High Desert Medical College

a Legacy Education Institution

2019/2020 School Catalog

CREATING ONE LEGACY AT A TIME

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

TEMECULA CAMPUS
*(*Branch*)*
31625 De Portola Road, Suite 200
Temecula, CA 92592
P: 951.365.5390
F: 951.395.0175

www.HDMC.edu
Email: hello@hdmc.edu
Last Revised: November 1, 2019

CATALOG INFORMATION

PERIOD OF TIME CATALOG COVERS – 71810(B)(1)

This catalog is covered for the period of time starting July 1, 2019 and ending on June 30, 2020.

STUDENT CONSUMER AND DISCLOSURE INFORMATION

Additional student consumer and disclosure information can be found on High Desert Medical College's website at www.hdmc.edu. Go to "Disclosures" to find information regarding:

ACCET Student Outcomes, Annual Crime Disclosure, State BPPE Annual Report, Cost of Attendance Allocations, Drug-Free Campus Guidelines, College Navigator, Gainful Employment Information, Student Right to Know Graduation Rates, Textbooks by Program details and more.

CATALOG INFORMATION – 94909(A)(3)(B)

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. Catalog is updated on a regular basis as changes occur. The most recent catalog can be found at www.hdmc.edu/school-catalog/

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.

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov. imprisonment.

FILE SHARING AND PEER-TO-PEER FILES

Use of school computers & networks is strictly for educational purposes. The sharing of copyrighted works is prohibited over High Desert Medical College’s network through the use of e-mail, web-pages,& peer-to-peer file sharing software. The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to disciplinary action as well as civil & criminal liabilities. This policy applies to computers owned by High Desert Medical College as well as personal computers that may be using the High Desert Medical College network or working with High Desert Medical College documents.

TABLE OF CONTENTS

CATALOG INFORMATION ..... **II**

PERIOD OF TIME CATALOG COVERS – 71810(B)(1) ..... **II**

STUDENT CONSUMER AND DISCLOSURE INFORMATION ..... **II**

CATALOG INFORMATION – 94909(A)(3)(B) ..... **II**

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS ..... **II**

FILE SHARING AND PEER-TO-PEER FILES II

GETTING TO KNOW HIGH DESERT MEDICAL COLLEGE **1**

MISSION STATEMENT 1
CORE VALUES 1
PHILOSOPHY OF THE NURSING PROGRAM 1
ABOUT THE COLLEGE 1
INSTITUTIONAL CONTROL 2
LOCATIONS 2
HOURS OF OPERATION 2
ACCREDITATION 2
CURRICULUM & POLICY CHANGES 3
APPROVAL DISCLOSURE STATEMENT 3
PROGRAM LIST 3
Certificate Programs *3*
Degree Programs *3*
FACULTY QUALIFICATIONS 4
FACILITY SPECIFICATIONS 4
Lancaster *4*
Bakersfield *4*
Temecula *4*
STUDENT EQUALITY 4

BECOMING A HIGH DESERT MEDICAL COLLEGE STUDENT **5**

APPLYING TO HIGH DESERT MEDICAL COLLEGE - ADMISSION REQUIREMENTS 5
Core Programs *5*
Learners With Special Needs *6*
Ultrasound Technician Associate of Applied Science *6*
Vocational Nursing *6*
Admissions Procedure *7*
English as a Second Language Instruction *7*
Vocational Nursing Students *7*
PHYSICAL EXAM REQUIREMENT 8
Vocational Nursing *8*
Medical Assisting *8*
DRUG-TESTING REQUIREMENTS 9
ADMISSION OF ALL STUDENTS 9
Program Transfer and/or Re-admit Students *9*
NOTICE CONCERNING TRANSFERABILITY OF CREDITS & CREDENTIALS EARNED AT OUR INSTITUTION 9
Units Earned at our School *9*
Units and Degrees Earned at another School *9*

Transfer Credit for Ultrasound Technician Associate of Applied Science *10*
Transfer Credit for Vocational Nursing *10*
CHALLENGE CREDIT 10
RE-ADMISSION REQUIREMENTS 10
CANCELLATION OF ENROLLMENT AGREEMENT 11

ACADEMICS 11

PROGRAM INFORMATION 11
Vocational Nursing *11*
Certificate Programs *11*
Degree Programs *11*
COURSE SCHEDULES (ACADEMIC CALENDAR) 12
Lancaster *12*
Bakersfield *12*
Temecula *12*

SATISFACTORY ACADEMIC PROGRESS *(SAP)* 13

REPEAT POLICY 13
Vocational Nursing *13*
Core Programs *14*
WARNING POLICY 14
APPEAL POLICY 14
EXCEPTIONS TO SATISFACTORY PROGRESS 15

ACADEMIC PROCESSES 15

ADDING/DROPPING/WITHDRAWING 15
Core Programs *15*
Vocational Nursing *15*
REPEATING A COURSE 15
Core Programs *15*
Vocational Nursing *15*
"Time and a Half" *16*
PROGRAM TRANSFERS 16
Core Program - Track *16*
Vocational Nursing *16*
MAKEUP CREDIT/EXTRA CREDIT 16
Core Programs *16*
MAKEUP HOURS 16
VOCATIONAL NURSING MAKE-UP TIME AND ASSIGNMENTS 16
Criteria for Make-Up Exams *17*
REMEDIATION 17
SKILLS LAB 17
INSTRUCTOR REFERRAL *17*
TUTORIAL POLICY 18
TESTING PROTOCOLS 18
Vocational Nursing - Theory Guidelines *18*
Vocational Nursing - Clinical Guidelines *18*
VOCATIONAL NURSING WARNING POLICY ONLY 19
Vocational Nursing *19*
STUDENT PREPARATION AND BEHAVIOR 19

GRADUATION REQUIREMENTS 19

CERTIFICATE REQUIREMENTS 19
Vocational Nursing *19*
MANDATORY EXIT EXAM REQUIREMENT 20
Vocational Nursing *20*
COMMENCEMENT CEREMONY 20
HONORS AND AWARDS 20
LICENSURE ELIGIBILITY REQUIREMENTS 21
Vocational Nursing *21*

PAYING FOR COLLEGE 21

FINANCIAL SERVICES 21
Disclosures To All Students *21*
Student Finance Policies *21*
Overview *22*
Federal Student Loan Information *22*
Program Availability *23*
Applying for Financial Aid *23*
Verification *24*
Packaging *24*
Federal Pell Grant Program *24*
Federal Work Study (FWS) *25*
Cal Grant *26*
Need-Based Eligibility *26*
Definition of Financial Need *26*
Cost of Attendance *27*
Disbursement *27*
Withholding Aid *27*
Documentation of Citizenship *28*
Procedures for Fraud *28*
Payment Methods *29*
Student Loan Repayment *29*
Delinquency and Default *29*
VETERANS ADMINISTRATION FUNDS *(VA)* 29
COLLECTION PROCEDURES 30
REFUND POLICIES 30
Cancellation of Enrollment Agreement *30*
Accrediting Council for Continuing Education & Training (ACCET) Refund Policy *30*
Determination of the Withdrawal Date *31*
Title IV Funds Refund Policy *31*
Funds Returned By Program *32*
Post Withdrawal Disbursements *32*
Student's Responsibility For Returning Unearned Aid *33*
Refund Policy *33*

STATE REFUND POLICY 33

Sample *33*
Withdrawal/Drop Date Policy *34*
Timeframe of Processing *34*
Notice of Refund *34*
Additional Cost Disclosure *34*

ONCE YOU ARE A HIGH DESERT MEDICAL COLLEGE STUDENT 34

ATTENDANCE REQUIREMENTS 34
Core Program *34*
Vocational Nursing *35*
Tardiness *35*
Early Departures *35*
GRADING POLICIES 35
Grading System *36*
Performance Rating Scale - VN Clinical *37*
Remediation For Vocational Nursing *37*
Grading *37*
VN GRADING CRITERIA *38*

REGISTRAR/RECORDS 39

RECORDS/TRANSCRIPTS 39
RETENTION OF STUDENT RECORDS *39*
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) & PERSONALLY IDENTIFIABLE INFORMATION (PII) 39
WITHDRAWAL AND INCOMPLETE GRADE POLICY 41
OFFICIAL WITHDRAWAL PROCEDURE 41

STUDENT SERVICES/PLACEMENT ASSISTANCE 41

STUDENT SERVICES 42

EXTERNSHIP 42

Core Programs *42*
Pharmacy Technician Externship Requirements *43*

CAMPUS SECURITY/SAFETY INFORMATION 43

POLICIES 43

SCHOOL POLICIES AND PROCEDURES 43
DRUG AND ALCOHOL PREVENTION/AWARENESS POLICY 43
DRESS CODE POLICY 44
Vocational Nursing *45*
CONDUCT 45
SEXUAL HARASSMENT/OFFENSE POLICY 46
LEAVE OF ABSENCE POLICY 47

STUDENT DISCIPLINARY PROCEDURE 48

DISCIPLINARY STEPS 48
Disciplinary Committee *48*
Student Termination *48*

STUDENT GRIEVANCE AND ACADEMIC DUE PROCESS 49

GRIEVANCE COMPLAINT PROCEDURE 49

PROGRAM DESCRIPTION - VOCATIONAL NURSE 51

PROGRAM OBJECTIVE 51
TOTAL CLOCK HOURS 51
Full-Time Program *51*
Part- Time Program *51*
REQUIRED UNIFORM 53

NOTE TO STUDENTS 53

REQUIRED ITEMS NOT INCLUDED IN PROGRAM COST 53
REQUIRED PHYSICAL EXAMINATION/LAB TESTS 53
GRADUATE NCLEX TEST PREP FLOW 54
NCLEX BOARD TESTING 54

PROGRAM DESCRIPTION – CLINICAL MEDICAL ASSISTING 55

PROGRAM OBJECTIVE 55
PROGRAM LENGTH 55
REQUIRED COURSES 55
CLINICAL MEDICAL ASSISTING - COURSE DESCRIPTIONS 55
UNIFORM & SUPPLIES INFORMATION: 58

NOTE TO STUDENTS 58

REQUIRED ITEMS NOT INCLUDED IN PROGRAM COST 58

PROGRAM DESCRIPTION – ULTRASOUND TECHNICIAN 59

PROGRAM OBJECTIVE 59
PROGRAM LENGTH 59
ULTRASOUND TECHNICIAN - COURSE DESCRIPTIONS 59
UNIFORM & SUPPLIES INFORMATION 61

NOTE TO STUDENTS 61

REQUIRED ITEMS NOT INCLUDED IN PROGRAM COST 61

PROGRAM DESCRIPTION - MEDICAL ADMINISTRATIVE ASSISTING 62

PROGRAM OBJECTIVE 62
PROGRAM LENGTH 62
REQUIRED COURSES 62
MEDICAL ASSISTANT ADMINISTRATIVE - COURSE DESCRIPTIONS 62
UNIFORM & SUPPLIES INFORMATION 64

NOTE TO STUDENTS 64

REQUIRED ITEMS NOT INCLUDED IN PROGRAM COST 64

PROGRAM DESCRIPTION – DENTAL ASSISTING 65

PROGRAM OBJECTIVE 65
PROGRAM LENGTH 65
PRE-REQUISITES FOR THIS PROGRAM 65
DENTAL ASSISTING - COURSE DESCRIPTIONS 66
UNIFORM & SUPPLIES INFORMATION: 67

NOTE TO STUDENTS 67

REQUIRED ITEMS NOT INCLUDED IN PROGRAM COST 67

PROGRAM DESCRIPTION – PHARMACY TECHNICIAN 68

PROGRAM OBJECTIVE 68
PROGRAM LENGTH 68
PRE-REQUISITES FOR THIS PROGRAM 68
REQUIRED COURSES 68
PHARMACY TECHNICIAN - COURSE DESCRIPTIONS 69
UNIFORM & SUPPLIES INFORMATION: 70

NOTE TO STUDENTS 70

REQUIRED ITEMS NOT INCLUDED IN PROGRAM COST 70
PROGRAM DESCRIPTION – MEDICAL BILLING AND CODING 71
PROGRAM OBJECTIVE 71
PROGRAM LENGTH 71
PRE-REQUISITES FOR THIS PROGRAM 71
REQUIRED COURSES 71
MEDICAL BILLING AND CODING - COURSE DESCRIPTIONS 72
UNIFORM & SUPPLIES INFORMATION: 74
NOTE TO STUDENTS 74
REQUIRED ITEMS NOT INCLUDED IN PROGRAM COST 74
PROGRAM DESCRIPTION 75
ULTRASOUND TECHNICIAN ASSOCIATE OF APPLIED SCIENCE (AAS) 75
PROGRAM OBJECTIVE 75
PROGRAM LENGTH 75
ULTRASOUND TECHNICIAN ASSOCIATE OF APPLIED SCIENCE (AAS)COURSE DESCRIPTIONS 76
UNIFORM & SUPPLIES INFORMATION 78
NOTE TO STUDENTS 78
REQUIRED ITEMS NOT INCLUDED IN PROGRAM COST 78
LANCASTER MANAGEMENT STAFF & FACULTY 79
BAKERSFIELD MANAGEMENT STAFF & FACULTY 80
TEMECULA MANAGEMENT STAFF & FACULTY 81
CURRENT SCHEDULE OF STUDENT CHARGES BY PROGRAM - STRF 82
STUDENT TUITION RECOVERY FUND *(STRF)* 82
CURRENT SCHEDULE OF STUDENT CHARGES BY PROGRAM – TUITION AND FEES 83
LANCASTER ACADEMIC CALENDAR 91
BAKERSFIELD ACADEMIC CALENDAR 94
TEMECULA ACADEMIC CALENDAR 97
APPENDIX A - FACULTY QUALIFICATIONS – DEGREE PROGRAMS 100
ADDENDUM TO THE CATALOG 102
NOTICE: Changes to requirements serving California Veterans and other eligible Title 38 beneficiaries. *102*

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 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, more than 30 years ago, 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. In 2018, High Desert Medical College opened their Temecula 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, Mike O'Brien, LeeAnn Rohmann and Ena Hull. The Majority ownership of Legacy Education is owned by the following: LeeAnn Rohmann, DeRose Family Trust, 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

Temecula *(Branch)* Campus:
31625 De Portola Road, Suite 200
Temecula, CA 92592
(951) 365-5390

HOURS OF OPERATION

The Lancaster campus is open for regular instruction Monday through Friday from 8:00am until 10:00pm and 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 and Monday through Thursday and Friday from 7:30am to 5:00pm.

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 Temecula campus is open for regular instruction Monday through Thursday from 8:00am until 10:00pm. Fridays from 8:00am until 5:00pm. The Temecula campus business hours are 8:00am until 6:00pm (7:00pm by appointment) Monday through Friday. Saturdays are by appointment only.

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 Nursing Program is accredited by the State of California Board of Vocational Nursing 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 and 31625 De Portola Road, Suite 200 Temecula, CA 92592 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

CERTIFICATE PROGRAMS

- CLINICAL MEDICAL ASSISTING
- ULTRASOUND TECHNICIAN
- MEDICAL BILLING AND CODING
- MEDICAL ADMINISTRATIVE ASSISTING
- DENTAL ASSISTING
- PHARMACY TECHNICIAN
- VOCATIONAL NURSING

DEGREE PROGRAMS

- ULTRASOUND TECHNICIAN

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

FACULTY QUALIFICATIONS

High Desert Medical College is in accordance with the state of California Code of Regulations Section 71720. For non-degree programs the following faculty qualifications apply:

An institution shall employ instructors who possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching. If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications.
For degree programs, see Appendix A for minimum faculty qualifications.

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.

TEMECULA

High Desert Medical College's branch campus was approved to operate October of 2018 and is located at 31625 De Portola Road, Suite 200 Temecula, CA 92592. Temecula branch campus occupies approximately 15,500 square feet in a two-story modern building, built in 2019. The facility is readily accessible for students requiring physical accommodations, spacious classrooms, laboratory, computer lab, Multipurpose Hall (Legacy Hall), administrative offices, learning resource center containing online library and reference books and other material relevant to each program. Temecula campus also provides classrooms that are appropriately furnished with laboratory and instructional furniture for the type of work performed. Equipment and supplies for each program of study are available in the classrooms and laboratories at each campus. The equipment used in training programs consists of standard equipment that can be found in modern medical offices. In addition to ample parking, the campus is conveniently located near public transportation and freeway access.

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.

CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

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 is in compliance with federal, state and local government agencies and 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. In accordance with Section 504 of the Rehabilitation Act & the Americans with Disabilities Act (ADA), High Desert Medical College abides by the regulation that "no otherwise disabled individual" shall be excluded from participation in programs & services offered by the College "solely by reason of the disability." The college 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 Scholastic Level Exam (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 Billing and Coding	13
Dental Assisting	13	Pharmacy Technician	13
Medical Administrative Assisting	13	Ultrasound Technician	18

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.*

Learners With Special Needs

High Desert Medical College is committed to Equality of Opportunity, & positively values the participation of learners with special needs. High Desert Medical College is committed to the admission of all qualified students without regard to applicants' race, color, religion, sexual orientation, or disability if they are able to meet the physical & academic requirements of the programs. We further commit ourselves to make reasonable accommodations & provide information in order to render the academic programs & support services of the school accessible to all persons. Every effort is made to individually & appropriately serve students & to enable them to attain success & reach their educational goals.

For students who need to request accommodations they must present a formal physical or cognitive evaluation by a professional in the field that outlines areas in which the student would need reasonable assistance or accommodations to complete classroom, clinical rotations, or externship training. Learners with Special Needs are encouraged to meet with High Desert Medical College's on-site ADA coordinator.

Ultrasound Technician Associate of Applied Science

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 *Digital Readiness Risk Assessment* as an entrance examination for all Ultrasound Technician Associate of Applied Science students.
To be eligible for admission to the Ultrasound Technician Associate of Applied Science Program, an applicant must meet the following requirements:

- Take and pass the *Wonderlic Digital Learning Risk Assessment* test with less than 3 risks identified and a minimum score of 40.
- Take and pass a nationally standardized test, the Wonderlic SLE, with a minimum score of 18.
- Provide documentation of a High School Diploma or G.E.D.

Students in the Certificate program may transfer directly in to the AAS program at any point in their education as long as they have fulfilled the entrance requirements. Students who attend another institution and would like to transfer into the Ultrasound Associate Degree program must meet all admission requirements and will be evaluated according to the institutions transfer of credit policy.

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 a Career Advisor 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, Medical Billing and Coding, 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. High Desert Medical College does not give credit for experiential learning.

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. Central Coast College does not give credit for experiential learning.

TRANSFER CREDIT FOR ULTRASOUND TECHNICIAN ASSOCIATE OF APPLIED SCIENCE

Students in the Certificate program may transfer directly in to the AAS program at any point in their education as long as they have fulfilled the entrance requirements. Students who attend another institution and would like to transfer into the Ultrasound Associate Degree program must meet all admission requirements and will be evaluated according to the institutions transfer of credit policy.

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 throughout the year. Please contact your Career Advisor for proposed future start dates.

CERTIFICATE PROGRAMS

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

- CLINICAL MEDICAL ASSISTING
- ULTRASOUND TECHNICIAN
- MEDICAL BILLING AND CODING
- MEDICAL ADMINISTRATIVE ASSISTING
- DENTAL ASSISTING
- PHARMACY TECHNICIAN

DEGREE PROGRAMS

- ULTRASOUND 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, and Homework	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.*

TEMECULA

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.
- **Weekend Track**: Saturday – Sunday
  Required courses are taken one at a time and completed between 7:00am and 3:30pm.

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 in 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 80% 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. At the end of the warning period, the student loses their Financial Aid eligibility. They must appeal and be approved for probation.
- ✓ 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 quantitative and qualitive 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 quantitative and qualitative requirements, the student will be placed on probation for the next payment period. **At the end of the warning period, the student loses their Financial Aid eligibility. They must appeal and be approved for probation.**

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.

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 80% 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 percent of credits attempted above 67% 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 quantitative and qualitative 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.

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.

PHARMACY TECHNICIAN EXTERNSHIP REQUIREMENTS

High Desert Medical College, in an effort to provide quality training experiences, provides students with an Externship that exceeds the Board of Pharmacy requirements of 120 hours. Students will attend externship for a total of 160 hours, in a community pharmacy setting, to complete the program requirements.

Per the Board of Pharmacy Regulation (4115.5. Pharmacy Technician Trainee; Placement; Supervision; Requirements) an externship in which a pharmacy technician trainee is participating as described in subdivision (a) shall be for a period of no more than 120 hours. When an externship in which a pharmacy technician trainee is participating as described in subdivision (a) involves rotation between a community and hospital pharmacy for the purpose of training the student in distinct practice settings, the externship may be for a period of up to 320 hours. No more than 120 of the 320 hours may be completed in a community pharmacy setting or in a single department in a hospital pharmacy.

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.

STUDENT FINANCE POLICIES

Student responsibilities for applying for and receiving financial aid at High Desert Medical College are as follows:

1. Complete all requested forms for financial aid accurately
2. Use all financial aid received solely for expense related to attending High Desert Medical College
   a) Students that apply for financial aid understand that costs related to attending school are defined in the cost of attendance budget
3. Submit in a timely manner all additional documentation requested by Financial Aid.
   a) These documents can include tax forms and household information.

Student Financial Aid Rights:

1) The right to know how financial need was determined
2) The right to know how financial aid will be distributed
3) The right to request an explanation of programs in the financial aid package
4) The right to refuse any aid offered
5) The right to request an explanation of High Desert Medical College refund policy
6) The right to know what portion of financial aid must be repaid and what portion is a grant.
   a) If a loan has been received, have the right to know the interest rate and loan repayment options and procedures

7) The right to examine the contents of aid records provided a written request is made to the Department of Financial Aid.
   a) Students may not review confidential records submitted by parents without the written consent of the parent whose information has been submitted. FINANCIAL AID

The Financial Aid (FA) Department strives to provide excellent service to deliver financial aid information to prospective, current and former students and their families. Information include federal, state, institutional and private aid options to cover educational cost. FA Staff assist in the completion of required documents and processes all financial aid awards. The focus of the FA Office is helping students attend High Desert Medical College by alleviating or eliminating financial barriers and maximizing all available resources to help meet each student's financial needs. FA staff assist students in a variety of ways throughout the enrollment process and while attending High Desert Medical College. High Desert Medical College recognizes that each student is an individual with unique needs and barriers. The FA Office strives to provide information to increase awareness of available financial resources, and to provide information on how to access resources by reaching out to students, parents, and the general public. The FA Office recognizes that financial barriers are not always long term and significant but can also be short term and only involve small amounts of funds.

OVERVIEW

Financial Aid is money that can be used to cover the costs associated with attending High Desert Medical College. Financial Aid funds are provided by U.S. taxpayers to ensure that all those who want a college education have the financial ability to pay for their college expenses. This money can be in the form of grants, scholarships and federal loans. All loans must be repaid. For more information about financial aid go to www.studentaid.gov.

We understand that the rules that govern the financial aid programs can sometimes be complicated. However, the staff at High Desert Medical College's Financial Aid Office are available to answer questions and provide special assistance as needed.

All financial aid at High Desert Medical College is administered in accordance with the policies and procedures of the U.S. Department of Education. The basis of such programs is that students and their parents have the primary responsibility to meet educational costs and that financial aid is available only to fill the gap between the families and/or student's contribution and allowable educational expenses. The amount of expected student or family contribution is determined by an analysis of financial strength: income and net assets, which the family may have versus the allowable expenses. Educational expenses that are considered a basis for establishing student need include nonresident tuition, fees, books and supplies, room, board, transportation, and personal expenses. The High Desert Medical College Financial Aid office has established standard student budgets to reflect the costs of each of these items based on a statewide cost survey and local cost data.

The Financial Aid Office at High Desert Medical College is always available to assist federal loan borrowers with student loan questions or concerns. If an issue exists, borrowers should first attempt to resolve the issue by contacting the Financial Aid Office. If the borrower has made a reasonable effort to resolve the issue through normal processes and has not been successful, s/he should contact the Federal Student Aid (FSA) Ombudsman. The FSA Ombudsman will informally research a borrower's issue and make suggestions for resolution.

The FSA Ombudsman contact information is listed below:
Online: http//studentaid.gov/repay-loans/disputes/prepare
Phone: 877.557.2575
Fax: 606.396.4821
Mail: FSA Ombudsman Group, PO Box 1843, Monticello, KY 42633

FEDERAL STUDENT LOAN INFORMATION

Federal regulations require all first-time Federal Direct Student Loan borrowers participate in Entrance Loan Counseling before receiving the first disbursement of their loan proceeds. To complete an on-line Entrance or Exit Loan Counseling please visit the following links:

- Entrance Counseling Session: www.studentloans.gov
- Exit Counseling Session: www.nslds.ed.gov

Follow the instructions carefully, complete all sections, and return the completed counseling session to the Financial Aid Office. Students and/or students' parents applying for and receiving a federal student loan under the Title IV student financial assistance programs and the Higher Education Act (HEA) will have their information reported to the National Student Loan Data System (NSLDS) and this information will be accessible by guaranty agencies, lenders and schools determined to be authorized users of the data system.

Program Availability

High Desert Medical College makes financial aid resources available to its students including federal and alternative loans or payment plans. Some funds are need-based, meaning the funds go to the most financially needy students who qualify first. There are also non need-based funds that are available to any students who qualify for the programs regardless of their income or that of their parents. Need-based programs that High Desert Medical College currently offers include the Federal Pell Grant and Federal Direct subsidized student loans. Non-need-based programs include unsubsidized student loans, parent loans, alternative loans, and some scholarships.

Students considered for financial aid must apply using the Free Application for Federal Student Aid (FAFSA) found at www.fafsa.ed.gov. Some financial aid resources require a student to submit additional application materials; scholarships, for example, might have a completely separate form to submit to the funding agency. The Financial Aid Office is not responsible for the application process of outside resources like non-High Desert Medical College scholarships, although all students are encouraged to apply for scholarships that might contribute to their financial resources while attending college.

Prior to release of any eligible FSA Title IV funds and at the time awards are to be paid the Financial Aid Office will check a student's enrollment and continued eligibility through the Registrar's Office. Changes in a student's enrollment or program may cause delays or removals of any scheduled disbursement(s). All awards will be posted to the student's account at High Desert Medical College, and, any monies that are posted above the student's outstanding current school charges will be sent directly to the students address on file in check format via standard post.

Should a student not wish to receive the payment via standard post to the address on file they must notify the business office in writing at businessoffice@hdmc.edu. It is important to keep the Business Office, the Registrar and the Financial Aid Office updated on with current addresses on all student accounts. Money will NOT be requested for payment of tuition or other charges earlier than three days after the start of the payment period. A student's financial aid award is based on enrollment level as of census date per semester, and any changes made prior to the census date must be addressed in financial aid prior to release of any pending FSA awards. If a student has a late-starting class due to a late enrollment it will be verified and adjusted as final attempted credits are tallied and any other such changes that may be made if deemed necessary.
In case of a Title IV credit balance, the student must provide instructions to the Financial Aid Office on how to handle any credit balance that may occur on your account. A Title IV credit balance occurs when the institution applies Title IV, Higher Education Act (HEA) program funds to the student account that exceeds the amount of direct educational cost for tuition and fees and/or other authorized charges for a program.

Applying for Financial Aid

The procedures required to apply for financial aid are published in this Catalog and additional information can be obtained by visiting the Financial Aid Office. There are many forms which may be required to evaluate student aid eligibility. However, a student need only apply for admission and file the Federal Application for Federal Student Aid (FAFSA) to begin application process. Additional documents may be requested to complete processing of the aid request. Students will be notified via e-mail or phone/message if additional documents are required.

- Proof of citizenship
- Proof of selective service registration
- Marriage certificate
- Verification Worksheet
- Tax returns (parent and student and/or spouse)

VERIFICATION

If your FAFSA application is selected by the U.S. Department of Education for a process called verification you will be required to submit additional information to the Student Financial Services Office in order to receive federal student aid. This selection is based on information that you provided on your FAFSA. This documentation will need to be submitted within 30 days of selection. Failure to submit this documentation will result in Title IV funding being suspended. Without the funding, your tuition and fees will not be paid, and you can be dismissed from your program.

PACKAGING

Financial aid funds usually come from more than one source. This combination of financial resources is referred to as packaging. State programs are always subject to an approved State budget. Financial aid funds may be categorized into four basic sources: federal, state, institutional, and private. Because there are too many outside private sources to list here, only Federal sources are listed below:

- Federal Pell Grant
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Parental Loan for Undergraduate Students (PLUS)
- Campus Based Programs (SEOG and Federal Work Study)

FEDERAL PELL GRANT PROGRAM

The Federal Pell Grant Program is intended to allow eligible students financial access to the school or college of their choice. For eligible students, Federal Pell Grants are the "floor" or base upon which all other federal student financial aid is built. Current year awards range from $400 to $5,000+. The amount a student may receive depends on the student's family's financial situation, the student's full- or part-time enrollment status and how much of the student's remaining education at the school falls within the current federal award year (July 1 through June 30). In order to be eligible for a Federal Pell Grant, a student may not have previously received a bachelor's degree from any institution.

The amount of Federal Pell Grant funds received over a lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the amount of a scheduled Pell Grant award received each award year is equal to 100%, the six-year equivalent is 600%.

Student Direct Loans – Subsidized and Unsubsidized

Once the FAFSA has been completed, and an EFC value defined, individual financial need will be established, and for students enrolled at least half time, they may apply for student loans. Students must maintain half-time enrollment in order to remain eligible for loans. Those with unmet financial need may receive subsidized loans (government pays interest while in school); those without need may receive unsubsidized loans (student pays interest while in school). Loan limits are federally established and may never exceed a student's cost of attendance. Student loans are deferred for six months after graduating or dropping below half-time status. An entrance and exit counseling session is required for all students who receive loans. Semesters of the promissory note, avoidance and consequences of default, student notification and responsibilities are very clearly explained. Contact the Financial Aid Office for further information.

Direct Subsidized Federal Stafford Loan Program

These loans are available to eligible students enrolled at least half-time in an eligible institution, and are based on the financial need demonstrated by each student. An undergraduate student may borrow up to $3,500 for the first academic year and $4,500 for the second academic year. The loan amounts will be pro-rated for academic years of less than nine months. A student must repay his or her Direct Subsidized Federal Stafford Loans based on the amount borrowed, but no less than $50 per month, beginning six months after graduation or termination of studies.

Under certain circumstances, a student borrower can receive a deferment or forbearance that allows a temporarily stop making federal student loan payments or temporarily reduction of the amount of federal student loan payments. The student borrower will need to work with their loan servicer to apply for deferment or forbearance; and be sure to keep making payments on your loan until the deferment or forbearance is in place. Your loan servicer will notify you if further information is needed or if you do

not qualify. With a Subsidized Federal Stafford Loan, the student may not be responsible for paying the interest that accrues on the loan during the deferment period. However, during a forbearance the student borrower is responsible for paying the interest that accrues on all types of federal student loans, whether subsidized or unsubsidized.

If enrolled at least half-time, in most cases a loan will be placed into a deferment automatically, and the loan servicer will notify the student that the deferment has been granted. If enrolled at least half-time but the student does not automatically receive a deferment, they should contact the Financial Aid Office immediately. They will then send information about your enrollment to your loan servicer so that your loan can be placed into deferment.

Direct Unsubsidized Federal Stafford Loan Program
These loans are available to eligible students enrolled at least half-time in an eligible institution and who do not demonstrate financial need. Under this program, an undergraduate student who is classified as:

(a) independent or (b) dependent and whose parents fail to qualify for a Direct Federal PLUS Loan, may borrow up to: $3,500 combined of Direct Subsidized and/or Unsubsidized Federal Stafford Loans, plus $6,000 additional Direct Unsubsidized Federal Stafford Loan for the first academic year; $4,500 combined of Direct Subsidized and/or Unsubsidized Federal Stafford Loans, plus $6,000 additional Direct Unsubsidized Federal Stafford Loan for the second academic year; or dependent and whose parents are not rejected for a Direct Federal PLUS Loan may borrow up to: $3,500 combined of Direct Subsidized and/or Unsubsidized Federal Stafford Loans, plus $2,000 additional Direct Unsubsidized Federal Stafford Loan for the first academic year; $4,500 combined of Direct Subsidized and/or Unsubsidized Federal Stafford Loans, plus $2,000 additional Direct Unsubsidized Federal Stafford Loan for the second academic year.

This loan was created so that any student, regardless of income, would be able to obtain a Federal Stafford Loan. The terms and conditions of the unsubsidized loan, including deferments and loan charges, with few exceptions, are the same as the Direct Subsidized Federal Stafford Loan described above. However, a student must pay the interest on any Direct Unsubsidized Federal Stafford Loan during the time that the student is in school and during any deferment period.

Direct Federal PLUS Loan Program
Direct Federal PLUS Loans are for parent borrowers. Direct Federal PLUS Loans enable parents to borrow the cost of the student's education, less other aid received by the student. Direct Federal PLUS Loan borrowing is limited to parents with a favorable credit history.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The Federal Supplemental Educational Opportunity Grant Program (FSEOG) provides assistance to exceptionally needy undergraduate students. A priority must be given to Pell Grant recipients with the lowest expected family contributions (EFCs). The federal rules permit an eligible student to receive a FSEOG award of $100 to $4,000 for each of the student's academic years of study. High Desert Medical College currently awards to a maximum of $500. A student's eligibility for FSEOG funds is determined annually.

FEDERAL WORK STUDY (FWS)

FWS enables students who demonstrate financial need to earn aid to pay for their education expenses. Students earn at least the current hourly minimum wage by working at the College, for nonprofit agencies or for-profit businesses. High Desert Medical College helps eligible students locate jobs; certain restrictions apply. Unlike traditional sources of income, FWS earnings are exempt from the subsequent year's expected family contribution calculations.

Funds are allocated annually on July 1st and are limited. Due to the nature of this program, FWS awards are offered on a first-come, first-serve basis. To be considered for FWS, students must complete a FAFSA application, have an unmet need and show an interest in working part-time to be considered for FWS funds. Award ranges from $200 to $4500 per academic year. If interested in participating, please inquire with your Financial Aid Administrator about the program. Depending on funds availability and your qualifications, you may need to provide a resume and employment application to be considered for an interview.

CAL GRANT

Cal Grant (A, B and C) is a state-funded educational opportunity grant program administered by the California Student Aid Commission (CSAC) to assist students in paying for a college education. All Cal Grant payments are credited to the student's account to cover outstanding tuition, fees, books and supplies. Funds are awarded for the fall, spring, and summer terms only if eligible. Cal Grants may be renewed if the recipient continues to meet the income, asset, unmet need found on the established eligibility requirements and information based on the results of a current Free Application for Federal Student Aid (FAFSA).

To be considered for a 2019-20 Cal Grant award, FAFSA and GPA Verification forms must have completed by March 2, 2019 to meet the CSAC's deadline. Students must be enrolled at least half-time, and meet Cal Grant requirements in the semester in order to receive this disbursement.

Cal Grant Refund Policy

Cal Grant recipients may want to rescind their Cal Grant Award and notify the California Student Aid Commission of their leave or withdrawal in order to preserve their eligibility for a future semester. Students can process a leave of absence request with the California Student Aid Commission online at www.csac.ca.gov and click the link "WebGrants4Students." In this case, the student would be responsible for covering the tuition balance on their student account.

If a student is dismissed or withdraws from school, all unearned Title IV funds will be refunded to the Department of Education, and any unearned funds will be returned to Cal Grant or State Funds and lastly, to Private Loans accordingly.

NEED-BASED ELIGIBILITY

To be considered for Federal financial aid, a student must:

1) Be past the age for compulsory school attendance in California (over 18 years old) and not concurrently enrolled in high school, an elementary or secondary school program, or taking college credit to earn a high school diploma or GED. California compulsory education law requires everyone age 6-18 to attend school until graduation from high school or passing the California High School Proficiency Exam (CHSPE).
2) Have proof (a copy) of any of the following: a. US High School Diploma or transcript from a state approved or US Department of Education approved school b. G.E.D. certificate c. Associate's, Bachelor's or Master's Degree obtained from a US Department of Education Accredited school d. Foreign HS Transcript, Associates Degree Transcript, Bachelor's Degree Transcript, or Master's Degree Transcript evaluated to be the equivalent of a US High School Diploma.
3) Be a US citizen, national or eligible permanent resident of the United States;
4) Be enrolled or admitted to a degree or diploma program at High Desert Medical College that is eligible for Federal Financial Aid;
5) Not owe repayment of a Federal Grant or be in default of a Federal Direct Student Loan or to High Desert Medical College;
6) Maintain Satisfactory Academic Progress as defined by High Desert Medical College's Standards for Academic Progress and published in the catalog;
7) If you are male, you must register and/or be confirmed as registered with Selective Services.

DEFINITION OF FINANCIAL NEED

Students are packaged for financial aid based on the student's financial need. Financial need is determined by subtracting student's Expected Family Contribution (EFC) from High Desert Medical College's Cost of Attendance (COA). Aid from most Federal Aid programs is awarded on the basis of financial need. The information a student reports on their Free Application for Federal Student Aid (FAFSA) is used to calculate each specific student's "Expected Family Contribution" (EFC). Eligibility for the Pell Grant Program is determined by the student's EFC. If the student's EFC is too high, students would not be eligible for Pell Grant. To ensure compliance with federal regulations, High Desert Medical College defines the neediest students as those whose EFC = 0.
Financial aid packages are awarded as follows:

- The Pell Grant is awarded to students who meet the federal criteria including the student's EFC. Award amounts vary.
- The Federal Direct Subsidized and Unsubsidized Loans are awarded to all eligible students based upon the academic grade level, the amount of eligibility available for the student(s) based on prior borrowing, and the remaining need.

COST OF ATTENDANCE

Cost of attendance (COA) components are composed of direct and indirect costs which establishes the student's unmet need for attending High Desert Medical College. Below is a list of cost categories utilized in calculating the full cost of attendance at High Desert Medical.

Direct Costs	Indirect Costs
Tuition and Fees	Room and Board Living Expenses
Books and Supplies	Personal and Miscellaneous Expenses
Lab and Technology Fees	Transportation Costs

Direct costs are all expenses associated with direct program costs including tuition, fees, books and supplies. Indirect costs are living expenses associated with attending school and are calculated using a monthly cost allocations for each living expense category.

High Desert Medical utilizes the California Student Aid Commission's recommended monthly cost of attendance allocations to determine the true cost of attendance for each student and conducts student surveys annually. This amount is based on the student's living situation and length of the program the student's indirect expenses will change. To view your full cost of attendance for your program with living expenses, please go to High Desert Medical's website and view the Net Price Calculator and cost of attendance allocation at:
https://www.hdmc.edu/wp-content/uploads/2019/07/2019-2020-Cost-of-Attendance-Cost-Allocations.pdf

Academic Grade Levels

Academic Grade Levels at High Desert Medical College (by clock hours and semester credits) are as follows:

Credit/Clock Hours Breakdown	Grade Level
0-24 Credits/900 clock hours	1
25-50 Credits/1595 clock hours	2

Loan amounts cannot exceed the remaining of a student's annual loan limit at the loan level associated with their training program.

DISBURSEMENT

All Financial Aid is received by the Financial Aid Office and disbursed through the Business Office. Eligible Title IV and other Financial Aid funds will first reduce any tuition a student owes High Desert Medical College and, depending on the method by which the student selects, a refund of any overages will be returned by check. Checks will be mailed to the mailing address on file with the school.

Students who are Pell Grant eligible will have disbursements as follows: the first disbursement will be after the add/drop period and the second disbursement will be the first day of the following semester/semester. The first disbursement will be 50% of the student's Pell Grant eligibility and any scholarships you may have been awarded. The remainder of the student's financial aid (loans, SEOG, etc.) as well as the other 50% of the student's Pell Grant will be disbursed the first day of the following semester. As students become eligible for additional aid, High Desert Medical College will process the updates and notify the business office of the additional funds. The business office will produce refund checks on Friday of each week and all checks will be mailed to the mailing address on file with the school.

The U.S. Department of Education requires that for all first-time loan borrowers a 30-day delay from the start of semester be put in place. For alternative loans, the loan is disbursed once per semester/semester.

WITHHOLDING AID

High Desert Medical College reserves the right to withhold aid from any student, at any time, who has:

1. Not met the eligibility requirements or resolved the conflicts in information as it pertains to their financial aid awards;
2. Not completed mandatory entrance counseling and signed the MPN/Plus MPN
3. Not performed satisfactorily at the published minimal academic standards, or, due to an attendance pattern, appears to

abuse the financial assistance programs. For example, financial aid could be withheld from any student who, withdraws from all classes two consecutive semesters, or, who has previously attended two or more institutions and who has not progressed satisfactorily, or, who does not appear to be pursuing degree/diploma completion, etc.

Documentation of Citizenship

To be eligible to receive Title IV, Higher Education Act assistance a student must:

1) Be a citizen or national of the United States, or
2) Provide evidence from the US Immigration and Naturalization Service that they are:
   a. A permanent resident of the United States with Permanent Resident Cards or Resident Alien Cards
   b. Classified as one of the eligible non-citizen categories:
      I. Refugees
      II. Victims of human trafficking
      III. Persons granted asylum
      IV. Persons paroled into the US for at least one year
      V. Some persons under the Violence against women act
      VI. Cuban Haitian entrants

Misrepresentation and Fraud

Any student found or suspected to have misreported information and/or altered documentation to increase his/her student aid eligibility or to fraudulently obtain federal funds may face loss of participation in federal financial aid programs for the current academic year and/or the remaining semesters of enrollment.

High Desert Medical College will investigate any allegations of misrepresentation. As per federal regulation 668.14(g), a case of fraud will be referred to the Office of the Inspector General of the Department of Education, and if appropriate, to the state or local law enforcement agency having jurisdiction to investigate the matter.

Financial Aid Administrators of Title IV programs and funds are obligated to ensure processes are in place to protect against fraud by applicants or staff. The Financial Aid Office has procedures for handling actual or suspected cases of fraud or abuse. Individuals who submit fraudulent information or documentation to obtain financial aid funds will be investigated and all cases of fraud and abuse will be reported to the proper authorities. Regulations require only that the college refer the suspected case for investigation, not that a conclusion be reached about the propriety of the conduct.

Procedures for Fraud

If a Financial Aid Officer suspects or determines intentional misrepresentation of facts, false statements, or altered documents which resulted or could result in the awarding or disbursement of funds for which the student is not eligible, the information shall be reported to the Director of Financial Aid for review and possible disciplinary action. If the Director of Financial Aid determines or suspects fraud, all information will be forwarded to the Chief Financial Officer, School President, the Office of Inspector General of the Department of Education, and/or the local law enforcement agency.

The Financial Aid Office must identify and resolve discrepancies in the information received from different sources with respect to a student's application for Title IV aid. These items include, but are not limited to:

- Student aid applications
- Needs analysis documents e.g. Institutional Student Information Records (ISIRs,) Student Aid Reports (SARs)
- Federal income tax returns
- Documents and information related to a student's citizenship
- School credentials – e.g. high school diploma
- Documentation of the student's Social Security Number (SSN)
- Compliance with the Selective Service registration requirement
- Other factors related to students' eligibility for Title IV funds

Some forms of financial aid fraud include, but are not limited to, the following:

- Forged signatures on an application, verification documentation or master promissory notes
- Falsified documents - including reporting members that are not part of your household
- False statements of income
- False statements of citizenship
- Use of fictitious names, addresses, SSNs
- False claims of independent status

Cases of fraud will be reported to the Office of Inspector General (OIG):
Inspector General's Hotline: 1-800-MIS-USED http://www.ed.gov/about/offices/list/oig/hotline.html
Office of Inspector General
US Department of Education, 400 Maryland Avenue, SW
Washington, DC 20202-1510

PAYMENT METHODS

Accepted payment methods are: cash, check, credit card, Financial Aid or private bank loans.

STUDENT LOAN REPAYMENT

Students are responsible for the re-payment of loans plus any interest accrued. If students fail to repay any loans, income tax refunds can be withheld. Students may not be eligible to receive another student loan, financial aid or government housing assistance until the loan is paid. Semesters and schedules of loan repayment will be disclosed and discussed with the student once the lender is determined.

DELINQUENCY AND DEFAULT

Students who experience a financial hardship and/or have difficulty making their monthly student loan payments are advised to contact the Direct Loan Servicing Center immediately to discuss their financial situation, other repayment options and determine eligibility for loan deferment or forbearance. Payments received after the due date will be considered delinquent. Default occurs when delinquent payments are not received for 270 days. Students who default on a federal student loan are not eligible for additional federal financial aid, the entire unpaid amount is due immediately, and the default(s) are reported to the national credit agencies; additional repercussions could occur.

Financial Responsibility

Students who obtain loans for their program of instruction are responsible for full repayment of these loans plus any accrued interest less the amount of any refund. Students must repay loans even if they do not complete their educational programs or are unable or choose not to get jobs after graduation. Students who fail to repay a loan will be considered in default. The federal and state government or a loan guarantee agency may take action against such a student, including applying any income tax refund to which the person is entitled to reduce the balance owned on the loan. The student may not be eligible for any other federal student financial aid at another institution or government assistance until the loan is repaid. Students receiving federal financial aid may be entitled to a refund of moneys not paid from federal financial aid funds.

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.

VETERANS ADMINISTRATION FUNDS *(VA)*

Students eligible to enroll at High Desert Medical College are able to utilize the VA Benefits *(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 Technician and Vocational Nursing.

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

Student has the right to cancel this agreement without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, student also has the right to stop school at any time. At the time the school is notified that the student is withdrawn from school, a refund calculation will be processed.

The notice of cancellation need not take any particular form and however expressed; it is effective if it shows that you no longer wish to be bound by the Enrollment Agreement. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed $200.00, and less any deduction for equipment not returned in like issued condition within 10 days after the notice of cancellation is received or student does not attend their first day of class. Additionally, in the event of a rejection of an applicant by the institution to start, the Enrollment Agreement is cancelled, and the school will refund the student any money paid.

ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING (ACCET) REFUND POLICY

1. You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rated refund if you have completed 50 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. The institution may retain an administrative fee associated with withdrawal or termination not to exceed $150.
3. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of $1,000. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
4. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed. (See example below)
5. After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.
6. The institution must not obligate a student for more than twelve (12) months at a time. Refund computations must apply to the stated charges attributable to the given period of financial obligation.

ACCET requires that tuition be listed on the enrollment agreement, as does California, for an entire program even when the institution only financially obligates the student for a portion of the entire program. When calculating a refund, the percentage of tuition retained by the institution is based on the portion of the program the student was attending through their last date of attendance when the student withdrew, not the tuition charged for the entire program listed on the enrollment agreement.

- ACCET Refund Computation Example: enrolled in a 48-week program, starting Jan. 4 and scheduled to complete Dec. 10.
- There are two periods of financial obligation, of 24 weeks each.
- The total tuition is $15,000.00 Tuition for each period is $7,500.
- The last date of attendance (LDA) for the student is Feb. 24th.
- The date of determination is Mar. 8th.
- Number of weeks student attended — 8 weeks = 33.3%
- Number of weeks financially obligated — 24 weeks
- Pro rata portion completed based on 8 weeks — = 33.3%
- 33.3% of $7,500 tuition — = $2,500.00
- 10% of unearned tuition ($7,500-$2,500 = $5,000 unearned) — = $500.00
- Owed to institution — = $3,000.00
- Student payment — = $7,500.00
- Refunded to student by April 22nd — = $4,500.00

The Student is Once the refund calculation according to the State of California, ACCET and the Department of Education (if federal financial aid has been used), the calculation most beneficial to the student will be used.

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

A refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement doesn't show for the first day of class or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

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:

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

The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Program Cancellation: If a program is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) provide a full refund of all money paid; or 2) Provide for completion is the course at schools in the neighborhood.

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. The last date the student attended will become the student's official withdrawal date;
- Students who fail to return from an approved Leave of Absence *(*LOA*)*; The last date the student attended will become the student's official withdrawal date;

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 30 days from the Date of Determination *(DOD)* and 15 days to return the funds, not to exceed 45 days.

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 = Calendar days completed up to the last day of attendance / Calendar days in the payment period

Excludes:

I. Institutionally scheduled breaks of 5 or more consecutive days
II. When a student has completed 60% or more, 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). In cases, where the student fails to return from an LOA, their last day of attendance (LDA) prior to the LOA will be used in the Return to Title IV calculation.

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 meet the minimum required attendance standards of 80% in order to graduate from the program.

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. Students who fail to officially withdraw and have missed 14 consecutive calendar days of attendance are assumed to have withdrawn.

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	60-69	Below Average	1.0
F	50-59	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:
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***

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

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 challenging 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.

RETENTION OF STUDENT RECORDS

Student records will be maintained at the school site for five years from the last date of attendance as required by law. Transcripts are maintained permanently and are available for all currently & formerly enrolled students. 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.

High Desert Medical College protects our students' admissions, academic & financial records against loss and fire by storing such records in multiple secure locations both physical & electronic. High Desert Medical College maintains all financial records of students, including but not limited to Financial Aid Disbursements, Financial Aid Retail Agreements, Tuition & Fee payments, & Tuition Refund records, as digital copies for at least 6 years. The Corporate Registrar, and Custodian of Records, is based at the Lancaster main campus located at 701 West Avenue K, Suite 122, Lancaster, CA 93534. Phone number is 661-940-9300. Records are maintained at each campus.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) & PERSONALLY IDENTIFIABLE INFORMATION (PII)

The Family Educational Rights & Privacy Act ("FERPA") afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect & review the student's education records within 45 days after the day the High Desert Medical College receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The High Desert Medical Registrar will make arrangements for access & notify the student of the time & place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to have records amended should submit a written form, available from the Registrar, clearly identifying the part of the record the student wants changed & specifying why it should be changed. The student should also identify the school official responsible for the record, if known. If High Desert Medical decides not to amend the record as requested, the High Desert Medical Registrar will notify the student in writing of the decision & the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. Personally Identifiable Information: the right to provide written consent before the university discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent. High Desert Medical may disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by High Desert Medical College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel & health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of High Desert Medical College who performs an institutional service of function for which the school would otherwise use its own employees & who is under the direct control of the school with respect to the use & maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for High Desert Medical College.

Under FERPA, High Desert Medical College may also disclose PII from the education records to the following parties without obtaining prior written consent of the student for the following purposes:

- Information the school has designated as "Directory Information" to the general public;
- Other schools to which a student is transferring or seeks to enroll;
- Specified federal or state officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid for the student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations carrying out their functions;
- Appropriate officials in cases of health & safety emergencies;
- Appropriate parties in order to comply with a judicial order or lawfully issued subpoena; State & local authorities, within a juvenile justice system, pursuant to specific state law;
- The parent or legal guardian when the student is a dependent, when the student is under the age of 21 & is in violation of any laws governing the use of alcohol or a controlled substance, or when the student is accompanied by their parent to a meeting with a college official;
- Appropriate parties, including parents, when a significant threat to the health or safety of a student or other individuals exists;
- The final results of a disciplinary hearing based on a crime of violence or a non-forcible sex offense, under certain circumstances.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by High Desert Medical College to comply with the requirements of FERPA. The name & address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202
2. **The right to limit the release of Directory Information.** "Directory Information" is information contained in a student's education record which would not generally be considered harmful or an invasion of privacy if disclosed. Under FERPA, High Desert Medical College may release Directory Information about its students. The following is a list of the information that High Desert Medical College considers Directory Information:
    - Name
    - High Desert Medical Student Identification Number
    - Address
    - Phone Number
    - Email Address
    - Birthdate
    - Enrollment Status
    - Date of Graduation
    - Degrees & Honors Received
    - Major or Field of Study
    - Attendance Dates
    - Most Recent School Attended
    - Participation in Officially Recognized Activities
    - Photographs

You have the right to limit the disclosure of Directory Information. Please follow the instructions through your High Desert Medical Student Portal or ask the Registrar for assistance. High Desert Medical College must receive your request to limit the disclosure of Directory Information within 45 days of the start of your course or program. However, please consider carefully the consequences of any decision to limit disclosure. For instance, if you choose to withhold disclosure of your name or degree, your information will not appear in the commencement program or honor rolls. Should you later choose to release this hold, you may do so at any time.

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.

PHARMACY TECHNICIAN EXTERNSHIP REQUIREMENTS

High Desert Medical College, in an effort to provide quality training experiences, provides students with an Externship that exceeds the Board of Pharmacy requirements of 120 hours. Students will attend externship for a total of 160 hours, in a community pharmacy setting, to complete the program requirements.

Per the Board of Pharmacy Regulation (4115.5. Pharmacy Technician Trainee; Placement; Supervision; Requirements) an externship in which a pharmacy technician trainee is participating as described in subdivision (a) shall be for a period of no more than 120 hours. When an externship in which a pharmacy technician trainee is participating as described in subdivision (a) involves rotation between a community and hospital pharmacy for the purpose of training the student in distinct practice settings, the externship may be for a period of up to 320 hours. No more than 120 of the 320 hours may be completed in a community pharmacy setting or in a single department in a hospital pharmacy.

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)*
- Campus Director (*Temecula*)

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. High Desert Medical College apparel will be permitted to be worn on campus. 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
- *(1) Lab Coat (Note: Issued prior to Externship)*

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 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)
    - Campus Director (Temecula)
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 President (Lancaster), 701 W Avenue K Suite 123, Lancaster, CA 93534
- Campus Director (Bakersfield), 2000 24th Street, Bakersfield, CA 93301
- Campus Director (Temecula), 31625 De Portola Road, Suite 200, Temecula, CA 92592

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:
    i) Name and location of the ACCET institution;
    ii) A detailed description of the alleged problem*(*s*)*;
    iii) The approximate date*(*s*)* that the problem*(*s*)* occurred;
    iv) The names and titles/positions of all individual*(*s*)* involved in the problem*(*s*)*, including faculty, staff, and/or other students;
    v) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
    vi) 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

vii) The status of the complainant with the institution *(*e.g. current student, former student, etc.*)*.

2) 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 to operate by the Bureau for Private Postsecondary Education (BPPE) recognized as meeting and maintaining certain standards of quality. Approval means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

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 *(*52 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, newborn 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) Lab Coat (Note: Issued prior to Externship)
(1) ID Badge
(1) Life Scan
(1) Vocational Nursing Grad Diploma

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: 34 Weeks - Morning/Afternoon classes and 42 Weeks – Evening classes

Semester Credit Hours: 36.03
Total Clock Hours: 910
Classroom Hours: 600
Homework Hours: 150
Teacher/Student ratio: 1/Class Lab 1/20

Financial Aid Credits: 24

Clinical Externship Hours: 160

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	1.06			80	4.27	2.66
AA101 Administrative Assisting I	48	3.2	32	1.06			80	4.27	2.66
AA102 Administrative Assisting II	48	3.2	32	1.06			80	4.27	2.66
CA101 Clinical Assisting I	48	3.2	32	1.06			80	4.27	2.66
CA102 Clinical Assisting II	48	3.2	32	1.06			80	4.27	2.66
CA103 Clinical Assisting III	48	3.2	32	1.06			80	4.27	2.66
CA104 Clinical Assisting IV	48	3.2	32	1.06			80	4.27	2.66
CD100 Career Development	20	1.33					20	1.33	0.56
CD200 Advanced Career Development	20	1.33					20	1.33	0.56
MA200 Medical Assisting Externship					160	3.55	160	3.55	4.26
Totals	376	25.06	224	7.42	160	3.55	760	36.03	24

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 Financial Aid Credit: 2.66

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 Financial Aid Credit: 2.66
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 Financial Aid Credit: 2.66
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 Financial Aid Credit: 2.66
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 Financial Aid Credit: 2.66
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 Financial Aid Credit: 2.66

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 Financial Aid Credit: 2.66

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 Financial Aid Credit: .56

This Course will build an understanding of how your mind works, control the way you think to achieve success and properly set achievable goals. This course will teach and apply techniques for individuals to develop their potential by changing their habits, attitudes, beliefs, and expectations. Students will learn how to write and utilize affirmations and obtain a strong understanding and ability to apply the following core concepts: Scotomas, The Reticular Activating System (RAS), Self-talk, and comfort zones. Prerequisite: None

Course Number: CD 200
Course Name: Advanced Career Development
Course Length: 1 Week Day/Afternoon, 1,1 Week Evening Semester Credit Hours: 1.33 Financial Aid Credit: .56

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. Prerequisite: CD 100

Course Number: MA 200
Course Name: Medical Assisting Externship
Course Length: 5 Weeks Semester Credit Hours: 3.55 Financial Aid Credit: 4.26
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 Diploma

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: 86.66
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	21.33	960	21.34	25.47
Totals	740	49.33	480	16	960	21.33	2180	86.66	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 Financial Aid Credit: 4.26

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 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 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 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 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 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 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: 21.33 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 Diploma
- *(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 ASSISTING

(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: 15 Weeks
Semester Credit Hours: 24.27
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 Assisting								
Course Title/Number	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit
MAA100 Medical Office Basics	45	3	35	1.17			80	4.17
MAA101 Information Coding	30	2	50	1.67			80	3.67
MAA102 Insurance Theory	45	3	35	1.17			80	4.17
MAA103 Medical Billing	25	1.67	55	1.83			80	3.5
MAA104 Computer Billing/ Electronic Medical Records	25	1.67	55	1.83			80	3.5
MAA105 Communication/Career Development	25	1.67	55	1.83			80	3.5
MAA106 Externship					80	1.77	80	1.77
Totals	195	13.00	285	9.5	80	1.77	560	24.27

MEDICAL ASSISTANT ADMINISTRATIVE - COURSE DESCRIPTIONS

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

This course is designed as a professionally oriented introduction to the position of Medical Administrative Assisting. 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 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 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 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 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 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 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 Assisting program cost:

- *(2) Scrub Tops*
- *(2) Scrub Pants*
- *(4) Books*
- *(1) Medical Assistant Grad Diploma*
- *(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: 34 Weeks - Morning/Afternoon classes and 42 Weeks – Evening classes

Semester Credit Hours: 33.21 Financial Aid Credits: 24

Total Clock Hours: 910

Classroom Hours: 600 Clinical Externship Hours: 160 Homework Hours: 150

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	2.66
DA101 Dental Anatomy & Infection Control	40	2.67	40	1.33			80	4	2.66
DA102 Dental Assisting Procedures	40	2.67	40	1.33			80	4	2.66
DA103 Chair Side Assisting	30	2	50	1.67			80	3.67	2.66
DA104 Dental Radiology & Restorative Tech	30	2	50	1.67			80	3.67	2.66
DA105 Dental Specialties	30	2	50	1.67			80	3.67	2.66
DA106 Dental Practice Office management	40	2.67	40	1.33			80	4	2.66
CD 100 Career Development	20	1.33					20	1.33	0.56
CD200 Advanced Career Development	20	1.33					20	1.33	0.56
DA107 Clinical Externship					160	3.55	160	3.55	4.26
Totals	290	19.33	310	10.33	160	3.55	760	33.21	24

DENTAL ASSISTING - COURSE DESCRIPTIONS

Course Number: DA 100
Course Name: Introduction to Dental Assisting
Course Length: 4 Weeks Semester Credit Hours: 4.00 Financial Aid Credits: 2.66
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 Financial Aid Credits: 2.66
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 Financial Aid Credits: 2.66
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 Financial Aid Credits: 2.66
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 Financial Aid Credits: 2.66
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. 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. Prerequisite: None

Course Number: DA 105
Course Name: Dental Specialties and Restorative Techniques
Course Length: 4 Weeks Semester Credit Hours: 3.67 Financial Aid Credits: 2.66
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 Financial Aid Credits: 2.66
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: CD 100
Course Name: Career Development
Course Length: 1 Week Day/Afternoon, 1,1 Week Evening Semester Credit Hours: 1.33 Financial Aid Credit: .56
This Course will build an understanding of how your mind works, control the way you think to achieve success and properly set achievable goals. This course will teach and apply techniques for individuals to develop their potential by changing their habits, attitudes, beliefs, and expectations. Students will learn how to write and utilize affirmations and obtain a strong understanding and ability to apply the following core concepts: Scotomas, The Reticular Activating System (RAS), Self-talk, and comfort zones. Prerequisite: None

Course Number: CD 200
Course Name: Advanced Career Development
Course Length: 1 Week Day/Afternoon, 1,1 Week Evening Semester Credit Hours: 1.33 Financial Aid Credit: .56
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. Prerequisite: CD 100

Course Number: DA 107
Course Name: Externship
Course Length: 5 Weeks Semester Credit Hours: 3.55. Financial Aid Credits: 4.26
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 Diploma*

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: 34 Weeks - Morning/Afternoon classes and 42 Weeks – Evening classes
Semester Credit Hours: 34.21 Financial Aid Credits: 24
Total Clock Hours: 910
Classroom Hours: 600 Clinical Externship Hours: 160 Homework Hours: 150
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	2.66
PHR101 Drug Fundamentals	40	2.67	40	1.33			80	4	2.66
PHR102 Medical Terminology, A & P	40	2.67	40	1.33			80	4	2.66
PHR103 Pharmacy Operations	40	2.67	40	1.33			80	4	2.66
PHR104 Pharmacology	40	2.67	40	1.33			80	4	2.66
PHR105 IV Preparation	40	2.67	40	1.33			80	4	2.66
PHR106 Pharmacy Practice Management	40	2.67	40	1.33			80	4	2.66
CD100 Career Development	20	1.33					20	1.33	0.56
CD200 Advanced Career Development	20	1.33					20	1.33	0.56
PHR107 Clinical Externship					160	3.55	160	3.55	4.82
Totals	320	21.33	280	9.33	160	3.55	760	34.21	24

PHARMACY TECHNICIAN - COURSE DESCRIPTIONS

Course Number: PHR 100
Course Name: Introduction to Pharmacy
Course Length: 4 Weeks Semester Credit Hours: 4.00 Financial Aid Credits: 2.66
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 Financial Aid Credits: 2.66
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 Financial Aid Credits: 2.66
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 Financial Aid Credits: 2.66
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 Financial Aid Credits: 2.66
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 Financial Aid Credits: 2.66
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 Financial Aid Credits: 2.66

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: CD 100
Course Name: Career Development
Course Length: 1 Week Day/Afternoon, 1,1 Week Evening Semester Credit Hours: 1.33 Financial Aid Credit: .56
This Course will build an understanding of how your mind works, control the way you think to achieve success and properly set achievable goals. This course will teach and apply techniques for individuals to develop their potential by changing their habits, attitudes, beliefs, and expectations. Students will learn how to write and utilize affirmations and obtain a strong understanding and ability to apply the following core concepts: Scotomas, The Reticular Activating System (RAS), Self-talk, and comfort zones. Prerequisite: None

Course Number: CD 200
Course Name: Advanced Career Development
Course Length: 1 Week Day/Afternoon, 1,1 Week Evening Semester Credit Hours: 1.33 Financial Aid Credit: .56
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. Prerequisite: CD 100

Course Number: PHR 107
Course Name: Externship
Course Length: 5 Weeks Semester Credit Hours: 3.55 Financial Aid Credits: 4.26
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*
- *(6) Books*
- *(1) Pharmacy Technician Grad Diploma*
- *(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 BILLING AND CODING

(SOC Code: 43.6013 CIP Code: 51.0713 and 51.0714 – Medical Billing and Coding (MBC))

PROGRAM OBJECTIVE

The Billing and Coding Program (MBC) provides theory and clinical training geared to prepare the student for an entry level position in a Hospital, Medical or Dental office, and medical insurance/billing companies. The Program provides all the necessary training to enable the students to acquire the necessary skills and demonstrate competencies in a variety of medical office procedures and billing and coding techniques. Instruction combines theory and practice to meet the competencies needed to be a medical biller and coder. Students learn to prepare various health claim forms using medical billing software. In doing so, they acquire a working knowledge of human anatomy and medical terminology, as well as comprehension of the legal, ethical and regulatory standards of medical records management. Students learn to accurately interpret medical records, including diagnoses and procedures of health care providers, as well as to document and code the information for submission to insurance companies. Graduates receive CPR and First Aid Certification from American Red Cross and Diploma in Medical Billing and Coding.

PROGRAM LENGTH

Total Weeks in Program: 35 Weeks - Morning/Afternoon classes and 42 Weeks – Evening classes
Semester Credit Hours: 43.35
Total Clock Hours: 920
Classroom Hours: 720
Clinical Externship Hours: 200
Teacher/Student Ratio: 1/Class Lab 1/20
Student will receive a Diploma in Medical Billing and Coding.

PRE-REQUISITES FOR THIS PROGRAM

High School Diploma/GED, Pass the HDMC Scholastic Level Exam with a score of 13

REQUIRED COURSES

Medical Billing and Coding									
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	3.20	32	1.07			80	4.27	2.66
MBC101 Medical Office Procedures	60	4.00	40	1.33			100	5.33	2.66
MBC102 Electronic Health Records	60	4.00	40	1.33			100	5.33	2.66
MBC103 Medical Law and Ethics	60	4.00	40	1.33			100	5.33	2.66
MBC104 Medical Billing and Coding I	60	4.00	40	1.33			100	5.33	2.66
MBC105 Medical Billing and Coding II	60	4.00	40	1.33			100	5.33	2.66
MBC106 Medical and Coding III	60	4.00	40	1.33			100	5.33	2.66
CD100 Career Development	20	1.33					20	1.33	0.56
CD200 Advanced Career Development	20	1.33					20	1.33	0.56
MBC200 Medical Billing and Coding Externship					200	4.44	200	4.44	5.21
Totals	448	29.86	272	9.06	200	4.44	920	43.35	24

MEDICAL BILLING AND CODING - COURSE DESCRIPTIONS

Course Number: AH 100
Course Name: Allied Health Preparatory
Course Length: 4 Weeks AM/5 Weeks PM Semester Credit Hours: 4.27 Financial Aid Credit: 2.66
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. Prerequisite: None

Course Number: MBC 101
Course Name: Medical Office Procedures
Course Length: 4 Weeks AM/5 Weeks PM Semester Credit Hours: 5.33 Financial Aid Credit: 2.66
In this module students will gain an understanding of daily operations in a medical office. Professional communication, interpersonal skills, and medical office policies and procedures will also be discussed. In this module, students will study the use of coded data and health information in reimbursement and payment systems appropriate to all healthcare as well as managed care settings. Contemporary prospective payment systems and charge master maintenance and evaluation of fraudulent billing practices will be covered. Capitation, fee-for-service, relative value unit (RVU), and usual, customary, and reasonable (UCR) reimbursement methods will be discussed. Students will learn to interpret an Explanation of Benefits (EOB) for purposes of collection and payment. Prerequisite: None

Course Number: MBC 102
Course Name: Electronic Health Records
Course Length: 4 Weeks AM/5 Weeks PM Semester Credit Hours: 5.33 Financial Aid Credit: 2.66
This course provides an introduction to the origin, uses, content and format of electronic health records (EHR). Using medical software in a simulated office setting, students enter patient information, schedule appointments, create daily financial transactions and create reports. Students learn Microsoft Word and how to create correspondence, as well as how to apply collection procedures and techniques. Coding guidelines and compliance for CPT-4, HCPCS and ICD10, and Evaluation and Management (E/M) coding applications are introduced. Using medical software, students practice entering proper medical codes. Prerequisite: None

Course Number: MBC 103
Course Name: Medical Law and Ethics
Course Length: 4 Weeks AM/5 Weeks PM Semester Credit Hours: 5.33 Financial Aid Credit: 2.66
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. Prerequisite: None

Course Number: MBC 104
Course Name: Medical Billing and Coding I
Course Length: 4 Weeks AM/5 Weeks PM Semester Credit Hours: 5.33 Financial Aid Credit: 2.66
Students learn the anatomy and physiology of the urinary system, male and female reproductive systems and digestive system. In further preparation for coding and billing, students study the diseases and conditions, laboratory and diagnostic procedures, medical and surgical procedures as well as typical drug categories associated with these systems. Applying this knowledge, students learn CPT-4, HCPCS and ICD-10 to properly code and bill these systems' medical processes and procedures. In addition, students study coding procedures related to anesthesia and laboratory/pathology. Prerequisite: None

Course Number: MBC 105
Course Name: Medical Billing and Coding II
Course Length: 4 Weeks AM/5 Weeks PM Semester Credit Hours: 5.33 Financial Aid Credit: 2.66
Students learn the anatomy and physiology of the respiratory and cardiovascular systems and the systems relating to the special senses (Eyes and Ears). In further preparation for coding and billing, students study the diseases and conditions, laboratory and diagnostic procedures, medical and surgical procedures as well as typical drug categories associated with these systems. Applying this knowledge, students learn CPT-4, HCPCS and ICD-10 to properly code and bill these systems' medical processes and procedures. In addition, students study coding procedures related to the Hemic and Lymphatic system, as well the Medicine section. Prerequisite: None

Course Number: MBC 106
Course Name: Medical Billing and Coding III
Course Length: 4 Weeks AM/5 Weeks PM Semester Credit Hours: 5.33 Financial Aid Credit: 2.66
Students learn the anatomy and physiology of the integumentary, musculoskeletal and endocrine and nervous systems. In further preparation for coding and billing, students study the diseases and conditions, laboratory and diagnostic procedures, medical and surgical procedures and typical drug categories associated with these systems. Applying this knowledge, students learn CPT-4, HCPCS and ICD-10 to properly code and bill these systems' medical processes and procedures. In addition, students study coding procedures related to Radiology and Surgery. Prerequisite: None

Course Number: CD 100
Course Name: Career Development
Course Length: 1 Week Day/Afternoon, 1,1 Week Evening Semester Credit Hours: 1.33 Financial Aid Credit: .56
This Course will build an understanding of how your mind works, control the way you think to achieve success and properly set achievable goals. This course will teach and apply techniques for individuals to develop their potential by changing their habits, attitudes, beliefs, and expectations. Students will learn how to write and utilize affirmations and obtain a strong understanding and ability to apply the following core concepts: Scotomas, The Reticular Activating System (RAS), Self-talk, and comfort zones. Prerequisite: None

Course Number: CD 200
Course Name: Advanced Career Development
Course Length: 1 Week Day/Afternoon, 1,1 Week Evening Semester Credit Hours: 1.33 Financial Aid Credit: .56
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. Prerequisite: CD 100

Course Number: MBC 200
Course Name: Medical Billing and Coding Externship
Course Length: 6 Weeks Semester Credit Hours: 4.44 Financial Aid Credit: 5.21
Upon successful completion of all modules, Medical Billing and Coding students participate in 200-hours of externship. The externship module enables students to have the opportunity to demonstrate and reinforce the knowledge and skills presented and practiced throughout the training program. Externs work under the direct supervision of qualified personnel at the externship site under the general supervision of college staff. Supervisory personnel evaluate externs and the evaluations are placed in the student's permanent record. Students must complete their externship training to fulfill graduation requirements. Evaluation is conducted by the Externship site personnel.

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 *(6) Books* *(1) Medical Billing and Coding Grad Diploma*
(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
ULTRASOUND TECHNICIAN ASSOCIATE OF APPLIED SCIENCE (AAS)

(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 a key 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: 108 Weeks - Morning/Afternoon classes and 123 Weeks – Evening classes

Semester Credit Hours: 118.64

Total Clock Hours: 2,660

Classroom Hours: 1,220 Online Hours: 480 Clinical Externship Hours: 960

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

The general education courses for the Ultrasound Technician Associate of Applied Science Degree program is offered online only using Interactive Distant Learning (IDL). The core Ultrasound principles and subjects will be taught on campus. Certificate program graduates, who have spent 21 to 24 months on campus, can complete an Ultrasound Technician Associate of Applied Science Degree remotely.

REQUIRED COURSES

Ultrasound Technician Associate of Applied Science (AAS)									
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	21.33	960	21.34	25.47
GOVT 101 American Government	80	5.33					80	5.33	2.13
BUSM 101 Business Math	80	5.33					80	5.33	2.13
CRT101 Critical Thinking	80	5.33					80	5.33	2.13
ENG 101 English Composition	80	5.33					80	5.33	2.13
PSYCH 101 Introduction to Psychology	80	5.33					80	5.33	2.13
SOCI 101 Introduction to Sociology	80	5.33					80	5.33	2.13
Totals	1220	81.31	480	16	960	21.33	2660	118.64	70.78

ULTRASOUND TECHNICIAN ASSOCIATE OF APPLIED SCIENCE (AAS)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
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
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
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
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
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
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
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: 21.33
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

Course Number: GOVT 101
Course Name: American Government
Course Length: 4 Weeks Semester Credit Hours: 5.33
This course introduces students to the fundamentals of American government and politics focusing on the historical evolution of government and policies, the major institutions, and the major processes. Course goals include developing an interest and understanding of today's government, policy development, and politics as well as to develop critical thinking and information literacy skills in government and politics areas. Topics include the Constitution, federalism, civil rights and civil liberties, the structure and processes of the three branches of government, political socialization, interest groups and public opinion, political parties and the election process, as well as basic U.S social, economic, and foreign policy.

Course Number: BUSM 101
Course Name: Business Math
Course Length: 4 Weeks Semester Credit Hours: 5.33
This course applies math fundamentals to business applications. Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes, and other business topics.

Course Number: CRT 101
Course Name: Critical Thinking
Course Length: 4 Weeks Semester Credit Hours: 5.33
This introductory level course presents a variety of topics essential to a student's development in critical thinking. Students are introduced to concepts essential to the comprehension, analysis, and creation of arguments: induction, deduction, informal

fallacies, Aristotelian and symbolic logic, modes of persuasion, perspective and bias, and language and meaning, culminating in the development of reasonable strategies for belief formation.

Course Number: ENG 101
Course Name: English Composition
Course Length: 4 Weeks Semester Credit Hours: 5.33
This course is a general introduction to the principles of effective writing with emphasis on writing process, thesis, context, purpose and audience. By completing this course, the student will acquire the ability to write effective sentences, paragraphs, and themes and the ability to read with understanding of rhetorical forms and devices with critical awareness. The course aims to build sequentially on students' ability to read both written and cultural texts closely and critically and to analyze those texts in ways that also engage and problematize students' own experience, the perspectives of "experts," and the world they live in.

Course Number: PYSC 101
Course Name: Introduction to Psychology
Course Length: 4 Weeks Semester Credit Hours: 5.33
This course introduces human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning and memory, emotion, states of consciousness, personality theories, cognition, lifespan development, and applied psychology.

Course Number: SOCI 101
Course Name: Introduction to Sociology
Course Length: 4 Weeks Semester Credit Hours: 5.33
This course explores sociological processes that underlie everyday life. The course focuses on globalization, cultural diversity, critical thinking, modern technology, and the growing influence of mass media.

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)* CPR Card
- *(1)* Associate of Applied Science Degree in Ultrasound Technician

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

President/CEO	LeeAnn Rohmann
Chief Financial Officer	Brandon Pope
Campus President/ Director of Education	Ragheb Milad
VP, Human Resources /Operations	Alex Henn
Director of Admissions	George Arlantico
Career Advisor	Richelle DuMars
Admissions Coordinator	Carolyn Miller
Front Office Administrator	Jade Anguiano
Director of Student Services	June Vernon
Clinical Director	Jean Rice
Assistant Director, Career Services	Barbara Conway
Career Services	Jenely Dasmarinas
Extern Coordinator	Sandra Skultety
Extern Specialist	Maria Sims
Director of IT/Facilities	Donato Demeterio
Facilities	Khalid Mozee
Facilities	Karen Mepham
VP, Nursing Program	Michelle Welch
Corporate Registrar	Devin Baptiste
Assistant Registrar	Cristine Wisdom
Student Information Specialist	Kaitlyn Guercio
Director of Financial Aid	Leticia Herincx
VP, Planning & Analysis	Matthew Berry
Corporate Director, Accounting	Ana Dasmarinas
Debt Management	Herlinda Rodriguez
Student Accounts	Leticia Marin
Staff Accountant	Kristen Castillo
Director of Nursing	Dr. Michelle Welch
Assistant Director Nursing	Dr. Cassandra Todd Carraway

FACULTY

ALLIED HEALTH

Loretta Beneby – Program Director, Allied Health
Blanca Rodriguez, CMA Instructor
Karen Haws, CMA Instructor
Patricia Rico, MBC Instructor
Kim Blunt, MAA Instructor
Amanda Harrison, OAD/IDL Instructor

ULTRASOUND TECHNICIAN

Ron Hipol, Program Director, Ultrasound Technician *(*Registered Diagnostic Medical Sonographer *(*RDMS*)* with a specialty in Abdomen *(*AB*))*
Brian Elliott, RVT, Instructor
Mariam Habib, Instructor
Luis Armijo, Instructor
Ashleigh Cruz, Lab Assistant
Mark Guirguis, AAS Online Instructor

VOCATIONAL NURSING

Regina Murphy, RN
Reddy Dasari, RN, MSN
Gurjot Grewal, RN
Margie Castillo, RN
Nardev Thakur, RN
Takira Florence, RN, MSN
Bryan Thornbury, RN
Angeline Sarol, RN
Diane Golding, RN
Denice Saviano, RN
Diana Walker, LVN
Eva Robertson, RN
Kenton Wellesley, RN
Ahila Muthaiya, RN
Cassandra Carraway, PhD Assistant Director of Nursing
Jean Rice, LVN

DENTAL ASSISTING

Dalene Garrett – Program Director, Dental Assisting
Deanna Adams, Instructor

PHARMACY TECHNICIAN

Shaunta Ni Day, Program Director, Pharmacy Technician
Lakeisha Hill, Lab Assistant

BAKERSFIELD MANAGEMENT STAFF & FACULTY

CAMPUS STAFF

President/CEO	LeeAnn Rohmann
Campus Director	Sheri Johnson
Chief Financial Officer	Brandon Pope
Director of Education	Ragheb Milad
VP, Human Resources /Operations	Alex Henn
VP, Planning & Analysis	Matthew Berry
Director of Accounting	Ana Dasmarinas
Director of Admissions	George Arlantico
Senior Career Advisor	Craig Montoya
Career Advisor	Rolando de Guia Jr.
Front Office Administrator	Diana Najera
Director of Student Services	June Vernon
Assistant Director, Career Services	Jana Berry
Career/Student Services	Emilia Contreras
Career Services Coordinator	Veronica Castellanos
Human Resources/Operations	Alex Henn
Clinical Coordinator	Jean Rice
Extern Coordinator	Sandra Skultety
Director of IT/Facilities	Donato Demeterio
Facilities	Maria Mendieta
Facilities	Jamison Holt
Corporate Registrar	Devin Baptiste
Assistant Registrar	Amber Arambula
Director of Financial Aid	Leticia Herincx
Financial Aid	Amber Garcia
Financial Aid	Maria Elena Jimenez
Director of Nursing	Dr. Michelle Welch
Assistant Director Nursing	Dr. Cassandra Todd Carraway

FACULTY

Amanda Harrison, OAD/IDL/General Ed Instructor

ALLIED HEALTH

Loretta Beneby - Program Director, Aliied Health
Bertha Ledezma, CMA Instructor
Karen Rothschild, CMA Instructor
Dora Hill, MAA Instructor
Ariana Martinez, MBC Instructor

PHARMACY TECHNICIAN

Shaunta Ni Day, Program Director, Pharmacy Technician
LeJoy Smith, Instructor

ULTRASOUND TECHNICIAN

Chelsea Thomson, Program Director, Ultrasound Technician (Registered Diagnostic Medical Sonographer *(*RDMS*)* with a specialty in Obstetrics and Gynecology (OB))
Heba Ekladios, Instructor
Ernest Reyes, Instructor
Jeremie Silva, Instructor
Desiree Sandoval, RDMS with a specialty in Abdomen
Adriana Lara, Lab Assistant
Isaura Alvarez, Lab Assistant
Alison Coontz, Lab Assistant

VOCATIONAL NURSING

Margie Castillo, VN Clinical Instructor

DENTAL ASSISTING

Dalene Garrett - Program Director, Dental Assisting
Maria Lisset Montano, Instructor

TEMECULA MANAGEMENT STAFF & FACULTY

CAMPUS STAFF

President/CEO	LeeAnn Rohmann
Campus Director	Joe Bartolome
Chief Financial Officer	Brandon Pope
Director of Education	Ragheb Milad
VP, Human Resources /Operations	Alex Henn
Director of Admissions	George Arlantico
Career Advisor	Amber Colcol
Career Advisor	James Farmer
Director of Student Services	June Vernon
Career & Professional Development Instructor	Elaine Snavely
Director of IT/Facilities	Donato Demeterio
Vice President, Nursing Program	Michelle Welch
Corporate Registrar	Devin Baptiste
Director of Financial Aid	Leticia Herincx
VP, Planning & Analysis	Matthew Berry
Student Financial Services	Ana Dasmarinas
Debt Management	Herlinda Rodriguez
Student Accounts	Leticia Marin
Financial Aid	Desiree Henry
Front Office Administrator	Wendy Newton

FACULTY

Amanda Harrison, OAD/IDL/ General Ed Instructor

ALLIED HEALTH

Loretta Beneby, Program Director Allied Health
Martha Rodriguez, Instructor
Dwanda Connor, Instructor
Melissa Guzman, Instructor

PHARMACY TECHNICIAN

ShauntaNi Day, Program Director, Pharmacy Technician
Katrina Gosha-Dover, Instructor
Anjellah Reyneso, Instructor

ULTRASOUND TECHNICIAN

Ron Hipol, Program Director, Ultrasound Technician
Cheryl Atkinson, Instructor
Lynette Dominguez, Instructor

DENTAL ASSISTING

Dalene Garrett, Program Director, Dental Assisting
Roxanne Rodriguez-Keh, Instructor

CURRENT SCHEDULE OF STUDENT CHARGES BY PROGRAM - STRF

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 – TUITION AND FEES

VOCATIONAL NURSING	
TOTAL FEES, CHARGES AND EXPENSES	
TUITION FEES (EFFECTIVE 7/1/2019)	$26,728.75
REGISTRATION FEE*	$75.00
TEXTBOOKS & WORKBOOKS	$1,098.25
LAB FEES & EDUCATIONAL SUPPLIES	$3,133.00
MALPRACTICE INSURANCE	$150.00
UNIFORMS AND STUDENT ID*	$55.00
CPR FEE*	$55.00
NCLEX REGISTRATION	$200.00
TOTAL PROGRAM COST	$31,495.00
*NON-REFUNDABLE COSTS	
REGISTRATION FEE	$75.00
UNIFORMS AND STUDENT ID	$55.00
CPR FEE	$55.00
TOTAL NON-REFUNDABLE	$185.00

CLINICAL MEDICAL ASSISTING	
TOTAL FEES, CHARGES AND EXPENSES	
TUITION FEES (EFFECTIVE 7/1/2019)	$14,964.00
REGISTRATION FEE*	$75.00
TEXTBOOKS & WORKBOOKS	$427.60
LAB FEES & EDUCATIONAL SUPPLIES	$1,768.40
MALPRACTICE INSURANCE	$150.00
UNIFORMS AND STUDENT ID*	$55.00
CPR FEE*	$55.00
TOTAL PROGRAM COST	$17,495.00
*NON-REFUNDABLE COSTS	
REGISTRATION FEE	$75.00
UNIFORMS AND STUDENT ID	$55.00
CPR FEE	$55.00
TOTAL NON-REFUNDABLE	$185.00

ULTRASOUND TECHNICIAN	
TOTAL FEES, CHARGES AND EXPENSES	
TUITION FEES (EFFECTIVE 7/1/2019)	$35,777.00
REGISTRATION FEE*	$75.00
TEXTBOOKS & WORKBOOKS	$1,188.00
LAB FEES & EDUCATIONAL SUPPLIES	$4,045.00
MALPRACTICE INSURANCE	$300.00
UNIFORMS AND STUDENT ID*	$55.00
CPR FEE*	$55.00
TOTAL PROGRAM COST	$41,495.00
*NON-REFUNDABLE COSTS	
REGISTRATION FEE	$75.00
UNIFORMS AND STUDENT ID	$55.00
CPR FEE	$55.00
TOTAL NON-REFUNDABLE	$185.00

ULTRASOUND TECHNICIAN ASSOCIATE OF APPLIED SCIENCE - AAS	
TOTAL FEES, CHARGES AND EXPENSES	
TUITION FEES (EFFECTIVE 7/1/2019)	$9,457.00
REGISTRATION FEE*	$75.00
TEXTBOOKS & WORKBOOKS	$225.00
COURSE CONNECT MOBILE	$700.00
MOBIUS LMS	$38.00
TOTAL PROGRAM COST	$10,495.00
*NON-REFUNDABLE COSTS	
REGISTRATION FEE	$75.00
TOTAL NON-REFUNDABLE	$75.00

MEDICAL ADMINISTRATIVE ASSISTING	
TOTAL FEES, CHARGES AND EXPENSES	
TUITION FEES	$5,977.00
REGISTRATION FEE*	$75.00
TEXTBOOKS & WORKBOOKS	$450.00
LAB FEES & 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 (EFFECTIVE 7/1/2019)	$16,120.00
REGISTRATION FEE*	$75.00
TEXTBOOKS & WORKBOOKS	$490.00
LAB FEES & EDUCATIONAL SUPPLIES	$550.00
MALPRACTICE INSURANCE	$150.00
UNIFORMS AND STUDENT ID*	$55.00
CPR FEE*	$55.00
TOTAL PROGRAM COST	$17,495.00
*NON-REFUNDABLE COSTS	
REGISTRATION FEE	$75.00
UNIFORMS AND STUDENT ID	$55.00
CPR FEE	$55.00
TOTAL NON-REFUNDABLE	$185.00

MEDICAL BILLING AND CODING	
TOTAL FEES, CHARGES AND EXPENSES	
TUITION FEES (EFFECTIVE 7/1/2019)	$14,964.00
REGISTRATION FEE*	$75.00
TEXTBOOKS & WORKBOOKS	$1,768.40
LAB FEES & EDUCATIONAL SUPPLIES	$427.60
MALPRACTICE INSURANCE	$150.00
UNIFORMS AND STUDENT ID*	$55.00
CPR FEE*	$55.00
TOTAL PROGRAM COST	$17,495.00
*NON-REFUNDABLE COSTS	
REGISTRATION FEE	$75.00
UNIFORMS AND STUDENT ID	$55.00
CPR FEE	$55.00
TOTAL NON-REFUNDABLE	$185.00

PHARMACY TECHNICIAN	
TOTAL FEES, CHARGES AND EXPENSES	
TUITION FEES (EFFECTIVE 7/1/2019)	$15,263.50
REGISTRATION FEE*	$75.00
TEXTBOOKS & WORKBOOKS	$316.00
LAB FEES & EDUCATIONAL SUPPLIES	$1,580.50
MALPRACTICE INSURANCE	$150.00
UNIFORMS AND STUDENT ID*	$55.00
CPR FEE*	$55.00
TOTAL PROGRAM COST	$17,495.00
*NON-REFUNDABLE COSTS	
REGISTRATION FEE	$75.00
UNIFORMS AND STUDENT ID	$55.00
CPR FEE	$55.00
TOTAL NON-REFUNDABLE	$185.00

LANCASTER ACADEMIC CALENDAR

Program	CD100	Start Date	Anticipated Cert Grad Date	Anticipated AAS Grad
Ultrasound Technician AM		February 13, 2019	February 15, 2021	
		March 13, 2019	March 15, 2021	
		May 8, 2019	May 10, 2021	October 29, 2021
		June 10, 2019	June 10, 2021	November 30, 2021
		August 6, 2019	August 6, 2021	January 27, 2021
		September 4, 2019	September 7, 2021	March 24, 2022
		October 30, 2019	November 1, 2021	April 21, 2022
		November 27, 2019	November 29, 2021	May 19, 2022
		February 10, 2020	February 10, 2022	August 15, 2022
		March 9, 2020	March 9, 2022	September 13, 2022
		May 4, 2020	May 4, 2022	November 8, 2022
		June 2, 2020	June 2, 2022	December 8, 2022
		July 28, 2020	July 28, 2022	February 6, 2023
		August 25, 2020	August 25, 2022	March 6, 2023
		October 21, 2020	October 21, 2020	May 1, 2023
		November 18, 2020	November 18, 2020	May 30, 2023
Ultrasound Technician PM		February 5, 2019	May 13, 2021	October 30, 2021
		March 12, 2019	June 18, 2021	December 29, 2021
		May 21, 2019	September 1, 2021	February 24, 2022
		June 26, 2019	October 20, 2021	April 21, 2022
		September 9, 2019	December 30, 2021	June 17, 2022
		October 14, 2019	February 7, 2022	August 15, 2022
		January 7, 2020	April 18, 2022	October 11, 2022
		February 11, 2020	May 20, 2022	December 8, 2022
		April 21, 2020	August 2, 2022	February 6, 2023
		May 27, 2020	September 8, 2022	March 6, 2023
		August 5, 2020	December 2, 2022	May 30, 2023
		September 14, 2020	January 6, 2023	June 27, 2023
Clinical Medical Assistant AM	January 7, 2019	January 14, 2019	September 6, 2019	
	January 29, 2020	February 5, 2020	September 29, 2020	
Dental Assisting AM	February 4, 2019	February 11, 2019	October 7, 2019	
	February 26, 2020	March 4, 2020	October 26, 2020	
Pharmacy Technician AM	March 4, 2019	March 11, 2019	November 4, 2019	
	April 1, 2019	April 8, 2019	December 4, 2019	
	April 29, 2019	May 6, 2019	January 6, 2020	
	May 28, 2019	June 4, 2019	February 17, 2020	
	June 25, 2019	July 2, 2019	March 12, 2020	

Program	CD100	Start Date	Anticipated Cert Grad Date	Anticipated AAS Grad
Pharmacy Technician AM	July 24, 2019	July 31, 2019	April 13, 2020	
	August 21, 2019	August 28, 2019	May 8, 2020	
	September 23, 2019	September 30, 2019	June 9, 2020	
	October 21, 2019	October 28, 2019	July 6, 2020	
	November 18, 2019	November 25, 2019	August 4, 2020	
	March 25, 2020	April 1, 2020	November 25, 2020	
	March 22, 2020	April 29, 2020	December 28, 2020	
	May 21, 2020	May 28, 2020	February 8, 2021	
	June 18, 2020	June 25, 2020	March 3, 2021	
	July 17, 2020	July 24, 2020	April 2, 2021	
	August 14, 2020	August 21, 2020	May 3, 2021	
	September 14, 2020	September 21, 2020	May 28, 2021	
	October 12, 2020	October 19, 2020	June 28, 2021	
	November 9, 2020	November 16, 2020	July 27, 2021	
Clinical Medical Assistant PM	January 21, 2019	January 29, 2019	November 18, 2019	
	January 30, 2020	February 10, 2020	November 23, 2020	
Dental Assisting PM	February 25, 2019	March 5, 2019	December 20, 2018	
	March 5, 2020	March 16, 2020	January 6, 2021	
Pharmacy Technician PM	April 1, 2019	April 9, 2019	January 28, 2019	
	May 6, 2019	May 14, 2019	March 18, 2020	
	June 11, 2019	June 19, 2019	April 24, 2020	
	July 18, 2019	July 29, 2019	May 28, 2020	
	August 22, 2019	September 3, 2019	July 6, 2020	
	September 30, 2019	October 8, 2019	August 10, 2020	
	November 4, 2019	November 12, 2019	September 15, 2020	
	April 9, 2020	April 20, 2020	February 15, 2021	
	May 14, 2020	May 26, 2020	March 19, 2021	
	June 22, 2020	June 30, 2020	April 26, 2021	
	July 27, 2020	August 4, 2020	June 1, 2021	
	August 31, 2020	September 9, 2020	July 9, 2021	
	October 6, 2020	October 14, 2020	August 16, 2021	
	November 10, 2020	November 18, 2020	September 21, 2021	
Medical Billing & Coding AM	January 7, 2019	January 14, 2019	September 17, 2019	
	February 4, 2019	February 11, 2019	October 16, 2019	
	March 4, 2019	March 11, 2019	November 14, 2019	
	April 1, 2019	April 8, 2019	December 13, 2019	
	April 29, 2019	May 6, 2019	January 14, 2020	
	May 28, 2019	June 4, 2019	February 24, 2020	
	June 25, 2019	July 2, 2019	March 19, 2020	

Program	CD100	Start Date	Anticipated Cert Grad Date	Anticipated AAS Grad
Medical Billing & Coding AM	July 24, 2019	July 31, 2019	April 20, 2020	
	August 21, 2019	August 28, 2019	May 15, 2020	
	September 23, 2019	September 30, 2019	June 16, 2020	
	October 21, 2019	October 28, 2019	July 13, 2020	
	November 18, 2019	November 25, 2019	August 10, 2020	
	January 29, 2020	February 5, 2020	October 6, 2020	
	February 26, 2020	March 4, 2020	November 2, 2020	
	March 25, 2020	April 1, 2020	December 4, 2020	
	March 22, 2020	April 29, 2020	January 5, 2021	
	May 21, 2020	May 28, 2020	February 15, 2021	
	June 18, 2020	June 25, 2020	March 10, 2021	
	July 17, 2020	July 24, 2020	April 9, 2021	
	August 14, 2020	August 21, 2020	May 10, 2021	
	September 14, 2020	September 21, 2020	June 7, 2021	
	October 12, 2020	October 19, 2020	July 6, 2021	
	November 9, 2020	November 16, 2020	August 3, 2021	
	December 9, 2020	December 16, 2020	August 30, 2021	
Medical Billing & Coding PM	January 21, 2019	January 29, 2019	November 18, 2019	
	February 25, 2019	March 5, 2019	January 2, 2020	
	April 1, 2019	April 9, 2019	February 10, 2020	
	May 6, 2019	May 14, 2019	March 25, 2020	
	June 11, 2019	June 19, 2019	May 1, 2020	
	July 18, 2019	July 29, 2019	June 4, 2020	
	August 22, 2019	September 3, 2019	July 13, 2020	
	September 30, 2019	October 8, 2019	August 17, 2020	
	November 4, 2019	November 12, 2019	September 21, 2020	
	January 30, 2020	February 10, 2020	December 2, 2020	
	March 5, 2020	March 16, 2020	January 13, 2021	
	April 9, 2020	April 20, 2020	February 22, 2021	
	May 14, 2020	May 25, 2020	March 26, 2021	
	June 22, 2020	June 30, 2020	May 3, 2021	
	July 27, 2020	August 4, 2020	June 8, 2021	
	August 31, 2020	September 9, 2020	July 16, 2021	
	October 6, 2020	October 14, 2020	August 23, 2021	
	November 10, 2020	November 18, 2020	September 28, 2021	
Medical Administrative Assisting 8-5		TBD		
Clinical Medical Assistant 8-5		TBD		
Vocational Nursing		April 29, 2019	TBD	

BAKERSFIELD ACADEMIC CALENDAR

Program	CD100	Start Date	Anticipated Grad Date	Anticipated AAS Grad
Ultrasound Technician AM		January 30, 2019	February 1, 2021	August 5, 2021
		April 24, 2019	April 26, 2021	October 29, 2021
		July 22, 2019	July 22, 2021	January 27, 2022
		October 15, 2019	October 15, 2021	April 21, 2022
		January 27, 2020	January 27, 2022	July 18, 2022
		April 20, 2020	April 20, 2022	October 11, 2022
		July 15, 2020	July 15, 2022	January 9, 2023
		October 12, 2020	October 12, 2022	May 1, 2023
Ultrasound Technician 1-5		February 27, 2019	March 1, 2021	September 2, 2021
		May 22, 2019	May 24, 2021	November 30, 2021
		August 19, 2019	August 19, 2021	February 24, 2022
		November 12, 2019	November 12, 2021	May 19, 2022
		February 24, 2020	February 24, 2022	August 15, 2022
		May 18, 2020	May 18, 2022	November 8, 2022
		August 12, 2020	August 12, 2022	February 6, 2023
		November 5, 2020	November 7, 2022	May 1, 2023
Ultrasound Technician PM		February 12, 2019	May 20, 2021	November 30, 2021
		May 29, 2019	August 17, 2021	February 24, 2022
		September 16, 2019	January 6, 2022	July 18, 2022
		January 14, 2020	April 22, 2022	November 8, 2022
		April 28, 2020	August 5, 2022	February 6, 2023
		August 12, 2020	December 8, 2022	May 30, 2023
		November 30, 2020	March 22, 2023	September 21, 2023
Clinical Medical Assistant AM	January 2, 2019	January 9, 2019	September 3, 2019	
	January 22, 2020	January 29, 2020	September 22, 2020	
Dental Assisting AM	January 30, 2019	February 6, 2019	October 1, 2019	
	February 19, 2020	February 26, 2020	October 21, 2020	
Pharmacy Technician AM	February 27, 2019	March 6, 2019	October 30, 2019	
	March 27, 2019	April 3, 2019	December 2, 2019	
	April 24, 2019	May 1, 2019	December 30, 2019	
	May 22, 2019	May 30, 2019	February 10, 2020	
	June 20, 2019	June 27, 2019	March 5, 2020	
	July 19, 2019	July 26, 2019	April 6, 2020	
	August 16, 2019	August 23, 2019	May 1, 2020	
	September 16, 2019	September 23, 2019	May 28, 2020	
	October 14, 2019	October 21, 2019	June 29, 2020	
	November 11, 2019	November 18, 2019	July 28, 2020	

Program	CD100	Start Date	Anticipated Grad Date	Anticipated AAS Grad
Pharmacy Technician AM	December 11, 2019	December 18, 2019	August 24, 2020	
	March 18, 2020	March 25, 2020	November 19, 2020	
	April 15, 2020	April 22, 2020	December 18, 2020	
	May 13, 2020	May 20, 2020	January 20, 2021	
	June 11, 2020	June 18, 2020	March 1, 2021	
	July 10, 2020	July 17, 2020	March 24, 2021	
	August 7, 2020	August 14, 2020	April 26, 2021	
	September 4, 2020	September 14, 2020	May 21, 2021	
	October 5, 2020	October 12, 2020	June 22, 2021	
	November 2, 2020	November 9, 2020	July 20, 2021	
	December 2, 2020	December 9, 2020	August 16, 2021	
Clinical Medical Assistant PM	January 14, 2019	January 22, 2019	November 4, 2019	
	January 20, 2020	January 28, 2020	November 9, 2020	
Dental Assisting PM	February 18, 2019	February 26, 2019	December 12, 2019	
	February 24, 2020	March 3, 2020	December 21, 2020	
Pharmacy Technician PM	March 25, 2019	April 2, 2019	January 22, 2020	
	April 25, 2019	May 6, 2019	March 5, 2020	
	June 3, 2019	June 11, 2019	April 13, 2020	
	July 9, 2019	July 17, 2019	May 15, 2020	
	August 13, 2019	August 21, 2019	June 20, 2020	
	September 19, 2019	September 30, 2019	July 27, 2020	
	October 24, 2019	November 4, 2019	August 31, 2020	
	December 2, 2019	December 10, 2019	October 5, 2020	
	March 30, 2020	April 7, 2020	February 8, 2021	
	May 4, 2020	May 12, 2020	March 11, 2021	
	June 9, 2020	June 17, 2020	April 19, 2021	
	July 14, 2020	July 22, 2020	May 24, 2021	
	August 18, 2020	August 26, 2020	June 28, 2021	
	September 24, 2020	October 5, 2020	August 3, 2021	
	October 29, 2020	November 9, 2020	September 13, 2021	
	December 7, 2020	December 15, 2020	October 15, 2021	
Medical Billing and Coding AM	January 2, 2019	January 9, 2019	September 10, 2019	
	January 30, 2019	February 6, 2019	October 8, 2019	
	February 27, 2019	March 6, 2019	November 6, 2019	
	March 27, 2019	April 3, 2019	December 9, 2019	
	April 24, 2019	May 1, 2019	January 7, 2020	
	May 22, 2019	May 30, 2019	February 17, 2020	
	June 20, 2019	June 27, 2019	March 12, 2020	
	July 19, 2019	July 26, 2019	April 10, 2020	

Program	CD100	Start Date	Anticipated Grad Date	Anticipated AAS Grad
Medical Billing and Coding AM	August 16, 2019	August 23, 2019	May 8, 2020	
	September 16, 2019	September 23, 2019	June 8, 2020	
	October 14, 2019	October 21, 2019	July 7, 2020	
	November 11, 2019	November 18, 2019	August 4, 2020	
	December 11, 2019	December 18, 2019	August 31, 2020	
	January 22, 2020	January 29, 2020	September 29, 2020	
	February 19, 2020	February 26, 2020	October 28, 2020	
	March 18, 2020	March 25, 2020	November 30, 2020	
	April 15, 2020	April 22, 2020	December 29, 2020	
	May 13, 2020	May 20, 2020	January 27, 2021	
	June 11, 2020	June 18, 2020	March 8, 2021	
	July 10, 2020	July 17, 2020	March 31, 2021	
	August 7, 2020	August 14, 2020	May 3, 2021	
	September 4, 2020	September 14, 2020	May 28, 2021	
	October 5, 2020	October 12, 2020	June 29, 2021	
	November 2, 2020	November 9, 2020	July 27, 2021	
	December 2, 2020	December 9, 2020	August 23, 2021	
Medical Billing and Coding PM	January 14, 2019	January 22, 2019	November 11, 2019	
	February 18, 2019	February 26, 2019	December 19, 2019	
	March 25, 2019	April 2, 2019	January 27, 2020	
	April 30, 2019	May 6, 2019	March 12, 2020	
	June 3, 2019	June 11, 2019	April 20, 2020	
	July 9, 2019	July 17, 2019	May 22, 2020	
	August 13, 2019	August 21, 2019	June 29, 2020	
	September 19, 2019	September 30, 2019	August 4, 2020	
	October 24, 2019	November 4, 2019	September 8, 2020	
	December 2, 2019	December 10, 2019	October 13, 2020	
	January 20, 2020	January 28, 2020	November 16, 2020	
	February 24, 2020	March 3, 2020	December 30, 2020	
	March 30, 2020	April 7, 2020	February 15, 2021	
	May 4, 2020	May 12, 2020	March 18, 2021	
	June 9, 2020	June 17, 2020	April 26, 2021	
	July 14, 2020	July 22, 2020	June 1, 2021	
	August 18, 2020	August 26, 2020	July 6, 2021	
	September 24, 2020	October 5, 2020	August 10, 2021	
	October 29, 2020	November 9, 2020	September 20, 2021	
	December 7, 2020	December 15, 2020	October 22, 2021	
Medical Administrative Assisting 8-5		TBD		
Clinical Medical Assistant 8-5		TBD		

Vocational Nursing		January 14, 2019	March 19, 2020	

TEMECULA ACADEMIC CALENDAR

Program	CD100	Start Date	Anticipated Grad Date	Anticipated AAS Grad
Ultrasound Technician AM		January 21, 2019	January 21, 2021	August 5, 2021
		April 15, 2019	April 15, 2021	October 29, 2021
		July 10, 2019	July 12, 2019	January 27, 2022
		October 3, 2019	October 4, 2021	March 24, 2022
		January 13, 2020	January 13, 2022	July 18, 2022
		April 6, 2020	April 6, 2022	October 11, 2022
		June 30, 2020	June 30, 2022	January 9, 2023
		September 23, 2020	September 23, 2022	April 3, 2023
		December 17, 2020	December 19, 2022	June 27, 2023
Ultrasound Technician PM		March 12, 2019	June 18, 2021	December 29, 2021
		June 26, 2019	October 20, 2019	April 21, 2022
		October 14, 2019	February 7, 2022	August 15, 2022
		February 11, 2020	May 20, 2022	December 8, 2022
		May 27, 2020	September 8, 2022	March 6, 2023
		September 14, 2020	January 6, 2023	June 27, 2023
Clinical Medical Assistant AM	January 7, 2019	January 14, 2019	September 6, 2019	
	January 29, 2020	February 5, 2020	September 29, 2020	
Dental Assisting AM	February 4, 2019	February 11, 2019	October 9, 2019	
	February 26, 2020	March 4, 2020	October 26, 2020	
Pharmacy Technician AM	March 4, 2019	March 11, 2019	November 7, 2019	
	April 1, 2019	April 8, 2019	December 6, 2019	
	April 29, 2019	May 6, 2019	January 8, 2020	
	May 28, 2019	June 4, 2019	February 17, 2020	
	June 25, 2019	July 2, 2019	March 12, 2020	
	July 24, 2019	July 31, 2019	April 13, 2020	
	August 21, 2019	August 28, 2019	May 8, 2020	
	September 23, 2019	September 30, 2019	June 9, 2020	
	October 21, 2019	October 28, 2019	July 6, 2020	
	November 18, 2019	November 25, 2019	August 4, 2020	
	March 25, 2020	April 1, 2020	November 25, 2020	
	March 22, 2020	April 29, 2020	December 27, 2020	
	May 21, 2020	May 28, 2020	February 8, 2021	
	June 18, 2020	June 25, 2020	March 3, 2021	
	July 17, 2020	July 24, 2020	April 2, 2021	
	August 14, 2020	August 21, 2020	May 3, 2021	
	September 14, 2020	September 21, 2020	May 28, 2021	
	October 12, 2020	October 19, 2020	June 28, 2021	

Program	CD100	Start Date	Anticipated Grad Date	Anticipated AAS Grad
Pharmacy Technician AM	November 9, 2020	November 16, 2020	July 27, 2021	
	December 9, 2020	December 16, 2020	August 23, 2021	
Clinical Medical Assistant PM	January 21, 2019	January 29, 2019	November 18, 2019	
	January 30, 2020	February 10, 2020	November 23, 2020	
Dental Assisting PM	February 25, 2019	March 5, 2019	December 20, 2018	
	March 5, 2020	March 16, 2020	January 6, 2021	
Pharmacy Technician PM	April 1, 2019	April 9, 2019	January 28, 2019	
	May 6, 2019	May 14, 2019	March 18, 2020	
	June 11, 2019	June 19, 2019	April 24, 2020	
	July 18, 2019	July 29, 2019	May 28, 2020	
	August 22, 2019	September 3, 2019	July 6, 2020	
	September 30, 2019	October 8, 2019	August 10, 2020	
	November 4, 2019	November 12, 2019	September 15, 2020	
	April 9, 2020	April 20, 2020	February 15, 2021	
	May 14, 2020	May 25, 2020	March 19, 2021	
	June 22, 2020	June 30, 2020	April 26, 2021	
	July 27, 2020	August 4, 2020	June 1, 2021	
	August 31, 2020	September 9, 2020	July 9, 2021	
	October 6, 2020	October 14, 2020	August 16, 2021	
	November 10, 2020	November 18, 2020	September 21, 2021	
Medical Billing and Coding AM	January 7, 2019	January 14, 2019	September 17, 2019	
	February 4, 2019	February 11, 2019	October 16, 2019	
	March 4, 2019	March 11, 2019	November 14, 2019	
	April 1, 2019	April 8, 2019	December 13, 2019	
	April 29, 2019	May 6, 2019	January 14, 2020	
	May 28, 2019	June 4, 2019	February 24, 2020	
	June 25, 2019	July 2, 2019	March 19, 2020	
	July 24, 2019	July 31, 2019	April 20, 2020	
	August 21, 2019	August 28, 2019	May 15, 2020	
	September 23, 2019	September 30, 2019	June 16, 2020	
	October 21, 2019	October 28, 2019	July 13, 2020	
	November 18, 2019	November 25, 2019	August 10, 2020	
	January 29, 2020	February 5, 2020	October 6, 2020	
	February 26, 2020	March 4, 2020	November 2, 2020	
	March 25, 2020	April 1, 2020	December 4, 2020	
	March 22, 2020	April 29, 2020	January 5, 2021	
	May 21, 2020	May 28, 2020	February 15, 2021	
	June 18, 2020	June 25, 2020	March 10, 2021	
	July 17, 2020	July 24, 2020	April 9, 2021	
	August 14, 2020	August 21, 2020	May 10, 2021	
	September 14, 2020	September 21, 2020	June 7, 2021	

Program	CD100	Start Date	Anticipated Grad Date	Anticipated AAS Grad
Medical Billing and Coding AM	October 12, 2020	October 19, 2020	July 6, 2021	
	November 9, 2020	November 16, 2020	August 3, 2021	
	December 9, 2020	December 16, 2020	August 30, 2021	
Medical Billing and Coding PM	January 21, 2019	January 29, 2019	November 18, 2019	
	February 25, 2019	March 5, 2019	January 2, 2020	
	April 1, 2019	April 9, 2019	February 10, 2020	
	May 6, 2019	May 14, 2019	March 25, 2020	
	June 11, 2019	June 19, 2019	May 1, 2020	
	July 18, 2019	July 29, 2019	June 4, 2020	
	August 22, 2019	September 3, 2019	July 13, 2020	
	September 30, 2019	October 8, 2019	August 17, 2020	
	November 4, 2019	November 12, 2019	September 21, 2020	
	January 30, 2020	February 10, 2020	December 2, 2020	
	March 5, 2020	March 16, 2020	January 13, 2021	
	April 9, 2020	April 20, 2020	February 22, 2021	
	May 14, 2020	May 25, 2020	March 26, 2021	
	June 22, 2020	June 30, 2020	May 3, 2021	
	July 27, 2020	August 4, 2020	June 8, 2021	
	August 31, 2020	September 9, 2020	July 16, 2021	
	October 6, 2020	October 14, 2020	August 23, 2021	
	November 10, 2020	November 18, 2020	September 28, 2021	
Medical Administrative Assisting 8-5		TBD		
Clinical Medical Assistant 8-5		TBD		
Vocational Nursing		TBD		

Appendix A - Faculty Qualifications – Degree Programs

5 CCR § 71720
§ 71720. Faculty.

(a) An Educational Program Leading to a Degree
(1) An institution offering an educational program that leads to a degree shall employ duly qualified faculty sufficient in number to provide the instruction, student advisement, and learning outcomes evaluation necessary for the institution to document its achievement of its stated mission and objectives, and for students to achieve the specific learning objectives of each course offered;

(2) Each institution shall develop and implement written policies and procedures providing for the participation by duly qualified faculty in the conducting of research, development of curricula, academic planning, enforcement of standards of academic quality, pursuit of academic matters related to the institution's mission and objectives, establishment of criteria for contracting with new faculty, and evaluation of faculty credentials;

(3) In determining the number of faculty sufficient to satisfy subdivision (a)(1) of this section and to implement the policies established pursuant to subdivision (a)(2) of this section, the institution shall base its faculty requirements on all of the following factors:

(A) The educational level and number of students;
(B) The number of hours needed for direct interaction between students and faculty per course, quarter, semester, or other term;
(C) The number of hours needed to be spent on evaluating written materials prepared by students, such as distance education, papers, and examinations, per course, quarter, semester, or other term;
(D) The number of group meetings per course, quarter, semester, or other term;
(E) The faculty duties established by the institution as required under subdivision (a)(2) of this section; and
(F) The number of hours per week or units per term considered full-time for faculty in the institution.

(4) The faculty shall have sufficient expertise to support the institution's awarding of a degree identifying a specialty or major field of emphasis, demonstrated by, at a minimum:

(A) That the person possesses one of the following:
1. a degree from: an institution approved by the Bureau or previously approved by a predecessor agency of the Bureau; or an accredited institution in the United States or Canada; or other state approved institution that documents that the institution at which the faculty member earned his or her degree is equivalent to an institution that is approved by the Bureau; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).
2. a credential generally recognized in the field of instruction.
(B) The degree, professional license, or credential possessed by the person shall be at least equivalent to the level of instruction being taught or evaluated;

(5) The institution's faculty as a whole shall possess a diverse educational background which shall be demonstrated in part by earned degrees from a variety of colleges and universities or by credentials generally recognized in the field of instruction;

(6) When contracting for educational services, the institution shall maintain control of, and responsibility for, all academic matters, and shall assure that the instruction and faculty satisfy the standards established by the Act and this chapter;

(7) The institution shall not employ or continue to employ any faculty who were adjudicated in a judicial or administrative proceeding as having violated any provision of the Act or this chapter or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code;

(8) Each institution shall have a written Academic Freedom Policy which describes the latitude the institution allows faculty in the

classroom so faculty will not inadvertently violate the principles of academic freedom. These policies shall be made available to any person upon request. The institution shall not take adverse action based on a staff member's exercise of academic freedom consistent with the institution's policy; and

(9) The institution shall maintain records documenting that each faculty member is duly qualified and was qualified to perform the duties to which the faculty member was assigned, including providing instruction, evaluating learning outcomes, evaluating graduate dissertations, theses, and student projects, and participating on doctoral committees.

(b) Instructors in an Educational Program Not Leading to a Degree

(1) An institution shall employ instructors who possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching. If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications.

(2) Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.

(3) The institution shall not employ or continue to employ an instructor who was adjudicated in a judicial or administrative proceeding as having violated any provision of the Act or this chapter, or as having committed any act that would constitute grounds for the denial of a license under Section 480 of the Business and Professions Code.

Note: Authority cited: Sections 94803, 94877 and 94885, Education Code. Reference: Section 94885, Education Code; and Section 480, Business and Professions Code.

Addendum to the Catalog

NOTICE: Changes to requirements serving California Veterans and other eligible Title 38 beneficiaries.

2019/2020
Dated August 7, 2019

Prescribed for Veterans the following revisions have been made to the High Desert Medical College Catalog.

Effective August 1, 2019

Beginning on August 1, 2019, a State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with any of the following:

(A) A policy that permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of this title and ending on the earlier of the following dates:
(i)The date on which the Secretary provides payment for such course of education to such institution.
(ii)The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.

(B) High Desert Medical College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under Chapter 31 or 33 of this Title.

(2) a covered individual is any individual who is entitled to educational assistance under Chapter 31 or 33 of this Title.
(3) The Secretary may waive such requirements of paragraph (1) as the Secretary considers appropriate.
(4) It shall not be inconsistent with a policy described in paragraph (1) for an educational institution to require a covered individual to take the following additional actions:

(A) Submit a certificate of eligibility for entitlement to educational assistance not later than the first day of a course of education for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance.

(B) Submit a written request to use such entitlement.

(C) Provide additional information necessary to the proper certification of enrollment by the educational institution.