



SAINT JOSEPH'S SCHOOL OF NURSING

CATALOG

January 1, 2019– December 31,2019

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Table of Contents

MISSION	4
OBJECTIVE	4
GENERAL INFORMATION	4
<i>HISTORY</i>	4
<i>Saint Joseph's School of Nursing has been in operation since 2007.</i>	4
<i>OWNERSHIP</i>	4
<i>FACILITY AND EQUIPMENT</i>	5
<i>ADMINISTRATION DAYS / HOURS</i>	5
<i>CLASSROOM DAYS / HOURS</i>	5
<i>ACADEMIC CALENDAR AND HOLIDAYS</i>	5
<i>APPROVALS</i>	6
ADMISSIONS POLICY AND PROCEDURE	6
<i>POLICY</i>	6
<i>PROCEDURE</i>	7
<i>INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES</i>	8
<i>TRANSFER OF CREDIT</i>	8
<i>ARTICULATION AGREEMENTS</i>	8
<i>NON DISCRIMINATION POLICY</i>	8
PROGRAMS	9
<i>NURSE ASSISTANT TRAINING PROGRAM</i>	9
<i>HOME HEALTH AIDE TRAINING PROGRAM</i>	11
ACADEMIC POLICIES	13
<i>HOURS</i>	13
<i>SATISFACTORY PROGRESS</i>	13
<i>GRADING SYSTEM</i>	15
<i>WITHDRAWAL</i>	16
<i>ATTENDANCE</i>	16
<i>There will be one make up day at the end of Nurse assistant and or HHA training program.</i>	16
<i>TARDINESS AND EARLY DEPARTURES</i>	16
<i>LEAVE OF ABSENCE POLICY</i>	16
<i>ADDITIONAL FEES, IF APPLICABLE</i>	21

Transcript \$10 each, Transcript rush \$20 each, ID card replacement \$10, Duplicate Certificate of Completion \$10, Scrub Set \$29.99 each, Uniform Jacket \$59.98 each, Late Payment \$25.....21
LOAN..... 21
STUDENT TUITION RECOVERY FUND 21
MANAGEMENT, STAFF AND FACULTY22
STATE OF CALIFORNIA CONSUMER INFORMATION.....23
CATALOG CHANGES.....23

MISSION

Our mission is to provide quality vocational training and prepare future leaders for a diverse healthcare setting.

VISION

Our vision is to be community mentors guiding individuals into entry level practice through vocational training. Our faculty members aspire to provide excellent education one student at a time.

OBJECTIVE

Our objective is to prepare students with theoretical and practical skills for entry level positions in Health Care.

GENERAL INFORMATION

HISTORY

Saint Joseph's School of Nursing has been in operation since 2007.

The following programs started in 2007:

- Nurse Assistant Training Program
- Home Health Aide Training Program

OWNERSHIP

Saint Joseph's School of Nursing is owned by Excel Nursing School, Inc. doing business as Saint Joseph School of Nursing. Excel Nursing School, Inc. is owned 100% owned by Niki Joseph.

FACILITY AND EQUIPMENT

Saint Joseph’s School of Nursing offers training in a residential format. All classes are held at 622 West Lancaster Blvd, Lancaster, CA 93534.

Classrooms are appropriately furnished with laboratory and instructional furniture, such as, beds, numerous types of mannequins and models, as well as with nursing kits and disposable supplies. Computers are available for use in the library. The facilities are readily accessible for students requiring physical accommodations, and the campuses have convenient access to public transportation and freeway access.

Ratios

Program	Theory Classroom Maximum Number of Students	Skills Lab Maximum Number of Student	Student to Faculty Ratio
Nurse Assistant Training Program	30	30	15:1
Home Health Aide Training Program	30	30	15:1

ADMINISTRATION DAYS / HOURS

Monday- Friday 9:00 am-5:00 pm.

CLASSROOM DAYS / HOURS

Monday - Thursday 7:00 am-4:00 pm
Saturday and Sunday 7:00 am - 3pm.

ACADEMIC CALENDAR AND HOLIDAYS

As of January 1, 2022

		Nurse Assistant Training Program, 160 Hours		Home Health Aide Training Program, 40 Hours	
Nurse assistant class available fulltime and parttime		Start Date	Expected Completion Date	Start Date	Expected Completion Date
		January 5,2022	February 24,2022	February 1, 2022	February 9,2022

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Saint Joseph School of Nursing observes the following holidays:

- Martin Luther King Day
- Presidents Day
- Spring Break (March 21 – March 25, 2022)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas vacation (December 24, 2022 – January 1, 2023)

APPROVALS

Saint Joseph School of Nursing is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The Nurse Assistant and Home Health Aide programs are approved through the California Department of Public Health, Licensing and Certification.

Saint Joseph's School of Nursing is a testing site for the National Nurse assistant Certification

ADMISSIONS POLICY AND PROCEDURE

POLICY

Admission into any of the programs requires that the prospective student:

- Be 16 years of age or older;
- Have a high school diploma or equivalent. Saint Joseph School of Nursing will accept as a recognized equivalent of secondary education a GED, passing score on the California High School Proficiency Exam, a DD214 that indicates high school equivalency, a degree issued to the student that indicates the high school graduation, or documentation of completion of a bachelor's degree;

- Be provided an application and direction regarding the required essay;
- Be provided the School Performance Fact Sheet, catalog, and Notice of Cancellation form;
- Complete an interview;
- Complete a criminal record screening; and
- Be in good health. Complete a physical examination, document required immunizations, and complete a TB and any other healthcare related screenings required by clinical facilities.
- Nurse Assistant Training and Certification is a required prerequisite to enroll in the Home Health Aide course as required by state law. Students must submit proof of California State Nurse Assistant Certification/License upon admission.

A prospective student with a disability and who may need an academic accommodation is encouraged to contact the Director of Nursing to discuss any request for assistance.

PROCEDURE

Admissions procedures include meeting with an admissions representative to review goals, school policies and procedures, the School Performance Fact Sheet, catalog, and graduation requirements. Each prospective student must:

- Provide documentation of age;
- Provide a high school diploma or equivalent;
- Complete the application and essay;
- Interview;
- Documentation must be on file of a cleared criminal record screening; and
- Documentation of good health.
- Score a minimum of 20 on the Wonderlic Scholastic Level Exam, if applicable
- Submit proof of California State Nurse Assistant Certification/License upon admission, if applicable.

Upon acceptance into a program a student must:

- Acknowledge receipt and have reviewed the catalog;
- Initial and sign the School Performance Fact Sheet;
- Complete an enrollment agreement;
- Receive a Notice to Cancel; and
- Make payment arrangements.

REENTRY

A former student requesting to re-enter a program previously withdrawn from should do so in writing. Supporting documentation and/or information should be providing regarding the mitigating circumstances that caused the withdrawal, along with the change in circumstances that will allow the student to successful complete the program. A reinstatement committee shall notify the former student of the re-entry review decision within 30 days following the decision. The decision of the committee is final.

INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES

Saint Joseph's School of Nursing does not offer visa services to prospective students from other countries or English language services. Saint Joseph's School of Nursing does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. the admissions interview; and
2. Saint Joseph's School of Nursing's receipt of required admissions documentation, to include prior education documentation as stated in the admissions policy.

FOREIGN TRANSCRIPT EVALUATION

All foreign transcripts and degrees must be evaluated and translated to meet U.S. equivalency. The following is a sample of foreign transcript and degree evaluators. Saint Joseph's School of Nursing does not endorse any evaluators.

- Foreign Consultants: <http://www.foreignconsultants.com/>
- Educational Credential Evaluators: <http://www.ece.org/>
- Educational Perspectives: <http://www.educational-perspectives.org/>
- International Consultants of Delaware: <http://www.icdel.com/>
- International Research Foundation, Inc.: <http://www.ierf.org/>
- World Education Services: <http://www.wes.org/>

TRANSFER OF CREDIT

No transfer of credit is accepted for the Nurse Assistant Training Program and Home Health Aide Training Program.

Saint Joseph's School of Nursing does not accept hours or credit through transfer of credit challenge examinations, achievement tests, or experiential learning.

ARTICULATION AGREEMENTS

Saint Joseph's School of Nursing has not entered into any transfer or articulation agreements with any other college or university.

NON DISCRIMINATION POLICY

Saint Joseph's School of Nursing does not discriminate on the basis of race, color, creed, religion, ancestry, ethnic origin, age, non-disqualifying disability, sex, sexual orientation, marital status or veteran status in the recruitment of students, or in the implementation of its policies, procedures and activities.

Saint Joseph's School of Nursing endorses Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990: "No otherwise qualified handicapped individual in the United States, as defined in Section 7(6), shall, solely by reason of his handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination."

PROGRAMS

NURSE ASSISTANT TRAINING PROGRAM

Program Length: 160 hours / 6 weeks

Cumulative Final Program Exam: Yes

Graduation Document: Certificate

Potential Occupations: Certified Medication Aide (CMA), Certified Nurse Aide (CNA), Certified Nurses Aide (CNA), Certified Nursing Assistant (CNA), Geriatric Nursing Assistant (GNA), Licensed Nursing Assistant (LNA), Nurses' Aide, Nursing Aide, Nursing Assistant, State Tested Nursing Assistant (STNA).

Standard Occupational Code (SOC) and Description: 31-1014 - Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes nursing care attendants, nursing aides, and nursing attendants.

Program Description:

The course is structured to provide theory and practical application skills needed to become employed as an entry-level Nursing Assistant.

Program Objectives:

The objective of this course is to prepare students to pass the Nurse Assistant Certification Examination and to perform as an entry level NA in various health care settings.

Module Outline:

Module	Course Title	Theory Hours	Clinical Hours	Total Hours
1	Introduction	3	0	3
2	Patient's Rights	2	1	3
3	Interpersonal Skills	2	0	2
4	Prevention Management of Catastrophe and Unusual Occurrence	2	1	3
5	Body Mechanics	3	4	7
6	Medical and Surgical Asepsis	2	8	10
7	Weight and Measures	1	1	2
8	Patient Care Skills	14	44	58
9	Patient Care Procedures	7	20	27
10	Vital Signs	4	6	10

11	Nutrition	2	6	8
12	Emergency Procedures	2	1	3
13	Long- Term Care Patient	4	0	4
14	Rehabilitative Nursing	4	4	8
15	Observation and Charting	4	4	8
16	Death and Dying	4	0	4
Total		60	100	160

Certification:

In order to work as a Nurse Assistant in California, you will be required to pass state certification examination.

Certified Nurse Assistant (CNA) Applicants

The applicant or training program should submit the following to ATCS upon enrollment and before patient contact: • This completed application form; *and* • The second copy of the completed Request for Live Scan Services (BCIA 8016) form. Provided the above has been submitted to ATCS by the applicant or training program, the nurse assistant may work with proof of successful completion of the competency evaluation while the criminal record review is in progress. CDPH 283B (07/11) This form is available on our website at: www.cdph.ca.gov.

The Nurse Assistant application with the California Department of Public Health (CDPH283B) requires that applicants must list all convictions.

The California Department of Public Health (CDPH) evaluates criminal convictions for **any offense** and either grants or denies criminal record clearance by reviewing evidence of good character and rehabilitation provided by applicants, or information gathered by CDPH in relation to criteria outlined in Health and Safety Code Section 1337.9(c).

Any conviction by an applicant receives an evaluation by CDPH. Due to longer processing times based on one or more criminal convictions it is possible that a student may complete training, pass competency examination, pay tuition and testing fees, and still not obtain a background clearance. **Failure to obtain background clearance prohibits students from obtaining Certified Nurse Assistant certification.**

For potential students who have any convictions, or have questions about their ability to obtain the Live Scan/DOJ background clearance, they can request an “inquiry” with the Department by doing the following:

1. Fill out the top two sections of the CDPH283B form, and sign the applicant signature line. At the top of the form, write the following: “**CLEARANCE ONLY WITH LETTER**”. The school does not fill out any information on the form.
2. Write at the top of the LiveScan form (BCIA8016) **CLEARANCE ONLY WITH LETTER**, when filling out the form at the LiveScan vendor site.

CDPH will review LiveScan/DOJ results, determine if the individual is “cleared” or not “cleared”; and send the individual a letter explaining the results.

Students who submitted the CDPH283B application and Live Scan to DOJ and want verbal acknowledgement regarding “clearance,” may call the Aide and Technician IVR line at (916) 327-2445 and request information from a phone representative regarding clearance.

Further questions may be referred to the Professional Certification Branch at cna@cdph.ca.gov or call (916)327-2445.

HOME HEALTH AIDE TRAINING PROGRAM

Program Length: 40 hours / 1 week

Cumulative Final Program Exam: Yes

Graduation Document: Certificate

Potential Occupations: Caregiver, Certified Home Health Aide (CHHA), Certified Medical Aide (CMA), Certified Nurses Aide (CNA), Home Attendant, Home Care Aide, Home Health Aide (HHA), Home Health Provider, Hospice/Home Health Aide, In Home Caregiver.

Standard Occupational Code (SOC) and Description: 31-1011 - Provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.

Program Description:

The course is structured to provide theory and practical application of skills needed to work as an entry level Home Health Aide.

Program Objectives:

The objective of this program is to prepare the student to fulfill requirements for HHA Certification in the State of California which will enable the student to provide nursing care and services to clients with the home as the health setting.

Course Outline:

Module	Course Title	Theory Hours	Clinical Hours	Total Hours
1	Introduction to Aide and Agency Role	2	0	2
2	Interpretation of Medical and Social Personal Care Services	5	0	5
3	Clinical	5	15	20
4	Nutrition	5	3	8
5	Cleaning and Care Tasks in the Home	3	2	5
Total		20	20	40

Course Descriptions:

Module 1 - Introduction to Aide and Agency Role

Prerequisite: None

Hours: 2

This module is designed to train the students in basic nursing care performed at home and on how to become efficient caring members of the health care team.

Module 2 - Interpretation of Medical and Social Personal Care Services

Prerequisite: Module 1

Hours: 5

This module is designed to familiarize the students with the medical and social needs of the patient, family and caregiver. The students are familiarized with the different problems that arise when the patient's needs are not met.

Module 3 - Clinical

Prerequisite: Module 2

Hours: 20

This module is designed to train students in providing personal care services such as giving oral hygiene, back rubs, and bathing (bed, partial, and shower bath).

Module 4 - Nutrition

Prerequisite: Module 3

Hours:

This module is designed to train students in preparing a balanced diet for their patients, including the factors to take into consideration when purchasing foods.

Module 5 - Cleaning and Care Tasks in the Home

Prerequisite: Module 4

Hours: 8

This module is designed to familiarize the students with the tasks that need to be performed in at the patient's home when doing healthcare in a home setting.

Certification:

Upon successful completion of this program the graduate will complete an application for initial certification, Form 283b and provide the application to the California Department of Public Health, Licensing and Certification. Saint Joseph's School of Nursing will assist with this process. Each graduate will receive the certification in the mail. Employment may be sought when the certification is received. There is no state exam required to obtain certification.

ACADEMIC POLICIES

HOURS

Academic credit is measured in clock hours. A clock hour is defined as a 60-minute period of time with no less than 50 minutes of instruction.

SATISFACTORY PROGRESS

Saint Joseph's School of Nursing evaluates satisfactory progress at the following program increments of earned hours:

Program	Total Hours		50%		100%
Nurse Assistant Training Program	160		80		160
Home Health Aide Training Program	40		20		40

The student is required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period for the Vocational Nurse Training Program and 100% of the scheduled class hours on a cumulative basis for the Nurse Assistant Training Program and Home Health Aide Training Program.

The student's academic average is reviewed to determine qualitative progress. The minimum required is 75% at the conclusion of each evaluation period.

Incomplete grades are not given, and students must repeat any classes in which they earn less than a 75% average. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

Warning

Nurse Assistant Training Program and Home Health Aide Training Program attendance or 75% grade average for any evaluation period, or both, he or she will be placed on warning for the next evaluation period. The student is eligible for financial aid while on warning, if the student is eligible for aid. 100% (Nurse Assistant Training Program and Home Health Aide Training

Program) attendance or 75% grade average, or both, at the end of the warning period will result in the administrative withdrawal of the student.

Students will be notified in writing when they are placed on warning and the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling, from the Director of Nursing, as appropriate, when they are placed on warning.

The institution will notify a student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress.

Appeal Process

The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Director of Nursing will assess all appeals, and determine whether the student may be permitted to continue in school on a warning status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the Director of Nursing is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the Director of Nursing's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained. The student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory progress status by meeting the minimum SAP standards.

Maximum Time Frame

All program requirements for the Nurse Assistant Training Program and Home Health Aide Training Program must be completed within 1 time the normal program length based on the 100% attendance requirement, as follows:

Program	Total Weeks
Nurse Assistant Training Program	6
Home Health Aide Training Program	1

Time spent on an approved leave of absence is not counted against the maximum time frame.

Students exceeding the maximum time frame will be administratively withdrawn.

GRADING SYSTEM

Grade	Percentage
A	100% - 94%
A-	93% - 90%
B+	87% - 89%
B	86% - 83%
B-	82% - 80%
C	79% - 75%
F	74% - Below

WITHDRAWAL

A student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates 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.

ATTENDANCE

100% of the scheduled class hours on a cumulative basis for the Nurse Assistant Training Program and Home Health Aide Training Program.

There will be one make up day at the end of Nurse assistant and or HHA training program.

TARDINESS AND EARLY DEPARTURES

No tardiness or early departures are permitted in the Nurse Assistant or Home Health Aide programs.

LEAVE OF ABSENCE POLICY

A leave of absence is a temporary break in a student's attendance during which s/he is considered to be continuously enrolled and is only available to Vocational Nurse students.

A student must request the leave of absence in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within the timeframe of the maximum allowed absence he or she will be withdrawn from the program

A leave of absence is limited to 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

If the leave of absence is approved the student must sign and date the leave of absence request and specify a reason for the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.

The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.

The student will not be assessed any additional charges as a result of the leave of absence.

An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit.

GRADUATION

Upon successfully completing the program, as stated below, each student will receive a certificate.

- Complete all clock hours.
- Graduate with cumulative minimum grade point average 75% - "C".
- Tuition and fees are paid in full.

COPYRIGHT AND SOFTWARE INFRINGEMENT POLICY

It is the policy of Saint Joseph School of Nursing to respect the copyright protections given by federal law to owners of texts, publications, documents, works of art, digital materials, and software, and to abide by all license and contractual agreements in the provision of resources and services to Saint Joseph School of Nursing. The following summary statement is printed and posted in the school corridors, where both instructors and students can see it:

Saint Joseph School of Nursing respects the copyrights of all original works of authorship, and we encourage our faculty to model and enforce this principle in their classrooms. No original work is to be copied unless permission is given by the copyright owner. Original works include books, articles, magazines, web pages, images, photos, videos and audio files.

However, there are certain allowances granted under the 'fair use' provision of U.S. law, according to the Copyright Act Title 17. Although the law does not spell out precisely what is considered under 'fair use', the following examples are generally allowed:

- Quotation of short passages in a scholarly article, such as 300 words or less
- Spontaneous reproduction of an article for classroom instruction, such as a news story
- Showing a video or playing an audio file once for classroom discussion purposes
- Reproducing publicly accessible, factual information

Examples of a copyright violation (if done without permission):

- Photocopying pages from a class curriculum
- Distributing copies of a DVD or audio file
- Using photocopied articles as part of a repeated course curriculum

If you have any questions in this regard, please ask our academic advisor.

Members of the institution community are advised to become as knowledgeable as possible regarding copyright law and this policy. Individuals who willfully disregard this policy and guidelines do so at their own risk and may be subject to personal liability. The institution regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to disciplinary action up to and including termination, in the case of institution employees, and termination, in the case of students.

Use of copyright material(s) is permissible with written permission from the owner(s). A sample request letter can be requested from the Director of Nursing. When permission is obtained please provide a copy of the signed letter to the Director of Nursing. The Director of Nursing will review the content of the letter and either provide or deny the request to utilize the texts, publications, documents, works of art, digital materials, or software requested.

Violations and Prohibitions:

It is against the institution's policy for users to use institution equipment or services to access, use, copy or otherwise reproduce, or make available to others, which includes unauthorized peer-to-peer sharing, any copyright-protected materials or software except as permitted under copyright law or specific license. Specifically, users are prohibited from:

- Copying or reproducing any texts, publications, documents, works of art, digital materials, and software on Saint Joseph School of Nursing photocopiers, fax machines, or computing equipment, except as expressly permitted in **writing** by the owner. Also, users may not use unauthorized copies of texts, publications, documents, works of art, digital materials, and software on-site at Saint Joseph School of Nursing facilities, or on owned computers, or on personal computers housed in the institution's facilities.
- Copying, downloading, or uploading audio recordings, music, movies, videos, and other kinds of copyright-protected files electronically without the owner's **written** permission.
- Posting copyrighted material on a Saint Joseph School of Nursing owned web site (official or personal).
- Additionally, faculty, staff, administrators and students must:
 - Fully read, understand, and abide by all terms of software license agreements.
 - Where applicable, remove any copyrighted material from the school facilities, or downloaded from the Web after the evaluation period has expired.
 - Not accept unlicensed software from any third party.
 - Not install, nor direct others to install, illegal copies of computer software or unlicensed software onto any institution-owned or operated computer system.

Enforcement:

Although Saint Joseph School of Nursing does not routinely monitor the network for activity that is illegal or in violation of institution policy, Director of Nursing does reserve the right to monitor network use for operational needs and to ensure compliance with applicable laws and institution policies. The institution has a legal duty to comply with applicable laws protecting the intellectual property rights of third parties and to respond to formal legal complaints that it receives.

The institution reserves the right to authorize removal of any illegal copyright material or disconnecting a user's account if the user represents a serious threat to system integrity or poses a liability to the institution. Director of Nursing may refer suspected violations of applicable law to appropriate law enforcement agencies.

If any provision of this policy is ruled invalid under law, it shall be deemed modified or omitted solely to the extent necessary to come into compliance with said law, and the remainder of the policy shall continue in full force and effect.

Summary of the Penalties for Violation of Federal Copyright Laws:

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 Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

DRUG ABUSE POLICY

Students are expected to treat school personnel and fellow students with consideration and respect. A student will be dismissed from the school for serious incidence of intoxication, possession of illegal drugs or alcohol upon school premises, improper or sexual behavior; behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to staff or faculty member. St. Joseph's School of Nursing fully supports Drug-Free Schools and Communities Act and forbids the use, possession, distribution or sale of drugs or alcohol by students, faculty or staff anywhere on campus. Anyone in violation of state, federal or other local regulations, with respect to illegal drugs or alcohol, may be subject to both criminal prosecution and campus disciplinary action.

CONDUCT CODE

Students are expected to treat school premises with consideration, keep the campus neat and clean no graffiti on the walls, equipment or furniture. At the discretion of the Director of Nursing, a student may be dismissed from school for any serious incident. **Possession of weapons on school premises, behavior creating a safety hazard to others, disobedient or disrespectful behavior to others will result in dismissal.**

Students should remember that they represent the institute at all times. Any student not conducting themselves in an orderly and professional manner, which includes use of drugs and alcohol during

school hours, dishonesty, disrupting classes, use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the school rules will lead to either suspension or dismissal from classes.

Nurse Assistant Training Program:

Registration Fee	Live Scan	Drug Screen	Student Tuition Recovery Fund Fee	Tuition plus registration	Uniform**	Lab Supplies	Textbooks & Workbooks	CPR	Testing Fee	Graduation Cap & Gown
Non-Refundable	Non-Refundable	Non-Refundable	Non-Refundable		Non-Refundable upon receipt.	Non-Refundable upon receipt.	Non-Refundable upon receipt.	Non-Refundable	Non-Refundable when paid to	Non-Refundable upon receipt.
\$100	\$50		\$3.75	\$1500	\$89.97	\$31.29	\$100	\$49.99	\$130	

Estimated total for the entire program: \$2055

**2 sets of Scrubs & 1 Jacket.

Home Health Aide Training Program:

Registration Fee	Live Scan	Drug Screen	Student Tuition Recovery Fund Fee	Tuition	Uniform	Lab Supplies	Textbook	CPR	Testing Fee	Graduation Cap & Gown
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Non-Refundable	Non-Refundable	Non-Refundable	Non-Refundable		Non-Refundable upon receipt.	Non-Refundable upon receipt.	Non-Refundable upon receipt.	Non-Refundable	Non-Refundable when paid to 3 rd Party.	Non-Refundable upon receipt.
\$100			\$1.25	\$500	\$29.99	\$20.01	\$50	\$0		

Estimated due for the entire program \$700

ADDITIONAL FEES, IF APPLICABLE

Transcript \$10 each, Transcript rush \$20 each, ID card replacement \$10, Duplicate Certificate of Completion \$10, Scrub Set \$29.99 each, Uniform Jacket \$59.98 each, Late Payment \$25.

LOAN

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

STUDENT TUITION RECOVERY FUND

Calculation Student tuition recovery fund is tuition multiplied by .0025 per BPPE regulations

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

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

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

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

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

MANAGEMENT, STAFF AND FACULTY

Niki Joseph RN, M.S.N, DNP
Chief Executive Officer, Chief Operations Officer, Director of Nursing

Angie Melara, Receptionist

Gail Serafin, Admissions

Alice Stewart, Finance

Nurse Assistant and Home Health Aide Faculty:

Niki Joseph RN, MSN DNP:
Director of nursing
Years of experience: over 23 years

Elizabeth Mason, R.N.
Diploma in Nursing from Dominica State College

Years of Nursing Experience: Over 36 years

ADVISORY BOARD

Olukanmi Wale, LVN, PA
Ogunmakinwa Bayo, RN
Barb Noella, LVN, MFTI

STATE OF CALIFORNIA CONSUMER INFORMATION

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school 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.

Saint Joseph's School of Nursing has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

Saint Joseph's School of Nursing does not participate in state financial aid programs.

CATALOG CHANGES

Information about Saint Joseph's School of Nursing is published in this catalog, which contains a description of policies, procedures, and other information about the School. Saint Joseph's School of Nursing reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Saint Joseph's School of Nursing, the student agrees to abide by the terms stated in the catalog and all school policies.