprised of the Campus Director, the Director of Education, Registrar, Student Services and the applicable Department Director or Lead. A student who has voluntarily dropped from a program or has been dropped due to Academic or Attendance reasons, and has been out of the program for 12 months or longer, must take the entire program over and meet all requirements satisfactorily. Readmission will be subject to demonstration that the conditions that caused the dismissal or withdrawal have been rectified. A student seeking readmission may not be allowed readmission for up to one year depending on the circumstance surrounding the withdrawal or termination and is reviewed on a case-by-case situation. Any student upon readmission will be evaluated for skill level to determine if credit for previous credit will apply. The student will be notified in writing of the Committee's decision within 14 days of receipt of the written request for readmission. The decision of the Committee is final. Readmission will be allowed on a *"space available"* basis only.

CANCELLATION OF ENROLLMENT AGREEMENT

Students have the right to cancel the Enrollment Agreement for the program. The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall also provide a pro rata refund of nonfederal student financial aid programs moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred dollars *($200)*, if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

ACADEMICS

PROGRAM INFORMATION

VOCATIONAL NURSING

Start dates for the Vocational Nursing – Full-time and Part-time Programs are scheduled twice a year. Please contact your Admissions Representative for proposed future start dates.

CORE PROGRAMS

High Desert Medical College is proud to currently offer the following programs of vocational instruction:

- CLINICAL MEDICAL ASSISTING
- ULTRASOUND TECHNICIAN
- MEDICAL ADMINISTRATIVE ASSISTING
- DENTAL ASSISTING
- PHARMACY TECHNICIAN

Individual program and course descriptions are located at the back of this catalog.

Carnegie Clock-to-Credit Hour Conversions for Academic Credit	
Lecture	15 Clock Hours to One Semester Credit
Laboratory	30 Clock Hours to One Semester Credit
Externship	45 Clock Hours to One Semester Credit

Financial Aid Semester Credit Conversion	
Lecture, Laboratory, Externship	37.5 Clock Hours to One Semester Credit

A clock hour is a minimum of 50 minutes of instruction within a 60-minute period of time in which lectures, demonstrations, laboratories, and similar class activities are conducted.

COURSE SCHEDULES *(ACADEMIC CALENDAR)*

High Desert Medical College maintains an open enrollment calendar with rolling monthly starts at both campuses for all vocational programs expect Vocational Nursing. The Vocational Nursing program is approved for four starts per year, two in the spring and two in the fall.

LANCASTER

Students will be provided with a schedule of courses at the time of enrollment. The schedule will be determined by the *"Track"* the student chooses at enrollment.

- **Morning Track**: Monday – Friday or Monday – Thursday
  Required courses are taken one at a time and completed between 8:00am and 12:00pm or 8:00am and 1:00pm
- **Afternoon Track**: Monday – Friday
  Required courses are taken one at a time and completed between 1:00pm and 5:00pm.
- **Evening Track**: Monday – Thursday
  Required courses are taken one at a time and completed between 6:00pm and 10:00pm.
- **Day Track**: Monday – Friday
  Required courses are taken one at a time and completed between 8:00am and 5:00pm.

NOTE: *Depending upon current enrollment, not all Tracks may be available for every program.*

BAKERSFIELD

Students will be provided with a schedule of courses at the time of enrollment. The schedule will be determined by the "Track" the student chooses at enrollment.

- **Morning Track: Monday - Friday**
  Required courses are taken one at a time and completed between 8:00am and 12:00pm.
- **Afternoon Track**: Monday – Friday
  Required courses are taken one at a time and completed between 1:00pm and 5:00pm.
- **Evening Track**: Monday – Thursday
  Required courses are taken one at a time and completed between 6:00pm and 10:00pm.
- **Day Track**: Monday – Friday
  Required courses are taken one at a time and completed between 8:00am and 5:00pm.

NOTE: *Depending upon current enrollment, not all Tracks may be available for every program.*

SATISFACTORY ACADEMIC PROGRESS *(SAP)*

Satisfactory academic progress is necessary to become a High Desert Medical College graduate.

The following applies to all students enrolled at High Desert Medical College:

- ✓ Maximum time frame is the maximum amount of time that a student is permitted to work towards a credential. This period is equal to 1.5 times the standard program length. The maximum time frame is on the length of the program measured in credit hours.
- ✓ Satisfactory Academic Progress is measured in increments of 50% of the program measured in credit hours for 9-month programs.
- ✓ Satisfactory Academic Progress is measured in increments of 25%, 50%, 75%, 100% of the program measured in credit hours for programs longer than 9 months.
- ✓ Vocational Nursing, Satisfactory Academic Progress is measured of increments of 450, 900, 1243, 1595 of the program measured in scheduled hours.
- ✓ Students must have earned a minimum of 67% of attempted credits *(*quantitative*)* for credit hour programs or 100% Attendance for Vocational Nursing Programs and must have earned at least 70% *(*2.0*)*, 75% *(*2.5*)* for Vocational Nursing, CGPA *(*qualitative*)* at each evaluation point.
- ✓ Failure to meet these standards may result in the student being placed on "*Warning*". If at the end of the warning period, student meets both quantitative and qualitative requirements, student will be re-instated to Satisfactory Academic Progress. *(*If Title IV, for the warning period student will still be eligible for Title IV funds for that one

payment period. Financial Aid Warning is assigned without an appeal or action by the students.*)*

- ✓ Failure to meet satisfactory academic progress requirements during the "*Warning*" period will result in the student being placed on academic probation. *(*If Title IV student may appeal unsatisfactory academic progress. If appeal is denied student will not be eligible for Title IV Funds and will need to make other payment arrangements. If appeal is approved probation will continue and Title IV Funds eligibility will not be interrupted.*)*
- ✓ Failure to meet the Satisfactory Academic Progress requirements during the "*Probation*" period will result in the student being terminated.
- ✓ For the effect of repeated courses and withdrawal on the SAP calculation, See Course Repetitions and Withdrawals.
- ✓ For being on warning, see Warning Section.
- ✓ For being on probation, see Probation Section.

REPEAT POLICY

VOCATIONAL NURSING

If a student voluntarily withdraws, *or by SAP requirements* receives *a lower than standard grade*, the student may be allowed to repeat the Term at the discretion of the Director of Nursing whose decision is final. A student wishing to repeat a Term must schedule a meeting with the Director of Nursing and demonstrate that the conditions that caused the lower than standard academic progress, *or withdraw has been corrected*. Students repeating a Term must complete the entire term within the maximum allowable time frame to be considered as maintaining satisfactory progress and remain eligible for student financing. The maximum allowable time frame is considered one and one-half times the length of the program.

A student may be allowed to repeat a unit of study *(Term)* within a program that the student failed or did not complete, on a space-available basis. When a Term is repeated, the student may take both the theory and clinical segments of the program concurrently at the discretion of the Director of Nursing. When grading the student, the grade received when repeating the Term will supersede any previous grade for that term. All satisfactory academic progress standards must be maintained to ensure completion of the program within the maximum time frame allowed.

Students repeating a Term will be placed on a waiting list and be considered for reinstatement at the next start date. Readmission is not guaranteed and repeating students will be assigned a seat only on a "*space available*" basis. Students repeating a Term may be required to repeat the Term on Warning status depending upon the circumstances surrounding the cause of the initial Term failure or withdrawal. The grade for the repeated Term will become the official grade.

NOTE: *For more information on repeating a term, please refer to the Readmission Requirements section of the Catalog.*

CORE PROGRAMS

Students may repeat a course as required by High Desert Medical College due to academic or other reasons. A student may repeat at the discretion of the Director of Education. All courses attempted will be listed on the student's transcript; however only the final grade for the last repeat will be listed and count toward the CGPA. All previous attempted credits will be listed as "R". Students who fail a required course three times will be terminated from the program.

Failing a course and subsequent repetition will impact a student's enrollment schedule and could negatively impact a student's CGPA, Satisfactory Progress and eligibility for student financing. Students may repeat one course at no additional charge. All subsequent repeated courses will be added to the student's total tuition cost at the current cost per credit/hour charges.

WARNING POLICY

All students are required to make academic progress toward their educational goals. In order to assure that students are both aware of their progress and are successfully completing their courses students attending school during the "*Warning*" period are still deemed to be in *Satisfactory Academic Progress* and will continue to receive Title IV Funds for that one payment period.

Financial Aid Warning status is assigned without an appeal or other action by the student. If at the end of the Warning Period, the student meets both the attendance and academic requirements, they will re-establish Satisfactory Academic Progress and eligibility for Title IV Funds will continue. If at the end of the Warning Period, the student has not met both the attendance and academic requirements, the student will be placed on probation for the next payment period.

PROBATION POLICY

High Desert Medical College maintains an Academic Probation Policy. Academic probation will occur if a student's CGPA falls below 70% *(*2.0*)* or percent of credits attempted falls below 67% for credit hour programs, or attendance falls below 100% for Vocational Nursing Programs. at the established incremental evaluation point. Probation status continues until the student's next established evaluation point. Written notification will be sent to all students being placed on academic probation. Students must raise their CGPA to at least 2.0 and raise their attendance percentage to above 80% by the end of the probationary period. Students are expected to maintain a CGPA of at least 2.0 *(70%)* in vocational classes and 2.5 *(75%)* for Vocational Nursing in order to remain in good academic standing. This probationary period will not interrupt any student Title IV Funds eligibility and will continue to receive funds during that payment period only if the student submits a written appeal to the SAP determination during 15 days of receiving notice of unsatisfactory progress and High Desert Medical College approves the appeal. If the student meets the minimum attendance and academic requirements by the end of the probationary period, satisfactory progress has been re-established and Title IV Funds will be disbursed for the next payment period. If a student does not meet the CGPA minimum within the next consecutive grading period, the student's enrollment will be terminated.

Vocational Nursing students, *(see additional Vocational Nursing Policies)* meet with the instructor or the Director of Nursing to develop a plan for identifying deficiencies and improving student's academic performance. If a student does not meet the CGPA minimum within the next consecutive grading period, the student's enrollment will be terminated.

APPEAL POLICY

Any student who is placed on probation and/or terminated for failure to maintain satisfactory progress or failure to complete the terms of probation may appeal the decision. All appeals and/or requests for readmission must be made in writing to the Appeals Committee within 15 days of the student being notified of his/her probation or termination.

The appeal or request for readmission must document that the conditions resulting in the probation status or termination have been rectified. Readmission is not guaranteed and the decision of the Appeals Committee is final. A student will be notified in writing of the Committee's decision within 15 days of the college's receipt of the appeal or request for readmission. Please see the "*Readmission Requirements*" section of the Catalog for further information regarding appeals and the readmission process.

EXCEPTIONS TO SATISFACTORY PROGRESS

High Desert Medical College may consider a student to be maintaining satisfactory progress if the student has not met policy minimums and extraordinary circumstances apply. Such circumstances include the death of a family member and/or prolonged illness or severe injury of the student. Students who have a mitigating circumstance affecting their satisfactory progress must meet with the Director of Education or Director of Nursing to explain the situation.

ACADEMIC PROCESSES

ADDING/DROPPING/WITHDRAWING

CORE PROGRAMS

Students may add a module to their planned schedule on a space-permitting basis. Modules that are less than 60 days in length must be started at the first class session. Modules that are longer than 60 days in length may be started up to the second-class session. All requests to add a module must be made with the campus Registrar and be approved by the Director of Education. Adding a module will affect the student's scheduled completion date and could impact student financial aid and financing.

Students are required to speak to the Admissions, Financial Aid and Student Financial Services Departments to determine what effect adding a module will have on their account. Students may enroll at any time; however, scheduled start days are the only days that students may begin classes. In certain programs, students may be able to start their training after the first day but no later than the second day of classes per California regulations.

Dropping or withdrawing from the module/term if notice of cancellation/withdrawal is made prior to, at the first class session or the seventh day after enrollment, whichever is later will not affect the student's CGPA nor will the student incur any financial responsibility. The module/term will not appear on the student's transcript. However, if a student withdraws from a module/term of instruction after the at the first class session or the seventh day after enrollment, whichever is later, the module/term will appear on the transcript with a "*W*" grade and the credits attempted will count toward the maximum allowable time frame. Withdrawing from a module will affect the student's eligibility for student's financial aid and financing. Withdrawing from all modules will cause the student's enrollment to be terminated. Any student, who completely withdraws from their program, will be subject to the college's refund policies. Mitigating circumstances will be reviewed on a case-by-case basis and the decision of the Director of Nursing.

VOCATIONAL NURSING

Withdrawal from a Term will result in termination from the program and all students' financial aid and financing will cease. A Term of instruction must be completed with a passing grade in theory and a "*pass*" grade in clinical according to the grading policies.

REPEATING A COURSE

CORE PROGRAMS

ALL STUDENTS MAY REPEAT A COURSE, AS REQUIRED BY HIGH DESERT MEDICAL COLLEGE, DUE TO ACADEMIC OR OTHER REASONS.

A student may repeat a course a maximum of three *(3)* times. All courses attempted will be listed on the student's transcript; however only the final grade for the last repeat will be listed and counted toward the CGPA. All previous attempted credits will be listed as "*R*".

STUDENTS WHO FAIL A REQUIRED COURSE THREE TIMES WILL BE TERMINATED FROM THE PROGRAM.

Failing a course and subsequent repetition will impact a student's enrollment schedule and could negatively impact a student's CGPA, Satisfactory Progress and eligibility for student financial aid and financing. Students may repeat one *(1)* course at no additional charge. All subsequent repeated courses will be added to the student's total tuition cost at the current cost per clock hour/credits charges and will not be covered by financial aid, other payments arrangements need to be done.

VOCATIONAL NURSING

All LVN students may repeat terms 2, and 3 of instruction with approval from the Director of Nursing.

"*TIME AND A HALF*"

Students repeating a term must complete the program within the maximum allowable timeframe which is 1.5 times the program length to be considered as maintaining satisfactory progress and remain eligible for student financial aid and financing.

PROGRAM TRANSFERS

All students wishing to transfer from one program to another must request the transfer in writing and receive approval prior to transfer. A "*Request for Program Transfer*" form can be obtained from the campus Registrar.

Program transfer requests will be considered providing they occur within the first 30 days of enrollment. After 30 days of enrollment, program transfers are limited only to programs of greater credit/clock hour value unless the transfer is approved by the Campus Director, Financial Aid, Financial Services Department and Director of Education.

NOTE: *Program transfers may affect a student's scheduled completion date and student financial financing. For more information on transferring from one program to another, please see the campus Registrar.*

CORE PROGRAM - TRACK

Students wishing to transfer from one schedule track to another must *request the change in writing and receive approval prior to changing tracks by the Director of Education. A "Request* for Track Change" form can be obtained from the campus Registrar. Track changes will affect a student's estimated completion date and student financial aid and financing.

VOCATIONAL NURSING

A student may make a schedule change from Vocational Nursing Full-time to Part-time only once***. A schedule change from Part-time to Full-time will not be allowed***. All requests for a change in schedule must be made with the campus Registrar. All changes must be approved by the Director of Nursing.

MAKEUP CREDIT/EXTRA CREDIT

CORE PROGRAMS

While students are expected to attend all classes, and complete all assignments as scheduled, High Desert Medical College does allow students to receive academic credit for make-up assignments, late assignments and/or extra credit work. Students who are absent from regularly scheduled classes are responsible to turn in required assignments on the day the student returns to class. The grade points for any assignment turned in past the due date will be reduced by 10% for each day late after returning to class. Any student who is absent for a test or quiz must complete the quiz or test immediately upon return to class. Failure to complete the quiz or test upon return to class will result in an "F" grade for that test or quiz.

Students who wish to increase their academic standing by completing extra credit assignments may make arrangements directly with the instructor. Extra credit assignments are defined as additional assignments, research or projects that are not a part of the regular curricular requirements for a course. Extra credit assignments are not designed to take the place of regular, required assignments or homework; therefore, students are only allowed to receive a maximum of 10 percentage points of extra credit for each course attempted. All extra credit assignments must be discussed with, approved and assigned by the instructor and documented in the student's academic file with maximum possible points established prior to assigning the project.

NOTE: *Make-up and extra credit assignments will not be counted toward a student's attendance percentage.*

MAKEUP HOURS

Students are allowed to make up hours for absences only. Make –up hours are to be completed at school after the regular class session.

VOCATIONAL NURSING MAKE-UP TIME AND ASSIGNMENTS

Vocational Nursing students will be expected to make up all work necessary to meet program/course objectives. Students are responsible for missed didactic material. Make-up for missed classroom objectives will be in accordance to the criteria below or as otherwise approved by the Director of Nursing.

CLINICAL MAKE-UP MUST BE DONE WITHIN 10 DAYS OF THE ABSENCE WITHIN THE SAME TERM.

CRITERIA FOR MAKE-UP EXAMS

Before any make-up exam may be taken by the Vocational Nursing student they must contact the instructor on their first day returning to school. Any student who does not adhere to the terms of this policy will receive a grade of zero *("0")* on the exam. The following criteria must be followed:

- Student must bring written verification of illness or emergency to the instructor.
- Students will be required to take an alternate test the day they return to school. Failure to take the exam on the day

they return will result in a zero for the exam. Student must contact the instructor on the student's first day returning to school in order to schedule a make-up exam on the first Theory day after the absence.

- All make-up exams must be taken after scheduled Theory hours.
- Pop-quizzes cannot be made up.
- All make-up exams scores are equal to the term passing score, or less.

REMEDIATION

A student may be given an opportunity to remediate a course, if a student receives a "D" for the course. Students who receive an "F" are not eligible for remediation. Students who are eligible for remediation will have up to ten calendar days to remediate and pass a comprehensive course test with 75 percent or better. Successfully remediated courses can only earn a maximum grade of "C". A Vocational Nursing student may only remediate two courses during the entire program. Vocational Nursing students who meet the following academic criteria will be withdrawn from the program:

- Fails any course with a grade below "D"
- Must remediate more than two courses
- Fails to successfully remediate a failed course
- CGPA falls below 2.0 or
- Fails to pass the HESI exit exam

REMEDIATION TUTORING

During any term at any time during the term if a student has a change in grades either the student or the faculty can initiate a remediation tutoring plan. The purpose of this plan is to assist the student in improving test taking abilities and increase theoretical and clinical knowledge. Emphasis will include comprehension of basic subject matter in addition to understanding the rationales for the correct responses to test questions. Although having a thorough understanding of the subject matter is the best way to ensure good test results, developing and implementing good test taking strategies will serve to enhance that knowledge and may attribute to the difference between a grade of pass or fail. Successful completion of a remediation tutoring plan is passing the course with a grade of "C" or better, negating the need to remediate the course.

SKILLS LAB

The Vocational Nursing Program Skills Lab is available to provide supervised time for students to increase their proficiency in clinical skills such as; review of mathematics, aspects of medication administration, assessment, and clinical documentation as well as other nursing skills.

INSTRUCTOR REFERRAL

An Instructor may refer a Vocational Nursing student to the Skills Lab, if the instructor feels that the student needs to increase their understanding and competency of clinical skills. A Referral Form, designating specific objectives to be met, will be issued to the student by the instructor. The Referral form is taken to the Skills Lab to be signed off by the Educational Assistance Instructor after the objective is completed. The signed Referral Form is to be returned by the student to the Instructor. The learning activities available in the Skills Lab are listed on the Referral Form. The instructor may specifically list other objectives in order to meet the student's needs.

Vocational Nursing students are encouraged to attend the Skills Lab independently, as well as, to aid in increasing technical proficiency and/or expanding the student's knowledge base. Instructors may also refer a student for remedial assistance with theory subjects. Specific content and remediation faculty will be assigned on the referral form.

TUTORIAL POLICY

"All students are provided the opportunity for tutorial sessions."

High Desert Medical College recommends that students be proactive in requesting tutorial assistance to better comprehend course material and improve overall academic achievement. Vocational Nursing students who receive a "*D*" grade on any examination will be required to attend mandatory tutorial sessions. Students must request tutorial assistance through their instructor or the Nursing Department.

Individual discussion with the Instructor will lead to a determination of tutorial recommendation. High Desert Medical College posts current tutorial hours for student scheduling.

TESTING PROTOCOLS

Classroom doors will be locked at the beginning of the test and students will not be allowed to enter the room after the test has begun. Students who arrive late and are locked out will be allowed to take an alternate test at the end of that class day only. Failure to take the alternate test on the same day will result in a grade of zero.

Students will not be allowed to leave class and return during the test. Students who must leave the classroom will be required to turn in the answer sheet and the test will be graded based upon the answers provided at the time the student leaves the classroom. Students should make every effort to arrive on time and complete the regular test.

Students who are absent on the test day must take an alternate test on the same day that they return to class. Alternate testing may not be postponed. No student will be allowed to take any more than one alternate test in any single Term. If a student is not able to take a regular test after already being allowed one alternate test, the student will receive a grade of "*zero*" for the test.

Desks must be clear of all items prior to testing. Only the following items are allowed: single purpose calculator and pencils. Scratch paper will be provided for calculations.

Talking of ***ANY KIND AND FOR ANY REASON*** is not allowed during the test. Students who are caught talking during a test will be given a zero for the examination regardless of the circumstances. If a student has an issue, he/she should raise his/her hand for assistance by the Instructor.

Due to current messaging technology, all cellular phones and pagers must be turned off and left in a pocket or closed backpack or purse during the test. Students caught with a cellular phone or pager turned on during a test, regardless of where it is located, will receive a zero for the test and be referred to the Disciplinary Committee comprised of *(Program Director, Director of Education or Director of Nursing)* for termination proceedings.

All tests will be monitored by the Instructor. Cheating of any kind including but not limited to crib notes, talking during tests, viewing another student's answer sheet or any other form of cheating witnessed by the Instructor will result in referral to the Disciplinary Committee for termination proceedings. The decision of the Disciplinary Committee in all actions is final and cannot be appealed. ***Students terminated for cheating or failure to abide by the testing procedures will not be allowed readmission***.

VOCATIONAL NURSING - THEORY GUIDELINES

If a regularly scheduled test is in progress when the student arrives, the student will be allowed to complete an alternate test after class per the Vocational Nursing testing protocols.

VOCATIONAL NURSING - CLINICAL GUIDELINES

Students must be ready to start their clinical duties at the appointed hour. Any student who is not ready to start his/her duties will be considered absent.

VOCATIONAL NURSING WARNING POLICY ONLY

VOCATIONAL NURSING

The Vocational Nursing Department maintains a separate policy for warning students of deficiencies noted during the term of their instruction. This policy is designed to keep students informed of their overall academic, attendance, clinical skills and interpersonal achievement and is not a part of the Institutional Satisfactory Progress Policy.

Students may be placed on "Warning" status for a variety of reasons. Failure to maintain acceptable levels of academic, clinical and/or didactic attendance progress will result in the student being placed on "**Warning**" status. During the time a student is on warning, he/she will be counseled and notified in writing of "**Warning**" status. The terms of the warning will be stated in the warning notification along with the specific conditions that will need to be met to be removed from warning status. Failure to complete the terms of warning during the allowable time frame may result in probation/termination from the program.

STUDENT PREPARATION AND BEHAVIOR

Students are expected to be prepared for class. This means that reading and homework assignments are completed and the student is prepared for discussions and questions during lectures. Sleeping in class will not be tolerated. The student must also be prepared to act in an efficient, caring and professional manner in the clinical area. If an Instructor feels that a student is not prepared in either the lecture or clinical portions of the program, the Instructor has the right to excuse the student from the area or classroom and the student will be required to make up objectives missed. Students are expected to be respectful and attentive during class. If a student's behavior is disruptive to either the Instructor or to fellow students, the Instructor has the right to excuse the student from class and the student will be required to make up objectives missed.

GRADUATION REQUIREMENTS

CERTIFICATE REQUIREMENTS

In order to receive a Certificate of Completion from a program of study, students must:

- ✓ Complete the required credit /clock hours within the maximum number of credits attempted.
- ✓ Must meet minimum of 80% attendance requirement.
- ✓ Have a CGPA of at least 2.0 at the completion of the required credits.
- ✓ Complete all requirements within 1.5 times the program length.
- ✓ Fulfill all financial obligations to High Desert Medical College.
- ✓ Participate in an Exit Interview and complete the required exit paperwork.
- ✓ Meet with the Placement/Career Services Department and provide a current resume.

VOCATIONAL NURSING

In order to graduate and receive a *Certificate of Completion from the Vocational Nursing Program*, a student must meet the following requirements within the maximum allowable time frame:

- Receive a passing grade on all four Terms of instruction according to the grading requirements for both Clinical & Theory. This includes completion of 100% of the Clinical and Theory objectives for any day*(s)* missed; and meet all attendance requirements.
- Pass a mandatory Term exam for each Term and an exit exam at the end of Term IV, successfully *(75%)* three times in a row.
- Fulfill all financial obligations to High Desert Medical College; and,
- Must submit a professional resume to the Placement/Career Services Department.

The program requires concurrent clinical make-up times for excused absences to meet the objectives of the course. All make-up days must be completed before transitioning to the next term. Students who fail to complete clinical makeup within this time frame will be dropped from the program. Students will be officially graduated upon completion of all clinical make-up days.

As Vocational Nursing students progress in the program, each student will participate in the diagnostic testing competency at the end of each Term. Students cannot progress to the next term without completing the specialty testing.

This competency testing intends to reflect teaching and learning effectiveness and students' strengths and weaknesses. Results identify areas of weaknesses and strengths. Both students and faculty will work on areas of improvement to improve teaching and learning effectiveness. Students will be directed to the nursing department for remediation.

MANDATORY EXIT EXAM REQUIREMENT

VOCATIONAL NURSING

ALL VOCATIONAL NURSING students will be required to pass each Term for both theory and clinical objectives in order to progress from one Term to another and graduate. There is a mandatory *HESI* exam at the conclusion of each Term. The mandatory *HESI Exit Examination* will be given after the completion of the program. The test will be offered under standard testing protocols. The student will be given only two opportunities to pass the *HESI Exit Examination*.

If a student fails the first examination, the student will be given another opportunity to pass the HESI exit exam.

NOTE: *All Students may attempt the exit exam twice.*

If a student fails, both HESI program exit exams they will not be eligible to graduate from the VN Program. The student must pass the Exit Examination on the second attempt or the student will not graduate and will be terminated from the program after failing the examination for the second time. The second attempt at the Exit Examination must be completed no earlier than 10 calendar days and no later than 60 calendar days of the first failed attempt. ***No other attempts at the Exit Examination will be allowed***.

COMMENCEMENT CEREMONY

High Desert Medical College provides a Commencement Ceremony for its students. The dates of the Commencement Ceremony are subject to change depending on facility availability and will be announced approximately 2-3 months prior to the ceremony date. High Desert Medical College normally hosts 1-2 ceremonies per calendar year. In order to participate in a ceremony, students must:

- Complete all Graduation Requirements and be in good standing with the College.
- Students must have an application with the Office of Student Services by the deadline date. This initiates a file and program audit that determines your eligibility to participate in the ceremony and will result in your name appearing in the Commencement Program. Participation in the Commencement Exercises is limited to those candidates who have completed their training program on or prior to the Application Deadline Date and have not attended an earlier commencement ceremony for the same program. Students are required to submit a commencement fee, which includes: Cap & Gown, Tassel, Stole, Announcements, Tickets, Pin, and Diploma Covers.
- Complete all attendance requirements
- Fulfill your financial obligations with Student Accounts, including the commencement fee.

NOTE: *The application deadline must be met to ensure participation in the appropriate ceremony.*

HONORS AND AWARDS

Core Program students completing their program with a GPA of 3.5 or higher will receive an Honor Roll certificate, gold cord and be recognized at graduation for their accomplishment. A student, who attends 100% of their scheduled class sessions, will be honored with a Perfect Attendance Certificate, and will be recognized for their accomplishments.

Vocational Nursing students with a GPA of 90% or higher will receive an Honor Roll certificate and gold cord and be recognized at graduation for their accomplishment. Students who attend 100% of the scheduled class sessions will be honored with a Perfect Attendance Certificate and be recognized for their accomplishment.

High Desert Medical College conducts graduation ceremonies and recognizes the class Valedictorian for each program and for the VOCATIONAL NURSING program "*The Nightingale Award*".

LICENSURE ELIGIBILITY REQUIREMENTS

VOCATIONAL NURSING

The BVNPT sets specific minimum standards for licensure as a Vocational Nurse. The Vocational Nursing program at High Desert Medical College has been approved by the BVNPT as meeting the minimum standards set for application for licensure. Upon successful completion of the Vocational Nursing program at High Desert Medical College, the graduate will be eligible to apply for the licensing examination given by the BVNPT. The examination is given by appointment throughout the year. Application deadlines, fees, and other information regarding the examination can be obtained from the Department of Nursing. Upon graduation and prior to applying for the examination, students will be required to complete a Record of Arrest/Conviction form. This form is forwarded to the BVNPT for review and the final determination on licensure eligibility rests with the BVNPT. Students who are concerned about their licensure eligibility status with regard to conviction or arrest records are advised to call the Board of Nursing who will evaluate each student on a case-by-case basis.

PAYING FOR COLLEGE

FINANCIAL SERVICES

DISCLOSURES TO ALL STUDENTS

Any student who obtains a loan to pay for a course of instruction has the responsibility to repay the full amount of the loan, plus any interest, less the amount of any refund.

PACKAGING STATEMENT

High Desert Medical College will consider each eligible student's financing options on an individual basis and will strive to offer each student the lowest cost financing options available.

FINANCIAL AID PROGRAMS

Based on a combination of approvals, authorization and accreditation, High Desert Medical College students are eligible to apply and receive tuition aid and financial aid assistance while attending school. Currently both government and non-government sponsored financial aid programs are available options to help pay for your tuition and fees with grants and loans. Title IV Federal Funds are available to those who qualify. High Desert Medical College participates in the following programs.

- Federal Pell Grant *(FPELL)*. ***Does not require repayment***.
- Cal Grant B and C. ***Does not require repayment.***
- Federal Supplemental Education Opportunity Grant *(*FSEOG*)*. ***Does not require repayment***.
- Federal Work Study *(FWS)*. ***Does not require repayment***.
- Federal Direct Subsidized Loans. ***Must be repaid***.
- Federal Direct Unsubsidized Loans. ***Must be repaid***.
- Federal Direct Parent Loans *(PLUS)*. ***Must be repaid***.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. If the student has not received federal student aid funds, the student is entitled to a refund of the monies not paid from federal student aid financial aid programs funds.

VETERANS ADMINISTRATION FUNDS *(VA)*

Students eligible to enroll at High Desert Medical College are able to utilize the VA Benefits *(GI BILL) (www.gibill.gov)* for which they may be eligible to pay tuition, books and fees. Programs we offer that qualify for Veterans Education Assistance include: Clinical Medical Assisting, Dental Assisting, Medical Administrative Assisting, Pharmacy Technician, Ultrasound Technology and Vocational Nursing.

TUITION PAYMENT OPTIONS

PAYMENTS

High Desert Medical College accepts several methods of payment including cash or debit card, check, money order or credit card towards student payments.

COLLECTION PROCEDURES

Students whose financing package does not cover the entire cost of tuition will be required to pay the balance due by means of cash payment, check or debit card, money order or credit card at the time of enrollment or to execute a promissory note unless other arrangements are approved by the college. Students will receive a payment schedule upon execution of the promissory note. No additional notices or statements are automatically mailed. Students may request a copy of a statement at any time free of charge from Student Accounts. Unless otherwise informed, payments are due on the 1st day of each month and may be made by cash, check, credit card or money order payable to High Desert Medical College. *(*Please see Student Accounts to make a payment.*)*

A service charge of $25.00 will be assessed for any checks returned by the bank for any reason. If one payment is returned, all future payments must be made by credit card, cash or cashier's check unless otherwise approved by Student Accounts. Failure to make payments can seriously jeopardize a student's standing and may result in any of the following actions until the account is brought current:

- Withholding of Certificate of Completion
- Denial of transcript requests
- Suspension of services offered by Placement/Career Services
- Termination from the program

REFUND POLICIES

CANCELLATION OF ENROLLMENT AGREEMENT

Students have the right to cancel the Enrollment Agreement for the program of instruction including any equipment such as books, materials and supplies or any other goods related to the program offered in this agreement. If notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever one is later.

If the school has given you any equipment, including books or other materials, you must return them to the school within 10 days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 10-day period, the school will deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel this agreement, the school will refund the student any monies he/she paid, less any non-refundable fees, less a registration or administrative fee not to exceed $200.00 and deduction for equipment not returned within the 10-day period and in good condition, within 45 days after your notice of cancellation is received.

Determination of the Withdrawal Date

The student's withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is the date on which the student fails to return, as determined by the institution's signed documentation.

NOTE: *A student who is on an approved leave of absence retains in-school status for purposes of student financial aid and financing. However, the student should be aware that if he or she does not return from a leave of absence, some or all of the grace period of the loan could have been used, as the withdrawal date is set retroactively.*

Title IV Funds Refund Policy

If a student withdraws or ceases attendance, we are required to determine if any federal financial aid received should be returned. Federal Financial Aid is based and received at the start of the program and after mid-point and depending on the point of completion and the number of credits we are required to return all or a portion of aid we received.

The percentage earned according to the Return of Title IV policy is determined by the number of days attended in the payment period up to the last date of attendance from the institutions' attendance records over the actual number of days in the payment period of attendance.

**** Percentage Earned is equal to = $\frac{\text{Calendar days completed up to the last day of attendance}}{\text{Calendar days in the payment period}}$

Excludes:

I. Institutionally scheduled breaks of 5 or more consecutive days
II. When a student has completed MORE than 60%, 100% of Title IV funds are earned.

Withdrawal/Drop Date Policy

Official and unofficial withdrawal dates will be determined using the federal regulation definition for a withdrawal date.

The official date will be determined by the earlier of one of the following:

- Date the student provides official notification of intent to withdraw;
- Students who fail to officially withdraw and have missed 14 consecutive calendar days of attendance are assumed to have withdrawn;
- Students who fail to return from an approved Leave of Absence *(*LOA*)*;

Return Of Title IV Funds Calculation Process

The school will use the federal policy to determine the amount, which must be returned by the school and/or the student to Title IV programs.

The procedure is:

- Determine Appropriate Withdrawal Date
- Determine Percentage Earned of Title IV Aid
- Determine Percentage of Unearned Title IV Aid
- Determine Title IV Aid to be Disbursed
- Determine Title IV Aid Disbursed
- Determine Title IV Aid to be Returned
- Determine Amount Institution must Return
- Determine Student's Responsibility/Refund

TIMEFRAME OF PROCESSING

All students who withdraw from school must have applicable refunds *(R2T4)* and/or State calculated accurately and paid within 45 days from the Date of Determination *(DOD)* and will be based on the payment period from which the student withdrew.

FUNDS RETURNED BY PROGRAM

Return to Title IV Calculation *(R2T4)* – This is the federally required process that determines whether any portions of funds received must be returned when a recipient of Federal Financial Aid Funds withdraws from a school.

- Federal Aid funds are returned in the following order:
- Federal Unsubsidized Loan
- Federal Subsidized Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG Grant
- Cal Grant B and C
- Other Title IV Assistance

NOTICE OF REFUND

Students will be sent a refund packet which will include the calculation and a notice of refunds made if applicable. An exit-counseling packet as referred in the policy for exit counseling will also be sent to the student.

POST WITHDRAWAL DISBURSEMENTS

If a student does not receive all of the funds that have been earned, per Return of Title IV calculation, the student may be due a Post-withdrawal disbursement. Eligibility depends on required federal conditions and includes but is not limited to the U.S. Department of Education having processed a Student Aid Report *(SAR)* or Institutional Student Information Record *(ISIR)* with an official EFC prior to the student's loss of eligibility/last date of attendance grants.

- If a student is eligible for a post- withdrawal of a Federal Grant, it will be disbursed within 45 days of the date of determination of withdrawal and notified immediately.
- If a student is eligible for a post-withdrawal disbursement of a Federal Loan, they are notified within 45 days of the withdrawal date by mail and must respond within fourteen days.
- If a student accepts the post- withdrawal disbursement of a Federal Loan, loans are disbursed as soon as possible but no later 180 days of the withdrawal date.

STUDENT'S RESPONSIBILITY FOR RETURNING UNEARNED AID

If the return of the Title IV aid calculation determines the student's portion of the funds are to be returned. The Financial Planning Office notifies the student of the amount to be refunded the federal government. Any loan funds that the student must return, the student will repay in accordance with the terms of the promissory note.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment a student must repay is half of the grant funds the student received or was scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. The student must make arrangements with the Department of Education to return the unearned grant funds.

- Hard copies of policies are maintained by the Campus President/Executive Director and reviewed with Department Managers to ensure proper implementation. Directors of Admissions, Career Services, Education and Financial Planning and the Business Office Manager are responsible for maintaining hard copies of the policies pertaining to their department and are responsible for training and monitoring implementation of the policy for their staff.

REFUND POLICY

A student has the right to withdraw from a program of instruction at any time. Notification of intent to withdraw must be made to the Director of Education. Upon withdrawal, the tuition refund amount is calculated in the following manner:

- ✓ The total tuition program cost is divided by the number of hours/credits, as of the student's last date of attendance are multiplied by the hourly tuition charge calculated to determine the amount of tuition owed to the school.
- ✓ The total scheduled hours/credits as of the student's last date of attendance, are multiplied by the hourly tuition charge calculated in step *(a)* to determine the amount of tuition owed to the school.
- ✓ The amount of tuition paid by the student is determined.
- ✓ If the amount of the tuition paid by the student as determined in step is more than the amount owed to the school as determined in step *(b)* the difference is the refunded amount.

The withdrawal date for refund calculation purposes is the last date of record attendance.

PAYMENT OF THE REFUNDS

Refunds will be paid within forty-five *(45)* days from the date of determination of withdrawal.

STATE REFUND POLICY

In addition to the return of Title IV requirements for Federal Financial Aid Recipients, the institution is required by the State to calculate a prorated refund for all students who have completed less than 60% of their program, regardless of whether or not the student received Federal Student Aid Funds. However, the federal formula for return of Title IV funds may result in a larger refund than the State Refund Policy. In that case, the institution and/or the student must return the sum resulting in the larger of the two calculations to the appropriate federal student aid program. Therefore, the student may, after the Title IV funds are returned owe a balance to the Institution.

If a student withdraws or ceases attendance, we are required to determine if any Federal Financial Aid received should be returned. Federal Financial Aid is based and received at the start of the program and after mid-point and depending on the point of completion and the number of credits we are required to return all or a portion of aid we received.

The percentage earned according to the Return of Title IV policy is determined by the number of days attended in the payment period up to the last date of attendance from the institutions' attendance records over the actual number of days in the payment period of attendance.

SAMPLE

**** Percentage Earned is equal to = $\frac{\text{Calendar days completed up to the last day of attendance}}{\text{Calendar days in the payment period}}$

Excludes:

I. Institutionally scheduled breaks of 5 or more consecutive days
II. When a student has completed MORE than 60%, 100% of Title IV funds are earned.

The table below illustrates the application of the refund policy. The example assumes an original tuition charge of $15,000 and assumes the student paid the entire $15,000.

Percent of Program Completed	10%	25%	50%	60%
Tuition Paid by the Student	$15,000	$15,000	$15,000	$15,000
Non-Refundable Tuition Owed by the Student	$ 1,500	$ 3,750	$7,500	$15,000
Refund Amount	$13,500	$11,250	$7,500	$0.00

Withdrawal/Drop Date Policy:

Official and unofficial withdrawal dates will be determined using the federal regulation definition for a withdrawal date.

The official date will be determined by the earlier of one of the following:

- Date the student provides official notification of intent to withdraw;
- Students who fail to officially withdraw and have missed 14 consecutive calendar days of attendance are assumed to have withdrawn;
- Students who fail to return from an approved Leave of Absence *(*LOA*)*;

Timeframe of Processing

All students who withdraw from school must have applicable refunds to the State calculated accurately and paid within 45 days from the Date of Determination *(DOD)* and will be based on the payment period from which the student withdrew.

Notice of Refund

Students will be sent a refund packet which will include the calculation and a notice of refund*(*s*)* made if applicable. An exit counseling packet as referred to in the policy for exit counseling will also be sent to the student.

Additional Cost Disclosure

Per California regulations governing the operation of our College, we are required to disclose to you any additional charges, fees, or expenses that you may incur while attending school that are ***NOT INCLUDED*** in the cost of your program:

- **Housing Costs** – High Desert Medical College does not offer housing to any student. You will be responsible for your own Housing.
- **Travel Expenses to and from School and/or Extern or Clinical Sites** *(if applicable)*. High Desert Medical College does not provide transportation services to students. You will be responsible for any travel expenses that will result from traveling to and from school, traveling to externship or clinical site *(if applicable)*.
- **Incidental School Supplies** – High Desert Medical College does not provide incidental supplies as part of the cost of your program. These items include, but are not limited to: writing instruments, notebooks, papers, or any other supplies, equipment or tools necessary to complete assignments or comply with uniform guidelines stated in the School Catalog. You will be responsible for paying for these items separately.

ONCE YOU ARE A HIGH DESERT MEDICAL COLLEGE STUDENT

ATTENDANCE REQUIREMENTS

Core Program

Students are expected to attend all classes as scheduled. Consistent attendance is imperative to facilitate adequate learning. Students must adhere to the following attendance requirements:

Attendance will be taken at the beginning of each class session. Students who are not present when attendance is taken will be considered absent. If the student is ten minutes late to the start of class/returning from break or leaves ten minutes early will be considered tardy. If the student is 15 minutes late from the start of class/returning from break or leaves 15 minutes early will be considered absent.

Chronic or excessive tardiness/early departures may lead to disciplinary action up to and including expulsion from the course. Four tardies will be considered one absence.

VOCATIONAL NURSING

High Desert Medical College provides accelerated learning programs and mandates students to be in attendance 100% of the scheduled class time in order to acquire the knowledge and skills necessary for each program. Each class day will offer important information that the student will need to achieve his/her goal of a new career. If a student is absent from either theory or clinical sessions, the student is required to make-up any objectives missed.

The following are the attendance requirement guidelines for the Vocational Nursing program:

- Students are required to attend all theory and clinical classes as scheduled.
- Students will be required to demonstrate achievement of theory and/or clinical objectives presented on the day*(s)* absent.

It is the responsibility of the student to call the Vocational Nursing Department, Clinical Coordinator when they are absent. ***ALL THEORY AND CLINICAL OBJECTIVES MUST BE MADE UP FOR ANY DAY THE STUDENT IS NOT PRESENT AT THEORY OR CLINICAL***. Absences must be called in to the Vocational Nursing office and the instructor on the same day of the absence. Students need to connect with the Vocational Nursing office for clinical or theory absences. Students are expected to be accountable for their actions.

High Desert Medical College may review and require clearance for health conditions and pregnancy. If a pregnant student has full medical clearance, with no restriction, she may continue in the program. A Leave of Absence may be granted for the birth of a child, significant illness with a note from the doctor or extenuating circumstances.

- To return to school after a medical LOA, the student must provide High Desert Medical College with a full medical clearance.
- The student will be re-admitted on a space available basis only.
- The student is responsible for making all arrangements with the Vocational Nursing office via the appropriate make up form for all theory make-ups and clinical make-ups.
- A student is allowed no more than two *(2)* absences per term and a total of eight *(8)* absences for the entire program. Any absences exceeding these numbers will cause a student to be terminated from the program.
- All attendance issues are subject for review by the Director of Nursing.

TARDINESS

All students attending High Desert Medical College must arrive at school no later than fifteen *(15)* minutes after the starting time for their particular course.

EARLY DEPARTURES

All students are requested to post all appointments they have during school hours with the Clinical Coordinator or campus Registrar. The information requested includes: student name, the day/date of the appointment, the time of the appointment, whether the student will be in prior to the appointment, or returning after the appointment.

GRADING POLICIES

CORE PROGRAMS

Students are required to maintain satisfactory progress in their course of study. Satisfactory progress is measured by both qualitative and quantitative measurements calculated at the midpoint and conclusion of the program per the requirements set forth below. Students must maintain the minimum standards to be considered as maintaining satisfactory progress. In order to be assured of making satisfactory progress toward completion of their educational goal, all students must complete their program within 1.5 times the normal length of time as measured in clock/semester credit hours attempted.

For example, if a program requires 740 hours for completion, a student must meet this requirement without attempting any more than 1,110 clock hours *(740 x 1.5 = 1110)*. All clock/credit hours attempted, including repeated courses, will be counted toward the maximum time frame calculation. This includes courses with a grade of "*W*" or "*I*".

All students will be evaluated during their program to assure adherence to the Satisfactory Progress Policy requirements. If the required evaluation point*(s)* falls within a grading period, satisfactory progress will be judged based upon the Cumulative Grade Point Average *(CGPA)* for the preceding grading period.

GRADING SYSTEM

The school uses the following grading system for all **CORE** programs:

Grade	Percentage	Rating	Grade Point Value
A	90-100	Excellent	4.0
B	80-89	Very Good	3.0
C	70-79	Average	2.0
D	65-69	Below Average	1.0
F	0-64	Fail	0.0
R	None	Repeated	N/A
W	None	Withdrawal	N/A
TC	None	Transfer Credit	N/A
CR	None	Test Out	N/A
I	None	Incomplete	N/A

P, F	Pass or Fail. These grades are given for Externships and are not counted in the CGPA.
CC	Challenge Credit. Students who successfully pass a challenge examination*(s)* will receive this grade. This grade does not affect the CGPA.
TC	Transfer Credit. Students who receive Transfer Credit for courses taken at another institution will receive this grade. This grade does not affect the CGPA.
W	Withdrawal. Students who drop/withdraw from a course after the first five days of instruction receive this grade, which does not affect the CGPA. The credits attempted for this course will be counted toward the maximum time frame with no credits granted.
I	Incomplete. Students who do not complete the course requirements by the last scheduled day of the course will receive this grade. This grade will not affect the CGPA until it is converted to a final grade. The Incomplete grade will be converted to an "*F*" grade if the requirements are not met within 10 calendar days of the last scheduled day of instruction for the course.
R	Repeat. This grade will be assigned to all courses that a student repeats. This grade does not affect the CGPA however; credit hours attempted will count toward the maximum time frame.

Vocational Nursing

Per BVNPT policy, students must successfully pass both the Theory and Clinical portions of each Term in order to continue in the program. Each of the three required Terms is made up of multiple Modules/or courses of instruction. All Modules have separate tests, quizzes and assignments integrated within the instructional plan. Students receive grades on all tests, quizzes and assignments based upon the grading scale listed under the "*Grading*" section of this catalog.

VN Clinical

Vocational Nursing students are evaluated on their ability to apply nursing concepts and skill competences in the clinical setting. These skills are represented in the specific clinical objectives included in the course syllabus. The clinical objectives are to be successfully met by the student in each term, as outlined and evaluated by the Clinical Instructor. If a student fails to meet the objectives, the student's performance jeopardizes minimum patient care standards. Students who fail to meet clinical objectives may be placed on Clinical Warning. Students are provided with a deficiency notice and will be referred to the Skills Lab for skills performance practice and evaluation. Once the deficiency is corrected, the student will be taken off the Clinical Warning. Students whose performance remains below minimal acceptable standards will receive a clinical grade of Fail. A clinical Pass is based on satisfactory achievement of all clinical objectives.

Performance Rating Scale - VN Clinical

The clinical evaluation has 10 categories

1. *Safety*
2. *Nursing Skills/Activities*
3. *Communications/Interpersonal Skills*
4. *Assessment*
5. *Planning*
6. *Nursing Diagnosis*
7. *Implementation*
8. *Evaluation*
9. *Medication*
10. *Critical Thinking*

The student must practice within the standards of the 10 categories. The student must perform basic nursing skills, apply nursing concepts based on human needs, and utilize the nursing process in clinical situations. Critical thinking skills are crucial in developing the ability to integrate nursing concepts to clinical practice such as pharmacology, physiological integrity, health promotion, psychosocial, safety, nutrition and growth and development across the life span.

Remediation For Vocational Nursing

Remediation has been established to assist the student in improving theoretical or clinical knowledge while compensating for a failed module. Effective for all VN students beginning on or after July 1, 2011 remediation will be offered to students when the cumulative GPA is below the term minimum. During each Term, students will be allowed to remediate, i.e., retake one exam, replacing the lowest grade. ***The student must complete remediation within 10 calendar days***. If the student has completed the process but does not achieve a passing score, the original exam grade will stand and be factored into the term GPA. The maximum points allowed for passing remediation are equal to the term passing score *(i.e. 75%, 78%, and 80%).*

Grading

The total Term grade is calculated based on both the theory and clinical areas. The theory represents a percentage grade and the clinical represents a "*pass*" or "*fail*". The final theory grade reflects the points accumulated from tests, homework, class presentation, comprehensive final examination, end of term diagnostic test, and extra credit from unannounced quizzes. The theory grade is calculated on a point system and is converted to a percentage grade. The number of points the student has acquired is divided by the total possible points, which represents the percentage grade. The clinical grade is based on clinical attendance and skills proficiency.

The student must achieve a passing grade based on the scale listed below:

	Basis of Grade
Theory: ***100% of total grade***	Quizzes & Assignments
	Class presentation
	Comprehensive Final Exam
	Comprehensive Math Exam
Clinical: Pass or Fail	Clinical performance Attendance/participation

Term 1: 75% passing grade = to letter grade of "C"
Term 2: 75% passing grade = to letter grade of "C"
Term 3: 75% passing grade = to letter grade of "C"
Term 4: 75% passing grade = to letter grade of "C"

The student must achieve a clinical passing grade in order to progress to the next term. Failure to pass either the theory or clinical portion of the term will result in a final grade of "*fail*".

VN GRADING CRITERIA

Letter/percentage grades for Vocational Nursing Program - ***ONLY***

(continued on following page)

Grade	Percentage	Rating	Grade Point Value
A	90-100	Excellent	4.0
B	80-89	Very Good	3.0
C	75-79	Average	2.0
D	70-74	Below Average	1.0
F	0-69	Fail	0.0
R	None	Repeated	N/A
W	None	Withdrawal	N/A
TC	None	Transfer Credit	N/A
CR	None	Test Out	N/A
I	None	Incomplete	N/A

P, F	Pass or Fail. These grades are given for Clinical Rotations and are not counted in the Cumulative Grade Percentage *(CGP)*.
CC	Challenge Credit. Students who successfully pass a challenge examination*(s)* will receive this grade. This grade does not affect the CGP.
TC	Transfer Credit. Students who receive Transfer Credit for courses taken at another institution will receive this grade. This grade does not affect the CGP.
W	Withdrawal. Students who drop/withdraw from a Module or Term after the first five days of instruction receive this grade, which does not affect the CGP. The credits attempted for this Module or Term will be counted toward the maximum time frame with no credits granted.
AD	Administrative Drop. Students who are withdrawn from a Module or Term for violating attendance or academic policies will receive this grade. The credits attempted for this course will be counted toward the maximum time frame with no credits granted.
I	Incomplete. Students who do not complete the Module or Term requirements by the last scheduled day of the course will receive this grade. This grade will not affect the CGP until it is converted to a final grade. The Incomplete grade will be converted to an "F" grade if the requirements are not met within 5 calendar days of the last scheduled day of instruction for the Module or Term.
R	Repeat. This grade will be assigned to all Modules or Terms that a student repeats. This grade does not affect the CGP however; credit hours attempted will count toward the maximum time frame.

REGISTRAR/RECORDS

RECORDS/TRANSCRIPTS

In accordance with the Family Education Rights and Privacy Act *(FERPA),* all student information contained in the student's academic, administrative, financial aid and placement files is held in strict confidence. Access to student files is limited to staff members and the college's approved and accredited authorities. Students may examine their files at any time during normal school hours. Student files may not be removed from campus grounds for any reason. If a student would like a copy of any of the information contained in their files, or a transcript, a written request may be made to the campus Registrar/Records office. Official transcripts will be issued for students at any time after graduation providing the student has met all financial responsibilities. Please see the Accounting office for a schedule of transcript fees.

Personal information, counseling notes or financial information contained in students' files will not be released to any outside party other than the student without a signed release by the student. A student's file will be documented each time personal identifiable information is disclosed to persons other than the student. A student may request an amendment to their records. Students may also request a formal meeting with the Campus Director and Director of Education if the request for amendment is denied to challenge the contents of any educational record on the grounds that the records are inaccurate, misleading or violate the rights of the student. Requests for amendments to a student's educational records or a meeting to challenge the contents of a student's record should be made in writing to the Campus Director.

Student records will be maintained for a period of not less than 5 years as required by law. Students are required to notify the college of any changes in their personal information such as changes of address, phone numbers, marital status, name, etc., within ten days of the date of the change to facilitate proper state, federal and licensure documentation. A Change of Address form can be obtained from the campus Registrar/Records office.

WITHDRAWAL AND INCOMPLETE GRADE POLICY

Withdrawal from a program will result in termination from the program and all student financial aid and financing will cease. A course of instruction must be completed with a passing grade for Vocational Nursing both in theory and clinical according to the grading policies.

OFFICIAL WITHDRAWAL PROCEDURE

Students who intend to withdraw from a program must notify High Desert Medical College either orally or in writing. The designated office for official notification of withdrawal is the Registrar/Records office. Students who do not provide official notification of withdrawal to the campus Registrar/Records office will be terminated per the college's satisfactory progress and attendance policies. The withdrawal date will be the last date of attendance at an academically related activity. Students, who notify the college of intent to withdraw and subsequently rescind that decision, must provide the college with written notification of the rescission.

STUDENT SERVICES/PLACEMENT ASSISTANCE

High Desert Medical College provides placement assistance to all qualified graduates at no additional charge. The college makes no claims guaranteeing employment upon graduation. However, we strive to help students to get interviews and locate possible job openings for their program of study. An explanation of the placement services available to all eligible graduates follows:

- Placement assistance includes, but is not limited to:
- Assistance in preparing, updating and customizing resumes for graduates.
- Instruction in interviewing techniques including "*mock*" interviews to assist the student in identifying deficiencies in interviewing techniques.

- Pre-placement interview by the placement department to determine the graduates' employment requirements, preferences and potential prospects.
- Assistance in locating current job openings and scheduling interviews for the graduate in the field*(s)* for which the graduate is qualified to work. This is accomplished through personal contact by the placement department, telephone contact to employers, which may result in scheduled interviews for graduates, review and investigation of advertised openings in local newspapers and other sources of current job openings.
- Direct telemarketing of prospective employers.
- Memberships and attendance in local organizations to develop personal contacts and market the graduates to local businesses.
- Subscribing to the mailing lists of local large employers such as universities and colleges, city and county employment departments, state and federal employment listings, local coalitions and organizations that publish newsletters or other publications listing job openings.
- Pre-interview reviews with graduates prior to assignment of interviews. The Career Services Department will research the prospective employer and then meet with the graduate to prepare them for the specific requirements and expected situations/questions of the interview.
- If requested and approved, the Career Services Department will also arrange and monitor a voluntary externship for any graduate that is not a part of the regular course curriculum. Externships are a proven method for increasing the chances of hiring.
- Follow-up with graduates after placement to insure adequacy and continued employment prospects.
- All students must provide accurate up-to-date telephone numbers and addresses to the Career Services Department to ensure continued assistance.
- All students must complete the confirmation of hire form with their employer's signature once employed.
- All High Desert Medical College students must provide a resume prior to completion of program.

STUDENT SERVICES

The ultimate goal of Faculty and Staff at High Desert Medical College is to help students successfully complete their academic program and support the students in whatever way possible to achieve their goal. Here are some of the services High Desert Medical College provides as well as other student support services:

TUTORING

Upon student request, Career Services will work with the student, faculty and college tutor to assist the student in their academic performance.

ADVISEMENT

Advisement is available at High Desert Medical College to all students through the Student Services office, instructors, programs supervisors, and the Campus Director or manager at each location.

SMOKING AREAS

All High Desert Medical College campuses are non-smoking. Students wishing to smoke may do so in the designated outdoor areas.

STUDENT LOUNGE

Each campus has a student lounge, which is conveniently located to provide a comfortable environment for students wishing to relax during breaks from academic activities. Each lounge provides vending machines for student convenience.

OTHER SERVICES

There are many things that can impact a student's success while in school. At High Desert Medical College, we strive to offer whatever support we can to assist students. This may include tutoring, referring students to community agencies, and bus passes at discounted prices. Students are strongly encouraged to meet with the Student Services Coordinator/Director, Director of Education, Program supervisor, and/or Extern Coordinator if they are encountering difficulties.

EXTERNSHIP

CORE PROGRAMS

The externship program is designed for students to demonstrate their skill level to a prospective employer. It allows an employer to evaluate the student's ability in skills, time management, dependability, and to demonstrate that they would be a valuable asset to the employer. All programs except for Vocational Nursing have an externship as part of their educational process. Extern is a set number of hours on an employment site where the student demonstrates their educational skills in their selected field.

The externship coordinator will meet with the student prior to their starting an extern site. This meeting will include discussing all geographical, childcare, transportation or other situations that could prevent the student from finishing the program. The externship may require travel up to 100 miles from campus.

The externship coordinator and the student work as a team in locating a suitable site. Once a site has been located by either the coordinator or the student and approved for meeting the externship requirements, an externship agreement will be forwarded for signature prior to the start of externship.

Weekly time sheets must be signed by the student and supervisor and faxed to the campus Registrar/Records office by Friday of every week. Without this documentation, a student's time is not entered towards completion of the program, which ***could lead to termination from the program***.

Once a student has agreed to a site, it is the responsibility of the student to report to the specified location. If a student fails to report to work and does not call the site supervisor and the Externship Coordinator, the student loses the privilege to be at the selected site. The student is then required to find their next site within the specified time frame to avoid termination from the program.

If a student gets ***released*** from an externship site for inappropriate conduct the student will be required to find his or her own site within the specified time frame to avoid termination from the program. The extern student must at all times represent themselves in a professional and ethical manner. A student must always be dressed professionally and have a high level of professional conduct.

CAMPUS SECURITY/SAFETY INFORMATION

Students should immediately report any emergency to their instructor or any other staff member. In the event of an incident requiring emergency medical personnel, students are requested to observe the directions of staff members and keep the hallways and doorways clear to allow easy, unrestricted access for paramedics or other emergency personnel.

All students are requested to complete a Medical Emergency Information Form upon enrollment. If there are any changes to the information requested on the form, please see the Student Service Office and update the form. The medical information listed on this form is imperative to paramedics in the event of a medical emergency and may save your life. Please keep us informed of any changes in your medical conditions, medications, allergies or related information.

Students are encouraged to report to any staff member any illegal or suspicious activities witnessed on campus grounds or in the parking areas. If a student experiences a criminal act while on campus at High Desert Medical College, the student should immediately report the matter directly to any of the following individuals:

- Campus Director *(Lancaster)*
- Campus Director *(Bakersfield)*

High Desert Medical College's Safety Committee meets regularly to report any safety hazards on campus. To report a safety hazard, please see the Student Service Office or report the hazard to any staff member. A staff member is available to escort students to their vehicles when leaving the campus after dark. To request an escort, please see the Receptionist or Student Services office. The college conducts regular fire drills on an unannounced basis. Please review the emergency exit plans posted throughout the campus and become familiar with the emergency exits around you.

In compliance with federal law, the college publishes an annual Campus Safety report, which provides statistics on arrests for criminal offenses that have occurred on campus during the previous year. As of the date of this publication, no criminal arrests have been made on campus since the college began operation. To request a copy of the Safety Report, please see the Campus Director.

POLICIES

SCHOOL POLICIES AND PROCEDURES

Welcome to High Desert Medical College and congratulations on choosing one of the finest learning facilities in both the Antelope Valley and Bakersfield areas. We want your stay with us to be both effective and enjoyable. To this end, we would like to inform you of the following rules and procedures of the institution.

If you have any questions regarding these rules and policies, please do not hesitate to inquire with any staff member. Remember, at High Desert Medical College "***The student always comes first!***"

DRUG AND ALCOHOL PREVENTION/AWARENESS POLICY

High Desert Medical College maintains a Drug and Alcohol-free campus. Drugs and alcohol pose a serious health threat to students and the public at large. The college strictly prohibits the unlawful use, sale, possession or distribution of narcotics, prescription drugs or alcohol by students and employees on the campus grounds, externship or clinical sites or as part of any school activity. Students found in violation of this policy will be subject to immediate termination and possible referral to the appropriate authorities for criminal prosecution as applicable under state and federal laws.

Drug and Alcohol Prevention/Awareness informational materials are available to any student. We have an extensive list of referral agencies that can assist any student in these areas. Please contact the Student Services office for information on referral sources. All inquiries or requests for information on Drug or Alcohol awareness/prevention are held in strictest confidence.

DRESS CODE POLICY

In keeping with the philosophy of dressing for success, we require that all students of High Desert Medical College follow the dress code for the field in which they train or for the program of enrollment. All programs at High Desert Medical College require students to wear uniforms *(scrubs)*; each student will be issued two sets of scrubs as part of the program costs. Additional scrubs may be purchased from the school.

Students who come to school in attire that is not suitable may not be allowed to attend classes that day and will receive an absence. The purpose of the dress code is to encourage a professional, business environment for visiting employers and potential externship providers. Students will be counseled regarding dress that is inappropriate or in direct violation of the dress code.

The following guidelines will be required in all programs:

DRESS- CODE BOTH ON CAMPUS, EXTERNSHIP AND CLINICAL ROTATION SITES

- Scrub pants and top with school-embroidered logo. Picture ID badge. The picture I.D. name badge is to be worn in all hospital units at all times. The uniform/scrubs should be laundered and free of wrinkles each time it is worn. You may wear a jacket or sweater with no sport or affiliation logos. The jacket should not have hoods attached to them *(no "hoodies")* and no hats, or bandannas, sunglasses or headphones may work in class, externship or clinical sites. Externship and clinical sites may require the student to remove their jacket or sweater while on site.
- Natural shade hose or white socks with white uniform shoes only. Clean, white, closed-toed shoes must be worn. If shoes with laces are worn, the laces must be clean. No clogs or open-toed shoes are allowed.
- A current CPR Card must be carried by all students at all times while on clinical rotation.

- The student is to be dressed in full clinical uniform/scrubs before clinical pre-conference and is not allowed to change out of the uniform/scrubs until after clinical post-conference.
- No key necklaces at clinical.

General Appearance

Scrubs at all times, clean and wrinkle free. No headgear, such as hats, bandanas, beanies, caps, scarves, etc. No sunglasses or headphones in classroom or clinical sites. White shoes must be worn and must be clean.

Hair

Must be clean, dry hair and well-groomed with natural colors. Hair must be secured off of the face and shoulders.

Nails

The length of your nails should not exceed 1/8 of an inch. No acrylics. Clear polish only. The length of your nails should not exceed the length of the finger.

Make-Up

Recommend simple light, make-up for a professional environment.

Jewelry-Body Art

One pair of stud earnings only. No hoops. No tongue rings. No necklaces. No bracelets. One watch. No visible facial or body piercing and all tattoos must be covered. Single wedding rings only.

Cell Phones

Cell phones, PDA's etc. use of these devices in the classroom, lab, externship or clinical sites are ***NOT*** allowed at any time

Vocational Nursing

At the start of clinical rotations, the student must wear the uniform *(scrubs)* at clinical sites and while attending classes on campus. The uniform *(scrubs)* and the supplies noted below are included in the cost of the program. Additional uniforms and supplies may be purchased through the college receptionist; scrubs cannot be purchased from outside sources.

(1) Picture ID Badge
(1) Stethoscope
(2) Unisex Scrub Sets with School Embroidered Logo
(1) Current CPR Card

All students are ***REQUIRED*** to provide the following additional items that are not included in the costs of the program and or made available by the college:

- White, Closed-Toe Nursing Shoes
- Wristwatch with Sweep Second Hand
- Blood Pressure Cuff
- Black Ink Ballpoint Pen
- Pen Light
- Skills Lab Supplies as Specified

Personal Hygiene and Grooming Guidelines

- No gum chewing or smoking is allowed in the clinical units. All clinical "*No Smoking*" policies must be observed.
- Hair must be neat, off the collar and secured to avoid the possibility of falling into food or onto a sterile surface. Hair must not be allowed to fall onto a patient.

- Hair combs, clasps, barrettes and pins should be brown or black. They should be functional and not worn for decoration.
- Hair color must be maintained in naturally occurring shades. Hair styles must be subdued and acceptable in a medical office environment, *(e.g. "Mohawk" or "Spiked" styles are examples of hairstyles that are NOT acceptable)*
- Any make-up worn should be subdued.
- Good personal hygiene and grooming, including use of a deodorant. No perfume, cologne or aftershave is allowed. Scents in hair spray, deodorant, hand lotions, etc., are at times noticeable and may be offensive to patients.
- Fingernails should be short and clean. No artificial nails of any kind may be worn. Colored nail polish is not allowed. Non-chip, clear nail polish is allowed.
- Jewelry carries microorganisms. Only one stud earring in each ear is allowed. Only wedding band and/or engagement ring is allowed on the ring finger. No bracelets, anklets, necklaces, chains, chokers, etc., are allowed.
- No facial or tongue piercing is allowed and all tattoos must be covered.
- A current CPR card must be in the student's possession while at the externship or clinical assignment.

Students will be measured for scrubs and orders will be placed during the first week of classes. All other items included in the Uniform Package will be issued to students prior to starting the appropriate skills lab, externships or clinical rotations. After the supply Uniform Package has been issued, students must wear the required uniform/scrubs while on campus, externship sites and at clinical sites. Failure to dress in the required scrubs once issued will result in the student being sent home and an absence will be credited to the student's attendance.

CONDUCT

High Desert Medical College strives to provide a professional learning environment for all of its students. Therefore, students are asked to dress for class in attire that's required of all programs and acceptable in a medical environment.

Abusive language and/or profanity are not allowed.

A student lounge is provided for meals and breaks. ***THERE IS NO SMOKING ALLOWED IN THE CLASSROOMS, BATHROOMS OR IN THE STUDENT LOUNGE***. Smoking is permitted in designated areas outside the facility. Please dispose of smoking materials properly. High Desert Medical College is a "*closed*" campus. Children and/or guests of enrolled students are not allowed on campus or in classrooms.

Students are expected to adhere to the high standards of personal and professional conduct that will not interfere with the learning process of other students. Those students who do not meet the conduct standards will be subject to review by the Disciplinary Committee and subject to suspension and/or termination.

The school administration reserves the right to exercise its judgment to suspend and/or dismiss a student for any of the following reasons:

- Failure to abide by the rules and regulations of the school
- Conduct which reflects unfavorably on the school or its students
- Failure to adhere to Satisfactory Progress Polices
- Excessive absences or tardiness
- Cheating
- Falsifying school records
- Putting patients or other students in jeopardy through the exercise of poor judgment or inability to meet clinical objectives
- Failure to adhere to the rules or regulations of clinical sites
- Entering the campus, classrooms, or clinical sites under the influence of alcohol, drugs or illegal narcotics of any kind
- Conduct which interferes with the learning process during classroom, externship and clinical experience
- Conduct that interferes with the instructional process
- Instigation or participation in rebellious activities against the school, faculty or its students

- Violation of copyright laws, use or distribution of said materials will result in immediate dismissal from a program and/or High Desert Medical College
- Sexual harassment of any kind toward students, staff or patients
- Profanity on campus or at clinical sites
- Theft, vandalism or destruction of student, school or clinical property

Students are expected to stay in their seats during class time. Students will not leave the classroom during class time without permission from the Instructor

CELL PHONE USAGE

Cell phone use or texting during class will not be allowed. Earphones will not be allowed during class time. All cell phones must be turned off during class time. Phone calls can be made or received during the breaks. No IPods or electronic devices will be allowed during class.

SEXUAL HARASSMENT/OFFENSE POLICY

High Desert Medical College conducts periodic seminars and guest lectures regarding sexual harassment and sex offenses including rape, acquaintance rape and other forcible and non-forcible sex offenses. If a student feels that he/she has been a victim of a sex-related offense or sexual harassment, the following steps should be taken:

1. The incident should immediately be reported to either of the following individuals:
    - *Campus Director (Lancaster)*
    - *Campus Director (Bakersfield)*
2. Students should be aware that it is important to preserve any evidence of a sexual or other criminal offense to aid in providing proof of the offense.

A student has the option to notify local law enforcement agencies regarding the offense. If requested, an Executive Staff member will assist the student in doing so.

High Desert Medical College maintains information on local counseling and mental health agencies that can assist the student in coping with a sex related offense. To obtain this information, please see the Director of Education or the Student Services. All inquiries regarding this information will be held in strictest confidence.

High Desert Medical College will make every effort to modify the student's academic situation after an alleged sexual offense if requested.

Disciplinary action will be taken in cases of an alleged sexual offense if requested in writing by the accuser. The request for disciplinary action should include the date of the alleged offense, the specific location, time, details and circumstances of the alleged offense, the name of the accused and be signed by the accuser. The request should be forwarded by certified mail, return receipt requested to:

- *Campus Director (Lancaster), 701 W Avenue K Suite 123, Lancaster, CA 93534*
- *Campus Director, (Bakersfield), 2000 24th Street, Bakersfield, CA 93301*

If a disciplinary proceeding is initiated, the accuser and the accused parties will be entitled to the same opportunities to have another party present during the preceding and both the accused and the accuser will be informed of the outcome of any disciplinary proceeding brought alleging a sex related offense. All proceedings arising out of an alleged sexual offense will be private, confidential and limited to the Executive Management Team of High Desert Medical College, the accused, the accuser and their other parties to the extent allowed by law.

The following sanctions may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, and other forcible or non-forcible sex offenses:

- Warning *(either verbal or written)* documented in the accused student or employee file.
- If the accused has been previously warned either verbally or in writing for a similar offense, the accused may be immediately terminated from enrollment or employment without the possibility of reinstatement.
- Immediate termination from enrollment or employment without the possibility of reinstatement.

LEAVE OF ABSENCE POLICY

A Leave of Absence *(*LOA*)* may be granted to students who require a medical leave of absence, extreme hardships, legal reasons or other mitigating circumstances. LOA's are granted on an individual basis and must be requested in writing by the student and approved by the Director of Education and/or the Director of Nursing, Registrar, and Instructor. A student may take multiple LOA's during their entire program. During the term of an LOA, eligibility for student financing is suspended. The total cumulative length of time that a student may take a Leave of Absence must not exceed 180 days or 1/2 the program length, whichever is shorter.

An approved LOA will be granted only if the student has completed at least one course of instruction and the college can reasonably expect the student to return to school and resume their program at or prior to the point in time that they left off. Students

who take an LOA will be required to take an LOA at the end of the module and return to the training program at the beginning of the module.

ALL students requesting a Leave of Absence are required to meet with the Campus Registrar, Director of Education and/or Director of Nursing and Financial Aid Office for initial requests for Leave of Absence. Approval of all Leave of Absences *(LOA)* will be at the discretion of the Campus Director.

Failure to return from a Leave of Absence on the scheduled return date will result in termination from classes. The first day of the student's Leave of Absence will be considered the last date of attendance for determining refund calculations. No additional charges will be assessed to a student's account during a Leave of Absence.

Students will be re-admitted at the end of a Leave of Absence on a "space available" basis only. If space is not available at the scheduled return date, the student will be terminated and will have to reapply for admission at a later date.

Recipients of Federal Funds Educational Loans *(FFEL)* and alternative loan financing should be aware that failure to return from an approved Leave of Absence will reduce the number of days in a student's "*grace period*" for beginning repayment of funds/loans disbursed. For example, if a student takes an approved leave of absence for 30 days and fails to return to classes *(withdraws from school)* the withdrawal date will be the first day of the Leave of Absence. Therefore, 30 days of the student's grace period would already have been used. For an explanation of grace periods, please see the Student Financing Office and Financial Aid Office. Students are encouraged not to take a Leave of Absence since knowledge and skills may decline without continuous use. However, if one is required, please see the Campus Registrar, Director of Education and/or the Director of Nursing and Campus Director. All LOA's will be approved in 30-day increments unless otherwise approved by the Campus Director or Executive Management.

STUDENT DISCIPLINARY PROCEDURE

DISCIPLINARY STEPS

DISCIPLINARY COMMITTEE

High Desert Medical College maintains a Disciplinary Committee to review and recommend action on student issues or concerns raised. Actions that can be referred to the Disciplinary Committee include, but are not limited to, student behavior issues, student complaints against other students or staff, sexual harassment claims, student actions, behavior on campus or at clinical, externship sites, or any other serious matter concerning a student's period of attendance. Referral to the Disciplinary Committee is a serious issue and may result in suspension or termination from High Desert Medical College. All Disciplinary Committee

meetings are closed and students referred to the Committee for action will be informed in writing of the Committee's decision within 14 days of the date of referral. All Disciplinary Committee actions are final and there is no appeal process.

STUDENT TERMINATION

- Students may be terminated for any of the following reasons:
- Failure to maintain satisfactory academic or attendance progress levels
- Failure to achieve minimum passing scores per Grading Policies
- Failure to adhere to the terms of probationary notices
- Dangerous, abusive, or unprofessional behavior towards school personnel, other students or training site personnel/clients
- Cheating on class assignments, exams, tests or quizzes
- Failure to attend classes for three consecutive days per term *(Vocational Nursing)* without notifying the college *(excluding LOAs, holidays & scheduled breaks)*
- Failure to attend at least one class in any 14-day calendar period *(excluding LOAs, scheduled breaks & holidays)*
- Failure to return to school on the scheduled return date of a leave of absence
- Violation of school policies concerning alcohol, drugs, weapons or violence
- Failure to adhere to the terms of warning notice*(s)*
- Any violation of BVNPT policy. *(Vocational Nursing Students)*
- Failure to provide timely tuition payments in accordance with the terms of the enrollment agreement, financing agreements or other instruments of indebtedness
- Failure to successfully pass the mandatory Exit Examination after two attempts. *(Vocational Nursing Students)*
- Failure to make up missed clinical days. In current term. *(Vocational Nursing Students)*
- Falsification of school records
- Failure to adhere to all Student Conduct Guidelines

NOTE: *All terminations are subject to review. Final decisions are made by the Campus Director and/or Executive Management.*

A Vocational Nursing student may also be terminated for failure to abide by the ***EXPECTATIONS FOR STUDENT BEHAVIOR*** while at clinical. A student will be considered as failing to abide by Expectations for Student Behavior for any of the following reasons:

- Placing a patient in physical jeopardy
- Placing a patient in emotional jeopardy
- Failure to demonstrate competence
- Gross negligence
- Violation of the High Desert Medical College and/or BVNPT Attendance Policies
- Failure to meet theory or clinical objectives
- Failure to maintain personal composure
- Violation of High Desert Medical College's Drug and Alcohol or Weapon Policies
- Patient abandonment
- Leaving the clinical site without authorization

When a faculty member perceives that a student may be experiencing difficulty, the student will be informed that this behavior is inappropriate for a student nurse. A conference between the instructor and student will then be held. This is an opportunity to assist the student in improving performance and to establish guidelines for more appropriate behaviors. It is the primary objective of all instructors to de-escalate all problems before they reach critical levels.

Instances of student misconduct or being disruptive in class will be documented. Written Warning Notices will be used for this purpose. In a clinical setting, a note mentioning the incident and the results *(e.g. Warning)* will be made in the Anecdotal Notes. The Director of Vocational Nursing will be informed of students placed on Warning status. A conference with the Instructor, the Student and the Director of Vocational Nursing may be scheduled to fully clarify the circumstances.

Students may be sent from the clinical facility to the campus if Student Behavior standards are not met. The student will receive an absence for the day.

STUDENT GRIEVANCE AND ACADEMIC DUE PROCESS

GRIEVANCE COMPLAINT PROCEDURE

Communication is one of the most important aspects of effective education. If a student has a question, problem or complaint about any aspect of the training or the administration of the school, please direct the inquiry to the instructor first. If the problem or complaint involves the instructor and the student does not wish to approach him or her directly, please see the Program Director/Lead or Director of Education.

If the problem is not resolved to the student's satisfaction by means of open discussion, the student may register a formal complaint in writing addressed to the Director of Education or Campus Director. The letter will be reviewed in private by the staff and a written response will be forwarded to the student involved.

If the problem is still not resolved to the student's satisfaction, a formal meeting will be scheduled after school hours. The meeting will offer the student a chance to voice the complaint or problem to the Director of Education and any other party involved in the matter. The meeting will be a closed, private meeting and will not be open to the general student population. Upon conclusion of the meeting a formal written response will be given to the student that will recap the proceeds of the meeting and any resolutions that are made to address the complaint or problem.

This institution is recognized by the Accrediting Council for Continuing Education & Training *(*ACCET*)* as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institutions written complaint procedure, which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints, which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem*(*s*)* have not been resolved, the student has the right and is encouraged to take the following steps:

1) Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2) The letter of complaint must contain the following:
   a) Name and location of the ACCET institution;
   b) A detailed description of the alleged problem*(*s*)*;
   c) The approximate date*(*s*)* that the problem*(*s*)* occurred;
   d) The names and titles/positions of all individual*(*s*)* involved in the problem*(*s*)*, including faculty, staff, and/or other students;
   e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
   f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
   g) The status of the complainant with the institution *(*e.g. current student, former student, etc.*)*.

3) In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET *(*e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution*)*.

- SEND TO:

ACCET CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N Street, NW
Washington, DC 20036
Telephone: *(*202*)* 955-1113
Fax: *(*202*)* 955-1118 or *(*202*)* 955-5306
Email: complaints@accet.org

This institution is approved by the Bureau for Private Postsecondary Education (BPPE) recognized as meeting and maintaining certain standards of quality. It is the mutual goal of the BPPE and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution. However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

Per 94909 *(a)(3)(c)*

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

Complaints should be in writing and mailed, faxed or emailed to the BPPE office. Complaints received by phone will be documented and the complainant will be requested to submit the complaint in writing.

The letter of complaint must contain the following:

- A detailed description of the problem*(s)*;
- The approximate date*(s)* that the problem*(s)* occurred;
- The full name*(s)* and title*(s)* or position*(s)* of the individual*(s)* involved in the problem*(s)*, including both institutional staff and/or other students who were involved;
- Evidence demonstrating that the institution's complaint procedure was followed prior to contacting the BPPE;
- The name and mailing address of the complainant; if the complainant specifically requests that anonymity be maintained, BPPE will not reveal his or her name to the institution involved.

In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to the BPPE *(e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution)*.

SEND TO:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833
Telephone *(*916*)* 431-6924
Fax *(*916*)* 263-1897
www.bppe.ca.gov

If Vocational Nursing, SEND TO:

STUDENT BUREAU OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS
2535 Capital Oaks Drive, Suite 205
Sacramento, CA 95833-2945
Telephone *(*916*)* 263-7800
Fax *(*916*)* 263-7855
www.bvnpt.ca.gov

PROGRAM DESCRIPTION - VOCATIONAL NURSE

(SOC Code: 29-2061 CIP Code: 51.3901 - Vocational Nursing (VN))

PROGRAM OBJECTIVE

The Vocational Nursing Program is designed to provide the student with the basic knowledge, skills and abilities to perform the duties of a Vocational Nurse in a health care environment. The program is approved by the BVNPT as an accredited training program, the completion of which meets the minimum requirements set forth as necessary for application to take the Vocational Nurse License examination. The program includes 13 Weeks and 21 Weeks credit hour terms, consisting of four consecutive terms of instruction. The total program is completed over four terms. The program curriculum includes progression of learning from basic to more complex concepts, and to specialty nursing concepts. It introduces courses in anatomy & physiology, nutrition, psychology, normal growth and development, nursing fundamentals, nursing process, communication, patient education, pharmacology, medical-surgical nursing, communicable diseases and community nursing, gerontological nursing, rehabilitation nursing, maternity nursing, pediatric nursing, leadership and supervision.

TOTAL CLOCK HOURS

FULL-TIME PROGRAM

Total Clock Hours: 1595 hours *(*50 Weeks*)*
Program Schedule: 8:00am – 4:00pm, Monday - Thursday
(***) Theory times and days may vary
*(*Depending on Term and Clinical sites times will vary*)*
Teacher/Student ratio: Theory 1/class 1:20, Clinical 1:15
Student will receive a Certificate of Completion

PART- TIME PROGRAM

Total Clock Hours: 1595 hours *(*90 Weeks*)*
Program Schedule: 2:00pm - 10:00pm Friday, Saturday – Sunday 8:00 AM – 5:00 PM
(*) Theory times and days may vary. Clinical days and hours of attendance vary with each Term
Teacher/Student ratio: Theory 1/class 1:20, Clinical 1:15
Student will receive a Certificate of Completion
Scheduled hours of attendance at clinical and theory may vary with each Term based upon clinical patient census. A basic schedule information page is available from the Clinical Coordinator or the Admissions Department.

REQUIRED COURSE HOURS

Vocational Nursing				
Course Title/Number	Lecture Hours	Laboratory Hours	Externship Hours	Total Hours
	Clock	Clock	Clock	Clock
Term I – Fundamentals of Nursing	190	132	54	376
Term 2 – Medical/Surgical I	178	27	189	394
Term 3 – Medical/Surgical II	144	16	260	420
Term 4 – Obstetrics/Pediatrics/Lea	129	60	216	405
Totals	**641**	**235**	**719**	**1595**

VOCATIONAL NURSING - COURSE DESCRIPTIONS

Course Number: Term I

Course Name: Vocational Nursing
Course Length: FT - 13 Weeks PT - 21 Weeks
190 Lecture Hours 132 Lab Hours 54 Clinical Hours
Semester Credit Hours: N/A Total Clock Hours: 376

This course introduces the nursing student to the evolution of nursing science, the development of vocational nursing, the vocational nurse's role, legal and ethical aspects of vocational nurses, basic nursing skills, nursing concepts based on human needs, Maslow's hierarchy of Needs, nursing theory, basic nutrition, human growth and development across the life span, medical terminology, patient safety, critical thinking, and the nursing process applied in clinical situations in caring for patients across the life span and from various cultural backgrounds and health beliefs. The course also introduces the nursing student to basic arithmetic and basic pharmacology to ensure patient safety when administering medications. This course introduces the normal anatomy and physiology, the interrelationships between structure and functions of human cells, tissues, and systems, and the effects of disease on body systems.

Course Number: Term II

Course Name: Vocational Nursing
Course Length: FT - 13 Weeks PT - 21 Weeks
178 Lecture Hours 27 Lab Hours 189 Clinical Hours
Semester Credit Hours: N/A Total Clock Hours: 394

This course introduces the vocational nursing student to the etiologies, clinical manifestations, basic nursing assessment, diagnostic tests and procedures, medical management, nursing diagnoses and interventions, nursing skills, medication administration, patient teaching, prognosis, and medications involving human diseases relating to the integumentary, musculoskeletal, gastrointestinal, blood and lymphatic, cardiovascular, respiratory and urinary disorders. The vocational nursing student will learn to apply the nursing process and Orem's Self Care Deficit Nursing Theory in caring for adult patients with these health beliefs. The course also introduces the vocational nursing student to the nursing care and special need of gerontology patients, patients undergoing a surgical procedure and patients requiring rehabilitation and home health.

Course Number: Term III

Course Name: Vocational Nursing
Course Length: FT - 13 Weeks PT - 21 Weeks
144 Lecture Hours 16 Lab Hours 260 Clinical Hours
Semester Credit Hours: N/A Total Clock Hours: 420

The course introduces the vocational nursing student to the etiologies, clinical manifestations, basic nursing assessment, diagnostic tests and procedures, medical management, nursing diagnoses and interventions, nursing skills, medication administration, patient teaching, prognosis and medications involving human diseases relating to the endocrine, reproductive, sensory, neurological, immunology disorders and oncology disorders as well as care for the patient with a psychiatric disorder. The vocational nursing student will learn to apply the nursing process and Orem's Self Care Deficit Nursing Theory in caring for adult patients with these disorders in the medical and surgical clinical setting and with respect to their cultural backgrounds and health beliefs. The course also introduces the vocational nursing student to the etiologies, clinical manifestations, basic nursing assessment diagnostic tests and procedures, medical management, nursing diagnoses and interventions, nursing skills, medication administration and patient teaching of psychiatric disorders.

Course Number: Term IV

Course Name: Vocational Nursing

Course Length: FT -13 Weeks PT - 21 Weeks

129 Lecture Hours 60 Lab Hours 216 Clinical Hours

Semester Credit Hours: N/A Total Clock Hours: 405

This course introduces the vocational nursing student to the nursing care and assessment of obstetric women, the stages of normal pregnancy, labor and delivery, childbearing practices of families from various cultures and settings, new born assessment, high risk pregnancy and complications, and patient education. The course also introduces the student to pediatric nursing care and assessment of the child and family and childhood diseases, and leadership and supervision. The student will utilize the nursing process and the Orem's conceptual framework in the care plan for the obstetric patients and families, pediatric patients and families and will demonstrate leadership and supervision in the clinical setting. The course ends with a review of program content and preparation for the NCLEX exam.

REQUIRED UNIFORM

Included in Total Program Cost:

- *(2)* Scrub Set *(*Tops & Pants*)*
- *(1)* Stethoscope
- *(1)* CPR Card
- *(1)* ID Badge
- *(1)* Life Scan
- *(1)* Vocational Nursing Grad Certificate

NOTE TO STUDENTS

Due to the sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are ***NOT RETURNABLE*** and the cost of the uniform and supplies package is ***NON-REFUNDABLE*** once the student has been issued the uniform and supplies.

The uniform and supplies package is a standard and mandatory cost of the program and similar items that the student may already own or purchase may not be substituted for any part of the uniform and supplies package.

REQUIRED ITEMS NOT INCLUDED IN PROGRAM COST

In addition to the supplied uniform and equipment which is included in the total program cost, students will be required to furnish the following items at their own expense upon issuance of the uniform & supplies package:

ITEM	ESTIMATED COST
Physical Examination	$85.00-$150.00
1 Pair White, Closed-Toe Uniform Shoes	$35.00 - $85.00
Wrist Watches w/Sweep Second Hand	$15.00 - $25.00
Black Ink, Ball Point Pen	$ 0.75
Blood Pressure Cuff	$30.00
Scissors	$10.00
Pen Light	$10.00

REQUIRED PHYSICAL EXAMINATION/LAB TESTS

All students must comply with a mandatory physical examination and lab test series. All active students must complete these items prior to beginning their first clinical rotation. The physical examination and lab tests are not included in the total program cost.

The physical examination must include the following elements:

- Basic Physical Exam

- Height & Weight
- Blood Pressure, Pulse and Respiration

Tetanus Vaccination Booster, RPR, PPD or Chest X-ray is mandatory to assure students are not in active stage*(s)* of tuberculosis. Rubella Titer is mandatory, if not immune, student must be vaccinated. Varicella and Polio vaccinations are mandatory if a record of immunization is not provided. Blood titers must be drawn for immunity. No immunity status requires vaccination series. Hepatitis B vaccination series is recommended, but not mandatory.

REQUIRED CLINICAL BACKGROUND CHECK (INCLUDED IN TOTAL PROGRAM COST]

Hospitals and clinical sites are requiring that students, interns and volunteers undergo a limited background clearance prior to being assigned for clinical rotations. High Desert Medical College will conduct a limited background check on all students in accordance with its clinical facility contracts.

The background check will include the following items:

- Felony and Misdemeanor Criminal History
- Social Security Number Verification
- OIG Fraud List Check
- Sexual Offenders Check

Students with any convictions for either misdemeanor or felony violations can be denied the ability to attend clinical rotations by the clinical provider and thus have to be terminated from the program. ***IF YOU HAVE ANY CONVICTIONS INCLUDING MISDEMEANORS ON YOUR RECORD DISCUSS THEM WITH THE DIRECTOR OF NURSING IMMEDIATELY***. Details of the background check and applicable legal disclosures will be provided to all students within the first week of classes and are available anytime from the Admissions Office.

GRADUATE NCLEX TEST PREP FLOW

- ✓ High Desert Medical College will meet with Term IV students 30 days prior to graduation to review the application process and assisting with Live Scan on-site. The cost for the application and fingerprinting is included in the Board Application Fees.
- ✓ Once a student completes all graduation requirements a required mandatory NCLEX Review is scheduled. 100% attendance and class participation is required. Applications to sit for the state exam will be mailed along with required fees. Allow 4-8 Weeks for BVNPT processing time.
- ✓ Students will receive Authorization to Test *(ATT)* by mail and should contact the NCLEX Success Office directly by phone or walk-in to proceed. We can expedite by telephone, but feel free to see us for personal service.
- ✓ The NCLEX Success Office will receive an e-mail as a result of the ATT and arrange a test date with the student
- ✓ Students not prepared to take the state exam will be strongly encouraged to enter into a remediation program.
- ✓ TEST DAY Upon successful completion of the NCLEX examination, the student will be notified by mail. Promptly bring the NCLEX Candidate Report to the NCLEX Success Office to expedite Licensure fee payment.

NCLEX BOARD TESTING

All graduates are required to complete the NCLEX review course to be scheduled by the Director of Nursing and NCLEX Review instructor. Upon completion of the Vocational Nursing Program, the following steps will need to be taken to apply for licensure.

Step 1 – High Desert Medical College will submit the graduate's BVNPT application for licensure along with the applicant's background check and fingerprints. The cost for the application and fingerprinting is included in the Board Application.

Step 2 — When the background check is complete, the BVNPT will notify the student in writing that the application has been accepted and they are cleared to take the NCLEX examination. At that time, the student must bring the BVNPT notice of eligibility back to the college.

Step 3 — Upon successful completion of the NCLEX examination, the student will be notified. The student must then bring the notification of their results to the college.

NOTE: *Students must turn in all required paperwork for the NCLEX Application promptly. Failure to complete the application process in a timely manner will result in the student being required to retake the NCLEX practice examination to qualify for payment of application & testing fees.*

PROGRAM DESCRIPTION – CLINICAL MEDICAL ASSISTING

(SOC Code: 31-9092 CIP Code: 51.0899 - Medical Assistants (CMA))

PROGRAM OBJECTIVE

The Clinical Medical Assisting Program is designed to give students the basic knowledge and skills necessary to work as an entry-level Medical Assistant in a health care setting. Emphasis is placed on both front office administrative skills as well as back office clinical skills. The administrative portion of the Clinical Medical Assisting program emphasizes the "front office" skills required in a health care setting, while the Clinical portion of the course is designed to prepare the student to work in a clinical environment in a hospital, doctor's office or medical clinic and includes a 160 hour, 4-week externship.

PROGRAM LENGTH

Total Weeks in Program: 33 Weeks - Morning/Afternoon classes and 40 Weeks – Evening classes

Semester Credit Hours: 34.76 Alternate Financial Aid Credits: 19

Total Clock Hours: 740

Classroom Hours: 580 Clinical Externship Hours: 160

Teacher/Student ratio: 1/Class Lab 1/20 Student will receive a Certificate of Completion

REQUIRED COURSES

Clinical Medical Assisting									
Course Title/Number	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours		
	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Financial Aid Credit
AH100 Allied Health Preparatory	48	3.2	32	1.07			80	4.27	2.04
AA101 Administrative Assisting I	48	3.2	32	1.07			80	4.27	2.04
AA102 Administrative Assisting II	48	3.2	32	1.07			80	4.27	2.04
CA101 Clinical Assisting I	48	3.2	32	1.07			80	4.27	2.04
CA102 Clinical Assisting II	48	3.2	32	1.07			80	4.27	2.04
CA103 Clinical Assisting III	48	3.2	32	1.07			80	4.27	2.04
CA104 Clinical Assisting IV	48	3.2	32	1.07			80	4.27	2.04
CD100 Career Development	20	1.33					20	1.33	.50
MA200 Medical Assisting Externship					160	3.54	160	3.54	4.22
Totals	**356**	**23.73**	**224**	**7.49**	**160**	**3.54**	**740**	**34.76**	**19**

CLINICAL MEDICAL ASSISTING - COURSE DESCRIPTIONS

Course Number: AH 100
Course Name: Allied Health Prep
Course Length: 4 Weeks Day/Afternoon, 5 Weeks Evening Semester Credit Hours: 4.27 Alternate Financial Aid Credit: 2.04

This course will provide medical assistant program orientation, and introduce the new medical assistant student to the medical assistant field, the healthcare industry and basic medical terminology as well as study techniques and strategies to ensure student success throughout the program. This course will involve lectures and reading assignments. The student will complete written assignments and undergo weekly quizzes and exams. The student will be required to participate in class discussions and take notes. Major topics include becoming a master student, introduction to medical assisting, an overview of the healthcare industry and basic introduction to medical terminology. This course will also provide an orientation to the medical assistant program and how to use the course materials including the textbooks and syllabi.

Course Number: AA 101
Course Name: Administrative Assisting I
Course Length: 4 Weeks Day/Afternoon, 5 Weeks Evening Semester Credit Hours: 4.27 Alternate Financial Aid Credit: 2.04

In this course, the student will learn about professional behavior in the workplace, interpersonal skills and human behavior, medicine and ethics and law with the goal providing an understanding of the legal and ethical responsibilities of the medical assistant, basic daily medical front office procedures. The student will also be introduced to the computers' basic parts and functions. The student will begin typing practice. The student will be introduced to the Insurance Handbook for the Medical Office and Virtual Medical Office billing program. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo weekly quizzes and exams. The student will be required to participate in class discussions and laboratory procedures and take notes.

Course Number: AA 102
Course Name: Administrative Assisting II
Course Length: 4 Weeks Day/Afternoon, 5 Weeks Evening Semester Credit Hours: 4.27 Alternate Financial Aid Credit: 2.04

In this course topics include professional billing and collecting procedures, basic diagnostic coding, basic procedural coding, the health insurance claim form and third-party reimbursement, banking services and procedures, medical practice management, medical practice marketing and customer service, health information management and management of

practice finances. The goal of the course is to provide theory and practical exercises in basic patient accounts and medical billing procedures and medical office management. The student will also have typing practice and perform basic procedures on the Virtual Office billing program. The student will complete written assignments, procedure evaluations and undergo weekly quizzes and exams. The student will be required to participate in class discussions and laboratory procedures and take notes.

Course Number: CA 101
Course Name: Clinical Assisting I
Course Length: 4 Weeks Day/Afternoon, 5 Weeks Evening Semester Credit Hours: 4.27 Alternate Financial Aid Credit: 2.04

Major topics include infection control, patient assessment, patient education, nutrition and health promotion, vital signs, assisting with the primary physical examination, basic cardiology anatomy and physiology, cardiovascular diseases, treatments and diagnostic tests. The goal is to provide theory and develop clinical skills in initial clinical contact with patients, patient education, and cardiology examinations. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo weekly quizzes and exams. The student will be required to participate in class discussions and laboratory procedures and take notes.

Course Number: CA 102
Course Name: Clinical Assisting II
Course Length: 4 Weeks Day/Afternoon, 5 Weeks Evening Semester Credit Hours: 4.27 Alternate Financial Aid Credit: 2.04

In this course, the main topics are principles of pharmacology, pharmacology math, administering medications, assisting with medical emergencies, surgical asepsis and assisting with surgical procedures, clinical laboratory assisting and analysis of urine. The goal is to provide theory and develop clinical skills for medications, emergency procedures, aseptic and sterile techniques, assisting in surgery, in a laboratory and performing urinalysis. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo weekly quizzes and exams. The student will be required to participate in class discussions and laboratory procedures and take notes.

Course Number: CA 103
Course Name: Clinical Assisting III
Course Length: 4 Weeks Day/Afternoon, 5 Weeks Evening Semester Credit Hours: 4.27 Alternate Financial Aid Credit: 2.04

Major topics include ophthalmology and otolaryngology, dermatology, gastroenterology, urology and male reproductive system, obstetrics and gynecology, pediatrics, phlebotomy and analysis of blood. The goal of this course is to provide the student with theory and opportunity develop clinical skills for assisting in ophthalmology and otolaryngology, dermatology, gastroenterology, urology and male reproductive system, obstetrics and gynecology, pediatrics, phlebotomy and analysis of blood. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo weekly quizzes, and exams. The student will be required to participate in class discussions and laboratory procedures and take notes.

Course Number: CA 104
Course Name: Clinical Assisting IV
Course Length: 4 Weeks Day/Afternoon, 5 Weeks Evening Semester Credit Hours: 4.27 Alternate Financial Aid Credit: 2.04

Topics include medical assisting in the areas of orthopedics, neurology and mental health, endocrinology, pulmonary, geriatrics, imaging, and microbiology. The goal of this course is to provide the student with theory and the opportunity to develop clinical skills for assisting these specialties. Note that currently in the State of California only those individuals with appropriate State licensure or certification may produce radiographs. This course does not prepare the student for this licensure. Therefore, the course does not involve exposing radiographs. The intention of the imaging segment of this course is to provide only theory for the purpose of preparing the medical assistant for working in an imaging department or specialty office or group in the capacity of a medical assistant. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo weekly quizzes, and exams. The student will be required to participate in class discussions and laboratory procedures and take notes.

Course Number: CD 100
Course Name: Career Development
Course Length: 1 Week Day/Afternoon, 1,1 Week Evening Semester Credit Hours: 1.33 Alternate Financial Aid Credit: .50

This course provides instruction in the art of getting a job. Students will be introduced to resume preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the resume, interview and negotiation of employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction.

Course Number: MA 200
Course Name: Medical Assisting Externship
Course Length: 4 Weeks Semester Credit Hours: 3.54 Alternate Financial Aid Credit: 4.22

The student will work in an office setting under the direct supervision of a competent supervisor who is employed at the facility. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff.

UNIFORM & SUPPLIES INFORMATION:

The following uniform & supply items are included in the Medical Assistant - Administrative & Clinical program cost:

- *(2) Scrub Tops*
- *(1)* Stethoscope
- *(4)* Books
- *(1)* CPR Card
- *(1)* Sphygmomanometer
- *(2)* Scrub Pants
- *(1)* Identification Badge
- *(1)* Medical Assistant Grad Certificate

NOTE TO STUDENTS

Due to the sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are ***NOT RETURNABLE*** and the cost of the uniform and supplies package is ***NON-REFUNDABLE*** once the student has been issued the uniform and supplies. The uniform and supplies package is a standard and mandatory cost of the program and similar items that the student may already own or purchase may not be substituted for any part of the uniform and supplies package.

REQUIRED ITEMS NOT INCLUDED IN PROGRAM COST

In addition to the supplied uniform and equipment which is included in the total program cost, students will be required to furnish the following items at their own expense upon issuance of the uniform & supplies package:

ITEM	ESTIMATED COST		
1 Pair White, Closed-Toe Uniform Shoes	$35.00 - $85.00		
Wrist Watch w/Sweep Second Hand	$15.00 - $25.00	Black Ink, Ball Point Pen	$ 0.75

PROGRAM DESCRIPTION – ULTRASOUND TECHNICIAN

(SOC Code: 29-2032 CIP Code: 51.0910 - Diagnostic Medical Sonographer (UT))

PROGRAM OBJECTIVE

The Ultrasound Technician program is designed to prepare graduates for employment as an ultrasound technologist in the general abdomen, OB/GYN, small body parts and vascular. The graduate can work in imaging centers, physician's offices, clinics, mobile units or hospitals that do not require a certification to be employed. The ultra-sonographer plays an important role in today's modern diagnosis and treatment team. Ultra-sonographer produces two-dimensional ultrasonic recordings of internal organs using ultrasound equipment for use by physicians in diagnosing certain diseases and malfunctions of certain organs. The program includes a 960 hour externship.

PROGRAM LENGTH

Total Weeks in Program: 84 Weeks - Morning/Afternoon classes and 99 Weeks – Evening classes

Semester Credit Hours: 86.67 Alternate Financial Aid Credits: 58

Total Clock Hours: 2180

Classroom Hours: 1220 Clinical Externship Hours: 960

Teacher/Student ratio: 1/Class Lab 1/20 Student will receive a Certificate of Completion

REQUIRED COURSES

Ultrasound Technician									
Course Title/Number	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours		
	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Financial Aid Credit
UT100A Med Term, Basic A&P	160	10.67					160	10.67	4.27
UT100B Med Law, Ethics, and Basic Math	80	5.33					80	5.33	2.13
UT101 Introduction to Ultrasound Physics	120	8	120	4			240	12	6.4
UT102 Abdomen, Small Parts	120	8	120	4			240	12	6.4
UT103 OB/GYN	120	8	120	4			240	12	6.4
UT104 Peripheral Vascular Sonography	120	8	120	4			240	12	6.4
UT105 Professional Development	20	1.33					20	1.33	.53
UT106 Ultrasound Externship					960	21.34	960	21.34	25.47
Totals	**740**	**49.33**	**480**	**16**	**960**	**21.34**	**2180**	**86.67**	**58**

ULTRASOUND TECHNICIAN - COURSE DESCRIPTIONS

Course Number: UT 100A
Course Name: Medical Terminology, Basic Anatomy & Physiology, CPR, Infection Control, First Aid
Course Length: 8 Weeks Day/Afternoon, 10 Weeks Evening Semester Credit Hours: 10.67 Alternate Financial Aid Credit: 4.27

This course will introduce you to: key word parts-the building blocks of most medical terms, an overview of basic terms used throughout the health field, the structures and functions of the body systems, specialties related to each system, pathology, diagnostic and treatment procedures for those systems. In addition, you will receive course work in CPR Certification, Infection Control and First Aid. This course will also provide an orientation to the Diagnostic Medical Sonography program and how to use the course materials including the textbooks and syllabi.

Course Number: UT 100B
Course Name: Medical Law & Ethics and Basic Math
Course Length: 4 Weeks Day/Afternoon, 5 Weeks Evening Semester Credit Hours: 5.33 Alternate Financial Aid Credit: 2.13

This course will introduce you to the legal side of the medical office and provide a foundation of law to be used as a guide against which individual behavior may be measured. It will help you learn how to prevent medical malpractice litigation by exposing you to the legal concepts of standard of care, scope of employment, criminal and civic acts, contracts, and negligence, and to ethical concepts. You will be also introduced to ultrasound technology, and your role as a sonographer in the medical team. You will be learning step-by-step descriptions of basic medical procedures and patient care, how to safely perform these procedures and how to interact with patients in a clinical setting. This course will also prepare you for the transition into practice-covering expectations in various clinical settings, continuing education, sonography specialties, and career options.

Course Number: UT 101
Course Name: Introduction to Ultrasound Physics, Principles, Application and Instrumentation
Course Length: 12 Weeks Day/Afternoon, 15 Weeks Evening Semester Credit Hours: 12.00 Alternate Financial Aid Credit: 6.40

This course introduces the physics of ultrasound and provides an examination of ultrasound characteristics. Pulsed ultrasound, a discussion of ultrasound propagation in tissues including attenuation, density, stiffness, and acoustic impedance of media as well as consideration of echoes, reflection and scatter are included. This course also includes the discussion of imaging instruments, including the role of the pulser, receiver, memory, cathode ray tube, and the display monitor. Image pre and post processing, temporal and spatial resolution are also covered. Additionally, this course includes an overview of the hemodynamic of blood

flow and its interaction with the ultrasound beam. Continuous wave and pulsed Doppler physics and instrumentation are introduced as well as color Doppler, power Doppler, and special ultrasound procedures including contrast agents, intraluminal, and intraoperative studies. Various sonographic artifacts, ultrasound bio effects and safety are considered. Imaging performance evaluation and the AIUM phantom are discussed. A comprehensive review of ultrasound physics and instrumentation concludes this course.

Prerequisites: UT 100A, UT 100B

Course Number: UT 102
Course Name: Abdomen, Small Parts Principles & Application
Course Length: 12 Weeks Day/Afternoon, 15 Weeks Evening Semester Credit Hours: 12.00 Alternate Financial Aid Credit: 6.40

This course will introduce you to Cross-Sectional Ultrasound imaging instructions with an emphasis on the anatomy, physiology, pathology, and the clinical and sonographic presentation of the liver, Gallbladder and Biliary tree, Pancreas, and Urinary Tract with Urinary Bladder. This course also includes cross-sectional ultrasound imaging instruction with an emphasis on the anatomy, physiology, pathology, and the clinical and sonographic presentation of the spleen, gastrointestinal tract, prostate, scrotum, abdominal aorta, retroperitoneum, thyroid, and the female breast. Paracentesis, pediatric sonography, abdominal wall and rotator cuff ultrasound are also discussed. Scanning lab training continues with instruction on the various components and operation of an ultrasound machine. Scanning techniques and protocols of the adult abdomen and related systems are also provided.

Prerequisites: UT 100A, UT 100B

Course Number: UT 103
Course Name: Obstetrics/Gynecology Principles & Application
Course Length: 12 Weeks Day/Afternoon, 15 Weeks Evening Semester Credit Hours: 12.00 Alternate Financial Aid Credit: 6.40

This course includes discussion of the various exam protocols and ultrasound evaluation of the female reproductive system, and the first and second trimester of intrauterine fetal development. An in-depth examination of normal maternal- fetal anatomy and physiology, as well as the clinical and sonographic presentations of benign and malignant diseases of the female pelvis and complications associated with early first trimester pregnancy is provided too. Students will also be presented with detailed information on the routine sonographic identification and documentation of the anatomical survey, biometry, biophysical profile, and umbilical cord Doppler of the second and third trimester fetus. Laboratory training includes hands on trans abdominal scanning of the female pelvis and the pregnant uterus.

Prerequisites: UT 100A, UT 100B

Course Number: UT 104
Course Name: Peripheral Vascular Sonography
Course Length: 12 Weeks Day/Afternoon, 15 Weeks Evening Semester Credit Hours: 12.00 Alternate Financial Aid Credit: 6.40

In this course, students are presented an anatomical comparison between the wall architecture of veins and arteries as well as a detailed examination of venous macroscopic pathways. Venous and abdominal vasculature blood flow hemodynamics is also covered to included discussions on hydrostatic pressure, venous return, trans mural pressure, visceral vascular, and exercise/pre and postprandial induced pressure-resistive changes on the venous and visceral vascular systems. Venous and Visceral vascular pathophysiology is discussed in detail and the progression from acute to chronic disease processes and their deleterious effects on the normal venous anatomy and physiology are examined.

Prerequisites: UT 100A, UT 100B

Course Number: UT 105
Course Name: Professional Development
Course Length: 1 Week Day/Afternoon, 1.1 Weeks Evening Semester Credit Hours: 1.33 Alternate Financial Aid Credit: 0.53

This course provides instruction in the art of getting a job. Students will be introduced to resume preparation, job search strategies, interview techniques, goal setting, and dress for success and career development techniques. The course is designed to provide the student with successful strategies and techniques for finding employment opportunities and successfully negotiating the resume, interview and negotiation of employment processes. The course will also provide the student opportunities to target outside job searches and interviews during the term of instruction.

Prerequisites: UT 100A, UT 100B, UT101, UT102, UT103, UT104

Course Number: UT 106
Course Name: Ultrasound Externship
Course Length: 24 Weeks Semester Credit Hours: 21.34 Alternate Financial Aid Credit: 25.47

In the externship environment students will work as an entry-level ultrasound technologist and will scan the complete upper abdomen, pelvic, small parts areas with decreasing supervision. Students are expected to process patient information, perform sonograms and present the case to the physician or radiologist for review. Students also obtain skills to perform a complete obstetric ultrasound exam and present the case to the physician or radiologist. It's expected that at the conclusion of the externship, the student should be able to perform all the duties of an entry-level sonographer with minimal supervision.

Prerequisites: UT 100A, UT 100B, UT101, UT102, UT103, UT104, UT105

UNIFORM & SUPPLIES INFORMATION

The following uniform & supply items are included in the Ultrasound Technician program cost:

- *(2)* Scrub Tops
- *(2)* Scrub Pants
- *(1)* Identification Badge
- *(9)* Books
- *(1)* Ultrasound Technician Grad Certificate
- *(1)* CPR Card

NOTE TO STUDENTS

Due to the sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are ***NOT RETURNABLE*** and the cost of the uniform and supplies package is ***NON-REFUNDABLE*** once the student has been issued the uniform and supplies. The uniform and supplies package is a standard and mandatory cost of the program and similar items that the student may already own or purchase may not be substituted for any part of the uniform and supplies package.

REQUIRED ITEMS NOT INCLUDED IN PROGRAM COST

In addition to the supplied uniform and equipment which is included in the total program cost, students will be required to furnish the following items at their own expense upon issuance of the uniform & supplies package:

ITEM	ESTIMATED COST
1 Pair White, Closed-Toe Uniform Shoes	$35.00 - $85.00
Wrist Watch w/Sweep Second Hand	$15.00 - $25.00
Black Ink, Ball Point Pen	$ 0.75

PROGRAM DESCRIPTION - MEDICAL ADMINISTRATIVE ASSISTANT

(SOC Code: 43-6013 CIP Code: 51.0716 - Medical Secretaries (MAA))

PROGRAM OBJECTIVE

This program will prepare the student to enter the health professions fields as an administrative medical assistant in various settings, including medical offices, hospitals, and medical clinics. The student will gain an understanding of anatomy and physiology. The student will also learn how to communicate effectively, set appointments, organize patient files and information, interpret medical terminology, and use spreadsheet software. Each course stands alone as a unit of study and is not dependent upon prerequisite training. The program includes an 80-hour, 2-week externship. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses.

PROGRAM LENGTH

Total Weeks in Program: 14 Weeks
Semester Credit Hours: 24.28 Alternate Financial Aid Credits: 14
Clock Hours: 560
Classroom Hours: 480 Clinical Externship Hours: 80
Teacher/Student ratio: 1/Class Lab 1/20 Student will receive a Certificate of Completion

REQUIRED COURSES

Medical Administrative Assistant									
Course Title/Number	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours		
	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Financial Aid Credit
MAA100 Medical Office Basics	45	3	35	1.17			80	4.17	2
MAA101 Information Coding	30	2	50	1.67			80	3.67	2
MAA102 Insurance Theory	45	3	35	1.17			80	4.17	2
MAA103 Medical Billing	25	1.67	55	1.83			80	3.5	2
MAA104 Computer Billing/ Electronic Medical Records	25	1.67	55	1.83			80	3.5	2
MAA105 Communication/Career Dev.	25	1.67	55	1.83			80	3.5	2
MAA106 Externship					80	1.77	80	1.77	2
Totals	**195**	**13.01**	**285**	**9.5**	**80**	**1.77**	**560**	**24.28**	**14**

MEDICAL ASSISTANT ADMINISTRATIVE - COURSE DESCRIPTIONS

Course Number: MAA 100
Course Name: Medical Office Basics
Course Length: 2 Weeks Semester Credit Hours: 4.17 Alternate Financial Aid Credit: 2.0

This course is designed as a professionally oriented introduction to the position of medical administrative assistant. Appointment scheduling, daily transactions and various aspects of records management of both health and financial records will be presented using hands-on skill-building assignments. The student will learn the concepts of confidentiality, malpractice, medical law, and ethical conduct in the medical office setting. The nervous system and the senses are introduced. This course includes medical terminology, including prefixes, root words, and suffixes. Keyboarding for speed and accuracy will be practiced.

Prerequisite: None

Course Number: MAA 101
Course Name: Information Coding
Course Length: 2 Weeks Semester Credit Hours: 3.67 Alternate Financial Aid Credit: 2.0

This course will introduce the student to insurance coding and insurance terminology. They will also learn provider and medical abbreviations and medical symbols. The student will develop proficiency in selecting appropriate procedure and diagnosis codes in order to receive maximum reimbursement for physician charges. Anatomical structure and the skeletal system are introduced as well as the muscular system. This course includes medical terminology, including prefixes, root words, and suffixes. The student will practice keyboarding techniques to increase speed and accuracy on the computer keyboard. Prerequisite: None

Course Number: MAA 102
Course Name: Insurance Theory
Course Length: 2 Weeks Semester Credit Hours: 4.17 Alternate Financial Aid Credit: 2.0

This course is designed to provide a detailed approach to the accurate use of current procedural terminology *(CPT)* and the international classification of diseases *(ICD-9)* coding manuals. The student will develop proficiency in selecting appropriate procedure and diagnosis codes in order to receive maximum reimbursement for physician charges. In addition, insurance claim form completion requirements will be discussed, and students will employ skill building "*hands-on*" exercises to learn these requirements. The digestive system and respiratory system is presented. This course includes medical terminology, including prefixes, root words, and suffixes. Keyboarding for speed and accuracy will be practiced. Prerequisite: None

Course Number: MAA 103
Course Name: Medical Billing
Course Length: 2 Weeks Semester Credit Hours: 3.50 Alternate Financial Aid Credit: 2.0

This course is designed to provide the fundamental knowledge and skills to enable the student to enter the area of managed care in the contemporary medical facility. The course will include discussions and activities in the processing of claims for commercial carriers, managed care plans, Health Maintenance Organizations *(HMOs)*, government programs, Worker's Compensation, and others. The reproductive and lymphatic system are introduced. This course includes medical terminology, including prefixes, root words, and suffixes. Keyboarding for speed and accuracy will be practiced. Prerequisite: None

Course Number: MAA 104
Course Name: Computer Billing/Electronic Medical Records
Course Length: 2 Weeks Semester Credit Hours: 3.50 Alternate Financial Aid Credit: 2.0

This course is designed to provide a fundamental introduction to patient billing. Using Medisoft® billing software, the student will produce statements and record accounts receivable information into the computer. The student will also learn basic accounting, including balancing accounts and bank deposits. This course offers an office management system with hands-on experience creating and updating patients' charts, entering accounts payable and receivable data, and billing medical insurance. Students study the endocrine system and the urinary system. This course includes medical terminology, including prefixes, root words, and suffixes. Keyboarding for speed and accuracy will be practiced. Prerequisite: None

Course Number: MAA 105
Course Name: Communications/Career Development
Course Length: 2 Weeks Semester Credit Hours: 3.50 Alternate Financial Aid Credit: 2.0

This course is designed to introduce the student to processing mail and written communications in the medical office setting. The student will compose a variety of business correspondence documents utilizing word processing software. The course will also prepare the student for the transition from school to work. Students will learn how to obtain employment in their field of study. Interviewing techniques, resume writing, professionalism, communication skills and job searching will be emphasized. The

circulatory and lymphatic systems are introduced. Students are trained in cardiopulmonary resuscitation *(*CPR*)* procedures in accordance with the guidelines provided by the American Heart Association. This course includes medical terminology, including prefixes, root words, and suffixes. Keyboarding for speed and accuracy will be practiced. Prerequisite: None

Course Number: MAA 106
Course Name: Externship
Course Length: 2 Weeks Semester Credit Hours: 1.77 Alternate Financial Aid Credit: 2.0

The externship is undertaken following the successful completion of all classroom training and consists of 80 hours *(eight hours a day, five days a week)*. The student will spend 80 hours under the direct supervision of a preceptor *(office employee)* in a medical office or other health care setting. While at the clinical site, the student will practice the skills taught during the classroom portion of the course. Specifically, the student will practice front office patient management procedures as required. This externship is unpaid. Prerequisites: MAA 100, MAA 101, MAA 102, MAA 103, MAA 104, MAA 105

UNIFORM & SUPPLIES INFORMATION

The following uniform & supply items are included in the Medical Administrative Assistant program cost:

(2) Scrub Tops
(2) Scrub Pants
(4) Books
(1) Medical Assistant Grad Certificate
(1) CPR Card
(1) Identification Badge

NOTE TO STUDENTS

Due to the sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are ***NOT RETURNABLE*** and the cost of the uniform and supplies package is ***NON-REFUNDABLE*** once the student has been issued the uniform and supplies. The uniform and supplies package is a standard and mandatory cost of the program and similar items that the student may already own or purchase may not be substituted for any part of the uniform and supplies package.

REQUIRED ITEMS NOT INCLUDED IN PROGRAM COST

In addition to the supplied uniform and equipment which is included in the total program cost, students will be required to furnish the following items at their own expense upon issuance of the uniform & supplies package:

ITEM	ESTIMATED COST
1 Pair White, Closed-Toe Uniform Shoes	$35.00 - $85.00
Wrist Watch w/Sweep Second Hand	$15.00 - $25.00
Black Ink, Ball Point Pen	$ 0.75

PROGRAM DESCRIPTION – DENTAL ASSISTING

(SOC Code: 31-9091 CIP Code: 51.0601 - Dental Assisting (DA))

PROGRAM OBJECTIVE

The Dental Assisting *(DA)* Program is theory and clinical training geared to prepare the student for an entry-level position in a Dental Office. The Program provides all the necessary training to enable the students to acquire satisfactory skills and demonstrate competencies in a variety of dental office procedures and laboratory techniques. The student is presented front office management, preliminary examination procedures, chair side dentistry, charting, appointment scheduling, and records keeping. Student graduates may find employment in dental clinics as dental assistants. With additional training and/or

experience, graduates may be eligible for the radiation safety exam and receive radiation safety certificate or be eligible for the coronal polish exam. Graduates receive CPR and First Aid Certification from American Red Cross and Diploma in Dental Assisting.

PROGRAM LENGTH

Total Weeks in Program: 32 Weeks - Morning/Afternoon classes and 40 Weeks – Evening classes
Semester Credit Hours: 30.56 Alternate Financial Aid Credits: 19
Total Clock Hours: 720
Classroom Hours: 560 Clinical Externship Hours: 160
Teacher/Student Ratio: 1/Class Lab 1/20 Student will receive a Certificate of Completion

PRE-REQUISITES FOR THIS PROGRAM

High School Diploma/GED, Pass the HDMC Scholastic Level Exam

REQUIRED COURSES

Dental Assisting									
Course Title/Number	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours		
	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Financial Aid Credit
DA100 Introduction to Dental Assisting	40	2.67	40	1.33			80	4	2.12
DA101 Dental Anatomy & Infection Control	40	2.67	40	1.33			80	4	2.12
DA102 Dental Assisting Procedures	40	2.67	40	1.33			80	4	2.12
DA103 Chair Side Assisting	30	2	50	1.67			80	3.67	2.12
DA104 Dental Radiology & Restorative Tech	30	2	50	1.67			80	3.67	2.12
DA105 Dental Specialties	30	2	50	1.67			80	3.67	2.12
DA106 Dental Practice Office management	40	2.67	40	1.33			80	4	2.12
DA107 Clinical Externship					160	3.55	160	3.55	4.16
Totals	**250**	**16.67**	**310**	**10.33**	**160**	**3.55**	**720**	**30.56**	**19**

DENTAL ASSISTING - COURSE DESCRIPTIONS

Course Number: DA 100
Course Name: Introduction to Dental Assisting
Course Length: 4 Weeks Semester Credit Hours: 4.00 Alternate Financial Aid Credits: 2.12

This module is an introduction to the dental profession, its history and the scope of practice of a dental assistant. It teaches general techniques to maintain health and wellness of the oral cavity and the dentition. It also covers the essentials of medical terminology and human anatomy and physiology. Preventive dentistry has both the lecture and skills laboratory components. Prerequisite: None

Course Number: DA 101
Course Name: Dental Anatomy and Infection Control
Course Length: 4 Weeks Semester Credit Hours: 4.00 Alternate Financial Aid Credits: 2.12

This module covers the basics of dental anatomy, embryology, histology, tooth morphology, charting, and microbiology, creating a foundation on which learners can move forward to skills training. The student will learn the areas of infection control. Clinical asepsis protocol will be practiced in the skills laboratory setting such as operatory disinfection, instrument decontamination and sterilization using approved sterilization methods and agents. Prerequisite: None

Course Number: DA 102
Course Name: Dental Assisting Procedures
Course Length: 4 Weeks Semester Credit Hours: 4.00 Alternate Financial Aid Credits: 2.12

This module covers the study of laboratory materials, basic chair side instruments and dental hand pieces. Student will learn about the parts of hand instruments, function of dental burs and hand pieces; including hazardous materials management, patient care, pharmacology, emergency management, and critical elements to the profession. Preparation for patient care will be discussed such as how to take patient history, perform clinical evaluation and take vital signs. The student will also learn pathology of the oral cavity including prevention of disease transmissions and how identified condition may interfere with treatment and its effect on the overall health of the patient. Prerequisite: None

Course Number: DA 103
Course Name: Chair Side Assisting
Course Length: 4 Weeks Semester Credit Hours: 3.67 Alternate Financial Aid Credits: 2.12

This module covers chair side assisting, instruments, and the management of pain and anxiety. The student will learn how to assist the dentist right at the chair which includes various dental procedures, transferring instruments and evacuation, prepare, safely transfer and care for the anesthetic syringe and accessories including various topical solutions, application sites. Prerequisite: None

Course Number: DA 104
Course Name: Dental Radiography and Imaging Systems
Course Length: 4 Weeks Semester Credit Hours: 3.67 Alternate Financial Aid Credits: 2.12

This module deals primarily with dental radiography. The student will be provided information on radiographic techniques and procedures, including the latest on digital and 3-D radiography. Students will review procedures for operation of the latest imaging systems, safety precaution measures using radiography equipment minimizing the risk to the patient and all dental personnel, aseptic techniques, radiation hygiene and maintenance of quality assurance and safety. This course will involve lectures and reading assignments. Prerequisite: None

During this module, the students will attend a radiation safety course that is approved by the Dental Board of California. Upon completion of this course the student will receive 24 C.E. units and granted proof of completion.

Course Number: DA 105
Course Name: Dental Specialties and Restorative Techniques
Course Length: 4 Weeks Semester Credit Hours: 3.67 Alternate Financial Aid Credits: 2.12

This module presents the specialized areas of endodontics, oral maxillofacial surgery, oral pathology, cosmetic dentistry, orthodontics, pediatric dentistry, periodontics, fixed prosthodontics, and removable prosthodontics. This course will include instruction in plaque, calculus and stain formation; clinical appearance of various types of stain; tooth morphology and anatomy as related to stain removal; principles of selecting abrasives, polishing agents and disclosing solution. It also includes restorative materials and techniques, laboratory and impression materials and techniques, and dental dam placement. Students will perform coronal polish. Prerequisite: None

Course Number: DA 106
Course Name: Dental Office Practice Management
Course Length: 4 Weeks Semester Credit Hours: 4.00 Alternate Financial Aid Credits: 2.12

The module presents the management of a dental office including dental software and insurance billing and coding. Career Development topics include professionalism, worth ethics and a brief discussion of human behavior, communication and other legal issues facing the dental practice. Prerequisite: None

Course Number: DA 107
Course Name: Externship
Course Length: 4 Weeks Semester Credit Hours: 3.55 Alternate Financial Aid Credits: 4.16

The externship is undertaken following the successful completion of all classroom training and consists of 160 hours. The student will spend his/her hours under the direct supervision of a preceptor *(*office employee*)* in a dental office. While at the clinical site, the student will practice the skills taught during the classroom portion of the course. Specifically, the student will practice front office management as well as Dental assisting procedures as required. Prerequisites: DA100, DA101, DA102, DA103, DA104, DA105, DA106

UNIFORM & SUPPLIES INFORMATION:

The following uniform & supply items are included in the Dental Assisting program cost:

- *(2)* Scrub Tops
- *(2)* Scrub Pants
- *(1)* Identification Badge
- *(1)* CPR Card
- *(6)* Books
- *(1)* Dental Assisting Grad Certificate

NOTE TO STUDENTS

Due to the sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are ***NOT RETURNABLE*** and the cost of the uniform and supplies package is ***NON-REFUNDABLE*** once the student has been issued the uniform and supplies. The uniform and supplies package is a standard and mandatory cost of the program and similar items that the student may already own or purchase may not be substituted for any part of the uniform and supplies package.

REQUIRED ITEMS NOT INCLUDED IN PROGRAM COST

In addition to the supplied uniform and equipment which is included in the total program cost, students will be required to furnish the following items at their own expense upon issuance of the uniform & supplies package:

ITEM	ESTIMATED COST		
1 Pair White, Closed-Toe Uniform Shoes	$35.00 - $85.00		
Wrist Watch w/Sweep Second Hand	$15.00 - $25.00	Black Ink, Ball Point Pen	$ 0.75

PROGRAM DESCRIPTION – PHARMACY TECHNICIAN

(SOC Code: 29-2052 CIP Code: 51.0805 - Pharmacy Technician (PHR))

PROGRAM OBJECTIVE

The Pharmacy Technician *(*PT*)* program is designed to provide students with the skills, knowledge and training for an entry-level position in retail, hospitals or clinics or home health pharmacy settings or other positions in a pharmacy-related product/company. The program consists of lecture, skills laboratory and externship. The student learns pharmacy law, basic chemistry, ethical standards, medical terminology, anatomy and physiology, pharmacology, dosage calculations, pharmacy procedures, parenteral preparation and an overview of the different types of pharmacy practices. The program exposes the student to skills in computerized application, filling prescriptions, and IV admixture and all aspect of pharmacy operation as well as administrative procedures including charting and billing. HDMC graduates will be encouraged to seek certification from the state of California for a registration as a Pharmacy Technician and national competency certification.

PROGRAM LENGTH

Total Weeks in Program: 32 Weeks - Morning/Afternoon classes and 40 Weeks – Evening classes
Semester Credit Hours: 31.56 Alternate Financial Aid Credits: 19

Total Clock Hours: 720

Classroom Hours: 560 Clinical Externship Hours: 160

Teacher/Student Ratio: 1/Class Lab 1/20 Student will receive a Certificate of Completion

PRE-REQUISITES FOR THIS PROGRAM

High School Diploma/GED, Pass the HDMC Scholastic Level Exam

REQUIRED COURSES

Pharmacy Technician									
Course Title/Number	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours		
	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Financial Aid Credit
PHR100 Introduction to Pharmacy	40	2.67	40	1.33			80	4	2.12
PHR101 Drug Fundamentals	40	2.67	40	1.33			80	4	2.12
PHR102 Medical Terminology, A & P	40	2.67	40	1.33			80	4	2.12
PHR103 Pharmacy Operations	40	2.67	40	1.33			80	4	2.12
PHR104 Pharmacology	40	2.67	40	1.33			80	4	2.12
PHR105 IV Preparation	40	2.67	40	1.33			80	4	2.12
PHR106 Pharmacy Practice Management	40	2.67	40	1.33			80	4	2.12
PHR107 Clinical Externship					160	3.56	160	3.56	4.16
Totals	**280**	**18.67**	**280**	**9.33**	**160**	**3.56**	**720**	**31.56**	**19**

PHARMACY TECHNICIAN - COURSE DESCRIPTIONS

Course Number: PHR 100

Course Name: Introduction to Pharmacy

Course Length: 4 Weeks Semester Credit Hours: 4.00 Alternate Financial Aid Credits: 2.12

This course presents an overview of the duties and responsibilities of a pharmacy technician and a pharmacist. Topics include the characteristics of a professional pharmacy technician, the standards and the scope of practice, legal and ethical guidelines, communication skills, customer service techniques, certifications and professional resources. It also provides the student adequate training in word processing, keyboarding and applications, and office procedures required for the work of a Pharmacy Technician. This module teaches essential payment processing, insurance billing, coding, inventory management and audit logs utilizing pharmacy software. It also presents an overview of basic chemistry and microbiology. Students will develop knowledge and skills necessary for success in the workplace, and competency in keyboarding functions building speed and accuracy. Prerequisite: None

Course Number: PHR 101

Course Name: Drug Fundamentals

Course Length: 4 Weeks Semester Credit Hours: 4.00 Alternate Financial Aid Credits: 2.12

This course presents the students the classification of drugs, generic and brand names, indications, routes of administration and side effects. The student reviews basic math principles for calculations and conversions. Computer laboratory work is also performed in this module and pharmacy procedures are performed in the skills laboratory Prerequisite: None

Course Number: PHR 102

Course Name: Pharmacy Operations

Course Length: 4 Weeks Semester Credit Hours: 4.00 Alternate Financial Aid Credits: 2.12

This course presents the various hands-on procedures performed by a Pharmacy Technician including prescription processing, over the counter medications, repackaging and compounding, stocking and billing. This course also presents an overview of current pharmacy technology, including equipment and devices for drug distribution, preparation, and manufacturing. Topics will include mechanical, automatic, and non-conventional drug equipment and facilities. Prerequisite: None

Course Number: PHR 103
Course Name: Medical Terminology, Anatomy and Physiology
Course Length: 4 Weeks Semester Credit Hours: 4.00 Alternate Financial Aid Credits: 2.12

This course covers the many components of a medical term including root words, prefixes and suffixes. It also covers the basics of human anatomy and physiology including anatomical terminology, basic biochemistry, cells and tissues, and the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems. Prerequisite: None

Course Number: PHR 104
Course Name: Pharmacology
Course Length: 4 Weeks Semester Credit Hours: 4.00 Alternate Financial Aid Credits: 2.12

This module will introduce the student to the science of pharmacology, including drug actions and effects, dosage forms and routes of administration, and drug classifications. Students will learn the generic and brand names of common medications, as well as their uses. The module also provides an overview of Pathological conditions and diseases and their respective treatments. Prerequisite: None

Course Number: PHR 105
Course Name: IV Preparation
Course Length: 4 Weeks Semester Credit Hours: 4.00 Alternate Financial Aid Credits: 2.12

This module focuses on the preparation of intravenous solutions, skills and techniques including irrigation solutions and ophthalmic preparations. Topics also include sterile products, hand washing techniques, safety techniques and proper use of equipment. Preparation of sterile products, safe handling of antineoplastic drugs, and hazardous medication products are covered. Aseptic technique is given emphasis in this module. Prerequisite: None

Course Number: PHR 106
Course Name: Pharmacy Practice Management
Course Length: 4 Weeks Semester Credit Hours: 4.00 Alternate Financial Aid Credits: 2.12

This module discusses the different kinds of pharmacy practice. The student will learn about factors specific to the retail pharmacy, such as over-the-counter medications; institutional pharmacy/hospital organizations, and in- patient drug distribution, among others. Towards the end of the module, the student is provided career services and review for certification. Prerequisite: None

Course Number: PHR 107
Course Name: Externship
Course Length: 4 Weeks Semester Credit Hours: 3.56 Alternate Financial Aid Credits: 4.16

The externship is undertaken following the successful completion of all classroom training and consists of 160 hours. The student will spend his/her hours under the direct supervision of a preceptor *(*office employee*)* in a Pharmacy setting. While at the clinical site, the student will practice the skills taught during the classroom portion of the course. Specifically, the student will practice prescription processing as well as prescription filling. Prerequisites: PHR100, PHR101, PHR102, PHR103, PHR104, PHR105, PHR106

UNIFORM & SUPPLIES INFORMATION:

The following uniform & supply items are included in the Pharmacy Technician program cost:

(2) Scrub Tops
(2) Scrub Pants
(1) Identification Badge
(1) Lab Coat *(Note: Issued prior to Externship)*
(6) Books
(1) Pharmacy Technician Grad Certificate
(1) CPR Card

NOTE TO STUDENTS

Due to the sanitary and health considerations of returning and reuse of the uniform and supplies included in the program cost, these items are ***NOT RETURNABLE*** and the cost of the uniform and supplies package is ***NON-REFUNDABLE*** once the student has been issued the uniform and supplies. The uniform and supplies package is a standard and mandatory cost of the program and similar items that the student may already own or purchase may not be substituted for any part of the uniform and supplies package.

REQUIRED ITEMS NOT INCLUDED IN PROGRAM COST

In addition to the supplied uniform and equipment which is included in the total program cost, students will be required to furnish the following items at their own expense upon issuance of the uniform & supplies package:

ITEM	ESTIMATED COST
1 Pair White, Closed-Toe Uniform Shoes	$35.00 - $85.00
Wrist Watch w/Sweep Second Hand	$15.00 - $25.00
Black Ink, Ball Point Pen	$ 0.75

LANCASTER MANAGEMENT STAFF & FACULTY

CAMPUS STAFF

Campus Director	LeeAnn Rohmann
Director of Admissions	George Arlantico
Admissions Representative	Angelique Stripling
Admissions Representative	Veronica Castellanos
Financial Officer	Matt Berry
Director of Nursing	Dr. Michelle Welch
Clinical Coordinator	Jean Rice
Student Financial Services	Ana Dasmarinas
Director of Financial Aid	Leticia Herincx
Debt Management	Herlinda Rodriguez
Director of Student Services	June Vernon
Human Resources/Operations	Alex Henn
Career Services	Barbara Conway
Registrar	Devin Baptiste
Assistant Registrar	Cristine Mushyan
Director of Education/Academics	Ragheb Milad
IT/Facility Services	Donato Demeterio
Student Information Specialist	Kaitlyn Guercio
Front Office Administrator	Carolyn Miller
Front Office Administrator	Lynne Underwood

FACULTY

CLINICAL MEDICAL ASSISTING

Ragheb Milad, M.D. – Lead Instructor

Blanca Rodriguez, MA

Loretta Beneby, MA

Gregory Tomkins, CMA

ULTRASOUND TECHNICIAN

George Milad – Lead Instructor *(*Registered Diagnostic Medical Sonographer *(*RDMS*)* with a specialty in Abdomen *(*AB*))*

Ron Hipol, Instructor *(*Registered Diagnostic Medical Sonographer *(*RDMS*)* with a specialty in Abdomen *(*AB*))*

Mariah McCallum, Instructor *(*Registered Diagnostic Medical Sonographer *(*RDMS*)* with a specialty in Abdomen *(*AB*))*

Brian Elliott, RVT, Instructor

Mariam Habib, Instructor

Louis Armijo, Instructor

Taneka McKune, Lab Assistant

Hong Kang, Lab Assistant

Alejandra Bernal, Lab Assistant

VOCATIONAL NURSING

Agnes Sibbett, MSN, RN

Kenton Wellesley, RN

Stuart Grossbard, RN

Denice Lash, RN

Takira Florence, RN

Regina Murphy, RN

Luz Tabajonda, MSN, RN

DENTAL ASSISTING

Deanna Adams, Instructor

PHARMACY TECHNICIAN

Shauntani Johnson, Instructor

BAKERSFIELD MANAGEMENT STAFF & FACULTY

CAMPUS STAFF

Campus Director	Sheri Johnson
Director of Admissions	George Arlantico
Senior Admissions Representative	Craig Montoya
Student Financial Services	Ana Dasmarinas
Career/ Student Services	Emilia Contreras
Human Resources/Operations	Alex Henn
Clinical Coordinator	Jean Rice
Extern Coordinator	Sandra Skultety
Director of Financial Aid	Leticia Herincx
Director of Student Services	June Vernon
Director of Education/Academics	Ragheb Milad
Registrar	Devin Baptiste
Assistant Registrar	Marilyn Johnson
Financial Aid	Amber Garcia
Facilities	Maria Mendieta
Facilities	Jose Blanco

FACULTY

MEDICAL ASSISTING/MEDICAL ADMINISTRATIVE ASSISTING

Kristy Bunk, CMA

Dora Hill, Lab Assistant

Adela Blanco, CMA Instructor

Melissa Ambriz, MA Instructor

ULTRASOUND TECHNICIAN

Bruce Tripoli, Instructor *(*Registered Diagnostic Medical Sonographer *(*RDMS*)* with a specialty in Obstetrics and Gynecology *(*OB*)*)

Michael Peters, Instructor *(*Registered Diagnostic Medical Sonographer *(*RDMS*)* with a specialty in Abdomen *(*AB*))*

Chelsea Thomson, Instructor (Registered Diagnostic Medical Sonographer *(*RDMS*)* with a specialty in Obstetrics and Gynecology (OB))

Jacqueline Kaldass, Instructor

Ernest Reyes, Instructor

Jeremie Silva, Instructor

Cassandra Romo, Lab Assistant

Sarah Cobar, Lab Assistant

Falynn Gonzales, Lab Assistant

PHARMACY TECHNICIAN

Natasha Lopez, Instructor

DENTAL ASSISTING

Margarita Sanchez, Instructor

CURRENT SCHEDULE OF STUDENT CHARGES BY PROGRAM

STUDENT TUITION RECOVERY FUND *(STRF)*

The State of California maintains Student Tuition Recovery Fund in the event of a school's closure. According to state law, California residents who make tuition payments *(including grants and loans)* may be eligible to receive a refund of their tuition if the college closes. If the student is not a resident of California, or is the recipient of third-party payer tuition and course costs, such as Workforce Investment funds or Vocational Rehabilitation funding, the student is not required to pay the assessment and is not eligible for protection under or recovery from the Student Tuition Recovery Fund. For more details on the Student Tuition Recovery Fund, please refer to your School Catalogue or contact the BPPE at *(*916*)* 574-7720.

Per 94909*(1)(14)*, 76215*(1)(b)* "You must pay the state-imposed assessment for the Student Tuition Recovery Fund *(*STRF*)* if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, federal family educational loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
    a. You are not a California resident, or are not enrolled in a residency program, or
        i. Your total chargers are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

The State of California created the Student Tuition Recovery Fund *(*STRF*)* to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Post-Secondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-day prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

CURRENT SCHEDULE OF STUDENT CHARGES BY PROGRAM

VOCATIONAL NURSING

TOTAL FEES, CHARGES AND EXPENSES

Tuition Fees	$23,728.75	
*Registration Fee	$75.00	
Textbooks and Workbook	$508.00	
Lab Fees and Educational Supplies	$3,723.25	
Malpractice Insurance	$150.00	
*Uniforms	$55.00	
*CPR Fee	$55.00	
NCLEX Registration	$200.00	
TOTAL PROGRAM COST		**$28,495.00**

***NON-REFUNDABLE COSTS**

*Registration Fee	$75.00	
*Uniforms	$55.00	
*CPR Fee	$55.00	
TOTAL NON-REFUNDABLE		**$185.00**

ULTRASOUND TECHNOLOGY

TOTAL FEES, CHARGES AND EXPENSES

Tuition Fees	$30,957.00
*Registration Fee	$75.00
Textbooks and Workbook	$1,188.00
Lab Fees and Educational Supplies	$4,045.00
Malpractice Insurance	$300.00
*Uniforms and Student ID	$55.00
*CPR Fee	$55.00
TOTAL PROGRAM COST	**$ 36,675.00**

***NON-REFUNDABLE COSTS**

*Registration Fee	$75.00
*Uniforms	$55.00
*CPR Fee	$55.00
TOTAL NON-REFUNDABLE	**$ 185.00**

CLINICAL MEDICAL ASSISTING

TOTAL FEES, CHARGES AND EXPENSES

Tuition Fees	$10,969.00
*Registration Fee	$75.00
Textbooks and Workbook	$427.60
Lab Fees and Educational Supplies	$1,805.90
Malpractice Insurance	$112.50
*Uniforms and Student ID	$55.00
*CPR Fee	$55.00
TOTAL PROGRAM COST	**$13,500.00**

***NON-REFUNDABLE COSTS**

*Registration Fee	$75.00
*Uniforms	$55.00
*CPR Fee	$55.00
TOTAL NON-REFUNDABLE	**$185.00**

MEDICAL ADMINISTRATIVE ASSISTANT

TOTAL FEES, CHARGES AND EXPENSES

Tuition Fees	$5,977.00
*Registration Fee	$75.00
Textbooks and Workbook	$450.00
Lab Fees and Educational Supplies	$313.00
Malpractice Insurance	$50.00
*Uniforms and Student ID	$55.00
*CPR Fee	$55.00
TOTAL PROGRAM COST	**$6,975.00**

***NON-REFUNDABLE COSTS**

*Registration Fee	$75.00
*Uniforms and Student ID	$55.00
*CPR Fee	$55.00
TOTAL NON-REFUNDABLE	**$185.00**

DENTAL ASSISTING

TOTAL FEES, CHARGES AND EXPENSES

Tuition Fees	$12,000
*Registration Fee	$75.00
Textbooks and Workbooks	$489.90
Lab Fees and Educational Supplies	$949.60
Malpractice Insurance	$150.50
*Uniforms and Student ID	$55.00
*CPR Fee	$55.00
TOTAL PROGRAM COST	**$13,775.00**

***NON-REFUNDABLE COSTS**

*Registration Fee	$75.00
*Uniforms	$55.00
*CPR Fee	$55.00
TOTAL NON-REFUNDABLE	**$185.00**

PHARMACY TECHNICIAN

TOTAL FEES, CHARGES AND EXPENSES

Tuition Fees	$11,143.50
*Registration Fee	$75.00
Textbooks and Workbooks	$314.75
Lab Fees and Educational Supplies	$1556.25
Malpractice Insurance	$150.50
*Uniforms and Student ID	$80.00
*CPR Fee	$55.00
TOTAL PROGRAM COST	**$13,375.00**

*NON-REFUNDABLE COSTS

*Registration Fee	$75.00
*Uniforms	$80.00
*CPR Fee	$55.00
TOTAL NON-REFUNDABLE	**$210.00**

LANCASTER ACADEMIC CALENDAR – 2017

Program	Start Date	Anticipated Grad Date
Ultrasound Technician AM	February 22, 2017	February 22, 2019
	March 22, 2017	March 22, 2019
	May 17, 2017	May 17, 2019
	June 19, 2017	June 19, 2019
	August 15, 2017	August 15, 2019
	September 13, 2017	September 13, 2019
	November 8, 2017	November 8, 2019
	December 11, 2017	December 11, 2019
Ultrasound Technician PM	January 18, 2017	May 1, 2019
	March 29, 2017	July 11, 2019
	May 3, 2017	August 15, 2019
	July 17, 2017	November 11, 2019
	August 21, 2017	December 19, 2019
	October 31, 2017	February 29, 2020
	December 5, 2017	May 8, 2020
Clinical Medical Assistant AM	January 23, 2017	September 19, 2017
	February 20, 2017	October 16, 2017
	March 20, 2017	November 16, 2017
	April 17, 2017	December 15, 2017
	May 15, 2017	January 17, 2018
	June 13, 2017	February 27, 2018
	July 12, 2017	March 26, 2018
	August 9, 2017	May 2, 2018
	September 11, 2017	May 31, 2018
	October 9, 2017	June 29, 2018
	November 6, 2017	July 27, 2018
Clinical Medical Assistant PM	January 11, 2017	October 27, 2017
	February 15, 2017	December 5, 2017
	March 22, 2017	January 17, 2018
	April 26, 2017	March 3, 2018
	June 5, 2017	April 9, 2018
	July 11, 2017	May 11, 2018
	August 15, 2017	June 18, 2018
	September 19, 2017	July 20, 2018
	October 24, 2017	August 30, 2018
	December 4, 2017	October 5, 2018

LANCASTER ACADEMIC CALENDAR – 2017

Program	Start Date	Anticipated Grad Date
Dental Assisting AM/	January 23, 2017	September 11, 2017
Pharmacy Technician AM	February 20, 2017	October 9, 2017
	March 20, 2017	November 9, 2017
	April 17, 2017	December 8, 2017
	May 15, 2017	January 10, 2018
	June 13, 2017	February 19, 2018
	July 12, 2017	March 19, 2018
	August 9, 2017	April 26, 2018
	September 11, 2017	May 23, 2018
	October 9, 2017	June 22, 2018
	November 6, 2017	July 20, 2018
	December 6, 2017	August 20, 2018
Dental Assisting PM	January 11, 2017	October 19, 2017
	February 15, 2017	November 28, 2017
	March 22, 2017	January 3, 2018
	April 26, 2017	February 23, 2018
	June 5, 2017	March 28, 2018
	July 11, 2017	May 3, 2018
	August 15, 2017	June 11, 2018
	September 19, 2017	July 16, 2018
	October 24, 2017	August 20, 2018
	December 4, 2017	September 25, 2018
Medical Administrative Assisting 8-5	TBD	
Clinical Medical Assistant 8-5	TBD	
Vocational Nursing	January 30, 2017	
	TBD	

BAKERSFIELD ACADEMIC CALENDAR - 2017

Program	Start Date	Anticipated Grad Date
Ultrasound Technician AM	February 6, 2017	February 6, 2019
	May 1, 2017	May 1, 2019
	July 26, 2017	July 26, 2019
	October 23, 2017	October 23, 2019
Ultrasound Technician 1-5	March 7, 2017	March 7, 2019
	May 31, 2017	May 31, 2019
	August 28, 2017	August 28, 2019
	November 21, 2017	November 21, 2019
Ultrasound Technician PM	April 4, 2017	July 22, 2018
	July 24, 2017	November 20, 2019
	November 7, 2017	March 6, 2020
Clinical Medical Assistant AM	January 16, 2017	September 11, 2017
	February 13, 2017	October 9, 2017
	March 13, 2017	November 6, 2017
	April 10, 2017	December 6, 2017
	May 8, 2017	January 8, 2017
	June 6, 2017	February 19, 2018
	July 5, 2017	March 19, 2018
	August 2, 2017	April 21, 2018
	August 30, 2017	May 16, 2018
	October 2, 2017	June 14, 2018
	October 30, 2017	July 12, 2018
	November 29, 2017	August 13, 2018
Clinical Medical Assistant PM	January 9, 2017	October 25, 2017
	February 13, 2017	December 5, 2017
	March 20, 2017	January 10, 2018
	April 24, 2017	February 26, 2018
	May 30, 2017	April 2, 2018
	July 5, 2017	May 7, 2018
	August 9, 2017	June 11, 2018
	September 18, 2017	July 18, 2018
	October 23, 2017	August 27, 2018
	November 28, 2017	October 2, 2018
Dental Assisting AM/ Pharmacy Technician AM	January 16, 2017	September 5, 2017
	February 13, 2017	October 2, 2017
	March 13, 2017	October 30, 2017
	April 10, 2017	December 5, 2017
	May 8, 2017	January 2, 2018

	June 6, 2017	February 12, 2018
	July 5, 2017	March 12, 2018
	August 2, 2017	April 12, 2018
	August 30, 2017	May 9, 2018
	October 2, 2017	June 8, 2018
	October 30, 2017	July 6, 2018
	November 29, 2017	August 6, 2018
Medical Administrative Assisting 8-5	TBD	