



Unitek COLLEGE

2017 SCHOOL CATALOG

This catalog applies to the following locations at which all class sessions are held:

MAIN CAMPUS - Fremont

4670 Auto Mall Parkway
Fremont, CA 94538
888-775-1514

BRANCH of Fremont – Concord

1401 Willow Pass Rd, Suite 160
Concord, CA 94520
888-919-4220

BRANCH of Fremont – San Jose

6800 Santa Teresa Blvd, Ste. 200
San Jose, CA 95119
800-318-1550

MAIN CAMPUS - Hayward

21615 Hesperian Blvd., Suite A
Hayward, CA 94541
855-808-2732

BRANCH of Fremont – Sacramento

1111 Howe Ave, Suite #300
Sacramento, CA 95825
888-518-6601

BRANCH of Hayward - South San Francisco

257 Longford Drive, #5
South San Francisco, CA 94080
855-811-6191

MAIN CAMPUS – Bakersfield

333 Palmer Drive, Suite 200
Bakersfield, CA 93309
661-832-2786

ONLINE: www.unitekcollege.edu

EFFECTIVE DATE: JANUARY 1, 2017 to DECEMBER 31, 2017.

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WELCOME

Congratulations on choosing Unitek College for your education goals! You have taken the first step towards becoming a knowledgeable and skilled professional ready to meet industry needs.

Unitek College has a diverse population of students, faculty and staff. We make every effort to meet the needs of our students, and our goal is to assist them in developing their talents and their potential to the fullest. We hope that your experience here will bring a positive change to your life. The information in this catalog is intended to familiarize you with the academic environment at Unitek College and to convey our expectations for each student in regards to the highest standards of performance.

EDUCATIONAL PHILOSOPHY AND MISSION

Unitek College's mission and philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty and geared to serve those seeking a solid foundation in the knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employer's needs and focus on areas that offer strong long-term employment opportunities. To offer students the training and skills that will lead to successful employment, Unitek College will:

- Continually evaluate and update educational programs
- Provide modern facilities and training equipment
- Select instructors and faculty with professional experience in the vocations they teach and the ability to motivate and develop students to their greatest potential
- Promote self-discipline so that students may enjoy success on the job and in society

SCHOOL OFFICIALS

- Janis Paulson – Chief Executive Officer
- George Harbison - Chief Financial Officer
- Dr. Navneet Bhasin – Chief Operations Officer
- Abdel Yosef – Chief Academic Officer
- Lou Cabuhat – Assistant Dean of Allied Health and Technology
- Ena Hull – Senior VP of Student Financial Services
- Don Corvin – Senior VP of Compliance
- Michael Collins – VP of Admissions
- Indrani Dutta – VP of HR & Recruitment
- Kirk Engel – Campus Director (Concord)
- Shalini Kumar – Campus Director (San Jose)
- Milo Jocson – Campus Director (South San Francisco)
- Katie Ramezani – Campus Director (Hayward)
- Wendy Felish – Campus Director (Sacramento)
- Benjamin Elias – Campus Director (Fremont)
- Chad Tongco – Campus Director (Bakersfield)

SCHOOL HISTORY

Unitek College began offering healthcare education in Fremont, CA with the Pharmacy Technician program in 2002, followed by a Medical Assisting program the next year. In 2004 the school entered Nursing Education with a Vocational Nursing program at the Fremont main campus, which was soon expanded to a satellite campus in Santa Clara, CA in 2005.

In 2006, Unitek College opened a branch campus in Sacramento and began offering a Vocational Nursing program, with approval from the Board of Vocational Nursing and Psychiatric Technician (BVNPT). The Sacramento Branch campus was approved by California's BPPE on October 23, 2006 when the Bureau of Private Postsecondary Education became the state authorizing agency.

2007 was a significant year in the history of Unitek College when the school began offering a Medical Assisting program at the Sacramento Campus and also became a degree granting institution with the launch of the Associate Degree in Registered Nursing Program at Fremont. This elevated Unitek College's profile as a nursing school in the San Francisco Bay Area.

Unitek College soon began pursuing institutional accreditation, and in 2009, Unitek College's main campus in Fremont (and its satellite in Santa Clara) received national accreditation through the Accrediting Commission of Career Schools and Colleges (ACCSC) for an initial three-year period.

Following ACCSC's accreditation, in 2010 the US Department of Education approved Unitek College to participate as a Title IV awarding institution at the Fremont main campus and Santa Clara satellite campus. The following year, Unitek College launched its first fully-online program (the Bachelor of Science in Nursing Degree Completion Program) and in December 2011 the Sacramento branch campus was awarded ACCSC accreditation for an initial three-year period.

In 2012 Unitek College achieved 2 major regulatory milestones: the Sacramento campus received approval to participate as a Title IV awarding institution, and ACCSC renewed the Fremont campus' accreditation for a period of five years.

In 2013, the Sacramento branch campus moved to a larger facility and the Santa Clara satellite campus also moved into a larger facility in San Jose, CA. Also in 2013, Unitek College's parent company, Unitek Information Systems, Inc. underwent a change of ownership.

In 2014, Unitek College launched the Information Technology Certification program at its Fremont and Sacramento campuses, and received ACCSC's approval to convert the San Jose Satellite campus into a Branch campus. Approval was also granted in 2014 for an acquisition of NCP College of Nursing, which had been offering nursing education in the Bay Area since 1993.

In 2015, ACCSC granted accreditation to Unitek College's new branch campus in Concord, CA, and the Dental Assisting program was launched in Sacramento campus (expanding later to San Jose and Concord). NCP College of Nursing also officially changed its name to Unitek College, adding its South San Francisco and Hayward campuses to the Unitek College family.

In 2017, Unitek College added a 7th campus with the acquisition of Southern California Medical College in Bakersfield, California. Unitek College Bakersfield is currently unaccredited and is not approved to participate as a Title IV awarding institution.

ACCREDITATION & APPROVALS



ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES (ACCSC)

Unitek College's campuses in Fremont, Hayward, San Jose, Sacramento, Concord, and South San Francisco are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a recognized accrediting agency by the U.S. Department of Education. The San Jose, Sacramento and Concord campuses are recognized by ACCSC as accredited branches of the Fremont main campus. The South San Francisco campus is recognized by ACCSC as an accredited branch of the Hayward main campus.

The Bakersfield campus is currently unaccredited.

NURSING BOARD APPROVALS

- The Vocational Nursing program at Unitek College is approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT).
- The Associate Degree in Registered Nursing program at Unitek College is approved by the California Board of Registered Nursing (BRN).



Commission on Collegiate Nursing Education (CCNE)

Unitek College's RN-to-BSN Degree Completion Program received CCNE accreditation effective February 5, 2014 for five (5) years. For more information, please see www.aacn.nche.edu/ccne-accreditation.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

Unitek College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is in compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009.

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

U.S. DEPARTMENT OF EDUCATION

Unitek College, with the exception of the Bakersfield campus, is approved by the U.S. Department of Education to offer students the option of applying for federal financial aid through the Title IV program. All accredited programs running at all campuses with the exception of the Bakersfield campuses are eligible for Title IV funding, which is available for those who qualify.

VETERANS ADMINISTRATION

Unitek College, with the exception of the Bakersfield campus, is approved by the Department of Veterans Affairs to accept students using GI Bill funding for both pre and post 9/11 GI Bills for the following programs:

Program	Approved at these campuses
RN-to-BSN Distance Education	Fremont
Associate of Science in Nursing	Fremont
Associate of Science in Vocational Nursing	Fremont
Vocational Nursing (Diploma)	Fremont, Sacramento, San Jose, Hayward, So. San Francisco
Medical Assisting	Fremont, Sacramento, San Jose
Dental Assisting	Fremont, Sacramento
Pharmacy Technician	Fremont
Information Technology	Fremont, Sacramento

ASHP/ACPE – Pharmacy Technician Program Accreditation

As of 2017, Unitek College’s Pharmacy Technician program is accredited by the ASHP/ACPE Pharmacy Technician Accreditation Commission (a Collaboration between the American Society of Health-System Pharmacists and the Accreditation Council for Pharmacy Education). ASHP has served as an accreditor of pharmacy technician programs since 1982.

FACILITY DESCRIPTIONS

The Fremont campus occupies approximately 33,330 square feet, with 9 classrooms, 5 labs, library, student break room, reception and faculty and administrative offices.

The San Jose campus is located 25 miles from the Fremont main campus and occupies approximately 28,000 square feet with 9 classrooms, 9 labs, library, student break room, reception and faculty offices.

The Sacramento campus occupies approximately 12,136 square feet with 9 classrooms, 3 labs, a library and a student break room, in addition to the administrative and clerical areas.

The Concord campus occupies approximately 24,000 square feet with 7 classrooms, 9 labs, learning resource stations, a student break room, plus administrative staff areas. There is also a café in the building.

The Hayward campus is approximately 13,181 square feet and contains 3 skills labs, 5 lecture rooms (two of which also function as computer classrooms), student lounge, learning resource room, and areas to accommodate all administrative and clerical staff to adequately support students.

The South San Francisco campus occupies more than 7,000 square feet of Building 2 of the former Serra Vista Elementary School. The school has two levels which include a student lounge and five classrooms, (two of which serve as a Skills Lab and a Computer Resource Center). One level is occupied by an administrative office, a small library, and the Admissions/Financial Aid Offices. Administrative and Faculty offices occupy the other level.

The Bakersfield campus is approximately 10,350 square feet and contains 4 classrooms, 2 skills labs, 2 computer labs, a student breakroom and study area, and sufficient administrative offices and staff to adequately support students.

PROGRAMS AND COURSES

PROGRAM INFO SUMMARY

Maximum number of students in each classroom

- Pharmacy Technician – 38
- Medical Assisting and Medical Office Administration - 40 (Fremont & Concord), 28 (San Jose & Sacramento), 30 (South San Francisco & Hayward)
- Dental Assisting – 20
- Information Technology - 18
- Vocational Nursing Prerequisite Course – 45
- Vocational Nursing – 36 (30 for Bakersfield campus)
- Associate of Science in Vocational Nursing (ASVN) – 20 (online classes)
- Associate of Science in Nursing – 40 (on campus), 10 per offsite clinical rotation
- RN-to-BSN Distance Education (BSN) - 20 (online classes)

Total semester credits (for credit-hour programs)

- Pharmacy Technician – 30
- Medical Assisting – 28
- Medical Office Administration – 25
- Dental Assisting – 27.5
- Information Technology – 27.5
- ASVN – 75
- Associate of Science in Nursing – 79.5
- RN-to-BSN Distance Education – 121

Total clock hours (for clock-hour programs)

- Vocational Nursing Prerequisite Course – 80
- Vocational Nursing – 1,569 (All campuses except Bakersfield)
- Vocational Nursing – 1,698 (Bakersfield campus)

Normal program completion time

- 9 months: Pharmacy Technician, Medical Assisting, Medical Office Administration, Information Technology
- 10 months: Dental Assisting
- 11 months: Vocational Nursing (day version)
- 15 months: Vocational Nursing (Bakersfield campus)
- 16 months: Vocational Nursing (full-time evening version)
- 18 months: Vocational Nursing (part-time evening version)
- 26 months: Associate of Science in Nursing

- 8 months: ASVN (full time)
- 12 months: ASVN (3/4 time)
- 16 months: ASVN (1/2 time)
- 20 months: ASVN (less than 1/2 time)
- 20 months: BSN (full time)
- 30 months: BSN (3/4 time)
- 40 months: BSN (1/2 time)
- 60 months: BSN (less than 1/2 time)

Academic credential awarded upon graduation

- Diploma: Pharmacy Technician, Medical Assisting, Medical Office Administration, Dental Assisting, Information Technology, Vocational Nursing
- Associate of Science Degree: ASVN, Associate of Science in Nursing
- Bachelor of Science Degree: RN-to-BSN Distance Education

PHARMACY TECHNICIAN

(Fremont, San Jose and Concord campuses)

Program Overview

Unitek College's Pharmacy Technician program is accredited by the ASHP/ACPE Pharmacy Technician Accreditation Commission (a Collaboration between the American Society of Health-System Pharmacists and the Accreditation Council for Pharmacy Education).

Pharmacy Technicians in California, under the supervision of a registered Pharmacist, can perform tasks related to receiving, dispensing, distribution, maintenance, compounding, manufacturing, packaging and labeling of pharmaceutical products.

Graduates of the program may be eligible to take various professional certification exams, including the Pharmacy Technician Certification Exam (PTCE) exam from the Pharmacy Technician Certification Board. Such credentials are not required to graduate or obtain state registration, but can be of value depending on students' particular career goals. Faculty are available to advise students seeking such professional certifications.

Educational Objectives & Corresponding Occupation

Graduates are prepared to work as entry-level Pharmacy Technicians (SOC code 29-2052.00) and:

- obtain state registration and gain employment as an entry level Pharmacy Technician
- function as an assistant to a licensed pharmacist in retail and hospital settings
- understand abbreviations & symbols used for medications
- perform aseptic techniques and preparation of parenteral admixtures
- carry out calculations required for common dosage forms of medications

Classroom and Lab Environment

Classrooms have computers for library access and software for data entry, billing, and labeling. The laboratory is designed to industry standards and simulates retail and hospital pharmacy practice settings. Retail lab equipment includes programmable cash registers, counting trays, prescription vials and bottles, logbooks, and shelves with simulated drug bottles. The hospital pharmacy lab is equipped with weighing balances, Vertical Laminar airflow hood, phaseal systems, hypodermic needles, syringes, vials and ampoules containing sodium chloride solutions, different volume IV bags.

Eligibility for State Registration

According to the California State Board of Pharmacy, working as a pharmacy technician in California requires current registration as a pharmacy technician. Effective January 1, 2004, experience as a pharmacy clerk or pharmacy technician can no longer be used to qualify for registration as a pharmacy technician in California. To register with the State Board of Pharmacy, a person must:

- Successfully complete an approved pharmacy technician program
- Be at least 18 years old
- Provide a certified copy of High School Diploma or GED with the application
- Obtain a clear criminal background check through Live Scan (must be completed during a student's 7th module)
- File an application with the necessary fee

Items that may affect Registration Eligibility:

- a) Identified Mental Cognitive or Physical disability: Students must be able to meet the job requirements as a pharmacy technician. Reasonable accommodations will be made upon request for any disability that will not compromise the course of study or the students' ability to sit for certification or perform the duties as an employee in the field. Any prospective student who has a known medical or physical disability should inform their Admissions Representative so that a meeting with the Program Director may be set up. The Program Director will be able to help the student assess their disability to identify whether the disability will affect the student's ability to perform the training and job duties. The Program Director will inform the prospective student of any disability related limitations they will face in attempting to complete their program requirements and successfully gain employment.
- b) Criminal Records: Any prospective student with a criminal background must understand that it may prevent them from obtaining permission to work 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 the state board. Any student with a criminal background should check with the board for specific information on their standings on various criminal background situations.

Courses and Hours

Students must complete all on-campus instruction prior to externship, and must complete 150 hours of outside-class assignments throughout the program. After successful completion of all on-campus instruction, students are scheduled for a full time externship. Students wishing to attend an externship site requiring a commitment of more than the program's minimum externship hours may do so voluntarily.

Courses ("Modules")	Instructional hours	Out of class hours	Semester credits
HCP 110: Introduction to Pharmacy Care & Law	85	21.25	3.5
HCP 111: Drug Distribution	85	21.25	3.5
HCP 112: Pharmacology	85	21.25	3.5
HCP 113: IV Admixture	85	21.25	3.5
HCP 114: Compounding	85	21.25	3.5
HCP 115: Institutional Pharmacy	85	21.25	3.5
HCP 116: Ethics & Communication	85	21.25	3.5
HCP 117: Pharmacy Externship	245	1.25	5.5
TOTALS	840	150	30

HCP 110 – Introduction to Pharmacy Care & Law

This course provides the basic concepts, principles, and hands-on skills necessary to function effectively as technicians in any retail pharmacy setting. The course covers interpretation, processing, and dispensing of prescriptions; upholding the law in all areas of the process; and addresses all oral and written instructions either through the phone or personally at an appropriate level.

HCP 111 – Drug Distribution

This course covers the basic concepts, principles, and hands-on skills necessary to function effectively as inventory technicians and 3rd Party billing technicians in retail pharmacy settings. The course covers Third Party Claim forms, Insurance Reimbursements for Prescriptions, Reconciliation, Capitation, and Inventory maintenance and control; upholding the law in all areas of the process; and addressing all

oral and written instructions either through the phone or personally at an appropriate level. The course also covers the pharmacology of drugs affecting the Cardiovascular and Respiratory System.

HCP 112 – Pharmacology

The purpose of this course is to provide the students with information about the drugs they work with. This include drug nomenclature (generic and brand names of drugs), dosage calculations, the categories and uses of drugs, the mode of action of the drugs, the drug pharmacokinetics, indications and contraindications, and drug to drug interactions as they are applied to entering information on the medication profile of the patient. Drugs are studied according to systems of the body they affect.

HCP 113 – IV ADMIXTURE

This class includes compounding sterile products according to the appropriate aseptic technique; interpretation of IV orders; drug and solution incompatibilities; quality assurance of finished solutions; dosage calculations; labeling IV admixtures; flow rate calculations; and the preparation of compounded sterile products including TPN, chemotherapy; and pre-filled syringes.

HCP 114 – Compounding

This course is also called the Preparation of Non-Sterile Compounded Products. This includes the study of the basic concepts of physical chemistry, dosage calculations, and the preparation and mixing of solutions, ointments, and creams in varying proportions. This also embraces the concepts of enlarging and reducing formulas, concentrations and dilutions, % strength and ratio strength of solutions and solid preparations, allegation problems, and the techniques in measuring liquids, weighing solids, packaging, and storing finished pharmaceuticals.

HCP 115 – Institutional Pharmacy

In this class, students will learn the systems of drug distribution in a hospital In- patient pharmacy setting; the concepts and procedures of automated medication dispensing systems, the use of cassettes and cassette exchanges; the methods and routes of medication administration; the drug forms; interpretation and transcription of medication orders into patient drug profiles; labeling intravenous admixtures; preparing emergency kits and carts; awareness of the most common medication errors; home health care practice; and pharmacy computers.

HCP 116 – Ethics & Communication

This course will cover the desirable personal characteristics and professional attributes of a Pharmacy Technician needed to identify and resolve linguistic and cultural differences in working with customers. This encompasses conflict resolution, problem solving, stress management, professionalism, teamwork, accountability, and etiquette in the care of customers and working with other professionals. The course will stress the importance of professional organizations and networking with colleagues.

HCP 117 – Pharmacy Externship

Students are assigned to complete an externship in a real pharmacy setting. The externship is a graded experience and time spent must be verified by the supervising pharmacist.

MEDICAL ASSISTING

(All campuses)

Program Overview

This program is designed to produce a competent and safe entry level Medical Assistant. This program emphasizes administrative and clinical skills and includes extensive instruction in medical terminology, medical office procedures, medical/clinical procedures, basic anatomy and physiology, and special duties common in the field. The externship provides practical experience in physicians' offices, hospitals, or other healthcare facilities. Emphasis is placed on communication, critical thinking, human relations, decision making, and other skills required of well-qualified medical personnel.

Students receive a strong foundation in the skills needed to begin work as a Medical Assistant, combining in-class instruction with hands-on lab skills experience. The externship provides opportunities to put into practice the skills learned in the classroom and the lab. Courses cover multiple aspects of medical assisting including typing, transcription, record keeping, accounting, and insurance. Students learn laboratory techniques, clinical and diagnostic procedures, pharmaceutical principles, medication administration, first aid, common office practices, patient relations, medical law, and ethics.

Graduates of the program may be eligible to take various professional certification exams, including the NCCT exam required for the National Certified Medical Assistant (NCMA) credential and the American Medical Technologists (AMT) to earn the Registered Medical Assistant (RMA) credential. Such credentials are not required to graduate, but may be of value depending on a student's particular career goals. Faculty are available to advise students seeking such professional certifications.

Classroom and Lab Environment

The labs are fully equipped to simulate an office and clinic setting. Lab equipment includes: micro-hematocrit centrifuge, blood and urine centrifuge, pulse oximeter, electrocardiogram machine, glucose meters, sphygmomanometers (B/P) cuffs, patient height and weight scale, infant height and weight scale, autoclave machine, and a hemoglobin meter.

Educational Objectives & Corresponding Occupation

Graduates are prepared to gain employment as entry level Medical Assistants (SOC code 31-9092.00), performing administrative functions such as answering telephones, scheduling appointments, greeting patients, updating and filing patient charts, ordering supplies, arranging for hospital admission and laboratory services, handling billing, collections, and bookkeeping. Graduates will also be trained in the use of electronic medical records software, and will be prepared to perform Clinical functions such as relaying prescriptions to a pharmacy, collecting and preparing laboratory specimens, sterilizing medical instruments, preparing patients for x-rays, taking electrocardiograms, removing sutures and changing dressings.

Courses and Hours

After successful completion of all on-campus instruction, students are scheduled for a full time externship. Students must complete all on-campus instruction to be eligible to start externship, and are required to complete 150 hours of outside-class assignments and projects throughout the program.

Courses (“Modules”)	Instructional hours	Out-of-class hours	Semester credits
HCMA 110: Introduction to Medical Assisting & Medical Law	85	21.25	3.5
HCMA 111: Pharmacology, Medication Administration, Diagnostic Imaging	85	21.25	3.5
HCMA 112: Patient Assessment, Cardio-Pulmonary, Gastroenterology	85	21.25	3.5
HCMA 113: Eyes, Ears, Nose, Throat, Nervous System	85	21.25	3.5
HCMA 114: Stages of Life: Pediatrics, Ob/Gyn, Geriatrics	85	21.25	3.5
HCMA 115: Computerized Medical Assisting	85	21.25	3.5
HCMA 116: First Aid, Emergencies, Behavior in Acute situations	85	21.25	3.5
HCMA 117: Medical Assisting Externship	165	1.25	3.5
TOTALS	760	150	28

HCMA 110– Introduction to Medical Assisting/ Medical Law

This course is designed to introduce the student to the healthcare industry, it provides student with the opportunity to explore and learn the role of the medical assistant in healthcare. Content focus is inclusive, but not limited to: the attitudes and behaviors expected of the medical assistant healthcare worker, attitudes and behaviors of the client population with an emphasis of interpersonal behaviors; entry level assisting in the clinical laboratory, vital signs, communications, and the function and use of computers in the medical environments. In addition the module provides students with guidelines and tips for being a successful student in the program.

HCMA 111 – Pharmacology, Medication Administration, Diagnostic Imaging

This course introduces students to the Medical Assistant’s role in healthcare related to pharmacology, diagnostic imaging and Anatomy & Physiology. Content includes, but is not limited to: terms and structures and function of the body; the skin and the muscular skeletal systems; calculation of dosages for injection, by mouth medications both liquids and solids, transdermal, inhalation, instillation, and topical administration of medications using various formulas of medical dosage calculations, assisting with physical examination by positioning and providing privacy for a patient; setting up correct instruments and supplies, explaining the procedures to the patient, and maintaining patient safety before, during, and after the procedure; positioning and providing privacy for patients for diagnostic imaging. Lecture and demonstrations are reinforced with hands on activities.

HCMA 112 – Patient Assessment, Cardio-Pulmonary, Gastroenterology

This course introduces students to the Medical Assistant’s role in healthcare related to assessment process and procedures, and the Cardio-Pulmonary and Gastrointestinal Systems. Content includes but is not limited to: structures and functions of the Cardio- pulmonary and GI systems; role of the medical assistant in the prevention of disease and the promotion of behaviors that will decrease the risk of infection and promote a healthy environment. The student will have the opportunity to learn and assist with performing EKG and Respiratory tests.

HCMA 113– Eyes, Ears, Nose, Throat, Nervous System

This course is designed to introduce the student to the healthcare industry, it provides student with the opportunity to explore and learn the role of the medical assistant in healthcare as relates to the A & P of the Sensory, Nervous and Endocrine System; content will be presented to facilitate the

learning and understanding of the diseases and malfunctions of these systems. Content includes, but is not limited to: introduction of basic anatomy and physiology of the Eye, Nose, Throat; Central Nervous System; Endocrine System; phlebotomy as relates to the Blood System with both academic clinical theory and hands-on experience; assisting the physician in the examination and performing of minor procedures done in the office and clinics. In addition this module includes patient education in the preparation for examinations and procedures. The student is provided with real-world lab experience to prepare for employment in the healthcare field / workplace.

HCMA 114 – Stages of Life: Pediatrics, Ob/Gyn, Geriatrics

This course introduces the student to the roles and responsibilities of the Medical Assistant and provides student with the opportunity to explore and learn content as relates to the stages of life; surgical asepsis; care, use and handling of surgical instruments and the surgical environment; the process and procedures for a urinalysis. In addition they will be provided with content and the opportunity to learn the A & P of the Male and Female Reproductive Systems; participate in the basic concepts for assisting in self-examination for the prevention of breast and testicular cancer; understanding obstetrics/gynecology calculations of the EDD in preparation for externship in physician's office and clinic setting.

HCMA 115 – Computerized Medical Assisting

This course provides student with the opportunity to explore and learn the role of the medical assistant in healthcare as relates to processes and skills in management and smooth running of the business aspects of a medical practice. Content focus is inclusive, but not limited to: Front office skills and processes: Accurately scheduling, medical record keeping, filing, health insurance, billing and coding practices, banking services and procedure; communication through various modalities such as telephone and computers; professional conduct.

HCMA 116 - First Aid, Emergencies, Behavior in Acute Situations

This course provides the student with the opportunity to explore and learn the role of the medical assistant in healthcare related to professional behavior in the healthcare workplace, communication and use of interpersonal skills and human behaviors in acute, crisis and stressful situations; medical ethics; patient education in emergencies and first aid situations, triaging in the physician's office and clinic setting. Content includes but is not limited to: preparation for examinations and procedures in emergency, non-emergency situation and first aid situation; information related to job search.

HCMA 117 – Medical Assisting Externship

This course provides the student with the opportunity for continued learning and the chance to demonstrate the ability to transfer classroom knowledge to externship setting. The student will report to the preceptor, assigned by the affiliate medical externship site. Students will work under the direct supervision of these preceptors. Completion of 160 hours will be done in a variety of clinical settings. 5 hours of the externship module are completed in classroom setting prior to being assigned to clinical externship hours; information will be inclusive of, but not limited to: job seeking skills, resumes, cover letters, interview process, communication in the work place. Some of the office and clinical sites require substantially more externship hours. Students are required to fill out time sheets weekly and have preceptor verification of hours worked.

MEDICAL OFFICE ADMINISTRATION

(Fremont, Concord, San Jose and Sacramento campuses)

Program Overview

Medical Office Administrators are a fundamental member of the healthcare team. This program prepares individuals to perform entry level duties as a Medical Office Administrator in a medical, clinical, or health care office environment under the supervision of office managers or other medical office professionals. Graduates are prepared to manage electronic health records, process insurance claims, handle entry-level bookkeeping, and manage the scheduling of patients in a medical setting. The program includes instruction in general office skills, medical data processing, medical office software, principles of medical record-keeping and applicable regulations, medical/clinical office procedures, and communications skills.

Graduates of the program may be eligible to take various professional certification exams, including the Electronic Health Records Specialist exam, Certified Medical Administrative Assistant exam, and Medical Billing and Coding Specialist exam. Such credentials are not required to graduate but can be of value depending on students' particular career goals. Faculty are available to advise students seeking such professional certifications.

Classroom and Lab Environment

The Medical Office Administration classrooms are equipped with computer workstations for each student (Windows PC's) with access to specialty billing, coding, medical records and office administration software. Standard office software for word processing, email communication, and appointment scheduling is also provided. Students have internet access which allows them to utilize the school's online library as well as government insurance sites. Students have access to the medical lab while learning CPR, first aid and patient vital signs.

Educational Objectives

Graduates are prepared to work as entry level Medical Office Assistants (SOC code 29-2071.00) and:

- Use medical terminology
- Perform opening and closing office procedures
- Operate hardware and software to accomplish office tasks
- Create electronic health records
- Use software to collect and audit patient information
- Assign insurance codes for medical diagnoses and procedures
- Submit health insurance claims for reimbursement
- Perform entry-level bookkeeping and accounting procedures
- Perform CPR, basic first aid, and take patients' vital signs

Courses and Hours

After successful completion of all on-campus instruction (courses MOA 110 - 116) students are scheduled for a full time externship. Students must complete all on-campus instruction to be eligible to start externship, and are required to complete 140 hours of outside-class assignments and projects throughout the program.

Courses ("Modules")	Instructional hours	Out-of-class hours	Semester credits
MOA 110: Fundamentals of Health Care	80	20	3.0
MOA 111: Computer Fundamentals	80	20	3.0
MOA 112: Medical Office Administration	80	20	3.0
MOA 113: Business Practices in the Medical Office	80	20	3.0
MOA 114: Health Records Management	80	20	3.0
MOA 115: Medical Insurance Billing	80	20	3.0
MOA 116: Medical Insurance Coding	80	20	3.0
MOA 117: Medical Office Externship	200	0	4.0
TOTALS	760	140	25.0

MOA 110: Fundamentals of Health Care

This course introduces students to the principles of medical law and ethics, including HIPAA and the Patient's Bill of Rights. Students use prefixes, suffixes, and root words to create medical terms related to body position, planes, and cellular structure. Finally, students learn how to take patient vital signs, perform basic first aid, and become CPR certified.

MOA 111: Computer Fundamentals

In this course, students use the computer to practice keyboarding skills and to perform basic office functions in Microsoft Word, Excel, Outlook, and PowerPoint. Students draft appropriate office correspondence and email communications. Students use prefixes, suffixes, and root words to create medical terms related to the integumentary system and the senses. Basic anatomy, physiology and common disorders of those systems are also discussed.

MOA 112: Medical Office Administration

This course introduces students to front office operations. Procedures used to open and close the office are addressed. Students learn patient intake methods, telephone etiquette, patient communication techniques, appointment management, and file creation. Students use prefixes, suffixes, and root words to create medical terms related to the male and female urinary and reproductive systems. Basic anatomy, physiology and common disorders of those systems are also discussed.

MOA 113: Business Practices in the Medical Office

In this course, students use Microsoft Excel and QuickBooks to perform general accounting and bookkeeping functions. Students learn how to create ledgers, process payments, and discuss payment arrangements with patients. Students use prefixes, suffixes, and root words to create medical terms related to the cardiovascular, blood and lymphatic systems. Basic anatomy, physiology and common disorders of those systems are also discussed.

MOA 114: Health Records Management

This course introduces students to the laws and regulations that govern patient medical records. Students use software to create, audit and modify electronic health records. Secure data transfer procedures are also discussed. Students use prefixes, suffixes, and root words to create medical terms related to the nervous system, mental health and pharmacology. Basic anatomy, physiology and common disorders of those systems are also discussed.

MOA 115: Medical Insurance Billing

This course presents information about various types of insurance plans including HMOs, PPOs, Group Plans, and Medicare. Students familiarize themselves with forms used by insurance plans, as well as by Medicaid, Workman's Compensation, and Disability including the CMS-1500. Students use software to process and submit mock billing forms, and troubleshoot and correct denied claims. Students use prefixes, suffixes, and root words to create medical terms related to the musculoskeletal and respiratory systems. Basic anatomy, physiology and common disorders of those systems are also discussed.

MOA 116: Medical Insurance Coding

This course introduces students to ICD-10, CPT, and HCPCS coding procedures. Students learn coding principles, code modifiers and how to apply the correct code to inpatient and outpatient procedures. Finally, students practice evaluating records submitted by healthcare providers to achieve optimal reimbursement. Students use prefixes, suffixes, and root words to create medical terms related to the gastrointestinal and endocrine systems. Basic anatomy, physiology and common disorders of those systems are also discussed.

MOA 117: Medical Office Externship

Externship is a field experience that is completed as the final course in the program. During externship, students have the opportunity to practice the skills they have learned in class, in an actual office environment. In addition to demonstrating subject knowledge and skills, students must demonstrate teamwork, professionalism, and initiative. Students should treat externship as if it was a job and therefore, excellent attendance is also required.

INFORMATION TECHNOLOGY

(Fremont, Concord, San Jose and Sacramento campuses)

Program Overview

Unitek College's Information Technology program covers computer system concepts and skills required in a wide range of possible small to mid-sized business environments. The labs include virtual environments to simulate multiple real-world scenarios, as well as physical workstations for hands-on skills training.

Classroom and Lab Environment

The program combines classroom and laboratory space to ensure easy accessibility and allow instructors to closely supervise students. Each student will have an individual computer workstation. Lab equipment includes tool, software and hardware systems.

Educational Objectives and Corresponding Occupation

This program prepares students to obtain entry-level positions in Computer System Support (SOC codes 15-1151.00 & 15-1152.00). Graduates are prepared to explain computer hardware and software concepts to a variety of audiences, work individually and in teams on IT-related tasks. Graduates may also be eligible to take various professional certification exams. Such credentials are not required to graduate, but may be of value depending on a student's particular career goals. Faculty are available to advise students seeking such professional certifications.

Courses and Hours

Courses ("Modules")	Instructional hours	Out-of- class hours	Semester credits
CITP 110 PC Repair & Support	100	25	4
CITP 111 Networking Essentials	100	25	4
CITP 112 Systems Security	100	25	4
CITP 114 Windows Desktop Configuration	100	25	4
CITP 117 Windows Server Configuration	100	25	4
CITP 118 Storage & Virtualization Basics	100	25	4
CITP 119 Information Technology Externship	160	0	3.5
TOTALS	760	150	27.5

CITP 110 PC Repair & Support

This course covers the fundamentals of computer systems, networking and security; identification of hardware, peripheral, networking and security components; basic functionality of operating systems; basic troubleshooting methodologies and safety procedures; security practices.

CITP 111 Networking Essentials

This course covers the knowledge and skills necessary to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure, describe networking technologies, basic design principles, and adhere to wiring standards and use testing tools.

CITP 112 System Security

This course teaches students to identify risk and participate in risk mitigation activities, enhance security infrastructure, apply security controls to maintain confidentiality, integrity and availability,

identify appropriate technologies and products, and operate with an awareness of applicable policies, laws and regulations.

CITP 114 Windows Desktop Configuration

This course teaches students to configure Windows desktop computers under several common scenarios, including: installing, upgrading, and migrating; configuring hardware and applications; configuring network connectivity; and monitoring and maintaining Windows systems.

CITP 117 Windows Server Configuration

This course provides an overview on entry level server management, configuration, and support; includes coverage of Active Directory and Network Infrastructure organization.

CITP 118 Storage & Virtualization Basics

This course covers the fundamental concepts and uses of computer system storage and virtualization technologies. Students will learn about the different forms of virtualization and how they benefit corporate information systems and introductory knowledge of storage systems.

CITP 119 Information Technology Externship

This 160-hour course gives students the opportunity to practice and be exposed to practical, real-world information technology experiences.

DENTAL ASSISTING

(San Jose, Concord and Sacramento campuses)

Program Overview

This program prepare students with the knowledge, technical skills, and work habits of a Dental Assistant, focusing on the treatment-room care of dental patients taught using in-class instruction, hands-on labs, and externship experience. Topics covered include infection control and sterilization, medical emergencies, X-rays and impressions, dental instruments, oral evacuation, prosthodontics, pharmacology and pain control, preventative dentistry, assisting with oral surgery, and tray setups.

Educational Objectives & Corresponding Occupation

Graduates are prepared to gain entry level employment as Dental Assistants (SOC code 31-9091.00) and:

- * Work in a dental office, clinic, or lab environment
- * Function as Dental Assistants to licensed Dentists
- * Utilize current industry standard dental software
- * Work with digital dental technology

Courses and Hours

The instructional hours are comprised of one 60-hour pre-requisite class (DA101) followed by seven 80-hour classes. After successful completion of all on-campus classes, students are scheduled for a 200-hour externship. All courses except Externship include out-of-class work such as reading and writing assignments, library research, practice and practical application assignments, and projects.

Courses ("Modules")	Instructional hours	Out-of-class hours	Semester credits
DA101 - Dental Terminology and Proper Asepsis Techniques	60	15	2.5
DA102 - Chairside Assisting for General and Specialty Dentistry	80	20	3.0
DA103 - Dental Materials and Prevention	80	20	3.0
DA104A - California Dental Assisting with Expanded Duties Lab	80	20	3.0
DA104B - California Dental Assisting with Expanded Duties Lab	80	20	3.0
DA105 - Dental Radiology	80	20	3.0
DA106 - Dental Practice Management	80	20	3.0
DA107 - Clinical and Lab Duties	80	20	3.0
DAC108 - Clinical Externship	200	0	4.0
TOTALS	820	155	27.5

DA101 - Dental Terminology and Proper Asepsis Techniques (*pre-requisite class*)

This course introduces basic knowledge of dental terminology, health team roles, HIPAA, CPR, dental anatomy and histology. Laboratory practice includes basic chairside assisting and sterilization.

DA102 - Chairside Assisting for General and Specialty Dentistry

In this course, students are taught an introduction to the profession of dentistry as it relates to the dental assistant in general and specialty dentistry, including orthodontics, pedodontics, oral surgery, endodontics, periodontics, and fixed and removable prosthodontics. Bones, salivary glands, and muscles and nerves of the skull are also covered. Students have the opportunity to practice instrument

exchange, oral evacuation, seating and dismissing a patient, handpiece maintenance, and anesthesia.

DA103 - Dental Materials and Prevention

In this course, students are taught preventive medicine, nutrition, oral hygiene methods, vital signs, pharmacology, and medical emergencies. Students have the opportunity to practice manipulation of and armamentarium of dental materials to include restorative, cast, impression, cements, liners, bases, tooth brushing, flossing, and blood pressure.

DA104A - California Dental Assisting and Registered Dental Assisting with Expanded Duties Lab

This course covers applicable regulations, categories, terminologies, examination, certification, continuing education, and legalities off the profession. Students have the opportunity to practice functions as they apply to general dentistry, oral surgery, and preventive dentistry.

DA104B - California Dental Assisting and Registered Dental Assisting with Expanded Duties Lab

This course allows students to practice dental assisting functions as they apply to intra-oral/extra-oral photography, placement of patient monitoring sensors, monitoring patient sedation, intra-oral images for milled restorations, endodontics, orthodontics, and periodontics.

DA105 - Dental Radiology

In this course, students are taught basic principles of radiographic physics, radiographic production and darkroom errors, bitewing radiographs, intra-oral techniques, mounting full-mouth radiographs, and manual film processing. Students have the opportunity to practice exposing films and taking full-mouth radiographs and x-rays for diagnosis using mannequins and patients. Students are also taught production of acceptable dental radiographs, including an overview of panoramic film techniques, and automatic film processing. This course requires the completion of four patient surveys as clinical practice, with no more than three retakes. Instruction in radiograph duplication is also provided.

DA106 - Dental Practice Management

This course covers origin and treatment of patient fear, management of patient pain and discomfort motivation, the basis for human behavior, recognition of social behavior, individual difference, communication skills, relationship enhancement, special problems in communications, compliance, preventive behavior, behavior management of children as patients, care of the geriatric patient, and care of the handicapped patient. Students are also taught the nonclinical functions of a dental office with emphasis on appointment scheduling, financial arrangements, collection techniques, recall, completing insurance forms, and maintaining current insurance records. Students will practice telephone communications, computer terminology and functions, inventory supply systems, employment search techniques, and completing job applications.

DA107 - Clinical and Lab Duties

This covers pit and fissure sealants, facebow transfers, automated caries detection device, coronal polishing, stainless steel crowns, adjusting dentures extra-orally, and California Law and Ethics. This course requires the completion of four pit and fissure sealant patients as clinical practice. Patients will be completed on one weekend. Coronal polishing requires the completion of clinical practice to include one student patient and two additional patients.

DAC108 Clinical Externship

This externship is designed to provide practical on-the-job experiences that augment the student's in-

class experiences. Students are required to complete the 200-hour externship program at a work site connected with their field of study, which normally includes health care facilities such as private or group practices, clinics, and industrial clinics. Externs work under the direct supervision of qualified personnel at the externship site and under general supervision of the college staff. Externs are evaluated by supervisory personnel and the evaluations are placed in the student's permanent record. Dental students must complete their externship training to fulfill graduation requirements.

VOCATIONAL NURSING PRE-REQUISITE COURSE

(All campuses)

Course Overview and Hours

Passing this course is a requirement for admission to the Vocational Nursing Diploma Program. The course assists in identifying at-risk students who may not succeed in the Vocational Nursing Diploma Program. The course also provides an opportunity to advise students and develop plans of action, including but not limited to changes in study habits, goal setting, study guide development, and tutoring. The course helps students and faculty assess students' study skills, learning styles, organizational skills, ability to follow directions, maintain attendance, be punctual, and pass quizzes in a fast-paced academic environment which mirrors that of the Vocational Nursing Diploma Program. The course consists of 80 hours of instruction.

Students must complete this course with a cumulative score of at least 75% to pass. This score is determined by averaging the scores of all exams and quizzes with equal weighting for each. If a student fails this course, the student may be provided an opportunity to retake it, following the guidelines set for retests at the next available opportunity; however, the student will be required to pay all costs associated with retaking the course.

As an avocational course, this prerequisite course is not vocational in nature and does not lead to initial employment. This course is not eligible for Federal Financial Aid. Students receive a Transcript upon successfully completing this course (not a Certificate of Completion, Diploma or Degree).

Topics covered include study skills, critical thinking, identification of personality types and how they interact within teams, Nursing education levels and the role of an LVN, communication in health care, web-based nursing resources, dosage calculations, and medical terminology related to basic overview of primary systems (Skeletal, Muscular, Cardiovascular, Respiratory, Digestive, Urinary, and Nervous).

Please note that while completion of this course is not required by California's Board of Vocational Nursing & Psychiatric Technicians (BVNPT), completion of this course (or its equivalent, as determined by Unitek College) is required in order to be admitted to Unitek College's Vocational Nursing program.

Classroom and Lab Environment

This course is taught in a single classroom which contains desks for each student, whiteboards, and a projector for use by the Instructor. Maximum class size is 45 students.

VOCATIONAL NURSING (DIPLOMA)

(All campuses except Bakersfield)

Program Overview

This pre-licensure Vocational Nursing program is approved by California's Board of Vocational Nursing & Psychiatric Technicians (BVNPT).

Hours:

The Vocational Nursing Diploma Program consists of 1569 instructional clock hours: 603 hours of theory and 966 hours of lab and clinical application.

Classroom and Lab Environment:

Classrooms are equipped with individual student desks, whiteboards, projector and screen for lecture presentations. Labs contain patient care stations to simulate actual hospital settings. Each lab has storage cabinets for supplies and all necessary equipment such as: IV poles, enteral feeding pump; blood pressure cuffs, scales; adult and pediatric mannequins; equipment to practice common nursing care and procedures including medication administration.

Educational Objectives and Corresponding Occupation:

The program's goal is to prepare students to pass the NCLEX-PN license exam and gain entry-level employment as Licensed Vocational Nurses (SOC code 29-2061.00). Graduates will be able to:

- Collaborate effectively with clients, families, health care team, and community resources to provide holistic care.
- Assist in the formulation of a systematic problem-solving approach to deliver basic nursing care to clients and implement approaches within ethical-legal limitations.
- Assist in the coordination of patient care as a member of the health care team within the organizational framework of a structured health care setting and standards of practice.
- Assume responsibility as a member of the nursing profession by demonstrating accountability for practice, promoting the practice of vocational nursing and participating in health promotion.

Core vs. Alternate Standing:

Students who pass the prerequisite course with the highest grade, meet all immunization and physical requirements, and score the most points in the interview will be *given priority assignment for seats* in the Vocational Nursing Certificate program. In the event that two or more students have the same grades in the prerequisite course, points assigned in the interview will be utilized to make the final selection for Vocational Nursing Certificate program seats. Students not given priority assignment after successfully completing the prerequisite course and all admission criteria will be assigned the first available seats in the next scheduled Vocational Nursing Certificate program.

COURSES - Semester I

VNSG 100 Nursing Fundamentals – Theory / Lab

This course provides an introduction to the nursing profession and technical instruction towards mastery of entry level nursing skills and competencies. Subject matter includes: Nursing history and trends, trans-cultural nursing & health (inclusive of spiritual and cultural diversity), human needs and wellness, community health, therapeutic communication, nurse client relationships, terminology and abbreviations, legal-ethical issues, safety and emergency preparedness, admissions, transfer and discharge, feeding and elimination, pain management, body mechanics, infection prevention/control;

Nursing Process inclusive of data collection/assessment and basic charting, medical and surgical asepsis. The following are the skills competencies included in this course; hand-washing, vital signs, body mechanics / personal hygiene, enemas, Foley insertion, sterile gloving and dressing, insertion and management of nasogastric and percutaneous feeding tubes, trach management and suctioning.

VNSG 101 Nursing Fundamentals -Clinical

This course provides detailed education and training, and application of theory and nursing skill competencies in the clinical setting; direct client / patient interaction and care in a clinical / work based experience setting, long term care facility. Direct patient care is provided focusing on the client's / patients individual needs for the adult, geriatric client / patient. The Nursing Process is utilized as the foundation for all nursing interventions.

VNSG 102 Anatomy & Physiology

This course provides theory content as relate to anatomy and physiology. Subject matter includes: Overview of Body Systems and Body functions; Integumentary system; Musculoskeletal system; Gastrointestinal system, Genitourinary system; Reproductive Systems; Respiratory System; Cardiovascular System; Blood & Lymph and Immune Systems; Endocrine System; Neurological System and Sensory System.

VNSG 103 Gerontology Clinical

This course is designed to assist in the application of theoretical knowledge of the geriatric client. Focus is emphasized in providing direct patient care in the early, middle, and late adult with assessments including dementia and effects of aging on the body system.

VNSG 104 Gerontology

This course provides theory content and nursing skills competencies on care of the adult, older adult / geriatric client. Subject matter includes: Care of the adult early, middle, late; care settings; effects of aging on the systems of the body; risk factors; assessment and interventions in providing holistic care; effects of losses; elder abuse; diagnostics test and procedures, mini mental assessment; dementia; legal-ethical issues as related to the older adult. The Nursing Process is utilized as the foundation for all nursing interventions.

VNSG 106 Nutrition

This course provides theory content and skills related to basic nutrition; special diets and nutritional need of the compromised clients. Subject matter includes: Basic precepts and guidelines of nutrition; cultural, social and religious influences; Excesses and deficit in nutrition; therapeutic diets, house diets, modified diets; special nutritional needs and nutritional support, as it relates to nursing.

COURSES - Semester II

VNSG 108 Pharmacology

This course provides introduction to the basic principles of pharmacology. Content: drug regulations, classifications as relates to body systems and diseases, categories, factors affecting medication administrations, abbreviations and symbols, systems of measurements, delivery systems, calculations for drug administration, principles and methods of drug administration.

VNSG 109 Medical Surgical I Clinical

This course provides detailed education, opportunity for application of theory content in clinical setting, instruction, training, and work-based experience with direct patient care, in a variety of settings. Emphasis is placed on medication administration and treatment related to the Integumentary and Musculoskeletal systems. The Nursing Process is utilized as the foundation for all nursing interventions.

VNSG 110 Medical Surgical Nursing I

This course provides detailed theory content instruction related to nursing care of the individual client with medical surgical disorders. Subject matter includes: Care of client with Integumentary System disorders; Care of the client with Musculoskeletal System disorders; Care of the surgical client and Care of the client with Cancer / Oncology; Death and Dying. Content is taught focusing on the client's needs across the lifespan. The Nursing Process is utilized as the foundation for all nursing interventions.

VNSG 111 Medical Surgical II Clinical

This course provides detailed education, opportunity for application of theory content in clinical setting, instruction, training, and work-based experience with direct patient care, in a variety of settings. Emphasis is placed in regard to the Gastrointestinal system, Genitourinary system, Immune system, Cardiovascular system, and Respiratory system. The Nursing Process is utilized as the foundation for all nursing interventions.

VNSG 112 Medical Surgical Nursing II

This course provides further detailed theory content instruction and training related to nursing care of the individual client with medical surgical disorders. Subject matter includes care of the clients / patients with: Disorders of the Gastrointestinal system; Disorders of the Genitourinary System; Disorders of the Blood, Lymph and Immune Systems Disorders of the Cardiovascular System inclusive of Peripheral Vascular Disorders, patient/client teaching inclusive of cardiac rehabilitation nursing and communication Disorders of the Respiratory System; Fluid and Electrolyte Disorders. Content is taught focusing on the individual client's needs. The Nursing Process is utilized as the foundation for all nursing interventions.

COURSES - Semester III**VNSG 113 Maternal/Newborn Clinical**

This course provides detailed education, training, and clinical / work-based experience; direct patient care in a variety of acute and sub-acute facilities. Care is provided focusing on the individual's needs across the life span inclusive of the Maternal /Newborn with applications of cultural and religious influences. The Nursing Process is utilized as the foundation for all nursing interventions.

VNSG 114 Maternal/Newborn Nursing

This course provides theoretical instruction on care of the woman during the stages of pregnancy and care of the newborn. Subject matter includes: Prenatal care, assessment of normal pregnancy, fetal development, discomforts of pregnancy, intervention for care of the newborn, post-partum care, possible complications, high risk pregnancy, high risk labor and delivery, high risk newborn, inclusive of concepts applicable to basic needs and support of the family during the period of change. The Nursing Process is utilized as the foundation for all nursing interventions.

VNSG 115 Pediatric Clinical

This course provides detailed education, training, and clinical / work-based experience; direct patient care, in a variety of acute, sub-acute and / or long term care facilities. Care is provided focusing on the individual's needs across the life span inclusive of the pediatric client with applications of mental health concepts. The Nursing Process is utilized as the foundation for all nursing interventions.

VNSG 116 Pediatrics

This course provides detailed instruction on the care of the pediatric client, subject matter includes: Growth & Development, Care of the child with acute and chronic childhood diseases and disorders, from infancy through adolescence. Assessment of: Health maintenance and wellness, interventions for acute and chronic disorders and diseases, and children with special needs.

VNSG 117 Medical Surgical III Clinical

This course provides detailed education, training, and clinical / work-based experience; direct patient care, in a variety of acute, sub-acute and / or long term care facilities. Care is provided focusing on the individual's needs across the life span inclusive of the adult client, with application of mental health concepts. The Nursing Process is utilized as the foundation for all nursing interventions.

VNSG 118 Medical Surgical Nursing III

This course provides further theory content instruction; continuation of medical-surgical health problems of the adult. Subject matter includes care of the client with: Disorders of the Reproductive Systems; Sexually Transmitted Disease; Disorders of the Endocrine System; Disorders of the Neuro-sensory Systems, inclusive rehabilitation nursing and patient education. Include classroom and Simulation labs. Content is taught focusing on the client's / patient's needs across the lifespan. The Nursing Process is utilized as the foundation for all nursing intervention.

VNSG 120 Professional Development

Study of the importance of professional growth. This course provides instruction on the changing roles and skills needed for successful transition from student vocational nurse to licensed vocational nurse. Subject matter includes: Role transition, legal-ethical requirements, practice acts, rules and regulations, leadership qualities and styles, management styles, career pathways, job seeking skills and NCLEX-PN preparation including a comprehensive proctored exit exam which must be passed in order to exit from the program.

VNSG 122 Psychology / Mental Health Nursing

This course provides the study of human behavior with emphasis on emotional and mental abnormalities and disorders; behavior therapy and psychiatric medications; coping mechanisms and nursing responsibilities. Subject matter includes: Mental health team and centers; therapeutic communication / defense mechanisms; psychiatric disorders, treatment and nursing interventions; substance abuse and addictions; assessment of mental functioning, effects of illness/hospitalization, interventions for mental health disorders abuse and dependencies with evaluation of outcomes. The course provides instruction in skills lab and clinical experience in a variety of facilities / settings: long-term, acute, sub-acute, mental health, and developmental facilities.

VOCATIONAL NURSING (DIPLOMA) – BAKERSFIELD

(Bakersfield campus)

Program Overview

This pre-licensure Vocational Nursing program is approved by California's Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

Hours:

The Vocational Nursing Diploma Program consists of both theory and clinical experience hours totaling 1698 instructional clock hours.

Classroom and Lab Environment:

Classrooms are equipped with individual student desks, whiteboards, projector and screen for lecture presentations. Labs contain patient care stations to simulate actual hospital settings. Each lab has storage cabinets for supplies and all necessary equipment such as: IV poles, enteral feeding pump; blood pressure cuffs, scales; adult and pediatric mannequins; equipment to practice common nursing care and procedures including medication administration.

Educational Objectives and Corresponding Occupation:

Upon completion of the Vocational Nursing Program at the Bakersfield campus, the graduate will be able to:

1. Demonstrate the knowledge necessary to provide safe nursing care for clients at various stages of life as evidenced by passing the NCLEX-PN® licensure examination on first attempt.
2. Provide care for clients with both physical and psychosocial illnesses.
3. Apply Maslow's Hierarchy of Human Needs as a basic principle for prioritizing the delivery of nursing care.
4. Define legal and ethical issues related to the practice of vocational nursing.
 5. Demonstrate critical thinking and reasoning skills needed in client care.
 6. Use the nursing process to formulate and assist in care plans which guide nursing care.
 7. Demonstrate therapeutic communication in the care of clients including reinforcement of client teachings and collaboration with other health care providers.
 8. Demonstrate culturally-sensitive and culturally-competent nursing care.
9. Outline scope of practice for a licensed vocational nurse in the state of California.

Core vs. Alternate Standing:

Students who pass the prerequisite course with the highest grade, meet all immunization and physical requirements, and score the most points in the interview will be *given priority assignment for seats* in the Vocational Nursing Diploma program. In the event that two or more students have the same grades in the prerequisite course, points assigned in the interview will be utilized to make the final selection for Vocational Nursing Diploma program seats. Students not given priority assignment after successfully completing the prerequisite course and all admission criteria will be assigned the first available seats in the next scheduled Vocational Nursing Diploma program.

COURSES

Anatomy and Physiology

This course introduces beginning vocational nursing students to basic human structural information integrated with important functional concepts. Throughout the course, examples that stress the

complementarity of structure and function have been selected to emphasize the importance of homeostasis as a unifying concept. The course begins with the overview of structural levels of organization then proceeding into detailed study of the eleven organ systems of the body emphasizing different organs included in each system.

Fundamentals of Nursing

This course is designed to assist beginning vocational nursing students in acquiring a foundation of basic nursing theory and developing clinical skills needed to care for the hospitalized or long-term care clients. The topics and/or competencies include but not limited to the scope of nursing practice, laws and ethics, client teaching, asepsis and infection control, vital signs and physical assessment, body mechanics, positioning and moving clients, peri- and post-operative care, wound care, hygiene, insertion of NGT, foley catheter, and oxygen administration.

Communication

This course emphasizes development of effective therapeutic communication skills among nursing students as vital component of client care and interdisciplinary communication. The course includes guidelines on how to communicate with the following clients: young children, older adults, visually-impaired, hearing-impaired, unconscious, and aphasic.

Nursing Process

This course introduces vocational nursing students to the concepts of the Nursing process. The students are guided on the proper ways to make nursing care plans to guide care of assigned clients. Development of critical thinking is emphasized. The steps of the nursing process are discussed including: nursing assessment, nursing diagnosis, planning, implementation, and evaluation.

Nutrition

The knowledge of Nutrition is important among nurses especially in the care of clients. The course discusses the MyPyramid Food Guidance System, the major dietary sources of carbohydrates, fats, and proteins, water and minerals, BMI, and special nutritional considerations related to infancy, childhood, adolescence, early and middle adulthood, and the elderly. The transcultural and social aspects of nutrition are also discussed including diet therapy and special diets for clients with specific diseases.

Pharmacology

This course on pharmacology reviews nursing students on mathematics including the different systems of measurement and dosage calculation. Classification of medications, different drugs that affect different systems of the body, and interactions between food and medications are studied. Emphasis is put on general principles of medication administration via enteral and parenteral routes of administration. Each drug is studied in detail based on its mechanism of action, uses, expected effects, side effects, adverse effects, contraindications, nursing consideration, and client teachings.

Medical-Surgical Nursing

This course prepares nursing students on how to care for the adult and elderly clients in the hospital and long-term care settings. Different common diseases that affect all 11 different systems in the body are studied with emphasis on the pathophysiology, signs and symptoms, diagnostic laboratories and radiologic studies, complications, management, nursing considerations, and formulation of nursing care plans. Theory instructions are correlated with clinical exposures and post-conferences. Students learned how to prioritize care and use critical thinking.

Normal Growth and Development

This course helps nursing students acquire and use the knowledge of developmental milestones and Developmental Theories by Havighurst, Erikson, and Piaget in the care of clients across the life span. It also emphasizes the acquisition and application of the knowledge of key areas of nursing concerns and anticipatory guidance in each developmental stage in the care of clients. Students are taught to identify any deviations from the normal growth and development.

Gerontological Nursing

In this course, students learn to care for aging adults in different care settings. They learn how to help the older clients identify and meet the basic physiological and emotional needs. Special concerns of the aging adult are addressed including communication with clients having visual, auditory, and speech impairment, use of safety devices, restraints, physical activity and exercise, and sexuality. Elder abuse and nursing interventions are also discussed.

Maternity Nursing

Signs and symptoms of pregnancy are discussed in this course including the anatomical and physiological changes during each trimester of pregnancy and use this knowledge in the care of pregnant mothers. Students are taught how to use the nursing process in the care of pregnant mothers during prenatal, intra-natal, and postnatal periods for normal and complicated pregnancies and labor. Discussed also are the common laboratories and procedures ordered during prenatal visits. Advantages of breastfeeding are emphasized.

Pediatric Nursing

In this course, the complete immunization program in the US is discussed and students are guided on how to administer vaccines to pediatric clients as ordered. The nursing process is used in the care of pediatric clients including assessments and nursing interventions. Guidelines of medication administration are reviewed constantly when giving drugs to pediatric clients. Common diagnostic and laboratory tests ordered related to common pediatric diseases are discussed.

Psychiatric Nursing

In this course, students are exposed to different mental disorders and to care for these clients. Emphasized in this course are the following: use of different assessment tools in the diagnosis of mental disorders, use of nursing process in formulating nursing care plans for clients with mental disorders, demonstration of effective therapeutic communication techniques, client teachings, and collaboration with other members of mental healthcare team, suicide precautions for depressed mental clients in an acute mental healthcare setting.

Communicable Diseases

This course prepares students of ways to break the chain of infection and prevent spread of infection to clients or nursing staff. The following are emphasized: practice of the Standard Precautions at all times including transmission-based precautions and/or protective isolation when ordered, demonstrate medical and surgical asepsis, administer ordered vaccines to protect clients against infectious diseases, and administration of anti-infectives following the 6 rights of medication administration.

Rehabilitation Nursing

In this course, nursing students learned the general rehabilitation guidelines in the care of clients undergoing rehabilitation program. The use of the nursing process is emphasized in the formulating of care plans. Different adaptive or assistive devices used in rehabilitation are discussed. Students learned to use different effective therapeutic communication techniques in the care of clients, client teachings, and collaboration with other members of the rehabilitation healthcare team.

Leadership and Supervision

This course introduces nursing students to the general guidelines of effective leadership and supervision and applies them in the care of clients and coordination with other members of the healthcare team. Experiences are enhanced in terms of team leading and supervision. It also discusses leadership functions available to a licensed vocational nurse in long-term care facilities.

Eligibility for VN Licensure

Chapter 6.5, section 2873 of the California Vocational Nursing Practice Act outlines the requirements for LVN licensure: 2873. Equivalency to Graduation from Accredited School.

Any person possessing either the education or the experience, or any combination of both the education and the experience, equivalent to that acquired in an accredited school of vocational nursing may be licensed as a vocational nurse under the provisions of this chapter, provided that he successfully demonstrates to the board that he possesses the necessary qualifications, and successfully passes such examinations or tests as may, from time to time, be required by the board.

Title 16, Division 25, Chapter 1, Article 4, section 2516 of the California Code of Regulations outlines the requirements for licensure as a VN. Persons who desire to qualify for licensure under Section 2873 of the code must meet the licensing requirements. Licensing requirements are as follows:

- Complete a Nursing board approved vocational nursing program, such as Unitek College's.
- Complete the program with a 75% average or better
- Finger Printing and clear criminal background check through Live Scan
- Be cleared through the Dept. of Justice and the FBI
- File a completed application with the necessary fee
- Nursing board checks all requirements and gives approval to sit for NCLEX exam

ITEMS THAT MAY AFFECT LICENSING ELIGIBILITY

Identified Cognitive or Physical disability - The healthcare field requires good cognitive and physical ability. Unitek College will make any reasonable accommodation to assist our students to succeed; however, students must meet the minimum cognitive and physical requirements to safely and successfully complete the program and function as an employee in the field. Any prospective student who has a known cognitive or physical disability should inform their Admissions Representative so that a meeting with the Program Director may be scheduled. Students are given a self-evaluation tool to help them determine if they might have difficulty in meeting the program and job requirements. The Program Director is available to assist students and to discuss the challenges they may face attempting to complete the program requirements and gain employment.

ASSOCIATE OF SCIENCE in VOCATIONAL NURSING (ASVN)

(Offered by the Fremont campus; all General Education courses are online)

Program Overview and Hours

Graduates of an approved program in Vocational Nursing or Practical Nursing may apply for admission to the ASVN program and may also apply for credit transfer of their completed Vocational Nursing or Practical Nursing courses. The ASVN 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.

Educational Objectives and Corresponding Occupation

The goal of this post-licensure program is to educate and develop Vocational Nurses to become more well-rounded professionals through undergraduate General Education. 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 as an LVN or LPN (SOC code 29-2061.00) not only in traditional healthcare settings such as clinics, physician offices, sub-acute and long term care facilities but also in education, research, pharmaceutical, and medical equipment fields.

Program Format

General Education courses are taught 100% online using Unitek College's online learning system. These courses are Instructor-led, and the Instructors engage students through discussion forums, online office hours, assignments and group projects/discussions, and exams. The General Education courses required in the ASVN program are the same as those required in the Associate of Science in Nursing (ADN) program.

GENERAL EDUCATION

These courses are taught 100% online, and are required for the Associate of Science in Vocational Nursing (ASVN) and Associate of Science in Nursing (ADN) programs.

ENG 101: English – 3 semester credit hours

This course is focused on the principles and practice of writing, with attention to critical thinking and analytical reading including discussion skills, library usage, research techniques and an introduction to literature. There is emphasis on grammar, mechanics, style and understanding the writing process with writing assignments that will incorporate both personal and professional applications.

ENG 104: Public Speaking – 3 semester credit hours

This course provides foundational knowledge of interpersonal communication, group communication, and public speaking. These foundational skills are essential—good communication skills are continuously ranked by employers as one of the most valued competencies for any employee. This comprehensive introduction to communication skills, therefore, will increase a student's ability to get (and keep) a job. Upon completion of this course, students will be able to describe the methods and processes of interpersonal communication, group communication, and public speaking, as well as the theories and reasons behind them. Different types of communication will be examined to determine how they vary by gender, culture, setting, and type of relationship. People's perceptions often alter how they "read" and respond to both verbal and nonverbal communication. Students will analyze these perceptions and explain methods for improving communication skills. Course assignments will allow students to gain valuable experience in group communication and public speaking.

PSY 101: Introduction to Psychology – 3 semester credit hours

This course introduces is a general overview of psychology and human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, including an overview of perception, motivation, personality, learning/memory, emotion, states of consciousness, cognition, life-span development, and applied psychology.

SOC 102: Introduction to Sociology – 3 semester credit hours

In Introduction to Sociology, you will explore the major perspectives, principles, theories, and methods that govern the study of people and social structures. This course explores sociological processes that underlie everyday life. The course focuses on globalization, cultural diversity, critical thinking, new technology and the growing influence of mass media.

MTH 200: College Algebra – 3 semester credit hours

During this course students will review of algebraic operations; problem solving strategies; integer and rational exponents; complex numbers; solving equations; function concept; graphs and applications of linear, quadratic, exponential and logarithmic functions; and systems of equations are the topics covered in this course.

MIC101: Microbiology with lab – 4 semester credit hours

The course is designed to convey general concepts, methods, and applications of microbiology for health sciences. The role of microorganisms in the environment and in human disease is discussed. Topics include: immunology, bacteriology, virology, and mycology; the morphology, biochemistry, and physiology of microorganisms including bacteria, viruses, and fungi; the diseases caused by these microorganisms and their treatments, and the immunologic, pathologic, and epidemiological factors

associated with diseases. Laboratory portion of the course provides first hand experiences that inform, illustrate, expand, and reinforce major concepts discussed in lecture.

BIO201A: Anatomy & Physiology I - 2 semester credit hours

This is the first online course in a 4-course sequence covering the basic structures and functions of the human body using a systems approach. This course will provide an overview of the anatomical structures and physiology of the human body including an introduction to anatomical terminology, organization of the human body, cell physiology, tissues, and the integument. This information is discussed in terms of the major anatomical structures and functions including relevance to homeostasis. In addition, the course introduces selected major pathologies, including disease definitions and causes, signs and symptoms, diagnostic procedures, and possible treatments.

BIO201B: Anatomy & Physiology II - 2 semester credit hours

This is the second online course in a 4-course sequence covering the basic structures and functions of the human body using a systems approach. This course provides an overview of the anatomical structures and physiology of the human body including examination of the skeletal, muscular, joints and digestive systems. These systems are discussed in terms of the major anatomical structures and functions including relevance to homeostasis. In addition, the course introduces selected major pathologies, including disease definitions and causes, signs and symptoms, diagnostic procedures, and possible treatments. The prerequisite for this course is successful completion of BIO201A.

BIO202A: Anatomy & Physiology III - 2 semester credit hours

This is the 3rd of 4 online anatomy and physiology courses taught by Unitek College. The course builds on the previously presented content related to the anatomical structures and physiology of the human body. Course content includes the following body systems: The Nervous system, Endocrine System, Cardiovascular System, and Blood. Each body system is discussed in terms of the major anatomical structures and functions including how each system participates in homeostasis of the body. The student will also be provided with content and opportunity for discussion related to selected major pathologies, changes that occur in disease process, causes, diagnostic procedures, and possible treatments. Prerequisite for this course is successful completion of BIO201A and BIO201B.

BIO202B: Anatomy & Physiology IV - 2 semester credit hours

This is the 4th of 4 online anatomy and physiology courses taught by Unitek College. The course builds on the previously presented content related to the anatomical structures and physiology of the human body. Course content includes the following body systems: Lymphatic, Immune, Respiratory, Urinary, and Reproductive systems. Each body system is discussed in terms of the major anatomical structures and functions including how each system participates in homeostasis of the body. The student will also be provided with content and opportunity for discussion related to selected major pathologies, changes that occur in disease process, causes, diagnostic procedures, and possible treatments. Prerequisite for this course is successful completion of BIO201A and BIO201B.

ASSOCIATE OF SCIENCE in NURSING (ADN) Program (Fremont campus)

Program Overview and Hours

This program (also known as Associate Degree in Nursing, ADN, or Generic RN Program) is a pre-licensure Registered Nursing program. The program prepares students to pass the NCLEX-RN license exam and gain entry-level employment as Registered Nurses. Graduates of board-approved Vocational Nursing or Practical Nursing programs who have completed all required General Education courses may apply for Advanced Placement status into the program. Applicants are encouraged to discuss this option with Admissions.

Classroom and Lab Environment

The Fremont campus contains 5 labs: 2 skills labs and 3 simulation labs. Each has patient care stations, simulating actual hospital healthcare facility settings. The main skills lab also offers a study area for students with tables and chairs; cabinets with library books and films. Each lab has storage cabinets for supplies and all necessary equipment such as: IV poles, enteral feeding pumps; blood pressure cuffs, scales; adult and pediatric mannequins; equipment to practice common nursing care and procedures including medication administration.

Educational Objectives & Corresponding Occupation:

Graduates of the Associate of Science in Nursing (ADN) program are prepared to work as entry level Registered Nurses (SOC code 29-1141.00) and:

- Utilize a body of knowledge from nursing, medical, biological, physical and behavioral sciences in planning to meet the health needs of individuals
- Utilize the nursing process to assess, plan, implement and evaluate the individualized care for a client or a group of clients experiencing common well-defined acute or chronic health problems including but not limited to the following:
 - Assess clients and identify actual and potential health problems.
 - Formulate a nursing diagnosis or diagnoses reflecting assessment findings.
 - Determine appropriate and realistic goals including stating measurable outcome behaviors and time lines.
 - Select, plan and implement nursing interventions based on evidence-based constructs.
 - Provide information and support to restore, rehabilitate or maintain client health.
 - Evaluate effectiveness of interventions, communication and teaching in achieving goals, and revising plan of care as indicated by assessments.
- Provide nursing care with consideration of the individual's developmental stage, and as an integral part of a cultural group, family and community.
- Perform as a member/manager of the interdisciplinary health care team, understanding roles and responsibilities of self and other health workers within the employment setting's policies and procedures, and according to discipline-specific practice acts.

Student Learning Objectives are based on the Standards of Competent Performance as described in Article 4, Section 1443.5 of the California Nursing Practice Act, 2014 Edition. Graduates may also apply for an interim permit to practice as a Graduate Registered Nurse (GN/GRN). More information for the interim permit can be found on the board of registered nursing website <http://rn.ca.gov/>.

Clinical Educational Scholarship

Unitek College may allow discounts to qualified employees of institutions providing clinical education experience to Unitek students. The size, availability, terms and conditions of these discounts are subject to change from time to time. For complete details please contact the Admissions department. This scholarship is capped at \$100,000 annually across all Unitek College Campuses.

30-Unit Option for Licensed Vocational Nurses (available based on seat availability)

As mandated by California Administrative Code, Title 16, Article 3, Section 1429, Unitek College informs Licensed Vocational Nurses applying to its ADN program of the option to take thirty (30) semester units of qualifying nursing coursework and clinical practice to be eligible to apply for the examination for licensure as a Registered Nurse in the State of California. Please note that an RN license obtained by this method is not accepted by all states, and that several facilities within California no longer accept the 30-Unit Option for RN positions.

While this 30-Unit Option contains courses from Unitek College's accredited ADN Program, it does not lead to its own diploma or degree from Unitek College. Students withdrawing from the RN Program after meeting the requirements of the 30-Unit Option will receive a transcript from Unitek College but not a diploma or degree. In order to participate in this option, an applicant must:

1. Declare during the admissions process his/her intent to take the 30-unit option
2. Be a Licensed Vocational Nurse
3. Enroll in the Associate of Science in Nursing (ADN) Program at Unitek College

After successful completion of courses in Human Anatomy & Physiology with Lab and Microbiology with Lab (totaling 8 semester credits) the following courses (totaling 22 semester credits) must be completed at Unitek College in order for a student to meet California's 30-Unit Option requirements:

- RNSG234 – Nursing Across the Lifespan III Med/Surg – Theory
- RNSG235 – Nursing Across the Lifespan III Med/Surg - Clinical
- RNSG244 – Nursing Across the Lifespan IV Med/ Surg IV -Theory
- RNSG245 – Nursing Across the Lifespan IV Med/Surg IV – Clinical
- RNSG238 – Mental Health Nursing – Theory
- RNSG239 – Mental Health Nursing – Clinical
- RNSG246 – Foundations II; Leadership – Theory
- RNSG247 – Foundations II; Leadership - Clinical

Eligibility for Licensure for RN

Practicing as an RN in California requires licensure from the California State Board of Registered Nursing (BRN) which in turn requires meeting certain educational requirements, obtaining a clear criminal background check, and passing the national licensing exam (NCLEX-RN). To apply for licensure:

- Obtain detailed instructions online at the BRN website: <http://rn.ca.gov>.
- Complete the fingerprinting process included in your tuition for the ADN program.
- Apply for an Interim Permit if you wish to work in a supervised nursing capacity while awaiting your application process. Detailed information is available on the BRN website. (*Note: this fee is not included in your tuition.*)
- Students will complete and submit their application online through BREEZE.
- Unitek College will pay for the application fee electronically on behalf of the student.
- The BRN sends the applicant a letter stating eligibility to take the NCLEX and giving detailed

information to register for the exam. Students must have this letter before registering for NCLEX-RN. The exam is computerized and given 6 days each week throughout the year. (New graduates are advised to take the exam soon after graduation because research has shown that there is a higher success rate for early test takers compared with those who wait several months).

- Students who wish to submit their applications directly to the BRN are responsible for the application fee. The school will only pay an application fee for applications submitted by the school and for which the school is responsible. Unitek College will not pay an application fee for applications submitted by students.

Licensing and/or Certification Requirements are as follows:

- Complete a Nursing board approved nursing program, such as Unitek College's
- Complete the program with a cumulative score of at least 75% (2.5 on a 4.0 scale)
- Clear Live Scan® background check including Department of Justice and FBI clearance
- File a completed application with the necessary fee
- The Board of Registered Nursing gives final approval to sit for the NCLEX-RN

Items That May Affect Licensing Eligibility

Criminal Records: Any prospective student with a criminal background must understand that it may prevent them from obtaining a license 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 the licensing board. Any student with a criminal background should check with the licensing board for specific information on their standings on various criminal background situations.

Degree Requirements

The Board of Registered Nursing requires certain theory and clinical courses be taken concurrently, students must pass both paired courses in order to progress in the program. Students must successfully complete all RN courses in each Semester prior to taking any RN courses in the following Semester.

Co-requisites

A co-requisite is a condition of enrollment consisting of a course that a student is required to take in combination with another course. Courses requiring co-requisites include courses that are part of State-mandated lecture/clinical pairings requiring concurrent enrollment.

REQUIRED GENERAL EDUCATION PRE-REQUISITE COURSES SEMESTERS I & II (16 WEEK SEMESTERS)	UNITS (SEMESTER CREDIT HOURS)
Microbiology with Lab	4
Human Anatomy with Lab	4
Human Physiology with Lab	4
English, Reading & Composition (College level)	3
Math: Intermediate or College level Algebra or higher	3
General Psychology	3
General Sociology	3
Oral Communication or Speech	3
TOTAL GENERAL EDUCATION UNITS	27

REQUIRED NURSING COURSES 17 WEEK SEMESTERS	THEORY UNITS	CLINICAL/ LAB UNITS
SEMESTERS III & IV		
RNSG 202 Nursing Across the Lifespan Foundations I Theory and Lab	6	2
RNSG 209 Nursing Across the Lifespan Foundations I Clinical		4
RNSG 210 Pharmacology (Degree Requirement)	3	
RNSG 220 Nursing Across the Lifespan II Theory	4.5	
RNSG 221 Nursing Across the Lifespan II Clinical		4.5
TOTAL SEMESTERS III & IV UNITS	13.5	10.5
SEMESTERS V & VI		
RNSG 234 Nursing Across the Lifespan III Med/ Surg Theory	4	
RNSG 234 Nursing Across the Lifespan III Med/Surg Clinical		3
RNSG 236 Maternal /Newborn Theory	2.5	
RNSG 237 Maternal/Newborn Clinical		1
RNSG 238 Mental Health Nursing Theory	2	
RNSG 239 Mental Health Nursing Clinical		2
RNSG 242 Pediatrics Theory	2.5	
RNSG 243 Pediatrics Clinical		1
RNSG 244 Nursing Across the Lifespan IV Med/Surg Theory	3.5	
RNSG 245 Nursing Across the Lifespan IV Med/Surg Clinical		2.5
RNSG 246 Foundations II Leadership and Management Theory	2	
RNSG 247 Foundations II Leadership and Management Clinical		2.5
TOTAL SEMESTERS V & VI UNITS	16.5	12
TOTAL NURSING COURSES UNITS	30	22.5
TOTAL GENERAL EDUCATION UNITS	27	
TOTAL ADN PROGRAM UNITS	57	22.5

TOTAL THEORY AND CLINICAL UNITS FOR GRADUATION = 79.5 UNITS

COURSE DESCRIPTIONS

RNSG200 – Transition to Professional Nursing

Completion of this 4-week course with a score of at least 75% (2.5 on a 4.0 scale) is required for Licensed Vocational Nurses (LVNs) or Licensed Practical Nurses (LPNs) seeking Advanced Placement admission into the Associate of Science in Nursing (ADN) program. As a stand-alone pre-requisite, this course is not within Unitek College’s scope of accreditation and does not qualify for Federal Financial Aid.

This course is approved by the California Board of Registered Nursing, and provides the transitioning LVN or LPN an opportunity to examine and self-evaluate the currency of their knowledge in courses previously taken for passing the NCLEX-PN licensing exam, and provides the opportunity to examine the role of the Registered Nurse within a professional, legal and ethical framework. Content emphasizes the application of a systematic problem solving process, critical thinking, time management and study skills to assist the students to be successful. Lab skill competencies include dosage calculations, IV therapy

and common nursing skills. Other topics include Role of the Nurse, Care of the Pregnant Client, Care of the Pediatric Client, and Care of the Adult Client.

SEMESTERS I & II – General Education

(For General Education courses, please see the General Education section earlier in this catalog)

SEMESTER III

RNSG202 - Nursing Across the Lifespan I – Foundations

This course provides the foundation and the fundamental concepts and principles for entry into the profession of nursing. The focus is Across the Lifespan with an emphasis on the geriatric population. Across the Lifespan integrates concepts as they are applied to different age groups - across the lifespan. The course introduces the nursing student to: evolution of Nursing, historical overview; concepts of evidence-based practice; role of nursing theorists, relevance and their contributions to nursing practice; overview of a conceptual framework and purpose; human needs, health beliefs and fundamental aspects of nursing; principles and guidelines related to care of geriatric patient; health care delivery Systems, community nursing and continuity of care; introduction to nutrition and relationship to illness / wellness. The course also provides the student with the opportunity to move from basic to complex in the mastery of nursing skills and competencies.

The Benner Model of Novice to Expert together with constructs from Jean Watson's Caring Theory, Quality and Safety in Educating Nurses (QSEN) and the Standards of Competent Performance will be used within the framework of the nursing process in the implementation of direct care for the culturally diverse adult and geriatric clients.

RNSG209 - Nursing Across the Lifespan I – Clinical

This course provides the student with the opportunity to apply theory content and skill competencies in the clinical setting within the conceptual framework of the nursing program. Direct client care is provided focusing on the individual needs of the adult, geriatric client (from basic concepts such as taking vital signs, assisting with activities of daily living and communication to more complex, implementation of interventions that assist with infection control, healing and elimination, wound care and catheter insertion). The clinical experience emphasizes role and responsibilities of the associate degree nursing student and focuses on the demonstration of knowledge and understanding of theory content related to legal and ethical behavior, multiple dimensions of client centered care, safety, interpersonal and teamwork principles and practices during the implementation of direct client care as well as in the documentation of care.

SEMESTER IV

RNSG210 – Pharmacology

This course provides introduction to the basic principles of pharmacology, principles and guidelines for drug administration and classifications of agents utilized for the treatment of health alterations related to body systems and diseases. Content is inclusive of drug categories, factors affecting medication administrations, abbreviations and symbols; systems of measurements, delivery systems, calculations for drug administration; principles and guidelines for administration of medications.

RNSG220 - Nursing Across the Lifespan II Med/Surg – Theory

This course presents content related to nursing care of the individual client with medical surgical disorders. Sections I and II provide content which includes an introduction to pathophysiology and the

role of fluid and electrolytes in maintain homeostasis. Sections IV through IX include medical surgical content focusing on care of the client with disorders of the Integumentary System; Muscular System disorders; Care of the Surgical Client; Care of the clients with Cancer/ Oncology and the Aspects of Death, Dying and the Grieving Process. Section III expands on the nursing role to incorporate principles and guidelines for competent medication administration, inclusive of Intravenous medication administration. In addition the course integrates prior theoretical knowledge in the care of culturally and ethnically diverse adult clients. Students advance their knowledge base and skill performance as they become increasingly accountable while functioning in the NLN roles of practice for the registered nurse. The Benner Model from Novice to Expert, the concepts of Jean Watson's Caring Theory are threaded throughout the course. QSEN is utilized in the assessment, identification, and prioritization of client needs. Content is taught focusing on the client's needs across the lifespan. The pre-licensure knowledge, skills and attitudes from the QSEN goals are threads woven throughout the course and throughout the curriculum.

RNSG221 - Nursing Across the Lifespan II-Med/Surg – Clinical

This course provides detailed education; opportunity for application of theory content and skill competencies in the clinical setting. Direct patient care is provided focusing on the individual needs of the adult. The Benner Model from Novice to Expert together with the concepts from Jean Watson's Caring Theory, and NLN Roles of Practice will be used within the framework of the nursing process in the implementation of care for the culturally diverse adult patient. The clinical experience emphasizes role and responsibilities of the associate degree nursing student. The pre-licensure knowledge, skills and attitudes from the QSEN goals are emphasized in the clinical experience.

SEMESTER V

RNSG234 - Nursing Across the Lifespan III Med/Surg – Theory

This course integrates and synthesizes prior theoretical knowledge in the care of culturally and ethnically diverse adult patients with chronic and complex medical surgical health care needs. The nursing role is expanded to incorporate collaboration with members of the multidisciplinary health care team, therapeutic communication, and patient teaching in the planning and implementation of care. Principles and guidelines for competent medication administration are further developed to include IV medication administration through central lines and ports. Students advance their knowledge and skill as they become increasingly accountable and independent while functioning in the NLN roles of practice for the ADN registered nurse. The Benner Model from Novice to Expert, the concepts of Jean Watson's Caring Theory a holistic approach and the NLN roles of practice are utilized in the assessment, identification, and prioritization of patient problems and the implementation of nursing care within a legal/ethical framework. Content includes pathological processes and complications that may occur in relation to chronic or complex disorders or diseases. The threads of critical thinking, QSEN principles and standards of care are woven throughout this course.

RNSG235 - Nursing Across the Lifespan III Med/Surg - Clinical

Clinical application of previous and present knowledge of nursing theory, concepts, skills & procedures. Clinical experiences emphasize role and responsibilities of the registered nursing student, refinement of clinical decision making, and management of care in professional nursing practice. Experiences are provided in acute and sub-acute health care settings and may include preoperative, medical/surgical units; rehabilitative units and/or Long Term Care facilities, community agencies. The Benner Model of Novice to Expert together with the concepts from Jean Watson's Caring Theory and NLN Roles of Practice will be used within the framework of the nursing process in the implementation

of care for diverse patients across the lifespan. Focus on demonstration of: Legal and ethical behavior; safety principles and practices; interpersonal and teamwork principles and practice skills, and appropriate therapeutic communicating skills in the applicable language of the profession of nursing and the health care environment/industry/business. The pre-licensure knowledge, skills and attitudes from the QSEN goals are emphasized as threads throughout the clinical experience.

RNSG236 - Maternal/Newborn – Theory

This course provides theoretical instruction on care of the woman during the stages of pregnancy and care of the newborn. Subject matter includes: Prenatal care, assessment of normal pregnancy, fetal development, discomforts of pregnancy, intervention for care of the newborn, post-partum care, possible complications, high risk pregnancy, high risk labor and delivery, high risk newborn, inclusive of concepts applicable to basic needs and support of the family during the period of change. The Benner Model of Novice to Expert together with the concepts of Jean Watson's Caring Theory a holistic approach and the NLN roles of practice are utilized in presentation of the content in addition to focusing on the physiological and psychological changes that occur during pregnancy. The threads of critical thinking, QSEN principles and standards of care are woven throughout this course.

RNSG237 - Maternal/Newborn - Clinical

Clinical application of theory content as relates the maternal client and the newborn; knowledge of nursing theory, concepts, skills competencies & procedures. Clinical experience is provided in multiple health care settings, community based, clinics, hospital and simulation. The Benner Model from Novice to Expert together with the concepts from Jean Watson's Caring Theory, and NLN Roles of Practice will be used within the framework of the nursing process in the implementation of care for the culturally diverse maternal / newborn client. The clinical experience emphasizes role and responsibilities of the associate degree nursing student. Focus is on demonstration of: Legal and ethical behavior; safety principles and practices; interpersonal and teamwork principles and practice skills; appropriate, therapeutic communicating skills during the ante, intra and post-partum care of the maternal / newborn client. The pre-licensure knowledge, skills and attitudes from the QSEN goals are emphasized as threads throughout the clinical experience.

RNSG238 – Mental Health Nursing – Theory

This course provides theoretical knowledge and skills in the care of the psychiatric client /patient in psychiatric care facility. Emphasis will be on the holistic care of children, adolescent and adult clients with mental health problems, cognitive disorders, and/or difficulties in coping with problems of daily living. The model will be incorporated within the framework of the nursing process. Clients with acute and chronic problems and those in crisis are selected for clinical care experience. Therapeutic communication and interaction will take place with the client, his/her family, his/her significant others, and members of the health care team. Student performance is observed and evaluated in each of the three roles of an AND: Provider of Care, Manager of Client Care, and Member of the Nursing Profession. Technical competence and the practice of safe, client-centered care are maintained throughout the rotation. The Benner Model of Novice to Expert together with the concepts from Jean Watson's Caring Theory, and NLN Roles of Practice will be used within the framework of the nursing process and Quality and Safety in Educating Nurses (QSEN) in the implementation of direct care for the culturally diverse adult and geriatric clients.

RNSG239 - Mental Health Nursing – Clinical

This course provides the student the opportunity for clinical application of theoretical content

presented in RNSG 238 Mental Health/Psychiatric nursing Theory Course. The student will provide client care in the psychiatric in-patient facility. Emphasis will be on the holistic care of adolescent and adult clients with mental health problems, cognitive disorders, and/or difficulties in coping with problems of daily living. The Benner Model of Novice to Expert together with the concepts from Jean Watson's Caring Theory, and NLN Roles of Practice will be used within the framework of the nursing process and Quality and Safety in Educating Nurses (QSEN) in the implementation of direct care for the culturally diverse adult and geriatric clients. The pre-licensure knowledge, skills and attitudes from the QSEN goals are emphasized in the clinical experience.

SEMESTER VI

RNSG242 - Pediatrics – Theory

This course provides detailed theoretical instruction on the care of the Pediatric Client. Subject matter includes: Introduction to care of the pediatric client; Health promotion and maintenance; the hospitalized child; care of the child with chronic, complex, acute disorders from infancy to adolescence; the child with special needs and care of the dying pediatric client inclusive of concepts applicable to basic needs and support of the family during the period of change. The Benner Model of Novice to Expert, the concepts of Jean Watson's Caring Theory a holistic approach and the NLN roles of practice are utilized in presentation of the content in addition to focusing on the physiological and psychological changes that occur during childhood. The threads of critical thinking, QSEN principles and standards of care are woven throughout this course and the curriculum. This course provides the student the opportunity for clinical application of theoretical content presented in RNSG 238 Mental Health/Psychiatric nursing Theory Course. The student will provide client care in the psychiatric in-patient facility. Emphasis will be on the holistic care of adolescent and adult clients with mental health problems, cognitive disorders, and/or difficulties in coping with problems of daily living. The Benner Model of Novice to Expert together with the concepts from Jean Watson's Caring Theory, and NLN Roles of Practice will be used within the framework of the nursing process and Quality and Safety in Educating Nurses (QSEN) in the implementation of direct care for the culturally diverse adult and geriatric clients. The pre-licensure knowledge, skills and attitudes from the QSEN goals are emphasized in the clinical experience.

RNSG243 - Pediatrics – Clinical

Clinical application of theory content as relates the care of the pediatric client and their family; knowledge of nursing theory, concepts, skills competencies & procedures. Clinical experience is provided in multiple health care settings, community based, clinics, hospital and simulation. The Benner Model from Novice to Expert together with the concepts from Jean Watson's Caring Theory, and NLN Roles of Practice will be used within the framework of the nursing process in the implementation of care for the culturally diverse pediatric patient. The clinical experience emphasizes role and responsibilities of the associate degree nursing student. Focus is on demonstration of: Legal and ethical behavior; safety principles and practices; interpersonal and teamwork principles and practice skills; appropriate and therapeutic communicating skills.

RNSG244 – Nursing Across the Lifespan IV Med/ Surg IV -Theory

This course provides theoretical knowledge, in the care of the client with disorders of the Endocrine System, Nervous System, Eyes and Ears the patient with acute, seriously ill, and critical medical surgical needs. The Benner Model Novice to Expert, the concepts of Jean Watson's Caring Theory a holistic approach and the NLN roles of practice are utilized in the assessment, identification and prioritization of patient problems and implementation of nursing care within a legal/ethical framework. Content

includes pathological processes, causes, complications that may occur. The threads of critical thinking, QSEN principles and standards of care are woven throughout this course. The nursing process and the NLN guidelines for effective practice are integrated and utilized in identifying and prioritizing client problems/needs.

RNSG245 - Nursing Across the Lifespan IV Med/Surg IV - Clinical

This course provides clinical application of theoretical knowledge in the care of the client with chronic and complex disorders and acute and critical life threatening health situations. Clinical experiences are provided in multiple health care settings which may include acute, sub acute, perioperative, medical-surgical units, rehabilitative units, critical care units and community agencies. Clinical experience emphasizes refinement of clinical decision making and management of care, utilizing the nursing process and the NLN roles of practice for the RN. Focus is on demonstration of increased knowledge and competent, safe application in the clinical environment of legal and ethical behavior; safety principles and practices; interpersonal and teamwork principles and implementation of safe competent skills and appropriate, therapeutic communicating. The pre-licensure knowledge, skills and attitudes from the QSEN goals are emphasized throughout the clinical experience.

RNSG246 - Foundations II; Leadership – Theory

This course provides instruction on the changing roles, technology and competency skills needed for successful transition from student of associate degree program to a licensed registered nurse. Focus is on the importance of professional growth; role transition, roles of the nurse as a responsible manager and member of the profession; delegation of care to competent, safe staff to ensure safety and that appropriate care. Course content includes: legal-ethical requirements and boundaries; practice acts, rules and regulations; leadership and management qualities and styles; career pathways, job seeking skills and NCLES-RN preparation.

RNSG247 - Foundations II; Leadership - Clinical

This course builds on and enhances the theoretical and clinical experiences that the student has had throughout the ADN program. The focus of the course is clinical performance in the three Roles of Practice (NLN), incorporation of concepts of the Benner Model Novice to Expert, Jean Watson's Caring Theory. The student functions as the nurse responsible for the healthcare delivery and management of group of patients in the healthcare setting. The student will work closely with the agency staff with the goal of assuming the staff nurse workload. The clinical instructor in collaboration with the facility staff will provide support and guidance for the student. During the Clinical Leadership experience the student will progressively become competent in performing all the usual skill competencies and responsibilities of an R.N. By midpoint of the experience, the student should function at an entry-level ADN graduate, requiring only suggestions and minimal supervision from the clinical instructor and staff to complete all expected responsibilities and duties in a competent, organized, safe and timely manner. This course focuses on the application of classroom learning to the clinical setting as relates to competencies of the Provider of Care, Manager of Patient Care and Member of the Profession.

RN-to-BSN DISTANCE EDUCATION

(Offered at the Fremont campus; 100% online except for the independent project/practicum)

Program Overview

The online RN-to-BSN DE program is a Degree-Completion program that transitions Associate Degree Registered Nurses (SOC code 29-1141.00) to the Bachelors level. The Bachelors of Science Degree in Nursing is typically required of Registered Nurses to progress to Leadership roles. Upon completion of the program, students will be awarded 121 semester credits, which include 60 credits granted for prior lower-division coursework (an Associate Degree in Nursing) and up to 30 credits for qualifying prior upper-division coursework.

Educational Objectives & Corresponding Occupation

Graduates of this program will be able to:

1. Apply strong critical thinking/ problem solving competencies in crisis resolution.
2. Synthesize analytical reasoning within a framework of creative inquiry and situational context resulting in the development and implementation of appropriate, competent actions.
3. Explore and define a role as a positive change agent in the work force and community.
4. Adhere to ethical, legal, regulatory and professional standards for nursing practice.
5. Utilize insight, intuition, and empirical knowledge in a commitment to nursing actions.
6. Apply evidence-based knowledge from nursing and related disciplines to shape practice.
7. Provide nursing care that reflects sensitivity to physical, social, cultural, spiritual, and environmental diversity of persons.
8. Apply management, delegation, and supervision strategies in planning, implementing, and evaluating nursing care.
9. Explore political, economic, organizational, educational, and advocacy resources and strategies to improve health care delivery to individuals, groups, families, communities, national and global populations.
10. Accept accountability for lifelong learning, professional growth, and commitment to the advancement of the profession.
11. Demonstrate professional nursing standards, values and accountability.

BSN tuition credits

Only one credit may be applied to any individual's enrollment. Unitek College RN Alumni credit is \$2,000. For RN Alumni employed at Unitek College, the Employee Discount will be applied.

Pre-Requisites

Prior to admission to the 300-level courses of the RN to BSN Program, students must demonstrate completion of 60 semester units (the General Education & Nursing pre-requisites outlined below) and proof of a current unrestricted RN license. An official transcript **MUST** be provided for all pre-requisites prior to admission and will only be accepted from an accredited institution approved by the US Department of Education or, in the case of foreign transcripts, when such transcripts have been evaluated by a recognized 3rd Party and deemed equivalent to coursework from an accredited institution approved by the US Department of Education. Please Note – students must demonstrate that they have successfully completed all required pre-requisites with a minimum cumulative GPA of 2.5 on a 4.0 scale and no less than a "C" (2.0) in any course (as calculated by the granting institution).

REQUIRED GENERAL EDUCATION PRE-REQUISITE COURSES	UNITS
Microbiology with Lab	4
Human Anatomy with Lab	4
Human Physiology with Lab	4
English, Reading & Composition (College level)	3
Math: Intermediate or College level Algebra or higher	3
General Psychology	3
General Sociology or Cultural Anthropology	3
Public Speaking or Speech	3
TOTAL GENERAL EDUCATION UNITS	27

REQUIRED PRE-REQUISITE NURSING COURSES	THEORY	CLINICAL
Medical- Surgical Nursing; Theory and Clinical: <i>may include leadership and geriatrics</i>	10	14.5
Obstetrics-Maternity Nursing; Theory and Clinical	1.5	1
Mental Health/Psychiatric Nursing; Theory and Clinical	2	1.5
Pediatric Nursing; Theory and Clinical	1.5	1
TOTAL NURSING UNITS	15	18

The following upper division courses are taken at Unitek College (61 Semester Units).

Note: Courses may not be offered in this exact sequence

FIRST SEMESTER	UNITS
RNSG 301 Transition to Professional Nursing	3
ENG 337 Professional Writing	3
RNSG 309 Cultural Diversity In Health Care	3
RNSG 313 Issues and Trends in Contemporary Practice	3
TOTALS	12
SECOND SEMESTER	
RNSG 321 Pathophysiology	4
RNSG 325 Advanced Health Assessment	4
RNSG 327 Nursing Research	4
TOTALS	12
THIRD SEMESTER	
RNSG 331 Ethics in Today's Health Care	3
RNSG 333 Clinical Decision Making – Diagnosis and Management	3
SOC 335 Complementary and Alternative Medicine in Healthcare	3
ECON 324 Economics in Healthcare	3
TOTALS	12
FOURTH SEMESTER	
BUS 307 Informatics in Healthcare	4
RNSG 407 Pharmacotherapeutics	4
RNSG 409 Community and Public Health Nursing	4

TOTALS	12
FIFTH SEMESTER	
RNSG 403 Family Nursing Theory & Practice	3
BUS 428 Managed Care and Healthcare	4
RNSG 434 Leadership and Management	6
TOTALS	13
TOTAL PROGRAM UNITS	61

COURSES

RNSG 301 – Transition to Professional Nursing

This course focuses on concepts and characteristics of the professional nursing role of the BSN graduate; providing practical applications for topics directly related to nursing practice. Research and critical thinking are emphasized.

BUS 307 – Informatics in Healthcare

In today's complex health system it is important for healthcare providers to have an understanding of the information management process: compiling, disseminating and maintaining crucial data. This course addresses both the principles and guidelines of health information management and focuses on the integrated approach of informatics. Students will evaluate informatics as it applies to patient safety, decision-making and the evaluation of measurements and patient outcomes.

RNSG 309– Cultural Diversity in Health Care

This course explores beliefs, practices and traditions pertaining to cultural diversity, healing traditions and effects on the health care of individuals with different ethnic backgrounds. The course presents content that promotes increased awareness of the dimensions and complexities involved in caring for people from diverse cultural backgrounds. Focus: influences of recent social, political and demographic changes in delivery of health care; exploration of issues and perceptions of health and illness today.

RNSG 313 – Issues and Trends in Contemporary Practice

Course presents content intended to explore nursing's past, current and future impact in the health care environment and in particular nursing practice. Local, national and international issues are examined. Additional focus: examination of the impact of current issues and trends on initiating changes in nursing practice, education and science.

RNSG 321 – Pathophysiology

The course content is focused on the etiologic, symptomatology and pathologic characteristics of human diseases; health promotion, disease prevention, and the progression of disease and treatment are explored. Genetic, ethnic and cultural variables and their effects on human diseases are analyzed. Content is intended to promote critical thinking in nursing practice.

ECON 324 –Economics in Healthcare

In today's health care environment it is important for healthcare providers to have a basic understanding of economics and its' impact on management decision-making. Course provides an introduction into the application of economic concepts and principles; decisions related the amount, organization and distribution of health care services. Focus: content that will provide information for health care managers that will assist them in functioning as positive role models in the reform of

healthcare; economics perspectives of management decision making; theoretical foundation for the study of finance, accounting, marketing and planning.

RNSG 325 – Health Assessment / Advanced

This course provides the BSN student with the opportunity to build on their assessment skill and decision-making competencies related to individual patient care in the area of medical surgical nursing. Course is taught through the utilization of web learning activities, case studies and written assignments. Focus is placed on advanced assessment; comparing and contrasting of normal and abnormal findings; development of nursing plans of action to address specific scenarios which present nursing history, chief complaint and physical assessment and findings.

RNSG 327 – Nursing Research

This course provides an introduction to the principles and procedures involved in nursing research. The scientific method and its application to nursing inquiry are emphasized. A student successfully completing this course will possess: (1) a broad understanding of the process and outcomes of research methodology; (2) an appreciation of the strengths and limitations of research; (3) an understanding of the ethical considerations inherent in research; (4) a solid understanding of typical experimental designs and their application, (5) statistical techniques utilized in nursing research, and (6) the ability to evaluate the credibility of typical research oriented publications.

RNSG 331 – Ethics in Today's Health Care

Course content focuses on ethical issues in today's health care environment, examination of individual values, professional values and effects of culture on an individual's value system. The course provides content on value development, ethical theories and real life examples intended to motivate and stimulate thought process and discussion. Web related activities are designed to promote the development of methods to resolve ethical and legal issues encountered by nurses in the health care environment of today.

RNSG 333 – Clinical Decision Making – Diagnosis and Management

Course content is designed to meet knowledge requirements to function in critical care settings. Emphasis is placed on learning activities that address clinical judgment in eight major categories: Cardiovascular, pulmonary, endocrine, hematology/immunology, neurology, gastrointestinal, renal, and multisystem, and explore concepts of professional caring and ethical practice in nursing.

SOC 335 – Complementary and Alternative Medicine in Healthcare

This course acquaints students with alternative practices, which may become standards of care in the near future. It also helps students learn to evaluate the strengths and weaknesses of the claims made by the proponents of these practices so they can more readily separate real knowledge from emotional advertising. This course provides a balanced overview of a selection of complementary and alternative medicine interventions and presents practice in and techniques for objectively assessing the validity of claims presented in formats different than usually acceptable to current "Western" science.

ENG 337 – Professional Writing

Course focus: principles and practices for the creation of effective business letters, memos, reports and professional contexts. The course teaches students the rhetorical principles that assist them in developing their own ethical business writing style that can be applied to a variety of professional situations and audiences. Course provides opportunity for the student to experience and utilize an

innovative total web approach to learning.

RNSG 403 – Family Nursing Theory & Practice

Course builds on previous knowledge related to concepts and theories applicable to families, and family nursing. Focus is on relationship between individuals, family; effects of family health on individual member of the family; cultural concepts and characteristics of a family; assessment of family power; construction, interpretation and inference of genogram; nursing knowledge, competencies and attitudes needed in caring for culturally diverse families.

RNSG 407 – Pharmacotherapeutics

This course provides the Bachelors of Science in nursing student the opportunity to build on prior knowledge of pharmacology. Emphasis is place on examining various classifications of drugs and the effect the human body. Focus is placed on physiological reactions to medications; appropriate nursing roles and responsibilities in medication administration, monitoring effects, and evaluation of therapeutic effects. Web related activities, computer based written assignments are integrated.

RNSG 409 – Community and Public Health Nursing

Presents core concepts of community and public health nursing across the life span, utilizing detailed case studies and web based learning activities. Focus: Community health nursing & public health principles: prevention, health promotion, protective services benefiting various population groups; impact of global health status on national health agenda and community empowerment.

BUS 428 –Managed Care and Healthcare

This course focuses on the impact of managed care on health care delivery. It's goal is to help students better understand what managed care is, how managed care works, and to guide the student in acquiring knowledge of reimbursement, quality, legal and ethical issues involved with managed care programs. A diversity of managed care models are presented, including HMO's, PPO's, IPA's and many others.

RNSG 434 – Leadership and Management

This course provides content applicable to the leadership and managerial role and responsibilities of the professional BSN. Content includes health care trends, policies that influence nursing care, developing role of manager, legal and ethical issues, and decision making strategies for changing the status quo; the management of resources, personal and interpersonal skills. This course requires completion of an independent student project/practicum.

TUITION & FEES

On-ground Modular Diploma Programs (all campuses except Sacramento)

Charge	Medical Assisting	Dental Assisting	Pharmacy Technician	Information Technology	Medical Office Administration
Tuition	\$ 14,985	\$ 13,880	\$ 13,880	\$ 13,880	\$ 14,985
Application Fee	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
Registration Fee	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40
Books and Supplies	\$ 300	\$ 400	\$ 400	\$ 750	\$ 300
Lab Fee	\$ 275	\$ 1,120	\$ 275	\$ -	\$ 275
Program Fees	\$ 80	\$ 145	\$ 205	\$ 1,200	\$ 80
Technology Fees	\$ 185	\$ 185	\$ 185	\$ 135	\$ 185
State License App Fee			\$ 105		
Total Program Costs	\$ 15,915	\$ 15,820	\$ 15,140	\$ 16,055	\$ 15,915

On-ground Modular Diploma Programs (Sacramento campus)

Charge	Medical Assisting	Dental Assisting	Information Tech	Medical Office Administration
Tuition	\$ 13,985	\$ 13,880	\$ 13,880	\$ 13,985
Application Fee	\$ 50	\$ 50	\$ 50	\$ 50
Registration Fee	\$ 40	\$ 40	\$ 40	\$ 40
Books and Supplies	\$ 300	\$ 400	\$ 750	\$ 300
Lab Fee	\$ 275	\$ 1,120	\$ -	\$ 275
Program Fees	\$ 80	\$ 145	\$ 1,200	\$ 80
Technology Fees	\$ 185	\$ 185	\$ 135	\$ 185
State License App Fee				
Total Program Costs	\$ 14,915	\$ 15,820	\$ 16,055	\$ 14,915

Nursing Programs & Courses (except Bakersfield and Sacramento campuses)

Applies to: CON, FRE, HAY, SJ, SSF

Charge	Nursing Programs and Courses				
	VN Pre-Requisite	Vocational Nursing	RNSG200 Transition	RN *Advance Placement	ADN Program
Tuition	\$ 2,752	\$ 32,535	\$ 2,789	\$ 43,000	\$ 85,000
Application Fee	\$ -	\$ 50	\$ -	\$ 50	\$ 50
Registration Fee	\$ 150	\$ -	\$ 150	\$ -	\$ 150
Books and Supplies	\$ 197	\$ 895	\$ 175	\$ 910	\$ 3,000
Lab Fee	\$ -	\$ 275	\$ -	\$ 275	\$ 575
Program Fees	\$ 51	\$ 470		\$ 685	\$ 685
Technology Fees		\$ 1,740	\$ 296	\$ 1,310	\$ 2,675
Total Program Costs	\$ 3,150	\$ 35,965	\$ 3,410	\$ 46,230	\$ 92,135

*ADN program with transfer credits for prior VN & Gen Ed education.

Semester-based payment breakdowns (except at Sacramento campus)

Term	VN Day	VN Evening	RN ADN
Semester 1 Tuition and Fees	\$ 13,115.00	\$ 10,258.75	\$ 24,075.00
Semester 2 Tuition	\$ 11,425.00	\$ 8,568.75	\$ 22,155.00
Semester 3 Tuition	\$ 11,425.00	\$ 8,568.75	
Semester 4 Tuition		\$ 8,568.75	
Total	\$ 35,965.00	\$ 35,965.00	\$ 46,230.00

Nursing Programs & Courses (Sacramento campus)

Charge	VN Pre-Requisite	Vocational Nursing
Tuition	\$ 2,752	\$ 29,535
Application Fee	\$ -	\$ 50
Registration Fee	\$ 150	\$ -
Books and Supplies	\$ 197	\$ 895
Lab Fee	\$ -	\$ 275
Program Fees	\$ 51	\$ 140
Technology Fees		\$ 1,740
State License App Fee		\$ 130
NCLEX		\$ 200
Total Program Costs	\$ 3,150	\$ 32,965

Semester-based payment breakdowns (Sacramento campus)

Term	VN Day	VN Evening
Semester 1 Tuition and Fees	\$ 12,115.00	\$ 9,508.75
Semester 2 Tuition	\$ 10,425.00	\$ 7,818.75
Semester 3 Tuition	\$ 10,425.00	\$ 7,818.75
Semester 4 Tuition		\$ 7,818.75
Total	\$ 32,965.00	\$ 32,965.00

Nursing Programs & Courses (Bakersfield campus)

Charge	VN Pre-Requisite	Vocational Nursing
Tuition		\$ 22,780
Application Fee		\$ 0
Registration Fee	\$ 150	\$ 75
Books and Supplies	\$ 350	\$ 2,300
Lab Fee		\$ 0
Program Fees		\$ 845
Technology Fees		\$ 0
Total Charges	\$ 500	\$ 26,000

Other Nursing courses (all campuses)

Charge	IV Cert	Re-Take VN Pre- Req
Tuition	\$ 310	\$ 1,325
Application Fee	\$ -	\$ -
Registration Fee	\$ -	\$ 150
Books and Supplies	\$ 140	
Total Program Costs	\$ 450	\$ 1,475

RN course enrollments (Fremont campus)

Charge	INT RN Course - MedSurg	INT RN Course - Obstetrics	INT RN Course - Pediatrics	INT RN Course - Psychology
Tuition	\$ 14,500	\$ 3,500	\$ 3,500	\$ 5,500
Books and Supplies	\$ 550	\$ 550	\$ 550	\$ 550
Application Fee	\$ 50	\$ 50	\$ 50	\$ 50
Registration Fee	\$ -	\$ -	\$ -	\$ -
Lab Fee	\$ 275		\$ 275	\$ 275
Program Fee	\$ 180	\$ 180	\$ 180	\$ 180
Technology Fees	\$ 1,530	\$ 1,440	\$ 1,440	\$ 1,455
Total Program Costs	\$ 17,085	\$ 5,720	\$ 5,995	\$ 8,010

These fees are charged either once per enrollment or annually depending on the courses required. Students will not be charged duplicate fees for charges related to another course. Mask fitting charges will not be re-charged if RN Transition was completed. These fees may be waived depending on a student's academic requirements.

Associate of Science in Vocational Nursing (ASVN) & RN-to-BSN DE (BSN)

One-Time Fees	ASVN	BSN
Application Fee	\$ 50	\$ 50
Registration Fee	\$ 150	\$ 150
Lab Fee	\$ 300	\$ -
Total Fees	\$ 500	\$ 200

Book Charges per Semester	ASVN	BSN
Full Time	\$ 525	\$ 400
Three Quarter Time	\$ 400	\$ -
Half Time	\$ 300	\$ 200
Less than Half Time	\$ 200	\$ -

Program Fees per Semester	ASVN
Full Time	\$ 315
Three Quarter Time	\$ 125
Half Time	\$ 105
Less than Half Time	\$ 80

ASVN:

ASVN (27 Semester Credits) Tuition Only	Full-Time	3/4 Time	1/2 Time	Less Than 1/2
Semester 1	\$ 5,000	\$ 5,000	\$ 3,750	\$ 3,000
Semester 2	\$ 5,000	\$ 5,000	\$ 3,750	\$ 3,000
Semester 3		\$ 3,750	\$ 3,750	\$ 3,000
Semester 4			\$ 3,750	\$ 3,000
Semester 5				\$ 3,000
Total Tuition	\$ 10,000	\$ 13,750	\$ 15,000	\$ 15,000
Books	\$ 1,050.00	\$ 1,100.00	\$ 1,200.00	\$ 1,000.00
Program Fees	\$ 630.00	\$ 355.00	\$ 420.00	\$ 400.00
One Time Fees & Lab	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Total Cost	\$ 12,180.00	\$ 15,705.00	\$ 17,120.00	\$ 16,900.00

Lower Division General Education Courses (if taken separately, "a la carte", outside of a program):

General Education Course Enrollments	Tuition	Lab Fee if Applicable
3 Unit Course	\$ 1,500	\$ 300
4 Unit Course	\$ 2,000	\$ 300

RN-to-BSN Program semester-based breakdown:

BSN (61 semester credits) Tuition Only	Full-Time	3/4 Time	1/2 Time	Less Than 1/2
Semester 1	\$ 3,800	\$ 3,200	\$ 2,500	\$ 1,800
Semester 2	\$ 3,800	\$ 3,200	\$ 2,500	\$ 1,800
Semester 3	\$ 3,800	\$ 3,200	\$ 2,500	\$ 1,800
Semester 4	\$ 3,800	\$ 3,200	\$ 2,500	\$ 1,800
Semester 5	\$ 3,800	\$ 3,200	\$ 2,500	\$ 1,800
Semester 6		\$ 3,200	\$ 2,500	\$ 1,800
Semester 7		\$ 3,200	\$ 2,500	\$ 1,800
Semester 8		\$ 3,200	\$ 2,500	\$ 1,800
Semester 9			\$ 2,500	\$ 1,800
Semester 10			\$ 2,500	\$ 1,800
Semester 11			\$ 2,500	\$ 1,800
Semester 12				\$ 1,800
Semester 13				\$ 1,800
Semester 14				\$ 1,800
Semester 15				\$ 1,800
Semester 16				\$ 1,800
Total	\$ 19,000	\$ 25,600	\$ 27,500	\$ 28,800
Maximum Timeframe/# of Semesters at 150%	8	12	17	24

ADMISSIONS POLICIES

The Admissions Department strives to provide excellent service to prospective students with information about the school and assist students with preparing for their future. An Admissions Representative will talk to students prior to enrolling into a program, reviewing their educational and career goals. The Admissions Representative will assist students in finding the best training program to match their goals, will make any necessary arrangements for entrance exams, and will assist with enrollment agreements once a student decides to attend Unitek College.

General Admissions Policies

All prospective students shall be chosen for admission without regard to race, color, religion, gender, sexual orientation, or national origin. All admitted students must be able to read, write and understand English (all courses at Unitek College are taught in English and no translation services are provided). Applicants requiring an M1 or F1 Visa to attend Unitek College must also provide proof of scoring at least 560 on the Test of English as a Foreign Language (TOEFL) PBT (paper-based test) or 87 on the TOEFL iBT (internet-based test). All admitted students must be able to meet the physical demands of their chosen education program as well as those of the job(s) for which that program prepares them.

All applicants must complete a personal interview with an Admissions Representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the school's equipment and facilities, meet the staff and faculty, and to ask questions relating to the campus, curriculum, and career objectives.

Once an applicant has completed and submitted the application packet and required documentation, the school reviews the information and informs the applicant if eligible for admission. If an applicant is not accepted, all fees paid to the school are refunded. The school follows an open enrollment system. The following criteria must be met before the student's start date:

- An applicant must be 17 years of age or older. Applicants who are 17 at the time of enrollment must have a parent or legal guardian sign the enrollment agreement.
- Proof of high school completion (copy of High School Diploma, transcript, or GED certificate)
- Valid ID
- Valid social security number or Federal Tax ID number (for the Pharmacy Technician, Dental Assisting, and pre-licensure Nursing programs and Nursing pre-requisite courses).
- Achieve the program's passing score on the entrance exam.

Entrance Exam Retakes and Timelines

- An applicant failing the first attempt may retake the exam on the same day (within 24 hours).
- An applicant failing the second attempt may retake the exam beginning seven (7) calendar days from the second attempt.
- An applicant failing the third attempt may retake the exam beginning twenty-one (21) calendar days from the third attempt.
- After four (4) unsuccessful attempts, an applicant may re-apply to the college after one full year from the fourth attempt.

Proof of High School Graduation

All students must show proof of their High School Diploma, GED or equivalent in order to complete the enrollment process and be approved to start the program. Acceptable forms of proof are:

- Copy of a US High School Diploma or transcript from a state approved or US Department of Education approved school
- Copy of a G.E.D. certificate
- Copy of homeschooling completion certificate
- Copy of an Associate's, Bachelor's or Master's Degree obtained from a school with accreditation recognized by the US Department of Education
- A foreign Transcript at the High School, Associates Degree, Bachelor's Degree, or Master's Degree levels evaluated by a recognized agency to be the equivalent of a US High School Diploma or higher. Applicants wishing to submit documentation evaluated by an approved agency take full responsibility to acquire & provide such documentation. Applicants not providing satisfactory documentation at the time of application may forfeit the privilege of starting their desired program, even if they have met all other admissions criteria. Unitek College will not pay any fees that may be incurred by an applicant in order to submit such proof.

For applicants to non-degree programs:

All foreign documents submitted for proof of education or transcripts for credit granting must be evaluated by an acceptable service in order for the applicant submitting such foreign documents to complete the enrollment process. Unitek College will accept only evaluations completed by Academic & Credential Records, Evaluation and Verification Services, AACRAO's International Education Standards Council or by members of either the Association of International Credential Evaluators or the National Association of Credential Evaluation Services. Any evaluation completed by another agency will not be accepted for completing the admissions process.

Association of International Credential Evaluators (AICE)	www.aice-eval.org/members/ See website for list of approved evaluators
National Association of Credential Evaluation Services (NACES)	www.naces.org See website for list of approved evaluators
Academic & Credential Records, Evaluation and Verification Services (ACREVS)	www.acrevs.com
AACRAO's International Education Standards Council (AACRAO IES)	www.aacrao.org/aacrao-solutions/international-educ...

For applicants to Nursing degree programs:

Applicants wishing to submit their foreign Associate's, Bachelor's, or Master's Degree Transcripts, or transcripts for prerequisite courses, must have them evaluated by the Commission on Graduate of Foreign Nursing Schools (CGFNS). All foreign transcripts evaluated by any other evaluation service will not be accepted as part of the enrollment process.

Commission on Graduate of Foreign Nursing Schools (CGFNS)

3600 Market Street, Suite 400, Philadelphia, PA 19104-2651

(215) 222-8454 www.cgfns.org

Student's Responsibility for Satisfying Academic Requirements

Although Program Directors and Faculty assist students in planning their programs, each student must assume *complete responsibility* for compliance with the instructions and regulations set forth in this catalog and the syllabi of the student's courses. In addition, the student is responsible for selecting the courses that will enable him/her to achieve his/her educational objectives, whether it be graduation

from college, satisfaction of requirements for transfer to another college or university, or preparation for an occupation.

Physical Conditions

The program in which a student enrolls may be physically demanding. Students are expected to participate in all program components, including lecture, lab, clinical and externship sessions to earn grades in the corresponding courses. Failure to do so will result in a failing grade for the course(s) and/or being dropped from the program. If a student has a physical condition that could reasonably prevent his or her participation in all program activities (e.g. pregnancy, chronic pain) at time of enrollment or during the program, the student must provide a note of release from a licensed physician, licensed physician's assistant or nurse practitioner as a condition to enroll and participate in the program without restrictions. In the event such a physical condition causes an interruption in the student's attendance, the school will require a similar note of release to return to school. A Leave of Absence (LOA) may be granted pursuant to a student's written request and eligibility for a leave; however, the LOA must be approved by the school prior to the leave.

Applicants concerned about the physical requirements of a program are encouraged to speak with their Admissions Advisor or a Program Director. Examples of possible program requirements are:

- one (1) to four (4) hours of intermittent sitting
- four (4) hours of intermittent standing
- three (3) hours of intermittent walking in an average eight (8) hour day
- Squatting, bending, kneeling, reaching, and twisting are frequently required fifty percent (50%) of the time along with an occasional need for ladder climbing, exposure to changes in temperature and humidity; exposure to dust, fumes, or gasses
- Frequent lifting/carrying of twenty-five (25) to fifty (50) pounds
- Pushing/pulling up to one hundred (100) pounds

Smartphones

Unitek College's on-ground programs utilize an electronic attendance tracking system which requires that students use a smartphone to log their class attendance. All applicants to on-ground programs must agree to maintain possession of a personal smartphone while enrolled at Unitek College.

PROGRAM-SPECIFIC ADMISSIONS POLICIES

Allied Health & Technology Programs

Criteria for admission to Unitek College's Allied Health & Technology Diploma Programs:

1. Achieve a passing score on the Scholastic Level Exam (SLE). Passing scores are 12 for Medical Assisting, Medical Office Administration, Pharmacy Technician, and Information Technology; 13 for Dental Assisting.
2. Proof of completion of 12th grade level education. If education was completed in a country other than the United States, a course-by-course evaluation report by an accredited agency must be provided. Students who have taken the GED examination must have the score reported directly to Unitek College by the testing company.
3. Payment of all fees and tuition.

Immunization Requirements – Allied Health Programs

Students must provide proof of the following immunizations by the end of the 3rd successfully completed module of the Program:

- One Step PPD (TB)
- 2 x MMR (measles, mumps and rubella)
- 2 x Varicella (chicken-pox)
- 3 x Hepatitis B

PPD results must be dated within six (6) months of externship start date. Students must verify and show current immunity to Rubella (German measles), Rubeola, Varicella (Chicken Pox) mumps and Hepatitis B.

Verbal confirmation of the above is not acceptable. Acceptable forms of Proof of Immunity or immunizations given are **any of the three items listed below**:

- Document printed out from the Primary Care Provider that shows the exact immunization(s) and date(s) given along with the Primary Care Provider signature.
- Print out from the Primary Care Provider showing the exact titer(s) and result(s) indicating immunity.
- Legal California Immunization Record card showing the immunizations and the date given, or the results of a titer and dates of test, along with the Primary Care Provider signature.

Hepatitis B Explanation:

Hepatitis B is a series of 3 injections; Student must have the first two before Student may begin externship. The series is given with the initial injection; the second injection is given 30 days later, and the last injection is given after 6 months. Students who are carriers of Hepatitis B will need to take their immunization card, with a note from their PCP (primary care provider) stating that they are a carrier, but in good health, to their externship site BEFORE beginning the externship.

Vocational Nursing Prerequisite Course

The following criteria must be met for admission to the Vocational Nursing Prerequisite course:

1. A score of at least 17 on the Scholastic Level Exam (SLE).
2. Undergo a personal interview, by appointment, with the Program Director or Designee (Interviews may be scheduled prior to or during prerequisites.)
3. Undergo a physical examination within last 3 months by licensed physician, licensed physician's assistant or nurse practitioner establishing sound health (including Immunizations & TB Testing).
4. Proof of completion of 12th grade level education. If education was completed in a country other than the United States, a course-by-course evaluation report by an approved agency must be provided. Students who have taken the GED examination must have the score reported directly to Unitek College by the testing company.
5. Payment of all fees & tuition.
6. Initiation of criminal background check process for admission to the VN Diploma or Associate of Science in Nursing (ADN) program.

Vocational Nursing (VN) Program

Admission Requirements include:

1. A clear criminal background check
2. Successful completion of the VN Prerequisite Course

Students passing the VN Prerequisite Course with the highest grades and scoring the most points in the interview will receive first consideration for VN Program seats. If two or more students have the same prerequisites grades, then interview points will be used for the final seat selection. Students who pass the prerequisite course and meet all admissions criteria but are not selected for the upcoming VN Program will be assigned seats in the next available VN Program. Students must start the VN Program within one (1) year of pre-requisite course completion or they must reapply to the program.

Associate of Science in Vocational Nursing (ASVN) Program

1. Credit Granting

If a student wishes to apply for Credit Granting for courses taken at another institution, the student must submit:

- a. Credit granting request form
- b. Sealed official transcripts demonstrating a cumulative score of at least 75% (2.5 on a 4.0 scale) with no grade less than "C" (2.0) in any course (as calculated by the granting institution) for all courses being requested for transfer
- c. Course descriptions from the schools catalog that awarded the credits

All courses must be taken within the last 5 years to be eligible for credit granting. If official transcripts are not submitted at the time of the application, student forfeits the opportunity to apply for credit granting on courses taken previously. Transcripts will be evaluated internally by the Program Director or an authorized designee.

2. Admissions Review & Acceptance

- a. The school reserves the right to reject students if the items listed above are not successfully completed.
- b. Any transcripts showing several withdrawals or repeated general education pre-requisite courses will be evaluated on an individual basis. This may result in admission being denied. Students are encouraged to write a letter explaining what the circumstances were and why they feel they should be admitted.
- c. If accepted into the program, the enrollment documents need to be completed and financials cleared in order to start class. If a student does not complete the requirements they will have to wait for the next program start date.
- d. Verify with your Admissions Representative that your system requirements are appropriate for the online learning environment and complete the readiness survey.
- e. Proof of graduation from a nursing-board-approved Vocational Nursing or Practical Nursing Program, from an accredited institution, is required
- f. Official transcripts must be from an accredited institution approved by the US Department of Education, and are required prior to enrollment. However, the application process may begin with unofficial transcripts.

Please note that while a nursing license is not required for enrollment into the ASVN program, students planning on Advanced Placement enrollment into the Associate of Science in Nursing (ADN)

program will be required to have a current, unencumbered LVN or LPN license in order to enroll into that pre-licensure RN program.

Associate of Science in Nursing (ADN) Program

Admission Requirements include:

1. A score of at least 17 on the Scholastic Level Exam (SLE).
2. Copy of Government-Issued Photo ID
3. Proof of Basic Life Support as Healthcare Provider certification by the American Heart Association.
4. Proof of Immunizations and titers
5. A typed personal statement no more than 2 pages, double-spaced, 12pt font addressing “Why do you want to be a Registered Nurse?”
6. Completed health history and physical exam done no more than 3 months prior to starting the ADN program. The health history and physical exam must be signed by the student and the health care provider. Physical exam must clear student to fully participate in all aspects of the nursing program. Student must use the Physical Examination Form included in their admission packet.
7. Clear criminal background and drug screening
8. Interview with Program Director or designee
9. Reliable transportation for off-campus clinical locations
10. Within 24 months prior to enrollment in the ADN program, score at least 62% on the TEAS V exam. Exam version is subject to change.
11. For Advanced Placement students only: pass the RNSG200 course (see below) with a score of at least 75% (2.5 on a 4.0 scale).

Note: In accordance with Regulation 480 of the State Board of Registered Nursing, a person convicted of any offense other than a minor traffic violation may not qualify to be licensed as a registered nurse.

Applicants interested in the Associate of Science in Nursing program are encouraged to also take the SLE exam early in their admissions process. Doing so can prevent enrollment delays if they subsequently choose to enroll in the Vocational Nursing Diploma program.

RNSG200 – Transition to Professional Nursing

Applies only to applicants seeking Advanced Placement into the Associate of Science in Nursing program. Admission Requirements to the RNSG200 course include:

1. Successful completion of a nursing-board-approved Vocational Nursing or Practical Nursing program with a minimum cumulative score of at least 75% (2.5 on a 4.0 scale) with no grade less than “C” (2.0) in any course (as calculated by the granting institution)
2. Within 24 months prior to enrollment in the course, score at least 62% on the TEAS V exam. Exam version is subject to change.
3. Cumulative score of at least 75% (2.5 on a 4.0 scale) for all General Education pre-requisite courses (English, Speech, Psychology, Sociology, Math, A&P I, A&P II, Microbiology) with no grade less than “C” (2.0) in any course (as calculated by the granting institution).
4. Cumulative score of at least 75% (2.5 on a 4.0 scale) for all Science pre-requisite courses (A&P I, A&P II, Microbiology) with no grade less than “C” (2.0) in any course (as calculated by the granting institution).
5. Proof of Basic Life Support as Healthcare Provider certification by the American Heart Association.
6. Proof of an active, unencumbered license as a California Licensed Vocational Nurse
7. Proof of IV Certification

8. A typed personal statement no more than 2 pages, double-spaced, 12pt font addressing “Why do you want to be a Registered Nurse?”
9. Clear criminal background and drug screening

RN Course Readmission

For any repeated courses, students will be required to pay the training costs associated with the hours the student is repeating. For example, if a student fails Gerontology (a course that is 31 hours of instruction), but passes all other courses, the student will only be required to pay the total cost associated with the 31 hours. A student is not required to retake a course that the student successfully completed with a score of 75% or higher. (Please note that a failure in one paired course will equate to failure in both courses).

- Students must request readmission. Students are eligible for only one readmission in total.
- Program Director approval is required prior to readmission.
- Students cannot repeat a course until payment has been received.
- Students may repeat a course only **ONE** time (**total two attempts**). All course grades received will appear on the transcript, but only the most recent affects the cumulative GPA.
- Courses taken at institutions other than Unitek College do not affect GPA.

RN-to-BSN Distance Education Program

Prospective students who wish to enroll in Unitek College’s Bachelors of Science in Nursing Degree Completion Program must meet the following criteria to be eligible for enrollment:

STEP 1: Complete Advisory phone call with Unitek BSN Admissions Representative at 888-762-2761

STEP 2A: Complete the Admissions application

STEP 2B: Submit all of the following documentation:

- A. Proof of current, unrestricted license as a Registered Nurse
- B. Proof of Education

Provide proof of education from option 1, 2, or 3 below. US Transcripts must be from an accredited institution approved by the US Department of Education. Courses on foreign transcripts for which credit is sought must be evaluated by a recognized 3rd party evaluator and deemed equivalent to coursework from an accredited institution approved by the US Department of Education. All transcripts submitted will go through a thorough evaluation by the nursing department at Unitek College to determine if all course requirements are met to enter the RN-to-BSN program. This proof can be presented in the following manner:

Option 1: Provide sealed official transcripts from an Accredited Institution recognized by the US Department of Education demonstrating completion of an Associate of Science in Nursing degree with a minimum cumulative score of at least 75% (2.5 on a 4.0 scale) with no grade less than “C” (2.0) in any course (as calculated by the granting institution).

Option 2: Provide sealed official transcripts with a minimum cumulative score of at least 75% (2.5 on a 4.0 scale) with no grade less than “C” (2.0) in any course (as calculated by the granting institution) in all courses required for Associate or Bachelors level degree completion, as well as for the specific courses listed below:

REQUIRED GENERAL EDUCATION AND PRE-REQUISITE COURSES	SEM. UNITS
Microbiology with Lab	4
Human Anatomy with Lab	4
Human Physiology with Lab	4
English, Reading & Composition (College level)	3
Math: Intermediate or College level Algebra or higher	3
General Psychology	3
General Sociology/Cultural Anthropology	3
Public Speaking or Speech	3
TOTAL GENERAL ED UNITS	27

REQUIRED PRE-REQUISITE NURSING COURSES	THEORY (SEM. UNITS)	CLINICAL (SEM. UNITS)
Medical- Surgical Nursing; Theory and Clinical: <i>includes Leadership/Management, and geriatrics</i>	10	14.5
Obstetrics-Maternity Nursing; Theory and Clinical	1.5	1
Mental Health/Psychiatric Nursing; Theory and Clinical	2	1.5
Pediatric Nursing; Theory and Clinical	1.5	1
TOTAL NURSING UNITS	15	18

A total of 60 units are required PRIOR to admission to the RN-to-BSN Program. Official transcripts must be submitted for evaluation.

Option 3 - Military or Foreign Degrees

A military or foreign degree must be evaluated by a recognized 3rd party evaluator prior to submission to Unitek College. Transcripts that have been translated will not be accepted.

STEP 2C: Credit Transfer

Students wishing to Transfer credits for upper division (300 or 400 level) courses taken at another school must submit prior to enrollment:

- A. Credit granting request form
- B. Sealed official transcripts demonstrating a minimum cumulative score of at least 75% (2.5 on a 4.0 scale) with no grade less than “C” (2.0) in any course (as calculated by the granting institution) for the courses being requested for transfer
- C. Course syllabus for each course being requested for transfer

Note: If official transcripts are not submitted at the time of the application, student forfeits the opportunity to apply for credit granting on courses taken previously. Veterans seeking to use GI Bill funding must submit all previous coursework for evaluation prior to enrollment. A maximum of 30 of the 61 upper division credits in this program can be transferred in. Students must complete at least 31 semester credit hours at Unitek College to be awarded the BSN degree.

STEP 3: Admissions Review & Acceptance

- a. Unitek reserves the right to deny admission if the items listed above are not completed.
- b. Any transcripts showing several withdrawals or repeated courses will be evaluated on an individual basis. This may result in admission being denied. Students are encouraged to write a letter explaining what the circumstances were and why they feel they should be admitted. If accepted into the program, the enrollment documents need to be completed and financials cleared in order to start class. If a student does not complete the requirements they will have to wait for the next program start date.
- c. Students must verify with the Admissions Representative that their computer system meets the minimum requirements for online courses (described below).
- d. Students must complete the Online Education Readiness Survey.

Online Education Criteria

The following are minimum hardware and software requirements for taking courses online:

- a. Supported Operating System: All operating systems are supported by the program. It is highly recommended that students have administrative rights on their computers in order to download certain functions.
- b. Productivity Tools: A word processing program that can save in .doc or .rtf file format; Microsoft Office Student Suite is the recommended software.
- c. Internet Access: ISP account for internet access and email address. Supported Browsers:
 - Windows: Internet Explorer (Free Download)
 - Windows: Mozilla Firefox (Free Download)
 - Macintosh: Mozilla Firefox (Free Download)
 - Macintosh: Safari (SAFARI is only supported on MAC computers)
- d. Plug-Ins: (Required for many of our resources, must be most current version):
 - Adobe Flash Player (Free Download)
 - Adobe Acrobat Reader (Free Download)
 - Java (Free Download)
- e. Additional Requirements
 - Processor - Intel Pentium or later, or equivalent
 - OS: Microsoft Windows 95, 98, 98 SE, Me, NT, 2000, XP or Vista
 - RAM: 64MB min, 128MB recommended
 - Hard drive: 90 MB or more free space
 - Display: 800x600 16-bit color display or better (1152x864 pixels is recommended)
 - Audio: speakers or headphones
 - CD-ROM drive: any speed
 - Browser: Internet Explorer 9.0 or later, Mozilla Firefox 20.0 or later, Safari 6.0 or later, with Adobe Flash plug-in
 - Broadband/High Speed Internet connection is strongly encouraged. All software required must be downloaded on initial Browser Tune Up at start of each module.
 - Web camera for web conferencing and group discussion.
- f. Valid Email Account

A valid in-use email account is required for participation in the program. The school reserves the right to reject students if the items listed above are not verified.

PURCHASING BOOKS & SUPPLIES

Unitek College purchases physical books and supplies from various vendors, often at volume discounts, and includes them by default within the total fees charged to students. This is called “inclusive tuition” and reduces the burden on students to find and purchase all required books and supplies. Students may opt out of paying for the books within the inclusive tuition by initialing the applicable section in their enrollment documents, which will obligate them to purchase all necessary books by the scheduled first day of class. By opting out of inclusive tuition and agreeing to purchase the required books themselves, the total fees charged to the students by Unitek College at the time of enrollment will be reduced by the then-current total costs paid by Unitek to acquire the books. Please note that the option to “opt out” only applies to books. Students may not opt out of paying for their supplies.

LEARNERS WITH SPECIAL NEEDS

Unitek College is committed to Equality of Opportunity, and positively values the participation of learners with special needs. Unitek 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. For students who need to request accommodations they must present a formal physical or cognitive evaluation by a professional in the field that outlines areas in which the student would need reasonable assistance or accommodations to complete classroom, clinical rotations, or externship training. Learners with Special Needs are encouraged to meet with Unitek College’s on-site ADA coordinator.

TRANSFER OF CREDITS

Credits earned at a college accredited by an agency recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), may be evaluated for transfer to an eligible Unitek College program if a grade of 75% or better was earned for nursing and general education courses, or 70% for Allied Health and Technology courses. Veterans must submit all educational records for review for admission to any program offered at Unitek College. Unitek College maintains a written record of the previous education and training of all students. Unitek College does not give credit for experiential learning.

Maximum Transfer Credits

- **Vocational Nursing Diploma Program:** A maximum of 25% of the credits taught within the program may be granted towards completion of the program.
- **Allied Health & Information Technology Programs:** Credits for at most 2 of the courses taught within the programs may be granted towards completion of the program. No credit transfer is allowed for Externship courses.
- **RN-to-BSN & ASVN Programs:** A maximum of 49% of the credits taught within the program may be transferred from another school and granted towards completion of the program.
- **Associate of Science in Nursing (ADN) Program:** A maximum of 64% of the credits taught within the program may be granted towards completion of the program.
- **All programs:** All credits earned in a program at one accredited Unitek College campus are transferable to the same program at another accredited Unitek College campus.

If applying for credit transfer of prior education, sealed official transcripts and official course descriptions for these courses must be submitted. If official transcripts are not submitted at the time of the application, student forfeits the opportunity to apply for credit granting on courses taken previously. Student may be required to submit course syllabus for evaluation. Veterans must submit all educational records for review.

COURSE CREDIT CALCULATIONS

Allied Health & Technology courses

- One semester credit hour for at least 15 hours of classroom contact
- One semester credit hour for at least 30 hours of supervised laboratory/shop instruction
- One semester credit hour for not fewer than 45 hours of externship experience

Nursing & General Education courses

- One semester credit unit for 18 hours of classroom contact; or
- One semester credit unit for 54 hours of external or in-house clinical lab

CLEP

Students may transfer credits via CLEP examination for the following courses: ENG 101, MTH 200, SOC 102, and PSY 101. The required CLEP scores & corresponding credit hours can be obtained by searching for Unitek College on the CollegeBoard website: clep.collegeboard.org/search/colleges/us or by contacting the Academics department at Unitek College.

VN Credit Transfer Requirements

Credit transfer may be given for related courses completed within the last five years from an accredited institution that is recognized by the U.S. Department of Education. A minimum cumulative GPA of 2.5 on a 4.0 scale and no less than a “C” (2.0) in any course (as calculated by the granting institution) for the courses being requested for transfer is required. No semester credit hours are granted for partial courses. Courses that may be acceptable for credit granting include:

- Successfully completed vocational/practical nursing courses.
- Successfully completed registered nursing 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.

How to apply for transfer of credit for Vocational Nursing Programs:

Any student who wishes to have their credit units assessed for transfer needs to notify their Admissions Representative at the time of enrollment and fill out the credit granting request form and provide official sealed transcripts and course descriptions at the time of application or they forfeit the opportunity for credit granting.

Associate of Science in Nursing (ADN) Program Course Transfer Requirements

Transfer unit credit shall be given for related courses completed within the last five years from an accredited institution that is recognized by the Department of Education. A minimum cumulative GPA of 2.5 on a 4.0 scale and no less than a “C” (2.0) in any course (as calculated by the granting institution) for the courses being requested for transfer is required. No credit shall be granted for partial courses.

The maximum number of credits that may be granted in the ADN Program are: 28.5 credits for Pre-Requisites, 11 credits for VN Education, and 7.5 credits for RN Courses. Courses possibly accepted include:

- Successful completion of registered nursing courses.
- Successful completion of armed services nursing courses.
- General Education Pre-Requisite Courses

How to apply for transfer of credit for the ADN Program

Any student who wishes to have their credit units assessed for transfer needs to notify their Admissions Representative and must provide all official sealed transcripts and course description by the application admission deadline.

Nursing Challenge Examinations for ADN program

Unitek provides an alternative path to earn credits for other acquired knowledge in the field of nursing through equivalence, challenge examinations, or other methods of evaluation. An applicant may be able to obtain credits in this manner if following applies:

1. Students must be accepted into the ADN program in order to challenge a nursing course.
2. Students must meet all prerequisites of any courses prior to attempting the challenge examination.
3. Students may not challenge a nursing course where a similar nursing course has been previously completed in which the grade received was below a C.
4. Students who request to take a challenge examination for a clinical course must first: 1) transfer in credit for the related theory course; or 2) pass the theory course challenge exam prior to attempting the clinical challenge examination.
5. Students who did not pass a lower level nursing course with a clinical component may not challenge a higher level nursing course with a clinical component.
6. Standardized computer examinations, such as ATI, will be used for challenge examinations for pre-licensure courses.

Additional information may be required prior to scheduling a challenge examination for clinical courses, such as immunization status, health records, background check, drug screening, fire and BLS cards (i.e.-clinical packet information).

Notification and Appeal – VN Program and ADN Program

Vocational Nursing students will be notified of the decision within 10 school days. ADN Program students will be notified by the Friday before the start of RNSG200. Equivalency shall be determined based on content and hours of course under consideration. Any student who wishes to appeal a decision may schedule an appointment to meet with the Nursing Director within 30 days of denial. Students can appeal the decision and request to have a committee meeting called. The committee will hear the student's appeal and review the transcripts provided and will make a final decision as to whether the original decision stands, or if credit should be granted.

Methods by which tuition and fees are adjusted for credits granted

Credits from transfer units for the Nursing Programs are adjusted financially as they relate to the number of credit hours being granted for those courses. Total tuition is then recalculated and monies

are either 1) collected according to the new tuition amount due, or 2) refunded once final loan disbursement is received or adjusted.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Unitek College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the degree, diploma, or certificate that you earn at this institution are 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 will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Unitek College to determine if your degree, diploma or certificate will transfer.

GRADING

Faculty post grades within 72 business hours of receiving assignments (24 business hours is preferred). Final grades for courses are provided to the Program Director within 3 working days after their completion. The Program Director will ensure that grades are posted in a timely manner.

Allied Health and Technology Programs

These programs contain courses with various scoring parameters such as professional development, class participation (e.g. oral Q&A sessions and projects), skills demonstrations, quizzes, and exams. The maximum possible score in each category may differ based on the program or course. At the completion of a course or program the total score earned by a student is divided by the maximum possible score to arrive at the percentage received by that student. This percentage is converted to a letter grade using the scale below:

PERCENTAGES	GRADE	GRADE POINTS
90% and Above	A	4.0
80% - 89.99%	B	3.0
70% - 79.99%	C	2.0
69.99% or below	F	0

At the end of each course, students receive a cumulative grade point average (CGPA) which is the average of the grades for all courses completed in the program. The equivalent grade points from the grading table above are used to calculate the CGPA. For example, if a student completes 3 courses with grades of A, A, and C, the CGPA is calculated as follows: $CGPA = (4.0 + 4.0 + 2.0) / 3 = 10/3 = 3.33$

Pre-Licensure Nursing Programs

The grading scale for nursing differs from the grading system for other programs: a minimum score of 75% (2.5 grade points) is required to pass any course. The following grading table is used in Nursing:

PERCENTAGES	GRADE	GRADE POINTS
90% and Above	A	4.0
85% - 89.99%	B+	3.5
80% - 84.99%	B	3.0
75% - 79.99%	C	2.5
74.99% or below	F	0

Program Progression: Nursing students must complete each course in each semester with an average of 75% or higher in order to progress to the next semester.

Lecture courses: Most lecture courses are graded in the following manner: 90% exams, 10% written or other self-directed assignments. Students must demonstrate competence with an AVERAGE of 75% in all exams to receive the additional points available from the written assignments.

Clinical courses: Most clinical courses are graded in the following manner: 80% clinical performance, 20% written assignments. Students must demonstrate clinical competence with an average of 75% in performance to receive the additional points available from the written assignments.

Lab: All skills tested in the lab are given a grade of Pass or Fail. The student will have 3 opportunities to pass. If the skills are not passed, the student will not progress to the next level.

Academic Year Definition

Source: 2014-15 FSA Handbook, pages 3-4:

An academic year at consists of a minimum of 26 weeks of instructional time for the Vocational Nursing Diploma program and 30 weeks of instructional time for all other programs. Instructional time is defined as a week where regular scheduled instruction occurs on at least one day or examinations, homework, and orientation sessions, advising sessions or remediation sessions occur. In addition to the weeks of instructional time, an academic year consists of 24 semester credit-hours for programs measured in credit-hours and 900 clock-hours for programs measured in clock-hours.

Remediation – All Programs

Please see the program-specific remediation policies provided by Faculty after the start of a program.

Grade Appeals

Students have the right to formally appeal the final grade in a course when he/she has a legitimate basis for the appeal. Appeals are limited to situations in which the student believes the grade was a mistake in calculation, demonstrable bias, gross negligence, or misapplication of stated criteria. The following steps should be taken to appeal the final grade in a course:

Step 1: The written appeal must first be directed to the instructor of the course within 5 days following the receipt of the final grade. It is the responsibility of the student appealing a grade to base the appeal on clear and substantive grounds. Appeals based on a desire to improve a grade through additional work or re-testing are not acceptable. If, after the student has consulted with the instructor, the appeal cannot be resolved, proceed to step 2.

Step 2: The student should appeal in writing to the Program Director within 5 days of the appeal meeting with the instructor. An informal meeting will be arranged to hear both sides of the complaint and attempt to resolve the matter through a negotiated settlement. The decision of the Program Director will be final.

GRADUATION REQUIREMENTS

For all programs, to be eligible for graduation a student must:

- Complete all program requirements
- Be meeting Satisfactory Academic Progress requirements
- Satisfy all financial obligations with the school

NOTE: students on academic probation may qualify for graduation if, at the end of their probationary term, they meet the minimum grade requirements

In addition to the above requirements for all programs, program-specific graduation requirements are as follows:

MODULAR PROGRAMS

(Pharmacy Technician, Medical Assisting, Dental Assisting, Information Technology)

To be eligible for graduation, a student must:

- Have no grade less than 70% in any required course
- Have no grade of "Fail" in any Pass/Fail courses (if applicable)
- Have a cumulative GPA of at least 75% upon completion of the last required module

PRE-LICENSURE NURSING PROGRAMS

(Vocational Nursing Diploma, Associate of Science in Nursing)

To be eligible for graduation, a student must:

- Complete all required courses with a score of at least 75%
- Have no grade of "Fail" in any Pass/Fail courses (if applicable)
- Pass the assigned national benchmark exam
- Complete all required program hours (applies to the Vocational Nursing Diploma program)

POST-LICENSURE NURSING PROGRAMS

(Associate of Science in Vocational Nursing, RN-to-BSN)

To be eligible for graduation, a student must:

- Complete all required courses with a score of at least 75%
- Have no grade of "Fail" in any Pass/Fail courses (if applicable)

For all programs, any new, additional, or modified graduation requirements will be communicated to students after enrollment.

BACKGROUND CHECKS

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 Diploma, Associate of Science in Nursing, Dental Assisting, and Pharmacy Technician.

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, but students in a pre-licensure Registered Nursing program must pay for the criminal background check required by the California Board of Registered Nursing.

Students may be subject to additional background checks at any time if requested by a clinical facility, employer, or externship site. Clear background checks are required for registration in clinical nursing courses. The California Board of Registered Nursing requires an additional criminal background check as part of the licensure process. 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 the criminal record even though such offenses may have occurred more than seven years ago.

A background check is deemed to be “clear” by Unitek 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
- Active probation
- Felony theft
- Fraud
- Child abuse, elder abuse

If one (1) 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.

ACADEMIC APPEALS AND GRIEVANCES

Unitek College upholds the fundamental values of honesty, respect, fairness, and accountability, which fosters a learning environment with academic integrity at the forefront. The College understands that a student may disagree with an academic decision or action resulting from a violation of policy and/or standard of academic integrity. To address these grievances, the College allows a process for students to appeal the College's decision. An appeal may be made for specific reasons defined by the College's Academic department, and all decisions made as a result of an appeal are final.

Level 1 – Informal Appeal

- The student may initiate a Level 1 appeal by contacting the instructor or individual with whom the grievance arose, as soon as the discrepancy has been identified.
- An effort to resolve the matter informally should be made.
- If the student is not satisfied with the decision, the student may request a Level 2 appeal in writing within five (5) days.

Level 2 – Campus Appeal Hearing

A Level 2 appeal may only be initiated if a Level 1 appeal was attempted but did not resolve the grievance to the student's satisfaction.

- The student may initiate a Level 2 appeal by submitting the request for an Appeal Hearing in writing to the relevant Program Director (for Vocational Nursing or for Allied Health & Technology).
- The Program Director will investigate the request thoroughly, including interviewing all individuals involved and reviewing all documents that relate or may potentially relate to the student's grievance.
- The original decision will stand if after review of the information, the Program Director determines that the request for appeal was unfounded. (Note: as an example, failure is not a reason for an appeal, but extenuating circumstances that attribute to the failure would be a reason for an appeal.)
- If a student or faculty member has any question regarding what would be grounds for an appeal, they may make an appointment to review with the Program Director.
 - If the Program Director concludes that the student has grounds for an appeal, a Campus Grievance and Appeal Committee hearing will be scheduled as soon as possible but no later than seven (7) days from the receipt of the written request. The Committee will consist of:
 - The relevant Program Director (Committee Chair)
 - Campus Director
 - Campus Registrar
 - Minimum of one full-time faculty member; maximum of two
 - One student (peer representation from a different program is preferred)
- Following the Committee's hearing, the Committee Chair or designee will provide the student with a written summary of the hearing and any advising/action plan determined by the Committee.
- A copy of the signed advising/action plan is placed in the student's file and a copy is provided to the student.
- If the student is not satisfied with the decision, the student may request a Level 3 appeal in writing within five (5) days of the Campus Committee hearing.

Level 3 – Academic and Operational Management Appeal

A Level 3 appeal may only be initiated if a Level 2 appeal was performed but did not resolve the

grievance to the student's satisfaction.

- The student may initiate a Level 3 appeal by submitting his/her appeal request to the Corporate Program Director (CPD) and the Chief Operations Officer (COO) for review.
- The CPD/COO will review all documents and interviews, including the summary of the Campus Committee's decision, to make their determination.
- The student will be provided with a written summary of their determination.
- If the student is not satisfied with the decision, the student may request a Level 4 appeal in writing within five (5) days of the CPD's/COO's determination.

Level 4 – Appeal to the Chief Academic Officer

A Level 4 appeal may only be initiated if a Level 3 appeal was performed but did not resolve the grievance to the student's satisfaction.

- The student may initiate a Level 4 appeal by submitting his/her appeal request to the Chief Academic Officer (CAO) for review.
- The CAO's office will schedule an appointment with the student, and all information related to the appeal request will be reviewed.
- All decisions made by the CAO are final, and Level 4 appeal is the last step in the appeals process provided by Unitek College.

Decisions of the Chief Academic Officer are the final step in appeals within the processes and procedures of Unitek College. However, students may, at any time, submit their appeal and/or grievance to applicable agencies:

- Bureau for Private Postsecondary Education: P.O. Box 980818, West Sacramento, CA 95798-0818
- Board of Vocational Nursing and Psychiatric Technicians (BVNPT): 2535 Capital Oaks Drive, Suite 205, Sacramento, CA 95833
- U. S. Department of Veteran Affairs (VA): 810 Vermont Avenue, NW; Washington, DC 20420
- Accrediting Commission of Career Schools and Colleges (ACCSC): 2101 Wilson BLVD., Suite 302; Arlington, VA 22201. ACCSC complaint process: www.accsc.org/Student-Corner/Complaints.aspx
- Commission on Collegiate Nursing Education (CCNE): One Dupont Circle, NW Suite 530; Washington, DC 20036

ATTENDANCE POLICIES

Regular class attendance is necessary to successfully complete an education program. For all programs, time spent cutting class counts towards the recorded time of absence. There are no excused absences in any program.

Tardiness and Early Departure: Students arriving late for or leaving early from any Lecture, Lab or Clinical course will have their missing class time counted towards their record of time of absence.

Pre-licensure Nursing Programs: Automatic termination will result from seven (7) calendar days of absence in any combination of theory or clinical instruction. Any student absent four (4) days is at significant risk for withdrawal. Excluded from this 7-day policy are school-scheduled holidays and non-scheduled school days based on the schools' holiday calendar during any on-campus courses.

Allied Health and Technology Programs: Termination will result from fourteen (14) consecutive calendar days of absence in any on-campus or Externship courses. Excluded from this 14-day policy are school-

scheduled holidays and non-scheduled school days based on the schools' holiday calendar during any on-campus courses. Termination will also result when a student's total time absent from the program becomes 20% or more of the expected program length. For programs with Externships, 100% of the required Externship hours must be completed to pass the Externship course and graduate from the program. For students who have completed their final on-campus course and are awaiting placement on an externship site, all calendar days between their last day of attendance and first day of Externship count towards this 14-day policy.

Online Courses: Automatic termination will result from fourteen (14) consecutive calendar days of absence. New students missing the first seven (7) days of an online course will be dropped from that course.

LEAVE OF ABSENCE (LOA) POLICY

The Institution acknowledges that there are circumstances in which a student's educational program may be interrupted due to situations not within the student's control. If an emergency situation arises making it necessary for a student to interrupt his/her training, the school, at its' discretion, may permit a student to take a Leave of Absence (LOA). Any request for an LOA must be approved by Academic management prior to the LOA commencement date. Students will be advised on any effects the LOA may have on their academic progress and financial status.

Length and Timing of an LOA

Students may be granted multiple leaves of absence as long as the total number of days for all leaves combined does not exceed 180 days within a 12-month period. The 12-month period begins on the first day of a student's initial LOA. Students may request an extension of an existing LOA as long as the total LOA time does not exceed 180 calendar days within a 12-month period.

An LOA will not be granted during a student's first didactic module (for modular programs) or during a student's first course (for semester programs). Additionally, any student who fails to return from an approved LOA on the scheduled return date will be dropped from the program.

Allowed Reasons for an LOA

The following situations may be considered for a student's Leave of Absence:

- Medical reasons affecting a student or member of the student's immediate family
- Military service requirements
- Jury duty
- Family tragedy (i.e., death in the immediate family)
- Other extenuating circumstances as deemed appropriate by the Program Director and Corporate Compliance

LOA Processing

A student who wishes to request a Leave of Absence must obtain an LOA Request Form from their Program Director or from the Campus Registrar. The request must be made in writing using the form, must be accompanied by any applicable supporting documentation, and must be reviewed and approved on or before the expected LOA start date.

SATISFACTORY ACADEMIC PROGRESS

Regardless of Full Time or Part Time status, Degree or Diploma program, or Financial Aid support level, all students are expected to maintain satisfactory academic progress (SAP) while enrolled at Unitek College. To maintain SAP, a student must meet the following criteria:

Cumulative Grade Point Average (CGPA)

Achieve a cumulative GPA of 2.5 (equivalent to 75%) in Nursing Programs (including online/distance education), or 2.0 (equivalent to 70%) for all other programs, each time SAP is evaluated.

Pace of Completion (POC)

Achieve a minimum Pace of Completion rate of 67% for all programs. POC is calculated by dividing the credits earned by the credits attempted. Only those credits required in the student's program of study, including credits that were transferred from other approved institutions, and proficiency credits earned, are used in the POC calculation. As with the determination of CGPA, the pace of completion requirement will be evaluated at the end of each grading period after grades have been posted to determine if the student is progressing satisfactorily. The Pace of Completion for part-time students will be evaluated based on the part-time requirements for the program.

Maximum Timeframe

There is a maximum timeframe in which students must graduate. For undergraduate programs measured in credit hours, the maximum timeframe is 150 percent of the total credits of the program. For an undergraduate program measured in clock hours, the maximum timeframe is 150 percent of the published length of the program as evaluated by the cumulative number of clock hours the student is required to complete as expressed in calendar time. Please note that a student in a clock hour program cannot receive federal financial aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.

FREQUENCY OF SAP EVALUATIONS

Non-Term Programs: in the Information Technology program, SAP is officially evaluated at the end of the 4th module and upon graduation. In the Medical Assisting, Dental Assisting and Pharmacy Technician programs SAP is evaluated at the end of the 5th module and upon graduation. SAP is reviewed for academic progress advising at end of the 3rd module and prior to externship for all modular programs. The Vocational Nursing Diploma Program evaluates SAP at the end of each semester, based on scheduled hours earned.

Degree Programs: The Associate of Science in Nursing program, Associate of Science in Vocational Nursing program, and RN-to-BSN program all evaluate SAP at the end of each semester.

Effect of Incompletes, Withdrawals, Repetitions, & Transfer Credits on CGPA & Pace of Completion:

VOCATIONAL NURSING		ALL OTHER PROGRAMS		EFFECT ON SAP			
Letter Code	Percentage	Letter Code	Percentage	Incl. in Credits Earned	Incl. in Credits Attempted	Incl. in GPA	Quality Points
I	Incomplete	I	Incomplete	No	Yes	No	N/A
TC	Transfer Credit	TC	Transfer Credit	Yes	Yes	No	N/A
W	Withdraw	W	Withdraw	No	Yes	No	N/A
**	Repeated Course	**	Repeated Course	Yes	Yes	Yes	N/A

Effect of Transfer Credit on SAP

Transfer credit awarded by the college has no effect on CGPA calculations for SAP, but does effect the Pace of Completion calculation. Transfer Credits are included in maximum timeframe calculations.

Effect of Program Change on SAP

Students who change programs will only have credits and grades that are applicable to the new Program (including transfer credits) calculated in SAP and Maximum Timeframe. Any credits previously taken and not part of the student’s new program of study will not be used in the calculation.

SAP WARNING

If a student has not met the minimum SAP requirements, the student will be placed on SAP Warning. A school official will conduct an advising session when a student is placed on SAP Warning. The student will then be given an advising form indicating risk of probation, how long the status will last, and the conditions to be met to avoid being placed on SAP Probation.

Additionally, an SAP Warning letter will be mailed or emailed to the student which informs the student that s/he did not maintain satisfactory academic progress towards the completion of his/her program of study during the most recently completed payment period or semester. The letter also informs the student that s/he is eligible to receive financial aid (if applicable) for the next payment period or semester. However, if the student fails to make satisfactory progress by the end of that payment period or semester, s/he will be placed on SAP Probation and lose financial aid eligibility.

SAP PROBATION

If a student has not met the minimum SAP requirements for either two consecutive payment periods or two consecutive semesters, the student will be placed on SAP Probation. If the student is a financial aid recipient, financial aid is suspended at that time.

Maximum Probation Periods

A student may remain on academic probation no longer than one semester in Pre-Licensure Nursing Programs, and no longer than 2 semesters in Post-Licensure Nursing Programs. For Allied Health and Technology Programs, a student may remain on academic probation no longer than two courses.

Note: For Pre-Licensure Nursing Programs, given that a student must pass all courses within a semester in order to continue onto the next semester, a student may be terminated prior to the probation period ending. This will only occur if the student’s grades drop below a point where there is no possible way for the student to pass the course.

Students who do not achieve SAP by the end of the maximum probationary period will be withdrawn from their program.

All students placed on SAP Probation will develop a remediation plan with the assistance of their advisor, faculty, Program Director or authorized designee. All remediation plans include specific outcomes and a timeline.

Additionally, a SAP Probation letter will be mailed to the student notifying him/her that s/he is not making satisfactory progress towards completion of his/her program of study. The letter will also provide the student with instructions on how to appeal the suspension of financial aid eligibility (if applicable), as well as the deadline for submitting the appeal.

Appealing Suspension of Financial Aid Eligibility (if applicable)

Students have the right to appeal the suspension of financial aid eligibility within 10 days from the date on the SAP Probation letter. The appeal form is available in the Registrar's Office or in the student services guide. The appeal should include an explanation, and supporting documentation, of any circumstances that prevented the student from maintaining SAP throughout the semesters in question. Examples of such circumstances are: death of a relative of the student, severe personal injury or illness of the student, and other special circumstances that have a causal link to the deterioration in academic performance.

The appeal will be reviewed by a committee which will include, among others, the Financial Aid Director and the student will be notified of the result by a letter mailed to the student's address on file. The appeals committee's decision is final and non-appealable.

Reinstatement of Financial Aid Eligibility (FA Probation)

If the appeal is approved, the student will be placed on Financial Aid Probation for one payment period or semester, at the end of which SAP will be re-evaluated. If SAP is not met, financial aid will, again, be suspended.

DISMISSAL POLICY

Dismissal from a course or program can be due to, but is not limited to, the following:

- Failure or inability to continue the program (Nursing programs); failure of any 3 courses (non-nursing programs)
- Failure to return from an approved leave of absence (LOA) as scheduled
- Violation of the student code of conduct; this includes crimes and drug-related offenses
- Violation of any attendance policy

Academic Dismissal

If a student is academically dismissed, the student's academic file will be annotated to reflect this action and the file will be flagged to block future enrollment, unless the student follows the program's process for readmission. Students may be dismissed for academic reasons without previous academic action, including failure to complete all program requirements within the maximum allowable time frame.

If a student is readmitted after successfully completing the readmission process, the student will re-

enter on probation and be required to meet SAP at the end of the returning module or semester or be dismissed without appeal. Unitek College will graduate students who were on probation only if the standards for SAP were met prior to being eligible for graduation.

Other Reasons for Dismissal

Students may be dismissed from Unitek College for other reasons than those stated above if the institution determines they cannot satisfactorily meet the academic, professional, or ethical expectations, the expectations detailed in the student conduct policy, or other expectations of the program. Unitek College reserves the right to administratively dismiss students for violations of academic honesty, student conduct standards, or clinical negligence. If a student is administratively dismissed, the student's academic file will be annotated to reflect this action and the file will be flagged to block future enrollment, except through appeal. Students retain the right to appeal, please see Grievance/Appeal Process.

COURSE COMPLETION / INCOMPLETE

Students unable to complete the requirements of a course due to an emergency or other justifiable reason may petition their instructor to award an "incomplete". An incomplete grade (I) may be assigned when, in the judgment of the instructor, the student is unable to complete the requirements of a course or course because of unforeseeable emergency and justifiable reasons. A grade of "I" signifies that all of the required coursework was not completed for a grade at the end of the semester the course was attempted. To receive points for the course or course, the incomplete work must be finished by the designated period assigned by the Program Director. This may include retaking the course for which the "I" was received. Note that for "paired" nursing courses, both courses must be repeated if a student receives an "I" in either one of them. If the student does not make up the work within the required time frame and to the instructor's satisfaction, then the "I" will lapse to an "F" and be computed in the cumulative grade point average. A grade of "I" can only be assigned for a course when all of the following criteria have been met:

1. The student had previously been making satisfactory academic progress in the course
2. The student was unable to complete some of the coursework because of unusual circumstances beyond his or her control. An explanation of these circumstances must be presented by the student IN WRITING and deemed acceptable by the faculty prior to the end of the semester and approved by the Program Director.

Allied Health and Technology Programs: The time allotted to complete work to achieve a grade in a course is one week after the course end date. If the requirements are not met the grade will be an F.

Nursing programs: When an Incomplete is assigned, the requirements and timeline to complete will be set by the Program Director. If requirements are not met by the due date, the grade will be an F. Students may petition for an incomplete not more than two times during the program. Time spent completing the work cannot be used to make up accrued absences from class.

Multiple Attempts

A student wanting a third attempt to retake a course must submit a request for an appeal and receive approval from the appeals and grievance committee. Charges will apply to repeat the course.

Make Up Work

A student is responsible for all work assigned and missed during an absence, and, it is the responsibility

of the student to contact the faculty member for any available make-up work; in periods of extended absence contact should be attempted prior to the missed classes. A student anticipating an absence, for any reason, should notify the appropriate academic administrator to ensure they are eligible for make-up work. For the nursing programs there are additional criteria, please see the nursing student handbook for further details.

WITHDRAWALS

Allied Health and Technology Programs

Students wishing to withdraw must notify the Registrar, verbally or in writing, at which point a status of "Withdrawal" (W) is recorded on the student's transcript. Students who withdraw after the Last Date to Withdraw will receive a Letter Grade. If a student completes 75% or more of the course upon withdrawal, their grade is an "F". If a student completes less than 75% of the course upon withdrawal, their grade for the incomplete course will be a "W". Withdrawal status remains on a student's transcript. Students contemplating withdrawing from a course are cautioned that:

- 1) Time spent enrolled in class up to the withdrawal counts towards the maximum program completion time;
- 2) They may have to wait for the appropriate course to be offered again;
- 3) They must repeat the entire course from which they elected to withdraw prior to receiving a final grade.
- 4) Financial aid and/or tuition costs may be affected.

Nursing Programs: VOLUNTARY WITHDRAWAL

A student may at any time initiate withdrawal from a Nursing Program. Students wishing to withdraw must:

- Notify the instructor and director of the nursing program
- Have an exit interview with the Program Director
- Complete a statement of withdrawal form at the exit interview

Nursing Programs: ADMINISTRATIVE WITHDRAWAL/PROBATION

A student can be administratively withdrawn or placed on probation at any time during the nursing program for reasons including, but not limited to, the following:

- Failure to comply with the rules and regulations as stated in the nursing handbook
- Absences or tardiness that exceeds the days allowed in the attendance policy
- Failure to achieve the required average of 75% in any course and/or failure to meet the objectives and requirements of that course as stated in the individual course syllabi
- Failure to achieve a passing grade on clinical evaluations as described in the nursing student handbook
- Insubordination, failure to comply with college or hospital policies, including discourteous conduct to the public, patients, physicians, instructors or other students
- Dishonesty including, but not limited to, theft, cheating on tests, or any misrepresentation on applications or hospital records (including data omission)
- Possession or abuse of alcoholic beverages, narcotics, or any degree of intoxication on the premises of the College or any health care facility partner of the College, or conviction of a misdemeanor involving alcoholic beverages or narcotics
- Participation in, or being present at gambling activities on premises of the College or any health care facility

- Nonpayment of tuition and fees
- Demonstrating behavior that has jeopardized, or could have jeopardized, the health or safety of any student, staff or patient

Probationary status and conditions will be established on an individual basis after meeting with faculty and director. Students may be withdrawn without being placed on probation at the discretion of the Program Director.

Reinstatement

Students who have been terminated or have voluntarily withdrawn may apply for reinstatement by contacting the Registrar. Students who were terminated or voluntarily withdrew from their program for unsatisfactory academic performance are permitted only one opportunity for re-admission. No re-admission is guaranteed, and all are based on availability of space and the Program Director's recommendation. Students must follow the readmission policy in their student handbook.

Re-entry must be no later than 6 months for Allied Health and Technology programs and one year for Nursing Programs from the withdrawal date; otherwise the student must start at the beginning of the program. Students may be reinstated when the next module or semester they need is available. If students achieve a cumulative GPA of at least 70% by the end of that module for Allied Health & Technology Programs and at least 75% by the end of that semester for Nursing Programs, they will be making satisfactory academic progress. If a student has been terminated for failure of a course for a second time they must request an appeals committee meeting to be considered for reinstatement. Students must follow the appeals and grievance policy detailed in the catalog.

Course Retakes

Nursing Programs

A Student may be eligible to repeat a course if they did not receive a passing grade. However, the course the student must repeat is subject to the qualification standards for repeating a course, as defined by the Program Director. At time of failure of a course, the Student will be informed of the possibility of a repeat and the scheduling of the repeat course. If a repeat is not possible, the Student will be withdrawn and may appeal to the Program Director for readmission at a later time to complete the program and repeat any failed courses; (see FSA Handbook, 1-12 & 1-13). The failing grade and the second grade earned in the course will be entered on the student transcript.

Allied Health and Technology Programs

Students who fail a module are allowed one retake of that module. If repeating one or more modules is required, the length of the program must not exceed 1.5 times the planned program length. A student may not repeat the same module more than once unless an appeal has been submitted and approved. If a student is approved to repeat the same module twice and fails the module for a third time, the student will be dropped from the program. In some situations, a required module may not be immediately available for the student to continue attendance. If the next required module is not immediately available but will be available within 45 days of the end date of the failed module, and if the student does not want to withdraw from the program, the student will be notified that he/she has been placed in an Administrative Leave of Absence (ALOA) status and will be provided with the start date of his/her next required module. Failure to attend the next required module may result in termination from the program. In the event the next required module is not available within 45 days of the end date of the failed module, the student will be dropped from the program and may re-enter on

the start date of the next available module.

Retake Fees

Students who need to retake a course for unsuccessful completion (due to not passing the course or withdrawal from the course) will be charged tuition at the currently established rate for that course and all remaining courses in the program. This policy does not apply to the following programs, for which tuition is not charged for repeat failed courses: Medical Assisting, Pharmacy Technician, Information Technology, and Dental Assisting.

Clinical Rotations: Pre-licensure Nursing Programs

Clinical rotations occur throughout the program while the didactic portion is being taught. Specific assignments and locations are provided to students prior to the rotations beginning. Shifts and sites of clinical rotations vary; there are required morning, afternoon, evening, and weekend clinical experiences that may change with limited notice. Students are responsible to have dependable transportation to meet the demands of clinical rotations. Please refer to the nursing handbook and program calendars provided on the first day of class for specific guidelines. Please note that clinical assignments are based on educational criteria, not carpooling or other considerations; it is the student's responsibility to have reliable transportation to attend all clinical assignments.

EXTERNSHIP/CLINICAL ELIGIBILITY REQUIREMENTS

Unitek College offers Externship experiences in Modular programs, and Clinical experiences in pre-licensure Nursing programs. Eligibility to participate in the extern or clinical portion of a program requires completion of all pre-requisite course work at minimum accepted levels. It is the student's personal and financial responsibility to obtain any required immunizations, proof of antibodies (titers) or other medical requirements that are specific to a clinical site the student is assigned to and are in addition to those required for admission to the program in order to participate in the externship/clinical training. Externships are scheduled as the last course in a program and require receipt of confirmed final payment of tuition. All externships and clinical rotations are requirements of their associated educational programs, and are not paid work experiences. While on Externship, a campus-based Instructor is assigned to each student to oversee the externship experience and be a resource for the student. Externships and Clinical rotations are under the supervision of Program Faculty. Extern/Clinical site staff may not revise the learning objectives without specific permission from the Program Director.

EXTERNSHIP PARTICIPATION REQUIREMENTS - Allied Health and Technology Programs

In order to participate in externships, the following are required: (see Program Specific criteria in the Student Handbook and Externship Performance Agreement). Students must:

- Attend the Career Services Seminar, Career Development Workshops & Externship Orientations
- Satisfactorily complete a mock interview with Career Services
- Provide records of all relevant immunizations by the set deadlines. Immunizations are to be completed on students' personal time.
- Attend any site-specified orientations, interviews or drug testing
- Students must provide or arrange for their own transportation during the externship period
- Review and sign the extern performance agreement form
- Review the Unitek College Externship Checklist, obtain all required signatures and return the form to the externship coordinator or instructor

- Keep an accurate time sheet and submit it weekly to Career Services
- All students must return to campus as scheduled for class sessions.
- Adhere to instructions and objectives in the Externship courses syllabus
- Assist their site supervisor in timely completion of evaluations and assure that they are returned to the College upon completion. The point of contact to facilitate communication with the externship sites is the Career Services Department.
- Comply with the standards of dress, conduct and attendance as established by Unitek College
- Comply with additional standards of professional behavior, conduct, policies and procedures as established by the clinical facility.

Students in modular programs may obtain full time (40-hour weeks) hands on Externship experience in a relevant employer setting which has been determined to meet the program experience requirements set by Unitek College. Externships begin immediately after the didactic portion of the program is completed. While on externship, students will learn how to apply hands-on skills and knowledge. Please note that while on Externship, school holidays do not apply. Students are required to work the shift as set by the Externship site, with its holiday schedule.

Unitek College will work with each student to assist in arranging one externship site (for applicable programs) in order for them to complete the requirements of the program. It is the responsibility of the student to meet the externship guidelines set by the college and the externship location. Students are not allowed to change externship sites from the one they were assigned to. If a student is dismissed from a site for not following the guidelines, it will be their responsibility to find a replacement externship site in order to meet the program requirements. The proposed new site must be approved by the Program Director. Students are given 10 school days in order to make arrangements for a new site, or they will be terminated from the program for non-completion.

In order to pass an Externship course, a student must:

- Submit final timecard(s) showing that the required hours are completed with Externship Site Supervisor's signature
- Submit the completed Site Evaluation from the Site Supervisor
- Complete a Student Survey and attend an Alumni Success Workshop

STUDENT SERVICES

3rd Party Counseling (WellConnect)

Active students are offered a confidential and free program that provides professional assistance and valuable resources to help resolve issues that interfere with success at school. Unitek College has contracted with WellConnect for students to utilize telephone or face-to-face counseling and coaching for challenges such as balancing school, work and life; relationship and parenting concerns; stress and anxiety; legal and financial concerns. This is a free service available to all Unitek College students 24 hours a day, 7 days a week to help them resolve issues that may be interfering with their progress of success in school. The program is paid for by the school so students can receive free counseling services. Relevant coping skills such as career development, personal and financial skills, budgeting, housing or transportation are topics that WellConnect handles with particular emphasis on counseling, housing, childcare, financial advice/assistance, legal assistance, transportation and health care.

WellConnect is introduced and made available to all enrolled students during Orientation and through a recorded phone message which is sent out before every class start. Students are given a brochure with a tear-off sheet with the WellConnect toll free number, their website and the username and password to access the site. Posters and flyers are made available to students throughout the campus. Students are again advised and encouraged to contact WellConnect when they speak to any staff or faculty member about hardships that affect their progress or state of mind in school such as: finding an affordable medical provider, marital or daycare issues, or financial problems. Additionally, faculty may have the option to fill out a form for any student they are formally referring to WellConnect. The form is filled out by the faculty and sent to WellConnect so if the student contacts them, WellConnect may notify the school to confirm that the student did in fact seek counseling. No information other than confirming that the student availed of counseling will be released to the school.

Academic Advising

The role of academic advising at Unitek College is to provide information about academic progress, programs and available resources. In addition, faculty are available to help students to think critically and to empower them to explore options and make decisions about their education. Each student is assigned a primary faculty advisor for the duration of the program. Students who require academic advising can request an advising appointment with their advisor, instructor, or the Program Director.

Visa Assistance

Unitek College is authorized to issue I-20s to international students meeting the required criteria. Upon receipt of an I-20, eligible international students can apply for an M1 visa at their local embassy. International students must complete the following steps prior to requesting an I-20:

- 1) Complete a Unitek College application
- 2) Achieve a passing score on the admission exam
- 3) Provide proof of:
 - a. High school education via official evaluation documentation
 - b. Applicants requiring an M1 Visa to attend Unitek College must also provide proof of scoring at least 560 on the Test of English as a Foreign Language (TOEFL) PBT (paper-based test) or 87 on the TOEFL iBT (internet-based test).
 - c. Ability to pay for tuition and living expenses.
 - d. For loans, prospective student may go to <http://www.internationalstudentloan.com/>. In order to qualify for this loan, a co-signer with a permanent resident card/citizenship and good credit is mandatory.
- 4) Once an I-20 is received from Unitek College, the International student (from this point referred to as “student”) must:
 - a. Pay SEVIS I-901 fees by:
 - A receipt printed when paying at <http://www.fmjfee.com> with a credit card
 - A receipt from Western Union when using the Western Union Quick Pay option
 - A Form I-797 receipt mailed
 - b. Apply to the student’s local U.S. consulate for M-1 visa, and bring the following items to the visa interview:
 - The signed Form I-20 form from Unitek College
 - Evidence that the SEVIS I-901 fee has been paid
 - Signed passport valid for at least six months after date of entry into the United States
 - Form DS-156, Nonimmigrant Visa Application with photo
 - Form DS-157A, Contact Information & Work History for Nonimmigrant Visa Applicant

- Transcripts and diplomas from previous institutions
- Financial evidence of sufficient funds to cover tuition and living expenses for at least the first year of study.

Prospective non-immigrant students from visa-exempt countries must bring their documentation to the Point of Entry (POE) and apply for entry as an M-1 nonimmigrant student. All courses at Unitek College are taught in English and all students must be able to read, write and understand English.

Tutoring

After school tutoring is available on campus for students in Unitek College's pre-licensure programs. Tutoring for other programs may also be available at certain campuses, and students may request such services from their Instructor. It is the Tutor's responsibility to answer questions and clarify information students receive during lecture, using the provided textbooks as resources as well as any handouts provided by the Instructor. Tutoring does not replace lecture, and Tutors are responsible for tutoring to the lesson plan objectives since they will not have access to the exam.

FINANCIAL AID

The Financial Aid (FA) Department strives to provide excellent service to deliver financial aid information to prospective, current and former students and their families. Information include federal, state, institutional and private aid options to cover educational cost. FA Staff assist in the completion of required documents, and processes all financial aid awards. The focus of the FA Office is helping students attend Unitek 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 Unitek College. Unitek 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 Unitek 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 and some grants must be repaid.

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

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

Online:	http://studentaid.gov/repay-loans/disputes/prepare
Telephone:	877.557.2575
Fax:	606.396.4821
Mail:	FSA Ombudsman Group, PO Box 1843, Monticello, KY 42633

Books & Supplies

Opting out of Books and Supplies and Early Financial Aid Disbursement for Books & Supplies Policy for Pell Eligible Students

Any Pell eligible student who "opts out of books and supplies" during the enrollment process and who will have a refund after tuition and fees are applied to their student bill will be eligible to receive an early disbursement for books and supplies. Students are eligible if the disbursement of financial aid funds will result in a credit balance. Eligible students will be notified by the Financial Aid Office regarding the Book & Supply Allowance Policy via email. Those students who qualify for a refund will receive a refund check up to the maximum amount allowed for books and supplies for each payment period or up to their total refund amount if the refund due is under the maximum for books and supplies. The early book and supply allowance for eligible students will be deducted from the total refund due for the term. Checks are required to be received by the student prior to the 7th day of class. Students will be notified two weeks before disbursement of their Book & Supply Allowance.

Federal Student Loan Information

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

Entrance Counseling Session: www.studentloans.gov Exit Counseling Session: www.nsls.ed.gov
Follow the instructions carefully, complete all sections, and email the completed counseling session to the Financial Aid Office at financialaid@unitekcollege.edu

Students applying 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.

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).

FAFSA and GPA Verification forms must be submitted to the Cal Grant office by March 2nd to meet the CSAC's deadline. Students must be enrolled at least half-time, and meet Cal Grant requirements in the semester in order to receive this disbursement.

Cal Grant A: provides tuition/ fee assistance for Undergraduate California residents at a qualifying four year college. These awards vary by type of college. The following GPA requirements are as follows: Students who have a high school GPA of at least 3.0 and meet the established program eligibility criteria or if applying using a Community College GPA must have at least a 2.40.

Note: Award Amounts will differ based on type of college. 2016-2017, Cal Grants are up to \$12,240 at a University of California Campus, \$5472 at a California State University Campus and up to \$9084 at an Independent College.

Cal Grant B: provides living allowance and tuition fee assistance. Awards for most first-year students are limited to an allowance of up to \$1656 for books and living expenses. When renewed or awarded beyond the freshman year, the award also helps pay for tuition and fees (up to \$12,240 at a UC campus, up to \$5,472 at a CSU campus and up to \$9,084 at independent colleges for 2016-2017) GPA must be a least a 2.0 to meet requirements.

Cal Grant C assists with tuition and training related costs (such as books and supplies) for occupational, vocational, and technical programs. Grant provides up to \$547 for books, tools and equipment and up to \$2,462 more for tuition and fees if student is attending a school other than a California Community College. Cal Grant C is available for up to two years. Additional required Cal Grant C Supplemental Forms must be submitted to CSAC upon applicant's award submission.

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.

Alumni Scholarship

The Alumni Scholarship is available to Unitek College Vocational Nursing (VN) Diploma program graduates who enroll in Unitek's pre-licensure Registered Nursing (RN) program within 18 months of graduating. This scholarship is awarded based on financial need and requires the completion of the Free Application for Federal Student Aid (FAFSA). Financial need is defined as:

Cost of Attendance – Estimated Financial Assistance – Expected Family Contribution

The Alumni Scholarship cannot be used in conjunction with any tuition reduction programs or create a credit balance on any student's account. In the event a credit balance is created resulting from the Alumni Scholarship, the scholarship will be reduced to remove the credit balance. Applications for this scholarship will be completed during the enrollment process into the RN program.

STUDENT FINANCE POLICIES

Student responsibilities for applying for and receiving financial aid at Unitek College are as follows:

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

Student Financial Aid Rights:

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

Eligibility Requirements

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

1. Be past the age for compulsory school attendance in California (over 18 years old) and not concurrently enrolled in high school, an elementary or secondary school program, or taking college credit to earn a high school diploma or GED. California compulsory education law requires everyone age 6-18 to attend school until graduation from high school or passing the California High School Proficiency Exam (CHSPE).
2. Have proof (a copy) of any of the following:
 - a. US High School Diploma or transcript from a state approved or US Department of Education approved school
 - b. G.E.D. certificate
 - c. Associate's, Bachelor's or Master's Degree obtained from a US Department of Education Accredited school
 - d. Foreign HS Transcript, Associates Degree Transcript, Bachelor's Degree Transcript, or Master's Degree Transcript evaluated to be the equivalent of a US High School Diploma.

3. Be a US citizen, national or eligible permanent resident of the United States;
4. Be enrolled or admitted to a degree or diploma program at Unitek College that is eligible for Federal Financial Aid;
5. Not owe repayment of a Federal Grant or be in default of a Federal Direct Student Loan or to Unitek College;
6. Maintain Satisfactory Academic Progress as defined by Unitek College's Standards for Academic Progress and published in the catalog;
7. If you are male, you must register and/or be confirmed as registered with Selective Services

Program Availability

Unitek 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 Unitek College currently offers include the Federal Pell Grant and Federal Direct subsidized student loans. Non-need-based programs include unsubsidized student loans, parent loans, alternative loans, and some scholarships.

Students considered for financial aid must apply using the Free Application for Federal Student Aid (FAFSA) found at www.fafsa.ed.gov. Some financial aid resources require a student to submit additional application materials; scholarships, for example, might have a completely separate form to submit to the funding agency. The Financial Aid Office is not responsible for the application process of outside resources like non-Unitek 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 Unitek College, and, any monies that are posted above the student's outstanding current school charges will be sent directly to the student's 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@unitekcollege.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.

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 & Federal Work Study)

Applying for Financial Aid

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

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

Disclosure Information

Additional consumer and disclosure information regarding placement rates, median loan debt, cost of programs, etc. is at the Unitek College website www.unitekcollege.edu/disclosures

Disseminating Consumer Information

The primary method of disseminating consumer information to college students is through the College Catalog and website at www.unitekcollege.edu/consumer-information. In addition, financial aid information is distributed through the Retail Agreement and the Award Letter.

Need-Based Eligibility

To be eligible to receive need-based Federal assistance, a student must:

1. Be enrolled in an eligible program of study as part-time or full-time student.
2. Be a U.S. citizen, U.S. national, or U.S. permanent resident or reside in the United States for other than a temporary purpose (supportive documentation may be required to verify residency or citizenship status).
3. Maintain satisfactory academic progress in their course of study.
4. Not be in default of any loan or owe a repayment on a Federal Pell Grant, FSEOG, or State Grant.
5. Demonstrate financial need.

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 to Unitek 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, Unitek 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 students 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.

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

Credit/Clock Hour Breakdown	Grade Level
0-24 Credits / 900 Clock hours	1
25-51 Credits / 1589 Clock hours	2
52- 76 Credits	3
77 + Credits	4

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 Unitek 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, Unitek 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

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

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

withheld from any student who, withdraws from all classes two consecutive semesters, or, who has previously attended two or more institutions and who has not progressed satisfactorily, or, who does not appear to be pursuing degree/diploma completion, etc.

Documentation of Citizenship

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

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

Misrepresentation and Fraud

Any student found or suspected to have misrepresented 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.

Unitek 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 further review and possible disciplinary action. If the Director of Financial Aid determines or suspects fraud, all information will be forwarded to the Chief Financial Officer, School President, the Office of Inspector General of the Department of Education, and/or the local law enforcement agency.

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

limited to:

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

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

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

Cases of fraud will be reported to the Office of Inspector General(OIG): Inspector General's Hotline: 1-800-MIS-USED <http://www.ed.gov/about/offices/list/oig/hotline.html>

Office of Inspector General
US Department of Education, 400 Maryland Avenue, SW
Washington, DC 20202-1510

Payment Methods

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

Student Loan Repayment

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

Delinquency and Default

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

Federal Work Study

The Federal Work Study program is funded through Title IV funds and is intended to help a student

pay for a portion of their tuition through employment. Campus based programs are based on an annual allotment given to the school by the Department of Education within the first quarter of the fiscal year before the award year begins. Unitek will employ students on campus to assist with student services to better service our student body and off campus at the YMCA. To apply for a Federal Work Study position, pick up an application at the front desk, attach your resume and turn it into the financial aid office. If you qualify, you will be called for an interview.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG (Federal Supplemental Educational Opportunity Grant) is a campus-based federal aid awarded to Pell recipients with the most financial need. Financial need is based on a student's Expected Family Contribution received off of the student ISIR. Unitek will award FSEOG to those students with the lowest EFC's starting at zero.

Student Direct Loans – Subsidized and Unsubsidized

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

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.

Collection of Fees

Unitek College checks to confirm if finances are up to date at the following intervals:

- 1) Nursing Program - At the end of each semester
- 2) Allied Health & Technology Programs - Near the midpoint of the program (after 3 courses)

In the case of a student being delinquent on payments, the following may occur:

- 1) Phone call regarding late payment
- 2) Sent an alert regarding late payment
- 3) If no payment arrangement has been made within 14 days of the original payment due date, the student will be withdrawn from the program
- 4) Withdrawn students are notified via certified mail.

The student is responsible for satisfying all financial obligations to Unitek College, which may have accrued in the student's account including amounts from prior education. In a situation where the student fails to satisfy current or prior obligations, student's current enrollment will be terminated. Unitek College reserves the right to terminate student's enrollment, withhold transcripts, certificates of completion, diplomas, degrees or assistance in board applications and/or securing of externships if student fails to meet any past, present and/or future scheduled financial obligations to Unitek College. Unitek College shall not be held liable if student fails to secure any third party funding source. Student acknowledges their financial obligations are strictly the responsibility of student and/or any co-signer but never Unitek College. Furthermore, Unitek College is not responsible to provide student with reminders and/or invoices of upcoming due dates for payments on student's account. Any invoices and/or reminders sent to student by Unitek College are sent as a nonobligatory courtesy.

Miscellaneous Fees

Checks returned for insufficient funds - \$25
Installment Fee - \$150
Transcript Fee – \$5 to \$20

Late Fee - \$10
Interest – ranges

CANCELLATION & REFUND POLICIES

1. For all programs and courses in this catalog: The student has the right to cancel and obtain a refund of charges paid by the seventh (7th) calendar day after their scheduled program start date. For Continuing Education course enrollments, students have the right to cancel without any penalty or obligation if the cancellation notice is submitted by the end of the first (1st) day of the course.
2. Students may withdraw from the School at any time after the cancellation period and receive a pro rata refund if they have completed 60 percent or less of the scheduled days in their program's current payment period through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$150.00. If a Student has completed more than 60 percent of the period of attendance for which the Student was charged, the tuition is considered earned and the Student will not receive a refund.
3. Cancellation shall occur when the student provides notice of cancellation at the address of their respective campus. This can be communicated by mail, email or hand delivery.
4. A cancellation notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
5. A cancellation notice need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
6. If an enrollment is cancelled, the school will refund the student any money s/he paid, less a registration/administration fee not to exceed \$150.00, and less deductions for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
7. Registration fee is non-refundable if cancellation request is received more than 3 days after signing the enrollment agreement.

Refunds After Withdrawal

For online education: students withdrawing from the school after the cancellation period (described above) will receive a pro rata refund if the student has completed 60% or less of the scheduled days in the program's billing period through the last day of attendance. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For on-ground education: students withdrawing from the school after the cancellation period (described above) will receive a pro rata refund if the student has completed 99% or less of the scheduled days in the program's billing period through the last day of attendance. If the student has completed more than 99% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For all programs: Refunds will be less a registration or administration fee not to exceed \$150.00, and less any deduction for equipment not returned in good condition, within 45 days of cancellation or withdrawal.

Students can drop classes by contacting the Registrar. Students who drop when enrolled from 0% to 75% (or posted Last Day to Drop) of the calendar days of the applicable semester, module or session will receive a "W" on their transcript. Students who drop when enrolled past the Last Day to Drop will receive a letter grade on their transcript.

For the purpose of determining Date of Determination for a refund under this section, a student shall be deemed to have cancelled from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's cancellation or as of the date of the student's withdrawal, whichever is later.
- The institution determines the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for fourteen (14) consecutive Calendar days in an Allied Health, Business / Technology Program, Associate of Science in Vocational Nursing and the RN to BSN Degree Completion Program. Students in the Vocational Nursing or the LVN to RN Transition pre-licensure programs will be withdrawn for absences of seven (7) days in any combination.
- Failure to return from a leave of absence (LOA) as scheduled.

For determining the amount of the refund, the last date of recorded attendance will be utilized. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of clock hours in the program), multiplied by the number of clock hours earned, prior to withdrawal. For the purpose of determining when the refund must be paid, the refund will be issued 45 days from the date of determination. For programs beyond the current "payment period," if a student withdraws prior to the next payment period, all charges collected for the next period will be refunded.

If the student has received any Federal Title IV financial aid funds, the school is obligated to do a "Return to Title IV" (R2T4) even if a credit balance has already been issued. At the time of enrollment, the student must indicate via the Authorization of Credit Balances form which authorization a student is giving Unitek College as it relates to excess funds. The choices include the following:

- The appropriate lender to reduce the student's loan debt (within 14 days of the completion of the Withdrawal Calculation)
- Return any credit balance to the student (within 14 days of the completion of the Withdrawal Calculation)

Unitek College is required to complete an R2T4 calculation *even if* a credit balance was already issued. If a balance due results from the R2T4 calculation, the student will be responsible for the unpaid balance.

For programs beyond the current payment period, if a student withdraws prior to the next payment period then all charges collected for the next period will be refunded.

For more information on refund policies relating to Title IV funding see www.nsls.ed.gov/nsls_SA.

Refunds/Cancellations with VA Funding

Unitek College maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event a VA Student cancels, withdraws, or is terminated from a Program. The amount ultimately charged to a veteran or eligible student for tuition, fees, and other charges will not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the program bears to its total length.

VA Students have the right to cancel enrollment from the program during the program's Cancellation Period. Cancellation may occur when the student provides a written notice to the current campus that the student enrolled in. This can be done by mail, email or by hand delivery. If any Certifications were processed for VA Recipient the Department of Veterans Affairs will be notified immediately.

VA Students may withdraw from the Programs any time after the cancellation period. In the event of a withdrawal or termination, Unitek College will issue a refund according to the Refund Policy. If any Certifications were processed for VA Recipient the Department of Veterans Affairs will be notified immediately.

For more information on refund policies relating to Veterans Administration funding see:

<http://www.benefits.va.gov/gibill>.

CAREER SERVICES

In order to qualify for employment assistance, students must have successfully completed their education program and satisfied all financial obligations with Unitek College. A Career Services Coordinator assists graduates with enhancing their professional skills and job searching techniques to successfully obtain employment. Students' success in this relationship will depend largely on:

1. Attendance at all one-on-one sessions, meetings, seminars and workshops
2. Submitting a resume as scheduled by the Career Services staff
3. Use of a personal job search file
4. Compliance with standards of professional conduct and appearance at all times during the job search process.

At Unitek College employment assistance consists of the following:

1. Career development planning, career coaching and interviewing skills
2. Preparation of resumes, cover letters and thank you letters
3. Establishing references
4. Career Development seminars and workshops
5. Communication and Public Speaking skills
6. Job search techniques and networking skills
7. Professional development in a business setting
8. Reviewing "dress for success" strategies
9. Volunteer opportunities
10. Electronic and "Hot" Job leads

The Career Services staff is here to assist graduates in obtaining employment after graduation but cannot and do not guarantee employment.

STUDENT CODE OF CONDUCT

Professional conduct is behavior that reflects favorably on the student, Unitek College, and the profession for which the student is training. Unprofessional conduct includes, but is not limited to:

- Verbal and physical altercations
- Lying, cheating, plagiarism
- Sexual harassment
- Vulgar and offensive language or actions
- Threats of violence
- Possession of weapons, illegal drugs, or being under the influence of alcohol or illegal drugs
- Any action that violates state/federal law or the policies of an externship or clinical facility

All students must conform to federal, state, and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational purposes of Unitek College. Certain activities are not considered appropriate to a campus, and are prohibited by the administration of Unitek College. No smoking or eating is permitted in classrooms, halls or labs. Being in possession of weapons, drinking or being under the influence of alcoholic beverages or controlled substances on Unitek College campuses or any of our affiliate clinical sites is prohibited. A student may be suspended from training to allow Unitek College to conduct an investigation, or to cooperate in the investigation conducted by law enforcement or other agencies if unprofessional or illegal behavior is suspected.

Please note as a Federal Title IV approved school under the United States Department of Education, Unitek College must adhere to all Federal Laws. The use of marijuana is illegal by Federal Law and students found positive will be withdrawn from the program with or without a medical marijuana prescription.

Unitek College will be the sole judge of the quality of evidence revealed during the investigation, and the sole judge of what constitutes unprofessional conduct. A student who is determined by Unitek College to have violated the standards of professional conduct will be terminated.

BULLYING AND HARRASSMENT POLICY

Unitek College believes that a safe and healthy school environment increases student attendance, promotes student engagement, and supports academic achievement. Accordingly, no student should engage in any form of behavior that interferes with the academic or educational process, compromises the personal safety or well-being of another, or disrupts the administration of College programs or services. Bullying or harassment will not be tolerated at Unitek College.

“Bullying” or “harassment” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying, through the use of internet or cell phone) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic.

Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy.

By means of example only, bullying and harassment can take the following forms:

1. Physical: pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person's work area or personal property; and/or damaging or destroying a person's work product.
2. Verbal/Written: ridiculing, insulting or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities.
3. Nonverbal: directing threatening gestures toward a person or invading personal space after being asked to move or step away.
4. "Cyber bullying": bullying using an electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyberbullying/harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of the College program.

Students who are the target of bullying or students, instructors, and staff who have witnessed bullying should report the abuse to the class or clinical instructor and also to the Campus Director and Program Director or to the Manager of Distance Education for online courses. Instructors receiving a complaint or witnessing bullying are required to make a report to the Campus Director and Program Director or the Manager of Distance Education for online courses. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Oral reports shall also be considered official reports. If a student or staff member feels that he or she is the target of cyberbullying, the student or staff member is encouraged to save and print any messages or other posts sent to them that they feel constitutes cyberbullying and to include that as evidence. Students reporting bullying or harassment should be directed to contact WellConnect if they are experiencing any emotional or physical distress.

Upon receiving a report either directly from the target of bullying, a witness of bullying, or from a teacher or staff member, the Campus Director and Program Director or the Manager of Distance Education must initiate a prompt and diligent investigation. All interviews of witnesses, the victim, and the accused shall be conducted separately. During an investigation, all individuals involved must, to the extent reasonably possible, maintain the confidentiality of the proceedings and the names of the complainant and students involved.

The Campus Director and Program Director (or for online courses, the Manager of Distance Education) shall decide the appropriate way to address the bullying behavior if the investigation has proven that a student has engaged in bullying or harassment in violation of this policy. Interventions and consequences will be equal to the severity of the violation. The intervention and discipline plan will be based on the particular characteristics of the situation to ensure that the plan remedies the bullying,

decreases chances of retaliation, and helps rehabilitate the student who has engaged in bullying behavior, if appropriate. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from behavioral interventions and education up to and including probation, suspension, dismissal from the program, and/or referral to law enforcement.

Intentionally false reports, illegitimate use of the complaint process, or making knowingly false statements to defame a fellow student or staff member will result in disciplinary consequences. Additionally, retaliation against a complainant or any individual involved in the investigation of a bullying situation, either by the student who has allegedly engaged in bullying behavior, the friends of the student who allegedly engaged in bullying behavior, or any other individual, is strictly prohibited and is grounds for discipline.

Students who are found to have engaged in bullying may appeal the finding by filing a complaint with the Grievance Committee as per policy.

DRUG-FREE CAMPUS

Unitek College is committed to maintaining a drug-free campus for students and employees in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988.

Unitek College, in compliance with federal law, is providing all students with the following statement regarding the unlawful possession, use or distribution of illicit drugs or alcohol on its campus or at any college event. The unlawful possession, use or distribution of any illicit drug or alcohol by students on campus property or at college activities or events is prohibited. The use of drugs and alcohol may pose significant health risks including hangovers, blackouts, general fatigue, impaired learning, dependency and death.

Unitek College strives to create a safe, disciplined, and drug-free school that is conducive for students to achieve high academic standards while in attendance at the school. In order to foster the environment of learning the school allows no use or distribution of illicit drugs or alcohol on campus or at any campus events. Advertising or the promotion of alcohol or alcohol events are banned from the school premises.

According to the American Council for Drug Education, alcoholism is the habitual abuse and addiction to alcohol and alcoholic beverages. This chronic condition affects more than 10 million Americans, claiming the lives of 100,000 each year. An estimated 4.5 million young adults under the age of 24 are alcoholics, with alcohol-related accidents noted as the primary cause of death during adolescence. The disease of alcoholism is very debilitating and ravages an individual's physical as well as mental health. There are signs or behavioral indicators to alert concerned family or friends of potential alcoholism. A copy of the complete Drug Free Campus Policy can be found online at: <http://www.unitekcollege.edu/disclosures/policies>.

SMOKE AND TOBACCO FREE CAMPUS

Tobacco use is the number one cause of preventative disease and death in the United States. The Surgeon General has concluded that there is no risk-free level of exposure to secondhand tobacco smoke. The United States Environmental Protection Agency (EPA) has found secondhand tobacco smoke to be a risk to public health, and has classified secondhand smoke as a group A carcinogen, the most dangerous class of carcinogen. Furthermore, the California Air Resources Board has categorized secondhand smoke as a toxic air contaminant. Tobacco smoke is hazardous to smokers and non-

smokers alike. To promote a safe and healthy campus environment, Unitek College campus locations have adopted this tobacco and smoke-free policy.

Policy

Smoking, including the use of electronic smoking devices, and the use of smokeless tobacco products are prohibited on all property locations owned, leased, licensed, or otherwise controlled by Unitek College. Smoking, including the use of electronic smoking devices and smokeless tobacco products, are prohibited in all vehicles owned by Unitek College and at any event or activity on campus property. Furthermore, the use of nicotine products or nicotine delivery systems that have not been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product are prohibited in all spaces where smoking and tobacco use are prohibited. Products covered under this policy include, but are not limited to, cigarettes, cigars, pipes, water pipes (hookah), electronic smoking devices such as electronic cigarettes and electronic hookahs, chewing tobacco, spit tobacco, snus, snuff, and dissolvable tobacco products.

Cessation

For individuals interested in quitting smoking or smokeless tobacco use, free cessation resource information and services will be made available. Additionally, for help quitting contact the California Smokers' Helpline at 1-800-NO-BUTTS or www.californiasmokershelpline.org.

Definitions:

WHAT IS A TOBACCO AND SMOKE FREE CAMPUS?

All facilities, property, and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco products shall not be permitted in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, or community areas. Smoking and the use of tobacco products shall also be prohibited outdoors on all campus property, including, but not limited to, parking lots, paths, fields, and any sports/recreational areas. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit. "Smoking," means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, hookah, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. This includes all e-cigs, vaporizers, or electronic delivery systems.

WHAT IS A TOBACCO PRODUCT?

"Tobacco Product" means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

"VAPING"

Vaping includes the use of an electronic smoking device such as an electronic cigarette (e-cig, or e-cigarette), personal vaporizer or electronic nicotine delivery system (ENDS) which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device that delivers "e-liquids" or other potentially harmful chemicals.

DRESS CODE

Failure to comply with the Dress Code may result in being dismissed from class with the student being marked absent for the day. Absences can result in failure to meet required course hours and withdrawal from the prerequisite program.

On Campus When Uniforms Are Required

Students must wear the uniform designated by the College, which is consistent with the type of apparel that would be required in the field. Students are also expected to dress in a neat, clean, and professional manner every day. Violation of the dress code may result in a grade reduction, probation, or withdrawal from school. Students are considered to be on campus while on college property, including parking and social areas.

Uniforms: Scrubs must be worn at all times for all events on campus for Allied Health and Nursing Programs. All apparel must be clean and in good repair. Pants must be hemmed so they do not touch the floor. Cuffing of pants, or cutting on the side is not permitted.

Outerwear: A solid-colored (white, blue, black, or gray), non-logo jacket or sweater may be worn. Although outerwear may be hooded, hoods may not be pulled up.

Head Covering: Decorative headwear such as caps, bandanas, hoods, or hats are not permitted. Headwear is only approved for documented religious beliefs.

Shoes: White, black, or brown shoes, leather/leather-like material are permitted without logos and decorations. Canvas, sandals, open-toed or open-heeled shoes, clogs, and flip-flops are unacceptable. Socks or stockings are to be worn at all times and are to cover the ankle. Socks/stockings should be white or neutral in color.

Underwear: Should not be visible. White t-shirts/undershirts may be worn with scrub tops, but must be tucked in and not hang below the hem of the scrub top. Knitted thermal garments are not acceptable for wear at the clinical site.

Hair/Nails: Hair should have a professional appearance and be clean and short or, if long, restrained so as not to fall forward into the individual's face or the work/patient space. Hair colored out of human hair color ranges is not permitted. (Examples: blue, orange, green, extreme red, etc.) Beards and/or mustaches must be neat. Nails must be clean and trimmed close to the fingertips (approx. ¼ inch past fingertips). Artificial nails of any type and nail polish (other than clear) are not permitted for safety/health reasons per Center for Disease Control (CDC) guidelines. *Please note: All ADN program students must pass a 'mask-fit test', which might require shaving of facial hair.*

Jewelry: Only a minimum amount of jewelry should be worn. One small, single earring (stud or dime-sized loop) may be worn in each ear lobe. Jewelry other than a wedding band and wristwatch is not permitted, including bracelets of any style. Fingernail, facial, tongue and nose jewelry are unacceptable. Body piercing jewelry cannot be visible, e.g. tongue, eyebrow, nose, lip jewelry/studs. Necklaces are not permitted. Religious articles worn as necklaces' are not permitted unless a high neck undergarment covers them. *Please note: Infection Control Policies at individual clinical facilities may prohibit the use of ANY jewelry.*

Tattoos: Tattoos must be completely covered at all times on campus and at externship / clinical sites.

Fragrance: Perfumes, colognes, perfumed lotions, and body odors (including smoking) are not permitted in the classroom, clinical sites or skills lab. This is a strict no scent policy due to the high incidence of reactive airway disease and allergies.

ID: Photo identification badge provided by the school is required at all times on campus and at the clinical site. Badge must be clean, in very good condition, and free of any decorative items.

Failure to comply with the Dress Code may result in being dismissed from class or clinical rotation, resulting in the student being marked absent for the day. Absences can result in dismissal from the program due to failure to meet required program-required contact hours.

Nursing Prerequisite Courses

Students are expected to dress in a neat, clean, and professional manner every day. Violation of the dress code may result in a grade reduction, probation, or withdrawal from school. Students are considered to be on campus while on college property, including parking and social areas. In addition, the standards detailed above for outerwear, head covering, shoes, undergarments, hair, nails, jewelry, tattoos, hygiene, odor and other are applicable to all students while on campus or at a clinical site whether in uniform or not. Attire should reflect a professional and businesslike status. Shorts, sweats, low cut blouses, muscle shirts, and midriff-baring clothing are not appropriate. Shirts may not be see-through. Skirts must not be shorter than 2 inches above the knee. Pants may not be worn 'hanging' and no undergarments may be visible.

IMMUNIZATIONS/VACCINATIONS

Unitek College requires immunization verification from a licensed health care provider prior to enrollment in most healthcare programs. Based on the program of interest, additional immunization verification may be required. Students must complete all immunization requirements on their own personal time and may not use class time in order to complete the requirements. Students cannot be enrolled into the Core RN courses of the LVN to RN program unless all physical criteria are met. Immunizations required may include, but are not limited to:

- ✓ Physical Exam Form, signed and dated by Medical doctor or Nurse practitioner (completed within the 3 months)
- ✓ Mumps, Measles and Rubella (MMR) positive Titer
- ✓ Varicella positive Titer
- ✓ Hepatitis B positive Titer
- ✓ Hepatitis C Screen (if positive, applicant must submit a note from their Healthcare Provider (MD or NP) stating that they are not a risk to others and can safely provide direct patient care)
- ✓ Tdap/DTAP within 10 years
- ✓ TB Screen
 - 2 Step PPD Skin Test or QuantiFERON Blood test (2 Step PPD, 2 Separate tests - must be a minimum of 10 days and a max of 30 days apart); both no older than 3 months
 - Chest X-ray (CXR) ONLY if had positive PPD history; required yearly after initial x-ray and must provide record of proof of positive PPD history
 - TB Screen Questionnaire reviewed with and signed by healthcare provider (must be completed annually).

- ✓ Flu and H1N1 immunization record documented for the current season (current vaccines are usually available between August through March)**
- ✓ Whooping Cough Booster IF Pertussis missing in Tdap/ DTAP (not older than 10 years)**
- ✓ Drug Testing (school will provide to student)
- ✓ Mask Fit Test (school will provide to student)

** Students declining must submit a signed waiver. However, students must be advised that if it is a requirement by clinical facility they may not be placed, and may not be able to complete the program.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Right to inspect and review records

As a post-secondary school, students have the right to inspect and review their education records maintained by the school. Unitek College is not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for eligible students to inspect the records. A fee will be charged for copies. An eligible student can provide a written request to the Registrar's Office that they would like to inspect their educational records and an appointment time will be offered for the review in a timely manner but to occur no later than 45 days from the request.

Right to seek amendment of inaccurate information

Eligible students have the right to make a written request to the Registrar's Office to correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to request a formal hearing in writing if done so to the Registrar's Office. After the review the student will be notified of the final decision, if the College still decides not to amend the record, the eligible student has the right to provide a written statement with the record commenting on the contested information and it will be placed in the students file.

Generally, all post-secondary schools must have written permission from the eligible student before releasing any information from a student's record. However, the law allows Unitek College to disclose records, without consent, to the following parties:

- School employees who have a need to know;
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Unitek College may also disclose, without consent, "directory" type information such as a student's

name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. A student may elect to have directory information withheld by notifying the Registrar's Office with a written request to have their information withheld.

Complaints regarding the failure to comply with FERPA should be directed to: Family Policy Compliance Office / U.S. Department of Education
400 Maryland Avenue, S.W. Washington, DC 20202-4605

STUDENT COMPLAINT PROCEDURE

This policy has been developed to foster a community of respect, collegiality and professionalism on all Unitek College campuses. Based on the principles of adult communication and accountability the following is the process for students to make complaints, ask questions or raise concerns.

1. Students with questions or concerns are encouraged to speak to the individuals directly involved with the issue.
2. Students unable to discuss an issue with the individual involved are encouraged to follow the chain of command. If that is not possible or they are unsure of who this may be, students may contact the academic coordinator, assistant program director or campus director for guidance.
3. After following the chain of command for the campus, if students feel there is still no resolution, students may contact the Campus Director or the Program Director
 - a. If necessary the issue can be escalated to the Chief Operations Officer or the Chief Academic Officer
4. In addition, there is a secure and confidential suggestion box in each campus located in the main lobby where students can leave their suggestions, questions or issues.
5. If students approach staff who are not able to assist them they will be directed to the appropriate staff person; i.e. if it is an academic issue, students are directed to the appropriate academic leader; if it is an operational issue students are directed to the Campus Director.
6. Any individual who is contacted by a student with an issue or question must also forward that information to the appropriate individual as noted in number 4.
7. Each week the campus director will review the suggestion box contents. Items will be inputted into the tracker if indicated and then forwarded to the appropriate individual for resolution.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 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
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
Phone: 888-370-7589 or fax: (916) 263-1897 or Web: www.bppe.ca.gov

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:
Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
(703) 247-4212 or www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the school's Compliance Department or online at www.accsc.org

CAMPUS SCHEDULES

FREMONT, SACRAMENTO & SAN JOSE
Mon-Fri 8:00am – 10:50pm
Saturday Testing By Appointment
Sunday Closed

HAYWARD
Mon-Thur 8:00am – 6:00pm
Friday 8:00am – 5:30pm
Weekends Closed

CONCORD
Mon-Fri 8:00am – 7:00pm
Saturday Testing By Appointment
Sunday Closed

SOUTH SAN FRANCISCO
Mon-Fri 8:00am – 10:00pm
Saturday Closed
Sunday Closed

BAKERSFIELD
Mon-Fri 8:00am – 5:00pm
Saturday Closed
Sunday Closed

CLASS SCHEDULES

Please note that these are *examples* of class schedules, and are subject to change. Ask your Admissions Representative for the current class schedule for your program of interest.

Allied Health and Technology Programs (aka “Modular Programs”)

Morning sessions: 8:00am – 12:15pm Monday to Friday
Mid-Day sessions: 10:00am – 2:15pm Monday to Friday
Evening Sessions: 5:30pm – 10: 50pm Monday to Thursday

Nursing Programs (campus-based)

All campus-based Nursing classes determine their lunch and break times based on the day's lecture, exam and lab schedule. The following are typical classroom hours, but not typical clinical hours.

Vocational Nursing Prerequisite course (9:00am - 3:30pm)

Vocational Nursing Program courses (9:00am–5:00pm Bakersfield, 8:00am–4:00pm other campuses)

Advanced Placement ADN Pre-Requisite course RNSG200 (9:00am – 4:30pm)

ADN Program courses (9:00am – 4:30pm)

BREAK TIME

Unitek College encourages students to take designated breaks during the course schedule. The instructor will implement and supervise all break periods during classroom training hours. During break time, students need to abide by both California State and Unitek College rules and regulations,

which include, but are not limited to, the following:

- Students are allowed to receive and use cell phones only during break time. During class time, cell phones, iPods, and MP3 Players must be turned off.
- Students are not allowed chewing gum or chewing tobacco on campus.
- Students must return to class promptly after break.
- Food or drinks are not permitted in class, except water in closed containers.
- Students are not permitted to take breaks in stairway, hallways, offices and/or classrooms.
- Students are not permitted to have visitors without prior approval by managing staff or instructor.
- The school is not responsible for any personal items

HOLIDAYS

2017	
New Year's Day	1/2/2017*
MLK Day	1/16/2017
Presidents Day **	2/20/2017
Memorial Day	5/29/2017
Independence Day	7/4/2017
Labor Day	9/4/2017
Thanksgiving	11/23/17-11/24/17
Last Day of School	12/22/2017
Winter Break	12/23/17-1/5/18
Return to School	1/8/2018

**Modular Programs Only

*Observed

MISCELLANEOUS SCHOOL POLICIES

Online Library

Unitek College's Online Library is available 24 hours a day/7 days per week to enrolled students. Students can use the library on campus, at home or using public computers. Procedures for accessing the library are posted in classrooms and in the online Student Portal. To access the library students can log into the Student Portal, select the Library link, and select their program and campus after which they will be redirected to the home page for their relevant library resources.

Databases include:

- *CINAHL*® (Cumulative Index to Nursing and Allied Health Literature) - the most comprehensive resource for nursing and allied health literature. *CINAHL* offers four databases including two full-text versions. *CINAHL* is owned and operated by EBSCO Publishing.
- *ProQuest*® - an online digital library dedicated to support the academic needs of our students and faculty across disciplines. ProQuest offers full-text access, videos, e-books, dissertations, blogs, and other resources to engage students of all learning styles.
- Books 24x7 – this resource of books and professional publications covers Information Technology and Business topics.

Selected Research Websites: The Librarian and Program Directors have selected appropriate research

websites to assist in programmatic learning.

Librarian Resources: Students with questions about using the Library can email the online Librarian using the email address provided to them after starting their program. The Librarian will reply to questions as soon as possible but no more than 72 hours after receiving the email. Students may also ask their Instructor or the Program Director about Library usage, contents, or policies.

Distance Education

Once a student is enrolled in an online program or course, access to the online functionality is provided no later than the first day of class.

Clock Hours

Each clock hour consists of 50 minutes of instructional time except for pre-licensure Nursing programs which are 60 minutes per clock hour.

Clothing and Personal Property

All personal property is the sole responsibility of the student, and the school does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Items should not be left visible in vehicles and vehicles should always be locked to avoid theft.

Health and Medical Care

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the school immediately. All medical and dental appointments should be made after school hours. The school will not be responsible for rendering any medical assistance but will refer students to the proper medical facility upon request. Students are responsible for their own health insurance and medical care.

Weather Emergencies

The school reserves the right to close during weather emergencies or other "acts of God." Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program. This may require extending the end date of the student's program of study.

Student ID

Students must wear their student ID badge while on campus and at clinical/externship. Any persons on campus without an ID card will be asked to leave the schoolgrounds.

Housing Assistance

Unitek College does not provide dormitory facilities or assistance in locating housing. The availability and approximate costs of a 1br/1ba apartment near our facilities are below.

Bay Area (San Jose, Fremont, South San Francisco, Concord, Hayward):

- Availability: approximately 3,600 rental postings monthly
- Approximate cost: \$1,800 per month

Sacramento:

- Availability: approximately 1,400 rental postings monthly

- Approximate cost: \$1,100 per month

Bakersfield:

- Availability: approximately 400 rental postings monthly
- Approximate cost: \$720 per month

According, average monthly housing costs are \$1,030. Current average costs, including but not limited to housing, transportation and food, are available from the California Student Aid Commission at http://www.csac.ca.gov/pubs/forms/grnt_frm/studentexpensebudget.pdf

Articulation / Transfer Agreements

Each accredited Unitek College campus has articulation / transfer agreements in place with all other accredited Unitek College campuses, but has no such agreements with other institutions.

MISCELLANEOUS POLICIES

Copyright Policy

Unitek College recognizes the Copyright Act of 1976, which grants authors, publishers, and creators control over the copying, distribution, and performance of their original works. The College's goal is for students and faculty to have access to materials and software and does not condone policies or practices that constitute an infringement of Federal copyright law. Transmitting or downloading any material that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party is prohibited.

Unitek College prohibits violations of copyright, license restrictions, and authorial integrity. Distributing or receiving materials protected by copyright without permission of the copyright owner may be a violation of federal or state law and/or College policy. Violations may be grounds for sanctions or terminations and may be subject to civil or criminal penalties. Civil remedies can include an award of monetary damages (substantial statutory damages by per work infringed, or actual damages and of equipment used to produce the copies.

It is the responsibility of those reproducing materials to ensure the reproduction is consistent with US Copyright law. Unitek College reserves the right to suspend or terminate network access of any user who violates this policy, and Network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

File Sharing

Use of school computers and networks is strictly for educational purposes. The sharing of copyrighted works is prohibited over Unitek College's network through the use of e-mail, web-pages, 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 Unitek College as well as personal computers that may be using the Unitek College network or working with Unitek College documents.

Sexual Harassment

In accordance with Title VII and Title IX of the Education Amendments of 1972, Unitek College provides a school and working environment free from all forms of harassment, including sexual harassment. Unitek College also maintains an environment in which all students and employees model this behavior and are treated with dignity and respect. No person shall be subjected to sexual overtures or conduct that is verbal, visual or physical, that is intimidating, hostile, offensive, or unwelcome. Such conduct by employees or students is deemed unacceptable behavior and will not be tolerated by Unitek College.

The Administration of Unitek College considers harassment a serious offense. Violation of this Policy will constitute cause for disciplinary action. Specific disciplinary action shall be related to the severity of the incident, and/or the degree to which repeated incidents have occurred. Such disciplinary actions for employees may include, but are not limited to, verbal warnings, letters of reprimand, suspension with or without pay and dismissal. Such disciplinary actions for students may range from counseling to suspension and/or expulsion.

Sexual harassment may include, but is not limited to:

- 1) Sending suggestive or obscene letters, notes, invitations; making derogatory comments, slurs, jokes, epithets, assaults; touching, impeding or blocking movement; leering, gesturing, displaying sexually suggestive objects, pictures or cartoons;
- 2) Continuing to express sexual interest after being informed that the interest is unwelcome;
- 3) Implying or withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed; within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a recommendation or college application will be denied;
- 4) Engaging in coercive sexual behavior to control, influence, or affect the career, salary, and/or work environment of another employee; within the educational environment, engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades and/or learning environment of a student;
- 5) Engaging in offering favors of educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification etc., in exchange for sexual favors.

Unitek College has designated a responsible officer with procedures for filing and processing complaints and seeking resolution, including timelines and decision-making authority. Unitek College has established procedures that provide a person accused of harassment the opportunity to respond to allegations. These procedures ensure adequate communication of the Policy to all students and employees.

Awareness and Prevention of Dating Violence, Domestic Violence, Stalking and Sexual Assault

In accordance with the provisions of Title IX of the Education Amendments of 1972 and the Clery Act as it was amended in the Violence Against Women Reauthorization Act of 2013, Unitek College strongly prohibits acts of dating violence, domestic violence, stalking, and sexual assault and is committed to fostering an environment of awareness and prevention. To that end, the College will investigate and/or execute disciplinary actions for all offenses of dating violence, domestic violence, stalking and sexual assault, regardless of location, when the institution is made aware of such an occurrence.

If you become the victim of a sexual assault or domestic violence, you should consider calling the police and seeking medical attention immediately. Additionally, if you fear for your safety or others around you, filing a protective order may be a good idea. We also encourage victims to report the offense to Unitek College's Title IX Coordinator to provide you with support and resources, including assistance with notifying local law enforcement authorities, if so desired.

Unitek College's Title IX Coordinator is:

Don Corvin
1401 Dove Street, Suite 210
Newport Beach, CA 92660
(949) 590-4882
dcorvin@unitek.com

Unitek College has assigned Title IX Responsible Employees at each campus to coordinate with the Title IX Coordinator and assist victims with the reporting of these offenses. The Responsible Employees at each campus are as follows:

Name	Campus	Telephone	Email Address
Louise Timmer	Fremont	(510) 743-2706	ltimmer@unitekcollege.edu
Liceth Ahumada	Fremont	(510) 246-3882	lahumada@unitekcollege.edu
Ghazali Aslam	Fremont	(888) 775-1415, ext. 1344	gaslam@unitekcollege.edu
Erick Arado	Fremont	(415) 347-8434	earado@unitekcollege.edu
Shalini Kumar	San Jose	(408) 514-5862	skumar@unitekcollege.edu
Laurie Jones	San Jose	(408) 514-5858	ljones@unitekcollege.edu
Virginia Dalmacio	San Jose	(669) 900-5672	vdalmacio@unitekcollege.edu
Kirk Engel	Concord	(925) 246-2319	kengel@unitekcollege.edu
Shade Oluwafunmi	Concord	(925) 246-2320	soluwafunmi@unitekcollege.edu
Wendy Millard	Sacramento	(916) 571-9082	wmillard@unitekcollege.edu
Michael Ruiz	Sacramento	(916) 571-1848	mruiz@unitekcollege.edu
Nefretiri Taylor	Sacramento	(916) 641-6500, ext. 3562	ntaylor@unitekcollege.edu
Casey Gibson	Sacramento	(916) 571-9079	cgibson@unitekcollege.edu
Katie Ramezani	Hayward	(510) 743-2717	kramezani@unitekcollege.edu
Bruno Salazar	Hayward	(415) 528-2663	bsalazar@unitekcollege.edu
Shara Crary	Hayward	(510) 246-3128	scrary@unitekcollege.edu
Milo Jocson	South San Francisco	(415) 347-8420	mjocson@unitekcollege.edu
Reinavi Sonza	South San Francisco	(415) 347-8440	rsonza@unitekcollege.edu
Madel Remo	South San Francisco	(415) 347-8424	mremo@unitekcollege.edu
Samy Khun	South San Francisco	(415) 347-8423	skhun@unitekcollege.edu

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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 of the institution 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 non-collection 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.

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

Disabled Students

Disabled students should make arrangements to meet with the Program Director and our onsite Campus Disability Compliance Coordinator (CDCC), formerly called the ADA Coordinator) prior to the start of class to review facilities and required accommodations. Reasonable assistance is provided through a variety of services tailored to particular students' needs in an effort to equalize educational opportunities for students. Support services are provided on an individual needs basis and should be discussed with the ADA coordinator. *Note: All nursing students must be cleared by their healthcare provider to participate fully in the clinical setting.*

Rehabilitation Act and Americans with Disabilities Act (ADA)

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Unitek 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." A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability and the CDCC has consulted with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

Unitek College is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or would fundamentally alter the nature of the program, benefit, or service provided by the College. To request auxiliary aid or service, please contact the CDCC.

Crime on Campus

It is Unitek College's policy to report all crimes to the law enforcement agency with jurisdiction over the affected campus. In the event that a student is the victim of crime on campus, it should be reported immediately to the Program Director who will complete the report and refer the student to appropriate resources in the community. In the event that a student is accused or suspected of committing a crime on campus, Unitek College will cooperate in full with the appropriate law enforcement agency and will impose the appropriate sanction, up to and including termination, in the event that the student is determined to have violated the standards of professional conduct as established by Unitek College. The Annual Security Report can be found online at www.unitekcollege.edu/disclosures.

Professional Liability

Unitek College provides professional liability insurance for each student during periods of externship or clinical rotations and clinical training. The student assumes the responsibilities to:

- Perform all skills as trained;
- Perform only those skills for which the student received training; and
- Perform skills only under the direction of the appropriate extern or clinical supervisor.

Non-Discrimination

To the extent provided by applicable law, no person shall be excluded from participation in, denied the

benefits of or be subject to discrimination under, any program or activity sponsored by or conducted by Unitek College on the basis of race, color, national origin, religion, sex, age, veteran status, marital status, sexual orientation, political beliefs or disability.

Bankruptcy

Unitek College does not have a pending petition in bankruptcy; is not operating as a debtor in possession; has not filed a petition within the preceding five years; and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Retention of Student Records

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently and are available for all currently and formerly enrolled students. Unitek 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. Unitek 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 6 years.

ASHP Records Maintenance

All Unitek College campuses approved to offer a Pharmacy Technician program programmatically accredited by the American Society of Health-System Pharmacists (ASHP) shall maintain and store, for no less than a 3 year period, the artifacts/records showing an annual review of:

1. Qualifications of experiential training sites;
2. Experiential training site pharmacy services;
3. The onsite experiential site coordinator

Offsite Trip Liability

When students participate in field trips, Unitek College will not provide transportation to or from such events, nor will it assume responsibility or be held liable for any injury to person and/or damages or loss of property suffered by any student for any reason while attending such events. Unitek College and its principals, owners, agents and employees are hereby released from every claim, liability or demand from personal injury, property damage or loss or other damages resulting from or in any way associated with any field trip event.

Likeness, Image and Voice Authorization

Students of Unitek College ("Unitek") understand that their name, likeness (photo), and/or comments may be used by Unitek College for commercial and/or academic purposes including but not limited to training documents, videos, and various advertising media. Students will have the opportunity to accept or refuse to have their likeness, comments or name used in any commercial or training material. Unitek College copyrights all of its documents and media in which a student appears. Unitek College has the right to use and distribute these documents and media at its sole discretion. Students do not receive any compensation for Unitek College's use and distribution of any documents, videos or audio recordings containing students' likeness, image, or voice, such as any royalties, license fees, or otherwise. Students have no intellectual property rights over these productions, including any copyright, trademark, or any other ownership or proprietary rights. Unitek College has the right to use and distribute these productions at its sole discretion.

FACULTY

Bakersfield Campus

- Navdeep Kaur, LVN, RN, BSN – Santa Barbara Business College, Bakersfield, CA; Carrington College, Boise ID; Chamberlain College Online Campus
- Genevieve Quijano, LVN – BS in Pharmacy, University of Sto. Tomas; Antelope Valley Career Institute, Palmdale, CA
- Joy Garcia, LVN – Porterville College, Teaching Credential UCLA 2005
- Nomar Tongco, RN, BSN – Excelsior College, Albany, NY; University of Phoenix Online; University of the East – Ramon, Philippines: Doctor of Medicine

Concord Campus

- Marilou Cuevas, DMD, RDA, CDA - National University, Philippines: Doctor of Dental Medicine
- Edna Dolarte, DMD, RDA, CDA - Centro Escolar University, Philippines: Doctor of Dental Medicine
- Debo Fashokun, LVN, BA, MA - Austin Community College, Austin, Texas: Diploma; Lagos State University, Nigeria: BA in Philosophy; Lagos State University, Nigeria, MA in Philosophy
- Catherine Hartwig, RN, BSN - Colorado Technical University, Colorado Springs, CO: BSN
- Olurotimi Ladeinde, BA, MA, PhD - University of Ibadan, Nigeria: BA History/Political Science; University of Manitoba, Canada: MA in Political Science; Walden University, Minneapolis, MN: PhD Information Systems Management
- Sue Moore, LVN - CSU East Bay, Hayward, CA: BA in Human Development
- Shade Oluwafunmi, RN, BSN, MSc, MSN-Ed - Loma Linda University, Loma Linda, CA: BSN; Jacksonville University, Jacksonville, FL: MSN, University of Lagos: MS (Cytogenetics)
- Stephen Potter, BA, MBA - Lewis and Clark College, Portland, OR: BA in Business Admin; Everest University, Orlando, FL: MBA Human Resource Management;
- Ofelia Visperas, DMD, RDA, CDA - Centro Escolar University, Philippines: Doctor of Dental Medicine
- Sonya Seslar-Pagsoligan, AA, ASN, BS, MSN- Touro University, Vallejo, CA: MSN, Solano Community College, Fairfield, CA: AA ASN Liberal Arts, Cal Poly State University, San Luis Obispo, CA: BS -Biological Sciences
- Ricmanuel De La Fuente, VN, BS -San Beda College, Philippines: BS Management, Concord Career College, North Hollywood, CA: VN
- Eugenia Hatch, LVN, BSN - Cal Poly State, San Luis Obispo, CA: BS in Child & Family Development
- Mayinur Saifuding - Xinjiang Institute of Medicia, China: BS in Medicine
- Dannette Scott, LVN, DSD-Ohlone College Fremont: AS, San Francisco Southwest Community College: VN Diploma
- Janelle Carter, LVN-Nursing College of Medical Arts, California:VN
- Elmer Bautista, RN, BSN- Nueva Ecija Colleges, Cabanatuan City, Nueva Ecija, Philippines: BSN
- Marvin Oracoy, RN, AA BA - Unitek College, Fremont: RN; NCP Vocational School: VN; San Francisco State University: AA; Solano Community College: VN

Fremont Campus

- Masha Aranovitch, RN, BSN, MSN - Israel Institute of Technology, Israel, BSN; Israel Institute of Technology, Israel, MS; UCSF, MSN
- Ghazali Aslam - University of Karachi, Pakistan: Bachelor of Medicine and Surgery
- John Bagon, RN, BSN - Lubbock Christian University, Lubbock, TX: BSN

- Dawn Bello, RN, BSN - Global City Innovative College, Philippines, BSN
- Victoria Benavides, RN, BSN - Ocampo Memorial College, Philippines, BSN
- Michiana Bocala, RN, BSN, MSN - Southville International School and Colleges, Philippines, BSN; University of Phoenix, AZ: MSN; University of Phoenix, AZ: Master of Health
- Laura Bongard, RN, BSN, MSN - Samuel Merritt University, Oakland, CA: BSN; Grand Canyon University, Phoenix, AZ: MSN
- Wanda Brooks-Miller, RN, ASN - Peralta Community College, Oakland, CA: ASN
- Catherine Buettner, RN, BSN - University of San Francisco, San Francisco, CA: BSN
- Nilanjana Chakrabarty, RN, BSN, MSN-Neonatal Nurse Specialist - Calcutta University - MS in Human Physiology; San Joaquin Delta College - ADN; University of Phoenix - MSN
- Christy Charles, RN, BSN - Christian Medical College, India: BSN
- Dona Chatman, RN, BSN - Liberty University, Montgomery, TX: BSN
- Shelley Denyer, RN, ADN - Sheridan College Institute of Technology, Canada, AND
- Dante Dizon, CPHT - University of the Philippines, Philippines: BS in Pharmacy
- Melanie Domantay, RN, BSN - Dominican University, San Rafael, CA: BSN
- Rodnesha Dunn, LVN - Kaplan College, Stockton, CA: Diploma
- Judith Dyer, Physician's Assistant, BSN, MSN/ED - Kennesaw State University, Georgia - Physician's Assistant; Kennesaw State University, Georgia - BSN; Aspen University - MSN/ED
- Alice Fritz, ADN, BSN, MSN - Chabot College-ADN; Holy Names College- BSN; MS in Case Management & Community Health Nursing - Holy Names
- Chyrel Garcia, RN, BSN - St. Paul College of Iloilo Philippines - BSN; University of Phoenix - MSN/ED In Progress
- Criselda Imperio, RN, BSN - Concordia College, Philippines: BSN
- Supneet Kaur, RN, BSN, MSN - San Francisco State University, San Francisco, CA: BSN; Holy Names University, Oakland, CA: MSN
- Rosa Leidner, LVN, ASVN - Unitek College, Fremont, CA: ASVN; Unitek College, Fremont, CA: ADN
- Theresa Lopez, LVN, AA - Riverland Community College, Austin, MN: AA
- Gail McClain, RN, BSN - University of Nevada, Reno, NV: BSN
- Veronica Oguna, LVN, ADN, BSN, MSN-Adult Gerontology - Medical Training Center, Kenya - LVN, South Plains College, Texas - ADN; University of South Carolina - BSN; Point Loma Nazarene University -San Diego - MSN - Adult Gerontology
- Lola Olofin, RN, BSN, MSN/ED, PhD - Palm Beach Community College - ASN; University of Phoenix - BSN & MSN; Barry University, Miami Florida- PhD
- Christine Patino - Western Career College, Fremont, CA: Diploma
- Rosa Pedroza, RN, BSN, MSN - Dominican University of California - BSN; Dominican University of California - MSN - Clinical Nurse Leader
- Marius Peppenariu, LVN, AA - College of the Desert, Palm Desert, CA: ASVN; Unitek College, Fremont, CA: ADN
- Anupama Rangswamy - Rajiv Gandhi University, India: Bachelor of Medicine and Surgery
- Agnes Romero, RN, BSN - Chamberlain College of Nursing, IL: BSN
- Stephen Santiago, RN, BSN - Manila Doctors College, Philippines: BSN
- Dannette Scott, LVN, AA - Ohlone College, Fremont, CA: AA
- Rama Subramanian, BS, CPHT - University of Jabalpur, India: Bachelor of Medicine and Surgery
- Andrew Turkington, RN, Masters of Arts - Clinical Psychology - South Lothian College of Nursing & Midwifery, Scotland- Registered Nurse; Scalebor Park College of Nursing, England -

- Registered Mental Nurse; Antioch University, Ohio - Masters of Arts - Clinical Psychology
- Idara Udo, RN, BSN, MSN - University of Ibadan, Nigeria - RN; University of Texas - BSN; Holy Names University - MSN
- Denice Van Veen, RN, BSN - San Jose State University, San Jose, CA: BSN
- Grace Veloso, RN, BSN, MSN-GNP - Philippine Women's University, Manila, Philippines-BSN; California East Bay - MSN-GNP
- Vivolyn Waugh-McKenzie, RN, BSN, MSN - Florida Atlantic University, FL: BSN; Florida Atlantic University, FL: MSN
- Vivolyn Waugh-McKenzie, LVN, BSN, MSN - Sheridan Vocational School - LPN; Florida Atlantic University - BSN; Florida Atlantic University - MSN
- Mary Wu, RN, BSN - CSU Long Beach, Long Beach, CA: BSN
- Homeira Zarghamnia, RN, BSN, MSN-Clinical Nurse Specialist - Mashhad University of Medical, Iran - BS Midwifery Science; University of Oklahoma- BSN; Liberty University, Oklahoma – MS Adult Clinical Nurse Specialist
- Alma Zulueta, LVN, BSN - Manila Doctors College, Philippines: BSN
- Monica Madolora, RN, BSN - University of Nevada, Reno, NV: BSN
- Catherine Joseph, RN, BSN, MSN - Christian Medical College and Hospital Vellore, India: BSN; Christian Medical College and Hospital Vellore, India: MSN

Hayward Campus

- Neda Asgharnia, DC - Palmer College of Chiropractic West, San Jose, CA: Doctor of Chiropractic
- Alex Gurmu, MD – Addis Ababa University, Ethiopia; MPH, Walden University, Minneapolis, MN
- Sharareh Mohandessi, MD - Kerman University of Medical Sciences, Iran
- Randal Rehling, RN, BSN - University of Missouri, Columbia, MO: BSN
- Reagan Saney, LVN, AS - Carrington College, Antioch, CA: Diploma in Vocational Nursing; Carrington College, Antioch, CA: AS
- Cessani Smith, LVN, AA - Chabot College, Hayward, CA: AA
- Elena Thomas, RN, BSN - Unciano College, Philippines: BSN
- Elizabeth Woodard, LVN - Saint Mary's College of California, Moraga, CA: AS
- Sophia Brown, RN, BSN - Liberty University, Lynchburg, VA: BSN
- Nequitha Busby, LVN, Carrington College, Sacramento, CA: Certificate
- Bruno Salazar-Perea, MD – Universidad Autonoma Metropolitana, Mexico; Residency in Pediatrics from University Hospital of Puebla, Mexico

Online

- Lanette Anderson, RN, BSN, MSN, JD - West Virginia University Institute of Technology, Montgomery, WV: BSN; Marshall University, Huntington, WV: MSN; West Virginia University College of Law, Morgantown, WV: JD
- Rosemarie Branciforte, BA, MS - College of Mount Saint Vincent, New York, NY: BA in English; University of Bridgeport, Bridgeport, CT: MS Education
- James Brown, PhD, MS, HCLD - Rutgers College, New Brunswick, NJ: BA Microbiology; Waksman Institute of Microbiology, New Brunswick, NJ: MS in Microbiology; Waksman Institute of Microbiology, New Brunswick, NJ: PhD in Microbiology
- Tabitha Colclough, RN, BSN, MSN - John Hopkins University, Baltimore, MD: BSN; Morgan State University, Baltimore, MD: MSN
- Bruce Forceia, BA, DC - Eckerd College, St. Petersburg, FL: BA in Psychology; Parker College of

Chiropractic, Dallas, TX: Doctor Of Chiropractic

- Dawn Graeme, BA, BS, DPT - San Jose State University, San Jose, CA: BA Health Science; UCSF, San Francisco, CA: BS/Certificate Physical Therapy; Drexel University, Philadelphia, PA: Doctorate of Physical Therapy
- Deryl Guilliford, PhD, MHA - Ohio State University, Columbus, OH: BS in Allied Medical Professions; University of Cincinnati, Cincinnati, OH: MHA; Greenwich University, London, UK: PhD
- Sharon Harmon, BS, EdS, DPM - High Point University, High Point, NC: BS in Biology; New York College, New York, NY: DPM; Walden University, Minneapolis, MN: EdS
- Lindsay Hege, BA, MSW - Elon University, Elon, NC: BA in Human Services; University of North Carolina at Chapel Hill, Chapel Hill, NC: MSW
- Carmen Herbel-Spears, RN, DHA, MSN - Southwestern Oklahoma State University, Weatherford, OK: BSN; University of Phoenix, Phoenix, AZ: MSN; University of Phoenix, Phoenix, AZ: DHA
- Natasha Sessoms, BA, MA - Coastal Carolina University, Conway, SC: BA in Sociology; North Carolina Central University, Durham, NC: MA in Sociology
- Irene Thrower, BA, MA - University of Dallas, Irving, TX: BA English; University of Houston, Houston, TX: MA Communication
- Debra Touhey, MS, PhD - University of Phoenix, Phoenix, AZ: MS in Accountancy; Northcentral University, San Diego, CA: PhD Accounting

Sacramento Campus

- Katherine Pettigrew-Helpley, RDA, CDA - The Bryman School, San Jose, CA: Diploma
- Rafael Almanzar - San Joaquin Valley College, Fresno, CA: Diploma
- Terrill Curry, LVN - Carrington College, Sacramento, CA: Diploma
- Emmylou DeGuzman, RN, BSN, MAN - Far Eastern University & Martinez Memorial College: Philippines: BSN; Our Lady of Fatima University/University of La Salette, Philippines: MAN;
- Randeep Dhanda, RN, ASN - Carrington College, Sacramento, CA: ASN
- Christie Harrop - Kaplan College, Sacramento, CA: Diploma
- Navdeep Heer, LVN - Sacramento City College: Sacramento, CA: Diploma
- Bryan Hobbs - Techskills, Sacramento, CA: Certificate
- Giselle Huybrecht (Walters), RN, BSN, MSN - Brokenshire College, Philippines: BSN; Holy Names University, Oakland, CA: MSN
- Kimberly Ikerd, LVN, BS - University of Phoenix, Phoenix, AZ: BS in Health Administration
- Rosenda Jewell, LVN - Joint Services, Military
- Samantha Kelly, RN, BSN - University of Phoenix, Phoenix, AZ: BSN
- Jacob Lee - Asher College, Sacramento, CA: Certificate
- Jeanette Michaud, LVN, AA - Santa Rosa Junior College, Santa Rosa, CA: Diploma; Consumnes River College, Sacramento, CA: AA
- Krista Millhouse, LVN - Unitek College, Sacramento, CA: Diploma
- Tena Murillo, LVN, ADN - Mid Michigan Community College, Harrison, MI: AND
- Patricia Nelson, LVN, AA - Southwestern Community College, Creston, IA: AA
- Laurie Owens, RN, BSN - University of Phoenix, Phoenix, AZ: BSN
- Julia Quitquit - Anthem College, Phoenix, AZ: AS in Health Services Administration
- Amrit Rathor, LVN - Unitek College, Sacramento, CA: Diploma
- Helen Rice, RN, MSN - Edgewood College, Madison, WI: MSN

- Marla Rocha, RDA, CDA
- Jennifer Rosas, RN, BSN - Indiana State University, Terre Haute, In: BSN
- Fawn Sanchez, LVN, AS - Yuba Community College, Woodland, CA: AS
- Lanette Sipes, RN - The Methodist Center of Illinois School of Nursing, Peoria, IL: Diploma
- Vandhana Snyder, RN, ASN - Consumnes River College, Sacramento, CA: ASN
- Nefretiri Taylor, RDA, CDA - University of Phoenix, Phoenix, AZ: BS in Health Administration
- Michelle Trimble, LVN - WIA School of Practical Nursing, Detroit, MI: Diploma
- Jacinta Turner, RN, BSN - Oakwood University, Huntsville, AL: BSN
- Corey Velez, RDA - Carrington College, Citrus Heights, CA: Diploma
- Liapaulette Webster, LVN - Plumas & Sierra ROP, Quincy, CA: Diploma
- Theresa Williams, RN, ASN - Western Career College, Sacramento, CA: ASN
- Amanda Wilson, RN, ASN - University of Wisconsin, Madison, WI: BSN; Solano Community College, West Sacramento, CA: ASN

San Jose Campus

- Audrey Badibangi - Unitek College, Fremont, CA: Medical Assisting Certificate
- Mariano Cadiz, RN, BSN - Dr. Carlos S. Lanting College, Philippines: BSN
- Virginia Dalmacio: RDA, CDA - Everest College, San Jose, CA: Dental Assisting Diploma; Training & Human Resource Certificate - UC Santa Cruz Extension, Santa Clara, CA; Everest University, Tampa, FL: BS in Applied Management
- Judy Jacobe-Valdez, RDA - Simi Valley Adult School and Career Institute, Simi Valley, CA: Diploma
- Laurie Jones, RN, BSN - Washington State University, Spokane, WA: BSN
- Sylvia Lee, RN, BSN, MSN - San Francisco State University, San Francisco, CA: BA in Chinese; San Francisco State University, San Francisco, CA: MSN; San Francisco State University, San Francisco, CA: MA in Education and Technology
- Irish Obot, LVN - NCP College of Nursing, Hayward, CA: Diploma; Adamson University, Philippines: BS in Banking and Finance
- Kathryn Panergo, RN, BSN, MSN - Far Eastern University, Philippines: BSN; University of Phoenix, Phoenix, AZ: MSN
- Alicia Purl, RN, BSN - Washburn University, Topeka, KS: BSN
- Josephine Relos, LVN, BS - University of the East, Philippines: BS
- Armie Tancinco, RN, BSN - Butan Doctors College, Philippines: BSN
- Melody Valente, CPhT - San Jose State University, San Jose, CA: BA in English
- Liezel Villanueva, RN - Unitek College, Fremont, CA: ADN
- Albert Wong - San Jose State University, San Jose, CA: BS Computer Science; Golden Gate University, San Francisco, CA: MS Telecommunication Management;
- Madhusudana Yaratha, MD - Guntur Medical College, India: MD
- Dennis Salunga, RN, BSN- Angeles University Foundation, Angeles City, Philippines: BSN
- Lori Kunza-Vitale, LVN – Mission College, Santa Clara, CA: Certificate
- Flora Bergstrom, LVN- Mission College, Santa Clara, CA: Certificate
- Shweta Sheel, Bachelor of Medicine & Surgery, Gauhati University, India
- Angelica Labrado, LVN City College, San Francisco, CA: Certificate: BA Healthcare Administration. American Intercontinental University
- Lavanya Ravikumar
- Marguerite Pratt, RN, Muhlenber Hospital school of Nursing, Plainfield , NJ: Diploma, MA Health Science/Healthcare Admin, San Jose State University San Jose, CA

- Bosa Anikweze, Bachelors of Technology, Feral University of Technology, Yola, Master in Information Technology, Ladoke Akintola University of Technology, Ogbomoso, Nigeria
- Jennell Valentine - Asher College, San Jose, CA: Certificate
- Jenny Baby, BSN - Touro University of Nevada, Henderson, Nevada
- Mary Anderson, BSN - Chamberlain College of Nursing, Rancho Cordova, California
- Ming LI Xu, MSN-FNP - National University, San Jose, California
- Sheila Labata, MS in HR Management - Illigan Medical Center College, Illigan City, Phillipines; Master of Arts in Nursing –Misamis University Ozamiz City, Phillipines
- Victoria Finck, MSN - San Jose State University, San Jose, California
- Nena Anudokum, LVN - Mission College, Santa Clara, California; BS in Business Administration, San Jose State University, San Jose California
- Linda Payne, BSN - University of Phoenix, Phoenix Arizona
- Marjorie Dulay-Aguirre: Doctor of Medicine in Dentistry - Centro Escolar University, Manila, Philippines; RDA –Certificate in Dental Assisting - Clayton Career College, San Jose, CA
- Trupti Shah: BS in Education & Laws – Sardar Patel University, India; Certified Medical Assistant – American Medical Technologies
- Steven Tate: BA in Social Science – San Jose State University; CCNP Certificates in Security, Routing & Switching, Data Center, Design, Microsoft, Microsoft Certified Trainer

South San Francisco Campus

- Albert Alindogan, RN, BS - University of Santo Tomas, Philippines: BS in Medical Technology
- Lee Angeli-Escobal, RN, BSN - Chinese General Hospital College of Nursing, Philippines: BSN
- Mary Cabanting, RN, BS, MD - University of the Philippines, Philippines: BS in Biology; Saint Louis University, Philippines: Doctor of Medicine
- Gemma Carpiz, RN, BSN - De Ocampo Memorial College, Philippines: BSN
- Jessica Chua, RN, BSN - Chinese General Hospital College of Nursing, Philippines: BSN
- Amalia Ficarra, RN, ASN - City College of San Francisco, San Francisco, CA: ASN
- Rolando Jaochico, RN, BSN, MSN Ned, MD - Olivarez College, Philippines: BSN; Angeles University, Philippines: BS in Biology and Doctor of Medicine; University of Phoenix, Phoenix, AZ: MSN
- Cynthia Muzzatti, RN, NP, PHN - University of San Francisco, San Francisco, CA: BSN; UCSF, San Francisco, CA: Post-Masters Pediatric Nurse Practitioner;
- Zorayda Ordono, RN, BSN - OTR-Saint Louis University, Philippines: BSN
- Vivian Palma, RN, BSN - Dr. Carlos S. Lanting College, Philippines: BSN
- Rosvic Reyes, LVN, BA - The Philippine Women's University, Philippines: BA in Communication Arts
- Remel Ruiz, RN, BSN - University of the City Manila, Philippines: BA in Psychology; Philippine College of Health Sciences Inc., Philippines: BSN
- Ryan Sanchez, RN, BSN - Jacksonville University, Jacksonville, FL: BSN
- Zenaida Morales, MD - Perpetual College of Medicine – Philippines; BS in Zoology from Far Eastern University, Philippines
- Sara J. Padilla, MD - Virgen Milagrosa University, Philippines; OD, Centro Escolar University, Philippines
- Ivan Emiliano, LVN – NCP College of Nursing, South San Francisco, CA

POLICY AND PROGRAM CHANGES

Unitek College updates the catalog at least once per year. The catalog is reviewed by the management team for any updates or changes prior to publishing and implements them as needed. A current version of the catalog can be found on the school's website. Prospective students are provided with a PDF copy of the catalog (either on CD-ROM if on campus or as a file link via email for distance education students) prior to signing an enrollment agreement.

Unitek College reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. Unitek College reserves the right to make changes in equipment and materials and modify curriculum as approved by accrediting bodies. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students.

Unitek College regularly evaluates feedback received through our Advisory Board as well as information received from students through regular evaluations. Based on feedback, Unitek College agrees to implement changes to improve the quality of the programs offered.

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 must be provided to you prior to signing an enrollment agreement

The school reserves the right to make changes in the enrollment criteria, academic requirements, grading standards and other processes at any time.



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