High Desert Medical College

a Legacy Education Institution

Creating One Legacy at a Time

2026/2027 School Catalog

ADDRESSES:

Lancaster Campus
701 West Avenue K
Suite 123
Lancaster, CA 93534
P: 661-940-9300
F: 661-940-7319

Special Use Facility
43141 Business Center Parkway
Lancaster, CA 93535
P: 661-940-9300

Bakersfield Campus
2000 24th Street
Bakersfield, CA 93301
P: 661-579-2901
F: 661-282-8818

Temecula Campus
31625 De Portola Road
Suite 200
Temecula, CA 92592
P: 951-365-5390
F: 951-395-0175

Special Use Facility
40575 California Oaks Road
Unit D9
Murrieta, CA 92562
P: 951-852-2304

Auxiliary Classroom
36450 Inland Valley Drive
Wildomar, CA 92595
P: 661-281-0565

WEBSITE:
www.HDMC.edu

EMAIL:
hello@hdmc.edu

REVISED:
November 18, 2026

Catalog Information

Period of Time Catalog Covers

This Catalog is covered for the period of time starting July 1, 2026, and ending on June 30, 2027.

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.

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 is provided to you prior to signing an enrollment agreement.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370- 7589, option #5, or by visiting osar.bppe.ca.gov.

The 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 1747 North Market Boulevard, Suite 225, Sacramento, CA 95834, **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 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 $750.00 and not more than $30,000.00 per work infringed. For "willful" infringement, a court may award up to $150,000.00 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 $250,000.00 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 and networks is strictly for educational purposes. The sharing of copyrighted works is prohibited over High Desert Medical College's network through the use of email, webpages, and 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 and 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.

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Getting to Know High Desert Medical College

Mission Statement

The mission of High Desert Medical College, a Legacy Education Inc. institution, is to educate students in career specific disciplines in the areas of allied health and veterinary 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 Legacy started with a close-knit, loyal group of educators, its true legacy will be the spirit of constructive collaboration it inspires in its students, faculty and staff.

Philosophy of the Nursing Program

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

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

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

Vocational Nursing is an integral, interacting part of the health care structure. The Vocational Practice Act states that Vocational Nursing incorporates the nursing process in-patient care to promote, restore, and maintain homeostasis in collaboration with the other health care disciplines. Our Faculty and Staff are committed to providing a quality educational program that prepares and produces competent nurses to be part of the health care system.

About the College

High Desert Medical College *(*HDMC*)* was incorporated in the state of California in 2002 and began offering classes at its Lancaster campus in 2003. In 2008, High Desert Medical College launched its Bakersfield branch campus. 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 a 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: LeeAnn Rohmann, Gerald Amato, Blaine Faulkner, Dr. Zwade Marshall, Janis Paulson, and Peggy Tiderman. The Majority ownership of Legacy Education is owned by the following: LeeAnn Rohmann, DeRose Family Trust, and Michael Garnick.

The college has no pending petitions in bankruptcy, is operating as a debtor in possession, has not filed a petition within the preceding 5 years or has had a petition in bankruptcy filed against it in the preceding 5 years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Locations

Lancaster Campus
701 W. Avenue K
Suite 123
Lancaster, CA 93534
661-940-9300

Special Use Facility
43141 Business Center Parkway
Lancaster, CA 93535
661-940-9300

Bakersfield Campus
2000 24th Street
Bakersfield, CA 93301
661-579-2901

Temecula Campus
31625 De Portola Road
Suite 200
Temecula, CA 92592
951-365-5390

Special Use Facility
40575 California Oaks Road
Unit D9
Murrieta, CA 92562
951-852-2104

Auxiliary Classroom
36450 Inland Valley Drive
Wildomar, CA 92595
651-940-9300

Hours of Operation

Admissions

Monday to Thursday
8:00 a.m. to 7:00 p.m.

Friday
8:00 a.m. to 5:00 p.m.

Financial Aid

Monday to Thursday
8:00 a.m. to 7:00 p.m.

Friday
8:00 a.m. to 5:00 p.m.

Business Office

Monday to Thursday
8:00 a.m. to 7:00 p.m.

Friday
8:00 a.m. to 5:00 p.m.

Career Services

Monday to Thursday
8:00 a.m. to 7:00 p.m.

Friday
8:00 a.m. to 5:00 p.m.

Student Services

Monday to Thursday
8:00 a.m. to 7:00 p.m.

Friday
8:00 a.m. to 5:00 p.m.

Registrar

Monday to Thursday
8:00 a.m. to 7:00 p.m.

Friday
8:00 a.m. to 5:00 p.m.

LANCASTER CAMPUS

Monday, Tuesday, Thursday, Friday
8:00 a.m. to 5:00 p.m.

Wednesday
10:00 a.m. to 7:00 p.m.

BAKERSFIELD CAMPUS

Monday, Wednesday, Thursday, Friday
8:00 a.m. to 5:00 p.m.

Tuesday
10:00 a.m. to 7:00 p.m.

Instructional Hours

Monday to Thursday
8:00 a.m. to 10:00 p.m.

Friday
8:00 a.m. to 5:00 p.m.

LANCASTER CAMPUS (VN PROGRAM ONLY)

Saturday and Sunday
8:00 a.m. to 4:00 p.m.

The campuses will be closed for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Day after Thanksgiving
- 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.*

Approval and Accreditation

High Desert Medical College is a private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE) (**www.bppe.ca.gov**). Approval to operate means compliance with the standards as set forth in the CEC and 5, CCR. The institution is accredited by the Accrediting Council of Continuing Education and Training (ACCET). ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency. 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 Emergency Medical Technician program offered at the Bakersfield campus is approved by Kern County Publick Health, at the Lancaster campus by Los Angels County Emergency Medical Services Agency, and at the Temecula campus is approved by Riverside County Emergency Services Agency (REMSA). The Vocational Nursing Program is approved by the State of California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). The Associate Degree of Nursing program meets the requirements established by the California Board of Registered Nursing (BRN). The Department of Veterans Affairs (VA) has approved certain programs at High Desert Medical College for veteran's enrollment. Copies of approval to operate and accreditation certificates are posted in the lobby for review.

Approval Disclosure Statement

High Desert Medical College, Inc., with locations at 701 West Avenue K, Suite 123, Lancaster, CA 93534; 2000 24th Street, Bakersfield, CA 93301; 31625 De Portola Road, Suite 200, Temecula, CA 92592. Additionally, the Lancaster location has a special use facility for the Cardiac Sonography Associate of Applied Science, Magnetic Resonance Imaging (MRI) Associate of Applied Science, Ultrasound Technician, and Ultrasound Technician Associate of Applied Science programs at 43141 Business Center Parkway, Lancaster, California 93535 and the Temecula location has a special use facility for the Veterinary Assistant program at 40575 California Oaks Road, Unti D9, Murrieta, California 92562 and an auxiliary classroom for the Vocational Nursing program at 36450 Inland Valley Drive, Wildomar, California. All are approved to operate by the Bureau for Private Postsecondary Education (BPPE) 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. 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.

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
- Medical Billing and Coding
- Dental Assisting
- Emergency Medical Technician
- Pharmacy Technician
- Phlebotomy Technician
- Sterile Processing Technician
- Ultrasound Technician
- Veterinary Assistant
- Vocational Nursing
- Nursing Assistant

DEGREE PROGRAMS

- Cardiac Sonography Associate of Applied Science
- Magnetic Resonance Imaging Associate of Applied Science
- Surgical Technology Associate of Applied Science
- Ultrasound Technician Associate of Applied Science
- Vocational Nursing Associate of Applied Science
- Associate Degree of Nursing

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 including the Federal Pell Grant, Federal Direct Student Loan Program and the Cal Grant program.
- Legacy Education's Institutional loan student financing through EdVisio's TuitionFlex Program.

- Monthly in-house installment cash payment plans.
- Private Student Loans

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 1747 North Market Boulevard, Suite 225, Sacramento, CA 95834, **www.bppe.ca.gov**, toll-free 888-370-7589 or by fax 916-263-1897.

Curriculum and 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 notice. 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.

Faculty Qualifications

In accordance with the state of California Code of Regulations Section 71720, High Desert Medical College requires the following qualifications for faculty teaching degree and non-degree programs.

- 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 Main Campus

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 restroom 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.

Lancaster Special Use Facility

The institution's special use facility is located at 43141 Business Center Parkway, Lancaster, California 93535. The special use facility occupies approximately 6,130 square feet and is approximately two miles from the Lancaster main campus. The facility includes a classroom, breakroom, and is equipped for students requiring physical accommodation. Equipment and supplies for the Imaging programs of study are available in the classroom and laboratory and are consistent with industry standards.

Bakersfield Branch Campus

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 Branch Campus

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. 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!**

Murrieta Special Use Facility

High Desert Medical College's special use facility is located at 40575 California Oaks Road Unit D9, Murrieta, California 92562. The special use facility occupies approximately 945 square feet and is approximately 10 miles from the Temecula branch campus. The facility includes a classroom, breakroom, and is equipped for students requiring physical accommodation. Equipment and supplies for the Veterinary Assistant program of study are available in the classroom and laboratory. The equipment used in training programs consists of standard equipment that can be found in veterinary offices.

Wildomar Auxiliary Classroom

High Desert Medical College's auxiliary classroom is located at 36450 Inland Valley Drive, Wildomar, California 92595. The auxiliary classroom is approximately 14 miles from the Temecula branch campus and is solely designated for use by the Nursing program. Equipment and supplies for the Vocational Nursing program of study are available in the classroom and laboratory. The equipment used in training programs consists of standard equipment that is used in the Nursing profession.

Student Equality

High Desert Medical College's Faculty and Staff are committed to actively pursuing 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 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 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 $750.00 and not more than $30,000.00 per work infringed. For "willful" infringement, a court may award up to $150,000.00 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 $250,000.00 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!

Learning Resources

The institution uses LIRN (Library and Information Resources Network) which is an online library and has the necessary reference, research and information resources to support the program and to enhance student learning. The LIRN library has a librarian available to students. The librarians have masters' degrees from programs accredited by the American Library Association and high levels of engagement in the profession. They participate in regular professional development activities and attend national, regional, and state events to stay informed with the latest information and best practices in the field. The holdings include general education resources including social sciences, the arts, health research and biological sciences.

Students have access to the College's Online Learning Resource System which can be accessed from the College's Learning Management System (Blackboard). A link to the LIRN Library is embedded in each course along with LIRN Orientation and Training.

Becoming a High Desert Medical College Student

Applying to High Desert Medical College

High Desert Medical College is in compliance with federal, state and local government agencies. The college does not discriminate or will not deny admission to any person for reasons of race, age, gender, sexual orientation, national origin, ethnic background, religious affiliation. In accordance with Section 504 of the Rehabilitation Act and 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 and 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.

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

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

General Admissions Requirements

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.
- Possess a High School Diploma, GED or pass the Ability to Benefit (ATB) test and enroll in an eligible career pathways program requiring the student to attend an adult education program while concurrently attending their vocational training. The adult education will be provided by an outside vendor and could lead to a high school diploma.
- Be able to read, write, speak and understand the English language.
- Students enrolling in a program that leads to a degree must take and pass a nationally standardized test, the Wonderlic SLE. Minimum passing scores are listed below:

Core Program	Minimum Score
Cardiac Sonography Associate of Applied Science	18
Magnetic Resonance Imaging (MRI) Associate of Applied Science	18
Surgical Technology Associate of Applied Science	18

Core Program	Minimum Score
Ultrasound Technician	18

NOTE: An applicant may attempt the SLE no more than four 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 days after the second attempt to re-take the test for the third time. Should the applicant fail to achieve the minimum required score on the first three testing attempts, the applicant must wait one 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.

Ability to Benefit (ATB) Admission Policies

Ability to Benefit (ATB) admission is available on a limited basis and is available for the following programs only: Clinical Medical Assisting, Dental Assisting, and Medical Billing and Coding. Students who are admitted to the College as ATB students will be required to attend academic and career preparation advising throughout their program. Additionally, all applicants must pass the Wonderlic Basic Skills Test (WBST), complete an interview with a school representative to determine desire, ability and commitment, receive a tour of the campus, review the school catalog and complete and sign the Enrollment Agreement.

An applicant who is not a high school graduate or has not passed the GED and is seeking admission into an ATB eligible program must take and pass a three-part, independently administered, nationally standardized test recognized and approved by the United States Department of Education that measures basic skills in reading and arithmetic. The ACCUPLACER minimum scores are:

- **Reading:** 233
- **Writing:** 235
- **Arithmetic:** 230

There are two distinct and different Ability to Benefit classifications. First, it will be determined if the applicant is eligible for the Grandfathering ATB Student classification. If the applicant is not eligible, He / she will need to seek admissions through the Eligible Career Pathways Program – ATB student classification.

Documentation Requirements for Grandfathering ATB Students

Students who were enrolled in an eligible program of study prior to July 1, 2012 may continue to establish Title IV eligibility in any eligible program under one of the ATB alternatives by using the following grandfathering test:

Question 1

Did the student attend an eligible program at any Title IV institution prior to July 1, 2012? If yes, the student may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance. If no, continue to Question 2.

Question 2

Did the student, prior to July 1, 2012, officially register at a Title IV institution, and is the student scheduled to attend an eligible program? If yes, the student may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance. If no, the student may not use the ATB alternatives to become eligible for Title IV, HEA student assistance.

ATB Alternatives

- Pass an independently administered, Department of Education approved ATB test.
- Complete at least six credit hours (225 clock hours), that are applicable toward a degree or certificate offered by the institution.

Prior ATB tests provided for eligibility purposes may not apply for enrollment purposes. For enrollment purposes, the applicant must either provide official results for the Wonderlic Basic Skills Test which meet the minimum scores listed above or successfully re-test prior to enrollment.

Documentation Requirements for Eligible Career Pathways Program ATB Students

A student who passes the ACCUPLACER Test with the minimum required scores may enroll in one of the Eligible Career Pathway Programs (ECPP). The ECPP has many components that the student must participate in to remain eligible. These include:

- Enrollment into and participation in the Adult Education component of the ECPP.
- Participation in academic advising throughout the ECPP.
- Participation in Career Pathway Coaching throughout the ECPP.

Eligible Career Pathway Program (ECPP) ATB Program Requirements

Students enrolled in an ECPP program must be concurrently (at the same time) enrolled in a vocational training program and an Adult Education program. The student is required to attend classes in the Adult Education Program and is expected to participate in those classes. The Adult Education Program will be offered on campus, in a computer lab and will have a facilitator present to support the students. The Adult Education program is offered online and is self-paced enabling a student to obtain their high school diploma while they are attending their vocational program. The Adult Education program is offered by an approved adult education service provider and not by the College. The College does not guarantee that the student will receive a high school diploma or its equivalent. Completing the vocational component of the ECPP program is not a condition of achieving a high school diploma or its equivalent. Upon successful completion of the adult education component of the program the student may request a copy of their transcript directly from the adult education vendor.

HDMC can enroll eligible non-High School graduates into the following programs:

- **Clinical Medical Assisting**
- **Dental Assisting**
- **Medical Billing and Coding**
- **Veterinary Assistant**

Direct Notice Policy for Programs leading to Licensure or Certification

High Desert Medical College (HDMC) determines the student's physical location during the admissions process. Applicants share their address on the Application for Admission. Their address is verified through a government issued ID that is collected as part of the admissions process. Students located outside of California are not accepted into High Desert Medical College

High Desert Medical College provides direct notice via email regarding the determination of qualification for licensure for states outside of California.

High Desert Medical College maintains student information, including their physical location, within the Student Information System. Students must notify the institution if they plan to relocate out of state. The institution is only approved to operate in the state of California. Relocating out of state may adversely impact a student's ability to complete their program. Students must notify the Registrar or Campus Director of a change to their physical location. Students are encouraged to speak with HDMC staff before relocating to determine options for continuing training or withdrawing prior to moving outside of California. If a student moves out of California, or if the determination of qualification for licensure for a state on the list changes, High Desert Medical College provides Direct Notice to all students. Direct Notice is provided via email within 14 days after the day the change in determination is identified by HDMC.

Visa Services

The institution does not provide visa services, does not vouch for student status, and does not issue I-20 forms for F-1 or M-1 visas.

English Language Proficiency

Applicants must be able to read, write, speak, understand, and communicate in English at a 12th-grade English proficiency level. This requirement may be demonstrated by possession of a high school diploma or recognized equivalent from an institution where instruction was provided primarily in English, or by other institution-approved documentation or assessment demonstrating the required level of English proficiency.

Applicants who graduated from a foreign high school, college, or university where instruction was provided primarily in English may satisfy this requirement by providing acceptable documentation confirming English as the primary language of instruction.

All instruction is provided in English. The institution does not provide English as a Second Language (ESL) instruction.

Distance Learning

As part of the admission process for programs delivered via distance education, students are required to take and pass the Wonderlic Digital Learning Risk Assessment test with three or less risks identified and to attest to certain competencies in the use of technology.

Students must have the following competency skills:

- Ability to use email to correspond with faculty, staff, and students.
- Ability to access, create, and save documents in Microsoft Office formats. At a minimum, students must be familiar with Microsoft Word.
- Ability to browse the Web, including downloading and installing common plug-ins (listed in the Technology and Equipment Requirements for Digital Instruction section of the catalog) and configuring common browser options.
- Ability to configure and run applications, including an antivirus application, to ensure that the student's system is secure and transmitted files are virus free.

Students must have access to a computer with the following:

- A processor of 2 GHz or faster.

- 4 GB RAM or greater.
- A high-speed internet connection with a connection speed of 1.5 MBs or better.
- Monitor and video card with 1024x768 or greater resolution.
- Speakers / headphones and microphone.
- A web camera capable of video web conferencing.
- USB Port or USB-C Adapter

Please note that Google Chromebooks are not compatible with program requirements.

Software and Applications Requirements

You will need access to a computer with Microsoft® Windows or Apple® MacOS and familiarity with the following items:

OPERATING SYSTEM

Operating System	Minimum	Recommended
Microsoft®	Windows 10	Windows 10 or higher
Apple® MaxOSx	MacOSx 10.14 (2015 model or newer)	Latest version

WEB BROWSER

Windows Web Browser	Minimum	Recommended
Google® Chrome	48 or higher	Latest version
Mozilla® Firefox	45 ESR	Latest version
Microsoft® Edge	38 or higher	Latest version
Mac OSX Browser	**Minimum**	**Recommended**
Apple®Safari	8 or higher	Latest version
Google® Chrome	48 or higher	Latest version
Mozilla® Firefox	45 ESR	Latest version

**Please note that newer browser versions incorporate security fixes and newer technologies, which may often lead to a better user experience. Current browser versions are highly recommended when the option is available.*

Additional Software

**Recommended but not required.*

- Microsoft® Office 2013.
- An up-to-date installation of Adobe® Reader.
- An up-to-date installation of the Adobe® Flash plug-in.

- Local administrative privileges to operating system may be required to allow for installation of software and / or configure computer settings.
- A current security suite application (updated regularly).

Students Seeking Reasonable Accommodations

High Desert Medical College is committed to Equality of Opportunity and positively values the participation of students 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 and academic requirements of the programs. We further commit ourselves to make reasonable accommodations and provide information in order to render the academic programs and support services of the school accessible to all persons. Every effort is made to individually and appropriately serve students and to enable them to attain success and reach their educational goals. Some programs have physical requirements. If you do not believe that you will be able to participate without an auxiliary aid based on the physical requirements, please see the ADA coordinator to determine whether or not a reasonable accommodation can be provided.

Students requesting an accommodation 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 an accommodation to complete classroom, clinical rotations, or externship training. Students are encouraged to meet with the institution's ADA coordinator.

Program Specific Admissions

Associate Degree of 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.

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

- Take and pass the required entrance exam (TEAS) with a score of 60%. If a prospective student fails the examination, he / she will not be allowed to retake the test for 2 weeks. (an official TEAS transcript will be accepted if the applicant has taken and passed the exam within the last year.
- 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.
- Successfully pass a background screening.
- Successfully pass a drug test.
- Complete a physical exam.
- Provide documentation of all required immunizations.
- Final approval from the Director of Nursing to enter the program.
- Attend the required Student Orientation.

High Desert Medical College utilizes the TEAS as an entrance examination for all Associate Degree of Nursing students. Students may take the TEAS exam a maximum of two times. For the Associate Degree of Nursing Program, new students must begin instruction in Semester I and complete the objectives of each sequential Semester.

**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 regulations.*

All students accepted as Associate Degree of Nursing enrolled candidates must provide a physician's release and evidence of good health by completing a recent physical examination (must be submitted a minimum of 6 weeks prior to the start of the third semester 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. 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 the student is unable to prove receipt of vaccination, if not immune, student must be vaccinated. Varicella and Polio vaccinations are mandatory If a vaccination record is not provided, blood titers must be drawn for immunity. No immunity status requires vaccination series.
- Proof of a tetanus vaccination within the last ten years is also required.
- Flu vaccine is required during flu season (September through March), any student starting the Registered Nursing Program during a time when the flu vaccine is not available must get the vaccination when it is available.
- The COVID-19 vaccinations and booster are mandatory.
- 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.
- The physical, TB testing and flu vaccine are valid for one year, since the program is longer than one-year, Registered Nurse students will be required to obtain an updated physical, TB test and flu vaccine before these expire.
- The physical examination, lab tests and vaccination records **MUST** be turned into the Nursing Office for review a minimum of 6 weeks **PRIOR** to the beginning of the third semester.

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.

Associate Degree Registered Nursing Advanced Placement Policy

- Licensed Vocational Nurses Previous Education "An approved nursing program shall have a process for a student to obtain credit for previous education or for other acquired knowledge in the field of nursing through equivalence, challenge examinations, or other methods of evaluation.
- The program shall make the information available in published documents, such as college catalog or student handbook, and online." (CCR 1430).
- The program maintains a process, which is to grant credits, and/or advanced placement to an individual with prior education or experience in the nursing discipline.

**In addition to transcripts, valid documentation includes but is not limited to military documents or supervisor verification on letterhead of the particular entity or certificates indicating successful completion of a course. Students may challenge NUR 101 Foundations of Nursing, NUR 102 Medical-Surgical Nursing I, NUR 104 Nursing Lab I, NUR 103 Pharmacology, NUR 201 Medical Surgical Nursing II, NUR 202 Advanced Pharmacology, NUR203 Nursing Care of Children, NUR 204 Nursing Care of Women, OB and Neonates and NUR 205 Nursing Lab II.*

- The student must pass the written exam, the skills evaluation, and the dosage calculation examination to obtain credit.

LVN Advanced Placement and Course Sequence

An applicant may achieve advanced placement if space becomes available. Requirements in addition to the application requirements are as follows:

- An active application to the nursing program on file at the nursing office.
- A passing score (23) on the SLE exam
- A passing score (67%) on the TEAS entrance exam.
- A copy of an active unencumbered California LVN license and IV and blood withdrawal certification.
- Evidence of at least one year of paid direct patient contact experience as an LVN within the past 5 years.
- Completion of ALL program's general education coursework with a grade of C or better and a grade of B or better in science courses as evidenced on required transcript.
- Successful completion of all nine (9) challenge exams.

Once the first four (4) criteria above have been met challenge exams will be considered as Advanced Placement; however, all students who pass challenge exams (and are thus exempt from one or more nursing classes) must take **NUR 200 Transition to Professional Nursing.** Under this option, students must wait until the required courses are offered but if admitted are assured a place in the program when the required courses occur. The following is the order of curriculum for LVN advanced placement:

- Semester 1: No Classes
- Semester 2: No classes
- Semester 3: No Classes
- Semester 4: NUR 200 Transition to Professional Nursing
- Semester 5: NUR 301 Medical Surgical Nursing III (4 units), NUR 302 Mental Health Nursing (3 units), NUR 303 Gerontological Nursing (3 units), NUR 304 Community Health Nursing (3 units), NUR 305 Nursing Lab III (0.5 units)
- Semester 6: NUR 401 Medical Surgical Nursing IV (6 units), NUR 402 Leadership and Professional Nursing (3 units), NUR 403 Nursing Lab IV (1 unit)
- *LVN Non-degree Option (30-Unit Option) and Course Sequence*

California LVNs holding a current unencumbered California Vocational Nursing License may choose the 30 Unit Non-Degree Option. The LVN 30-Unit Option Non-Degree Program does not lead to an Associate Degree in Nursing. This non-graduate status entitles the candidate to take the NCLEX-RN® for licensure as a registered nurse only in the state of California. This permanent non-graduate status may hinder employment and further educational opportunities (hospitals are currently showing preference to RNs with BSNs) and may prohibit endorsement as registered nurses in other states.

- Admission is based on space availability. The following courses are required:
- Semester 1: PHYS 101 Human Physiology with lab (5 units), microbiology (4 units)
- Semester 3: NUR 200 Transition to Professional Nursing (2 units), NUR 301 Medical Surgical Nursing III (4 units), NUR 302 Mental Health Psychiatric Nursing (3 units), NUR 303 Gerontological nursing (3 units)
- Semester 6: NUR 401 Medical Surgical Nursing IV (6 units), NUR 402 Leadership and Professional Nursing (3 units)
- Individuals seeking the non-degree 30-unit option are required to take NUR 200 Transition to Professional Nursing
- *Students enrolling under the 30-unit option are not eligible for federal financial aid.

*Applicants for advanced placement LVN or non-degree option are admitted ONLY if space is available.

Emergency Medical Technician

To be eligible for admission to the Emergency Medical Technician program, an applicant must meet the following requirements:

- High School Diploma/GED
- 18 years of age or older
- 250-word essay of how becoming an EMT will support the candidate professional development endeavors
- FEMA Incident Command Center Training (ICS 100 & 700)
- American Heart Association Cardiopulmonary Resuscitation (CPR) Training

Magnetic Resonance Imaging 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 Magnetic Resonance Imaging Associate of Applied Science students. To be eligible for admission to the Magnetic Resonance Imaging 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 three risks identified.
- 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.

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 three risks identified.
- 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.

There are four pathways for students to obtain an Associate Degree:

1. Students may enroll directly into the full UTAAS program if they have fulfilled the entrance requirements.
2. Students enrolled in the Certificate program may transfer directly into the AAS program at any point in their education if they have fulfilled the entrance requirements.
3. Students who attended 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 institution's transfer of credit policy.
4. Graduates of HDMC's or another institutions Ultrasound Technician / DMS Certificate program must meet all admission requirements and will be evaluated according to the institutions transfer of credit policy, and will enroll into the General Education component of the UTAAS program upon successful transfer of all certificate program requirements.

The following are the General Education courses needed to obtain an AAS Degree:

Course Number / Name	Course Length	Description
BUSM 101 **Business Math**	4 Weeks Semester Credit Hours: 5	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.
CRT 101 **Critical Thinking**	4 Weeks Semester Credit Hours: 5	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.
ENG 101 **English Composition**	4 Weeks Semester Credit Hours: 5	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.
GOVT 101 **American Government**	4 Weeks Semester Credit Hours: 5	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.
PSYC 101 **Introduction to Psychology**	4 Weeks Semester Credit Hours: 5	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.
SOCI 101 **Introduction to Sociology**	4 Weeks Semester Credit Hours: 5	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.

Surgical Technology Associate of Applied Science

To be eligible for admission to the Surgical Technology Associate of Applied Science program, an applicant must meet the following requirements:

- Submit a resume
- Take and pass the scholastic level exam (SLE) with a minimum score of 18
- Allow college to conduct a personal background check at the time of registration

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.

Candidates for enrollment in the Vocational Nursing Program shall:

1. Present a valid ID and Social Security Number.

2. Be beyond the age of compulsory school attendance (17).

3. Present proof of High School Diploma/college diploma from a recognized educational institution: or General Equivalency Diploma or its equivalent. Individuals who have completed education at an institution in a country other than the United States must obtain and present a foreign transcript evaluation.

4. Take and pass the TEAS test with a minimum score of 55 (an official TEAS transcript dated within the last year will be accepted) Students must wait a minimum of 2 weeks between tests and are allowed a maximum of three tests per admission cycle.

5. Have an interview with the Director of Nursing or designee.

6. Allow college to conduct a personal background check and drug test

7. Submit a physical, proof of all required immunizations and TB testing prior to the start of class (no later than the last day of the first week of class)

8. Agree to provide or arrange for payment for the training offered.

9. Understand that fulfilling of all the above requirements does not guarantee acceptance to the Vocational Nursing Program at Legacy Education. All qualifying candidates are further subjected to a screening and selection process.

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 regulations.

Vocational Nursing Students

After pre-qualification by the Admission Staff, each candidate will complete a nursing department interview with the Director of Nursing. 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, the candidate must then complete the admissions process and 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 13 Weeks of instruction in the full-time program or first 17 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 13 Weeks of instruction in the full-time program or the first 17 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 June 11th 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 13 Weeks / 17 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 Director of Nursing will typically review approximately 100 to 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.

Vocational Nursing Physical Exam and Vaccine Requirement

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 ten years is also required.
- Flu vaccine is required during flu season (September through March), any student starting the Vocational Program during a time when the flu vaccine is not available then the student must get the vaccination when it is available.
- The COVID-19 vaccinations and booster are mandatory.
- 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.
- The physical, TB testing and flu vaccine are valid for one year, since the program is longer than one-year, Vocational Nurse students will be required to obtain an updated physical, TB test and flu vaccine before these expires.
- 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 (**one 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.

Vocational Nursing Prerequisite Course

This course is a prerequisite requirement for admission into the Vocational Nursing Program. Students must successfully pass this course with a score of 75% or higher. The course introduces the nursing student to critical thinking, basic arithmetic and medication dosage calculation and normal anatomy and physiology, the interrelationships between structure and functions of human cells, tissues, and systems, and the effects of disease on body systems 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 undergo daily exams. The student will be required to participate in class discussions and take notes.

Vocational Nursing 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.

In Order to enroll into the Vocational Nursing Associate of Applied Science program you must:

- Provide evidence of graduating from a Vocational Nursing Certificate Program.
- Must hold a Valid State License (LVN / LPN).
- Take and pass the Wonderlic Digital Learning Risk Assessment test with less than three risks identified.
- Request Transfer of Credit for the Vocational Nursing Certificate Program.

The following are the General Education courses needed to obtain an AAS Degree:

Course Number / Name	Course Length	Description
ANT 101 **Human Anatomy**	60 Theory Hours 45 Lab Hours Total Clock Hours: 105 Semester Credit Hours: 5	This course is the first Human Anatomy in a two-course sequence in which human anatomy is studied together using a body systems approach. Coursework emphasizes interrelationships between form and function at the gross and microscopic levels of organization. Topics include basic anatomical and directional terminology, muscle tissues, fundamental concepts and principles of cell biology, histology, the integumentary, skeletal, muscular, and nervous systems. The course starts with an introduction to the human body, defining anatomical terms and describing the physiological organization of the body from cells to systems. An overview of the biochemical basis of life and cell structure and function will be studied next. Students then learn how cells combine to form tissues which, in turn, combine to form organs and organ systems. Having laid the foundation for understanding the anatomical organization of the body, the course describes each body system in turn, explaining in general terms what the system does and how it interacts with other systems. The integumentary, skeleton, and muscular, nervous, and special senses systems will complete the course. This course includes one semester credit hour of virtual lab.
PHYS 101 **Human Physiology**	60 Theory Hours 45 Lab Hours Total Clock Hours: 105 Semester Credit Hours: 5	This course is the first Human Physiology in a two-course sequence in which human physiology is studied together using a body systems approach. Coursework emphasizes interrelationships between form and function at the gross and microscopic levels of organization. Topics include basic anatomical and directional terminology, muscle tissues, fundamental concepts and principles of cell biology, histology, the integumentary, skeletal, muscular, and nervous systems. The course starts with an introduction to the human body, defining anatomical terms and describing the physiological organization of the body from cells to systems. An overview of the biochemical basis of life and cell structure and function will be studied next. Students then learn how cells combine to form tissues which, in turn, combine to form organs and organ systems. Having laid the foundation for understanding the anatomical organization of the body, the course describes each body system in turn, explaining in general terms what the system does and how it interacts with other systems. The integumentary, skeleton, and muscular, nervous, and special senses systems will complete the course. This course includes one semester credit hour of virtual lab.

Course Number / Name	Course Length	Description
ENG 101 **English Composition**	45 Theory Hours Total Clock Hours: 45 Semester Credit Hours: 3	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. Prerequisites: None
ENG 102 **Public Speaking**	45 Theory Hours Total Clock Hours: 45 Semester Credit Hours: 3	The course explores ways in which people interact verbally and non-verbally and teaches basic principles of interpersonal communication, including perception, self concept, persuasive communication, nonverbal communication, semantics, roles and norms and communication barriers. Activities include participating in groups, pairs and interactive communication situations. Prerequisites: None
MIC 101 **Microbiology**	45 Theory Hours 45 Lab Hours Total Clock Hours: 90 Semester Credit Hours: 4	The course covers basic concepts of microbiology, with emphasis on medically important microorganisms and infectious diseases. The topics studied also include microscopy, microbial growth and genetics, antimicrobial agents, epidemiology and immune system responses to pathogens. Lab exercises emphasize aseptic techniques, isolation and culture of microorganisms, microscopy and staining techniques. Prerequisites: None
MTH 101 **College Algebra**	45 Theory Hours Total Clock Hours: 45 Semester Credit Hours: 3	The course focuses on topics such as basic treatment of algebraic expressions, solving linear equations and inequalities, graphing linear equations and inequalities, polynomial operations, positive and negative integral exponents, factoring, systems of linear equations, radical and rational expressions, quadratic equations and various application problems. Prerequisites: None
NUT 101 **Nutrition**	45 Theory Hours Total Clock Hours: 45 Semester Credit Hours: 3	This course provides an introduction to the fundamental principles of nutrition and their application in healthcare, focusing on the role of nutrition in promoting and maintaining health. Students will develop an understanding of the essential nutrients, dietary guidelines, and nutritional needs throughout the lifespan. The course will also cover the assessment of nutritional status, common nutritional disorders, and the role of nutrition in the prevention and management of chronic diseases. Emphasis will be placed on the integration of nutritional knowledge into nursing practice. Prerequisites: None

Course Number / Name	Course Length	Description
PSY 101 **Introduction to Psychology**	45 Theory Hours Total Clock Hours: 45 Semester Credit Hours: 3	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, life-span development, and applied psychology. Prerequisites: None
SOC 101 **Introduction to Sociology**	45 Theory Hours Total Clock Hours: 45 Semester Credit Hours: 3	This course explores sociological processes that underlie everyday life. The course focuses on globalization, cultural diversity, Introduction to Sociology, new technology, and the growing influence of mass media. Prerequisites: None

Medical Assisting Vaccination

Any student that has voluntarily withdrawn may apply for automatic readmission. Students who were Dismissed from their program for academic performance issues, attendance issues or school policy violations may also reapply for readmission and are subject to approval by the Re-Admission Committee comprised of the President, Campus Director, Education Department, Registrar Department, Career Services, and Finance Department.

A student who withdrew or was dismissed from a program and applies for readmission within 180 days of their last date of attendance is considered a 'reenter' status.

Any student who withdrew or was dismissed from a program and seeks readmission later than 180 days of their last date of attendance is considered a 'reenroll' status and may be eligible for transfer credit from previous enrollment.

Any student who withdrew or was dismissed from a program for five (5) years or later must start at the beginning of the program meeting all requirements satisfactorily (previous credit earned within the 5-year period may be denied if major curriculum changes occurred).

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 6 months depending on the circumstance surrounding the withdrawal or dismissal 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 courses will apply.

Students submitting a re-enrollment letter to the Re-Admission Committee 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.

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.

Background Checks and Drug Screening

A criminal background may prevent someone from obtaining licensure, clinical training, externship placement or employment in their chosen field. When a criminal background must be fully investigated, it may take up to one year or longer in order to obtain a decision from a licensing board. Applicants or students with a criminal background should check with the relevant licensing body for their stance towards various criminal background situations.

Students will not be allowed to continue their enrollment in the following programs without a current criminal background check deemed "negative" or "clear": Vocational Nursing, Dental Assisting.

A student's background check will be initiated immediately upon enrollment and no later than the first day of class. A background deemed to be "clear" is required to remain active in any of the above programs. The cost of a criminal background check is included in the total tuition of these programs.

Students may be subject to additional background checks and possibly drug screening, at any time if requested by a clinical facility, employer, or externship site. Failure to pass any background check or drug screen requested by an Externship, Employer or Clinical Site may prevent a student from going to that Externship or Clinical Site and may put their program completion at risk.

Clear background checks are required for registration in clinical nursing courses. Should a student's educational progress be interrupted, a new background check will be required upon readmission to the program. A student may be denied access to clinical facilities based on offenses appearing on a criminal record even though such offenses may have occurred seven or more years ago.

A background check is deemed to be "clear" by the college unless the background check results include any one (1) or more of the following convictions:

- Murder.
- Felony assault.
- Sexual offense / sexual assault.
- Felony possession and furnishing (with or without certificate of rehabilitation).
- Felony drug and alcohol offenses (with or without certificate of rehabilitation).
- Certain other felonies involving weapons and / or violent crimes.
- Class B and Class A misdemeanor theft, or theft having to do with drugs or alcohol.
- Felony theft.
- Fraud.
- Child abuse, elder abuse.

- Active probation (for any offense, including offenses not listed above).

If one or more of these convictions appear on a student's background check, the student's enrollment may be cancelled and the student may be responsible for charges incurred up to his / her last date of attendance.

NOTE: These issues will be discussed with the individual student in a confidential manner.

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 months from the last date of attendance will receive academic credit for all previously completed courses.

Challenge Credit

All students are allowed to challenge a maximum of 25% of the required courses in a program (or 35% if applying to the Associate Degree of Nursing program) and receive full academic credit. Students may request Challenge Credit for a course in which they believe they have already achieved the required competencies through prior education, military training, work experience, professional certification, or other documented learning experiences. A Challenge Credit form must be completed and submitted 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 $200.00 per course 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.

Transfer Credit

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND 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 you earn 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 Students may request a Transfer Credit for courses completed at another nationally or regionally accredited institution or college.

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.

Science and mathematics courses must have been completed within the last 5 years.

Students 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).

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 15 days and the student will be informed in writing. High Desert Medical 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 into 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 institution's 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.

NOTE: A Vocational Nursing candidate who holds a Certified Nursing Assistant (CNA) certification and provides an official transcript from the awarding institution may be granted credit and receive a tuition credit.

Transfer Credit for Associate Degree of Nursing

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 the time of registration if requesting such credit. The 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 with the exception of Anatomy and Physiology which must have been passed with a "B" (3.0) or better and the former institution must be accredited by an agency recognized by either the U.S. Department of Education or Council for Higher Education Accreditation (CHEA). Courses for which credit is being requested must have been taken within the last 5 years. If credit is awarded, the program's length will be adjusted for that student, and a pro-rated tuition reduction will be made. Credits awarded for previous education will be limited by program.

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

Students 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).

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 15 days and the student will be informed in writing.

Purpose:
This policy outlines the procedures and criteria for evaluating and transferring credit for military experience and experiential learning at High Desert Medical College ADN program. The policy aims to recognize the valuable skills and knowledge gained through military service and practical experiences, allowing eligible students to accelerate their academic progress.

Eligibility:
Military Experience: Students who have served in the military, including active duty, reserves, or National Guard, and have completed training or assignments relevant to their academic program may be eligible for credit transfer.

Individuals who have held Military Health Care Occupations, specifically:

· Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP),
· Army Health Care Specialist (68W Army Medic) or
· Air Force Independent Duty Medical Technician (IMDT 4N0X1C)

Experiential Learning: Students who have engaged in substantial experiential learning, such as internships, co-op programs, or professional certifications, may also be eligible for credit transfer.

Applicants may seek advanced placement into the nursing program with documentation of education and experience qualifying them for the specific Military Health Care Occupation and upon successful completion of the challenge exam, dosage calculation exam and skills competency evaluation.

Requirements:

The veteran needs to have an "honorable discharge."

Applicants must meet all general entrance requirements of the associate degree Nursing Program, including:

- · An active application to the nursing program on file at the nursing office.
- · completion of designated prerequisites including:
- · A passing score (85%) on the HESI entrance exam.

The following pathways have been established to assist with obtaining nursing credit for previous education and experience:

Pathway I- Including but not limited to Basic Medical Technician (Navy Hospital Corpsman) or USAF Basic Medical Service Technician or Army Medical Specialist.

- · Challenge exam per college policy for the first semester of the ADN program.
- · High Desert Medical College allows a maximum of Nine courses that can be challenged

Must meet all admission criteria including completion of prerequisite courses and passing the entrance exams.

Pathway II- Including but not limited to Basic Medical Technician (Navy Hospital Corpsman) or USAF Basic Medical Service Technician or Army Medical Specialist with an active California LVN license (Licensed Vocational Nurse) either through challenge (BVNPT Method 4) or successful completion of an LVN program.

a) Admissions credit given to applicants as an LVN to RN candidate per school admission policies.

b) An LVN to RN transition course is required and must be completed with a passing grade of 80% or higher.

c) See the text above, LVN Advanced Placement, for required courses.

d) Admission to the program is on a space available basis as any LVN to RN student.

e) Applicants need to demonstrate theory and clinical competency in Fundamentals, Medical Surgical Nursing I, Obstetrics, and Pediatrics. Criteria for determining competency are described in the ADN Guidelines under Challenge Credits Nursing Courses. Credit for these specialties is posted on the official transcript if the applicant successfully demonstrates competency.

f) All ADN prerequisites must be completed prior to the LVN to RN transition course. Also applicable for some military applicants is BRN regulation CCR 1418, which states, "An applicant who presents with relevant military education and experience, and who presents documentation from a board-approved registered pre-licensure nursing program of equivalency credit evaluation that provides evidence of meeting, in whole or in art, the minimum standards for competency set forth in Section 1443.5 and minimum education requirements of licensure listed pursuant to Sections 1426 ®(1) to (3), utilizing challenge examination or other evaluative methods, will be considered to meet, in whole or in part, the education requirements for licensure." Students for whom this regulation applies will be allowed to challenge all applicable nursing courses following the requirements for passage above. Military records and transcripts must be reviewed by the ADN Program Director or designee and the applicant must have a DD214 showing completion of military coursework and service/discharge under honorable conditions.

*The transfer of nursing credits from other institutions is allowed only as explained above and as required by state regulation (CCR 1430) for Licensed Vocational Nurses seeking Advanced Placement and military personnel who received nursing training while on active duty.

Credit Granting Application Requirements

VOCATIONAL NURSING PROGRAM

- Completed Credit Granting Request Form (see Admissions Representative for details).
- Sealed official transcripts. If official transcripts are not submitted at the time of the application, applicant forfeits the opportunity to apply for credit granting.
- Official course descriptions (e.g., from syllabi or a school catalog).

No course grade less than a GPA of 2.0 as calculated by the granting institution will be accepted. All courses must be taken within the last five years to be eligible for credit granting. Courses that may be acceptable for credit granting include:

- Successfully completed approved vocational / practical nursing courses.
- Successfully completed Certified Nurse Assistant (CNA) courses.
- Successfully completed approved Psychiatric Technician courses.
- Successfully completed Armed Services Nursing courses.
- Successfully completed courses that are equivalent to courses in the program as determined by the Director of the Nursing program.

ALLIED HEALTH AND INFORMATION TECHNOLOGY PROGRAMS

No course grade less than a GPA of 2.0 as calculated by the granting institution will be accepted. All courses must be taken within the last five years to be eligible for credit granting.

Articulation Agreement

High Desert Medical College maintains an active articulation agreement with Integrity College of Health. Integrity College of Health is an accredited institution also owned by Legacy Education. The articulation agreement is applicable to the Vocational Nursing Pre-Requisite Course qualifying potential enrollees of Integrity College of Health for admission into High Desert Medical College's Vocational Nursing Certificate program.

Re-Admission Requirements

Any student that has voluntarily withdrawn may apply for automatic readmission. Students who were Dismissed from their program for academic performance issues, attendance issues or school policy violations may also reapply for readmission and are subject to approval by the Re-Admission Committee comprised of the President, Campus Director, Education Department, Registrar Department, Career Services, and Finance Department.

A student who withdrew or dismissed from a program and applies for readmission within 180 days of their last date of attendance is considered a 'reenter' status.

Any student who withdrew or dismissed from a program and seeks readmission later than 180 days of their last date of attendance is considered a 'reenroll' status and may be eligible for transfer credit from previous enrollment.

Any student who withdrew or was dismissed from a program for five (5) years or later must start at the beginning of the program meeting all requirements satisfactorily (previous credit earned within the 5 year period may be denied if major curriculum changes occurred).

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 6 months depending on the circumstance surrounding the withdrawal or dismissal 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 courses will apply.

Students submitting a re-enrollment letter to the Re-Admission Committee 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.

Academics

Program Information

Full-time and Part-time Programs are scheduled throughout the year. Please contact your Admissions Representative 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
- Dental Assisting
- Emergency Medical Technician
- Medical Billing and Coding
- Nursing Assistant
- Pharmacy Technician
- Sterile Processing Technician
- Ultrasound Technician
- Veterinary Assistant
- Vocational Nursing

Degree Programs

- Associate Degree of Nursing
- Cardiac Sonography Associate of Applied Science
- Magnetic Resonance Imaging (MRI) Associate of Applied Science
- Surgical Technology Associate of Applied Science
- Ultrasound Technician Associate of Applied Science
- Vocational Nursing Associate of Applied Science

Avocational Program

- Phlebotomy Technician

Carnegie Clock-to-Credit Hour Conversions for Academic Credit	
Lecture	15 clock hours to 1 semester credit
Laboratory	30 clock hours to 1 semester credit
Externship	45 clock hours to 1 semester credit

Financial Aid Semester Credit Conversion	
Lecture, Laboratory, Externship	30 clock hours to 1 semester credit (Lecture, Lab) 45 clock hours to 1 semester credit (Externship)

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 to Friday or Monday to Thursday

Required courses are taken one at a time and completed between 8:00 a.m. and 12:00 p.m. or 8:00 a.m. and 1:00 p.m.

EVENING TRACK

Monday to Thursday Required courses are taken one at a time and completed between 6:00 p.m. and 10:00 p.m. or 5:00 p.m. and 10:00 p.m.

DAY TRACK

Monday to Friday

Required courses are taken one at a time and completed between 8:00 a.m. and 5:00 p.m.

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 to Friday or Monday to Thursday Required courses are taken one at a time and completed between 8:00 a.m. and 12:00 p.m. or 8:00 a.m. and 1:00 p.m.

EVENING TRACK

Monday to Thursday Required courses are taken one at a time and completed between 6:00 p.m. and 10:00 p.m. or 5:00 p.m. and 10:00 p.m.

DAY TRACK

Monday to Friday

Required courses are taken one at a time and completed between 8:00 a.m. and 5:00 p.m.

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 to Friday or Monday to Thursday

Required courses are taken one at a time and completed between 8:00 a.m. and 12:00 p.m. or 8:00 a.m. and 1:00 p.m.

EVENING TRACK

Monday to Thursday Required courses are taken one at a time and completed between 6:00 p.m. and 10:00 p.m. or 5:00 p.m. and 10:00 p.m.

WEEKEND TRACK

Saturday to Sunday

Required courses are taken one at a time and completed between 7:30 a.m. and 3:30 p.m.

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 based 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 nine-month programs.
- Satisfactory Academic Progress (SAP) is measured in increments of 25%, 50%, 75%, 100% of the program measured in credit hours for programs longer than nine months.
- Satisfactory Academic Progress is measured in increments of 450; 900; 1,215; 1,530 of the program's scheduled hours for the 1,530 clock hour Vocational Nursing program.
- 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% (2.0) for Vocational Nursing, CGPA (qualitative) at each evaluation point.
- Failure to meet Satisfactory Academic Standards at an evaluation point will result in the student being placed on "**Warning**". If at the end of the warning period, the 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 "**Probation**". (If Title IV, student may appeal unsatisfactory academic progress. If appeal is denied student will not be eligible for Title IV Funds and will need to make other payment arrangements. If appeal is approved probation will continue and Title IV Funds eligibility will not be interrupted.)
- Failure to meet the Satisfactory Academic Progress requirements during the "**Probation**" period will result in the student being terminated.
- For the effect of repeated courses and withdrawal on the SAP calculation, See Course Repetitions and Withdrawals.
- For being on warning, see Warning Section.
- For being on probation, see Probation Section.

Repeat Policy

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.

Vocational Nursing & Associate Degree of 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.

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.

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 and loses their Financial Aid eligibility.

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 a Probation Policy. Probation will occur if a student's CGPA falls below 70% or 2.0 / 75% or 2.0 (Vocational Nursing Program), or if a student's CGPA falls below 80% or 3.0/80% or 3.0 (Associate Degree of Nursing), or percent of credits attempted falls below 67% for credit hour programs, or attendance falls below 80% at the established incremental evaluation points. Probation status continues until the student's next established evaluation point. Written notification will be sent to all students being placed on 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 2.0 (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 will be 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 payment 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 payment period, the student's enrollment will be terminated.

Associate Degree in Nursing students, (see additional Registered Nursing Policies) meet with the lead faculty and 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 payment period, the student will be terminated.

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 & Associate Degree of 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.

Associate Degree in Nursing

Withdrawal from a semester will result in termination from the program and all students' financial aid and financing will cease. A semester of instruction must be completed with a passing grade in each course in both theory and clinical according to 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 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 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 & Associate Degree of Nursing

Associate Degree of Nursing

Associate Degree of Nursing students may repeat a maximum of two courses in the program.

"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 Programs

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 & Associate Degree of 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 makeup 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: Makeup and extra credit assignments will not be counted toward a student's attendance percentage.

Makeup Hours

Didactic and skills lab must be made up within 10 days of the absence, all clinical make up is done during the week between terms on regularly scheduled clinical days.

Program Specific Makeup Hours

Emergency Medical Technician Makeup and Late Assignments

While students are expected to attend all classes and complete all assignments as scheduled, the college does allow students to receive academic credit for make-up assignments, late assignments, and/or extra credit work. Students absent from regularly scheduled classes are responsible for turning 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 absent for a test or quiz must complete the quiz or test upon return to class. The grade will result in an "F" for that test or quiz if not completed upon return to class.

Vocational Nursing Makeup 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. Makeup for missed classroom objectives will be in accordance with the criteria below or as otherwise approved by the Director of Nursing.

Make up assignment procedure:

Theory:

1. The instructor will provide the student with a make-up assignment that is specific to meeting the objectives that were missed and of appropriate length regarding the time that was missed.
2. The assignment will be due no more than 10 days from the date of the absence.
3. Assignments may include a written synopsis of the objectives missed, completion of lessons related to the topics missed in the students' electronic resources and/or a quiz based on the topics missed.
4. The faculty will review the assignment for completeness and grade the assignment. The student must complete 100% of the assignment and obtain a grade of a minimum of 90% on the assignment for the assignment to be considered complete.
5. If the student does not complete the assignment or does not achieve 80% or better on the assignment, the student will be referred to the DON.
6. If the student did not meet the expectations regarding the make-up assignment the Director of Nursing will give the student an additional assignment in the form of additional lessons to be completed in the students'

electronic resources, a quiz, completion of the previous assignment or handwritten correction of the previous assignment.

7. If the student does not complete 100% of the assignment or achieve a minimum of 80% on the assignment after meeting with the Director of Nursing, the student will be placed on a remediation plan.

8. The graded assignment will be returned to the student, a copy will be submitted to the Director of Nursing.

Skills Lab

1. If the student is absent from the skills lab, the student will be required to make up the time and missed skills in the skills lab with the instructor.

2. The student will schedule make up time with the instructor, skills lab must be made up within 10 days of the absence.

3. The student will complete the skills that were missed in the skills lab through demonstration by the instructor and return demonstration by the student. The student will practice the skills that were missed for the same amount of time that was missed.

Clinical

1. If a student is absent from the clinical site, the student will be required to make up clinical in the clinical setting at the end of the term. There is a week scheduled between terms to allow for make-up in the clinical setting on the regularly scheduled clinical days.

2. The student will be required to make up the objectives missed, and the time missed in the clinical setting.

3. Clinical make up days will be scheduled for no less than 4 hours. Any time missed less than 4 hours will require 4 hours of make up in the clinical site. Any time missed more than 4 hours will require 8 hours of make up in the clinical site.

In all cases:

1. The instructor will complete the make-up form listing the objectives to be made up, the number of hours to be made up and the assignment.

2. The instructor will submit the completed make-up form including the time made up and a copy of any written assignments to the Director of Nursing.

3. The instructor will submit the completed make up form including the time made up to the registrar.

Criteria for Makeup 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 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 makeup exam on the first Theory Day after the absence.
- All makeup exams must be taken after scheduled Theory hours.
- Pop quizzes cannot be made up.

- All makeup exams scores are equal to the term passing score, or less.

Associate Degree of Nursing

Students will be evaluated for progress and/or mastery of student learning outcomes using methods of evaluation which may include, but are not limited to, the following activities:

- Quizzes and examinations on key concepts and terminology designed to assess students' ability to critically analyze and apply nursing content
- Cumulative final examination designed to assess students' mastery of theoretical course content and cognitive understanding of nursing procedures.
- Clinical observation/evaluation, skill development practice and clinical competency designed to ensure progress in mastering foundational nursing skills.
- Written assignments that demonstrate an understanding of professional nursing concepts including ethical behavior, standards of practice, legal principles, accountability, role development, and professional boundaries.

Students who do not call in advance to make arrangements regarding illness or absence during a course examination will receive a 0% on that exam.

Promotion

Promotion from one semester to another is based upon the successful completion of all course requirements within the previous semester.

A student must meet the educational and school standards in order to be promoted. These are:

- cumulative grade point average of 2.0
- grade of "C" (> 80%) or better in all required coursework
- a satisfactory rating on all clinical nursing performance evaluations
- satisfactory attendance record
- personal qualities that meet the standard for professional conduct

Student Responsibility for Learning

In light of the challenging and rigorous nature of nursing education programs it is expected that students will do required and relevant reading and study prior to theory and clinical classes on topic areas identified. Faculty directed reading, web links, and other support material will be provided for specific content areas as needed. It is expected that students will search the literature and suggest/share relevant findings with faculty and classmates. Case presentations, peer review and other methods determined by the faculty will be the basis for guided cooperative discussion.

Students are highly encouraged to utilize all available resources such as the HESI Comprehensive Assessment Review Program, Elsevier Adaptive Quizzes, HESI modules on learning strategies and study skills, study groups, and faculty office hours for successful academic performance. Peer tutors and supplemental support courses may also be available but are not guaranteed. Students are responsible and accountable for their learning and progress in the program and should contact their respective faculty if they are experiencing difficulty in theory and/or clinical.

Notice of Unsatisfactory Performance / Behavior

If it is determined that the student is not meeting the objectives of the course or his/her behavior or performance is unsatisfactory, the student will be notified verbally and in writing by a variety of possible methods; any one of the following can constitute written notification for unsatisfactory performance/behavior.

a. Deficiency notice and/or clinical contract

b. Mid-term/final evaluation
c. Grades/scores on examinations and written assignments

Unsatisfactory notices may be given when the student does not meet the following objectives:

a. Academic, e.g., earns less than the minimum grade of "C" (<80%) in a required nursing course.
b. Clinical, e.g., demonstrates unsafe/unsatisfactory performance in clinical.
c. Professional, e.g. fails to maintain confidentiality, demonstrates unprofessional or unethical conduct (behavior/attitudes).

When an unsatisfactory notice and/or unsatisfactory evaluation is given to a student, signatures of the instructor and student serve to document that the student is aware of the contents of the written notice. Signed copies of these notices will then be distributed to the student, the instructor, and filed in the student's file in the Nursing office.

Suspension

If, at any time, the student is evaluated by the instructor to be unsafe in administering client care, the student may be suspended immediately from the clinical area in accordance with the educational Code, Article 3:76031, 76032, and 76033. The instructor may suspend the student for up to 2 days, and during this period of suspension, the student shall not return to the class/es.

The purpose of the suspension is to remove a potential threat to the well-being of patients while allowing sufficient time to fully evaluate the incident/situation. The faculty reserves the right to recommend dismissal for unsafe and/or unethical nursing behavior that represents a potential threat to the well-being of clients.

Each student is entitled to due process. The student is advised to review the Student Conduct Code and the Grievance Procedure, in the High Desert Medical College Catalog, for possible courses of disciplinary action that can result from a suspension and options for student recourse.

Dismissal

The faculty reserves the right to recommend dismissal for a student who does not meet the educational and ethical standards of the school. Any student who is dismissed from the nursing program shall be provided verbal or written justification of such dismissal by the instructor or program director or her designee within 72 hours of notice of dismissal. Contact with the program director or the department dean prior to the end of the 72-hour justification period is not encouraged since all support documentation may not be filed.

Readmission

Any student that has voluntarily withdrawn may apply for automatic readmission. Students who were Dismissed from their program for academic performance issues, attendance issues or school policy violations may also reapply for readmission and are subject to approval by the Re-Admission Committee comprised of the President, Campus Director, Education Department, Registrar Department, Career Services, and Finance Department.

A student who withdrew or dismissed from a program and applies for readmission within 180 days of their last date of attendance is considered a 'reenter' status.

Any student who withdrew or dismissed from a program and seeks readmission later than 180 days of their last date of attendance is considered a 'reenroll' status and may be eligible for transfer credit from previous enrollment.

Any student who withdrew or was dismissed from a program for five (5) years or later must start at the beginning of the program meeting all requirements satisfactorily (previous credit earned within the 5 year period may be denied if major course changes occurred).

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 6 months depending on the circumstance surrounding the withdrawal or dismissal 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 courses will apply.

Students submitting a re-enrollment letter to the Re-Admission Committee 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.

Testing Policy

Students must contact the instructor prior to an exam if they are going to miss the exam. Make-up exams are at the discretion of the individual instructor. Possession of a copy of any exam or exam questions not distributed by the instructor will be considered grounds for dismissal from the nursing program. Students with accommodations must present the required paperwork to the lecture instructor 72 business hours before the next examination.

Testing Policy for "In Class Exams"

To ensure security of examination items, no student is permitted to leave the classroom once an exam has begun, this includes using the restroom. No items are permitted at the student's desk. Cheating may be defined as using unauthorized materials, giving, or receiving unauthorized assistance during an examination, opening another browser during the exam (noted as stopped viewing exam in canvas) or other academic exercise. Possession of a copy of any exam or exam questions not distributed by the instructor will be considered grounds for dismissal from the nursing program. Refer to the "Professional Behavior Expectations and Honor Code Statement" in the Student Handbook.

Remediation

Core Programs

A student may be given an opportunity to remediate a course if they receive a final course score of 60%-69% or "D". Students who receive a final course score of <60% or "F" are not eligible for remediation. Students who are eligible for remediation may remediate up to 10 % of their grade, they will have up to fourteen calendar days . Remediation may be in the form of an assignment, project, research paper, or an exam equivalent to the final examination of the course. Successfully remediated courses can only earn a maximum grade of "C" or 70%.

Vocational Nursing

A student may be given an opportunity to remediate a course following the below:

1. Any student who fails an exam will meet with the instructor to review the areas of weakness and to develop a remediation plan. The remediation plan will include tutoring with the instructor and specific assignments to be completed related to the areas of weakness.

2. Any student who fails two exams in a row will meet with the Director of Nursing to review areas of weakness. In addition, the Director of Nursing will review the students' study habits (hours per day and week that the student spends studying and how the student studies). The Director of nursing will update the remediation plan to include specific recommendations for study skills and assignments to be completed related to the areas of weakness.

3. The remediation plan will be updated by the instructor after each exam to indicate if the student is passing exams at which point the remediation plan can be discontinued or if the student continues to experience challenges, the remediation plan will be updated with additional assignments related to the current areas of weakness and will continue to include tutoring with the instructor weekly at minimum.

4. The Director of Nursing will meet with the student at any point at which the student has failed two or more exams in a row, throughout the term, and will make additional recommendations for remediation based on analysis of student progress in completing assignments and participation in tutoring.

5. Any student who fails a term with a grade of D (70% and 74.9%) will meet with the Director of Nursing and be given a term remediation plan. The term remediation plan will include a study guide and tutoring schedule for a term remediation exam. The remediation exam is a comprehensive exam covering all topics in the term. The student will be given the remediation exam during the week between terms. The student must obtain a 75% or better on the remediation exam to be eligible to proceed to the next term.

6. Any student who does not achieve a 75% or better on the remediation exam will not be eligible to continue to the next term and will be required to repeat the term to continue in the program. Repeating the term is based on seat availability. In addition, the student must meet with the registrar and financial aid to determine eligibility.

7. Any student who receives an F in a term (grade below 70%) will not be eligible for remediation and will be required to repeat the term to continue in the program. Repeating the term is based on seat availability. In addition, the student must meet with the registrar and financial aid to determine eligibility.

Vocational Nursing Skills Lab Remediation

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.

To provide structured support and monitoring for students who demonstrate unsatisfactory progress in clinical performance or skills competency, while maintaining patient safety and professional standards.

Identification of Unsatisfactory Performance

A student may be identified as **unsatisfactory** if they:

- Receive a score of “Unsatisfactory” in **two or more clinical evaluation criteria**.
- Score **below passing (≤39 points)** on the Clinical Evaluation Form.
- Demonstrate **unsafe practice** (automatic fail if patient safety is compromised).
- Fail to show progress after initial faculty feedback.

Procedure

1. **Immediate Faculty Action**
    - Instructor documents unsatisfactory performance on the Clinical Evaluation Form.
    - Students are provided with specific written feedback identifying unsafe, unprofessional, or deficient areas.
    - If unsafe practice occurs, students may be immediately removed from patient care for the day.

2. **Development of Remediation Plan**
    - Within one week, the instructor and student meet to create a written **Clinical/Skills Remediation Plan**.
    - Plan must include:
        - Specific skill(s) or competency area(s) needing improvement.
        - Required remedial activities (skills lab practice, case studies, simulation, observation, tutoring).
        - Timeline for reassessment.
        - Measurable objectives (e.g., "Student will perform sterile dressing change independently while maintaining aseptic technique").
3. **Monitoring and Support**
    - Students attend mandatory skills lab/simulation sessions as assigned.
    - Weekly check-ins with the clinical instructor for progress evaluation.
    - Documentation of all remediation activities is required for the student record.
4. **Re-Evaluation**
    - Students are re-evaluated on identified skills/behaviors by clinical instructor.
    - If student demonstrates improvement and safe practice, remediation is considered complete.
    - If student remains unsatisfactory after remediation period, case is referred to the **Director of Nursing (DON)**.
5. **Escalation**
    - DON reviews student progress and determines whether:
        - Additional remediation is appropriate, or
        - The student will fail the clinical course.

Outcomes

- **Successful Remediation:** Student demonstrates competency and continues in the program.
- **Unsuccessful Remediation:** Student fails clinical course, must repeat the term (pending seat availability), and meet with Registrar and Financial Aid to determine eligibility.

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

Students will not be allowed to enter the room after the test has begun. Students who arrive late 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

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.
- Participate in an Exit Interview and complete the required exit paperwork.
- Meet with the Placement / Career Services Department and provide a current resume.

Associate Degree of Nursing

Graduation is a certification that the program standards and curriculum requirements have been met and that, to our knowledge, the student has committed no act which, if committed by a licensee, would be grounds for disciplinary action.

The requirements for graduation are:

- Complete the required credit / clock hours within the maximum number of credits attempted.
- Must meet minimum 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.
- Participate in an Exit Interview and complete the required exit paperwork.
- Meet with the Placement / Career Services Department and provide a current resume.

Emergency Medical Technician

- To complete the program, students must maintain the following:
- A cumulative average of a minimum of eighty percent (80%) on all examinations.
- Receive a “Pass” on all skills assignments and skills testing. (Pass/Fail)
- Pass the final exam with at least an 80% score.
- Receive a “Pass” in externship with at least 10 patient contacts and 24 contact hours.
- Must meet 100% of course attendance.

Magnetic Imaging Resonance (MRI) Associate of Applied Science

In order to graduate and receive a diploma from the MRI AAS program, a student must meet the following requirements within the maximum allowable time frame:

Student must achieve 70% or higher GPA during each evaluation period and have satisfactorily completed appropriate assignments, projects, performance checklist procedures and completion of externship; and must meet 80% of course attendance.
In order to graduate Magnetic Resonance Imaging Program, a student must meet the following requirements within the maximum allowable time frame:

- Receive a passing grade on all 5 modules of instruction according to the grading requirements for both Lab & Theory. This includes completion of 100% of the Clinical extern hours and the total required exams to be scanned; and meet all attendance requirements.

- Pass all mandatory lab competencies.
  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 MRI department for remediation.

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 and Theory. This includes completion of 100% of the Clinical and Theory objectives for any day(s) missed; and meet all attendance requirements.

- 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 makeup 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 makeup 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.

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 two to three months prior to the ceremony date. High Desert Medical College normally hosts one to two 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 and Gown
    - Tassel, Stole
    - Announcements
    - Tickets
    - Pin
    - 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 3.95 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 and Associate Degree of 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 NCSBN. The examination is given by appointment throughout the year. Application deadlines, fees, and other information regarding the examination can be obtained from the Department of Nursing.

Upon graduation and prior to applying for the examination, students will be required to complete a Record of Arrest / Conviction form. This form is forwarded to the BVNPT for review and the final determination on licensure eligibility rests with the BVNPT. Students who are concerned about their licensure eligibility status with regard to conviction or arrest records are advised to call the Board of Nursing who will evaluate each student on a case-by-case basis.

Paying for College

Financial Services

Disclosures to all Students

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

Student Finance Policies

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

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

Student Financial Aid Rights

- The right to know how financial need was determined.
- The right to know how financial aid will be distributed.
- The right to request an explanation of programs in the financial aid package.
- The right to refuse any aid offered.
- The right to request an explanation of High Desert Medical College refund policy.
- The right to know what portion of financial aid must be repaid and what portion is a grant:
    - If a loan has been received, have the right to know the interest rate and loan repayment options and procedures.
- The right to examine the contents of aid records provided a written request is made to the Department of Financial Aid:
    - Students may not review confidential records submitted by parents without the written consent of the parent whose information has been submitted.

Professional Judgment Policy

Professional Judgment refers to the authority granted to financial aid professionals to adjust a student's financial aid eligibility based on unusual or exceptional circumstances. These circumstances may include, but are not limited to:

- A significant decrease in income
- Changes in family size or marital status
- Loss of employment or assets
- Unusual medical or personal expenses

- Change in dependency status

This list is not exhaustive. If you have a unique situation not listed above, you may still be eligible for a review under the professional judgment process.

Initial Financial Aid Eligibility

Your initial financial aid eligibility is determined based on the information submitted on your Free Application for Federal Student Aid (FAFSA). Within 2–3 business days of FAFSA processing, the school receives an Institutional Student Information Record (ISIR), which includes your Student Aid Index (SAI). This information is used to calculate your financial aid package.

Why Professional Judgment May Be Necessary

At Legacy Education, we understand that FAFSA data may not always reflect your current financial situation. When appropriate, our Office of Financial Aid may use professional judgment to update your FAFSA data, recalculate your SAI, and adjust your financial aid package accordingly.

Requesting a Professional Judgment Review

To initiate a professional judgment review:

1. Contact your campus Financial Aid Department.
2. Your assigned Financial Aid Advisor will guide you through the process, including a list of required documentation.
3. Supporting documentation is mandatory and must be submitted by:
    - o You and your spouse, or
    - o You and your parents (if you are a dependent student)

Documentation must clearly support the nature and timing of the change in circumstances.

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 includes 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: **https://studentaid.gov/feedback-ombudsman/disputes/prepare**
Phone: 877-557-2575
Fax: 606-396-4821
Mail: FSA Ombudsman Group
P.O. Box 1854
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 online Entrance or Exit Loan Counseling please visit the following links:

- **Entrance Counseling Session:**
  www.studentloans.gov

- **Exit Counseling Session:**
  https://nsldsfap.ed.gov/nslds_SA/public/SaEcWelcome.do

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. 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 **https://studentaid.gov/h/apply-for-aid/fafsa** 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 email 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 $400.00 to $5,000.00+. 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 1st through June 30th). 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 are 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 $3,500.00 for the first academic year and $4,500.00 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 $50.00 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:

- Independent
- Dependent and whose parents fail to qualify for a Direct Federal PLUS Loan

may borrow up to: $3,500.00 combined of Direct Subsidized and / or Unsubsidized Federal Stafford Loans, plus $6,000.00 additional Direct Unsubsidized Federal Stafford Loan for the first academic year; $4,500.00 combined of Direct Subsidized and / or Unsubsidized Federal Stafford Loans, plus $6,000.00 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: $3,500.00 combined of Direct Subsidized and / or Unsubsidized Federal Stafford Loans, plus $2,000.00 additional Direct Unsubsidized Federal Stafford Loan for the first academic year; $4,500.00 combined of Direct Subsidized and / or Unsubsidized Federal Stafford Loans, plus $2,000.00 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 $100.00 to $4,000.00 for each of the student's academic years of study. High Desert Medical College currently awards to a maximum of $500.00. 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 $200.00 to $4,500.00 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 Cal Grant award, FAFSA and GPA Verification forms must have completed by March 2, for the following academic year to meet the CSAC's deadline. Students must be enrolled at least half-time and meet Cal Grant requirements 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:

- 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 to 18 to attend school until graduation from high school or passing the California High School Proficiency Exam (CHSPE).
- Have proof (a copy) of any of the following:
    - U.S. High School Diploma or transcript from a state approved or U.S. Department of Education approved school;
    - G.E.D. certificate;

  - Associate's, Bachelor's or master's degree obtained from a U.S. Department of Education Accredited school;
  - Foreign HS Transcript, Associates Degree Transcript, Bachelor's Degree Transcript, or master's degree Transcript evaluated to be the equivalent of a U.S. High School Diploma.

- Be a U.S. citizen, national or eligible permanent resident of the United States.
- Be enrolled or admitted to a degree or diploma program at High Desert Medical College that is eligible for Federal Financial Aid.
- Not owe repayment of a Federal Grant or be in default of a Federal Direct Student Loan or to High Desert Medical College.
- Maintain Satisfactory Academic Progress as defined by High Desert Medical College's Standards for Academic Progress and published in the catalog.
- 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/2020/08/2020-2021-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 / Check Hours Breakdown	Grade Level
0 to 24 Credits / 900 Clock Hours	1
25 to 50 Credits / 1,595 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:

- Not met the eligibility requirements or resolved the conflicts in information as it pertains to their financial aid awards.
- Not completed mandatory entrance counseling and signed the MPN / Plus MPN.
- 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:

- Be a citizen or national of the United States.
- Provide evidence from the U.S. Immigration and Naturalization Service that they are:
    - A permanent resident of the United States with Permanent Resident Cards or Resident Alien Cards;
    - Classified as one of the eligible non-citizen categories:
        - Refugees;
        - Victims of human trafficking;
        - Persons granted asylum;
        - Persons paroled into the United States for at least one year;
        - Some persons under the Violence Against Women Act;
        - 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-USE
http://www.ed.gov/about/offices/list/oig/hotline.html
Office of Inspector General
U.S. 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.va.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
- Pharmacy Technician
- Ultrasound Technician
- Vocational Nursing

****"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at **https://www.benefits.va.gov/gibill**."*

Collection Procedures

Students whose financing package does not cover the entire cost of tuition are responsible for paying the remaining balance. Payment may be made through employer reimbursements, private loans, scholarships, VA benefits, state grants, third-party services, or other outside sponsoring agencies. Any remaining balance not covered by these funding sources must be paid by cash, check, debit card, money order, or credit card at the time of enrollment, or the student must execute a promissory note unless alternative payment arrangements have been made 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 the Business Office.

Unless otherwise informed, payments are due on the 1st day of each month and may be made by cash, check, debit card, money order, or credit card payable to High Desert Medical College. Students whose tuition is being paid in whole or in part through employer reimbursements, private loans, scholarships, VA benefits, state grants, third-party servicers, or other outside sponsoring agencies remain responsible for ensuring all required documentation is submitted and that payment arrangements are completed in accordance with the sponsoring agency's requirements and Legacy Education policies.

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 the Business Office.

The College may withdraw a student's enrollment if the student fails to meet financial obligations by the scheduled due dates and does not make satisfactory arrangements with the institution. If no payment arrangement has been made within 90 days of the original payment due date, the student may be withdrawn from the program. Students withdrawn for non-payment cannot re-enroll or restart until all outstanding balances are paid in full or a written payment arrangement has been reviewed and approved by the Business Office. Any approved payment arrangement must be signed by the student and the institution prior to re-enrollment, must specify the total balance owed, the payment schedule, and the consequences of default.

Refund Policies

Cancellation of Enrollment Agreement

A student has the right to cancel the agreement without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later with a full refund of all monies paid. Subsequent to this seven-day cancellation period, an applicant requesting cancellation prior to the start of classes is entitled to a refund of all monies paid less a registration fee of $200.00.

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. 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.

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 in writing to the Director of Education via email, mail, or in person. If a student withdraws from the educational program after the cancellation period, having completed 60% or less of the period of attendance, the institution shall provide a pro rata refund of the institutional charges, less a non-refundable registration fee of $200.00.

Upon withdrawal, the pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

- Step 1: Calculate the daily/hourly tuition charge for the program by taking the total institutional charges (minus any disclosed non-refundable fees) and dividing it by the total number of days or hours in the program.
- Step 2: Determine the total amount owed to the school by multiplying the daily/hourly charge (calculated in Step 1) by the number of days or hours the student attended, or was scheduled to attend, prior to withdrawal.
- Step 3: Determine the total amount of tuition actually paid by the student of on the student's behalf.
- Step 4: Subtract the amount owed to the school (Step 2) from the total amount paid by the student (Step 3). If Step 3 is greater than Step 2, the difference is the exact refund amount owed to the student. Any hours

or days prior to the student's last day of attendance for which the student was scheduled but absent are included in the days/hours attended for this calculation.

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

This institutional pro rata refund is separate from, and not limited by, the federal Return of Title IV Funds (R2T4) calculation described later in this policy. A student who has completed more than 60% of the payment period may still be owed a refund of institutional charges even where no further Title IV is unearned.

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 last date of attendance or academic related activity, 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.

Payment of the Refunds

Refunds will be paid within 45 days from the date of determination of withdrawal.

If the institution collects an amount that exceeds the total charges listed in this catalog and the student's executed enrollment agreement, the excess shall be refunded within 45 calendar days of the student's completion of the educational program.

Within five business days of receiving any payment from, or on behalf of, a student, the institution will provide the student a receipt or updated student ledger, in hard copy or electronic format, showing the date, amount, description, and payor of the payment. A copy is retained in the student's file.

In addition to the federal Return of Title IV Funds (R2T4) requirements described below, the institution calculates a State pro rata refund for of institutional charges for every student who has completed any portion of the 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. 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

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

Notice of Refund

Students will be sent a refund packet which will include the calculation and a notice of refund(s) made if applicable, specifying the amount of the refund, the method used to calculate it, the date the refund was made, and the name and address of the person or entity to which it was sent. An exit counseling packet, as referred to in the policy for exit counseling, will also be sent to the student.

If a refund is made to a third party on behalf of the student, the institution will provide the student, within 45 calendar days of cancellation or withdrawal, a written notice itemizing the amount refunded to each third party, the third party's name, and the date of each refund.

Title IV Funds Refund Policy

A refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement does not show for the first day of class or withdraws during a period of attendance. The refund policy for students who have completed more than 60% of the payment period, 100% of Title IV funds are considered earned.

The percentage of Title IV aid earned is determined by the number of calendar days completed in the payment period, up to the last date of attendance, divided by the total number of calendar days in the payment period:

Percentage earned is equal to:

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

Excludes

- Institutionally scheduled breaks of five 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.

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

Unearned Title IV funds are returned to the federal programs in the following order:

- Federal Unsubsidized Loan
- Federal Subsidized Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG Grant
- Other Title IV Assistance

Withdrawal 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.

The institution may also withdraw a student for conduct reasons. Withdrawal for conduct is effectuated by the institution's written notice to the student. The conduct that may result in withdrawal, and the maximum number of consecutive class days of absence before a student is deemed withdrawn, are set out in the institution's attendance and conduct policies. Except where an earlier act of misconduct governs, the effective withdrawal date is the student's last date of attendance.

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:

- Provide a full refund of all money paid; or
- Provide currently enrolled students assistance in transferring to another institution that includes similar program offerings.

Student Tuition Recovery Fund (STRF)

For refund purposes: If a student receives a pro rata withdrawal refund, the STRF assessment is non-refundable.

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.

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 14 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 Aid 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 $50.00 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 hardcopies of the policies pertaining to their department and are responsible for training and monitoring implementation of the policy for their staff.

Accrediting Council for Continuing Education and 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% or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. During the first week of classes, tuition charges withheld will not exceed 10% of the stated tuition up to a maximum of $1,000.00. 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.

3. After the first week and through 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 10% of the unearned tuition for the period of training that was not completed. (See example below.)
4. After 50% of the period of financial obligation is completed, the institution may retain the full tuition.
5. The institution must not obligate a student for more than 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 January 4th and scheduled to complete December 10th.
- There are two periods of financial obligation of 24 weeks each.
- The total tuition is $15,000.00, tuition for each period is $7,500.00.
- The last date of attendance (LDA) for the student is February 24th.
- The date of determination is March 8th.

Description	Amount
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 $7,500.00 Tuition	$2,500.00
10% of Unearned Tuition ($7,500.00 - $2,500.00 = $5,000.00 unearned)	$500.00
Owed to Institution	$3,000.00
Student Payment	$7,500.00
Refunded to Student by April 22nd	$4,500.00

Once the refund calculation, according to the State of California, ACCET and the Department of Education (if federal financial aid has been used) is performed, 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.

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. Students are encouraged to utilize web resources when searching for cost of living expenses. Students may consider www.homearea.com or www.rentdata.org which provide estimated rent costs and home values by city or area.

  Bakersfield, California: The median house values reach around $350K while rent for a single bedroom typically runs from approximately $1,100 – 1,400 per month depending on the area chosen. Utility costs can be slightly higher in summer due to air conditioning needs, but grocery and transportation expenses are generally in line with national averages.

  Lancaster, California: The median house values reach around $400K while rent for a single bedroom typically runs from approximately $1,200 – 1,500 per month depending on the area chosen. Utilities and groceries align with national averages.

  Murietta, California: The median house values reach around $650K while rent for a single bedroom typically runs from approximately $1,900 – 2,300 per month depending on the area chosen. Utility and grocery costs are close to national averages, though overall rent in the area runs somewhat above the national average.

  Temecula, California: The median house values reach around $600K while rent for a single bedroom typically runs from approximately $1,700 – 2,100 per month depending on the area chosen. Utility and grocery costs are close to national averages.

  Wildomar, California: The median house values reach around $600K while rent for a single bedroom typically runs from approximately $2,300 – 2,600 per month depending on the area chosen. Utility costs can be slightly higher in summer due to air conditioning needs, but grocery and transportation expenses are generally in line with national averages.

- **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.

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.

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

Tardiness

Students are considered 'tardy' if they arrive 15 minutes or later to the start of class. Time absent is counted toward total class hours missed. A student who exhibits consistent tardiness shall meet with the Director of Education and show cause as to why he / she should not be placed on attendance warning. The Director of Education will specify the required condition of warning issued in writing.

Early Departure

An 'early departure' is defined as the departure from a class 15 minutes or later from the scheduled end of class. A student who exhibits consistent early departure shall meet with the Director of Education and show cause as to why he / she should not be placed on attendance warning. The Director of Education will specify the required condition of warning issued in writing. Legacy Education utilizes a real-time digital attendance tracking application, CourseKey, to maintain real-time attendance for all students. Chronic or excessive late arrivals or early departures may lead to disciplinary action up to and including expulsion from the course or program. Time absent is counted toward total class hours missed.

Program Specific Policies

Associate Degree of Nursing

It is the policy of High Desert Medical College as stated in the catalog that a college student is expected to attend all sessions of the classes in which he/she is enrolled. It is the responsibility of the student to personally notify the instructor when he/she is ill, to arrange for a make-up day, and to explain the reason for the absence to the instructor. This applies to classroom absence as well as clinical absence.

Policies of the Associate Degree of Nursing Program:

Your enrollment in this course constitutes an agreement between yourself and High Desert Medical College and its faculty for this course. Your obligation is to attend class and meet the objectives of the course. High Desert Medical College's and the faculty's obligation is to provide an atmosphere that facilitates learning and opportunities to assist you in successful completion of this course.

Orientation is mandatory for all courses. Failure to attend the first clinical day will result in the student being dropped from the course unless the instructor has been notified in advance. Students will not be admitted after the first day of class.

Students will be given copies of this policy at the beginning of each Nursing Science course. The students are required to sign their copy of this policy. The student is held accountable for the policies and procedures in the most current ADN Student Manual.

Absence from class because of death in the family, illness, or a court mandated appearance, is an excused absence. At the discretion of the instructor, a doctor's verification of illness may be requested.

Requested make-up days for excused absences may be granted at the discretion of the lead and clinical instructor. Make-up days will be considered if a student's request is made during the first week of return from illness. Make-ups must constitute a complete clinical day.

Tardiness to the clinical area is considered in the total evaluation of the day's performance. If the student is 1 minute tardy, this counts as 1 hour of absence.

ABSENCE FROM CLINICAL

The student is responsible for personal notification of the clinical instructor prior to the beginning of the day.

Attendance and punctuality are requirements in demonstrating satisfactory performance in meeting course objectives, as well as vital components of professional behavior and accountability. It is the responsibility of the student to attend class regularly, to notify the instructor when he/she is ill, or will be late, to arrange in advance for unavoidable absences, and to explain the reason for the absences to the instructor. This applies to classroom absences as well as clinical absence.

Lecture hours cannot be made up. The maximum number of lecture hours that may be missed is the number of hours the course meets per week for a 16 week course. These hours are as follows:

NUR 101 Foundations of Nursing 2 hours	NUR 102 Medical Surgical Nursing 2 hours	NUR 103 Pharmacology 3 hours	NUR 201 Medical Surgical Nursing II 3 hours
NUR 202 Advanced Pharmacology 3 hours	NUR 303 Gerontological Nursing 1 hour	NUR 304 Community Health Nursing 1 hour	NUR 301 Medical Surgical Nursing III 2 hours
NUR 302 Mental Health Nursing 1 hour	NUR 203 Nursing Care of Children 1 hour	NUR 204 Nursing Care of Women and neonates 1 hour	NUR 401 Medical Surgical Nursing IV 3 hours
NUR 402 Leadership and Professional Nursing Practice 2 hours			

Participation in clinical hours is required in order for faculty to evaluate satisfactory completion of the clinical objectives. A student's failure to participate in the minimum number of clinical hours will result in that student's dismissal from this course. Only excused clinical absences will be allowed to be made up. Absence from class because of death in the family or illness is an excused absence. Each clinical tardy will constitute a minimum absence of one hour. Requested make-up days for excused absences may be granted at the discretion of the lead and clinical instructor. Make-up days will be considered if a student's request is made during the **first** week of return from illness. Make-up days will only be allowed if an entire shift is completed. All clinical absences must be made up, there are no unexcused absences allowed in clinical.

Before any make-up exam may be taken by the Registered 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:

a) Student must bring written verification of illness or emergency to the instructor.

b) 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 Didactic Day after the absence.

c) All make-up exams must be taken after scheduled Didactic hours.

d) Pop-quizzes cannot be made up.

LATE ASSIGNMENTS

A student who is present, in class, when an assignment is due, but does not turn in the assignment will have 10% deducted per day the assignment is late.

Assignments will not be accepted past three days late.

No assignments will be accepted past the last day of the course.

NURSING SKILLS LABORATORY

1. Students are responsible for assigned readings in textbooks and reviewing the video, skills checklist and taking the quiz in the clinical skills found in Sherpath evolve account prior to lab. Participation in discussions over the assigned material is expected. Failure to prepare will result in an unsatisfactory lab session. All lab sessions must be completed satisfactorily to progress to the clinical setting.

2. Students must adhere to the clinical dress code for skills laboratory sessions.

CLINICAL EXPERIENCE

1. Clinical attendance is mandatory. Refer to attendance policy.

2. Immunizations, titers, CPR, TB status, and clear criminal background check must be complete and on file for students to be able to attend clinical experience at the assigned clinical locations.

3. A dosage calculation test will be administered prior to students administering medications in the clinical setting. Students who fail to pass the dosage calculation test or who miss dosage calculation questions on the exams will be required to perform additional weekly remediation until all calculation questions on the exams are correctly answered.

4. Students will be allowed to perform designated nursing skills in the clinical setting only after receiving instruction and successfully demonstrating the skill in the Nursing Skills Laboratory.

5. Students are expected to meet clinical expectations outlined in the clinical evaluation tool.

6. Based on student learning needs, the faculty will determine the appropriate amount of time and clinical assignments needed to assess student growth. Faculty may require additional assignments and clinical assignments beyond the scheduled clinical hours.

7. A care plan is due every week and is part of the clinical evaluation. Care plans must be completed in order to pass clinical.

Emergency Medical Technician

The Program Director or Instructor must be contacted if you will be late or absent. Unexcused absences are when the student does not advise the college or Instructor regarding being late or absent. An unexcused absence will result in a written warning. A second unexcused absence will result in termination from the program. A student may be absent for only two (2) course sessions, with the requirement that it has been communicated with the instructor with acknowledgment or approval regarding the absence. A third absence is an automatic drop. The makeup session

must be scheduled with the program director or instructor so that the student can complete the missed work. Quizzes and exams must be taken upon return to class. There is a 10% test grade deduction per day.

If arrival is late but within 15 minutes, this is recorded as a "tardy." If you are more than fifteen (15) minutes late for a lecture and/or skills, returning late from breaks or leaving early from the session, it will be considered an absence and must be made up. Chronic or excessive tardiness / early departures may lead to disciplinary action, including expulsion from the course. Four tardies will be considered one absence. Students who fail to withdraw officially and have missed 14 consecutive calendar days of attendance are assumed to have withdrawn.

Nursing Assistant

The Nursing Assistant Program is an intensive, fast-paced course governed by the California Department of Public Health (CDPH), which mandates strict attendance standards to ensure eligibility for the state examination for licensure. Therefore, students are expected to attend every scheduled theory and clinical session as outlined in the course calendar.

The following are the attendance requirements for the Nursing Assistant program:

- State Mandated Hours:

  All state-regulated instructional hours (both theory and clinical) must be fulfilled in order to pass the course.

- 100% Attendance:

  Students must achieve 100% attendance in both theory and clinical components to successfully complete the program.

- Zero Absence Policy:

  Due to the strict mandates set forth by CDPH in regard to course hours, students will be immediately dismissed from the course due to an absence.

Phlebotomy Technician

The Phlebotomy Technician program is an intensive, fast-paced course governed by the California Department of Public Health (CDPH), which mandates strict attendance standards to ensure eligibility for the state examination for licensure. Therefore, students are expected to attend every scheduled theory and externship session as outlined in the course calendar.

The following are the attendance requirements for the Phlebotomy Technician program:

- State Mandated Hours:

  All state-regulated instructional hours (both theory and externship) must be fulfilled in order to pass the course.

- 100% Attendance:

  Students must achieve 100% attendance in both theory and externship components to successfully complete the program.

- Zero Absence Policy:

  Due to the strict mandates set forth by CDPH in regard to course hours, students will be immediately dismissed from the course due to an absence.

Vocational Nursing

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

The following are the attendance requirement guidelines for the VOCATIONAL NURSING program:

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

It is the responsibility of the student to call the VOCATIONAL NURSING department, Clinical Coordinator when they are absent ALL THEORY AND CLINICAL OBJECTIVES MUST BE MADE UP FOR ANY DAY or PART of DAY THE STUDENT IS NOT PRESENT AT THEORY OR CLINICAL/SKILLS LAB. Absences must be called in to the Vocational Nursing office and the instructor on the same day of the absence. Students need to contact the Vocational Nursing office for clinical or theory absences. Students are expected to be accountable for their actions. The student is responsible for making all arrangements with the Vocational Nursing office via the appropriate make-up form for all theory make-up and clinical make-up. Make up assignments for theory are due to the DON within 10 days, failure to complete the make-up assignment within 10 days will result in dismissal from the VN program. Skills lab is made up in the skills lab and make-up time must be scheduled with the instructor, failure to make up skills lab will result in clinical failure and dismissal from the program. Clinical make up is scheduled in the clinical site at the end of the term, failure to complete clinical make up will result clinical failure and dismissal from the program.

Students may miss a maximum of 16 hours of theory and 16 hours of clinical/Skills Lab (skills lab hours are considered clinical hours) during a term.

Students will be given attendance warnings as below:

Theory:

8 hours missed first warning

16 hours missed second warning

Any time over16 hours missed- termination from the VN program

Clinical/Skills Lab:

8 hours missed first warning

16 hours missed second warning

Any time over 16 hours missed- termination from the VN program

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 makeups and clinical makeups.

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 = 1,110). 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.

Evaluation of Student Work via Distance Education Delivery: Students can generally expect assignments, lessons, projects, and other submitted work requiring instructor evaluation to be reviewed and returned with an evaluation or response within approximately 2 days of the institution's receipt of the work.

Grading System

The school uses the following grading system for all **CORE** programs unless otherwise identified below:

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	0 – 59	Fail	0.0
R	None	Repeated	N/A
W	None	Withdrawal	N/A
TC	None	Transfer Credit	N/A
CC	None	Challenge Credit	N/A
I	None	Incomplete	N/A

Each course must be passed with a minimum of 70%.

Grade	Rating	Description
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 credit attempted for this course will be counted toward the maximum timeframe 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 conferred to an "F" grade if the requirements are not met within ten 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 timeframe.

Program Specific Grading Policies

Associate Degree of Nursing

GRADE SCALE

Grade	Percentage	Rating	Grade Point Value
A	90-100	Excellent	4.0
B	85-90	Good	3.0
C	80-84	Below Average	2.0
D	70-80	Fail	1.0
F	0-69	Fail	0.0
R	None	Repeated	N/A
W	None	Withdrawal	N/A
TC	None	Transfer Credit	N/A
CC	None	Challenge Credit	N/A
I	None	Incomplete	N/A

Emergency Medical Technician

GRADE SCALE

Grade	Percentage	Rating	Grade Point Value
A	90 to 100	Excellent	4.0
B	80 to 89	Very good	3.0
D	70 to 79	Fail	1.0
F	0 to 69	Fail	0.0
R	None	Repeated	N/A
W	None	Withdrawal	N/A
TC	None	Transfer Credit	N/A
CC	None	Challenge Credit	N/A
I	None	Incomplete	N/A

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 ten categories:

1. Safety
2. Nursing Skills / Activities
3. Communication / 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 ten 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 ten 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”
- **Term3:** 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)

	Basis of Guide
Theory: 100% of Total Grade	Quizzes and 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 to 100	Excellent	4.0
B	80 to 89	Very good	3.0
C	75 to 79	Average	2.0
D	70 to 74	Below average	1.0
F	0 to 69	Fail	0.0
R	None	Repeated	N/A
W	None	Withdrawal	N/A
TC	None	Transfer Credit	N/A
CC	None	Challenge Credit	N/A
I	None	Incomplete	N/A

Students will be evaluated for progress and/or mastery of student learning outcomes using methods of evaluation which may include, but are not limited to, the following activities:

Quizzes and examinations on key concepts and terminology designed to assess students' ability to critically analyze and apply nursing content.

Cumulative final examination designed to assess students' mastery of theoretical course content and cognitive understanding of nursing procedures.

Clinical observation/evaluation, skill development practice and clinical competency are designed to ensure progress in mastering foundational nursing skills.

Written assignments that demonstrate an understanding of professional nursing concepts including ethical behavior, standards of practice, legal principles, accountability, role development, and professional boundaries.

A minimum grade of "C" (80%) is mandatory in all required nursing theory and clinical courses. See registered nursing prerequisites for other courses. 80% must be achieved on all theory exams independent of clinical points.

In nursing science courses, the total course grade is based upon both knowledge and performance of skills. Theory being taught is concurrently applied in the clinical setting. Clinical performance involves application of theoretical knowledge in a practice setting. The student must be satisfactory in all clinical behaviors on the last clinical day to pass. Therefore, any student unable to meet the clinical performance objectives for the course is considered unsatisfactory and will receive a maximum grade of "D" for the course. The student must receive a course grade of "C" to successfully complete the course.

There will be a math exam during weeks 1-2, during each course taken in the nursing science program. The mandatory passing score for this exam is 90 percent. If the student does not attain a score of 90 percent or higher on the first exam, the student must remediate and retake the exam. The syllabus for the course will indicate the number of retakes allowed and the time frame for completing the exam. If the score is below 90 percent on the final attempt, the student may be dropped from the course.

All students will be advised of unsatisfactory performance at the time the unsatisfactory incident occurs, or as soon after as possible. When a student has demonstrated a pattern of unsatisfactory performance, the instructor will arrange a conference with the student. At the conference the instructor will give the student a written summary of the unsatisfactory incidents along with suggestions to assist the student in improving these behaviors. The student, together with the instructor, will develop a plan stating goals to be attained and dates by which the goals must be met. In the event that the goals agreed to in the plan are not met, the student will receive a maximum grade of "D" for the course.

If a student receives one "U" or two "Ns" in the same evaluation criteria on their weekly formative evaluation, the instructor may require a conference and there may be possible failure of the course. An unsatisfactory on the last weekly formative evaluation will result in an unsatisfactory grade for the clinical rotation and a maximum grade of "D" for the course.

The student is evaluated weekly in clinical based on clinical objectives and QSEN competencies. The objectives are identified in the syllabus for each course as are the competencies.

Registrar / Records

Grade	Rating	Description
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 credit attempted for this course will be counted toward the maximum timeframe 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 conferred to an "F" grade if the requirements are not met within ten calendar days of the last scheduled day of instruction for the course.

Grade	Rating	Description
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 timeframe.

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. 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 and 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 and financial records against loss and fire by storing such records in multiple secure locations both physical and electronic. High Desert Medical College maintains all financial records of students, including but not limited to Financial Aid Disbursements, Financial Aid Retail Agreements, Tuition and Fee payments, and Tuition Refund records, as digital copies for at least six 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) and Personally Identifiable Information (PII)

The Family Educational Rights and 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:

- The right to inspect and 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 and notify the student of the time and place where the records may be inspected.

- 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 and 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 and 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.

- **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 and 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 and who is under the direct control of the school with respect to the use and 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 and safety emergencies.
- Appropriate parties in order to comply with a judicial order or lawfully issued subpoena; State and 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 and 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.

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 and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202.

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 College Student Identification Number
- Address
- Phone Number
- Email Address
- Birthdate
- Enrollment Status
- Degrees and 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 carefully consider 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 Externship Coordinator if they are encountering difficulties.

Well-Being Officer

This person is responsible to advocate and nurture the holistic care of the people of Legacy Education. Focusing on the physical, emotional, mental, and spiritual needs to support all leaders, employees, and the student body in their health and well-being. Through the building and leading of holistic opportunities and programs to foster growth and a sense of well-being. Students can schedule a meeting directly by reaching out to her email ascola@legacyed.com or work with their Student Services Coordinator / Director to make a connection.

Technical Support

Technical support is available to students and staff 24/7 via the help support button that is in LMS. Additionally, technical support is provided for students and staff during institutional operating hours from 7:30 a.m. to 10:00 p.m. via our help@legacyed.com.

The VP of Student Information Systems, Director of IT, Vice President of Academics / Online Learning and Chief Academic Officer receive notification from faculty or students regarding any technical issues or assistance needed for all Systems utilized within the program.

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.

Emergency Medical Technician Externship Requirements

Clinical ambulance ride-along shifts will be scheduled with our partnering ambulance companies and completed outside of the scheduled classroom hours. Students will meet with the instructor for scheduling their clinical shifts, which must be completed by the end of the EMT course.

An EMT student is eligible for clinical when the student has successfully completed an approved CPR program, assessment, vital signs, workforce safety and wellness lectures, accompanied skills instruction, and any additional training program requirements.

All applicable healthcare facilities and EMS provider policies shall apply to the student during the clinical rotation.

- Only one (1) student shall be assigned, per shift, to a field transport unit.
- A maximum of two (2) students may be assigned to one (1) healthcare facility preceptor.

MINIMUM CLINICAL REQUIREMENTS

- Complete a minimum of twenty-four (24) hours of clinical experience
- Document at least ten (10) patient contacts. Actual patient names shall be omitted for privacy and HIPAA compliance.

*To complete the clinical phase of training, additional time shall be scheduled to meet the minimum program hours, ten (10) patient contacts, or to achieve a competent performance rating.

Note: All patient contacts shall remain confidential and follow HIPAA guidelines. No photos, names, or discussion shall be posted on any electronic, internet, or social media site.

- Complete a clinical experience evaluation and describe the experience.
- Achieve a competency rating in all areas.
- Complete any additional requirements established by the training program.

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.

Magnetic Imaging Resonance (MRI) Externship Requirements

• Candidates for magnetic resonance (MR) certification and registration must document performance of a minimum of 125 repetitions of magnetic resonance imaging procedures according to the criteria noted below. Procedures are documented, verified, and submitted when complete via an online tool accessible through My ARRT Info account on 89rt.org. ARRT encourages individuals to obtain education and experience beyond these minimum requirements. • Completion of each procedure must be verified by an ARRT certified and registered technologist (post primary certification not required) or an interpreting physician. The verification process is described within the online tool.
• Completion of the MRI safety requirements must be verified by an ARRT certified and registered technologist (post primary certification not required), a medical physicist, or an interpreting physician.
• The clinical experience requirements for MRI consist of 47 procedures in six different categories. The six categories include:
    A. Head and Neck
    B. Spine
    C. Thorax
    D. Abdomen and Pelvis
    E. Musculoskeletal
    F. Additional Imaging Procedures
• Candidates must document the performance of complete, diagnostic quality procedures according to the following rules:
    - Choose a minimum of 21 different procedures out of the 47 procedures on the following pages • Complete and document a minimum of three and a maximum of six repetitions of each chosen procedure; less than three will not be counted
    - Complete a total of 125 repetitions across all procedures
    - No more than one procedure may be documented on one patient. For example, if an order requests an MRA of the head and neck for one patient, only one of these, including the post-processing procedures, can be documented for clinical experience documentation

- MRI procedures performed in conjunction with a PET scan or Radiation Therapy planning or LINAC procedure are not eligible for MRI Clinical Experience documentation.
- The hypothetical scenarios below illustrate two ways of satisfying the clinical experience requirements. Numerous other combinations are possible.
  - Candidate A: This person who works in a specialized setting wanted to complete the minimum number of procedures. This person chose 21 different procedures and performed six repetitions of each procedure, for a total of 126 repetitions.
  - Candidate B: This person works in a facility that does most types of MRI scans, so completing a wide variety of procedures was quite feasible. This candidate completed a total of 42 procedures. Although most of these procedures were performed three times (the minimum), a few of them were performed four or five times each until the candidate reached at least 125 procedures.

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 Registrar on campus to 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 at 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.

MAKEUP

Recommend simple light, makeup 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, PDAs, 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 (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 makeup 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, dismissal and / or termination.

The school administration reserves the right to exercise its judgment to dismiss and/or terminate a student for any of the following reasons: The following list is a sample representation only and not to be considered conclusive.

- 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:

- The incident should immediately be reported to either of the following individuals:
    - Campus Director (Lancaster);
    - Campus Director (Bakersfield);
    - Campus Director (Temecula).
- 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 Director of Education.

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.

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 who are terminated from their program will not be allowed reenrollment into their program of termination.)

Students may be terminated for any of the following reasons:

- Dangerous, abusive, or unprofessional behavior towards school personnel, other students or training site personnel / clients.
- Violation of school policies concerning alcohol, drugs, weapons or violence.
- Any violation of BVNPT policy (Vocational Nursing Students).
- Falsification of school records. Falsification is defined as the action of changing something, such as a document, in order to deceive someone or something. (Example: Documenting false externship hours.)
- 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.

Suspension – A period of time in which a student is temporarily withheld from attending class.

A Vocational Nursing or Associate Degree of 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 Dismissal

Students may be dismissed for any of the following reasons:

- Failure to maintain satisfactory academic or attendance progress levels.
- Failure to adhere to the terms of probationary notices.
- Failure to achieve minimum passing scores per Grading Policies.
- 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 and scheduled breaks).
- Failure to attend at least one class in any 14-day calendar period (excluding LOAs, scheduled breaks and holidays).
- Failure to return to school on the scheduled return date of a leave of absence.
- Failure to adhere to the terms of warning notice(s).
- Failure to provide timely tuition payments in accordance with the terms of the enrollment agreement, financing agreements or other instruments of indebtedness.
- Failure to make up missed clinical days in current term (Vocational Nursing Students).

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. The meeting will offer the student a chance to voice the complaint or problem to the Corporate leadership 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 within 14 days 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 and 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 institution's 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.

If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (https://accet.org/about-us/contact-us). The online form will require the following information:

1. Name and location of the ACCET institution
2. A detailed description of the alleged problem(s)
3. The approximate date(s) that the problem(s) occurred
4. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students
5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
6. 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
7. The status of the complainant with the institution (e.g., current student, former student)

On-line complaint submission form

In addition to the letter of complaint, students may contact ACCET at the following address or phone number.
ACCET Chair, Complaint Review Committee
1722 N Street, N.W.
Washington, DC 20036
Telephone: 202-955-1113
Fax: 202-955-1118 or 202-955-5306
Email: **complaints@accet.org**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov). Any questions a student may have that have not been satisfactory answered by the institution may be directed to:

Bureau for Private Postsecondary Education
1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818

Phone: 888-370-7589 or fax: (916) 263-1897 or Web: www.bppe.ca.gov

If Vocational Nursing, SEND TO:

Board 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

California Board of Registered Nursing
1747 N Market Blvd
Sacramento, CA 95834
Telephone: (916) 322-3350
www.rn.ca.gov

Associate Degree of Nursing (AAS)

(Offered at Lancaster Only)

Program Length	2,168 Clock Hours (1,088 classroom / 1,080 clinical) 85.5 Semester Credits 96 Weeks (full-time)
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Residential; Hybrid
Credential Awarded	Associate of Applied Science degree
SOC Code	29-1141
Employment Titles	Charge Nurse, Emergency Department RN (Emergency Department Registered Nurse), Oncology RN (Oncology Registered Nurse), Operating Room Registered Nurse (OR RN), Psychiatric RN (Psychiatric Registered Nurse), Relief Charge Nurse, School Nurse, Staff Nurse, Staff RN (Staff Registered Nurse)

Program Description

The High Desert Medical College Associate Degree of Nursing Program (ADN) provides students with a high-quality education in a dynamic, supportive, and engaging environment. The nursing curriculum at High Desert Medical College prepares the student to become a Registered Nurse with an associate degree. The program promotes a culture of educational excellence among a diverse student population in collaboration with healthcare partners that leads to An Associate Degree in Nursing, licensure, An entry-level professional registered nurse with the ability to utilize the latest healthcare technology while utilizing current evidence-based practice and clinical reasoning, The acquisition of the knowledge, skills, and attitudes to provide safe patient-centered care that meets the changing health care needs of diverse individuals, families, and communities, and A desire for life-long learning. The program strives to foster a commitment to individual excellence, integrity, lifelong learning, and professional development within each graduate.

Program Objective

At the end of the program, the student will be able to:

- To provide students with a comprehensive understanding of human anatomy and physiology in nursing practice.
- To equip students with the knowledge of pharmacology, including the safe administration of medications and understanding of drug interactions.
- To develop students' clinical reasoning and critical thinking skills for effective nursing practice.
- To instill in students the ability to provide patient-centered care focusing on holistic health assessment and promotion.
- To prepare students to demonstrate competency in fundamental nursing skills, including patient assessment, wound care, and medication administration.
- To educate students on evidence-based practice and research principles, enabling them to evaluate and apply current nursing research in their practice critically.
- To teach students the importance of cultural competence and sensitivity in nursing care, fostering the ability to provide care to diverse patient populations.
- To emphasize ethical and legal principles in nursing practice, ensuring students understand their responsibilities and obligations as healthcare professionals.

- To provide students with comprehensive knowledge and skills in medical-surgical nursing, covering a range of acute and chronic health conditions.
- To prepare students to provide nursing care for pediatric patients, including newborns, infants, children, and adolescents.
- To educate students on obstetric and gynecological nursing, including antepartum, intrapartum, postpartum, and neonatal care.
- To develop students' understanding of psychiatric and mental health nursing, including assessing and caring for individuals with mental health disorders.
- To teach students leadership and management principles within nursing, including effective communication, delegation, and healthcare team collaboration.
- To provide students with opportunities for hands-on clinical experience in various healthcare settings, allowing them to apply theoretical knowledge to real-world patient care.
- To prepare students for success in the NCLEX-RN examination, ensuring they have the knowledge and skills needed to obtain licensure as registered nurses.

Program Requirements

In order to graduate and receive a Certificate of Completion from the Associate Degree of 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 and Theory. This includes completion of 100% of the Clinical and Theory objectives for any day(s) missed; and meet all attendance requirements.

- Must submit a professional resume to the Placement / Career Services Department.

The program requires concurrent clinical makeup 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 Associate Degree of 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.

Associate Degree of Nursing Requirements

- Student must achieve 80% or higher GPA during each evaluation period and have satisfactorily completed appropriate assignments, projects, performance checklist procedures, and completion of externship; and must meet 100% of course attendance.
- Receive a passing grade according to the grading requirements for both Lab, Theory, and Clinicals. This includes completion of 100% of the Clinical hours.
- Pass all mandatory lab competencies.
- 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.

Required Courses

Course Number / Name	Lecture Hours		Laboratory Hours		Clinical Hours		Total Hours	
	Clock	Academic Credit	Lab	Academic Credit	Clinical	Academic Credit	Clock	Academic Credit
ENG 101 English Composition	45	3.0	0	0	0	0	45	3
PSY 101 Introduction to Psychology	45	3.0	0	0	0	0	45	3
SOC 101 Introduction to Sociology	45	3.0	0	0	0	0	45	3
MTH 101 College Algebra	45	3.0	0	0	0	0	45	3
ENG 102 Public Speaking	45	3.0	0	0	0	0	45	3
MIC 101 Microbiology	45	3.0	45	1.0	0	0	90	4
ANT 101 Human Anatomy	60	4.0	45	1.0	0	0	105	5
PHYS 101 Human Physiology	60	4.0	45	1.0	0	0	105	5
NUT 101 Nutrition	45	3.0	0	0	0	0	45	3
NUR 101 Foundations of Nursing	30	2.0	0	0	90	2.0	120	4
NUR 102 Medical Surgical Nursing I	30	2.0	0	0	135	3.0	165	5
MTH 102 Statistics Fundamentals of Nursing	45	3.0	0	0	0	0	45	3
NUR 103 Pharmacology for Nurses	45	3.0	0	0	0	0	45	3
NUR 104 Nursing Lab I	0	0	22.5	.5	0	0	22.5	.5
NUR 201 Medical Surgical Nursing II	45	3.0	0	0	90	2.0	135	5
NUR 202 Advanced Pharmacology	45	3.0	0	0	0	0	45	3
NUR 203 Nursing Care of Children	15	1.0	0	0	90	2.0	105	3
NUR 204 Nursing Care of Women, OB, and Neonates	15	1.0	0	0	90	2.0	105	3

Course Number / Name	Lecture Hours		Laboratory Hours		Clinical Hours		Total Hours	
	Clock	Academic Credit	Lab	Academic Credit	Clinical	Academic Credit	Clock	Academic Credit
NUR 205 Nursing Lab II	0	0	22.5	.5	0	0	22.5	.5
NUR 301 Medical Surgical Nursing III	30	2.0	0	0	90	2.0	120	4
NUR 302 Mental Health Nursing	15	1	0	0	90	2	105	3
NUR 303 Gerontological Nursing	15	1	0	0	90	2	105	3
NUR 304 Community Health Nursing	15.5	1	0	0	90	2	105	3
NUR 305 Nursing Lab III	0	0	22.5	.5	0	0	22.5	.5
NUR 401 Medical Surgical Nursing IV	45	3	0	0	135	3	180	6
NUR 402 Leadership and Professional Nursing Practice	15	1	0	0	90	2	105	3
NUR 403 Nursing Lab IV	0	0	45	1	0	0	45	1
TOTALS	**840.5**	**56**	**247.5**	**5.5**	**1080**	**24**	**2168**	**85.5**

Associate Degree of Nursing (AAS) – Course Descriptions

Course Number / Name	Course Length	Description
NUR 101 Foundations of Nursing	Lecture Hours: 30 Clinical Hours: 90 Total Clock Hours: 120 Semester Credit Hours: 4	In this course, the student is introduced to the role of a student nurse, curriculum organizing framework, and the role of a Registered Nurse. The concept of wellness and self-care is defined, and the student is asked to describe a wellness lifestyle. The body's reaction to stress and the link between stress and the link between stress and illness is identified. Environmental stressors are also discussed. Health promotion, diagnostic processes, and risk factors that lead to illness are discussed. Internal and external influences are identified as they pertain to public and personal health—the current U.S. Health Care Systems are described. Nursing as a profession is recognized, and the history of nursing. The American Nurses Association's Roles of Nursing is defined. The roles of the California Board of Registered Nursing, the National League for Nursing, and the National Student Nurse Association are described. Therapeutic communication and cultural awareness are discussed. Critical thinking and the nursing process are introduced. Physical/health assessments are introduced, as well as psychosocial assessments.

Course Number / Name	Course Length	Description
		Developmental theories throughout the life span are discussed, and growth and development are explored, identifying developmental tasks at all ages through the lifespan. The student is introduced to the care of the adult patient with non-critical medical surgical nursing needs, including oxygen/perfusion, safety and security, comfort and rest, elimination, nutritional and perceptual sensory, and immobility needs. Through utilization of the nursing process, the student will recognize alterations in functioning or illness and formulate age-appropriate nursing interventions by utilizing the nursing process and critical thinking skills.
NUR 102 **Medical Surgical Nursing I**	Lecture Hours: 30 Clinical Hours: 135 Total Clock Hours: 165 Semester Credit Hours: 5	This course develops the nursing student's knowledge and skills for the adult non-critical, moderately complex medical-surgical patient. Through utilization of the nursing process, the student will recognize alterations in functioning or illness and formulate age-appropriate nursing interventions. Psychomotor skills associated with moderately complex needs, medication administration, and intravenous therapy will be studied and practiced. The impact of multiple nursing diagnoses on patient outcomes will be introduced.
NUR 103 **Pharmacology for Nursing**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	This course introduces dosage calculation, abbreviations and symbols, basic pharmacological principles and terminology associated with medication administration, drug nomenclature, sources of drug information, federal legislation, and cultural, ethical, and lifespan considerations. Drugs will be introduced and discussed by classification and system for which they are prescribed.
NUR 104 **Nursing Lab I**	Lab Hours: 22.5 Total Clock Hours: 22.5 Semester Credit Hours: .5	This course is an adjunct to the corequisite nursing courses listed above. It provides individual and group practice of nursing skills with competency evaluation of the skills identified for the concurrent nursing courses.
NUR 200 **Transition to Professional Nursing**	Lecture Hours: 15 Labl Hours: 45 Total Clock Hours: 60 Semester Credit Hours: 2	This course assists the learner to make the transition of LVN to professional RN role. Professional and discipline of registered nursing which includes distinguishing the role of the RN from the LPN/LVN role. Using nursing theory to guide professional practice, providing patient-centered care through the nursing process and critical and clinical reasoning for better clinical judgment is presented. The role of the RN as a provider of care and manager of care are outlined. A review of legal and ethical, communication, information technology, delegation, and cultural competency.
NUR 201 **Medical Surgical Nursing II**	Lecture Hours: 45 Clinical Hours: 90 Total Clock Hours: 135 Semester Credit Hours: 5	This course examines the nursing care of selected individuals throughout their lifespan, experiencing complex alterations in wellness involving multiple systems. Clinical experiences in local health care agencies and computerized simulation manikins and scenarios allow students to apply theoretical concepts to the actual care of clients.

Course Number / Name	Course Length	Description
NUR 202 **Advanced Pharmacology**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	This course builds on pharmacology principles presented in NUR 103. The student will continue to learn drug classifications. This course will also introduce principles of safe and effective intravenous drug administration.
NUR 303 **Gerontological Nursing**	Lecture Hours: 15 Clinical Hours: 90 Total Clock Hours: 105 Semester Credit Hours: 3	This course provides an overview of the significant legal, ethical, and professional issues and roles of the gerontology community nurse utilizing the nursing process. Situations will be discussed to establish relevance in applying the nursing process to clinical practice to perform a psychological assessment of the older adult living in the community. Criteria for differentiating delirium, depression, and cognitive impairment in the elderly with interventions to optimize functional abilities will be addressed.
NUR 304 **Community Health Nursing**	Lecture Hours: 15 Clinical Hours: 90 Total Clock Hours: 105 Semester Credit Hours: 3	This course provides a solid foundation in community, public, and global health nursing concepts; interventions for families, communities, and populations; health promotion; and the multifaceted role of the population-oriented nurse. The focus is on developing competence in assessing a population's needs, developing and implementing appropriate interventions, and evaluating their effectiveness.
NUR 205 **Nursing Lab II**	Lab Hours: 22.5 Total Clock Hours: 22.5 Semester Credit Hours: .5	Provides skill development with competency evaluation of the skills identified for the concurrent nursing courses.
NUR 301 **Medical Surgical Nursing III**	Lecture Hours: 30 Clinical Hours: 90 Total Clock Hours: 120 Semester Credit Hours: 4	This course examines the nursing care of selected individuals throughout their lifespan, experiencing complex alterations in wellness involving multiple systems. Clinical experiences in local health care agencies and computerized simulation manikins and scenarios allow students to apply theoretical concepts to the actual care of clients.
NUR 302 **Mental Health – Psychiatric Nursing:**	Lecture Hours: 15 Clinical Hours: 90 Total Clock Hours: 105 Semester Credit Hours: 3	This course presents mental health principles and the social, economic, cultural, and physiological factors predisposing a person to dysfunctional human behavior. Emphasis is placed on the therapeutic role of the nurse in promoting, preventing, maintaining, and restoring individuals to optimal mental well-being. Concepts of therapeutic communication, age-related concerns, treatment modalities, and delivery of mental health services are included.
NUR 203 **Nursing Care of Children**	Lecture Hours: 15 Clinical Hours: 90 Total Clock Hours: 105 Semester Credit Hours: 3	This course provides an overview of the basic concepts of pediatrics, utilizing the nursing process as a framework for understanding the concepts. It includes principles of growth and development, physical assessment, safety, play therapy, and pain management. An overview of care for the child with alterations in oxygenation, nutrition/elimination, alterations in immunologic function, alterations in circulation,

Course Number / Name	Course Length	Description
		alterations in neurosensory functions, alterations in metabolism, and alterations in mobility will be emphasized, including principles of assessment in an age-appropriate manner, common alterations related to each system, and medications used for treatment of alterations in each system. An overview of pediatric emergencies and principles of assessment in an age-appropriate manner, examples of pediatric emergencies, and the utilization of the nursing process in the care of these clients will be introduced.
NUR 204 **Nursing Care of Women, Obstetrics and Neonates**	Lecture Hours: 15 Clinical Hours: 90 Total Clock Hours: 105 Semester Credit Hours: 3	This course provides an overview of the basic concepts and psychosocial issues of maternity nursing utilizing the Nursing Process as a framework for understanding concepts. Common diagnostic techniques and procedures using a family-centered approach for childbearing clients and their families are included. An overview of contraceptive devices, methods, and sexually transmitted diseases will be discussed. The health needs of the antepartum, intrapartum, and postpartum patient and family, physiological changes, progression of maternal behaviors, physical assessment, diagnostic procedures, nutritional needs, pharmacological agents, potential complications, and health teaching needs of the antepartum, intrapartum and postpartum client will be emphasized. The health needs of the newborn, physiological changes, physical assessment, diagnostic procedures, nutritional needs, pharmacological agents, potential complications, and health teaching needs for the newborn's family will be emphasized.
NUR 305 **Nursing Lab III**	Lab Hours: 22.5 Total Clock Hours: 22.5 Semester Credit Hours: .5	This course is an adjunct to the corequisite nursing courses listed above. It provides individual and group practice of nursing skills with competency evaluation of the skills identified for the concurrent nursing courses.
NUR 401 **Medical Surgical Nursing IV**	Lecture Hours: 45 Clinical Hours: 135 Total Clock Hours: 180 Semester Credit Hours: 6	This course is a continuation of the nursing care of selected individuals throughout the life span who are experiencing complex alterations in wellness involving multiple systems. Care of clients experiencing multi-system failure and severe trauma is also included. Clinical experiences in local healthcare agencies allow students to apply theoretical concepts to the actual care of patients.
NUR 402 **Leadership and Professional Nursing Practice**	Lecture Hours: 15 Clinical Hours: 90 Total Clock Hours: 105 Semester Credit Hours: 3	This course socializes students into the graduate registered nurse role. It focuses on exploring and analyzing contemporary nursing practice, current trends, and issues impacting nursing care delivery. Advanced leadership and management concepts are discussed as part of the nursing role.
NUR 403 **Nursing Lab IV**	Lab Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 1	Provides nursing skill development with competency evaluation of the skills identified for the concurrent nursing courses.

Course Number / Name	Course Length	Description
ENG 101 **English Composition**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	This course is a general introduction to the principles of effective writing, emphasizing the 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 an understanding of rhetorical forms and devices with critical awareness. The course aims to build sequentially on students' ability to read written and cultural texts closely and critically and to analyze those texts in ways that also engage and problematize students' own experiences, the perspectives of "experts," and the world they live in.
ENG 102 **Public Speaking**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	The course explores how people interact verbally and non-verbally and teaches basic principles of interpersonal communication, including perception, self-concept, persuasive communication, nonverbal communication, semantics, roles and norms, and communication barriers. Activities include participating in groups, pairs, and interactive communication situations.
MTH 101 **College Algebra**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	The course focuses on topics such as basic treatment of algebraic expressions, solving linear equations and inequalities, graphing linear equations and inequalities, polynomial operations, positive and negative integral exponents, factoring, systems of linear equations, radical and rational expressions, quadratic equations, and various application problems.
PSY 101 **Introduction to Psychology**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	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.
SOC 101 **Introduction to Sociology**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	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.
ANT 101 **Anatomy I**	Lecture Hours: 60 Lab Hours: 45 Total Clock Hours: 105 Semester Credit Hours: 5	This course offers a comprehensive exploration of the human body's intricate structure and organization. This comprehensive Anatomy course is designed to give students a deep understanding of anatomical structures. The course starts with an introduction to the human body, defining anatomical terms and describing the physiological organization of the body from cells to systems. An overview of the biochemical basis of life and cell structure and function will be studied. Students then learn how cells combine to form tissues, which, in turn, combine to form organs and organ systems. Having laid the foundation for understanding

Course Number / Name	Course Length	Description
		the anatomical organization of the body, the course describes each body system in turn, explaining in general terms what the system does and how it interacts with other systems. Course content includes the following body systems: The integumentary, skeleton, muscular, nervous, and special senses systems: Lymphatic, Blood, Cardiac, Vascular, Respiratory, Urinary, Gastrointestinal, Reproductive systems, and the Endocrine system. Each body system is discussed in terms of the significant anatomical structures. The student will also be provided with content and opportunity for discussion related to selected significant pathologies, changes that occur in the disease process, causes, and diagnostic procedures.
PHYS 101 **Human Physiology**	Lecture Hours: 60 Lab Hours: 45 Total Clock Hours: 105 Semester Credit Hours: 5	This course offers a comprehensive exploration of the human body's intricate function. This comprehensive Physiology course is designed to give students a deep understanding of the body's functions. The course starts with an introduction to the human body and describes the physiological organization of the body, from cells to systems. An overview of the biochemical basis of life and cell structure and function will be studied. Students then learn how cells combine to form tissues, which, in turn, combine to form organs and organ systems. The course describes each body system in turn, explaining in general terms what it does and how it interacts with other systems. Course content includes the following body systems: The integumentary, skeleton, muscular, nervous, and special senses systems: Lymphatic, Blood, Cardiac, Vascular, Respiratory, Urinary, Gastrointestinal, Reproductive systems, and the Endocrine system. Each body system is discussed in terms of its major function. The student will also be provided with content and opportunity for discussion related to selected major pathologies, changes that occur in the disease process, causes, and diagnostic procedures.
MIC 101 **Microbiology**	Lecture Hours: 45 Lab Hours: 45 Total Clock Hours: 90 Semester Credit Hours: 4	The course covers basic concepts of microbiology, with emphasis on medically important microorganisms and infectious diseases. The studied topics include microscopy, microbial growth and genetics, antimicrobial agents, epidemiology, and immune system responses to pathogens. Lab exercises emphasize aseptic techniques, isolation and culture of microorganisms, microscopy, and staining techniques.
Nut 101 **Nutrition**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	This course provides an introduction to the fundamental principles of nutrition and their application in healthcare, focusing on the role of nutrition in promoting and maintaining health. Students will develop an understanding of the essential nutrients, dietary guidelines, and nutritional needs throughout the lifespan. The course will also cover the assessment of nutritional status, common nutritional disorders, and the role of nutrition in the prevention and management of chronic diseases. Emphasis will be placed on

Course Number / Name	Course Length	Description
		the integration of nutritional knowledge into nursing practice.
MTH 102 **Statistics Fundamentals of Nursing**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	The course stresses the practical use of statistics in collecting, organizing, analyzing, interpreting, and presenting data. Both descriptive and inferential techniques are covered.

EDUCATIONAL MATERIALS

Computer/Laptop/Tablet/Mobile phone
Internet Access
Canvas Account
Textbooks

Cardiac Sonography Associate of Applied Science (AAS)

Program Length	2,400 Clock Hours (1,230 classroom / 270 online / 900 clinical externship) 107 Semester Credits 115 Weeks (morning/afternoon) 115 Weeks (evening)
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Residential; Hybrid
Credential Awarded	Associate of Applied Science degree
SOC Code/CIP Code	29-2032 / 51.0901
Employment Titles	Cardiac Sonographer, Diagnostic Medical Sonographer, Medical Sonographer, Registered Diagnostic Medical Sonographer (RDMS), Sonographer, Staff Sonographer, Ultrasonographer, Ultrasound Technician (Ultrasound Tech), Ultrasound Technologist (Ultrasound Tech)

Program Description/Objectives

The Cardiac Sonography program is designed to prepare graduates for employment as a Cardiac Sonographer. 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 Cardiac sonographer plays a key role in today's modern diagnosis and treatment team of Cardiac disorders. The Cardiac sonographer produces two-dimensional ultrasonic recordings of the heart and related blood vessels using ultrasound equipment for use by physicians in diagnosing certain cardiac diseases and malfunctions of the heart. The program includes a 900-hour externship.

The general education courses for the Cardiac Sonography Associate of Applied Science Degree program are offered online only using Interactive Distant Learning (IDL). The core Ultrasound principles and subjects will be taught on campus.

Required Courses

	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
Course Number / Name	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**
UT100A/B Med Term, Basic A&P, Basic Math, Medical Law and Ethics	240	16	0	0	0	0	240	16
UT 100C Pharmacology, Patient Care and EKG	210	14	30	1	0	0	240	15
UT 101 Introduction to Ultrasound Physics	120	8	120	4	0	0	240	12
CS 101 Cardiac Sonography I	120	8	120	4	0	0	240	12
CS 102 Cardiac Sonography II	120	8	120	4	0	0	240	12

Course Number / Name	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit
CD 200 Professional Development	30	2	0	0	0	0	30	2
CS 106 Cardiac Sonography Externship	0	0	0	0	900	20	900	20
ENG 101 English Composition 101	45	3	0	0	0	0	45	3
PSYCH 101 Introduction to Psychology 101	45	3	0	0	0	0	45	3
SOC 101 Introduction to Sociology 101	45	3	0	0	0	0	45	3
MTH 101 College Algebra 101	45	3	0	0	0	0	45	3
ENG 102 Public Speaking	45	3	0	0	0	0	45	3
PHY 101 Physics I	45	3	0	0	0	0	45	3
TOTALS	**1,110**	**74**	**390**	**13**	**900**	**20**	**2,400**	**107**

Cardiac Sonography Associate of Applied Science (AAS) – Course Descriptions

Course Number / Name	Course Length	Description
UT 100A/B **Medical Terminology, Basic Anatomy and Physiology, Medical Law and Ethics**	Lecture Hours: 240 Total Clock Hours: 240 Semester Credit Hours: 16	This course will introduce you to: keyword 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. This course will also 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. In addition, you will receive course work in CPR Certification, Infection Control and First Aid.

Course Number / Name	Course Length	Description
UT 100C **Pharmacology, Patient Care and EKG**	Lecture Hours: 210 Lab Hours: 30 Total Clock Hours: 240 Semester Credit Hours: 15	This course is designed to provide students with principal knowledge about the medications used to treat patients with heart disease. Student will understand the major drug classifications in cardiology and common medications used in cardiac emergencies and stress Echo. Students will also gain knowledge about medical tests other than TTE used to aid with the diagnosis of heart disease with possible use of medication or contrast agent. This course also provides the student how obtaining patient history, pre- and post-procedure information, the preparation and presentation of technical reports, communication of clinical findings to practitioner. The student will learn basic computer skill, effective communication in the workplace, and telephone etiquette. This course introduces the student to diverse populations and ways that diversity influences language and communication. The student will also learn how to interact with patients as a Sonographer. These skills include patient safety, strategies for dealing with difficult patients, family members and situations. Student will also learn skills for patient transfer, position, and transportation. Additionally, this course will introduce cardiac electrophysiology and electrocardiography concepts, techniques, and applications. The student will be trained to perform ECG protocols and to recognize and report various cardiac and pacemaker rhythms, conduction disturbances, and life-threatening conditions, with focus on patient care and management. The course will also explore Holter and telemetry monitoring in addition to different stress testing modalities and protocols and will conclude with a comprehensive approach to 12-lead ECG analysis and interpretation. In the lab, the student will learn to perform and analyze the standard 12-lead ECG on fellow students.
UT 101 **Introduction to Ultrasound Physics, Principles, Application and Instrumentation**	Lecture Hours: 120 Lab Hours: 120 Total Clock Hours: 240 Semester Credit Hours: 12	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.

Course Number / Name	Course Length	Description
CS 101 **Cardiac Sonography I**	Lecture Hours: 120 Lab Hours: 120 Total Clock Hours: 240 Semester Credit Hours: 12	This course covers normal valvular anatomy, pathological process of valvular diseases of the heart and associated calculations to include continuity equation, Bernoulli's equation and variable Color and Spectral Doppler formulas and equations. This course provides a foundation in the principles of preload and after load and the causes of pressure overload / volume overload in relation to valvular pathology. This course will also cover prosthetic valves and accompanying surgeries. Discussion is both detailed and concise for understanding and comprehension. This clinical / laboratory course is an introduction to Doppler principles, velocities, pathology and basic ultrasound physics. Emphasis will be placed on normal anatomy and disease state conditions. M-mode and measurements of valve area will be demonstrated. Students will learn probe manipulation for optimal visualization of anatomy. Prerequisites: All courses except CS 102, CD 200, CS106
CS 102 **Cardiac Sonography II**	Lecture Hours: 120 Lab Hours: 120 Total Clock Hours: 240 Semester Credit Hours: 12	This course covers cardiac tumors and masses, congenital heart defects Transesophageal echo (TEE), echocardiography contrast agents, and detailed diastolic dysfunction. Each section of diseases will be discussed in detail regarding causes, signs, symptoms, echocardiographic findings, and complications. This course also encourages quantitative and qualitative analysis of cardiac functions in relation to different pathologies. They will learn to incorporate velocity measurements and implement calculation to document overall mechanical function of the heart. Doppler principles including color flow mapping, color M-mode and tissue Doppler will also be emphasized. Prerequisites: All courses except CD200, CS106
CD 200 **Professional Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credit Hours: 2	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: Prerequisites: ENG101, ENG102, PSYCH101, SOC101, MTH101, PHY101

Course Number / Name	Course Length	Description
CS 106 **Cardiac Sonography Externship**	Clinical Hours: 900 Total Clock Hours: 900 Semester Credit Hours: 20	In the externship environment students will work as an entry-level ultrasound technologist and will scan the complete cardiac protocols 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: UT100A, UT100C, UT101, CS101, CS102, CD200, ENG101, ENG102, PSYCH101, SOC101, MTH101, PHY101
ENG 101 **English Composition**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	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.
PSYC 101 **Introduction to Psychology**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	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.
SOCI 101 **Introduction to Sociology**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	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.
MTH 101 **College Algebra**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	The course focuses on topics such as basic treatment of algebraic expressions, solving linear equations and inequalities, graphing linear equations and inequalities, polynomial operations, positive and negative integral exponents, factoring, systems of linear equations, radical and rational expressions, quadratic equations and various application problems.
ENG 102 **Public Speaking**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	The course explores ways in which people interact verbally and nonverbally and teaches basic principles of interpersonal communication, including perception, self-concept, persuasive communication, nonverbal communication, semantics, roles and norms and communication barriers. Activities include participating in groups, pairs, and interactive communication situations.

Course Number / Name	Course Length	Description
PHY 101 **Physics I**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	In this course, students will discuss the concepts of physics. Emphasis will be placed on measurements and standards in length, mass, and time. Physics of motion in both one and two dimensions will be covered. The laws of motion, energy, momentum and collisions are explained. We will study waves considering sound, reflection, and refraction of light.

Uniform and Supplies Information

The following uniform and supply items are included in the Cardiac Sonography program cost:

- 2 Scrub Tops
- 1 Identification Badge
- 9 Books
- 2 Scrub Pants
- SonoSim Simulator
- 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 are 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 and supplies package:

Item	Estimated Cost
1 Pair White, Closed-Toe Uniform Shoe	$35.00 to $85.00
Wrist Watch with Sweep Second Hand	$15.00 to $25.00
Black Ink, Ballpoint Pen	$0.75

Clinical Medical Assisting

Program Length	780 Clock Hours (620 classroom / 160 clinical externship) 37 Semester Credits 34 Weeks (morning/afternoon) 42 Weeks (evening)
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Residential; Hybrid
Credential Awarded	Certificate
SOC Code/CIP Code	31-9092/ 51.0899
Employment Titles	Medical Assistant; Doctor's Assistant, Health Assistant, Medical Records and Health Information Technicians; Medical Secretaries; Receptionists and Information Clerks

Program Description/Objectives

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, four-week externship.

Required Courses

	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
Course Number / Name	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**
AH 100 Allied Health Preparatory	48	3.2	32	1.05	0	0	80	4.25
AA101 Administrative Assisting I	48	3.2	32	1.05	0	0	80	4.25
AA102 Administrative Assisting II	48	3.2	32	1.05	0	0	80	4.25
CA101 Clinical Assisting I	48	3.2	32	1.05	0	0	80	4.25
CA102 Clinical Assisting II	48	3.2	32	1.05	0	0	80	4.25
CA103 Clinical Assisting III	48	3.2	32	1.05	0	0	80	4.25
CA104 Clinical Assisting IV	48	3.2	32	1.05	0	0	80	4.25
CD100 Career Development	30	2	0	0	0	0	30	2
CD200 Advanced Career Development	30	2	0	0	0	0	30	2

Course Number / Name	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit
MA200 Medical Assisting Externship	0	0	0	0	160	3.25	160	3.25
TOTALS	**396**	**26.4**	**224**	**7.35**	**160**	**3.25**	**780**	**37**

Clinical Medical Assisting – Course Descriptions

Course Number / Name	Course Length	Description
AA 101 **Administrative Assisting I**	Lecture Hours: 48 Lab Hours: 32 Total Clock Hours: 80 Semester Credit Hours: 4.25	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.
AA 102 **Administrative Assisting II**	Lecture Hours: 48 Lab Hours: 32 Total Clock Hours: 80 Semester Credit Hours: 4.25	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 / Name	Course Length	Description
AH 100 **Allied Health Preparatory**	Lecture Hours: 48 Lab Hours: 32 Total Clock Hours: 80 Semester Credit Hours: 4.25	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.
CA 101 **Clinical Assisting I**	Lecture Hours: 48 Lab Hours: 32 Total Clock Hours: 80 Semester Credit Hours: 4.25	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.
CA 102 **Clinical Assisting II**	Lecture Hours: 48 Lab Hours: 32 Total Clock Hours: 80 Semester Credit Hours: 4.25	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 / Name	Course Length	Description
CA 103 **Clinical Assisting III**	Lecture Hours: 48 Lab Hours: 32 Total Clock Hours: 80 Semester Credit Hours: 4.25	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.
CA 104 **Clinical Assisting IV**	Lecture Hours: 48 Lab Hours: 32 Total Clock Hours: 80 Semester Credit Hours: 4.25	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.
CD 100 **Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credit Hours: 2	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. Prerequisites: None

Course Number / Name	Course Length	Description
CD 200 **Advanced Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credit Hours: 2	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: CD 100
MA 200 **Medical Assisting Externship**	Clinical Hours: 160 Total Clock Hours: 160 Semester Credit Hours: 3.55	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 and Supplies Information

- 2 Scrub Tops
- 1 Stethoscope
- 4 Books
- 1 CPR Card
- 1 Sphygmomanometer
- 2 Scrub Pants
- 1 Identification Badge
- 1 Medical Assistant Graduate 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 and supplies package:

Item	Estimated Cost
1 Pair White, Closed-Toe Uniform Shoe	$35.00 to $85.00
Wrist Watch with Sweep Second Hand	$15.00 to $25.00
Black Ink, Ballpoint Pen	$0.75

Dental Assisting

Program Length	780 Clock Hours (620 classroom / 160 clinical externship) 34 Semester Credits 34 Weeks (morning/afternoon) 42 Weeks (evening)
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Residential; Hybrid
Credential Awarded	Certificate
SOC Code/CIP Code	31-9091/ 51.0601
Employment Titles	Dental Assistant, Front Office Assistant, Billing/Insurance Specialist, Dental X-ray Technician, Sterilization Assistant

Program Description/Objectives

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.

Required Courses

	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
Course Number / Name	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**
DA100 Introduction to Dental Assisting	40	2.67	40	1.33	0	0	80	4
DA101 Dental Anatomy and Infection Control	40	2.67	40	1.33	0	0	80	4
DA102 Dental Assisting Procedures	40	2.67	40	1.33	0	0	80	4
DA103 Chair Side Assisting	30	2	50	1.5	0	0	80	3.5
DA104 Dental Radiology and Restorative Tech	30	2	50	1.5	0	0	80	3.5
DA105 Dental Specialties	30	2	50	1.5	0	0	80	3.5
DA106 Dental Office Practice Management	40	2.67	40	1.33	0	0	80	4
CD100 Career Development	30	2	0	0	0	0	30	2

Course Number / Name	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit
CD200 Advanced Career Development	30	2	0	0	0	0	30	2
DA107 Clinical Externship	0	0	0	0	160	3.5	160	3.5
TOTALS	**310**	**20.68**	**310**	**9.82**	**160**	**3.5**	**780**	**34**

Dental Assisting – Course Descriptions

Course Number / Name	Course Length	Description
DA 100 **Introduction to Dental Assisting**	Lecture Hours: 40 Lab Hours: 40 Total Clock Hours: 80 Semester Credit Hours: 4	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. Prerequisites: None
DA 101 **Dental Anatomy and Infection Control**	Lecture Hours: 40 Lab Hours: 40 Total Clock Hours: 80 Semester Credit Hours: 4	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. Prerequisites: None
DA 102 **Dental Assisting Procedures**	Lecture Hours: 40 Lab Hours: 40 Total Clock Hours: 80 Semester Credit Hours: 4	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. Prerequisites: None
DA 103 **Chair Side Assisting**	Lecture Hours: 30 Lab Hours: 50 Total Clock Hours: 80 Semester Credit Hours: 3.5	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. Prerequisites: None

Course Number / Name	Course Length	Description
DA 104 **Dental Radiology and Restorative Tech**	Lecture Hours: 30 Lab Hours: 50 Total Clock Hours: 80 Semester Credit Hours: 3.5	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 32 C.E. units and granted proof of completion. Prerequisites: None
DA 105 **Dental Specialties**	Lecture Hours: 30 Lab Hours: 50 Total Clock Hours: 80 Semester Credit Hours: 3.5	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. Prerequisites: None
DA 106 **Dental Office Practice Management**	Lecture Hours: 40 Lab Hours: 40 Total Clock Hours: 80 Semester Credit Hours: 4	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. Prerequisites: None
CD 100 **Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credit Hours: 2	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. Prerequisites: None

Course Number / Name	Course Length	Description
CD 200 **Advanced Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credit Hours: 2	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: CD 100
DA 107 **Clinical Externship**	Clinical Hours: 160 Total Clock Hours: 160 Semester Credit Hours: 3.55	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 and Supplies Information

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

- 2 Scrub Tops
- 1 Identification Badge
- 3 Books
- 2 Scrub Pants
- 1 CPR Card
- 1 Dental Assisting Graduate 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 are 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 and supplies package:

Item	Estimated Cost
1 Pair White, Closed-Toe Uniform Shoe	$35.00 to $85.00
Wrist Watch with Sweep Second Hand	$15.00 to $25.00
Black Ink, Ballpoint Pen	$0.75

Emergency Medical Technician

Program Length	222 Clock Hours (198 classroom / 24 clinical externship) 12 Weeks (morning/afternoon) 14 Weeks (evening/weekend)
Program Schedule	Temecula/Bakersfield: Saturday and Sunday from 8:00 am – 5:30 pm Lancaster: Monday, Wednesday, Friday from 8:00 am – 1:30 pm
Teacher/Student Ratio	Lecture: 1:20 Lab: 1:10
Delivery Method	Residential
Credential Awarded	Certificate
SOC Code/CIP Code	29-2042 / 51.0904
Employment Titles	Emergency Medical Technicians (EMTs) in ambulance companies, hospitals, fire departments, and urgent care centers.

Program Description

The Emergency Medical Technician (EMT) training program is designed to prepare entry-level career in the healthcare industry. EMTs are responsible for helping manage emergency situations by assessing the scene and prioritizing the needs for help. Physical and psychiatric injuries and distress. Rendering immediate care as needed, alerting, reporting, stabilizing, and transporting to other healthcare providers to provide care and assistance to those in need.

The Emergency Medical Technician certification program will give students the tools to enter the Emergency Medical System (EMS) and healthcare field. Roles include EMTs as 911 emergency responders, Firefighters, emergency room EMTs, and EMTs for medical and critical care transports for ambulance companies, clinics, movie sets, and events. Graduate EMTs will apply fundamental knowledge of basic anatomy, physiology, and pathophysiology to provide basic emergency care and transportation based on assessment findings for patients who suffer from medical emergencies, trauma, acutely ill, and those with special needs. Graduates will also demonstrate an understanding of operational roles and responsibilities to ensure safe patient, public, and personnel safety and pass the National Registry of Emergency Medical Technicians (NREMT) Certification Exam on the first attempt.

Program Objectives

At the end of the program, the student will be able to perform the following in the care of patients safely:

- Evaluate the ill and injured, including the level of consciousness, pupil reactions
- Render rescue and emergency medical care to patients
- Demonstrate basic life support skills effectively
- Obtain vital signs, including temperature, pulse, respiration, blood pressure, and pulse oximetry.
- Demonstrate the use of airway and oxygen delivery devices for supplemental oxygen
- Apply fundamental knowledge of medications the EMT may assist or administer to a patient during an emergency
- Apply fundamental knowledge of the causes, pathophysiology, and management of shock, respiratory or cardiac failure, and post-resuscitation management.
- Demonstrate safe use of various types of stretchers with equivalent human weight to lift
- Demonstrate assessment documentation and occurrence notes on Electronic Medical Record (EMR)
- Demonstrate entry-level competency associated with the position of Emergency Medical Technician

Required Courses

Emergency Medical Technician

Course Number / Name	Lecture Clock Hours	Laboratory Clock Hours	Externship Clock Hours	Total Clock Hours
EMT 100 Emergency Medical Technician	117	81	24	222
TOTALS	**117**	**81**	**24**	**222**

Emergency Medical Technician – Course Descriptions

Course Number / Name	Course Length	Description
EMT 100 **Emergency Medical Technician**	Lecture Hours: 117 Lab Hours: 81 Externship Hours: 24 Total Clock Hours: 222	The Emergency Medical Technician course is designed to give students the fundamental knowledge and skills necessary to work as an entry-level Emergency Medical Technician (EMT). Important skills for the entry-level EMT are the ability to provide basic emergency care and transportation for patients who access the emergency medical system. The course is comprised of 15 foundational modules that cover important foundational principles, including the Emergency Medical Services (EMS) system; safety, medical, legal, and ethical issues; anatomy, physiology, and pathophysiology; medical terminology; pharmacology; airway management; assessment; commonly seen medical disorders; shock and resuscitation; trauma; EMS Operations; clinical behavior and judgment. Prerequisites: N/A

Physical Exam/Vaccine Requirements

Students must provide proof of the following before clinical:

Medical Clearance, which includes a physical exam and proof of the following immunizations:

- COVID-19
- Varicella
- Tetanus/Diphtheria/Pertussis (Tdap)
- Measles/Mumps/Rubella (MMR)
- Hepatitis B vaccine or signed refusal form.
- Tuberculosis – A negative TB skin test within three months of the program's start.
- A drug test may be required prior to externship if the site requires prior to clinical shift.

It is recommended for EMTs who are planning to work for an ambulance company upon graduation to obtain the Department of Transportation (DOT) Medical Clearance with Concentra (multiple locations in California). Or provide the Medical Examination Report Form MCSA-5875 to your medical provider.

Background Check Requirements

The following convictions permanently exclude the applicant from certification:

- Has been convicted of any sexually related offense specified under Section 290 of the Penal Code.
- Has been convicted of murder, attempted murder, or murder for hire.
- Has been convicted of two (2) or more felonies.
- Is on parole or probation for any felony.
- Has been convicted and released from incarceration for offenses during the preceding fifteen (15) years for the crime of manslaughter or involuntary manslaughter.
- Has been convicted and released from incarceration during the preceding ten (10) years for any offense punishable as a felony.
- Has been convicted of two (2) or more misdemeanors within the preceding five (5) years for any offense relating to the use, sales, possession, or transportation of narcotics or addictive or dangerous drugs.
- Has been convicted of two (2) or more misdemeanors within the preceding five (5) years for any offense relating to force, threat, violence, or intimidation.
- Has been convicted within the preceding five (5) years of any theft-related misdemeanor.

Which criminal offenses **MAY** exclude an applicant from being eligible for EMT Certification?

- Has committed any act involving fraud, intentional dishonesty for personal gain within the preceding seven (7) years.
- Is required to register pursuant to Section 11590 (Controlled Substance Offender) of the Health and Safety Code.

Uniform and Supplies Information

On campus and during clinical shifts, students are required to wear the EMT uniform. The uniform (included in the cost of the program) consists of:

- Short sleeve uniform shirt – blue
- Tactical uniform pants – black
- 1 Identification Badge

Equipment required for the course of student (included in the cost of the program) consists of:

- Stethoscope
- Blood Pressure Cuff
- Penlight
- Trauma Scissors

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 are 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 and supplies package:

Item	Estimated Cost
1 Pair Black, Closed-Toe Uniform Shoe (no sneakers, skid resistant)	$35.00 to $85.00
Wrist Watch with Sweep Second Hand	$15.00 to $25.00
Black Ink, Ballpoint Pen	$0.75

Medical Billing and Coding

Program Length	940 Clock Hours (740 classroom / 200 clinical externship) 44 Semester Credits 35 Weeks (morning/afternoon) 43 Weeks (evening)
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Residential; Hybrid
Credential Awarded	Certificate
SOC Code/CIP Code	43-6013 / 51.0713 & 51.0714
Employment Titles	Medical Biller, Statement Clerk, Billing Coordinator, Claims Technician, Claims Processor; Front Desk Receptionist; Medical Secretary, Scribe, Clinic Office Assistant

Program Description/Objectives

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.

Required Courses

	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
Course Number / Name	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**
AH100 Allied Health Preparatory	48	3.2	32	1.05	0	0	80	4.25
MBC101 Medical Office Procedures	60	4	40	1.25	0	0	100	5.25
MBC102 Electronic Health Records	60	4	40	1.25	0	0	100	5.25
MBC103 Medical Law and Ethics	60	4	40	1.25	0	0	100	5.25
MBC104 Medical Billing and Coding I	60	4	40	1.25	0	0	100	5.25

Course Number / Name	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit
MBC105 Medical Billing and Coding II	60	4	40	1.25	0	0	100	5.25
MBC106 Medical Billing and Coding III	60	4	40	1.25	0	0	100	5.25
CD100 Career Development	30	2	0	0	0	0	30	2
CD200 Advanced Career Development	30	2	0	0	0	0	30	2
MBC200 Medical Billing and Coding Externship	0	0	0	0	220	4.25	200	4.25
TOTALS	**468**	**31.2**	**272**	**8.55**	**200**	**4.25**	**940**	**44**

Medical Billing and Coding – Course Descriptions

Course Number / Name	Course Length	Description
AH 100 **Allied Health Preparatory**	Lecture Hours: 48 Laboratory Hours: 32 Total Clock Hours: 80 Semester Credit Hours: 4.25	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. Prerequisites: None
CD 100 **Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credit Hours: 2	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. Prerequisites: None

Course Number / Name	Course Length	Description
CD 200 **Advanced Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credit Hours: 2	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: CD 100
MBC 101 **Medical Office Procedures**	Lecture Hours: 60 Laboratory Hours: 40 Total Clock Hours: 100 Semester Credit Hours: 5.25	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. Prerequisites: None
MBC 102 **Electronic Health Records**	Lecture Hours: 60 Laboratory Hours: 40 Total Clock Hours: 100 Semester Credit Hours: 5.25	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. Prerequisites: None
MBC 103 **Medical Law and Ethics**	Lecture Hours: 60 Laboratory Hours: 40 Total Clock Hours: 100 Semester Credit Hours: 5.25	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. Prerequisites: None

Course Number / Name	Course Length	Description
MBC 104 **Medical Billing and Coding I**	Lecture Hours: 60 Laboratory Hours: 40 Total Clock Hours: 100 Semester Credit Hours: 5.25	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. Prerequisites: None
MBC 105 **Medical Billing and Coding II**	Lecture Hours: 60 Laboratory Hours: 40 Total Clock Hours: 100 Semester Credit Hours: 5.25	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. Prerequisites: None
MBC 106 **Medical Billing and Coding III**	Lecture Hours: 60 Laboratory Hours: 40 Total Clock Hours: 100 Semester Credit Hours: 5.25	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. Prerequisites: None
MBC 200 **Medical Billing and Coding Externship**	Externship Hours: 220 Total Clock Hours: 220 Semester Credit Hours: 4.25	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 and Supplies Information

The following uniform and supply items are included in the Medical Billing and Coding program cost:

- 2 Scrub Tops
- 1 Identification Badge
- 6 Books
- 2 Scrub Pants
- 1 CPR Card
- 1 Medical Billing and Coding Graduate 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 are 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 and supplies package:

Item	Estimated Cost
1 Pair White, Closed-Toe Uniform Shoe	$35.00 to $85.00
Wrist Watch with Sweep Second Hand	$15.00 to $25.00
Black Ink, Ballpoint Pen	$0.75

Magnetic Resonance Imaging (MRI) Associate of Applied Science (AAS)

Program Length	2,460 Clock Hours (1,500 classroom / 960 clinical externship) 105 Semester Credits 115 Weeks
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Residential; Hybrid
Credential Awarded	Associate of Applied Science degree
SOC Code/CIP Code	29-2035 / 51.0920
Employment Titles	MRI Coordinator; MRI QA Coordinator; MRI Radiographer; MRI Specialist; MRI Tech; MRI Technologist; Research MRI Technologist

Program Description/Objectives

The primary goal of the HDMC's Magnetic Resonance Imaging Associate of Applied Science Degree program is to prepare entry level MRI Technologist, to be equipped with the knowledge and skills competencies to demonstrate clinical proficiency of MRI procedures, exhibit behavioral skills that reflect professionalism, effective communication, and time management skills for an organization, hospital, or clinical setting where MRI procedure take place.

The general education courses for the Magnetic Resonance Imaging (MRI) Associate of Applied Science Degree program are offered online only using Interactive Distant Learning (IDL). The core MRI principles and subjects will be taught on campus.

Required Courses

	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
Course Number / Name	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**
MRI100A/B Med Term, Basic A&P, Basic Math and Medical Law and Ethics	240	16	0	0	0	0	240	16
MRI101 MRI Physics / Safety	120	8	120	4	0	0	240	12
MRI 102 MRI Neuro	120	8	120	4	0	0	240	12
MRI 103 MRI Body	120	8	120	4	0	0	240	12
MRI 104 MRI Musculoskeletal	120	8	120	4	0	0	240	12
MRI 105 Professional Development	30	2	0	0	0	0	30	2
MRI 106 MRI Externship	0	0	0	0	960	21	960	21
ENG101 English Composition	45	3	0	0	0	0	45	3
MTH 101 College Algebra	45	3	0	0	0	0	45	3

Course Number / Name	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit
PHY 101 Physics 1	45	3	0	0	0	0	45	3
ENG 102 Public Speaking	45	3	0	0	0	0	45	3
PSYC 101 Introduction to Psychology	45	3	0	0	0	0	45	3
SOCI 101 Introduction to Sociology	45	3	0	0	0	0	45	3
TOTALS	**1,020**	**68**	**480**	**16**	**960**	**21**	**2,460**	**105**

Magnetic Resonance Imaging (MRI) Associate of Applied Science (AAS) – Course Descriptions

Course Number / Name	Course Length	Description
MRI100A/B **Med Term, Basic A&P, Basic Math and Medical Law and Ethics**	Lecture Hours: 240 Total Clock Hours: 240 Semester Credit Hours: 16	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.
MRI 101 **MRI Physics / Safety**	Lecture Hours: 120 Laboratory Hours: 120 Total Clock Hours: 240 Semester Credit Hours: 12	This course introduces the physics of Magnetic Resonance Imaging and provides an examination of MRI characteristics. Pulse sequences, image weighting, coil selection, and imaging characteristics are included. This course also introduces the importance of patient safety as it pertains to the unique MRI environment. Training on “MR Safe”, “MR Conditional”, and “MR Unsafe” devices and objects is discussed in detail. This course also includes discussion and lab evaluations regarding Field-of-View, matrix, signal to noise ratio, slice thickness and interval. Time of flight pulse sequencing, contrast enhanced MRA, MRCP, in phase and out of phase imaging techniques are studied. Gadolinium safety along with patient contraindications and Glomerular Filtration Rates are discussed

Course Number / Name	Course Length	Description
MRI 102 **MRI Neuro**	Lecture Hours: 120 Laboratory Hours: 120 Total Clock Hours: 240 Semester Credit Hours: 12	In this course the student is introduced to MRI Neuro imaging. With the use of didactic and comprehensive lab analysis, the student will be able to apply this in practice. This course is intended to guide the student through scanning techniques and protocols to help improve image quality and recognize and rectify common artifacts. Introduced are the main aspects of theory related to scanning. The course will also include tips on gating and equipment use, patient care and safety, and information on contrast media. Included are step-by-step guides to examining each anatomical area. Covering all routine and special procedures for Head, Brain, Neck, and Spine imaging including, but not limited to: Brain, IAC's, Pituitary, Orbits, MRA, MRV, Spectroscopy, Soft Tissue Neck, Cervical spine, Thoracic spine, and Lumbar spine. Detailed labs focusing on a variety of patient pathologies, artifacts, and overall imaging obstacles is utilized during this course. Prerequisites: MRI101
MRI 103 **MRI Body**	Lecture Hours: 120 Laboratory Hours: 120 Total Clock Hours: 240 Semester Credit Hours: 12	In this course the student is introduced to MRI Body imaging. With the use of didactic and comprehensive lab analysis, the student will be able to apply this in practice. This course is intended to guide the student through scanning techniques and protocols to help improve image quality and recognize and rectify common artifacts. Introduced are the main aspects of theory related to scanning. The course will also include tips on gating and equipment use, patient care and safety, and information on contrast media. Included are step-by-step guides to examining each anatomical area. Covering all routine and special procedures for Thorax, Abdomen and Pelvis imaging including, but not limited to: Chest, Breast, Liver, Pancreas, MRCP, Kidneys, and Soft Tissue Pelvis. Detailed labs focusing on a variety of patient pathologies, artifacts, and overall imaging obstacles is utilized during this course. Prerequisites: MRI101
MRI 104 **MRI Musculoskeletal**	Lecture Hours: 120 Laboratory Hours: 120 Total Clock Hours: 240 Semester Credit Hours: 12	In this course the student is introduced to MRI Musculoskeletal imaging. With the use of didactic and comprehensive lab analysis, the student will be able to apply this in practice. This course is intended to guide the student through scanning techniques and protocols to help improve image quality and recognize and rectify common artifacts. Introduced are the main aspects of theory related to scanning. The course will also include tips on gating and equipment use, patient care and safety, and information on contrast media. Included are step-by-step guides to examining each anatomical area. Covering all routine and special procedures for Upper and Lower Extremity imaging including, but not limited to: TMJ's, Shoulder, Elbow, Wrist, Hand, Hip, Long bones, Knee, Ankle, and Foot. Detailed labs focusing on a variety of patient pathologies, artifacts, and overall imaging obstacles is utilized during this course. Prerequisites: MRI101

Course Number / Name	Course Length	Description
ENG 101 **English Composition**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	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. Prerequisites: MRI100
ENG 102 **Public Speaking**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	The course explores ways in which people interact verbally and nonverbally and teaches basic principles of interpersonal communication, including perception, self-concept, persuasive communication, nonverbal communication, semantics, roles and norms and communication barriers. Activities include participating in groups, pairs, and interactive communication situations. Prerequisites: MRI100
MTH 101 **College Algebra**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	The course focuses on topics such as basic treatment of algebraic expressions, solving linear equations and inequalities, graphing linear equations and inequalities, polynomial operations, positive and negative integral exponents, factoring, systems of linear equations, radical and rational expressions, quadratic equations and various application problems. Prerequisites: MRI100
PHY 101 **Physics I**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	In this course, students will discuss the concepts of physics. Emphasis will be placed on measurements and standards in length, mass, and time. Physics of motion in both one and two dimensions will be covered. The laws of motion, energy, momentum and collisions are explained. We will study waves considering sound, reflection, and refraction of light. Prerequisites: MRI100
PSYC 101 **Introduction to Psychology**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	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. Prerequisites: MRI100
SOCI 101 **Introduction to Sociology**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	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. Prerequisites: MRI100

Course Number / Name	Course Length	Description
MRI 105 **Professional Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credit Hours: 2	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: MRI100A/B, MRI101, MRI102, MRI103, MRI104, ENG101, ENG102, PSYCH101, SOC101, MTH101, PHY101
MRI 106 **MRI Externship**	Externship Hours: 960 Total Clock Hours: 960 Semester Credit Hours: 21	In the externship environment students will work as an entry-level magnetic resonance imaging technologist and will scan routine and special procedures with decreasing supervision. Students are expected to process patient information, perform MRI's, and present the case to the physician or radiologist for review. Students will report to a qualified clinical instructor for documentation on competencies. It's expected that at the conclusion of the externship, the student should be able to perform all the duties of an entry-level MRI technologist with minimal supervision. Prerequisite: MRI100A/B, MRI101, MRI102, MRI103, MRI104, MRI105, ENG101, ENG102, PSYCH101, SOC101, MTH101, PHY101

Uniform and Supplies Information

The following uniform and supply items are included in the MRI program cost:

- 2 Scrub Tops
- 1 Identification Badge
- 9 Books
- 2 Scrub Pants
- 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 are 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 and supplies package:

Item	Estimated Cost
1 Pair White, Closed-Toe Uniform Shoe	$35.00 to $85.00
Wrist Watch with Sweep Second Hand	$15.00 to $25.00
Black Ink, Ballpoint Pen	$0.75

Nursing Assistant

Program Length	164 Clock Hours (60 theory / 104 clinical) 6 Weeks
Teacher/Student Ratio	Lecture: 1:15 Lab: 1:15
Delivery Method	Residential
Credential Awarded	Certificate
SOC Code/CIP Code	31-1131 / 51.3902
Employment Titles	Nursing Assistant, Nursing Aide

Program Description/Objectives

The Nursing Assistant program is designed to prepare students to become practicing, state certified nursing assistants in the State of California. The course work will include safety, anatomy and physiology, nutrition, asepsis, patient care, body mechanics, and rehabilitation and restoration care. Students should expect two to three hours of homework per class.

Required Course

	Classroom Hours		
Course Number / Name	**Theory**	**Clinical**	**Total**
NA101 Nursing Assistant	60	104	164
TOTALS*	**60**	**104**	**164**

**The Nursing Assistant program is approved by the California Department of Public Health (CDPH). CDPH only accounts Theory and Clinical hours as program hour requirements (164). However, Lab "Skills Lab" hours are included and required in the training program schedule to allow for skill demonstration practice prior to the clinical training per recommendations of CDPH. The total number of Lab hours is 15 hours. Students must complete all hours in order to receive a certificate of completion.*

Course Description

Course Number / Name	Clock Hours / Credits	Description
NA101 **Nursing Assistant**	Clock Hours: 60 Clinical Hours: 104 Total Clock Hours: 164	Students learn principles of asepsis, safety, and how to assist patients with everyday activities of life in a variety of settings, including rehabilitative, assisted living, and skilled nursing. Students will also learn to take patient vital signs and chart relevant information. Medical terminology and anatomy will also be addressed. Prerequisites: None

Enrollment / Licensing Requirements

Nursing Assistants (NA) Prerequisites

To hold your seat in the course, submit the following additional documentation to Admissions to complete the enrollment process, prior to the mandatory orientation:

- Proof of age.
- Have a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate.
- Proof of a physical exam (performed no more than 90 days prior to class start date).
- Fingerprints done by Live Scan (NA completed first day of class) (HHA before start date) (paid by school for Nas).
- TB test results (performed no more than 90 days prior to class start date — one year for X-rays).
- Flu shot (current season).
- Hepatitis B Series.

Details about the licensing requirements may be found at: http://www.cdph.ca.gov/ and in Appendix A in the catalog.

Pharmacy Technician

Program Length	780 Clock Hours (620 classroom / 160 clinical externship) 35 Semester Credits 34 Weeks (morning/afternoon) 42 Weeks (evening)
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Residential; Hybrid
Credential Awarded	Certificate
SOC Code/CIP Code	29-2052 / 51.0805
Employment Position	Pharmacy Technician, Pharmacy Assistant

Program Description/Objectives

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. Licensing by the California State Board of Pharmacy requires fingerprinting, criminal background check, and with **official** High School/GED transcripts to be submitted with the State Board of Pharmacy application. This process may take 45 days to process after graduating from the program.

Required Courses

	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
Course Number / Name	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**
PHR100 Introduction to Pharmacy	45	3	35	1	0	0	80	4
PHR101 Drug Fundamentals	45	3	35	1	0	0	80	4
PHR102 Medical Terminology, Anatomy and Physiology	45	3	35	1	0	0	80	4
PHR103 Pharmacy Operations	45	3	35	1	0	0	80	4
PHR104 Pharmacology	45	3	35	1	0	0	80	4
PHR105 IV Preparation	45	3	35	1	0	0	80	4

Course Number / Name	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit
PHR106 Pharmacy Practice Management	45	3	35	1	0	0	80	4
CD100 Career Development	30	2	0	0	0	0	30	2
CD200 Advanced Career Development	30	2	0	0	0	0	30	2
PHR107 Clinical Externship	0	0	0	0	160	3.0	160	3
TOTALS	**375**	**25**	**245**	**7**	**160**	**3**	**780**	**35**

Course Descriptions

Course Number / Name	Course Length	Description
CD 100 **Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credit Hours: 2	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. Prerequisites: None
CD 200 **Advanced Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credit Hours: 2	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: CD 100
PHR 100 **Introduction to Pharmacy**	Lecture Hours: 45 Lab Hours: 35 Total Clock Hours: 80 Semester Credit Hours: 4.00	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

Course Number / Name	Course Length	Description
		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. Prerequisites: None
PHR 101 **Drug Fundamentals**	Lecture Hours: 45 Lab Hours: 35 Total Clock Hours: 80 Semester Credit Hours: 4.00	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. Prerequisites: None
PHR 102 **Medical Terminology, Anatomy, and Physiology**	Lecture Hours: 45 Lab Hours: 35 Total Clock Hours: 80 Semester Credit Hours: 4.00	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. Prerequisites: None
PHR 103 **Pharmacy Operations**	Lecture Hours: 45 Lab Hours: 35 Total Clock Hours: 80 Semester Credit Hours: 4.00	This course covers the many components of a medical term including root words, prefixes and suffixes. It also covers the human anatomy and physiology including anatomical terminology, basic biochemistry, cells and tissues, and the endocrine, the reproductive, the gastrointestinal system, the nervous systems. This course will also 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. Prerequisites: None
PHR 104 **Pharmacology**	Lecture Hours: 45 Lab Hours: 35 Total Clock Hours: 80 Semester Credit Hours: 4.00	This course will also 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. This course covers the many components of a medical term including root words, prefixes and suffixes. It also covers the human anatomy and physiology including anatomical terminology, basic biochemistry, cells and tissues, and the integumentary, the eyes & ears, the gastrointestinal system, the musculoskeletal system and the respiratory system. Prerequisites: None

Course Number / Name	Course Length	Description
PHR 105 **IV Preparation**	Lecture Hours: 45 Lab Hours: 35 Total Clock Hours: 80 Semester Credit Hours: 4.00	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. Prerequisites: None
PHR 106 **Pharmacy Practice Management**	Lecture Hours: 45 Lab Hours: 35 Total Clock Hours: 80 Semester Credit Hours: 4.00	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. Prerequisites: None
PHR 107 **Clinical Externship**	Clinical Hours: 160 Total Clock Hours: 160 Semester Credit Hours: 3	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 and Supplies Information

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

- 2 Scrub Tops
- 1 Identification Badge
- 6 Books
- 2 Scrub Pants
- 1 CPR Card
- 1 Pharmacy Technician Graduate 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 and supplies package:

Item	Estimated Cost
1 Pair White, Closed-Toe Uniform Shoe	$35.00 to $85.00
Wrist Watch with Sweep Second Hand	$15.00 to $25.00
Black Ink, Ballpoint Pen	$0.75

Phlebotomy Technician (Avocational)

Program Length	120 Clock Hours (80 classroom / 40 clinical externship) 5 Weeks
Teacher/Student Ratio	Lecture: 1:20 Lab: 1:20
Delivery Method	Residential; Hybrid
Credential Awarded	Certificate
SOC Code/CIP Code	31.9097 / 51.1009
Employment Position	Phlebotomy Technician, Phlebotomist

Program Description/Objectives

The Phlebotomy Technician program is designed for employees who currently or have worked in the medical field and are seeking additional skills / certifications to add to their portfolio. The profession of phlebotomy is taught through didactic, student laboratory, and clinical experiences. The student will be trained to perform a variety of blood collection methods using proper techniques and precautions including vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection on adults, children and infants. Emphasis will be placed on infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will be taught specimen handling, processing and accessioning.

Training will be delivered in a combination of lab, lecture and work-based environments, provided by instructor with training and experience in the medical / lab practice. The classroom component will be delivered in terms of didactic and skills laboratory. In addition, students are expected to turn in homework on assigned topics. Students will complete 40 hours of externship giving them a “hands-on” experience.

Prerequisites for this Program

- High School Diploma / GED.
- Provide evidence of six months’ work experience in a healthcare setting.

Required Courses

Course Number / Name	Lecture Hours Clock	Laboratory Hours Clock	Externship Hours Clock	Total Hours Clock
Phlebotomy Technician	40	40	0	80
Phlebotomy Externship	0	0	40	40
TOTALS	**40**	**40**	**40**	**120**

Sterile Processing Technician

Program Length	830 clock hours 27.5 Semester Credits 32 (AM/PM) Weeks
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Hybrid
Credential Awarded	Certificate
SOC/CIP Code	31-9093/51.1012
Employment Positions	Sterile Processing Technician, CRCST, Medical Equipment Preparer, Central Sterile Supply Technician, Sterilization Specialist, Sterile Processor

Program Description and Objectives

Sterile Processing Technicians are responsible for many vital services within various healthcare facilities. Some responsibilities include: Decontamination procedures, preparation and packaging for sterilization, monitoring the process of steam, dry heat, and liquid chemical sterilization maintaining product sterility through shelf-life/rotation, storage distribution, inspection, and inventory control of supplies, instruments and equipment. Upon completion of this course, graduates will be prepared to take the Certified Registered Central Service Technician's exam through HSPA. Professionally trained Sterile Processing Technicians work in a variety of environments. Graduates can look forward to an exciting career in hospitals, outpatient Surgery Centers, and dental facilities. There are no pre-requisites for this program.

Program Completion:

Students who successfully complete all program requirements, including classroom instruction, laboratory training, and externship hours will receive a Certificate of Completion.

Graduates will be prepared to sit for national certification exams:

- CRCST (Certified Registered Central Service Technician) through HSPA (Healthcare Sterile Processing Association, formerly IAHCSMM)

Certification Exam Information

CRCST (HSPA – Provisional Certification):

- Administered off-site
- Graduates may sit for the provisional exam immediately after completing the program
- Requires 400 hours of hands-on experience (including externship hours) within six months to convert to full certification
- Provisional certification expires after 6 months if full certification is not obtained
- Full certification is valid for 1 year and must be renewed annually
- Testing throughout the year

WHAT IS A PROVISIONAL CERTIFICATION?

Provisional Certification is attained when applicants choose to take the CRCST exam before they have completed their 400 hours of hands-on experience. It is NOT an exemption from the hands-on experience requirement. Individuals who attain provisional certification have six months in which to complete and submit documentation of

their hands-on experience. If the experience is not completed and documented within the allotted six-month period, the certification will be revoked, and the individual will need to retest to regain certification.

Note: Students are encouraged to pursue certification to enhance their employment qualifications and demonstrate professional competency.

Required Courses

Course Number / Name	Classroom Hours				Credit			
	Lecture	Lab	Extern	Total	Lecture	Lab	Extern	Total
SPT 1 Basic Sciences for CST (Central Sterile Technicians)	20	30	0	50	1	1	0	2
SPT 2 Infection Prevention and Decontamination	20	60	0	80	1	2	0	3
SPT 3 Surgical Instrumentation	20	60	0	80	1	2	0	3
SPT 4 Sterilization Methods and Procedures	20	60	0	80	1	2	0	3
SPT 5 Quality Assurance	30	10	0	40	2	0	0	2
SPT 6 Inventory Management and Communications	30	10	0	40	2	0	0	2
CD 100 Career Development	30	0	0	30	2	0	0	2
CD 200 Advanced Career Development	30	0	0	30	2	0	0	2
SPT 7 Externship	0	0	400	400	0	0	8.5	8.5
TOTALS	**200**	**230**	**400**	**830**	**12**	**7**	**8.5**	**27.5**

Course Descriptions – Sterile Processing Technician

Course Number / Name	Clock Hours / Credits	Description
SPT 1 **Basic Sciences for CST (Central Sterile Technicians)**	Lecture Hours: 20 Lab Hours: 30 Total Clock Hours: 50 Semester Credits: 2	This course introduces the Sterile Processing department (SPD) and its critical role in ensuring quality patient care through effective instrument management, sterilization, and assembly. Through a combination of theoretical concepts and practical insights, students will learn the importance of SPD in the healthcare system, from the sterilization process to sterile storage and transport. Students will learn fundamental principles of medical terminology, anatomy, and surgical procedures, providing students with the knowledge required to accurately identify and handle surgical instruments, understand human body systems, and recognize common surgical procedures. Prerequisites: None
SPT 2 **Infection Prevention and Decontamination**	Lecture Hours: 20 Lab Hours: 60 Total Clock Hours: 80 Semester Credits: 3	This course covers essential concepts in infection prevention and control, focusing on the decontamination process for medical instruments. Students will learn the basics of microbiology and how pathogens spread and the body's defense mechanisms. This course also introduces cleaning

		protocols, high-level disinfection, and sterilization procedures that are critical to preventing infections in healthcare settings. Practical applications include learning to handle contaminated instruments safely and effectively, ensuring the safety of patients and healthcare workers. Prerequisites: SPT 1
SPT 3 **Surgical Instrumentation**	Lecture Hours: 20 Lab Hours: 60 Total Clock Hours: 80 Semester Credits: 3	In this course, students will explore various types of surgical instruments and their specific uses in different medical procedures. The course emphasizes the identification, proper handling, and maintenance of surgical tools, as well as preparing and organizing instruments for sterilization. Students will gain knowledge and practical skills for ensuring the safe and effective handling of surgical instruments and ancillary equipment. Prerequisites: SPT 1, SPT 2
SPT 4 **Sterilization Methods and Procedures**	Lecture Hours: 20 Lab Hours: 60 Total Clock Hours: 80 Semester Credits: 3	This course introduces students to the different methods of sterilization used in healthcare facilities, including steam sterilization, gas sterilization, and chemical sterilization. Students will learn the principles behind each method, proper sterilization procedures, and how to ensure equipment is safely prepared for medical use. Students will also gain the knowledge needed to implement best practices and address key challenges in sterilization. Prerequisites: SPT 1, SPT 2, SPT 3
SPT 5 **Quality Assurance**	Lecture Hours: 30 Lab Hours: 10 Total Clock Hours: 40 Semester Credits: 2	Quality assurance is critical in sterile processing to ensure patient safety. This course focuses on maintaining high standards through quality assurance programs, regulatory compliance, and process improvement strategies. Students will learn to monitor sterilization effectiveness, implement quality control measures, and ensure that all instruments meet safety standards before being used in medical settings. Prerequisites: SPT 1, SPT 2, SPT 3, SPT 4
SPT 6 **Inventory Management and Communications**	Lecture Hours: 30 Lab Hours: 10 Total Clock Hours: 40 Semester Credits: 2	This course covers inventory management skills specific to sterile processing departments. Students will learn how to manage medical supplies and instruments, track inventory levels, and implement efficient restocking procedures. Additionally, the course emphasizes the importance of effective communication within the healthcare team to ensure timely availability of sterile instruments and supplies. Prerequisites: SPT 1, SPT 2, SPT 3, SPT 4, SPT 5
CD 100 **Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credits: 2	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. Prerequisites: None
CD 200 **Advanced Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credits: 2	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: CD 100
SPT 7 **Externship**	Externship Hours: 400 Total Clock Hours: 400 Semester Credits: 8.5	The Sterile Processing Externship provides students with 400 hours of hands-on clinical experience. Students will apply what they have learned during the didactic and laboratory portion of the program at a healthcare facility where they will be closely monitored and supervised by an appointed preceptor. Emphasis is placed on decontamination, sterilization, quality assurance, instruments and equipment.. Prerequisites: SPT 1, SPT 2, SPT 3, SPT 4, SPT 5, SPT 6

Surgical Technology Associate of Applied Science

Program Length	1,670 Clock Hours 79 Semester Credits 62 Weeks (AM/PM)
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:22
Delivery Method	Hybrid
Credential Awarded	Associate of Applied Science
SOC/CIP Code	29-02055/51.0909
Employment Objectives	Surgical Technologist, Surgical Scrub Technologist, Operating Room Technician, Certified Surgical Technologist, Scrub Technician

Program Description/Objectives

The Surgical Technology Associate of Applied Science program at High Desert Medical College is dedicated to equipping students with the theoretical knowledge and technical skills essential for a career as a professional surgical technologist. Graduates will be proficient in creating and maintaining a safe perioperative environment, demonstrating thorough knowledge of aseptic techniques, and effectively using surgical instruments and equipment. The program emphasizes the development of professional attitudes, ethical behavior, and effective communication within the healthcare team. Upon completion, students will be prepared to provide comprehensive care to patients and surgical teams, integrating knowledge across cognitive, affective, and psychomotor domains.

Graduates from the program receive an Associate of Applied Science (AAS) degree upon graduation and are eligible to sit for the Tech in Surgery (TS-C) examination through the National Center for Competency Testing (NCCT).

Required Courses

	Classroom Hours				Credit			
Program Outline	**Lecture**	**Lab**	**Extern**	**Total**	**Lecture**	**Lab**	**Extern**	**Total**
PSYC 101 ST Introduction to Psychology	45	0	0	45	3	0	0	3
NUT 101 ST Nutrition	45	0	0	45	3	0	0	3
MT 100 Medical Terminology	45	0	0	45	3	0	0	3
ST.1 Surgical Technology Orientation	15	0	0	15	1	0	0	1
ST.2 Anatomy & Physiology 1	45	0	0	45	3	0	0	3
ST.3 Anatomy & Physiology 2	60	0	0	60	4	0	0	4
ST.4 Anatomy & Physiology 3	60	0	0	60	4	0	0	4
ST.5 Anatomy & Physiology 4	60	0	0	60	4	0	0	4
ST.6 Microbiology	45	0	0	45	3	0	0	3
ST.7 Professional Practice	45	0	0	45	3	0	0	3

ST.8 Patient Care Concepts	15	0	0	15	1	0	0	1
ST.9 Surgical Techniques 1	60	30	0	90	4	1	0	5
ST.10 Surgical Techniques 2	45	45	0	90	3	1.5	0	4.5
ST.11 Pharmacology & Anesthesia	30	15	0	45	2	.5	0	2.5
ST.12 Technological Sciences	15	15	0	30	1	.5	0	1.5
ST.13 Surgical Procedures 1	30	30	0	60	2	1	0	3
ST.14 Surgical Procedures 2	45	45	0	90	3	1.5	0	4.5
ST.15 Surgical Procedures 3	60	30	0	90	4	1	0	5
ENG 101 English Composition	45	0	0	45	3	0	0	3
ENG 102 Public Speaking	45	0	0	45	3	0	0	3
MA 100 Basic College Mathematics	45	0	0	45	3	0	0	3
ST.16 Externship	0	0	560	560	0	0	12	12
TOTALS	**900**	**210**	**560**	**1670**	**60**	**7**	**12**	**79**

Course Descriptions – Surgical Technology Associate of Applied Science

Course Number / Name	Clock Hours / Credits	Description
PSYC 101 **ST Introduction to Psychology**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credits: 3	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, life-span development, and applied psychology. Prerequisites: None
NUT 101 **ST Nutrition**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credits: 3	This course covers the basic principles of human nutrition and their relationship to health and wellness including energy in nutrition; main nutrients; vitamins, minerals and water; digestion; changing nutritional needs through life's stages; and connections between food and sustainability. This foundation class is designed for people interested in careers related to health and fitness and various aspects of food, and for anyone curious or concerned about nutrition. Prerequisites: None
MT 100 **Medical Terminology**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credits: 3	This course is a survey of the terminology used routinely in the medical environment. It will begin with learning the root words used in constructing medical terms and integrate commonly used medical acronyms and abbreviations. The information will be presented according to anatomical systems. The student will be responsible for knowing the

		written and auditory recognition of the terminology reviewed. Prerequisites: None
ST.1 **Surgical Technology Orientation**	Lecture Hours: 15 Total Clock Hours: 15 Semester Credits: 1	This preliminary course will introduce the policies and procedures of High Desert Medical College and the AAS Surgical Technology Program. The student will be provided with information regarding requirements and materials required to successfully complete the AAS Surgical Technology Program. It is designed to increase students' persistence and success in college by providing them with the academic, personal, and life management tools needed to function effectively and complete their course of study. Prerequisites: PSYC101, NUT101, MT100
ST.2 **Anatomy & Physiology 1**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credits: 3	During this course the student will be introduced to the structure and function of the human body. The student will study the anatomy and physiology of the integumentary system and the skeletal system in which structural information and important functional concepts will be identified and discussed. Prerequisites: PSYC101, NUT101, MT100, ST.1
ST.3 **Anatomy & Physiology 2**	Lecture Hours: 60 Total Clock Hours: 60 Semester Credits: 4	During this course the student will study the anatomy and physiology of the muscular system, nervous system, and endocrine system in which structural information and important functional concepts will be identified and discussed. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2
ST.4 **Anatomy & Physiology 3**	Lecture Hours: 60 Total Clock Hours: 60 Semester Credits: 4	During this course the student will study the anatomy and physiology of blood, the cardiovascular system, the lymphatic system and immunity, and the respiratory system in which structural information and important functional concepts will be identified and discussed. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3
ST.5 **Anatomy & Physiology 4**	Lecture Hours: 60 Total Clock Hours: 60 Semester Credits: 4	During this course the student will study the anatomy and physiology of the digestive system, urinary system, and reproductive systems in which structural information and important functional concepts will be identified and discussed. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4
ST.6 **Microbiology**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credits: 3	This introductory course provides students with an overview of microbes and process of infection. The student will be taught classification of organisms as well as cell theory. In addition, the student will learn about the tools for identifying microbes, the process of infection, disease prevention, immunity, and obtain knowledge of microorganisms and the diseases they cause. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5
ST.7 **Professional Practice**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credits: 3	This course introduces professional management and employability skills that are necessary for the surgical technology profession. It elaborates on the importance of communication and teamwork while pointing out the ethical, moral, and legal issues involved in caring for patients. Recommended practices and legal elements of proper documentation are identified, and positive risk management techniques are taught. This course also

		explains healthcare facility organization and management in detail. Additionally, the physical environment of the healthcare facility is described, and hazard preparation is discussed. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6
ST.8 **Patient Care Concepts**	Lecture Hours: 15 Total Clock Hours: 15 Semester Credits: 1	During this course the student will be taught to directly contribute to the patient's physical and psychosocial well-being by utilizing patient-centered care which encompasses therapeutic care, communication, and intervention specific to the unique needs of the patient. The student will also study and explore death and dying focusing on the social, personal, ethical, legal, and medical perspectives specifically. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7
ST.9 **Surgical Techniques 1**	Lecture Hours: 60 Lab Hours: 30 Total Clock Hours: 90 Semester Credits: 5	In this course the student will learn how to apply critical thinking skills to standards and practices of aseptic technique. The student will be taught the knowledge and methods required to prevent disease transmission by instruments, medical device, supplies, and the surgical environment. Additionally, recommended processes and practices for reducing the risk of infection through decontamination, disinfection, and sterilization will be introduced. This course will also provide the basis for understanding how instruments are made and the relationship between the design and function of the instrument. Important techniques and materials used in wound management will be presented and the process of wound healing will be studied. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8
ST.10 **Surgical Techniques 2**	Lecture Hours: 45 Lab Hours: 45 Total Clock Hours: 90 Semester Credits: 4.5	This course provides an introduction to hands-on technique necessary to ensure the safety of patients and surgical team during transferring, transporting, and positioning the surgical patient. In addition, students will be taught skin prep and draping guidelines that are presented in a timewise and stepwise way to help clarify who does what, and when. The student will be oriented to the flow of a surgical procedure from the time of preparation to the close of surgery. Post anesthesia Recovery will also be introduced, topics include: PACU facility, procedures, psychosocial care, postoperative complications, Elements of discharge planning, and unanticipated PACU outcomes. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9
ST.11 **Pharmacology & Anesthesia**	Lecture Hours: 30 Lab Hours: 15 Total Clock Hours: 45 Semester Credits: 2.5	This course focuses on the medication processes and the role of the surgical technologist in drug handling, as well as an emphasis of drugs used on the sterile field. The students will be provided with an introduction to the process of anesthesia and physiological monitoring. While in this course the student will also learn basic procedures and techniques in which the student may be required to assist. The primary purpose of this course is to familiarize the student with basic concepts and terms that are associated with pharmacology, anesthesia, and basic monitoring.

		Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10
ST.12 **Technological Sciences**	Lecture Hours: 15 Lab Hours: 15 Total Clock Hours: 30 Semester Credits: 1.5	This course introduces technology and medicine. Topics include: physics, information technology, energy sources in surgery, minimally invasive surgery (MIS), and robotic surgery. Students will be taught to use computers professionally in the Perioperative environment. This course will also cover common surgical devices that use electromagnetic energy as well as other types of energy utilized in the Perioperative environment. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11
ST.13 **Surgical Procedures 1**	Lecture Hours: 30 Lab Hours: 30 Total Clock Hours: 60 Semester Credits: 3	During this course the student will be oriented to commonly performed tests and diagnostic procedures, both invasive procedures and noninvasive procedures. Students will review the surgical anatomy involved in general, gynecological, obstetrical, and genitourinary surgery. Focus will be placed on common diagnostic tests and procedures, specific elements of case planning, common pathology, and common procedures of each specialty taught within this course. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12
ST.14 **Surgical Procedures 2**	Lecture Hours: 45 Lab Hours: 45 Total Clock Hours: 90 Semester Credits: 4.5	Students will review the surgical anatomy involved in ophthalmic, ENT, oral maxillofacial, plastic, reconstructive, and orthopedic surgery. Focus will be placed on common diagnostic tests and procedures, specific elements of case planning, common pathology, and common procedures of each specialty taught within this course. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13
ST.15 **Surgical Procedures 3**	Lecture Hours:60 Lab Hours: 30 Total Clock Hours: 90 Semester Credits: 5	Students will review the surgical anatomy involved in peripheral vascular, thoracic, pulmonary, cardiac, pediatric, neuro, and emergency trauma surgery. Focus will be placed on common diagnostic tests and procedures, specific elements of case planning, common pathology, and common procedures of each specialty taught within this course. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13, ST.14
ENG 101 **English Composition**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credits: 3	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. Prerequisites: None
ENG 102 **Public Speaking**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credits: 3	The course explores ways in which people interact verbally and non-verbally and teaches basic principles of interpersonal communication, including perception, self

		concept, persuasive communication, nonverbal communication, semantics, roles and norms and communication barriers. Activities include participating in groups, pairs and interactive communication situations. Prerequisites: None
MA100 **Basic College Mathematics**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credits: 3	This college mathematics course is a Career Pathways Course for those students interested in career-seeking jobs pertaining to math tracks and workforce readiness. The emphasis throughout the book is integration to careers and how math plays a role in career choices. Basic overall college level mathematic skills are taught. Prerequisites: None
ST.16 **Externship**	Externship Hours: 560 Total Clock Hours: 560 Semester Credits: 12	This course provides students with 560 hours of hands-on clinical experience. Students will apply what they have learned during the didactic and laboratory portion of the program at a healthcare facility where they will be closely monitored and supervised by an appointed preceptor. Emphasis is placed on the scrub and circulating roles of the surgical technologist. Students will observe and take part in surgical procedures and learn to work as a member of the surgical team meeting all of the required caseloads and 560 externship hours. Prerequisites: PSYC101, NUT101, MT100, ST.1, ST.2, ST.3, ST.4, ST.5, ST.6, ST.7, ST.8, ST.9, ST.10, ST.11, ST.12, ST.13, ST.14, ST.15, ENG100, ENG101, MA100

Additional Requirements

- A mandatory drug screen is completed on all students prior to starting externship/practical training.
- All students must be BLS for the healthcare provider Certified, within the first Module.
- Students must provide proof of the following immunizations before clinical/externship:
  1. TDAP: Adult does within the last 10 years.
  2. MMR: Laboratory documentation of immunity titer or documentation of two doses of MMR vaccine. (some externship sites may require a titer)
  3. Hepatitis B: Laboratory documentation of immunity or documentation of vaccine series, or signed declination (some externship sites may require a titer)
  4. PPD/TB: You must have 1 negative skin test within the last year. If your result is positive, a chest x-ray report is required. Some facilities require a 2-step skin test.
  5. Varicella: Laboratory documentation of immunity or documentation of two doses of Varicella vaccine. (some externship sites may require a titer)
  6. Flu Vaccine: Required from September through March during externship for certain facilities
  7. COVID 19: Documentation of vaccine or signed wavier. (Please note some facilities may NOT accept waivers)

Ultrasound Technician

Program Length	2,180 Clock Hours (1,220 classroom / 960 clinical externship) 86 Semester Credits 84 Weeks (morning/afternoon) 99 Weeks (evening)
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Residential; Hybrid
Credential Awarded	Certificate
SOC Code/CIP Code	29-2032 / 51.0910
Employment Titles	Cardiac Sonographer; Diagnostic Medical Sonographer; Medical Sonographer; Staff Sonographer; Ultrasonographer; Ultrasound Technician; Ultrasound Technologist

Program Description/Objectives

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.

Required Courses

	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
Course Number / Name	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**
UT100A/B Med Term, Basic A&P, Basic Math and Medical Law and Ethics	240	16	0	0	0	0	240	16
UT101 Introduction to Ultrasound Physics	120	8	120	4	0	0	240	12
UT102 Abdomen, Small Parts	120	8	120	4	0	0	240	12
UT103 OB / GYN	120	8	120	4	0	0	240	12
UT104 Peripheral Vascular Sonography	120	8	120	4	0	0	240	12
UT105 Professional Development	20	1	0	0	0	0	20	1
UT106 Ultrasound Externship	0	0	0	0	960	21	960	21
TOTALS	**740**	**49**	**480**	**16**	**960**	**21**	**2,180**	**86**

Ultrasound Technician – Course Descriptions

Course Number / Name	Course Length	Description
UT 100A/B **Med Term, Basic A&P, Basic Math and Medical Law and Ethics**	Lecture Hours: 240 Total Clock Hours: 240 Semester Credit Hours: 16	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.
UT 101 **Introduction to Ultrasound Physics**	Lecture Hours: 120 Lab Hours: 120 Total Clock Hours: 240 Semester Credit Hours: 12	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
UT 102 **Abdomen, Small Parts**	Lecture Hours: 120 Lab Hours: 120 Total Clock Hours: 240 Semester Credit Hours: 12	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 / Name	Course Length	Description
UT 103 **OB/GYN**	Lecture Hours: 120 Lab Hours: 120 Total Clock Hours: 240 Semester Credit Hours: 12	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
UT 104 **Peripheral Vascular Sonography**	Lecture Hours: 120 Lab Hours: 120 Total Clock Hours: 240 Semester Credit Hours: 12	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 post-prandial 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
UT 105 **Professional Development**	Lecture Hours: 20 Total Clock Hours: 20 Semester Credit Hours: 1	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 / Name	Course Length	Description
UT 106 **Ultrasound Externship**	Clinical Hours: 960 Total Clock Hours: 960 Semester Credit Hours: 21	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 is 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 and Supplies Information

The following uniform and supply items are included in the Diagnostic Medical Sonography program cost:

- 2 Scrub Tops
- 1 Identification Badge
- 1 Ultrasound Technician Graduate Diploma
- 2 Scrub Pants
- 9 Books
- SonoSim
- 1 CPR Card

NOTE TO STUDENT: 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 are 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 and supplies package:

Item	Estimated Cost
1 Pair White, Closed-Toe Uniform Shoe	$35.00 to $85.00
Wrist Watch with Sweep Second Hand	$15.00 to $25.00
Black Ink, Ballpoint Pen	$0.75

Ultrasound Technician Associate of Applied Science (AAS)

Program Length	2,660 Clock Hours (1,220 classroom / 480 online / 960 clinical externship) 116 Semester Credits 108 Weeks (morning/afternoon) 123 Weeks (evening)
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Residential; Hybrid
Credential Awarded	Associate of Applied Science degree
SOC Code/CIP Code	29-2032 / 51.0910
Employment Titles	Cardiac Sonographer; Diagnostic Medical Sonographer; Medical Sonographer; Staff Sonographer; Ultrasonographer; Ultrasound Technician; Ultrasound Technologist

Program Description/Objectives

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.

To be recognized as a graduate of the program, students must successfully complete all required coursework and program components. Students who do not complete the full program will not be considered graduates. Please note that graduation from the program is required for eligibility to sit for applicable certification examinations.

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

	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
Course Number / Name	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**
UT100A/B Med Term, Basic A&P, Basic Math and Medical Law and Ethics	240	16	0	0	0	0	240	16
UT101 Introduction to Ultrasound Physics	120	8	120	4	0	0	240	12
UT102 Abdomen and Small Parts	120	8	120	4	0	0	240	12

Course Number / Name	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit
UT103 OB / GYN	120	8	120	4	0	0	240	12
UT104 Peripheral Vascular Sonography	120	8	120	4	0	0	240	12
UT105 Professional Development	20	1	0	0	0	0	20	1
UT106 Ultrasound Externship	0	0	0	0	960	21	960	21
GOVT101 American Government	80	5	0	0	0	0	80	5
BUSM101 Business Math	80	5	0	0	0	0	80	5
CRT101 Critical Thinking	80	5	0	0	0	0	80	5
ENG101 English Composition	80	5	0	0	0	0	80	5
PSYCH101 Introduction to Psychology	80	5	0	0	0	0	80	5
SOCI101 Introduction to Sociology	80	5	0	0	0	0	80	5
TOTALS	**1,220**	**79**	**480**	**16**	**960**	**21**	**2,660**	**116**

Ultrasound Technician Associate of Applied Science (AAS) – Course Descriptions

Course Number / Name	Course Length	Description
BUSM 101 **Business Math**	Lecture Hours: 80 Total Clock Hours: 80 Semester Credit Hours: 5	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.
CRT 101 **Critical Thinking**	Lecture Hours: 80 Total Clock Hours: 80 Semester Credit Hours: 5	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 / Name	Course Length	Description
ENG 101 **English Composition**	Lecture Hours: 80 Total Clock Hours: 80 Semester Credit Hours: 5	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.
GOVT 101 **American Government**	Lecture Hours: 80 Total Clock Hours: 80 Semester Credit Hours: 5	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.
PSYC 101 **Introduction to Psychology**	Lecture Hours: 80 Total Clock Hours: 80 Semester Credit Hours: 5	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.
SOCI 101 **Introduction to Sociology**	Lecture Hours: 80 Total Clock Hours: 80 Semester Credit Hours: 5	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.
UT 100A/B **Med Term, Basic A&P, Basic Math and Medical Law and Ethics**	Lecture Hours: 240 Total Clock Hours: 240 Semester Credit Hours: 16	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.

Course Number / Name	Course Length	Description
UT 101 **Introduction to Ultrasound Physics, Principles, Application and Instrumentation**	Lecture Hours: 120 Lab Hours: 120 Total Hours: 240 Semester Credit Hours: 12	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
UT 102 **Abdomen and Small Parts**	Lecture Hours: 120 Lab Hours: 120 Total Hours: 240 Semester Credit Hours: 12	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 / Name	Course Length	Description
UT 103 **Obstetrics and Gynecology**	Lecture Hours: 120 Lab Hours: 120 Total Hours: 240 Semester Credit Hours: 12	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
UT 104 **Peripheral Vascular Sonography**	Lecture Hours: 120 Lab Hours: 120 Total Hours: 240 Semester Credit Hours: 12	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 post-prandial 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
UT 105 **Professional Development**	Lecture Hours: 20 Total Clock Hours: 20 Semester Credit Hours: 1	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 / Name	Course Length	Description
UT 106 **Ultrasound Externship**	Clinical Hours: 960 Total Clock Hours: 960 Semester Credit Hours: 21	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 and Supplies Information

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

- 2 Scrub Tops
- 1 Identification Badge
- 9 Books
- 2 Scrub Pants
- SonoSim Simulator
- 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 are 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 and supplies package:

Item	Estimated Cost
1 Pair White, Closed-Toe Uniform Shoe	$35.00 to $85.00
Wrist Watch with Sweep Second Hand	$15.00 to $25.00
Black Ink, Ballpoint Pen	$0.75

Veterinary Assistant

Program Length	960 Clock Hours (760 classroom / 200 clinical externship) 45 Semester Credits 35 Weeks (morning) 43 Weeks (evening)
Teacher/Student Ratio	Lecture: 1:35 Lab: 1:25
Delivery Method	Residential; Hybrid
Credential Awarded	Certificate
SOC Code/CIP Code	31-9096 & 39-2021 / 51.0808
Employment Titles	Animal Care Provider; Animal Caregiver, Avian Keeper, Emergency Veterinary Assistant, Research Animal Attendant, Small Animal Caretaker, Technician Assistant, Inpatient Technician Assistant; Kennel Vet Assistant; Veterinary Assistant, Veterinarian Assistant; Vet Assistant, Nonfarm Animal Caretaker

Program Description/Objectives

The Veterinary Assistant (VA) program is based on theory and clinical training geared to prepare the student for entry level as Veterinary Assistants in Veterinary Offices, Veterinary Hospitals, Research Facilities, Animal Shelters, Wildlife Refuges and Zoos. The Veterinary Assistant program consists of five areas of training: career and personal development, clinical experience, anatomy and terminology, veterinary assistant duties, and species and breeds of animals commonly seen in veterinary clinics. The program provides knowledge of veterinary front and back-office procedures to prepare the student to work under the supervision of a Veterinarian or Registered Veterinary Technician. Topics covered include: sanitation and asepsis, animal restraint, animal grooming, injections and venipuncture, laboratory procedures, and procedures to prepare and assist in surgeries. Graduates receive CPR and First Aid Certification from American Red Cross and Diploma in Veterinary Assistant.

Required Courses

	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
Course Number / Name	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**	**Clock**	**Academic Credit**
CD 101 Career Development	30	2	0	0	0	0	30	2
VA 101 Veterinary Terminology	60	4	40	1.25	0	0	100	5.25
VA 102 Veterinary Pharmacy	60	4	40	1.25	0	0	100	5.25
VA 103 Veterinary Anatomy and Physiology	60	4	40	1.25	0	0	100	5.25
VA 104 Veterinary Husbandry	60	4	40	1.25	0	0	100	5.25
VA 105 Veterinary Behavior and Restraint	60	4	40	1.25	0	0	100	5.25

Course Number / Name	Lecture Hours		Laboratory Hours		Externship Hours		Total Hours	
	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit	Clock	Academic Credit
VA 106 Nursing and Care for the Veterinary Assistant	60	4	40	1.25	0	0	100	5.25
VA 107 Administration, Front Office and Client Communication for Veterinary Practice	60	4	40	1.25	0	0	100	5.25
CD 200 Advanced Career Development	30	2	0	0	0	0	30	2
VA 108 Externship	0	0	0	0	200	4.25	200	4.25
TOTALS	**480**	**32**	**280**	**8.75**	**200**	**4.25**	**960**	**45**

Veterinary Assistant – Course Descriptions

Course Number / Name	Course Length	Description
CD 100 **Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credit Hours: 2	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. Prerequisites: None
CD 200 **Advanced Career Development**	Lecture Hours: 30 Total Clock Hours: 30 Semester Credit Hours: 2	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: CD 100

Course Number / Name	Course Length	Description
VA 101 **Veterinary Terminology**	Lecture Hours: 60 Lab Hours: 40 Total Clock Hours: 100 Semester Credit Hours: 5.25	This course will introduce you to: the basics of veterinary terminology including prefixes, roots, suffixes and combing forms. Students will be able to analyze and dissect terms to determine meaning. Students will learn anatomical positions, planes, body cavities and direction and movement as applied to various species of animals. Students will demonstrate knowledge of directional terms as they relate to veterinary practice and tasks. Students will define and describe the structure of living things (cells, tissues, organs) and identify the differences between cells, tissues and organs. Students will learn terms relating to cytology and histology and identify cells and tissues from definition and visual description. Students will learn dental terminology and understand the meaning of these terms in reference to dental formulas and types of teeth, tooth references and mandibular and maxillary shapes and distinction.
VA 102 **Veterinary Pharmacy**	Lecture Hours: 60 Lab Hours: 40 Total Clock Hours: 100 Semester Credit Hours: 5.25	In this module students will gain an understanding to read and interpret a prescription, as well as label a dispensing container. Students will be able to calculate the proper quantity of medication to dispense. Demonstrate how to use a pill counting tray to count medications. Students will explain how to process and log-controlled substances according to DEA regulations. Students will learn to calculate the proper quantity of medication to dispense and demonstrate how to administer oral, aural, ophthalmic and topical and parenteral medication to a veterinary patient. Students will be able to calculate and administer the proper quantity of medication. Students will demonstrate proper logging and storage of controlled substances.
VA 103 **Veterinary Anatomy and Physiology**	Lecture Hours: 60 Lab Hours: 40 Total Clock Hours: 100 Semester Credit Hours: 5.25	Students will expand on their knowledge of anatomy and physiology as it relates to veterinary medicine. Students will utilize correct terminology when referring to animal structures and functions for the application of veterinary procedures. Students will be introduced to the structures and functions, pathology, and terminology related to the diagnosis and treatment of diseases of the different systems.

VA 104 **Veterinary Husbandry**	Lecture Hours: 60 Lab Hours: 40 Total Clock Hours: 100 Semester Credit Hours: 5.25	Students will learn common veterinary terms relating to the dog and cat and the biology and development of these species. Students will identify common breeds of dogs (identified by the American Kennel Club) and cats, identify normal and abnormal behaviors and explain proper selection methods for these species. Students will learn and demonstrate proper restraining methods for the dog and cat for various veterinary procedures. Students will learn grooming needs, basic health care and maintenance and vaccine programs for dogs and cats. Students will identify common internal and external parasites and prevention of the cat and dog. Students will be able to explain canine and feline reproduction, common diseases and prevention of disease and zoonoses. Students will be able to describe common canine and feline surgeries including spay / castration, dewclaw removal, tail docking, and declawing. Students will be able to describe the controversy around declawing in cats. Students will learn common veterinary terms relating to avian, laboratory, and exotics animals, identify common breeds of relevant species and describe the biology and development of these species. Students will explain proper avian, laboratory animals, and exotic breed selection methods, and normal and abnormal behaviors for these species. Students will learn grooming needs, basic health care, nutrition, husbandry and maintenance, and vaccine programs for avian, laboratory, and exotic animals. Students will learn and demonstrate proper restraining methods for various procedures involving avian, laboratory, and exotic animals. Students will be able to educate clients on common household hazards to birds, laboratory and exotic animals, including cleaning products, cigarette smoke, and certain types of wood. Students will identify common wildlife species, explain the classes of wildlife and understand the importance of wildlife in veterinary medicine including, wildlife management practices. Students will be able to discuss the career of wildlife rehabilitation. Students will learn terminology related to specific parts of the equine and identify anatomic and physiologic differences including dental formula and aging. Students will learn biology and husbandry and basic senses for the equine. Students will learn breeds and identifying factors for the equine. Students will learn body language and basic senses, behavior, restraint and humane handling and safety, physical examination, equine nutrition and parasite prevention and control. Students will learn and demonstrate knowledge of parasite and disease prevention, control and treatment for the equine. Students will learn administration of medications topical, oral, and parenterally and lab sample collection techniques for the equine veterinary patient. Students will learn common surgical procedures for equine. Students will understand veterinary terminology associated with the pig and ruminants. Students will learn the dental formula, identification, restraint and humane handling, biology, husbandry and maintenance for the pig and ruminants. Students will learn physical examination, administration of medications and lab sample collection techniques, common

Course Number / Name	Course Length	Description
		diseases, zoonosis and vaccination protocol and common surgical procedures for the pig and ruminants. Students will learn regulations for food animal handling and health.
VA 105 **Veterinary Behavior and Restraint**	Lecture Hours: 60 Lab Hours: 40 Total Clock Hours: 100 Semester Credit Hours: 5.25	Students will learn the processes by which animal behaviors develop and differentiate between positive and negative reinforcement and punishment as it relates to a variety of species. Students will learn the role of veterinary professionals and the legal aspects in preventing and managing behavior problems of veterinary patients and the procedure for referring clients to professionals for resolution of behavior problems. Students will learn the psychological principles underlying physical restraint techniques, understand the basics of restraining dogs, cats, rabbits, laboratory animals, birds, horses and other large animal species. For routine procedures and give examples of behavior responses of animals to physical restraint. Students will demonstrate safety procedures taken before and during physical restraint. Students will learn safety techniques used for safe restraint of a variety of veterinary patients including applications of muzzles, twitches, and other specie specific restraint devices.
VA 106 **Nursing and Care for the Veterinary Assistant**	Lecture Hours: 60 Lab Hours: 40 Total Clock Hours: 100 Semester Credit Hours: 5.25	Students will learn proper steps and techniques for gathering an accurate and complete patient history and presenting complaint. Students will learn required documentation of history and physical examinations, procedures and treatments. Student will learn aspects of client communication and client interaction in relationship to patient history. Student will learn components of a complete physical examination and how to obtain and monitor vital signs. Students will learn to properly record patient care. Students will demonstrate procedures used in grooming and skin, anal gland, nail and ear care. Students will learn common routes of administration of medication and fluid therapy and describe procedures used to administer medications to a variety of veterinary patients. Students will learn methods of parenteral and intravenous administration. They will understand the Veterinary Assistant's role in intravenous and urinary catheterization procedures. Students will learn techniques used in the general nursing care of dogs, cats, equine and other veterinary patients. Students will explain the principles of first aid treatment and wound closure and care including bandaging. Students will demonstrate proper positioning of animals for various radiographic studies and understand the basics concepts of diagnostic imaging. Students will describe and explain surgical terminology, including anesthesia and the role of the veterinary surgical assistant. Students will identify basic surgical instruments used in the Veterinary practice. Student will learn and discuss principles of aseptic techniques. Students will give examples of methods used to disinfect or sterilize surgical instruments and supplies. Students will learn procedures for preparing the surgical site and the surgical team. Students will identify surgical instruments and explain

Course Number / Name	Course Length	Description
		their uses and maintenance. Students will compare and contrast the types of suture needles and suture materials and their uses in veterinary practice. Students will be introduced to suture patterns and learn suture removal techniques. Students will learn the role of veterinary staff members in anesthesia, surgical assisting and perioperative pain management. Students will be introduced to preoperative patient preparation practices. Students will understand the term euthanasia and methods of humane euthanasia.
VA 107 **Administration, Front Office and Client Communication for Veterinary Practice**	Lecture Hours: 60 Lab Hours: 40 Total Clock Hours: 100 Semester Credit Hours: 5.25	Discusses the legal aspects of veterinary management, documentation, and communication, with emphasis on medicals records. Veterinary ethics and jurisprudence will be discussed with references to the ethical and legal considerations for the veterinary technician and his / her employer. Veterinary office procedures, client relations, and human resources will be reviewed. Team activities and concepts will be emphasized. This course will discuss regulations of the California Veterinary Medical Board, as applied to veterinarians, veterinary technicians, and unlicensed veterinary assistants. Continuing Education and life- long learning concepts will be reviewed, as well the role of professional organizations in veterinary medicine.
VA 108 **Externship**	Externship Hours: 200 Total Clock Hours: 200 Semester Credit Hours: 4.25	Upon successful completion of all modules, Veterinary 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 and Supplies Information

The following uniform and supply items are included in the Veterinary Assistant program cost:

- 2 Scrub Tops
- 1 Identification Badge
- 6 Books
- 2 Scrub Pants
- 1 CPR Card
- 1 Veterinary Assistant Graduate 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 and supplies package:

Item	Estimated Cost
1 Pair White, Closed-Toe Uniform Shoe	$35.00 to $85.00
Wrist Watch with Sweep Second Hand	$15.00 to $25.00
Black Ink, Ballpoint Pen	$0.75

Required Clinical Background Check

**Not included in total program cost.*

In addition to meeting the requirements of one of the above eligibility categories, candidates must be:

- At least 18 years of age.
- Fingerprinted (live scan) prior to licensure.

Free of convictions for crimes substantially related to the practice and duties of an VA. **ANYONE WHO HAS ANY CONVICTIONS SHOULD CONTACT THE DIRECTOR OF EDUCATION TO BE SURE THEY WILL BE ELIGIBLE.**

Vocational Nursing

Program Length	1,530 Clock Hours (850 classroom / 680 clinical externship) 61 Weeks (full-time) 84 Weeks (part-time)
Program Schedule	8:00 a.m. to 4:00 p.m., Monday to Thursday (full-time) 6:00 p.m. to 10:00 p.m. Monday and Tuesday, 6:00 p.m. to 10:00 p.m. Wednesday and Thursday, Saturday 7:00 a.m. to 7:30 p.m. (part-time) • Theory times and days may vary • Clinical days and hours of attendance vary each Term
Teacher/Student Ratio	Theory: 1:30 Clinical: 1:15
Delivery Method	Residential; Hybrid
Credential Awarded	Certificate
SOC Code/CIP Code	29-2061 / 51.3901
Employment Titles	Charge Nurse; Office Nurse; Vocational Nurse

Program Description/Objectives

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 five consecutive terms of instruction. The total program is completed over five terms. The program curriculum includes progression of learning from basic to more complex concepts, and to specialty nursing concepts. It introduces courses in anatomy and 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.

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.

Clinical hours will vary according to clinical site availability and may be morning or evening shift.

Required Courses

Course Name / Number	Lecture Hours Clock	Laboratory Hours Clock	Clinical Hours Clock	Total Hours Clock
VN-101 / Term I – Fundamentals of Nursing I	203	97	0	300
VN-102 / Term II – Fundamentals of Nursing II	94	62	144	300
VN-103 / Term III – Medical Surgical Nursing I	93	31	176	300
VN-104 / Term IV – Medical Surgical Nursing II	93	21.5	200	314.5
VN-105 / Term V – OB, Pediatrics and Leadership	93	62.5	160	315.5
TOTALS	**576**	**274**	**680**	**1530**

Vocational Nursing – Course Descriptions

Course Name / Number	Course Length	Description
Term I – Fundamentals of Nursing I/VN 101	Lecture Hours: 203 Lab Hours: 97 Total Clock Hours: 300	This course introduces the student to basic anatomy and physiology, basic math, medical terminology, the evolution of nursing, the role of the vocational nurse, asepsis and infection control, therapeutic communication, legal and ethical aspects of vocational nursing, CPR and medical emergencies, safety, body mechanics, patient hygiene and care of the environment, the nursing process and nursing documentation, basic nutrition and fluid and electrolyte balance and cultural and ethnic considerations. Prerequisites: None
Term II – Fundamentals of Nursing II/VN 102	Lecture Hours: 94 Lab Hours: 62 Clinical Hours: 144 Total Clock Hours: 300	This course introduces the student to admission, discharge and transfer of patients, vital signs, physical assessment, human growth and development across the lifespan, loss, grief and death, pain management, complementary and alternative treatments, basics of medication administration and pharmacology, medications used for pain management, applied in clinical situations in caring for patients across the life span and from various cultural backgrounds and health beliefs. Prerequisites: VN 101
Term III – Medical Surgical Nursing I/VN 103	Lecture Hours: 93 Lab Hours: 31 Clinical Hours: 176 Total Clock Hours: 300	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 integumentary, musculoskeletal, gastrointestinal, urinary, blood and lymphatic, cardiovascular and respiratory systems as well as care of the older adult and the surgical patient. 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 clinical setting and with respect to their cultural backgrounds and health beliefs. Prerequisites: VN 101, VN 102
Term IV – Medical Surgical Nursing II/VN 104	Lecture Hours: 93 Lab Hours: 21.5 Clinical Hours: 200 Total Clock Hours: 314.5	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, sensory, neurological, and immune systems as well as cancer, communicable disease and mental health. 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 clinical setting and with respect to their cultural backgrounds and health beliefs. Prerequisites: VN 101, VN 102, VN 103

Course Name / Number	Course Length	Description
Term V – OB, Pediatrics and Leadership/VN 105	Lecture Hours: 93 Lab Hours: 62.5 Clinical Hours: 160 Total Clock Hours: 315.5	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 reproductive system, maternal child nursing, pediatric nursing and the vocational nurse's role in supervision and leadership. This course also includes a comprehensive NCLEX review. 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 skilled nursing clinical setting and with respect to their cultural backgrounds and health beliefs. Prerequisites: VN 101, VN 102, VN 103, VN 104

Required Uniform

Included in total program cost:

- 2 Scrub Sets (tops and pants)
- 1 Stethoscope
- 1 CPR Card
- 1 Lab Coat (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 are 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 and supplies package:

Item	Estimated Cost
Physical Examination	$85.00 to $150.00
One Pair White, Closed-Toe Uniform Shoes	$35.00 to $85.00
Wrist Watches with Sweep Second Hand	$15.00 to $25.00
Black Ink, Ball Point Pen	$0.75

Item	Estimated Cost
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 and 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 students on the last day of class 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 are required. Applications to sit for the state exam will be emailed along with required fees. Allow four to eight weeks for BVNPT processing time.
- Students will receive Authorization to Test (ATT) by email and should contact the Director of Nursing directly by phone or walk-in to proceed. We can expedite by telephone, but feel free to see us for personal service.
- The Director of Nursing will receive an email 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 Director of Nursing 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 and testing fees.

Vocational Nursing Associate of Applied Science (AAS)

Program Length	2,100 Clock Hours (1,420 classroom / 680 clinical externship) 92 Semester Credits 93 Weeks (full-time) 115 Weeks (part-time)
Teacher/Student Ratio	Theory: 1:35 Clinical: 1:25
Delivery Method	Hybrid
Credential Awarded	Associate of Applied Science degree
SOC Code/CIP Code	29-2061 / 51.3901
Employment Titles	Charge Nurse; Office Nurse; Vocational Nurse

Program Description

The VN AAS Degree program builds on the Vocational Nursing Diploma by adding the same 100% online General Education and Science courses required for graduates of the pre-licensure Associate Degree Registered Nursing program. The goal of this post-licensure program is to educate and develop Vocational Nurses to become more well-rounded professionals through undergraduate General Education.

Clinical hours will vary according to clinical site availability and may be morning or evening shift.

Program Objectives

Graduates will have:

- Enhanced critical thinking, science knowledge, and verbal / written communication skills.
- Expand employment opportunities to employers requiring or preferring an Associate Degree Acquisition of the Associate Degree on top of an existing Vocational Nursing or Practical Nursing License, can open up additional opportunities for employment.

Program Requirements

In order to graduate and receive an Associate of Applied Science degree from the Vocational Nursing Program, a student must meet the following requirements within the maximum allowable time frame:

- Receive a passing grade on all terms of instruction according to the grading requirements for both Clinical and Theory. This includes completion of 100% of the Clinical and Theory objectives for any day(s) missed; and meet all attendance requirements.
- Must submit a professional resume to the Placement / Career Services Department.

The program requires concurrent clinical makeup 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.

VN AAS Degree Requirements

- 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.
- Participate in an Exit Interview and complete the required exit paperwork.
- Meet with the Placement / Career Services Department and provide a current resume.

Required Courses

Course Number / Name	Lecture Hours		Lab Hours		Clinical/Externship Hours		Total Hours	
	Clock Hours	Academic Credit	Clock Hours	Academic Credit	Clinical Hours	Academic Credit	Clock Hours	Academic Credit
VN-101 Term I – Fundamentals of Nursing I	203	13.5	97	3	0	0	300	16.5
VN-102 Term II – Fundamentals of Nursing II	94	6	62	2	144	3	300	11
VN-103 / Term III – Medical Surgical Nursing I	93	6	31	1	176	3.5	300	10.5
VN-104 / Term IV – Medical Surgical Nursing II	93	6	21.5	0.5	200	4	314.5	10.5
VN-105 / Term V – OB, Pediatrics and Leadership	93	6	62.5	2	160	3.5	315.5	11.5
TOTALS	**576**	**37.5**	**274**	**8.5**	**680**	**14**	**1530**	**60**
ENG 101 / English Composition 101	45	3	0	0	0	0	45	3
PSY-101 / Introduction to Psychology 101	45	3	0	0	0	0	45	3
SOC 101 / Introduction to Sociology 101	45	3	0	0	0	0	45	3
ENG 102 / Public Speaking 101	45	3	0	0	0	0	45	3
MTH 101 / College Algebra	45	3	0	0	0	0	45	3
NUT 101 / Nutrition	45	3	0	0	0	0	45	3
ANT 101 / Human Anatomy	60	4	45	1	0	0	105	5
PHYS 101 / Human Physiology	60	4	45	1	0	0	105	5
MIC 101 / Microbiology	45	3	45	1	0	0	90	4
GENERAL EDUCATION TOTALS	**435**	**29**	**135**	**3**	**0**	**0**	**570**	**32**
PROGRAM TOTALS	**1011**	**66.5**	**409**	**11.5**	**680**	**14**	**2100**	**92**

Vocational Nursing Associate of Applied Science (AAS) – Course Descriptions

Course Name/Number	Course Length	Description
VN 101 **Term I – Fundamentals of Nursing I**	Lecture Hours: 203 Lab Hours: 97 Total Clock Hours: 300 Semester Credit Hours: 5	This course introduces the student to basic anatomy and physiology, basic math, medical terminology, the evolution of nursing, the role of the vocational nurse, asepsis and infection control, therapeutic communication, legal and ethical aspects of vocational nursing, CPR and medical emergencies, safety, body mechanics, patient hygiene and care of the environment, the nursing process and nursing documentation, basic nutrition and fluid and electrolyte balance and cultural and ethnic considerations. Prerequisites: None
VN-102 **Term II – Fundamentals of Nursing II**	Lecture Hours: 94 Lab Hours: 62 Clinical Hours: 144 Total Clock Hours: 300 Semester Credit Hours: 5	This course introduces the student to admission, discharge and transfer of patients, vital signs, physical assessment, human growth and development across the lifespan, loss, grief and death, pain management, complementary and alternative treatments, basics of medication administration and pharmacology, medications used for pain management, applied in clinical situations in caring for patients across the life span and from various cultural backgrounds and health beliefs. Prerequisites: VN 101
VN-103 **Term III – Medical Surgical Nursing I**	Lecture Hours: 93 Lab Hours: 31 Clinical Hours: 176 Total Clock Hours: 300 Semester Credit Hours: 5	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 integumentary, musculoskeletal, gastrointestinal, urinary, blood and lymphatic, cardiovascular and respiratory systems as well as care of the older adult and the surgical patient. 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 clinical setting and with respect to their cultural backgrounds and health beliefs. Prerequisites: VN 101, VN 102

Course Name/Number	Course Length	Description
VN-104 **Term IV – Medical Surgical Nursing II**	Lecture Hours: 93 Lab Hours: 21.5 Clinical Hours: 200 Total Clock Hours: 314.5 Semester Credit Hours: 5	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, sensory, neurological, and immune systems as well as cancer, communicable disease and mental health. 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 clinical setting and with respect to their cultural backgrounds and health beliefs. Prerequisites: VN 101, VN 102, VN 103
VN-105 **Term V – OB, Pediatrics and Leadership**	Lecture Hours: 93 Lab Hours: 62.5 Clinical Hours: 160 Total Clock Hours: 315.5 Semester Credit Hours: 5	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 reproductive system, maternal child nursing, pediatric nursing and the vocational nurse's role in supervision and leadership. This course also includes a comprehensive NCLEX review. 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 skilled nursing clinical setting and with respect to their cultural backgrounds and health beliefs. Prerequisites: VN 101, VN 102, VN 103, VN 104
ANT 101 **Human Anatomy**	Lecture Hours: 60 Lab Hours: 45 Total Clock Hours: 105 Semester Credit Hours: 5	This course is the first Human Anatomy in a two-course sequence in which human anatomy is studied together using a body systems approach. Coursework emphasizes interrelationships between form and function at the gross and microscopic levels of organization. Topics include basic anatomical and directional terminology, muscle tissues, fundamental concepts and principles of cell biology, histology, the integumentary, skeletal, muscular, and nervous systems. The course starts with an introduction to the human body, defining anatomical terms and describing the physiological organization of the body from cells to systems. An overview of the biochemical basis of life and cell structure and function will be studied next. Students then learn how cells combine to form tissues which, in turn, combine to form organs and organ systems. Having laid the foundation for understanding the anatomical organization of the body, the course describes each body system in turn, explaining in general terms what the system does and how it interacts with other systems. The integumentary, skeleton, and muscular,

Course Name/Number	Course Length	Description
		nervous, and special senses systems will complete the course. This course includes one semester credit hour of virtual lab.
PHYS 101 **Human Physiology**	Lecture Hours: 60 Lab Hours: 45 Total Clock Hours: 105 Semester Credit Hours: 5	This course is the first Human Physiology in a two-course sequence in which human physiology is studied together using a body systems approach. Coursework emphasizes interrelationships between form and function at the gross and microscopic levels of organization. Topics include basic anatomical and directional terminology, muscle tissues, fundamental concepts and principles of cell biology, histology, the integumentary, skeletal, muscular, and nervous systems. The course starts with an introduction to the human body, defining anatomical terms and describing the physiological organization of the body from cells to systems. An overview of the biochemical basis of life and cell structure and function will be studied next. Students then learn how cells combine to form tissues which, in turn, combine to form organs and organ systems. Having laid the foundation for understanding the anatomical organization of the body, the course describes each body system in turn, explaining in general terms what the system does and how it interacts with other systems. The integumentary, skeleton, and muscular, nervous, and special senses systems will complete the course. This course includes one semester credit hour of virtual lab.
ENG 101 **English Composition**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	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. Prerequisites: None
ENG 102 **Public Speaking**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	The course explores ways in which people interact verbally and non-verbally and teaches basic principles of interpersonal communication, including perception, self concept, persuasive communication, nonverbal communication, semantics, roles and norms and communication barriers. Activities include participating in groups, pairs and interactive communication situations. Prerequisites: None

Course Name/Number	Course Length	Description
MIC 101 **Microbiology**	Lecture Hours: 45 Lab Hours: 45 Total Clock Hours: 90 Semester Credit Hours: 4	The course covers basic concepts of microbiology, with emphasis on medically important microorganisms and infectious diseases. The topics studied also include microscopy, microbial growth and genetics, antimicrobial agents, epidemiology and immune system responses to pathogens. Lab exercises emphasize aseptic techniques, isolation and culture of microorganisms, microscopy and staining techniques. Prerequisites: None
MTH 101 **College Algebra**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	The course focuses on topics such as basic treatment of algebraic expressions, solving linear equations and inequalities, graphing linear equations and inequalities, polynomial operations, positive and negative integral exponents, factoring, systems of linear equations, radical and rational expressions, quadratic equations and various application problems. Prerequisites: None
NUT 101 **Nutrition**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	This course provides an introduction to the fundamental principles of nutrition and their application in healthcare, focusing on the role of nutrition in promoting and maintaining health. Students will develop an understanding of the essential nutrients, dietary guidelines, and nutritional needs throughout the lifespan. The course will also cover the assessment of nutritional status, common nutritional disorders, and the role of nutrition in the prevention and management of chronic diseases. Emphasis will be placed on the integration of nutritional knowledge into nursing practice. Prerequisites: None
PSY 101 **Introduction to Psychology**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	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, life-span development, and applied psychology. Prerequisites: None
SOC 101 **Introduction to Sociology**	Lecture Hours: 45 Total Clock Hours: 45 Semester Credit Hours: 3	This course explores sociological processes that underlie everyday life. The course focuses on globalization, cultural diversity, Introduction to Sociology, new technology, and the growing influence of mass media. Prerequisites: None

Uniform and Supplies Information

The following uniform and supply items are included in the Vocational Nursing program cost:

- 2 Scrub Tops

- 1 Identification Badge
- 9 Books
- 2 Scrub Pants
- 1 CPR Card
- 1 Associate of Applied Science Degree in Vocational Nursing

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 are 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

Continuing Education Courses

- **Coronal Polishing** – This specialized course is designed for dental professionals in California seeking proficiency in coronal polishing procedures. Participants will gain comprehensive knowledge and hands-on skills to perform effective coronal polishing, contributing to enhanced patient oral health and aesthetic outcomes. The course emphasizes California-specific regulations and ethical considerations, ensuring participants can confidently integrate coronal polishing into their dental practice. **Delivery: In-Person Length: 12 hours/2 days Cost: $325**
- **Dental Infection Control** – This comprehensive course is tailored for dental professionals in California, providing in-depth knowledge and practical skills in infection control within the dental office. Participants will explore the rationale, regulations, and recommendations governing infection control, ensuring compliance with California-specific guidelines. Through hands-on demonstrations and theoretical insights, participants will gain expertise in various aspects of infection prevention, from understanding microbial transmission to legal and ethical considerations. **Delivery: In-Person Length: 8 hours Cost: $249**
- **Dental Practice Act** – This focused course provides a comprehensive understanding of the California Dental Practice Act, equipping dental professionals with the knowledge needed to navigate the specific legal landscape governing dental practice in California. Through a series of targeted modules, participants will explore key legal concepts, ethical principles, and compliance requirements unique to the state, ensuring adherence to the highest standards of patient care and professional conduct. **Delivery: In-Person Length: 2 hours Cost: $99**
- **Dental Radiation Safety** – This specialized course is designed for dental professionals in California seeking a comprehensive understanding of radiation safety in dental practice. Participants will explore the historical context, biological effects, and safety measures associated with dental radiography. Through a combination of theoretical knowledge and practical demonstrations, this course will equip participants with the skills necessary to ensure safe and effective use of radiation in dental imaging. **Delivery: In-Person Length: 32 hours/4 Days Cost: $449**
- **Dispensary Agent Certification** – The Dispensary Agent Certification will help give you an understanding of the fundamentals needed to be successful in the rapidly emerging cannabis industry. This course includes 9 virtual modules, quizzes, and a final exam covering everything from the plant's history, terminology, and chemistry to the routes of administration, and effects on the human body. Learn from some of the industry's most inspiring entrepreneurs, activists, health care providers, and educators. Our instructors have spent years building their careers in the cannabis space and look forward to sharing their first-hand experience with you. This course is self-paced and delivered online. **Delivery: Online Length: 10 hours Cost: $242**
- **IV Therapy Certification** – Covers the principles of IV therapy and Blood withdrawal. Includes review of human body anatomy & functions, electrolytes and fluids, IV solution concentrations, IV preparation, vein selection and live practice. The course meets the requirements of the Board of Vocational Nursing and Psychiatric Technicians for Licensed Vocational Nurses to become certified in I.V. therapy and blood withdrawal. **Delivery: In-Person Length: 36 hours Cost: $275 (non-graduates)**
- **Pit & Fissure Sealant** – This specialized course is designed for dental professionals in California seeking expertise in the application of pit and fissure sealants. Participants will acquire in-depth knowledge and hands-on skills necessary for effective sealant placement, emphasizing California-specific regulations and ethical considerations. The course aims to empower participants to integrate pit and fissure sealants into their preventive dental care practices with confidence and compliance. **Delivery: In-Person Length: 16 hours/2 Days Cost: $475**
- **Teaching the Adult Learner** – This is a continuing education course for nurses and allied health professionals. Participants will explore the unique needs of instructing adult students. This course is approved for 30 CEUs by the Board of Registered Nursing (BRN). This course is self-paced and delivered online. The student must achieve a minimum of 85% on the exam and complete the course evaluation. Upon completion of the exam and course evaluation, the student will receive a certificate for CEUs. **Delivery: On-Line Length: 30 hours Cost: $114.99**

Officers/Corporate Management

Title	Name
President/Chief Executive Officer	LeeAnn Rohmann
Chief Academic Officer	Ragheb Milad
Chief Financial Officer	Brandon Pope
Senior Vice President of Career Services/Student Services and Strategic Partnerships	Anthony Romo
Senior Vice President, Compliance	Mary Margaret Coughlin
Senior Vice President Marketing	Nicole Joseph
Senior Vice President Nursing	Michelle Welch, DNP, NP-C
Senior Vice President Operations	Joe Bartolome
Senior Vice President Planning & Analysis	Matt Berry
Vice President Academics and Online Education	Amanda Harrison
Vice President Corporate Admissions	Emma Ojugo
Vice President Corporate Controller	Pam Payawal
Vice President of Fiscal Operations and Student Financial Aid	Christine Salvador
Vice President Human Resources and Facilities	Alex Norman
Vice President Director of Nursing	Stephanie Shibley
Vice President Student Information Systems	Devin Baptiste
Corporate Director of Accounting	Ana Dasmarinas
Corporate Director of Accounting	Ted DeForest
Corporate Director of Career Services	Marlaina Koonce-Harb
Corporate Director of Financial Aid	Claudia Barajas
Corporate Director of Information Technology	Navik Prakash
Corporate Director of Information Technology Support	Jose Alcala
Corporate Director Student Services	Christopher Lester
Corporate Program Director, Medical Programs	Blanca Rodriguez, NCMA
Corporate Program Director, Cardiac Sonography	Rose Maestas
Corporate Program Director, Dental Assisting	Dalene Garrett, RDA
Corporate Program Director, EMT	Ramona Roberts
Corporate Program Director, Magnetic Resonance Imaging (MRI)	Jeremie Silva, RT®(MR)
Corporate Program Director, Nurse Assistant and Phlebotomy	Sarah Pobre, VN

Title	Name
Corporate Program Director, Pharmacy Technician	Daniel King
Corporate Program Director, Sterile Processing Technician	Noy Neak, ORT, CRCST
Corporate Program Director, Surgical Technology and Sterile Processing Technician	Carlos Navarro, CST, FAST
Corporate Program Director, Veterinary Programs	Sharon Willis
Accounting Manager	Tony Walston
Accounts Payable Specialist	Verity Fletcher
Campus President	Sheri Johnson
Corporate Business Office Manager	Lorena Cardenas
Corporate Clinical Director	Jean Rice
Corporate Compliance & Strategic Career Services Director	Mindi Guarino
Corporate Registrar	Marrisa Williams
Corporate Well Being Officer	Arlana Scola
Curriculum Designer	Madison Stratford
Dean of the School of Imaging	Chelsea Thomson
Director of Brand and Product Marketing	Savanna Langtim
Director of Online Education	Amanda Toot
Director Professional Development	Scott Walker
Educational Quality and Student Engagement Coordinator	Violet Milad
Executive Assistant to the CEO	Dinae Citta
Executive Assistant, Nursing Program	Patricia Betancourt
HRIS Specialist	Devin Carvin
Human Resources Assistant	Aarynn DeLeon
IT Cloud Systems Manager	Donato Demeterio
IT Help Desk	Christopher Campbell
IT Help Desk	Luis Canlas
IT Help Desk	Charles Manning
IT Support	Jesus Lopez
IT Tech Support	Salmai Luna
Marketing & Community Coordinator	Nathaniel Vice
Marketing Associate	Tyler Aldrian
Marketing Operations Specialist	March Spanos

Title	Name
Senior Career Services Specialist	June Vernon
Senior Director of Marketing	Tess Bell
Senior Director of Payroll	Dru Fox
Senior Financial Analyst	Amr Aleryani
Senior HR Generalist	Marika Rodriguez
Staff Accountant	Leticia Marin
Student Systems Administrator	Lauren Goldstein

Lancaster Campus Administration and Faculty

Administration

Title	Name
Campus Director	Araceli Jimenez
Director of Education	Willie Johnson
Administrative Assistant	Jenny Dasmarinas
Admissions Representative	Angelina Gonzalez
Admissions Representative	Ian Dasmarinas
Assistant Director, Career Services	Eva Lopez
Assistant Director of Nursing – ADN Program	Jeny Joy, PhD, RN
Assistant Director of Nursing – VN Program	Laura Kay Walter Mathewson
Associate Director of Admissions	John Segura
Business Office Coordinator	Maria Guerra
Career Services Coordinator	Kevin Guillory
Career Services Coordinator	Lakasha Linicome
Career Services Coordinator	Warda Milad
Customer Service Representative	Martha Gonzalez
Director of Nursing	Bernard Riccomini
Facilities	Khalid Mozee
Financial Aid Advisor	Xiomara Alas
Financial Aid Advisor	Steven Jaramillo
Financial Aid Advisor	Yee Jin Jung
Financial Aid Advisor	Sabrina Maymoun
Front Desk Representative	Ethan Jimenez
Registrar	Byanka Garcia
Senior Nursing Admissions Specialist	Christina Cruz

Faculty

Allied Health

Title	Name	Education and Experience
Instructor	Blanca Rodriguez, NCMA	Certificate, Medical Assistant, CCI 23+ Years of Experience
MA Instructor	Karen Haws, LVN	Certificate, Vocational Nursing, Antelope Valley Community College 21+ Years of Experience
MA Instructor	Kim Blunt, NRCMA	Bachelor of Nursing, Vocational Nurse Diploma 5+ Years of Experience

Cardiac Sonography

Title	Name	Education and Experience
Instructor	Carol Hershey, RCS	Diploma, Diagnostic Medical Sonography/Ultrasound Technician, Kaplan College Diploma, Cardiovascular Echocardiography, West Coast Ultrasound Institute Diploma, Pediatric Cardiac Ultrasound and Congenital Heart Disease, West Coast Ultrasound Institute 8+ Years of Experience
Instructor	Christie Keith, RDCS, RVT	Bachelor of Science, Physical Activity and Health, Auburn University Cardiac and Vascular Institute of Ultrasound 9+ Years of Experience
Instructor	Rizalyn Engles-Simmons	Master in Public Health, West Coast University Master in Healthcare Administration, West Coast University Bachelor of Science, Nursing, NDC Foundation College Bachelor of Arts, English & Literature, University of Mindanao Medical/Clinical Assistant, Clarita Career College 11+ Years of Experience
Instructor	Erika Yergenson, RDCS	Bachelor of Science, Biology: Biological Science, La Sierra University

Title	Name	Education and Experience
		15+ Years of Experience

Career Development

Title	Name	Education and Experience
Instructor	Scott Walker	University of the Cumberlands
Instructor	Brittany Johnson	Bachelor of Science, Fitness & Wellness, Brigham Young University 1+ Years of Experience
Instructor	Michelle Palmer	Bachelor of Humanities, Brigham Young University 4+ Years of Experience
Instructor	Brindi Cuadra	Bachelor of Arts, Spanish Education, Brigham Young University 11+ Years of Experience
Instructor	Dixie Farnsworth	Bachelor Degree, Marriage and Family Relations, Brigham Young University 3+ Years of Experience

Dental Assisting

Title	Name	Education and Experience
Instructor	Jaime Villella	Associate of Applied Science: Allied Health, Charter College Certificate, Coronal Polishing: Dental Assisting, Clarita Career College Certificate, Dental Assisting, UCLA, School of Dentistry 17+ Years of Experience

Emergency Medical Technician

Title	Name	Education and Experience
Instructor/Clinical Coordinator	Hailey Walters, EMT-B, EMT-P	Emergency Medical Technician Training, Sacramento State College 7+ Years of Experience

Magnetic Resonance Imaging (MRI)

Title	Name	Education and Experience
Instructor	Amapola Alvarez, ARMRIT	Bachelor of Arts, Casa Loma College, Magnetic Resonance Imaging 3+ Years of Experience
Instructor	Meaghan Jermyn	Associate of Arts, General Studies Associate of Science, Radiologic Technologist 6+ Years of Experience
Instructor	Prashant Chandrasekharan	PhD, Chemical and Biomolecular Engineering, National University of Singapore Bachelor Degree, Industrial Biotechnology, Anna University 13+ Years of Experience

Nursing

Title	Name	Education and Experience
RN Program Director	Michelle Welch, DNP, NP-C	Doctor of Nursing Practice, Brandman University Master of Science, Nursing, University of Phoenix Master of Science, Business Administration/Health Care Management, University of Phoenix

Title	Name	Education and Experience
		Bachelor of Science, Nursing, Coe College Bachelor of Science, Biological Sciences, State University of New York College at Brockport 22+ Years of Experience
Assistant Director of Nursing - ADN	Jeny Joy, PhD, RN	Doctorate, Nursing, University of Phoenix Master of Science, Nursing, University of Phoenix 14+ Years of Experience
RN Instructor	John Burns, RN	Master of Science, Nursing (Education), Capella University Bachelor of Science, Nursing, Chamberlain University Associate of Applied Science, Nursing, Hudson Valley Community College 31+ Years of Experience
RN Instructor	Harnette Davidson, RN, PMHNP-BC	Master of Science, Nursing, PMHNP, ARNP, Purdue University Bachelor of Science, Nursing, Purdue University Global Associate of Science, Nursing, Broward College 6+ Years of Experience
RN Instructor	Mikaela Angela Leano, APRN, FNP-C	Master of Science, Nursing Family Nurse Practitioner, United States University Bachelor of Science, Nursing, Centro Escolar University 9+ Years of Experience
RN Instructor	Anthony Pierson, RN, PMHN-BC	Master of Science, Nursing, Nurse Leadership & Administration, Herzing University Bachelor of Science, Nursing, Herzing University Bachelor of Arts, Social Science, Thomas Edison State College 10+ Years of Experience
RN Instructor	Sonia Sanchez	Bachelor of Science, Nursing, West Coast University 8+ Years of Experience

Title	Name	Education and Experience
RN Instructor	Kenton Wellesley	Bachelor of Science, Nursing, California State University Associate of Arts, Los Angeles Pierce College 20+ Years of Experience
RN Clinical Instructor	Yvette Burns, RN, RNC-OB, C-EFM, RNC-MNN, CLE	Master of Science in Nursing, Capella University Bachelor of Science, Nursing, Delos Santos-STI College of Health Professions 20+ Years of Experience
ADN Faculty	Danica Trinidad, RN	Certificate, Psychiatric-Mental Health Nurse Practitioner, West Coast University Master of Science, Nursing, California State University Bachelor of Science, Nursing, California State University Associate Degree in Nursing, Pierce College 14+ Years of Experience
ADN Faculty	Kayleen Evangelista, RN, PHN	Master of Science, Nursing, West Coast University Master of Science, Health Administration, West Coast University Bachelor of Science, Nursing, West Coast University 2+ Years of Experience
ADN Faculty	Lisa Howell, RN, RNC-OB, CLNC	Doctorate of Nursing Practice, Grand Canyon University Master of Science, Nursing Education and Nursing Informatics, University of Phoenix Bachelor of Science, Nursing, University of Phoenix Associate of Arts, Nursing, Santa Monica College 24+ Years of Experience
ADN Faculty	Alex Delos Santos, GM, RN	Doctor of Science, Nursing Gerontology, Cebu Normal University Doctor of Philosophy, Psychology, Araullo University

Title	Name	Education and Experience
		Master of Science, Nursing FNP ®, American University of Health and Sciences Master of Arts, Nursing Administration, Dr. Carlos P. Lanting College Master of Arts, Education Management, Araullo University Bachelor of Science, Nursing, M.V. Gallego Foundation College Graduate in Midwifery, The Good Samaritan College 28+ Years of Experience
VN Clinical Instructor	Angeline Sarol, RN	Associate of Arts, Nursing, College of the Canyons 14+ Years of Experience
VN Instructor	Ahila Muthaiya, RN	Master of Science, Nursing, University of Phoenix Bachelor of Science, Nursing, Bishop's College of Nursing 23+ Years of Experience
VN Instructor	Amanda Karley, LVN	Associate of Arts, High Desert Medical College Associate of Arts, Pierce College Diploma, Vocational Nursing, Casa Loma College 11+ Years of Experience
VN Instructor	Christopher King, RN	Bachelor of Science, Nursing, Chamberlain University 5+ Years of Experience
VN Instructor	Cristine Prangan	Totally Kids Specialty Healthcare & Maxim Healthcare 13+ Years of Experience
VN Instructor	Courtney Viveros	Master of Science, Healthcare Administration, Trident International University Bachelor of Science, Leadership, Trident International University Associate in Science, Science of Vocational, Cerro Coso Community College 12+ Years of Experience
VN Instructor	Darlene Quinn, LVN	Associate Degree in Science, Azusa Pacific University

Title	Name	Education and Experience
		Diploma, Vocational Nurse, Riverside Community College Medical Assistant, Concorde Career College 11+ Years of Experience
VN Instructor	Filomena Martin, RN	Master's in Healthcare Administration, West Coast University Bachelor of Science, Nursing, Angeles University Foundation 21+ Years of Experience
VN Instructor	Latisha Carter Woods, LVN	Certificate, Vocational Nursing, Career Care Institute 10+ Years of Experience
VN Instructor	Laura Holton, LVN	Diploma, Vocational Nursing, Charter College Associate of Arts, English, College of the Canyons 12+ Years of Experience
VN Instructor	Maria Luisa Ramirez, RN	Diploma, Medical Assistant, University of Antelope Valley Associate in Science, Nursing, Antelope Valley College 11+ Years of Experience
VN Instructor	Pamela Ngambia	Master in Nursing Education, Texas Women's University College of Nursing Bachelor of Nursing Science, Texas Women's University College of Nursing 15+ Years of Experience
VN Instructor	Veronica Montenegro, RN, LVN	Bachelor of Science, Nursing, Nightingale College Certificate, Vocational Nursing, University of Antelope Valley 12+ Years of Experience
VN Instructor	Stephanie Nicholson, RN, LVN	Diploma, Vocational Nurse, American Career College 15+ Years of Experience
VN Instructor	Tina Garrett	Associate of Science in Nursing, High Desert Medical College 11+ Years of Experience
VN Instructor	Toby Piontkowsky	Associate of Arts, Antelope Valley College 12+ Years of Experience

Title	Name	Education and Experience
VN Instructor	Yvonne Martinez, LVN	Master of Science, Nursing, Charles R. Drew University of Medicine and Science Bachelor of Science, Nursing, National University Associate of Science, Nursing, College of The Canyons Certificate, Vocational Nursing, Casa Loma College 15+ Years of Experience
VN Teacher's Assistant	Jessica Hamilton, LVN, WSOC, QAPI, DSD	Diploma, Vocational Nursing, Four D College 9+ Years of Experience
NA Instructor	Leticia Inuma, LVN	Associate Degree, Criminal Justice, Antelope Valley College Certificate, Vocational Nurse, Antelope Valley College 3+ Years of Experience

Pharmacy Technician

Title	Name	Education and Experience
Instructor	Helia Pimentel	United Group: OptumRx 6+ Years of Experience
Instructor	Leilani Livingston	Certificate, Pharmacy Technician, High Desert Medical College 5+ Years of Experience

Phlebotomy

Title	Name	Education and Experience
Program Director	Sarah Pobre, LVN	Diploma, Medical Assisting, Central Coast College 5+ Years of Experience
Instructor	Cynthia Lopez, CMA, CPT	Certificate, Medical Assistant, Antelope Valley Medical College 13+ years of Experience

Sterile Processing Technician

Title	Name	Education and Experience
Instructor	Ryan Hulse	Certificate, Sterile Processing, Martinson College

Title	Name	Education and Experience
		7+ years of experience

Surgical Technology

Title	Name	Education and Experience
Instructor	Trevor Doyle, CST	Associate of Arts, Health & Fitness, University of Antelope Valley Diploma, Surgical Technology, Concorde Career Institute 13+ Years of Experience

Ultrasound Technician

Title	Name	Education and Experience
Program Director	Heather Keith, RDMS (SPI)	Associate of Applied Science, Ultrasound Technician, High Desert Medical College Certificate, Medical Assistant, Clarita Career College Certificate, Diagnostic Medical Sonographer, High Desert Medical College 3+ Years of Experience
Instructor	Luis Armijo	Kaplan University; Cal State University 5+ Years of Experience
Instructor	Warda Milad	Bachelor of Science/Medical Doctorate, Cairo University 3+ Years Experience

Veterinary Assistant

Title	Name	Education and Experience
VA Lead Instructor	Sarah Morris	Master's of Science, Veterinary Public Health, University of Glasgow Bachelor of Science, Animal Science, Emphasis in Equine Science, California State University Associate of Science, Biology, Palomar College Associate of Science, University Studies, Emphasis in Mathematics and Sciences, Palomar College Associate of Arts, General Studies, Emphasis in Social and Behavioral Sciences, Palomar College

Title	Name	Education and Experience
		17+ Years of Experience
Instructor	Essam Mahmoud Abdelfattah	PhD, Animal Behaviour & Welfare, Benha University MVetMed, Veterinary Medical Sciences, Benha Univeristy BVetMed, Veterinary Medicine, Benha University 12+ Years of Experience
Instructor	Sidra Fly	Associate in Science, Natural Sciences, Antelope Valley College Veterinary Technology, Pierce College 4+ Years of Experience
Instructor	Victoria Welch Rowe	Master's of Science, Marine Conservation Biology, Unity Environmental University Bachelor of Science, Environmental Science, Pre-Veterinary Track, Baylor University 4+ Years of Experience

Bakersfield Campus Administration and Faculty

Administration

Title	Name
Campus Director	Sheri Johnson
Director of Education	Loretta Beneby
Admissions Representative	Anita Montoya
Admissions Representative	Lyana Limon
Assistant Director of Financial Aid	Maria Elena Jimenez
Career Services Coordinator	Anita Rice
Career Services Coordinator	Juvelyn Joyce-Flores
Career Services Coordinator	Stephanie Vargas
Customer Service Representative	Alexandra Guzman
Customer Service Representative	Janae Berry
Customer Service Representative	Mandy Silva
Customer Service Representative	Randie Laity
Customer Service Representative	Stephanie Mendoza
Director of Admissions	Craig Montoya
Director of Nursing	Simran Sandhu
Facilities Assistant	Juana Flores
Facilities Assistant	Michael Williams
Facilities/Security	Roy Maestas
Financial Aid Advisor	Eric Perez-Ayala
Financial Aid Advisor	Eleazar Campista Jr
Front Desk Receptionist	Jaylyn Tun
Front Desk/Customer Service	Ashley Zabzdyr
Help Desk Support	Charlie Manning
Student Services Advisor	Jasmine Mills Dickenson

Faculty

Allied Health

Title	Name	Education and Experience
Instructor	Blanca Rodriguez, NCMA	Diploma, Medical Assistant and EKG Technician Assistant, Career Care Institute Certificate, Phlebotomy, Career Care Institute 8+ Years Experience
Instructor	Sadia Saeed	Bachelor of Science, IT Database Management, Kaplan University Associate Degree, Computer Network Engineering, Maric College Medical Assistant, National Career Education 21+ Years of Experience

Cardiac Sonography

Title	Name	Education and Experience
Instructor	Esmeralda Solis	Diagnostic Sonographer, High Desert Medical College Medical Assistant, Golden State College 6+ Years of Experience
Instructor	Christie Keith, RDCS, RVT	Bachelor of Science, Physical Activity and Health, Auburn University Cardiac and Vascular Institute of Ultrasound 9+ Years of Experience
Instructor	Michael Ivers, MD	Accelerated Bachelor's/Doctor of Medicine, University of Missouri 5+ Years of Experience
Instructor	Rebecca Jimenez	Master of Science, Health Studies, University of Alabama Bachelor of Science, Biology, Baylor University Professional Certificate, Nutrition, San Diego State University Associate of Science, Nursing, Corning Community College 20+ Years of Experience

Career Development

Title	Name	Education and Experience
Instructor	Scott Walker	University of the Cumberlands
Instructor	Brittany Johnson	Bachelor of Science, Fitness & Wellness, Brigham Young University 1+ Years of Experience
Instructor	Michelle Palmer	Bachelor of Humanities, Brigham Young University 4+ Years of Experience
Instructor	Brindi Cuadra	Bachelor of Arts, Spanish Education, Brigham Young University 11+ Years of Experience
Instructor	Dixie Farnsworth	Bachelor Degree, Marriage and Family Relations, Brigham Young University 3+ Years of Experience

Dental Assisting

Title	Name	Education and Experience
Instructor	Adriana Mendoza	Diploma, Dental Assistant, Maric College 11+ Years of Experience

Emergency Medical Technician

Title	Name	Education and Experience
EMT Program Director	Darren Amos, EMT-P	Associate of Science, Human Biology, Bakersfield College 30+ Years of Experience

Magnetic Resonance Imaging (MRI)

Title	Name	Education and Experience
Instructor	Amanda Brown, RT(MR), ARMRIT	Associate of Applied Science, MRI, Casa Loma College Associate of Science, Human Biology, Bakersfield College 3+ Years of Experience
Instructor	Rebecca Jimenez	Master of Science, Health Studies, University of Alabama Bachelor of Science, Biology, Baylor University

Title	Name	Education and Experience
		Professional Certificate, Nutrition, San Diego State University Associate of Science, Nursing, Corning Community College 20+ Years of Experience
Instructor	Sara Kies, RT(MR), ARMRIT	Associate of Applied Science, Casa Loma College 4+ Years of Experience

Nursing

Title	Name	Education and Experience
Instructor	Joy Garcia, LVN	Vocational Nursing, Porterville College Respiratory Therapy, Mary Chiles General School of Nursing 20+ Years of Experience
Instructor	Ashley Smith, RN	Bachelor of Science, Nursing, Grand Canyon University 18+ Years of Experience
Instructor	Breanna Cooper, RN	Bachelor of Science, Nursing, Azusa Pacific University Bachelor of Arts, Communication, Cal State University Bakersfield 7+ Years of Experience
Instructor	Chris Enriquez, FNP, APRN	Master of Science, Nursing, California State University of Bakersfield Bachelor of Science, Nursing, California State University of Bakersfield 5+ Years of Experience
Instructor	Gena Daniels, RN	Associate Degree, Nursing, Excelsior College 37+ Years of Experience
Instructor	Jesika Rizo	Bachelor of Science, Biochemistry and Molecular Biology, University of California 10+ Years of Experience
Instructor	Lorenza Grier, RN	LVN to ADN, Porterville College 9+ Years of Experience
Instructor	Regina Bagallon, LVN	Bachelor of Science, Radiologic Technology, Family Clinic College Vocational Nurse, Antelope Valley Academy, Inc. School of Nursing

Title	Name	Education and Experience
		14+ Years of Experience
Instructor	Kenton Wellesley	Bachelor of Science, Nursing, California State University Associate of Arts, Los Angeles Pierce College 22+ Years of Experience
Instructor	Zenaida Terre, RN, MAN, CRRN	Master of Arts, Nursing, University of the City of Manilla Bachelor of Science, Nursing, United Doctors Medical Center College of Nursing 30+ Years of Experience
Instructor	Nancy Enriquez, PN	Bachelor of Science, Political Science, Western Mindanao State University Diploma, Vocational Nursing, Preferred College of Nursing 25+ Years of Experience
Instructor	Pari Silberman, LVN	Bachelor in Psychology, Criminology, & Justice, Edith Cowan University Vocational Nursing, Unitek College Nursing Assistant, Cellan Central Valley College 2+ Years of Experience
Instructor	Noemi Mithcell, RN	Bachelor of Science, Nursing, Grand Canyon University Bachelor of Arts, Biology, Cal State Associate Degree in Nursing, San Joaquin Valley College 4+ Years of Experience

Pharmacy Technician

Title	Name	Education and Experience
Instructor	Melynda Cordova	Pharmacy Technician, San Joaquin Valley College 4+ Years of Experience
Instructor	Samantha Hernandez, CPT	Associate of Science, Pharmacy Technician, San Joaquin Valley College 13+ Years of Experience

Phlebotomy

Title	Name	Education and Experience
Program Director	Sarah Pobre, LVN	Diploma, Medical Assisting, Central Coast College 5+ Years of Experience

Sterile Processing Technician

Title	Name	Education and Experience
Instructor	Cami Samano, CRCST	Certificate, Sterile Processing, Altamont Health Care 5+ years of experience

Ultrasound Technician

Title	Name	Education and Experience
Instructor	Ernest Reyes	Certificate, Diagnostic Medical Ultrasound, Central California School of Continuing Education 13+ Years of Experience
Instructor	Jenifer McAteer, RMDS (AB)(OBGYN), RT (ARRT)	Associate of Applied Science, Ultrasound Technician, High Desert Medical College 3+ Years of Experience
Instructor	Laveen Khangura	Bachelor of Science, Natural Sciences, California State University 6+ Years of Experience
Instructor	Lindsey Muller, RDMS (AB)	Certificate, Diagnostic Medical Sonography, High Desert Medical College 2+ Years of Experience
Instructor	Rebecca Jimenez	Master of Science, Health Studies, University of Alabama Bachelor of Science, Biology, Baylor University Professional Certificate, Nutrition, San Diego State University Associate of Science, Nursing, Corning Community College 20+ Years of Experience
Instructor	Terri Fluke, RDMS (OBGYN)	Certificate, Diagnostic Cardiac Sonographer 20+ Years of Experience

Veterinary Assistant/Veterinary Technology

Title	Name	Education and Experience
Instructor	Joshua Beckey	Associate of Science, Veterinary Technology, San Joaquin Valley College 12+ Years of Experience

Temecula Campus Administration and Faculty

Administration

Title	Name
Campus Director	Andrew Croulet
Director of Education	Monireh Karimkhani
Admissions Representative	Katie Vanderberg
Admissions Representative	Jesus Ruiz
Admissions Representative	Valerie Talbert
Admissions Representative	Kimberly Germany
Admissions Representative	Chris McDavis
Assistant Director of Career Services	Malani Hangebrauk
Associate Director of Nursing	Nancy Jamie
Business Office Coordinator	Angela Crisostomo
Business Office Coordinator	Lorena Cardenas
Career Services Advisor	Jeremy Noye
Career Services Coordinator	Juan J Moreno
Clinical Manager	Tera Easley
Customer Service Representative	Kyle Adams
Director of Admissions	Sophia Palomino
Facilities	Jakob Shibley
Facilities	Daymeon Zoleo
Facilities – Part Time	Elijah Dancel
Financial Aid Advisor	Lily Chadwick
Financial Aid Advisor	Kara M Engstrom
Financial Aid Advisor	Justin Ventling
Front Desk Coordinator	Romelia Victoria Cabrera
Registrar	Dillon Tuttle
Senior Director of Financial Aid	Martha Escobar
SIS Administrator	Lauren Goldstein

Faculty

Allied Health

Title	Name	Education and Experience
Instructor	Blanca Rodriguez, NCMA	Diploma, Medical Assistant and EKG Technician Assistant, Career Care Institute Certificate, Phlebotomy, Career Care Institute 8+ Years of Experience
MA Instructor	Esperanza Lopez	Certificate, Medical Assistant, Fontana Adult School/Trade 5+ Years of Experience
MA Instructor	Baroness Price Tolliver	Diploma, Vocational Nursing, Summit College Diploma, Medical Assisting, United Education Institute 4+ Years of Experience
MA Instructor	Jennifer Peterson	Certificate, Medical Assistant, United Education Institute 11+ Years of Experience
MA Instructor	Nicholas Zissimos, CMA	20+ Years of Experience
MBC Instructor	Kouvaris Bibbins	Master of Business Administration, Health Care Administration & Accounting, Saint Leo University Bachelor of Science, Health Care Management, Saint Leo University Associate of Science, Health Services Management, St. Johns River State College 13+ Years of Experience

Cardiac Sonography

Title	Name	Education and Experience
Instructor	Christie Keith, RDCS, RVT	Bachelor of Science, Physical Activity and Health, Auburn University Cardiac and Vascular Institute of Ultrasound 9+ Years of Experience
Instructor	Erika Jones, RCS, RVT	Diploma, Diagnostic Medical Sonography, Kaplan College 12+ Years of Experience

Title	Name	Education and Experience
Instructor	Meagan Sides, RVS, RCS	Certificate, Cardiovascular Ultrasound, LA School of Ultrasound 17+ Years of Experience
Instructor	Priscilla Alvarez	Diploma, Medical Assistant, UEI College Certificate, Echocardiography and Vascular Technology, ATI College 20+ Years of Experience
Instructor	Rose Maestas	Echo Cardiac Sonography, Grossmont College Intraoperative Echocardiography, Sacramento School of Transesophageal Echocardiography Vascular Sonography, Toshiba Vascular School Diagnostic Medical Sonography, California School of Continuing Education 33+ Years of Experience

Career Development

Title	Name	Education and Experience
Instructor	Scott Walker	University of the Cumberlands
Instructor	Brittany Johnson	Bachelor of Science, Fitness & Wellness, Brigham Young University 1+ Years of Experience
Instructor	Michelle Palmer	Bachelor of Humanities, Brigham Young University 4+ Years of Experience
Instructor	Brindi Cuadra	Bachelor of Arts, Spanish Education, Brigham Young University 11+ Years of Experience
Instructor	Dixie Farnsworth	Bachelor Degree, Marriage and Family Relations, Brigham Young University 3+ Years of Experience

Dental Assisting

Title	Name	Education and Experience
Instructor	Dalene Garrett, RDA	Associate of Science, Dental Assistant, San Diego Mesa College Certificate, Dental Assistant, San Diego Mesa College 22+ Years of Experience
Instructor	Roxanne Rodriguez-Keh, RDA	16+ Years of Experience, Crossroads Dentistry

Emergency Medical Technician

Title	Name	Education and Experience
Principal Instructor	Alfred Jacobs	Certificate, EMT-1, El Camino College 15+ Years of Experience
Instructor	Julio Zamarripa	30+ Years of Experience
Instructor	Luis Ascencio, EMT 1A	16+ Years of Experience

Magnetic Resonance Imaging (MRI)

Title	Name	Education and Experience
Instructor	Andrew Alfonso, ARMRIT	6+ Years of Experience as an MRI Technologist
Instructor	Clarissa Mahaffey	Associate of Occupational Science, Magnetic Resonance Imaging Technologist, Career Networks Institute 4+ Years of Experience
Instructor	Mina Gharavi, ARRT (MR), ARMRIT	Bachelor of Arts, Drama, University of California Associate of Science, Magnetic Resonance Imaging (MRI) Technology, West Coast University Certificate, Phlebotomy, Sanger Adult School 13+ Years of Experience

Nursing

Title	Name	Education and Experience
Instructor	Sarah Pobre, LVN	Diploma, Medical Assisting, Central Coast College

Title	Name	Education and Experience
		5+ Years of Experience
Instructor	Abigail Ignacio, RN, PHN	Bachelor of Science, Nursing, Loma Linda University 20+ Years of Experience
Instructor	Dorie Loo, LVN	Associate Degree, General Education, Platt College 17+ Years of Experience in Nursing Roles
Instructor	Erica Aler, MSN, BSN, RN	Master of Science, Nursing (Leadership and Administration), Colorado Technical University Bachelor of Science, Nursing, West Coast University 10+ Years of Experience
Instructor	Kareli Brooks, RN	Master of Science, Nursing, Florida Atlantic University Bachelor of Science, Nursing, Florida Atlantic University 10+ Years of Experience
Instructor	Kerry Sanchez, LVN	Associate of Arts, Interdisciplinary Students, Liberty University Certificate, Vocational Nursing, Baldwin Park Adult School 19+ Years of Experience
Instructor	Benjamin Timbol	
Instructor	Liza Cerame, RN	Master of Science, Nursing, Western Governors University Bachelor of Science, Nursing, California State University 19+ Years of Experience
Instructor	Nicole Galicia, RN	Master of Science, Nursing, University of San Diego Master of Arts/Human Behavior, National University Bachelor of Arts, Psychology, National University 7+ Years of Experience
Instructor	Pedro Ignacio Jr.	Master of Business Administration, Healthcare Management, Western Governors University Bachelor of Science, Business Administration, Healthcare

Title	Name	Education and Experience
		Management, Western Governors University Bachelor of Science, Physical Therapy, San Juan de Dios College Associate of Arts, Business Administration, Los Angeles Harbor College Certificate, Vocational Nursing, Preferred College of Nursing 14+ Years of Experience
Instructor	Rachel Orio	Bachelor Degree, Nursing, University of East Philippines 23+ Years of Experience
Instructor	Fenella Joanna Pacheo, RN, SCRN, CRRN	Bachelor of Science, Nursing, University of the East Ramon Magsaysay Memorial Medical Center 18+ Years of Experience
Instructor	Ruzanna Vartikyan, RN	Bachelor of Science, Nursing, West Coast University 3+ Years of Experience
Instructor	Spencer Rosenthal, RN	Associate Degree in Nursing, Kaplan College 30+ Years of Experience
VN Clinical Instructor	Kristina Rawson, LVN	Bachelor Degree, Therapeutic Recreation, San Diego State University Vocational Nurse, High Desert Medical College 13+ Years of Experience

Pharmacy Technician

Title	Name	Education and Experience
Instructor	Michelle Lopez	Diploma, Pharmacy Technician, San Joaquin Valley College 10+ Years of Experience

Phlebotomy

Title	Name	Education and Experience
Instructor	Sarah Pobre, LVN	Diploma, Medical Assisting, Central Coast College 5+ Years of Experience

Sterile Processing Technician

Title	Name	Education and Experience
Instructor	Garrette Lampe, CSPDT	3+ years of experience

Surgical Technology

Title	Name	Education and Experience
Instructor	Tremaine Flowers-Clifton, CST	Associate of Science, Surgical Technology, Concorde Career College 6+ years of experience

Ultrasound Technician

Title	Name	Education and Experience
Program Director	Lynette Dominguez, RDMS	Ultrasound/Vascular Technologist, Modern Technology School Clinical Medical Assisting, Southeast R.O.P. 18+ Years of Experience
Instructor	Cinamon Astourian, RDMS, CRT	Master's Degree, Organizational Leadership/Strategic Innovation & Change, University of Denver Bachelor's Degree, Healthcare Management/Radiologic Science Management, Oregon Institute of Technology 27+ Years of Experience
Instructor	Helen Agrigoroae, RMDS (AB) (OB), RVT	Certificate, Ultrasound/Vascular Technologist, Modern Technology School 17+ Years of Experience
Instructor	Medeline Leger-Miller, RDMS	Associate of Science, Diagnostic Medical Sonography, Platt College 8+ Years of Experience
Instructor	Nichol Wadkins, RT(S), RDMS (OB)	Associate for Transfer General Math and Science, Associate of Arts American Sign Language, College of the Sequoias Certificate, Ultrasound Technology, High Desert Medical College 6+ Years of Experience
Instructor	Nicole Reynolds, RDMS (SPI)	Ultrasound Sonographer, West Coast Ultrasound Institute 13+ Years of Experience

Title	Name	Education and Experience
Instructor	Pam Dulaney, RDMS (OB) (AB)	Diploma, Diagnostic Medical Sonography, Newbridge College Bachelor of Science, Recreation and Parks Administration, Pennsylvania State University 17+ Years of Experience

Veterinary Assistant

Title	Name	Education and Experience
Instructor	Sarah Morris	Master of Science, Veterinary Public Health, University of Glasgow Bachelor of Science, Animal Science, Emphasis in Equine Science, Production & Management, California State University 19+ Years of Experience

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

The below fees / charges reflect the schedule of total charges for both a period of attendance and an estimated schedule of total charges for the entire educational program.

Associate Degree of Nursing

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$75,472.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$6,421.00
Lab Fees and Supplies	$4,500.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
NCLEX Registration	$800.00
Technology Fee (LMS and CourseKey)	$4,532.00
TOTAL PROGRAM COST	**$92,235.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Cardiac Sonography (AAS)

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$48,957.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$2,345.00
Lab Fees and Supplies	$5,390.00
Malpractice Insurance	$300.00
CPR Fee	$85.00
Uniforms and Student ID	$75.00

DESCRIPTION	FEE / CHARGE
Exam and Prep	$2,175.00
Technology Fee (LMS & Coursekey)	$1,367.00
TOTAL PROGRAM COST	**$60,894.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
*Non-Refundable Costs	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Clinical Medical Assisting

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$16,620.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$379.00
Lab Fees and Supplies	$1,775.00
Malpractice Insurance	$150.00
Exam Prep	$165.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Technology Fee (LMS and CourseKey)	$471.00
TOTAL PROGRAM COST	**$19,920.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
*Non-Refundable Costs	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Dental Assisting

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$16,980.00
Student Tuition Recovery Fee	$0

DESCRIPTION	FEE / CHARGE
Registration Fee*	$200.00
Textbooks and Workbooks	$609.00
Lab Fees and Supplies	$1,350.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fees	$85.00
Technology Fee (LMS and CourseKey)	$471.00
TOTAL PROGRAM COST	**$19,920.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Emergency Medical Technician

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$1,528.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$290.00
Lab Fees and Supplies	$198.00
National Registry of EMT Exam (NREMT)	$104.00
Uniforms and Student ID	$125.00
Technology Fee (LMS and CourseKey)	$50.00
TOTAL PROGRAM COST	**$2,495.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Magnetic Resonance Imaging (AAS)

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$52,037.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$1,643.00
Lab Fees and Supplies	$1,200.00
Malpractice Insurance	$300.00
CPR Fee	$85.00
Uniforms and Student ID	$75.00
Exam and Prep	$4,725.00
Technology Fee	$1,508.00
TOTAL PROGRAM COST	**$61,773.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Medical Billing and Coding

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$15,925.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$1,344.00
Lab Fees and Supplies	$1,670.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fees	$85.00
Technology Fee (LMS and CourseKey)	$471.00

DESCRIPTION	FEE / CHARGE
TOTAL PROGRAM COST	**$19,920.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Nursing Assistant

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$2,569.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$134.00
Lab Fees and Supplies	$40.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Testing and Certification Fees	$100.00
TOTAL PROGRAM COST	**$3,353.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Pharmacy Technician

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$17,135.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$415.00
Lab Fees and Supplies	$1,590.00

DESCRIPTION	FEE / CHARGE
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fees	$85.00
Technology Fee (LMS and CourseKey)	$471.00
TOTAL PROGRAM COST	**$20,121.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Phlebotomy Technician

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$945.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$277.00
Lab Fees and Supplies	$120.00
Malpractice Insurance	$150.00
CPR Fee	$85.00
Student ID	$5.00
Exam and Prep	$190.00
TOTAL PROGRAM COST	**$1,972.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Sterile Processing Technician

Total Fees, Charges, and Expenses – Effective October 23, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$12,693.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$330.00
Lab Fees and Supplies	$1,775.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Technology Fee (LMS and CourseKey)	$235.00
Exam Prep and Testing Fees	$290.00
TOTAL PROGRAM COST	**$15,833.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
*Non-Refundable Costs	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Surgical Technology Associate of Applied Science

Total Fees, Charges, and Expenses – Effective October 23, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$30,233.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$1,300.00
Lab Fees and Supplies	$3,135.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
Exam Prep and Testing Fees	$247.00
Technology Fee (LMS and CourseKey)	$945.00
TOTAL PROGRAM COST	**$36,370.00**

DESCRIPTION	FEE / CHARGE
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Ultrasound Technician

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$42,313.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$1,552.00
Lab Fees and Supplies	$4,995.00
Malpractice Insurance	$300.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
SonoSim SPI	$2,175.00
Technology Fee (LMS and CourseKey)	$1,555.00
TOTAL PROGRAM COST	**$53,250.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Ultrasound Technician Associate of Applied Science (AAS)

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$49,148.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$2,078.00
Lab Fees and Supplies	$4,995.00

DESCRIPTION	FEE / CHARGE
Malpractice Insurance	$300.00
Uniforms and Student ID	$75.00
CPR Fees	$85.00
SonoSim SPI	$2,175.00
Technology Fee (LMS and CourseKey)	$1,838.00
TOTAL PROGRAM COST	**$60,894.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Veterinary Assistant

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$17,829.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$680.00
Lab Fees and Supplies	$430.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fees	$85.00
Technology Fee (LMS and CourseKey)	$471.00
TOTAL PROGRAM COST	**$19,920.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
***Non-Refundable Costs**	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Vocational Nursing

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$28,321.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$2,484.00
Lab Fees and Supplies	$3,135.00
Malpractice Insurance	$150.00
Uniforms and Student ID	$75.00
CPR Fee	$85.00
NCLEX Registration	$1,260.00
Technology Fee (LMS and CourseKey)	$660.00
TOTAL PROGRAM COST	**$36,370.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
*Non-Refundable Costs	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Vocational Nursing Associate of Applied Science (AAS)

Total Fees, Charges, and Expenses – Effective July 1, 2025

DESCRIPTION	FEE / CHARGE
Tuition Fees	$17,526.00
Student Tuition Recovery Fee	$0
Registration Fee*	$200.00
Textbooks and Workbooks	$1,238.00
Lab Fees and Supplies	$750.00
Technology Fee (LMS and CourseKey)	$613.00
TOTAL PROGRAM COST	**$20,327.00**
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	**$200.00**
*Non-Refundable Costs	
Registration Fee	$200.00
TOTAL NON-REFUNDABLE	**$200.00**

Lancaster Academic Calendar

Program	Start Date	Anticipated Graduation Date
Associate Degree of Nursing	January 26, 2026	January 23, 2028
Cardiac Sonography AAS	February 9, 2026	June 27, 2028
AM & PM	July 28, 2026	December 22, 2028
Clinical Medical Assisting AM	July 22, 2026	April 2, 2027
Dental Assisting AM	August 19, 2026	May 3, 2027
Pharmacy Technician AM	September 17, 2026	May 31, 2027
	October 15, 2026	June 29, 2027
	November 16, 2026	July 27, 2027
	December 16, 2026	August 25, 2027
	January 22, 2027	September 22, 2027
	February 19, 2027	October 21, 2027
	March 22, 2027	November 18, 2027
	April 19, 2027	December 17, 2027
	May 17, 2027	January 11, 2028
	June 15, 2027	February 23, 2028
Clinical Medical Assisting PM	July 20, 2026	May 26, 2027
Dental Assisting PM	August 24, 2026	June 30, 2027
Pharmacy Technician PM	September 29, 2026	August 5, 2027
	November 3, 2026	September 13, 2027
	December 10, 2026	October 19, 2027
	January 25, 2027	November 23, 2027
	March 1, 2027	January 3, 2028
	April 5, 2027	February 10, 2028
	May 10, 2027	March 16, 2028
	June 15, 2027	April 20, 2028
Emergency Medical Technician AM	August 3, 2026	November 2, 2026
	March 22, 2027	June 16, 2027
Emergency Medical Technician Weekend	May 11, 2026	August 18, 2026
	August 24, 2026	December 16, 2026
	June 21, 2027	September 16, 2027
Magnetic Resonance Imaging AAS	October 21, 2026	June 15, 2029
AM & PM	April 21, 2027	December 7, 2029

Program	Start Date	Anticipated Graduation Date
Medical Billing and Coding AM **Veterinary Assistant AM**	July 22, 2026 August 19, 2026 September 17, 2026 October 15, 2026 November 16, 2026 December 16, 2026 January 22, 2027 February 19, 2027 March 22, 2027 April 19, 2027 May 17, 2027 June 15, 2027	April 9, 2027 May 10, 2027 June 7, 2027 July 6, 2027 August 3, 2027 October 6, 2027 September 29, 2027 October 28, 2027 November 25, 2027 December 24, 2027 January 18, 2027 March 1, 2028
Medical Billing and Coding PM **Veterinary Assistant PM**	July 20, 2026 August 24, 2026 September 29, 2026 November 3, 2026 December 10, 2026 January 25, 2027 March 1, 2027 April 5, 2027 May 10, 2027 June 15, 2027	June 2, 2027 July 7, 2027 August 12, 2027 September 20, 2027 October 26, 2027 November 23, 2027 January 3, 2028 February 10, 2028 March 16, 2028 April 20, 2028
Nurse Assistant	August 10, 2026 October 5, 2026 January 4, 2027 March 1, 2027 April 26, 2027 June 21, 2027	September 21, 2026 November 18, 2026 February 12, 2027 April 9, 2027 June 7, 2027 July 26, 2027
Phlebotomy Technician **AM & PM**	July 20, 2026 August 24, 2026 September 28, 2026 November 2, 2026 December 7, 2026 January 11, 2027 February 22, 2027 March 29, 2027 May 3, 2027 June 14, 2027	August 28, 2026 October 9, 2026 November 6, 2026 December 18, 2026 January 29, 2027 February 19, 2027 April 2, 2027 May 7, 2027 June 18, 2027 July 30, 2027

Program	Start Date	Anticipated Graduation Date
Phlebotomy Technician Weekend	July 18, 2026 August 22, 2026 September 26, 2026 November 7, 2026 January 9, 2027 February 20, 2027 April 3, 2027 May 8, 2027 June 19, 2027	August 21, 2026 September 25, 2026 October 30, 2026 December 11, 2026 February 12, 2027 March 26, 2027 May 7, 2027 June 11, 2027 July 30, 2027
Surgical Technology AAS	September 25, 2026 April 7, 2027	January 28, 2027 July 26, 2028
Sterile Processing Technician (AM)	July 13, 2026 November 30, 2026 April 19, 2027 September 7, 2027	February 19, 2027 July 16, 2027 November 26, 2027 April 21, 2027
Sterile Processing Technician (PM)	May 4, 2026 September 21, 2026 February 8, 2027 June 28, 2027 November 16, 2027	December 11, 2026 May 8, 2027 September 10, 2027 February 4, 2028 June 30, 2028
Ultrasound Technician AM	December 21, 2026 January 4, 2027	March 20, 2029 February 6, 2029
Ultrasound Technician AAS AM	December 21, 2026 January 4, 2027	September 7, 2029 July 25, 2029
Ultrasound Technician PM	February 8, 2027	October 1, 2029
Ultrasound Technician AAS PM	February 8, 2027	March 11, 2030
Vocational Nursing		
Vocational Nursing AAS	September 21, 2026 February 1, 2027 September 27, 2027	May 14, 2027 September 19, 2027 February 1, 2028

Bakersfield Academic Calendar

Program	Start Date	Anticipated Graduation Date
Cardiac Sonography AAS	February 9, 2026	June 27, 2028
AM & PM	July 28, 2026	December 22, 2028
Clinical Medical Assisting AM	July 22, 2026	April 2, 2027
Dental Assisting AM	August 19, 2026	May 3, 2027
Pharmacy Technician AM	September 17, 2026	May 31, 2027
	October 15, 2026	June 29, 2027
	November 16, 2026	July 27, 2027
	December 16, 2026	August 25, 2027
	January 22, 2027	September 22, 2027
	February 19, 2027	October 21, 2027
	March 22, 2027	November 18, 2027
	April 19, 2027	December 17, 2027
	May 17, 2027	January 11, 2028
	June 15, 2027	February 23, 2028
	January 22, 2027	September 22, 2027
	February 19, 2027	October 21, 2027
	March 22, 2027	November 18, 2027
	April 19, 2027	December 17, 2027
	May 17, 2027	January 11, 2028
	June 15, 2027	February 23, 2028
Clinical Medical Assisting PM	July 20, 2026	May 26, 2027
Dental Assisting PM	August 24, 2026	June 30, 2027
Pharmacy Technician PM	September 29, 2026	August 5, 2027
	November 3, 2026	September 13, 2027
	December 10, 2026	October 19, 2027
	January 25, 2027	November 23, 2027
	March 1, 2027	January 3, 2028
	April 5, 2027	February 10, 2028
	May 10, 2027	March 16, 2028
	June 15, 2027	April 20, 2028
Emergency Medical Technician (Weekend)	August 8, 2026	November 15, 2026
	November 21, 2026	March 7, 2027

Program	Start Date	Anticipated Graduation Date
Medical Billing and Coding AM **Veterinary Assistant AM**	July 22, 2026 August 19, 2026 September 17, 2026 October 15, 2026 November 16, 2026 December 16, 2026 January 22, 2027 February 19, 2027 March 22, 2027 April 19, 2027 May 17, 2027 June 15, 2027	April 9, 2027 May 10, 2027 June 7, 2027 July 6, 2027 August 3, 2027 October 6, 2027 September 29, 2027 October 28, 2027 November 25, 2027 December 24, 2027 January 18, 2027 March 1, 2028
Medical Billing and Coding PM **Veterinary Assistant PM**	July 20, 2026 August 24, 2026 September 29, 2026 November 3, 2026 December 10, 2026 January 25, 2027 March 1, 2027 April 5, 2027 May 10, 2027 June 15, 2027	June 2, 2027 July 7, 2027 August 12, 2027 September 20, 2027 October 26, 2027 November 23, 2027 January 3, 2028 February 10, 2028 March 16, 2028 April 20, 2028
Magnetic Resonance Imaging AAS **AM & PM**	July 28, 2026 January 27, 2027	March 26, 2029 August 31, 2029
Nurse Assistant	August 10, 2026 October 5, 2026 January 4, 2027 March 1, 2027 April 26, 2027 June 21, 2027	September 21, 2026 November 18, 2026 February 12, 2027 April 9, 2027 June 7, 2027 July 26, 2027

Program	Start Date	Anticipated Graduation Date
Phlebotomy Technician **AM & PM**	July 20, 2026 August 24, 2026 September 28, 2026 November 2, 2026 December 7, 2026 January 11, 2027 February 22, 2027 March 29, 2027 May 3, 2027 June 14, 2027	August 28, 2026 October 9, 2026 November 6, 2026 December 18, 2026 January 29, 2027 February 19, 2027 April 2, 2027 May 7, 2027 June 18, 2027 July 30, 2027
Phlebotomy Technician Weekend	July 18, 2026 August 22, 2026 September 26, 2026 November 7, 2026 January 9, 2027 February 20, 2027 April 3, 2027 May 8, 2027 June 19, 2027	August 21, 2026 September 25, 2026 October 30, 2026 December 11, 2026 February 12, 2027 March 26, 2027 May 7, 2027 June 11, 2027 July 30, 2027
Sterile Processing Technician (AM)	July 13, 2026 November 30, 2026 April 19, 2027 September 7, 2027	February 19, 2027 July 16, 2027 November 26, 2027 April 21, 2027
Sterile Processing Technician (PM)	September 21, 2026 February 8, 2027 June 28, 2027	May 8, 2027 September 10, 2027 February 4, 2028
Surgical Technology AAS	September 25, 2026	January 28, 2027
Ultrasound Technician AM	December 21, 2026 January 4, 2027	March 20, 2029 February 6, 2029
Ultrasound Technician AAS AM	December 21, 2026 January 4, 2027	September 7, 2029 July 25, 2029
Ultrasound Technician AAS PM	February 8, 2027	March 11, 2030
Vocational Nursing AAS	September 21, 2026 February 1, 2027 September 27, 2027	May 14, 2027 September 19, 2027 February 1, 2028

Temecula Academic Calendar

Program	Start Date	Anticipated Graduation Date
Cardiac Sonography AAS	February 9, 2026	June 27, 2028
AM & PM	July 28, 2026	December 22, 2028
Clinical Medical Assisting AM	July 22, 2026	April 2, 2027
Dental Assisting AM	August 19, 2026	May 3, 2027
Pharmacy Technician AM	September 17, 2026	May 31, 2027
	October 15, 2026	June 29, 2027
	November 16, 2026	July 27, 2027
	December 16, 2026	August 25, 2027
	January 22, 2027	September 22, 2027
	February 19, 2027	October 21, 2027
	March 22, 2027	November 18, 2027
	April 19, 2027	December 17, 2027
	May 17, 2027	January 11, 2028
	June 15, 2027	February 23, 2028
	January 22, 2027	September 22, 2027
	February 19, 2027	October 21, 2027
	March 22, 2027	November 18, 2027
	April 19, 2027	December 17, 2027
	May 17, 2027	January 11, 2028
	June 15, 2027	February 23, 2028
Clinical Medical Assisting PM	July 20, 2026	May 26, 2027
Dental Assisting PM	August 24, 2026	June 30, 2027
Pharmacy Technician PM	September 29, 2026	August 5, 2027
	November 3, 2026	September 13, 2027
	December 10, 2026	October 19, 2027
	January 25, 2027	November 23, 2027
	March 1, 2027	January 3, 2028
	April 5, 2027	February 10, 2028
	May 10, 2027	March 16, 2028
	June 15, 2027	April 20, 2028
Emergency Medical Technician (Weekend)	January 10, 2026	April 12, 2026
	April 25, 2026	August 9, 2026
	August 8, 2026	November 15, 2026
	November 21, 2026	March 7, 2027
Magnetic Resonance Imaging AAS	October 21, 2026	June 15, 2029
AM & PM	April 21, 2027	December 7, 2029

Program	Start Date	Anticipated Graduation Date
Medical Billing and Coding AM **Veterinary Assistant AM**	July 22, 2026 August 19, 2026 September 17, 2026 October 15, 2026 November 16, 2026 December 16, 2026 January 22, 2027 February 19, 2027 March 22, 2027 April 19, 2027 May 17, 2027 June 15, 2027	April 9, 2027 May 10, 2027 June 7, 2027 July 6, 2027 August 3, 2027 October 6, 2027 September 29, 2027 October 28, 2027 November 25, 2027 December 24, 2027 January 18, 2027 March 1, 2028
Medical Billing and Coding PM **Veterinary Assistant PM**	July 20, 2026 August 24, 2026 September 29, 2026 November 3, 2026 December 10, 2026 January 25, 2027 March 1, 2027 April 5, 2027 May 10, 2027 June 15, 2027	June 2, 2027 July 7, 2027 August 12, 2027 September 20, 2027 October 26, 2027 November 23, 2027 January 3, 2028 February 10, 2028 March 16, 2028 April 20, 2028
Nurse Assistant	August 10, 2026 October 5, 2026 January 4, 2027 March 1, 2027 April 26, 2027 June 21, 2027	September 21, 2026 November 18, 2026 February 12, 2027 April 9, 2027 June 7, 2027 July 26, 2027
Phlebotomy Technician **AM & PM**	July 20, 2026 August 24, 2026 September 28, 2026 November 2, 2026 December 7, 2026 January 11, 2027 February 22, 2027 March 29, 2027 May 3, 2027 June 14, 2027	August 28, 2026 October 9, 2026 November 6, 2026 December 18, 2026 January 29, 2027 February 19, 2027 April 2, 2027 May 7, 2027 June 18, 2027 July 30, 2027

Program	Start Date	Anticipated Graduation Date
Phlebotomy Technician Weekend	July 18, 2026 August 22, 2026 September 26, 2026 November 7, 2026 January 9, 2027 February 20, 2027 April 3, 2027 May 8, 2027 June 19, 2027	August 21, 2026 September 25, 2026 October 30, 2026 December 11, 2026 February 12, 2027 March 26, 2027 May 7, 2027 June 11, 2027 July 30, 2027
Surgical Technology AAS	September 25, 2027 April 7, 2027	January 28, 2027 July 26, 2028
Sterile Processing Technician (AM)	August 10, 2026 January 4, 2027 May 24, 2027	March 24, 2027 August 4, 2027 January 7, 2028
Sterile Processing Technician (PM)	October 19, 2026 March 15, 2027	June 1, 2027 October 18, 2027
Ultrasound Technician AM	December 21, 2026 January 4, 2027	March 20, 2029 February 6, 2029
Ultrasound Technician AAS AM	December 21, 2026 January 4, 2027	September 7, 2029 July 25, 2029
Ultrasound Technician PM	February 8, 2027	October 1, 2029
Ultrasound Technician AAS PM	February 8, 2027	March 11, 2030
Vocational Nursing		
Vocational Nursing AAS	September 21, 2026 February 1, 2027 September 27, 2027	May 14, 2027 September 19, 2027 February 1, 2028

Appendix A – Faculty Qualifications – Degree Programs

5 CCR § 71720

§ 71720 Faculty

An Educational Program Leading to a Degree

- 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.
- 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.
- 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:
    - The educational level and number of students;
    - The number of hours needed for direct interaction between students and faculty per course, quarter, semester, or other term;
    - 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;
    - The number of group meetings per course, quarter, semester, or other term;
    - The faculty duties established by the institution as required under subdivision (a)(2) of this section; and
    - The number of hours per week or units per term considered full-time for faculty in the institution.
- 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:
    - That the person possesses one of the following:
        - 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);
        - a credential generally recognized in the field of instruction.

- The degree, professional license, or credential possessed by the person shall be at least equivalent to the level of instruction being taught or evaluated.

- 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.

- 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.

- 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.

- 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.

- 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.

Instructors in an Educational Program Not Leading to a Degree

- 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.

- 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.

- 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.

Appendix B – Advisory Board Members

Name	Title	Company
Donald Cabrera	Owner	My Ultrasound Health Centers
Julia Visconti	Center Manager	Proactive Work Health Services Lancaster & Palmdale
Violet Milad	Owner	Affordable Medical Billing
Angelo Legesse	CEO / Owner	Chelsea Home Healthcare
Rafik Aziz	Partner	Simons Pharmacy
Karim Naguib	Owner	Premier Dental Care
Joseph Habeeb	Owner	Palmdale Veterinary Hospital

Appendix C: Licensure Requirements by Program

Emergency Medical Technician Licensure Requirements

To become an EMT in California, students must have completed an EMT course from an approved EMT Training Program. Graduating from the HDMC program qualifies the graduate to take the National Registry Emergency Medical Technician (NREMT) computerized certification exam to obtain the National EMT Certification. After receiving the national certification, the graduate applies to their local EMS agency for licensure in California

Qualifications to work as a certified EMT:

- Students must complete the EMT program and receive a course certificate.
- Students must register on the National Registry Emergency Medical Technician (NREMT) website for testing for the national certification. The student will create an account and receive authorization to test.
- Students must pass the NREMT
- Students must apply with local EMS agency to receive California EMT Certification

Nursing Assistant Licensure Requirements

In addition to successful completion of the Nursing Assistant program, certification requirements include:

- A clean background check.
- DOJ Live Scan.
- Passage of the State Certification Exam.
- Completed application for certification.

Vocational Nursing Licensure Requirements

- 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 NCSBN. 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.

Associate Degree of Nursing Licensure Requirements

- **Graduate from an approved Associate Degree Nursing Program**
- **Pass the NCLEX RN**

The Board may deny licensure on the basis of:

- Conviction of a crime substantially related to the practice of nursing.
- Any act involving dishonesty, fraud, or deceit with intent to substantially benefit self or another or to substantially injure another.
- Any act which is grounds for revocation of a license.
- Making a false statement on the application for license.
- Breach of examination security.

Convictions

The Board considers most convictions involving sex crimes, drug crimes, and crimes of violence to be substantially related to nursing practice. Board regulations list examples of such crimes or acts to include, but not be limited to:

- Conviction of child abuse.
- Violation of Nursing Practice Act.
- Conviction as a mentally disordered sex offender.
- Crime or act involving narcotics, dangerous drugs, or dangerous devices.
- Conviction of assault and/or battery.

Rehabilitation

If the Board determines that an act or crime is substantially related to the practice of nursing, then it is the responsibility of the applicant to present sufficient evidence of rehabilitation. When considering denial of license, the Board takes into account the following criteria to evaluate the rehabilitation of the applicant. (California Code of Regulations, Section 1445.)

1. Nature and severity of the acts or crimes.
2. Additional subsequent acts.
3. Recency of acts or crimes.
4. Compliance with terms of parole, probation, restitution, or other sanctions.
5. Evidence of rehabilitation submitted by applicant.

It should be noted that the Board applies the same denial criteria for applicants for interim permits and temporary licenses as it uses for permanent licensure.

In summary, the Board of Registered Nursing screens applications fairly but cautiously, applying the above criteria. Schools of nursing are encouraged when counseling prospective nursing students to make them aware that there could be potential licensure problems due to serious acts or convictions as described above. In this manner, students have the opportunity to explore other career options prior to investing substantial time in a nursing program if it appears that a prior serious act or conviction may jeopardize licensure due to its substantial relationship to the practice of nursing.

Evidence of Rehabilitation

At the time of application for licensure, the burden of proof lies with the applicant to demonstrate sufficient competent evidence of rehabilitation to establish fitness to perform nursing functions in a manner consistent with public health, safety, and welfare. The following list itemizes types of evidence which the applicant should consider providing to the Board. All items should be mailed directly to the Board by the individual or agency that is providing information about the applicant.

1. Copies of court documents pertinent to conviction, including documents specifying conviction and sanctions, and proof of completion of sanction.
2. Letter from applicant describing underlying circumstances of arrest and conviction record as well as any rehabilitation efforts or changes in life since that time to prevent future problems.
3. Letters of reference from nursing program instructors concerning attendance, participation and performance in nursing program.
4. Letters of reference from past and/or current employers.
5. Letters from recognized recovery programs attesting to current sobriety and length of time of sobriety if there has been a history of alcohol or drug abuse.
6. A current mental status examination by a clinical psychologist or psychiatrist. The evaluation should address the likelihood of similar acts or convictions in the future and should speak to the suitability of the registered nursing profession for the applicant.
7. Letters of reference from other knowledgeable professionals, such as probation or parole officers.
8. Copy of Certificate of Rehabilitation or evidence of expungement proceedings.
9. Evidence of compliance with and completion of terms of probation, parole, restitution, or any other sanctions.
10. For endorsement applicants, copies of
    a. Formal accusation and determination of other state
    b. Copies of evidence presented to other state in order to obtain reinstatement of license or reduction of penalty
    c. Terms of probation and evidence of current compliance if currently on probation in another state.

Adopted by Board of Registered Nursing 2014

NOTE: It must be noted that records that an individual has been assured are "sealed" may, in fact, be available to the BRN. If you are concerned that you may have a past conviction or record that may affect your ability to be licensed, please make an appointment to speak with the program director or call the Board directly. The most important advice is that you be entirely honest with the BRN. It may be advisable to discuss your situation with a representative of the BRN before or immediately after entering the program. This can be done anonymously on the telephone.

Students who plan to request a letter of recommendation from the program director to the Board attesting to their character must meet with the director during the first semester and every semester thereafter so that a personal reference can be written. The program director will not write a letter of reference for a student who has not made this contact.

Curriculum

Generic Associate Degree in Nursing program:

Semester One: (16 units)

- ANT 101 Human Anatomy with Lab (5 units)
- PHYS 101 Human Physiology with lab (5 units)
- MTH 101 College Algebra (3 units)

- ENG 101 English Composition (3 units)

Semester Two: (16 units)

- NUT 101 Nutrition (3 units)
- ENG 102 Introduction to public speaking (3 units)
- PSY 101 Introduction to Psychology (3 units)
- MIC 101 Microbiology with lab (4 units)
- SOC 101 Sociology (3 units)

Semester Three: (15.5 units)

- NUR 101 Foundations of Nursing (4 units)
- NUR 102 Medical Surgical Nursing I (5 units)
- NUR 103 Pharmacology for Nurses (3 units)
- NUR 104 Nursing Lab I (0.5 unit)
- MTH 102 Introduction to Statistics (3 units)

Semester Four: (14.5 units)

- NUR 201 Medical Surgical Nursing II (5 units)
- NUR 202 Advanced Pharmacology (3 units)
- NUR 203 Nursing Care of Children (3 units)
- NUR 204 Nursing Care of Women, Obstetrics and Neonates (3 units
- NUR 205 Nursing Lab II (0.5 units)

Semester Five: (13.5 units)

- NUR 301 Medical Surgical Nursing III (4 units)
- NUR 302 Mental Health Nursing (3 units)
- NUR 303 Gerontological Nursing (3 units)
- NUR 304 Community Health Nursing (3 units)
- NUR 305 Nursing Lab III (0.5 units)

Semester Six: (10 units)

- NUR 401 Medical Surgical Nursing IV (6 units)
- NUR 402 Leadership and Professional Nursing Practice (3 units)

- NUR 403 Nursing Lab IV (1 units)

LVN to RN curriculum

Semester Four: (2 units)

- NUR 200 Role Transitions: LVN to RN (2 units)- (LVN TO RN ONLY)

Semester Five: (13.5 units)

- NUR 301 Medical Surgical Nursing III (4 units)
- NUR 302 Mental Health Nursing (3 units)
- NUR 303 Gerontological Nursing (3 units)
- NUR 304 Community Health Nursing (3 units)
- NUR 305 Nursing Lab III (0.5 units)

Semester Six: (10 units)

- NUR 401 Medical Surgical Nursing IV (6 units)
- NUR 402 Leadership and Professional Nursing Practice (3 units)
- NUR 403 Nursing Lab IV (1 units)

LVN 30 Unit Option

Semester One (11 units)

- PYS 101 Physiology with Lab (5 units)
- MIC 101 Microbiology with lab (4 units)
- NUR 200 Role Transitions: LVN to RN (2units)

Semester Two (10 units)

- NUR 301 Medical Surgical Nursing III (4 units)
- NUR 302 Mental Health Nursing (3 units)
- NUR 303 Gerontological Nursing (3 units)

Semester Three (9 units)

- NUR 401 Medical Surgical Nursing IV (6 units)

- NUR 402 Leadership and Professional Nursing (3 units)

Course Descriptions:

NUR 101 Foundations of Nursing:
In this course the student is introduced to the role of a student nurse, curriculum organizing framework and the roles of a Registered Nurse. The concept of wellness and self-care is defined, and the student is asked to describe a wellness lifestyle. The body's reaction to stress and the link between stress and the link between stress and illness is identified. Environmental stressors are also discussed. Health promotion, diagnostic processes, and risk factors that lead to illness are discussed. Internal and external influences are identified as they pertain to public and personal health. The current U.S. Health Care System are described. Nursing as a profession is identified and the history of nursing. The American Nurses Association Roles of Nursing is defined. The roles of the California Board of Registered Nursing, National League for Nursing and the National Student Nurse Association is described. Therapeutic communication and cultural awareness are discussed. Critical thinking and the nursing process are introduced. Physical/health assessment are introduced as well as psychosocial assessment. Developmental theories throughout the life span are discussed and growth and development are explored identifying developmental tasks at all ages through the lifespan. The student is introduced to the care of the adult patient with non-critical medical surgical nursing needs including oxygen/perfusion needs, safety and security needs, comfort and rest needs, elimination and nutritional needs and perceptual sensory needs, and immobility needs. Through utilization of the nursing process, the student will recognize alterations in functioning or illness and formulate age-appropriate nursing interventions by utilizing the nursing process and critical thinking skills.

NUR 102 Medical Surgical Nursing I:
This course develops the nursing student's knowledge and skills as they relate to the adult non-critical, moderately complex medical-surgical patient. Through utilization of the nursing process, the student will recognize alterations in functioning or illness and formulate age-appropriate nursing interventions. Psychomotor skills associated with moderately complex needs, medication administration and intravenous therapy will be studied and practiced. The impact of multiple nursing diagnoses on patient outcomes will be introduced.

NUR 103 Pharmacology for Nursing:
This course introduces concepts dosage calculation, abbreviations and symbols, basic pharmacological principles and terminology associated with medication administration, drug nomenclature, sources of drug information, federal legislation, cultural, ethical and lifespan considerations. Drugs will be introduced and discussed by classification and system for which they are prescribed.

NUR 104 Nursing Lab I
This course is an adjunct to the corequisite nursing courses listed above. It provides individual and group practice of nursing skills with competency evaluation of the skills identified for the concurrent nursing courses.

NUR 200 Role Transitions: LVN to RN:
This course assists the learner make the transition of LVN to professional RN role. Professional and discipline of registered nursing which includes distinguishing the role of the RN from the LPN/LVN role. Using nursing theory to guide professional practice, providing patient-centered care through the nursing process and critical and clinical reasoning for better clinical judgment is presented. The role of the RN as a provider of care and manager of care are outlined. A review of legal and ethical, communication, information technology, delegation, and cultural competency.

NUR 201 Medical Surgical Nursing II:
This course examines the nursing care of selected individuals throughout the lifespan who are experiencing complex alterations in wellness involving multiple systems. Clinical experiences in local health care agencies and

computerized simulation manikins and scenarios provide students opportunity to apply theoretical concepts to actual care of clients.

NUR 203 Nursing Care of Children:
This course provides an overview of the basic concepts of pediatrics utilizing the nursing process as a framework for understanding the concepts. It includes principles of growth and development, physical assessment, safety, play therapy and pain management. An overview of care for the child with alterations in oxygenation, alterations in nutrition/elimination, alterations in immunologic function, alterations in circulation, alterations in neurosensory functions, alterations in metabolism, and alterations in mobility will be emphasized including principles of assessment in an age-appropriate manner, common alterations related to each system, and medications used for treatment of alterations in each system. An overview of pediatric emergencies and principles of assessment in an age-appropriate manner, examples of pediatric emergencies and the utilization of the nursing process in the care of these clients will be introduced.

NUR 204 Nursing Care of Women, Obstetrics and Neonates:
This course provides an overview of the basic concepts and psychosocial issues of maternity nursing utilizing the Nursing Process as a framework for understanding concepts. Common diagnostic techniques and procedures using a family centered approach for childbearing clients and their families are included. An overview of contraceptive devices and methods and sexually transmitted diseases will be discussed. The health needs of the antepartum, intrapartum and postpartum patient and family, physiological changes, progression of maternal behaviors, physical assessment, diagnostic procedures, nutritional needs, pharmacological agents, potential complications and health teaching needs of the antepartum, intrapartum and postpartum client will be emphasized. The health needs of the newborn, physiological changes, physical assessment, diagnostic procedures, nutritional needs, pharmacological agents and potential complications as well as health teaching needs for the family of the newborn will be emphasized.

NUR 205 Nursing Lab II
Provides skill development with competency evaluation of the skills identified for the concurrent nursing courses.

NUR 301 Medical Surgical Nursing III:
This course examines the nursing care of selected individuals throughout the lifespan who are experiencing complex alterations in wellness involving multiple systems. Clinical experiences in local health care agencies and computerized simulation manikins and scenarios provide students opportunity to apply theoretical concepts to actual care of clients.

NUR 302 Mental Health –Psychiatric Nursing:
This course presents the principles of mental health and the social, economic, cultural and physiological factors that predispose a person to dysfunctional human behavior. Emphasis is placed on the therapeutic role of the nurse in promotion, preventing, maintaining and restoring individuals to optimal mental well-being. Concepts of therapeutic communication, age related concerns, treatment modalities, and delivery of mental health services are included.

NUR 303 Gerontological Nursing:
This course provides an overview of the significant legal, ethical, and professional issues and roles of the gerontology community nurse utilizing the nursing process. Situations to establish relevance in applying the nursing process to clinical practice to perform a psychological assessment of the elderly person living in the community will be discussed. Criteria to differentiate between delirium, depression, and cognitive impairment in the elderly with interventions to optimize functional abilities will be discussed.

NUR 304 Community Health Nursing
This course provides a solid foundation in community, public, and global health nursing concepts; interventions for families, communities, and populations; health promotion; and the multifaceted role of the population-oriented

nurse. The focus is on developing competence in assessing the needs of a population, developing, and implementing appropriate interventions and evaluating their effectiveness.

NUR 305 Nursing Lab III:
This course is an adjunct to the corequisite nursing courses listed above. It provides individual and group practice of nursing skills with competency evaluation of the skills identified for the concurrent nursing courses.

NUR 401 Medical Surgical Nursing IV:
This course is a continuation of the nursing care of selected individuals throughout the life span who are experiencing complex alterations in wellness involving multiple systems. Care of clients experiencing multi-system failure and severe trauma is also included. Clinical experiences in local health care agencies provide students opportunity to apply theoretical concepts to actual care of patients.

NUR 402 Leadership and Professional Nursing Practice:
This course socializes students into the graduate registered nurse role. It focuses on the exploration and analysis of contemporary nursing practice, current trends, and issues impacting nursing care delivery. Advanced leadership and management concepts are discussed as part of the nursing role.

NUR 403 Nursing Lab IV:
Provides nursing skill development with competency evaluation of the skills identified for the concurrent nursing courses.

CLINICAL MEDICATION ADMINISTRATION GUIDELINES

NUR 101 Foundations of Nursing and NUR 102 Medical Surgical Nursing I

1. Preparation of all medications will be directly supervised by an instructor.
2. Administration of all medications will be directly supervised by an instructor.

NUR 201 Medical Surgical Nursing I, NUR 203 Nursing Care of Children and NUR 204 Nursing Care of Women, OB and neonates

1. Preparation of all medications will be directly supervised by an instructor.
2. Initially the administration of all oral medications will be directly supervised by the instructor. The student may eventually be permitted to administer certain oral medications to adult patients without direct supervision but only after there is specific agreement between the student and the instructor that the student can administer that medication safely without direct supervision.
3. The preparation and administration of all parenteral medications will be directly supervised by the instructor.
4. The preparation and administration of all IV fluids and IVPBs must be directly supervised by the instructor.
5. All medications prepared and administered to pediatric clients will be directly supervised by the instructor.

NUR 301 Medical Surgical Nursing III, NUR 302 Mental Health Nursing, NUR 303 Gerontological Nursing and NUR 304 Community Health Nursing

1. Initially the preparation and administration of all oral medications will be directly supervised by the instructor. The student may eventually be permitted to prepare and administer certain oral medications to adult patients without direct supervision but only after there is specific agreement

between the student and the instructor that the student can administer that medication safely without direct supervision.

2. Initially the preparation and administration of all parenteral medications will be directly supervised by the instructor.
3. The preparation and administration of all IV fluids, IVPBs and IVPs must be directly supervised by the instructor.

NUR 401 Medical Surgical Nursing IV and NUR 402 Leadership and Professional Nursing

1. Initially the preparation and administration of all oral medications will be directly supervised by the instructor. The student may eventually be permitted to prepare and administer certain oral medications without direct supervision but only after there is specific agreement between the student and the instructor that the student can prepare and administer that medication safely without direct supervision.
2. Initially, the preparation and administration of all parenteral medications will be directly supervised by the instructor. The student may eventually be permitted to administer certain parenteral (IM, ID, SQ) medications without direct supervision but only after there is specific agreement between the student and the instructor that the student can administer that medication safely without direct supervision.
3. Initially, the preparation and administration of all IV fluids, IVPB and selected IV push fluids/medications must be directly supervised by the instructor. The student may eventually be permitted to hang or administer certain IV fluids, IVPB or saline lock medications under direct supervision of a registered nurse but only after there is specific agreement between the individual student and the instructor. The student may be able to independently do saline flushes and hang plain IV bags after flush/IV solution is checked by instructor or R.N. but only after there is specific agreement between the individual student and the instructor. The student is never permitted to independently prepare and administer any IV fluid or medication.

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 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:
    - The date on which the Secretary provides payment for such course of education to such institution.
    - 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.
- 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.
- A covered individual is any individual who is entitled to educational assistance under Chapter 31 or 33 of this Title.
- The Secretary may waive such requirements of Paragraph (1) as the Secretary considers appropriate.
- 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:
    - 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.
    - Submit a written request to use such entitlement.
    - Provide additional information necessary to the proper certification of enrollment by the educational institution.