2021

College Catalog

January 1, 2021 – December 31, 2021

npcollege
National Polytechnic College

"Where a BETTER FUTURE begins..."

npcollege.edu

HVAC-R Technician

Diagnostic Medical Sonography

Hemodialysis Technician

MRI Technologist

Medical Assistant

Phlebotomy Technician

English as a Second Language (ESL)

Published: July 1, 2021

ACCSC
Accrediting Commission of Career Schools and Colleges

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CAMPUS

Main Campus
4105 South St,
Lakewood, CA 90712
(562) 206-2491
www.npcollege.edu

COLLEGE INFORMATION

Mission Statement

It is our mission to provide our community with a meaningful education in a comfortable learning environment to improve the quality of life and satisfy student needs. We strive to offer students adequate hands-on training, job-seeking skills, and placement services to prepare students for chosen career opportunities.

Objectives
- Providing our students a quality education by focusing on the importance of labor market trends, technology advancement, and educational material updates
- Establishing a comfortable and pristine educational environment by providing students spacious classrooms with up-to-date equipment, realistic work environment settings, beautiful interior design, and areas for relaxing
- Hiring the most qualified administrative staff and educational instructors with the proper work experience and educational backgrounds along with continuous workshops and training to better support the needs of students
- Having the needed institutional departments fully staffed along with knowledge of outside reinforcements for students during their educational (and career search) experience at NPCollege--Admissions, Student Service, Financial Aid, and Career Services
- Encouraging outside clinics and employer visits, evaluation of classrooms and teaching methods, Advisory Boards for curriculum enrichment and growth to better prepare students in a competitive labor market

College History and Description

National Polytechnic College (College or NPCollege) Founded in 1996, National Polytechnic College (College or NPCollege) provides education and training in a variety of Allied Health careers serving both the community and surrounding areas. In November 1996, the College granted institutional approval to operate from the Bureau for Private Postsecondary Education. The approval to operate from the BPPE means that the College complies with the state standards. In March 1999, the college changed its name from Montebello Career College to National Polytechnic College. In November 2003, the college was accepted accreditation by the ACCSC and approved for Title IV financial aid in September 2005.

Facilities

NPCollege main campus is housed in an air-conditioned facility at 4105 & 4102 South Street, Lakewood, CA 90712 on the corner of Lakewood Blvd. and South St. There are eight classrooms where students receive a curriculum-based lecture. Four of these classrooms include laboratory areas where the students complete their lab training with practical equipment, as found in private industry. All classrooms are equipped with instructor computers and overhead projectors for presentations and viewing online materials. A Learning Resource Center allows students to access online resources during normal business hours to conduct research, complete assignments, reviews, job search, and much more. Free student WIFI is available for students to access online learning resources from their devices. The facilities also include a reception area, restrooms and break areas, Admissions, Financial Aid, Student Services, Career Services, and administrative staff offices. The facilities provide a pleasant, efficient atmosphere for adult education and training. The typical classroom/lab area holds a maximum of 20 students. Free parking is provided for our students northeast of the facility. NPCollege's facilities and equipment comply with all local, state, and federal safety and health rules and regulations.

Hours of Operation

Main Campus Administrative Offices

Office hours for the Lakewood campus are from 8:00 AM to 6:00 PM from Monday through Friday.

Morning Classes

Morning classes are typically offered between 8:00 AM and 12:00 PM, Monday through Friday. Schedules vary by program. To obtain the exact times of classes offered, please check with the Admissions Department before enrollment.

Afternoon Classes

Afternoon classes are typically offered between 1:00 PM and 5:00 PM, Monday through Friday. Schedules vary by program. To obtain the exact times of classes offered, please check with the Admissions Department before enrollment.

Evening Classes

Evening classes are typically offered between 5:30 PM and 9:30 PM, Monday through Friday. Schedules vary by program. To obtain the exact times of classes offered, please check with the Admissions Department before enrollment.

Weekend Classes

Weekend classes are typically offered between 8:00 AM and 4:30 PM, Saturday and Sunday. Schedules vary by program. To obtain the exact times of classes offered, please check with the Admissions Department before enrollment.

Externship/Clinical Externships

Externships hours are scheduled for various times Monday through Friday, and possibly Weekends, according to the needs of the specific program and the availability of the externship/clinical site. Externship hours will vary and will be scheduled by the host site.

General Education Classes

Classes are typically offered between 8:00 AM and 12:30 PM, 1:00 PM to 5:30 PM or 5:00 PM, and 9:30 PM, Monday through Friday. Schedules vary by program. To obtain the exact times of classes offered, please check with the Admissions Department before enrollment.

Security and Safety

Students are responsible for their security and safety and must be aware of the security and safety of others. The College is not responsible for any student's personal belongings that are lost, stolen, or damaged on campus, in parking lots, at clinical/externship sites, or during any college activities. Students should immediately report any medical, criminal, or other emergency occurring on campus to their instructor, Program Director, or any College official. Upon receipt of any report of a medical or criminal emergency, the College will, on behalf of the student, obtain the services of medical or security professionals, as appropriate. Students are encouraged to promptly and accurately report all emergencies to College officials.

Health and Safety Requirements

The College strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the appropriate regulatory agencies. Students are required to complete certain health and safety requirements according to individual program needs. Many students at the College who are involved with direct patient care in health care careers may be exposed to high-risk conditions and should take the proper precautionary measures. Patients must be protected against potential health risks from students. Individual programs may have externship requirements that must be met before the first day of the externship class. Each program is responsible for tracking and maintaining clinical health and safety requirements and ensuring that students meet the specific program requirements. All students must meet the requirements of the externship site to which they are assigned. If a student does not meet the requirements for the site, the student may become ineligible to participate in the specific program of study and unable to complete the program.

Required Federal Disclosure Information

For information on graduation rates, the median debt of graduates completing programs, and other important information, visit https://npcollege.edu/consumer-disclosures.php.

California Regulatory Disclosures

National Polytechnic College makes every effort to ensure the accuracy of the information contained in this catalog. The College reserves the right to change policies, regulations, fees, and courses of instruction during this catalog period upon the direction of the National Polytechnic College Administration and its College Director. The most current and complete information is available from the Operations & Compliance Director or Director of Education. All information contained in this college catalog is current and correct as of the publication date and is so certified as true by David Maddahi, College Director.

The College has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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 (11U.S.C. Sec. 1101 et seq.).

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 or P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement.

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 at www.bppe.ca.gov.

Accreditation, Approvals, and Memberships

The College voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners, including subject matter experts in occupational education and private postsecondary college administration.

- National Polytechnic College is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), which is listed by the U.S. Department of Education as a nationally recognized accrediting agency. Physical Address: 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201; Phone (703) 247-4212 / Fax (703) 247-4533 / www.accsc.org
- National Polytechnic College is a private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE). Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; Phone (916) 431-6959 / Toll free (888) 370-7589 / Fax (916) 263-1897 / www.bppe.ca.gov The approval to operate from the BPPE means that the College complies with the state standards.
- The Hemodialysis Technician and Phlebotomy Technician programs are programmatically approved by the California Department of Public Health (CDPH). Department of Public Health, Physical Address: 1500 Capitol Avenue, 5th Floor, MS 7610, Sacramento, CA 95814-5006; Phone: 916-327-5106 / Fax: 916-440-7999 / www.cdph.ca.gov
- The MRI Technologist program is programmatically accredited by the American Registry of Magnetic Resonance Imaging Technologist (ARMRIT), Physical Address: 8815 Commonwealth Blvd., Bellerose, NY 11426; Phone: (718) 347-8690 / Fax: (718) 347-8691 / www.armrit.org
- The MRI Technologist and Diagnostic Medical Sonography programs are recognized by the American Registry of Radiologic Technologists (ARRT), Physical Address: 1255 Northland Drive., St. Paul, MN 55120; Phone: (651) 687-0048 / www.arrt.org
- The Student and Exchange Visitor Program (SEVP) has approved the College and all programs to enroll the non-immigrant alien student and issue Form I-20 to international students under F-1 and M-1 visas. **http://studyinthestates.dhs.gov**
- The College is approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code. https://www.benefits.va.gov/gibill
- Approved Training Provider under the Workforce Investment Act (WIA). www.i-train.org
- Member of the California Association of Private Postsecondary Schools (CAPPS). www.cappsonline.org
- Member of American Medical Technologist (AMT). https://www.americanmedtech.org/

Statement of Ownership

National Polytechnic College is operated by National Polytechnic College, Inc., a California Corporation.

Officers and Key Personnel

Dariush Maddahi	Founder and Chief Executive Officer, College Director
Silvia Espin	Director of Education
Charles Mugrdechian	Director of Operations
Giovanni Casillas	Director of Admissions/Marketing

Program Offerings

PROGRAM TITLE	PROGRAM CODE	CIP	SEMESTER CREDITS	INSTRUCTIONAL/ EXTERNSHIP HOURS	OUTSIDE WORK
Diploma/Certificate					
Diagnostic Medical Sonography	DMS	51.0910	79	2360	350
Hemodialysis Technician	HEMO	51.1011	N/A	300	N/A
Medical Assistant	MA	51.0801	28.5	800	160
MRI Technologist	MRI	51.0920	63.5	2040	250
Phlebotomy Technician	PHLB	51.1009	N/A	130	N/A
HVAC-R Technician	HVAC	47.020	27	720	180
Associate in Applied Science Degree					
Diagnostic Medical Sonography	DMSA	51.0910	97.0	2630	890
MRI Technologist	MRIA	51.0920	81.5	2310	790

Observed Holidays/Breaks	
2021	
JANUARY 1st	NEW YEAR'S DAY
JANUARY 2nd To 3rd	WINTER BREAK CONTINUED
JANUARY 16th To 18th	MARTIN LUTHER KING DAY & WEEKEND
FEBRUARY 13th To 15th	PRESIDENTS DAY & WEEKEND
APRIL 2nd To APRIL 4th	GOOD FRIDAY & EASTER WEEKEND
MAY 29th To 31st	MEMORIAL DAY & WEEKEND
JULY 3rd To JULY 4th	INDEPENDENCE DAY & WEEKEND
JULY 5th To JULY 11th	SUMMER BREAK
SEPTEMBER 4th To SEPTEMBER 6th	LABOR DAY & WEEKEND
NOVEMBER 11th	VETERANS DAY
NOVEMBER 25th to NOVEMBER 28th	THANKSGIVING DAY, FRIDAY & WEEKEND
DECEMBER 24th to 31st	WINTER BREAK
2022	
JANUARY 1st	NEW YEAR'S DAY
JANUARY 2nd	WINTER BREAK CONTINUED
JANUARY 15th To 17th	MARTIN LUTHER KING DAY & WEEKEND
FEBRUARY 19th To 21st	PRESIDENTS DAY & WEEKEND
APRIL 15th To APRIL 17th	GOOD FRIDAY & EASTER WEEKEND
MAY 28th To 30th	MEMORIAL DAY & WEEKEND
JULY 2nd To JULY 4th	INDEPENDENCE DAY & WEEKEND
JULY 5th To JULY 10th	SUMMER BREAK
SEPTEMBER 3rd To SEPTEMBER 5th	LABOR DAY & WEEKEND
NOVEMBER 11th	VETERANS DAY
NOVEMBER 24th to NOVEMBER 27th	THANKSGIVING DAY, FRIDAY & WEEKEND
DECEMBER 24th to 31st	WINTER BREAK

Academic Calendar Start Dates 2021

New students enrolled to start their program following the completion of all admission requirements and procedures. Not all programs, program start dates, or sessions are available at all campuses. Applicants/students must check with the campus/program to ensure availability. Program start dates may be added or removed at the discretion of the College. Please speak to an Admissions representative for details.

Start Date	Session	Expected Completion Date		Start Date	Session	Expected Completion Date
Diploma Programs						
Diagnostic Medical Sonography				**Medical Assistant**		
03/15/2021	AM	02/03/23		TBA	AM	
03/29/2021	PM	02/03/23		TBA	AM	
09/20/2021	AM	07/28/23		TBA	AM	
09/20/2021	PM	07/28/23				
MRI Technologist				**HVAC- R Technician**		
01/19/2021	AM	07/15/2022		07/19/21	AM	04/01/2022
06/01/2021	PM	11/28/2022		TBA	PM	
09/13/2021	AFT	03/10/23				
11/15/2021	AM	05/12/2023				
04/04/2022	PM	09/29/2023				
Associate in Applied Science Degrees						
Diagnostic Medical Sonography A.A.S				**MRI Technologist A.A.S**		
02/16/2021	AM	04/24/23		01/19/2021	AM	10/07/22
03/15/2021	AM	04/28/23		06/01/2021	PM	02/24/23
03/29/2021	PM	04/28/23		09/13/2021	AFT	06/02/23
09/20/2021	AM	10/20/23		11/15/2021	AM	08/11/23
09/20/2021	PM	10/20/23		04/04/2022	PM	12/22/2023
Certificate Programs						
Hemodialysis Technician				**Phlebotomy Technician**		
01/30/2021	Sat	08/20/21		01/23/2021	Sat & Sun	03/12/2021
05/16/2021	Sun	11/29/21		TBA	Sat & Sun	
08/07/2021	Sat	02/25/22				
11/07/2021	Sun	06/03/22				

ADMISSIONS INFORMATION

The College seeks to admit students who possess the appropriate credentials and have demonstrated capacity or potential that indicates a reasonable probability of success in completing the educational programs offered by the College. To accomplish this, the College evaluates all students and makes admissions decisions on an individual basis, following the admission policies outlined in this catalog.

Students are encouraged to apply for admission as soon as possible for a specific program and start date. Applicant families are encouraged to participate in the enrollment process so that they may have an opportunity to ask questions.

Students must complete the entire admissions process before the first day of class for all programs. Students who fail to complete the admissions process before the first day of class may be required to reschedule to another start date.

General College Admission Requirements

Listed below are the requirements and procedures that the College has established for admission to the College:

- Students are required to visit the College before enrollment to obtain a clear understanding of the College, view the facilities and equipment, and meet with staff and instructors.
- All applicants are required to complete an application form and engage in a personal interview with an Admissions Coordinator.
- All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).
- Applicants enrolling in the DMS, DMSA, MA, MRI, MRIA, HEMO, and PHLB programs under 18 years of age must reach their 18th birthday before the expected start date of their Externship.
- Applicants enrolling in the PHLB program must have obtained certified training or work experience in the medical field within five years before the application date.
- All applicants must pay a non-refundable registration fee upon enrollment.
- Applicants enrolling in the College who have a misdemeanor or felony conviction should be aware that they may not meet applicable licensure, certification, or registry requirements and may not be able to secure externship placement and employment in the field. Certain misdemeanor or felony convictions may prevent a student from completing the desired program due to the inability to be placed at an externship site. Therefore, you may complete some or all of your program of study at the College and paid tuition but unable to attend an externship site, become registered, or become employed in the field. Thus the College reserves the right to deny admission. **Be sure to discuss licensure, certification, or registry eligibility concerns and the effects of a criminal background on your professional career with your Admissions Coordinator in consultation with the Program Director.**
- An applicant for enrollment at the College must possess a diploma from an accredited high school or the recognized equivalent before being granted enrollment in the College. Acceptable proof of high school graduation or equivalency must be submitted as follows:
  1. Applicants enrolling in all programs must provide a copy of their high school diploma, transcripts, or a copy of their official GED, High School Equivalency Test (HiSET), or associate and higher degree before enrolling for classes. MA and HVAC applicants without a high school diploma or GED must refer to the Career Pathway Program section of eligibility to meet the Ability-to-Benefit (ATB) provision.
  2. High school documentation from a country other than the United States must be translated and evaluated to be at least the equivalent of a U.S. high school diploma by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE).

Applicants with Outstanding Unresolved Felony Convictions

The College does not accept admissions applications from prospective students with outstanding, unsolved felony convictions. The College does not believe that students should make a substantial investment of time, money, and potential debt if the ability to secure employment in the field of training is unlikely. If you have a felony conviction, please disclose that information to your Admissions Coordinator, and they can provide further information.

General International Student Admissions

NPCollege is authorized by the U.S. Department of Homeland Security and Immigration and Customs Enforcement (ICE) to admit international students under F-1 (academic) and M-1 (vocational) international student visa status. Interested international applicants can download applications for admission by visiting www.npcollege.edu and clicking on the International Student link of the College's website.

NPCollege's admissions process allows for a rolling admissions policy whereby international students can begin coursework during the spring, summer, fall, or winter terms. Applicants must submit all required documents when applying.

The following are admissions requirements for international students who are, or intend to be, under F-1 or M-1 status:

- Complete and sign an international student application.
- Pay a non-refundable application fee of $300.
- Academic records are the equivalent of high school graduation or higher, demonstrating successful completion. The original transcript must be accompanied by a notarized English translation from an approved NACES.org credential evaluation service. In addition, all international students who are in the U.S. must submit all of their academic records from institutions they have attended in the United States.
- Proof of English proficiency can be established by providing a minimum score of 500 (paper-based) or 61 (Internet-based) on the Test of English as a Foreign Language or a minimum of 5.0 on the IELTS exam.
- Submit confidential financial support documentation, which includes the Sponsor's Affidavit of Support and a bank statement verifying the same.
- F-1 or M-1 applicants applying from within the U.S. must submit copies of all immigration-related documents along with their application.

International students must enroll in and complete a minimum of 12 units or equivalent clock hours to maintain valid F-1 or M-1 status. NPCollege registers international students in the SEVIS system each semester to verify the maintenance of status. In addition, all international students must maintain continuous medical insurance coverage throughout their studies at NPCollege. International students pay non-resident tuition fees in addition to all other applicable fees during their entire attendance at NPCollege.

ICE prohibits international students from unauthorized employment. International students must obtain permission from ICE and NPCollege before they can engage in any on or off-campus employment.

International students applying for F-1 and M-1 visas from their home countries will be required to meet the U.S. Department of State requirements on immunizations. Additionally, NPCollege requires all international students to provide proof of Measles, Mumps, and Rubella immunizations.

The College does not provide any form of Visa services for the prospective or active students nor will the College vouch for a students' status other than what is required by the U.S. Department of Homeland Security and Immigration and Customs Enforcement (ICE) to admit international students under F-1 (academic) and M-1 (vocational) international student visa status.

Re-Enrolling Students

In some cases, students wishing to re-enter may be required to appeal for re-admission. This appeal must be approved by an Appeals Committee comprised of faculty and/or staff as deemed appropriate by the College. Re-entering students may be required to complete competency testing to determine their ability level before being approved for re-entry. Students may be required to repeat previous modules or courses for which they received credit if they cannot demonstrate competency. These modules or courses may not be eligible for Title IV funding. All current and prior coursework will be counted towards the maximum time frame of the program. The ability to re-enter the College is on a seat availability basis.

Students who drop or cancel voluntarily and who wish to reenter may do so upon meeting with the Director of Education or applicable Program Director under the following conditions:

• The student has no conduct or behavioral issues that will impede campus operations, security, or externship or clinical placement.
• The student resolves any financial issues to the satisfaction of the Financial Aid Office.
• There is seat availability to accommodate the student's re-entry into the next module or course.
• The student participates in academic advisement with the Program Director if there are issues with grades or attendance.

Students in good standing who drop due to scheduling or availability of a course or module or session change need only the signature of the Director of Education to be approved for reentry.

Entrance Testing Policy

ALL Associate Degree Programs

- All applicants must take the Wonderlic SLE (on campus) or SLE-Q (online) entrance exam.
- Applicants who fail the entrance exam may reattempt the exam according to the following schedule:

  1. 2nd attempt: a minimum of 1 calendar day
  2. 3rd attempt: a minimum of 7 days from the prior attempt
  3. 4th attempt: a minimum of 30 days from the prior attempt
  4. If an applicant fails all four attempts, the applicant can begin the process after a minimum of 1 year from the last attempt.

- Passing entrance exam scores for all programs are valid for five years.

  1. In the case of a student that drops from a program and subsequently returns to the same or different program within five years, the re-entering student may be required to retest to meet the current minimum testing requirements or have the ability to obtain the previous test results.
  2. Some programs may have additional or different testing requirements. Please read the information provided for specific programs below.

Minimum passing scores for the Wonderlic entrance exam are as follows:

Wonderlic Scholastic Level Exam (SLE) Associate Degree Programs	SLE	SLE-Q
Diagnostic Medical Sonography (AAS)	16	16
MRI Technologist (AAS)	16	16

Additional Requirements for Externships

All individuals interested in admission to the DMS, DMSA, HEMO, MA, MRI, MRIA, and PHLB program should be aware they **may** be required to have the following:

1. A physical examination that attests to the individual's ability to meet the physical and mental requirements necessary to perform functions.
2. A negative TB test (PPD) within 12 months and before externship placement and/or chest x-ray when indicated.
3. Immunity to Mumps, Rubella, and Varicella verified with proof of vaccine or titer.
4. Hepatitis B - Proof of immunity or proof of series.

Statement of Non-Discrimination

The College does not discriminate based on race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, Veteran, military service status, age, or disability. The College complies with all local, state, and federal laws barring discrimination. Accordingly, equal opportunity for employment and admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to the Campus Director, who will apprise students of the procedures available for resolving complaints relating to alleged unlawful discriminatory actions.

Arbitration and Class Action Waiver Disclosure

National Polytechnic College requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the College prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is underway. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to the School's Director for questions.

College Program and Policy Changes

The College, at its discretion, may make reasonable changes in program content, materials, and equipment as it deems necessary in the interest of improving student educational experiences. The College reserves the right to make changes in organizational structure, policy, and procedures as circumstances dictate. When the class size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students, given that classes are part of each of the educational programs and the combining of classes will not impact the students' learning. When federal, state, accreditation, or professional policy or standard changes occur, the College is required to make appropriate changes and will attempt to minimize the effects of any change on current students.

Students Seeking Reasonable Accommodations

Following Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, the College abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in the programs and services offered by the College "solely because of the handicap." A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and has consulted with the Campus Director, who has determined that the functional limitations of the disability require such accommodation, auxiliary aids, and/or services.

The 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 an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the College. To request auxiliary aids or services, please contact the Student Services Coordinator. Students should submit requests with supporting documentation at least six weeks before the beginning of the first day of classes or as soon as practical.

Career Pathway Program

Purpose:

Career Pathway Programs are provided for students with low basic education skills in writing, reading, math, and computer literacy. Students who receive these services include low-skilled adults and individuals with no high school diploma or its recognized equivalent. Their goals are to complete adult high school and obtain a high school diploma or its recognized equivalent and perhaps earn employment-related credentials. Transition programs are aligned with adult education content standards, postsecondary education completion goals, college entry readiness, life skills, employment instruction, and training.

- Career Pathways include academic instruction, non-academic services, and support for students to ensure student success and transition to postsecondary career and employment options.
- Career Training Programs include HVAC-R Technician (Diploma) and Medical Assistant (Diploma).

Qualification:

Prospective Ability to Benefit (PAB) student is a prospective student that does not possess a high school diploma or a recognized equivalent and must complete and pass an ability to benefit (ATB) exam as part of the enrollment eligibility of our Career Pathway Programs.

Policies & Procedures:

Approved ATB Exam - NPCollege is using the Wonderlic Basic Skills Test – Verbal & Quantitative Forms. Passing scores are Verbal - 200 & Quantitative - 210.

PAB students will review and sign a disclosure outlining the Career Pathway Program requirements and expectations.

Once the PAB student has passed the ATB exam, then the student will complete the enrollment process in the Title IV eligible postsecondary program of their choice and concurrently complete the enrollment in an adult education program of either a high school equivalent General Education Development (GED) preparation course or regionally accredited high school.

GED Preparation studies will be conducted on the NPCollege campus by MBC Education a non-profit organization specializing in GED preparation.

The regionally accredited high school program will be conducted on the NPCollege campus through Penn Foster, Inc., High School Completion program.

Students in the Career Pathway Program:

1. Must comply with all college rules and regulations in both the Title IV eligible postsecondary program and the adult education program
2. Must maintain attendance and Satisfactory Academic Progress (SAP) while being continuously monitored by the Student Services department and the Director of Education
3. Must accept services such as tutoring, study skills, career planning to ensure successful completion of the Career Pathway Program
4. Must make every effort to complete the adult education component during the Title IV eligible postsecondary program education and training
5. Will be terminated from the Title IV eligible postsecondary program if they fail to attend or maintain SAP in the adult education program they are enrolled in
6. Will not be charged for the adult education program they choose to enroll in
7. Will meet with the college tutors and advisors monthly or as necessary to ensure the ATB student is completing the adult education component in addition to the satisfactory progress of their Title IV eligible postsecondary program

Ability-to-Benefit Students

Ability-to-Benefit (ATB) students are those who do not possess a high school diploma, GED, or recognized equivalent and are past the age of compulsory school attendance required by the State of California.

If ATB eligibility was established before July 1, 2012, the applicant would be required to provide such documentation. Certified passing scores from the Wonderlic Basic Skills Test (Wonderlic exam) or other US Department of Education recognized ATB eligibility exams are valid for five years. If eligibility is established, these students may apply for Title IV Financial Aid.

All ATB students will undergo pre-admission advising before enrollment. An applicant who is not a high school graduate or the equivalent may apply for enrollment in Medical Assistant (MA), and HVAC-R Technician (HVAC) programs only. However, these applicants must also be concurrently enrolled in either a GED preparation or high school program as part of the Career Pathway program of NPCollege.

ATB testing is administered by a certified independent test administrator and is scored by the test publisher. Students must provide a valid government-issued ID card and a Social Security number before testing. ATB students may not begin classes until they have passed the ATB test, as evidenced by an unofficial test report. ATB students will not be officially accepted the College has received official passing scores from the publisher.

An ATB applicant who fails the Wonderlic exam must wait a minimum of 7 calendar days before retaking a second version of the Wonderlic exam. If the applicant fails both versions of the Wonderlic exam, the applicant must wait a minimum of 60 days from the date of the second attempt before re-applying for admission to the college. Passing scores for the Wonderlic exam are valid for five years.

MA and HVAC Students admitted on an Ability-to-Benefit basis must score the following minimums:

WONDERLIC   Verbal   Minimum Score 200   Quantitative   Minimum Score 210

Pregnancy

Students for all programs must inform the Director of Education of their pregnancy and must provide a complete medical clearance from their treating physician before attending skills lab and clinical rotations.

Residency Requirement

Residency is defined as coursework completed at the College, not including transfer credit. A minimum of 70 percent of academic credits must be completed in residence. The residency requirement does not apply to students transferring from one NPCollege campus to another.

Experiential Learning

The College does not grant academic credit for experiential learning. As applicable, previous education and training for all Veterans and eligible persons are evaluated for transfer credit.

English Instruction

Instruction at the College is delivered in English. Students must be able to read, write, speak, understand, and communicate in English.

Notice Concerning Transferability of Credits and Credentials Earned at National Polytechnic College

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

Advanced Placement

NP College does not award academic credit for advanced placement testing.

TRANSFER CREDIT POLICY FOR PREVIOUS EDUCATION

NPCollege considers the transfer credits from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education (CHEA). The determination of acceptability of transfer credit is at the discretion of NPCollege. Courses will be carefully evaluated to determine equivalency in academic content, credit hours, and quality of the course.

The following are the college guidelines for the transfer of credits:

- Students requesting transfer credit must submit the required documentation to Admissions no later than the 7th business day before the first day of class. Failure to do so may result in transfer credit not given. For transfer credit requests, a current Transfer Portfolio must be submitted.

- Students requesting transfer credit for credit earned after the student's initial start date of their program must submit a current Transfer Portfolio.

Transfer Portfolio

- A **sealed official transcript** from the institution where the course(s) were completed and;

- The **institution's catalog** containing the description and content of the course(s) for transfer or a **course syllabus** and other information from the institution to help determine the content and level of the course, such as a copy of the title page and table of contents from the textbook(s) used in the course, with chapters you covered clearly marked.

- General education courses completed at another institution after the student's program original start date must be submitted to Student Services within 30 days from the program completion.
- All transfer credit approved after the student's original start date will result in a revised program end date, program charges, and financial aid eligibility.
- No Transfer Credit will be allowed or approved once the student is released to their program clinical externship.
- NPCollege does not evaluate transfer credit from a foreign institution. Check your eligibility for a challenge test.

- Official evaluations of transfer credit are completed by the Director of Education and/or Program Directors as part of the enrollment process.
- NPCollege will conduct an evaluation of previous education for all Veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the Veterans Administration and student accordingly.
- Transfer credits are not used in determining grade point averages (GPAs). Credits or clock hours associated with credit for previous education will be counted towards the maximum time frame.
- There are no required fees for the request and evaluation of credits for previous education.

Credit Granting for programs: MA (Diploma), DMS (Diploma), MRI (Diploma), DMS (AAS Degree), MRI (AAS Degree)

Credit will be granted based on the following criteria:

- A time limit of **5 years** for all science and science-related courses, an **unlimited number of years** for applicable General Education courses.
- Only courses with a B or greater grade are transferrable.
- The amount of credit that can be earned through such prior education will be limited. Contact the Director of Education for more details.

General Education Courses

- NPCollege can transfer credit for a maximum of five General Education courses.

Exception: MTBS 100 & 101 Medical Terminology and Body Systems – To receive credit for Medical Terminology and Body Systems I and II:

1. The only way to receive this course credit is by taking the NPCollege challenge exams and passing with a minimum score of 75% or 70% for Medical Assistant. (Fees will apply for administration of each challenge test)

Program CORE courses **are not eligible** for transfer credit (if courses were not taken at NPCollege)*.

This policy could be modified in special circumstances and on a case-by-case basis under the approval of college directors.

* Special circumstances: Approval of Challenge Tests for potential students with a medical degree or background requesting transfer of credits for core classes. (Fees will apply for administration of each challenge test)

Please see the Director of Education for more Transfer Credit Policy details.

Articulation Agreements

The College does not have articulation agreements in place with other institutions that allow for the transferability of credits to NPCollege.

Programs Preparing Graduates for a Field Requiring Licensure

Under California law, the College must take reasonable steps to ensure you are eligible for licensure if you choose a program that prepares you for a field where licensure is required. There are numerous eligibility requirements for licensure, depending on the field. Be sure to carefully read these requirements and do further research if you have any concerns about your ability to achieve licensure. Discuss any concerns with your Admissions Coordinator and Program Director. If you choose to pursue training even though you may not be able to achieve licensure, you must indicate that and sign a release to that effect.

Licensure requirements for other states may vary. Students are responsible for obtaining the most recent application requirements for any state in which they intend to become employed.

State and National Board Examinations

State and national licensing and/or certification and registration examinations or processes are the student's responsibility. The College will provide students with information regarding test dates, locations, and fees whenever possible. Students should be aware that all test fees unless stated on the Enrollment Agreement, are in addition to the tuition paid to the College. Students who choose to participate in state and national licensing and/or certification or registration examinations or processes may be responsible for paying the sponsoring organizations.

Students are responsible for confirming their eligibility for any licensing, certification, or registration. Additionally, students are encouraged to understand any changes or additional requirements that may apply to the licensure, certification, or registration requirements.

Licensure/Certification Requirements

Certified Medical Assistant
Although it is not required to work as a Medical Assistant in California, you may pursue the Certified Medical Assistant credential. To do so, you must follow the guidelines either through the American Medical Technologists website available at https://www.americanmedtech.org/ or the California Certifying Board for Medical Assistants website available at www.ccbma.org

Registered MRI Technologist
Although it is not required to work as an MRI Technologist in California, graduates may pursue the American Registry of Magnetic Resonance Imaging Technologist (ARMRIT). Detailed information is available at www.armrit.org
Although it is not required to work as an MRI Technologist in California, graduates may pursue the American Registry of Radiologic Technologists (ARRT). Detailed information is available at www.arrt.org

Registered Diagnostic Medical Sonographer
Although it is not required to work as a Diagnostic Medical Sonographer in California, graduates may pursue the American Registry for Diagnostic Medical Sonography (ARDMS). Detailed information is available at www.ardms.org
Although it is not required to work as a Diagnostic Medical Sonographer in California, graduates may pursue the American Registry of Radiologic Technologists (ARRT). Detailed information is available at www.arrt.org

Certified Phlebotomist Technician
This is a California Department of Public Health (CDPH) Approved Phlebotomy Training Program. The American Medical Technologists (AMT) Phlebotomy Exam is one of several that are recognized by the State of California. Once the student has passed the certification exam they will need to register with the State of California to qualify to be a Certified Phlebotomist Technician (CPT1.) Detailed information is available at https://www.americanmedtech.org/.

Certified Hemodialysis Technician
This is a California Department of Public Health (CDPH) Approved Hemodialysis Training Program. The course is intended for the students who want to pursue a career in the Hemodialysis field and who want to meet the requirements for the California Department of Public Health Licensing and Program Board examination to become a Certified Hemodialysis Technician (CHT). Additional details are available at www.californiadialysis.org

Certified HVAC-R Technician
Although it is not required to work as an HVAC-R Technician, Federal law requires that anyone who works on stationary air conditioners and refrigeration equipment/systems must be certified to do so. 40 CFR Part 82, Subpart F Section 608 of The Clean Air Act this certification consists of four parts. Detailed information is available at https://www.epa.gov/section608/section-608-technician-certification-0

ACADEMIC INFORMATION AND COLLEGE POLICIES

Grading System

Progress and quality of student work in the diploma programs are measured by a system of letter grades and grade percentages, as shown below. Progress reports are issued to students after each module for diploma programs or each term for degree programs. Grades are based on the quality of work as shown by learning deliverables as indicated on the module or course syllabus.

Grading Scale

Programs (MA, HEMO)		Programs (DMS, DMS-AAS, MRI, MRI-AAS, HVAC, PHLB)					
Letter Code	Percentage	Letter Code	Percentage	Passing	Included in Credits	Included in GPA	Quality Points
A	90-100	A	90-100	Yes	Yes	Yes	4.00
B	80-89	B	80-89	Yes	Yes	Yes	3.00
C	70-79	C	75-79	Yes	Yes	Yes	2.00
D	60-69 **Fail**	D	70-74 **Fail**	No	Yes	Yes	0.00
F	0-59 **Fail**	F	0-69 **Fail**	No	Yes	Yes	0.00
I	Incomplete	I	Incomplete	No	Yes	No	N/A
P	Pass	P	Pass	Yes	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	No	Yes	No	N/A

NOTE: A student who fails to achieve a passing grade in the clinical externship portion will be terminated from the program.

Interpretation of Grades

Grades represent the instructor's final estimate of the student's performance in a course. The grade of A may be interpreted to mean that the instructor recognizes exceptional capacity and exceptional performance. A grade of B signifies that the student has gained a significantly more effective command of material than is generally expected in the course. A grade of C is the instructor's certification that the student has demonstrated the required mastery of the material. A student is graded C when his/her grasp of the course essentials is minimal. The D and F grades indicate failure to master the essentials and the necessity for repeating the course before credit may be earned.

Incomplete Grades

An "incomplete" cannot be given as a final grade. At the end of a module or course, a student's failure to complete the required classwork, externship hours, assignments, and/or tests will result in an incomplete grade.

Withdrawal Grades

A student who withdraws after attending any portion of a module or course will receive a grade of "W" or Withdrawal on their transcript. The "W" grade is a permanent mark with no grade points assigned. A "W" grade for the module or course will not be included in the calculation of the CGPA for SAP. Withdrawal credits are counted as attempted but not earned and will be included in the calculation of the rate of progression in determining SAP.

Repeated Modules or Courses

Students who do not achieve a letter grade of "C" or better in any course or module are considered to have failed that course or module and must repeat it. When students repeat a failed course or module, the grade received is used to calculate the cumulative GPA. Both the original and repeat attempts will be counted in the rate of progress calculations. If repeating the course or module is required, the length of the program must not exceed 150 percent of the published program length. Students may repeat a failed course or module only once. Additionally, the ability to repeat a course or module is on a "seat availability" basis. A student's training may be interrupted if the course or module to be repeated is not available until a later date.

Satisfactory Academic Progress (SAP) Requirements

The progress and evaluation of each student are monitored and graded in intervals at the end of each module throughout the course of the program using individual Progress Reports. The Progress Reports also include the current Cumulative Grade Point Average (CGPA). Grades are based on a combination of objective and subjective evaluations of written and verbal tests/quizzes and practical application. Each module is divided into classroom instruction, written work, and lab/practice time. Diploma programs (credit/clock hour) academic progress will be measured at the end of the first payment period. The end of the first payment period year is at the point the student completes ½ of the credit/clock hours (earned a passing grade or otherwise received credit associated with those hours in completed modules) and at least 25%, 50%, and 75% of the weeks in the program. To maintain satisfactory academic progress, a student must:

- Have a Cumulative Grade Point (CGPA) of 70% (75% for DMS, DMS-AAS, MRI, MRI-AAS, and PHLB) or better.
- Progress at a satisfactory rate toward completion of their program; at the end of the first payment period, the student must have completed 66.67% of all coursework attempted in the program.
- Complete the training programs within 150 percent of the published program lengths (see Maximum Completion Time).

Maximum Time Frame

Students are expected to complete their program within 150 percent of the published length of the program (or 1.5 times the number of credits or hours in their program). Calculations help assure that students will complete their programs within the maximum time frame.

Effect of Transfer Credit on SAP

Transfer credit awarded by the College has no effect on CGPA calculations for SAP but does affect the ROP calculation. Transfer credits are also included in the maximum time frame calculation.

Effect of Program Change on SAP

Students who change programs will only have credits and grades that apply to the new program (including transfer credits) calculated in SAP and Maximum time frame. Any credits that were previously taken that are not part of the student's new program of study will not be used in the calculations.

Warning and Probation Periods

Students will have their CGPA calculated after each grading period:

- In the first grading period in which a student falls below the minimum SAP standards outlined above, the student will be placed on SAP Warning. If the student meets or exceeds the standards the following grading period, the student will be moved to SAP Met. If not, the student will be moved to SAP Probation. Students who wish to remain enrolled and receiving Federal financial aid must complete the required Appeal process.

- A student that has progressed to SAP Probation will be moved to SAP Met if the student proceeds to meet or exceed the standards the following grading period. If not, the student will be moved to SAP Dismissal and dismissed from the College unless the conditions of an academic plan were successfully met.

- A student that has progressed to SAP Dismissal will be moved to SAP Met if the student proceeds to meet or exceed the standards the following grading period. If not, the student will remain on SAP Dismissal and be dismissed from the College unless the conditions of an academic plan were successfully met.

Students may be terminated at the end of any grading period in which it has been determined that it is mathematically impossible for the student to meet the minimum requirements

While in SAP Warning status, a student is considered to be making academic progress and will remain eligible to receive federal financial aid. While in SAP Probation or SAP Dismissal (with an approved appeal and or academic plan), a student is considered to be making academic progress and will remain eligible to receive Federal financial aid. Students not making Satisfactory Academic Progress are required to participate in any advising and tutoring that is considered being necessary by the College. Failure to participate may result in dismissal regardless of CGPA.

Students on SAP Probation, SAP Dismissal, and those who have been dismissed for exceeding the maximum time frame are not eligible to change programs.

Appeal Process

Any student who has been placed on SAP Probation or SAP Dismissal may appeal if special or mitigating circumstances exist. All appeals must be submitted in writing within seven (7) calendar days (excluding holidays and breaks) of receiving notification of the dismissal. All appeals must explain the circumstances that affected academic performance and how the circumstance has been resolved so that it will not have any future effect on the student's Academic Progress. Additional documentation may be required. The decision of the College is final and may not be further appealed.

Reinstatement

A student might appeal to return to the College if they were previously dismissed for not meeting SAP. The appeal should include information about the circumstances that affected academic performance and how the circumstance has been resolved so it will not have any future effect on the student's Academic Progress. The student should also include reasons for why they should be re-admitted. Many factors will be reviewed when determining whether or not a student should be readmitted, including academic performance, attendance, life changes, and account balance.

Student Appeal Procedures

Students have the right to appeal decisions and policies enforced by the College. Appeal considerations will be based on the student's overall attendance record, academic progress, professional development, instructor recommendations, and, if applicable, the circumstances surrounding the occurrences that resulted in excessive absences or failure to maintain satisfactory academic progress. A student must submit a written letter to the College Director for review by an Appeal Board. The Appeal Board shall consist of three (3) attending selected members. Students must provide supporting documentation along with their letter to support his/her position and any mitigating circumstances that may have existed. The student will be notified of the Appeal Board's decision within 7-10 business days following the receipt of the student's appeal. The decision of the Appeal Board will be final.

Process for Students with Denied Appeals

The student must remain out of college for 6 months following the module in which the appeal was denied. The student may request an additional appeal for reinstatement. The student must demonstrate the accomplishment of changes that show a level of college readiness that can reliably predict success. Decisions regarding reinstatement to the College will take into consideration factors such as grades, attendance, account balance, conduct, and the student's commitment to complete the program within the maximum time frame allowed according to the College's policy on Satisfactory Academic Progress. Dismissed students who are reinstated will sign a new Enrollment Agreement; they will be charged tuition consistent with the existing published rate at the time of reinstatement. Students who are reinstated under these circumstances will return to Financial Aid Probation (FAP) status and may receive aid for one payment period. The student will be required to fulfill a specific academic plan. Students on academic/financial aid probation are eligible to receive Title IV funds while on probation if they are otherwise eligible. Students who successfully bring up their CGPA at the end of the probation period will be removed from probation and returned to regular status. If the student does not meet the SAP requirements, the student will be dismissed and will not be eligible for appeal.

General Graduation Requirements

To be eligible for graduation, a student must:

- Pass all modules or courses;
- Complete all required externship training hours and meet all objectives evidenced by satisfactory evaluations;
- Complete the program within the maximum time frame allowed;
- Be in good financial standing with the College and attend all graduate/financial aid exit interviews;
- Pass the program's exit examination, if applicable.

Program Measurement

The College measures its programs in semester credits and clock hours, as delineated in the program information. Both methods of measurement are provided to assist in comparing the program length to other institution programs.

CLOCK HOURS TO SEMESTER CREDIT HOUR CONVERSION:

One semester credit hour equals 45 units, and one quarter credit hour equals 30 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that is designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit. For lecture classes, one-semester credit is equal to 18 clock hours.

Clock hours are defined as follows:

- A clock hour is a minimum of 50 minutes in which lectures, demonstrations, and similar class activities are conducted.

Maximum Students in a Typical Classroom

- The number of students in a classroom or laboratory may vary based upon programmatic requirements, the number of instructors and instructional assistants assigned to the class.
- Typical classroom lecture settings range from approximately 10 to 18 students. Typical laboratory settings range from approximately 10 to 18 students.

Non-Credit, Remedial Coursework

- Students enrolled in the College are not offered non-credit or remedial coursework.

Attendance Requirements and Policy

The College uses the TimeClock Plus digital clock in/out attendance recording method for on-campus classes and labs except for the HEMO and PHLB programs. All remote (online) lecture sessions and on-campus HEMO and PHLB attendance are recorded by the classroom instructor.

All students are required to install the TimeClock Plus application on their smartphone which the student must use to record their regular scheduled attendance in the classroom, approved makeup time, approved off-campus labs or field trips, and externship clinical site attendance. It is the student's responsibility to properly and accurately record their attendance on TimeClock Plus. Student Services Coordinators or Career Services Coordinators can make attendance recording corrections and adjustments when requested by the student.

Warning: More than four (4) corrections or adjustments during one month will result in a fifteen (15) minute deduction of attendance time per request.

TimeClock Plus Application Attendance Guidelines:

- No Clocking in more than 30 minutes before your scheduled class start time.
- Clock in time within 30 minutes of your scheduled class start time will be rounded forward to the scheduled class start time.
- No Clocking out more than 30 minutes past your scheduled class end time.
- Clock out time within 30 minutes after your scheduled class end time will be rounded back to the scheduled class end time.
- Makeup attendance has a separate clock in and clock out routine and schedule for those students that have received makeup time approval by Student Services. The makeup time attendance is recorded separately from your regularly scheduled classroom time. Ask Student Services approval and instructions.
- Students performing their externship training attendance at their assigned clinical site are required to record their externship attendance and breaks based on the assigned clinical site scheduled hours.
- Students attending off-campus Labs, Field Trips, or other activities will be required to verify their participation by our digital clock in /out attendance and/or attendance sign-in sheet.

The student must attend all class sessions to complete any academic program. The policy is designed to assist students in accomplishing their academic goals and to fully prepare them for the professional environment they will encounter in their field. The College emphasizes the need for all students to attend classes on a regular and consistent basis. Regular attendance and punctuality will help students develop good habits and attitudes necessary to compete in a highly competitive job market. Attendance is recorded daily, and excellent attendance may enhance a student's employability. Students are encouraged to schedule medical, dental, and personal appointments before or after class hours and should notify the Instructor if they plan to be tardy or absent.

Students missing from class a total of 15% in any four weeks (3 absences) shall receive a warning from Student Services. Students missing 20% (4 absences) or more may be placed on a 30 day probation period. Students exceeding 20% absences shall be directed to the Director of Education for further determination. A student who is consecutively absent for 14 calendar days (including Saturday and Sunday) will be terminated from the program altogether.

Hemodialysis Technician program students can only be absent one (1) day during the entire program schedule or may be subject to termination. Phlebotomy Technician program students cannot be absent at all or may be subject to termination.

Attendance Recording

While on campus and at externship sites, attendance is recorded daily using a free application installed on the student's smartphone, which each student will access and indicate that they are clocking in or clocking out of class. All remote (online) lecture sessions and on-campus HEMO and PHLB attendance are recorded by the classroom instructor.

Tardiness

Tardiness (arriving to class 10 or more minutes late) is a disruption of a good learning environment and is to be discouraged. The student's attendance record will reflect the time missed if the student arrives for class after the scheduled start time or departs from the class before the scheduled completion time. Excessive tardiness and/or early departures may lead to probation or dismissal from college. Cumulative time missed will count as time absent. See the attendance policy for details.

Make-Up Work, Tests, and Quizzes

Students are required to make up all assignments and work missed as a result of absences. Arrangements to take tests and/or quizzes missed because of an absence or tardiness can only be made with Student Services and the Director of Education's approval.

Regardless of the completion of make-up work, being late or missing attendance in a scheduled class will be counted as tardiness or absence. Hours of make-up work in clock programs will not be accepted as hours of class attendance. Make-up hours in a clock hour program must be done on campus. Clinical and externship hours must be completed at an assigned clinical or externship site. Refer to the program syllabus for details regarding the policy for completing missed work for particular programs.

Required Outside Preparation and Study Time

In addition to outside preparation and study time, regular classroom activities are required to complete the class assignments. The type of outside preparation will vary by module or course and may take the form of homework assignments, projects, reading, and required studying. The amount of time spent on outside preparation will vary according to individual student abilities and the complexity of the assignments. Students are responsible for reading all study materials issued by their instructors and must turn in homework assignments at the designated time.

Externship Experiences

Externship experiences are required in some programs to enable students to work with patients/clients and to apply the competencies and practices learned in the classroom. Students participating in an externship experience will work under the supervision of a qualified assigned preceptor, as determined by College faculty, in participating sites and under the general supervision of College staff. Students are evaluated by supervisory personnel, and evaluations are placed in the student's permanent record. Externship guidelines and requirements for each program may be obtained from the Externship Coordinator.

The following applies to all students who are required to complete externship experiences:

1. Students are expected to meet all host site requirements.

2. Personal/Criminal Background Check & Drug Testing may be required to be completed and passed before your assigned estimated start date.

3. Site assignments are determined by the College. Students may be terminated from the program if they refuse the clinical or externship site assignment.

4. Externship and clinical sites are selected to meet the objectives of the program. Students are required to travel to the clinical site. In many cases, this may require travel that is a greater distance than the student's commute to the campus.

5. Site locations within a specified distance from the campus or a student's home cannot be guaranteed.

6. The College reserves the right to re-assign site assignments and locations as needed to ensure that program requirements are met.

7. Students must arrange and pay for their transportation to and from their assigned clinical or externship experience, including any parking charges at the host site.

8. Students should expect the hours and days to vary depending on the host site. Shifts on externship or clinical experience can range from 8 to 12 hours, occurring any hour of the day, afternoon, or evening Monday through Friday, and possible weekends.

9. If students are going to be absent from their clinical or externship site, they are required to notify their designated supervisor and a Career Services staff member.

10. Students must make up all absences that occur during clinical or externship experiences to ensure that the required hours are completed before the end of the scheduled period.

11. Students enrolled in a program that requires an externship are expected to immediately begin that portion of their program, upon successful completion of all classroom requirements.

12. Externship students must be prepared to participate in their externship training on a full-time basis (30-40 hours per week).

13. Students are expected to abide by the College's Conduct Policy at all times while on externship or clinical experiences as well as the policies and procedures of the site.

14. All clinical externship sites must be reviewed, approved, and contracted directly by the College only.

15. Clinical Externship hours are recorded daily using TimeClock Plus digital clock in/out attendance, a free application installed on the student's smartphone which each student will access and indicate that they are clocking in, going on break, returning from break, and clocking out.

Field Trips and Guest Lectures

Field trips to program-related medical clinics, laboratories, hospitals, businesses, and manufacturing facilities may be scheduled by the instructor and/or Program Director. The purpose of field trips is to introduce students to the career field in their area of study and to augment classroom instruction. Guest lectures and speakers may be scheduled to reinforce classroom training.

Leave of Absence

A leave of absence (LOA) may be granted in the case of extenuating circumstances that may require students to interrupt their education. The LOA must be requested in written form by the student and approved by the College, following the College's LOA procedure.

Examples of extenuating circumstances that may qualify a student for LOA include:

- military duty;
- serious injury or illness of a student or a family member that prevents the student from attending college;
- death in the immediate family (ask Student Services about Bereavement Policy);
- maternity;
- jury duty; **OR**
- extenuating circumstances as approved by the Director of Education

Effect of Leave of Absence on Student Financial Aid for Degree Programs

For degree program students, a leave of absence is not considered an official leave of absence under Federal Title IV regulations. When a student takes an institutional LOA, the student will be considered ineligible for Title IV purposes. As a result, a return to Title IV calculation will be done, and the student will be reported to his or her lender as less than half-time enrolled. The time on an LOA will be counted against the six month grace period for entering repayment on the federal financial aid loans. The student will enter repayment status if the student does not return from leave within six months.

Leave of Absence Procedure

Students must submit a written request for an LOA to Student Services. Student Services and the Director of Education will review the student's eligibility for an LOA and ensure that all information and documentation has been provided.

There must be a reasonable expectation that the student will return from the LOA in the period indicated for an LOA to be

granted. The student will be informed, in writing, of the decision to grant or deny the request for LOA by the Director of Education.

Before the beginning of an LOA, the student must meet with the Financial Aid Department to determine the financial aid implications of taking an LOA.

Additional Provisions

- Students may not exceed 180 calendar days on LOA within a continuous 12 month period.
- Students in Associate degree programs will not be eligible for LOA during the general education courses of the program.
- If an LOA occurs anytime during a module or course in progress, students may be required to retake those courses in their entirety. Students will receive a W grade for such modules or courses.
- Students will not be eligible for any financial aid while on LOA and may be required to complete additional financial aid documents.
- Students who fail to return from LOA on the scheduled date will be dismissed from the program. This may impact a student's loan repayment obligations.
- If a student who has received Title IV loans fails to return from an LOA, the Federal loan grace period begins retroactively from the date the leave began (see above Effect of Leave of Absence on Student Financial Aid for Degree Programs).
- If students do not return following the LOA period, the College must apply its refund policy following state and federal guidelines (see above Effect of Leave of Absence on Student Financial Aid for Degree Programs).
- The Department of Veterans Affairs will be notified immediately if a Veterans Affairs student is granted an LOA.
- Students must provide medical documentation or attestation stating the student is unable to attend college and the date on which the student is expected to return to college.
- Students must provide medical documentation or attestation stating the student must be available to care for the family member and the date the student is expected to return to college.
- Jury Duty: Students selected to serve on a jury are eligible to request an LOA. Students must provide official court documents stating the time of service required of the student before an LOA being granted.
- Extenuating circumstances: Students encountering other extenuating circumstances not listed above may apply for an LOA by providing documentation of the circumstances. The determination of whether these circumstances are appropriate grounds for an LOA is at the discretion of the College.
- The College will provide students with a tentative schedule based on the estimated return date. Schedules cannot be guaranteed and students may have to return to a different session depending on course availability.

Termination Policy

A student is subject to termination for violating any of the following:

- Failure to maintain satisfactory academic progress
- Failure to comply with the College's attendance policy
- Failure to comply with the College's conduct policy
- Failure to meet financial obligations to the College
- Failure to fully comply with the program, clinical and/or externship requirements
- Failure of the same course or module twice
- Violation of any of the conditions as set forth and agreed to in the Enrollment Agreement
- Failure to return from an LOA

Program Transfers

The Director of Education must approve students who have begun their training and wish to transfer to another program. Students are required to meet with the Financial Aid office before a program transfer may be granted. Students transferring to a completely new program will be dropped from the current program and enrolled in the new program as a new student under the current catalog and new Enrollment Agreement. Students transferring into a different program session, for example, from day to evening/ weekend classes, will be transferred, and charges will be adjusted accordingly.

Withdrawal from the College

Students who wish to withdraw from the College should contact the Student Services Coordinator and must meet with the Financial Aid & Fiscal departments. Regardless of the circumstances of withdrawal or the date of notification to the College, the official withdrawal date is the last date of class attendance.

STUDENT SERVICES

Services to students are available to provide resource information that makes college life easier. In one convenient location, basic student questions, needs, and requests in the areas of academics, finance, and co-curricular activities can be obtained. Students are encouraged to visit the staff with registrar requests, payment questions, and any questions regarding transportation, childcare, professional counseling services in the community, and other information, as available, to address special concerns that may arise while attending the College.

Orientation

All new students attend an orientation session before the first day of class. Students will be informed of the date and time of the scheduled orientation during the enrollment process.

Some programs also have specific orientation requirements, as follows:

• International students in both M-1 and F-1 visa categories must complete a Mandatory Orientation according to the Department of Homeland Security/ICE regulations.

Advising/Tutoring Assistance

Faculty and staff are committed to assisting students with academic advising and tutoring when needed. Students are strongly encouraged to meet with their instructors to discuss any academic concerns.

The College provides tutoring assistance for students experiencing academic difficulties, and such students may be required to participate in skill reinforcement sessions outside of regularly scheduled class time. Instructors make every effort to identify students in need of assistance. Students, however, are urged to take the initiative to seek out-of-class help and to discuss their difficulties with their instructors or Student Services.

Housing

The College does not maintain or assume any responsibility for residential student housing. The approximate cost for a one-bedroom apartment in the vicinity of our campuses ranges from $1000 - $1500/month.

Parking

The main campus has two parking options available to students:
• Street parking is available near and around the College except for Thursdays from 8:00 am until 12:00 pm.
• Building complex parking is available for students and staff at the East parking area and in front of the College lobby except for the 20-minute spaces.
• No student or staff parking in front of other building tenant spaces or parking spaces mark "No School Parking".
• Additional parking is available in the north complex across the street at 4102 South Street, Lakewood, CA 90712

Graduate Refresher Courses

The College offers its graduates skill refresher courses. Courses or modules may be provided at no additional charge. The cost of any books and supplies, if needed, will be the responsibility of the graduate.
The graduate can qualify for the refresher courses only if:
• The graduate submits a request form to Career Services for an assessment of the graduate's specific needs. Ask Career Services coordinators for that form.
• The student is cleared by the Fiscal and Financial aid departments
• Courses or Modules are available in the program graduated from
• There are space and equipment available in the classroom or lab
• Graduated from the program within 24 months from graduation date (If not employed in the field)
• The graduate has been employed in the field of training; courses or modules may be provided no matter how long it has been since they graduated
• The request form has final approval from the Director of Education

Refer to the Refresher Courses Conduct Policy for more details.

Graduation Ceremony

Graduation ceremonies recognize the efforts of the College's graduates. Upon successful completion of their programs, graduates are encouraged to attend a graduation ceremony. Graduates from most programs who choose to participate in the ceremony have their graduation fee for their cap, gown, and ceremony expenses already included in their tuition except for the Phlebotomy Technician program. Graduates from the Phlebotomy Technician program who choose to participate in the ceremony are required to pay a graduation fee for their cap and gown ceremony expenses. Graduates must also be in good financial standing with the College to attend the ceremony.

CAREER SERVICES

The Career Services Department is a vital part of the student's educational program. Although employment cannot be guaranteed, the purpose of the Department is to actively assist students and graduates in obtaining desirable employment. The Career Services Department assists students and graduates in a broad range of career planning and advising activities, including resume writing, interviewing skills and follow-up preparation, developing job opportunities through leads and networking, completing job applications, and job preparation workshops.

Students and graduates are strongly encouraged to take advantage of every opportunity to work with the Career Services Department to sharpen their interviewing and presentation skills. Successful employment assistance is dependent upon a mutual, dedicated effort by both the graduate and the Career Services Department. Graduates are also encouraged to actively and energetically seek employment opportunities on their own, keep records of their contacts, and inform their Career Services Coordinator of the results of these efforts.

Employment assistance services are available to all students who complete the requirements for graduation in their program. Employment opportunities may be limited for anyone who has a criminal background. Although a high school diploma or GED may not be a requirement for enrollment in some programs, without a high school diploma or GED, your employment opportunities may be limited.

The College's programs are comprehensive and are designed to prepare students for entry-level positions. After obtaining an entry-level position, additional training is usually required to develop further skills and protocols specific to that position.

STUDENT POLICIES AND PROCEDURES

Copyright Infringement Policy

Introduction – Courts have imposed fines against individuals found guilty of violating copyright laws. The purpose of this policy is to officially notify all students, faculty, and staff that it is a violation of federal law and NPCollege policy to share and/or distribute copyrighted materials without the permission of the copyright holder. Violators may be subject to civil and criminal prosecution under federal law, as well as personal sanctions specified in the NPCollege policy. The following is the NPCollege Copyright policy:

File sharing – File sharing software is commonly used to download music and movies from the Internet. Many do not realize that this software may turn your personal computer into a server, or upload site, even if that was not your intent. Many worms, viruses, and other malicious code are transferred during peer-to-peer transfers, too. Files on your network-connected PC may then be illegally shared with every other person connected to the World Wide Web. It is imperative that the file-sharing capability of these systems be disabled. If you do not know how to disable this function, please contact the Front Office. Industry representatives aggressively monitor the Internet to discover incidents of illegal file sharing. When violators are discovered, they contact the network owner and/or the Internet service provider and demand that the offending device be disconnected from the network. To protect the user and NPCollege from further responsibility under federal copyright law or NPCollege policy, the NPCollege IT Specialist will disable network access for any machine for which a complaint of copyright infringement has been received.

Scanning – Administrative computers provide optical scanners to faculty and staff. These scanners could be used to copy (using the photocopier method) a book, journal, or other printed material. The result is a computer file with the image of the book or journal pages. This page could be printed or read on the computer screen. The principle is the same; to reproduce copyrighted material into an electronic format. This is also a violation of the copyright law if done more than the accepted 'fair use'.

Legal Liability – You can be sued for sharing copyrighted applications, songs, and other digital materials without the permission of the copyright holder. For more information, check the resources below.

Fair Use and Copyright Law – The Copyright Law, provides a set of rules regarding library productions. Our library complies with the law. The Copyright Law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of the copyrighted material. Under certain conditions specified in the law, libraries are authorized to furnish a photocopy or other reproduction. One of these conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research. If the user requests for or later uses a photocopy or reproduction for purposes above the 'fair use' provision, that user may be liable for copyright infringement.

NPCollege reserves the right to deny a copying order from any staff or faculty member, if, in its judgment, the fulfillment of the order would involve a violation of copyright law.

Unauthorized Distribution of Material

Dissemination of non-college material without the NPCollege director's approval is prohibited within private property and property under the control of NPCollege. Non-college material includes, but is not limited to; handbills; book covers; signs; posters; e-mails; digital images; cards or gifts; pamphlets; and any materials NPCollege does not produce or control. Failure to obtain the director's authorization for distribution may result in suspension or expulsion.

Dress Code

Students are expected to maintain a neat, clean appearance at all times during their training, both on campus and at externship sites.

Because a variety of equipment is used during training, certain items of clothing, such as shorts and open shoes, may not be worn for obvious safety reasons.

Students are required to wear their designated uniforms and College issued ID at all times while attending the program.

Note: Individual programs may enforce a more stringent dress code policy. Please refer to the respective syllabi for any specific program requirements.

Academic Honor Code

Academic honesty, integrity, and ethics are required of all members of the College community. Students are expected to conduct themselves in a manner reflecting the ideals, values, and educational aims of the College at all times. Academic integrity and honorable behavior are essential parts of professionalism that will be required well beyond graduation from College.

The general public, professional organizations, and accrediting bodies hold individuals in the Health Care industry to a high standard and expect us to monitor the professional behavior of our colleagues. As future health care professionals, students at the College have a responsibility to follow this model and guide their actions to serve the best interest of their fellow students, faculty, and potential patients by maintaining the highest degree of personal and professional integrity. Students are representatives of their profession both within and outside of the academic environment. Therefore, allegations of misconduct by any student of the College will be taken very seriously.

Work for which students receive credit must be the result of their effort. Acting honorably in an academic setting requires more than simple honesty. Academic dishonesty takes place whenever a student undermines the academic integrity of the College or attempts to gain an unfair advantage over others.

There are four possible consequences for violating the College's Honor Code:

1. Failure of the assignment/test.
2. Failure of the module or course.
3. Termination from the program.
4. Rescinding of a diploma or degree.

All violations of the Honor Code will be reported to the College's Administration for investigation. Individual reports will be evaluated in the context of potential patterns of dishonesty. The faculty, in conjunction with Administration, will decide on the effect on student status and/or course grades resulting from substantiated reports of honor code violations.

Academic dishonesty jeopardizes the quality of education provided and depreciates the genuine achievements of others. It is everyone's responsibility to actively deter it. Ignoring the presence of academic dishonesty is not acceptable.

All members of the College community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Students, faculty, and staff are all responsible for understanding and upholding the College's policy.

NPCollege Ethics Reporting

If a student witnesses violations of any College policy, the College asks that the violation be reported immediately. Students who feel uncomfortable talking to the Campus Director or Director of Education should follow the process outlined in the Student Grievance Policy. If the student prefers to make a confidential report, Ethics Reporting is available anytime at the following email address: ethics@npcollege.edu.

Conduct Policy

Students must conduct themselves in an orderly and considerate manner at all times when on College premises. Students must be present for classes in a coherent and receptive condition. Any behavior that disrupts the College environment, including but not limited to cheating, harassment, fighting and stealing, or the use of profanity, is not acceptable and may lead to probation, suspension, or dismissal from the College.

The use of cell phones is permitted for approved activities during any classroom or lab session or at clinical/externship sites and should be kept to a minimum while on campus. Faculty and staff have the right to confiscate cell phones used during scheduled class, lab, or clinical/externship periods if the cell phone is being used for non-approved or disruptive activities.

Also, children or other visitors (18 years of age and approved by the College) are not allowed in class or on campus at any time.

Note: Programs may have specific conduct policies, and violation of those specific conduct policies may result in disciplinary action.

Sexual Harassment/Violence Prevention

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtation, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures anywhere on College property, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature.

No student, applicant, faculty member, or another employee of the College shall threaten or insinuate, either explicitly or implicitly, that a student or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades, or educational experience. Similarly, no faculty member or employee shall promise, imply, or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that he or she is a victim of sexual harassment by any student, applicant, faculty member, or other College employee should bring the matter to the attention of the Campus Executive Director or Human Resource Administrator at the telephone number specified in this catalog. Any questions about this policy or potential sexual harassment should also be brought to the attention of the aforementioned College officials.

The College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action if warranted.

Violence against Women Reauthorization Act of 2013 (VAWA)

On March 7, 2013, President Obama signed the Violence against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). VAWA amended the Clery Act, which requires institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).

NPCollege adheres to the VAWA of 2013 and includes annual security reports online to students, employees, prospective students, and the general public.

The Higher Education Act defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence against Women Act of 1994 as follows:

Domestic violence means a felony or misdemeanor crime of violence committed by (1) a current or former spouse or intimate partner of the victim, (2) a person with whom the victim shares a child in common, (3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship, (b) the type of relationship, and (c) the frequency of interaction between the persons involved in the relationship.

Stalking means engaging in the course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

Family Educational Rights and Privacy Act of 1974, As Amended (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

Review and Correction

A student has the right to inspect and review his/her educational records within 45 days from the day the College receives a request for access. Students should submit written requests to the Registrar that identify the record(s) they wish to inspect. The College will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be advised of the correct official to whom the request should be addressed. If circumstances prevent the student from inspecting and reviewing the records in person, such as distance or disability, or other circumstances, a copy of institutional records may be provided at the College's option. A charge will be assessed to the student for such copies.

A student has the right to request the amendment of his/her educational records that the student believes are inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Voter Registration

NPCollege encourages all students to participate in local, state, and national elections. As part of our responsibility to promote good citizenship, as well as good scholarship, the College urges all students to register to vote. If you are not registered, please visit the link to http://www.sos.ca.gov/elections/ who are not registered to vote are reminded to vote in the State of California. Students must register at least 15 days prior to an election.

Constitution and Citizenship Day

September 17th has been designated as Constitution Day and Citizenship Day to commemorate the signing of the Constitution in Philadelphia on September 17, 1787. Federal, State, and local officials, as well as leaders of civic, social, and educational organizations, are to conduct ceremonies and programs that bring together members within their organization to reflect on the importance of active citizenship, recognize the enduring strength of our Constitution, and reaffirm our commitment to the rights and obligations of citizenship in this great Nation.

Disclosure of Educational Records

Information defined as Directory Information may be released without a student's consent.
The College defines Directory Information to include:

• Name
• Enrollment Status/Grade Level (e.g. First Term, Second Term, etc.)
• Degrees and Honors Received
• Major Field of Study
• A student ID or online user ID (as long as it may not be used to access educational records except when in conjunction with a student's password or personal PIN)

Note: A student's Social Security Number or Birth Date can never be considered Directory Information.

A student may opt-out of Directory Information disclosure by submitting a written request to the Registrar within 80 days of the student's start of classes.

The student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Generally, colleges must have written permission from the student to release any personally identifiable information from a student's education record. However, FERPA allows colleges to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- College officials, including teachers, with legitimate educational interest, as defined;
- Authorized representatives with a legitimate educational interest, as defined;
- Other colleges to which a student is transferring or has already transferred;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with Financial Aid to a student;
- Organizations conducting certain studies for, or on behalf of the college;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, according to specific State law

It is possible, under limited circumstances, that your record could be disclosed by one of the parties listed above to another authorized representative with a legitimate educational interest. For example, your record may be provided to the US Department of Education for audit purposes, and the Department could share that record with the Office of Inspector General.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Complaints must be filed within 180 days of the alleged violation, and specify the violation with enough detail to identify the referenced violation. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office Department of Education Independence Avenue, SW Washington, DC 20202-4605

The College will maintain a log of all written FERPA record requests including the records disclosed and the interest of the parties who requested the records.

Additional FERPA information available from the College's Student Resource Center includes:

- Procedures for the inspection and review of records
- Procedures for requesting amendment of records
- Other related procedures

Student/Employee Fraternization

Employees of the College are prohibited, under any circumstances, to date or engage in any fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have consented to such conduct. Further, employees may not entertain students or socialize with students outside of the College environment. Similarly, any action or comment by an employee that invites romantic or sexual involvement with a student is considered highly unethical, in violation of College policy, and may result in disciplinary action by the College.

Inappropriate employee behavior includes, but is not limited to: flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, social networks, etc.) unrelated to course work or official College matters; giving or accepting rides; giving or offering to a house; selling or buying anything even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

We also expect that our students will behave professionally towards faculty and staff and will follow the same guidelines as are presented here for employees. If student witnesses or hears of a College employee's participation in an inappropriate relationship with a student, we ask that the incident be reported to the College's Director, Human Resources, or email ethics@npcollege.edu.

Student Complaint/Grievance Procedure

Students with complaints/grievances relating to classroom matters should first discuss them with their instructor. Unresolved complaints/grievances must be put in writing form, and the following steps must be initiated:

- **Level 1**: Contact a Student Services Coordinator. If dissatisfied with the response or solution, go to the next level.
- **Level 2**: Contact the Director of Education (as applicable) and the Campus Director. If dissatisfied with the response or solution, go to the next level.
- **Level 3**: Contact the President/CEO of NPCollege.

COMPLAINT PROCEDURE

ACCSC STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The College is 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 college has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in writing and should grant permission for the Commission to forward a copy of the complaint to the college 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 & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the college and may be obtained by contacting (name/position) or online at www.accsc.org.

BPPE Student Complaint Procedure

A student or any member of the public may file a complaint about this institution with the Bureau for 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).

Complaints may also be directed to:
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798
1-800-952-5210

No Weapons Policy

The College prohibits all persons who enter College property from carrying weapons of any kind regardless of whether or not the person is licensed to carry the weapon. Failure to abide by this policy will lead to dismissal from the College.

Drug and Alcohol Abuse Prevention

The College prohibits the illegal and irresponsible use of alcohol and other drugs. The College will strictly enforce federal, state, and local laws, as well as its alcohol and drug policies and procedures which support these laws. It is the responsibility of every member of the College to know the risks associated with the use and abuse of alcohol and other drugs and to assist the College in creating an environment that promotes health-enhancing attitudes and activities.

The possession or use of drugs or alcohol is strictly forbidden on College premises or during any activities conducted off-campus. Faculty and student peers must act on concerns regarding alcohol or drug abuse or dependency when encountered in a student. Students who need counseling assistance for drug or alcohol dependency should contact the Campus College Director, Program Director, or Student Services for referrals. All referrals will be kept confidential. Information on drug abuse prevention is available at the College for all students and employees.

The primary goal of students at the College is to achieve academic excellence. Illegal use of alcohol and other drugs will not be tolerated. Also, the irresponsible use of alcohol by persons of legal age will not be excused.

1. At no time will the College allow possession, use, and/or distribution of an illegal drug.

2. Students, employees, and guests must adhere to Federal, state, and local laws and regulations.

3. The College will impose disciplinary action against students and employees for violating these standards of conduct, which may include suspension, termination of employment, or completion of a drug or alcohol rehabilitation program.

4. Brochures are available in the Student Resource Center and the Human Resources Department.

5. Information on Drug Awareness programs, counseling, treatment, and other related services are available through The Center for Drug Abuse Treatment and Referral Hotline: 1-800-662-HELP

6. Students and employees seeking assistance in overcoming drug or alcohol-related problems are encouraged to contact the Center for Drug Abuse Treatment.

The following guidelines describe the actions that may be taken when students are suspected of violating drug or alcohol policies:

1. Faculty or peers who suspect a student of alcohol or drug use/dependency (based on a pattern of behavior consistent with impairment) will document specific behaviors or confirmed evidence of such impairment. This documentation will be submitted in writing to the Campus Director who will determine the action to be taken. If the Campus Director/Director of Education and involved faculty feel the evidence is compelling and indicates a violation of drug and alcohol policies, the student will be confronted with the concerns and evidence. The Campus Director and involved faculty will decide what type of follow-up is needed, based on the outcome of this conference.

2. If reasonable suspicion of alcohol or drug use occurs in the classroom or clinical setting, the student will be **immediately** removed from that setting. The faculty member will discuss the concerns with the student. If reasonable suspicion still exists, the Director of Education (or the Campus Director in his/her absence) will be informed and will determine what actions need to be taken. Screening for drugs or alcohol will be required. The student will have to give consent for such testing, and authorization for results will be made available to the College.

Fair Practice Standards for Externship Experiences

Externship experiences are critical and invaluable portions of the College's educational programs. Externship experiences are an integral part of a student's education. To ensure that students get the maximum educational value and benefit from their externship experiences, the following policies are in effect for all programs:

1. Students are not to be paid for any of the activities they perform during their externship experiences.
2. Externship sites hosting the College's students are not to reduce their personnel as a result of the partnership to provide experiences for our students.
3. A site externship supervisor is to be present at all times during all of the procedures in which students are actively involved.
4. Students are allowed to procure gainful employment outside of their scheduled externship hours.

If a student is an employee of the host site, hours worked as an employee do not count toward externship experience hours required.

Student Record Retention

The College will maintain student digital records for each student, whether or not the student completes the educational program, for a period ending five years after the date of the student's graduation, withdrawal, or termination (except for students who cancel their program). Student transcripts will be maintained indefinitely. Student digital records shall be retrievable by student name and shall contain all of the following applicable information:

• Records and transcripts of any formal education or training relevant to the student's qualifications for admission to the College;
• Documents signed by the student, including contracts, instruments of indebtedness, and documents relating to Financial Aid;
• Tests given to the student before admission; records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation;
• Transcripts showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given to the student;

• Documents relating to student Financial Aid that are required to be maintained by law or by a loan guarantee agency;
• Documents showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
• Document specifying the amount of a refund, including the amount refunded for tuition and the amount for equipment, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent;
• Official advisory notices or warnings regarding the student's progress;
• Complaints received from the student, including any correspondence, notes, memoranda, or telephone logs about a complaint;
• Student attendance

FINANCIAL INFORMATION

The College believes that the cost of education is primarily the responsibility of the student. The Financial Aid office is available to all students to assist in financial advising and applying for aid through financial assistance programs.

Program Tuition and Fees

Tuition and fees are subject to change. The schedule of total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are listed below:

Tuition and Charges Effective 08/01/2021 REVISED											
Programs	Weeks	Program Hours	Sem. Credit Hours	CIP	Tuition /Hour	Tuition	STRF*	Reg.	Textbooks & eBooks	*Supplies	Total Charges	SOC
DIPLOMA												
Diagnostic Medical Sonography	94	2360	79	51.0910	$15.02	$35,439.50	$19.50	$75.00	$1,300.00	$2,325.00	$39,159.00	29-2032
Medical Assistant	36	800	28.5	51.0801	$20.39	$16,311.00	$9.00	$75.00	$185.00	$1,190.00	$17,770.00	31-9092, 43-6013, 43-4171, 31.9097
MRI Technologist	76	2040	63.5	51.0920	$15.13	$30,871.00	$17.50	$75.00	$1,170.00	$3,225.00	$35,358.50	29-2035
HVAC-R Technician	36	720	27	47.0201	$21.95	$15,804.00	$9.00	$75.00	$300.00	$2,310.00	$18,498.00	49-9021
CERTIFICATE												
Hemodialysis Technician	25	300	N/A	51.1011	$21.36	$6,407.00	$3.50	$75.00	$70.00	$810.00	$7,365.50	29-2099
ASSOCIATE DEGREE												
Diagnostic Medical Sonography A.A.S.	106	2630	97	51.0910	$15.16	$39,880.00	$22.00	$150.00	$1,697.00	$2,325.00	$44,074.00	29-2032
MRI Technologist A.A.S.	88	2310	81.5	51.0920	$14.98	$34,597.00	$20.00	$150.00	$1,567.00	$3,225.00	$39,559.00	29-2035

*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 are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location 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 awards 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.

Tuition Payment

Tuition for the first enrollment period of the program selected is due at the first session of each module unless alternative arrangements are made with the Financial Aid Department. Payment may be made with cash, check, credit card, or money order made payable to NPCollege. Tuition payments can be made online on the college website through the student portal (https://npcollege.edu) or in person at the Fiscal Office during regular office hours or mailed before the due date. Checks that are returned for non-sufficient funds will be issued a $40 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or by money order.

Past Due Account

Students who fail to make prompt payments, issue personal checks that are returned by banks, or fail to make a good faith effort to keep their account current and in good standing may be subject to late fees and College disciplinary action. Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full. Also, the College reserves the right to withhold a diploma or degree until the account is brought current. Students must also be in good financial standing to attend the graduation ceremony.

Financial Assistance

The College offers students several options for payment of tuition. All students are encouraged to apply for financial assistance if unable to meet educational costs on their own. The College participates in several types of Title IV programs, most of which are based on financial need. Students seeking financial assistance must first complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The College's Financial Aid Officer uses this information to determine student eligibility and assists in deciding what resources are best suited to the circumstances. Students must meet all eligibility requirements to qualify for Financial Aid. The Financial Aid Department may request additional documentation to support the student's request for financial assistance, including, for example, official IRS Tax Transcripts. Renewal of Financial Aid is not automatic. Recipients are required to reapply each year by the announced deadline.

Federal grants and loans will be disbursed into student accounts to cover direct educational costs. Disbursements above direct costs will be refunded to the student (or parent, in the case of a PLUS loan). Students may elect to have credit balances retained on their account to cover future charges in the same academic year.

Government guaranteed loans can be an important part of financing educational expenses. When students borrow funds to finance their education, the College provides students with information to assist them in managing their loan(s) effectively. Confidential loan counseling is available upon request.

Financial Aid Unit of Credit

Students may be awarded financial assistance, if eligible, based on the number of financial aid credit units they will earn. For non-degree programs, the U.S. Department of Education requires that students earn one financial aid credit unit for each 25 contact hours of instruction which includes outside preparations such as homework. For degree programs, the units are based on total academic credits in the program. Students may obtain additional information regarding financial aid credit units from the Financial Aid Office on campus.

California State Aid Programs

Cal Grant Program:

National Polytechnic College is a Cal Grant eligible institution. The California Student Aid Commission offers state-funded grants to students. Students who would like to be considered for this grant must complete a FAFSA by the deadline published annually in the FAFSA and may also need to submit a GPA Verification to the California Student Aid Commission.

General Cal Grant Eligibility Requirements

All Cal Grant applicants must:
• Be California residents
• Be U.S. citizens or eligible non-citizens
• Meet U.S. Selective Service requirements
• Attend an eligible California qualifying postsecondary institution
• Be enrolled at least half-time
• Maintain satisfactory academic progress as defined at school of attendance
• Have family income and assets below the established ceilings
• Not be in default on any student loan
• Not owe any federal or state grant refund

Student's eligibility for the following types of Cal grants are determined by the California Student Aid Commission only (see website for more details https://www.csac.ca.gov:

Cal Grant A

Cal Grant A provides tuition and fee assistance for low and middle-income students. For Cal Grant A, your coursework must be at least two academic years.

Cal Grant B

Cal Grant B provides a living allowance and tuition and fee assistance for low-income students. Awards for most first-year students are limited to an allowance for books and living expenses. When renewed or awarded beyond the freshman year, the award also helps pay for tuition and fees. For Cal Grant B, your coursework must be for at least one academic year.

Cal Grant C

Cal Grant C awards assist with tuition and training costs for occupational, technical, and vocational programs. Funding is available for up to two years, depending on the length of the program. To qualify, a student must enroll in an occupational, technical, or vocational program that is at least four months long at a vocational/career school. Even though a GPA is not required to apply for a Cal Grant C, students are still encouraged to submit student because it can only help their chances of receiving an award.

Federal Aid Programs

Financial Aid Eligibility Requirements

To be eligible for Financial Aid, a student must be:

• A citizen of the United States or an eligible Permanent Resident.
• Enrolled in an eligible program.
• Making satisfactory academic progress toward graduation.
• A high school graduate or the equivalent or have established eligibility by successfully passing a nationally recognized Ability-To-Benefit test before July 1, 2012.
• Not in default on a Financial Aid loan nor owe a refund to a Financial Aid grant received at any postsecondary college or institution.
• Have completed U.S. Selective Service requirements, if applicable.

If a student obtains a loan to pay for the student educational program, the student will have the responsibility to repay the full loan borrowed plus interest, less the amount of any refund. If a student withdraws, a refund calculation will be completed and a refund of non-federal aid funds may be provided to the student.

Federal Pell Grant: The Federal PELL Grant program provides a foundation of assistance to which other forms of aid may be added. Eligibility for the Federal PELL Grant Program is determined by a standard formula that is revised and approved every year by the Federal government. Unlike loans, grants do not have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG): Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending college.

William D. Ford Federal Direct Loan Program: This loan program includes the following types of loans, known collectively as "Direct Loans":

- Federal Direct Stafford/Ford Loans (Direct Subsidized Loans)
- Federal Direct Unsubsidized Stafford/Ford Loans (Direct Unsubsidized Loans)
- Federal Direct PLUS Loans (Direct PLUS Loans)
- Federal Direct Consolidation Loans (Direct Consolidation Loans)

The Direct Loan Program is authorized by Title IV, Part D, of the Higher Education Act of 1965, as amended (HEA), 20 U.S.C. 1070 et seq.

Students must complete a Free Application for Federal Student Aid (FAFSA) before you receive a Direct Subsidized Loan or Direct Unsubsidized Loan.

Direct Loans are made by the U.S. Department of Education. The contract with servicers to process Direct Loan payments, deferment and forbearance requests, and other transactions, and to answer questions about Direct Loans. They will provide students with the address, and telephone number of the loan servicer after the College notifies the Department that the first disbursement of the loan has been made.

Direct Subsidized Loan

Direct Subsidized Loans are made to students to help pay for the cost of education beyond high school. Direct Subsidized Loans are available only to undergraduate students. Students may borrow up to $3,500 for their first academic year and $4,500 for the second academic year. The interest rate on Direct Subsidized Loans can be found at https://studentloans.gov. In general, students are not required to pay the interest that accrues on Direct Subsidized Loans during certain periods, while students are enrolled in college at least half-time, during grace or deferment periods, and during certain periods of repayment under the Income-Based Repayment Plan and the Pay As You Earn repayment plan.

Students must pay the interest that accrues during the grace period on any Direct Subsidized Loan for which the first disbursement is made on or after July 1, 2012, and before July 1, 2014. Also, if a student is a first-time borrower on or after July 1, 2013, under certain conditions, the student may become responsible for paying the interest that accrues on their Direct Subsidized Loans during all periods.

Direct Unsubsidized Loan

Direct Unsubsidized Loans are made to students to help pay for the cost of education beyond high school. Direct Unsubsidized Loans are available to both undergraduate students and graduate or professional students. Independent undergraduate students can borrow up to $9,500 in Direct Unsubsidized Loans during their first year, at a fixed interest rate which is established annually by the U.S. Department of Education. The interest rate on Direct Unsubsidized loans can be found at https://studentloans.gov. Except for demonstrating financial need, Unsubsidized Loan borrowers must meet all eligibility criteria of the Federal Subsidized Loan program. Interest payments begin immediately after the loan is fully disbursed or may be added to the principal balance. Regular payments begin six (6) months after students cease enrollment or fail to carry at least one-half the normal full-time college workload.

Direct Parent Loan for Undergraduate Students (PLUS)

Federal Parent Loans for Undergraduate Students provide additional funds for parents to help pay for students' educational expenses. Parents must pass a credit check or have a credit-worthy endorser. Interest rates are fixed and established annually by the U.S. Department of Education. Current interest rates can be found at https://studentloans.gov.

Veterans' Education Benefits:

National Polytechnic College degree programs are approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code. Students interested in Veterans' Education Benefits should contact the VA Certifying Official. Veterans who are unsure of their eligibility should contact the Veterans Administration. Eligible students must maintain satisfactory academic progress to continue receiving educational benefits.

The College will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Private Loans and Scholarships:
The College encourages its students to exhaust their Federal Financial Aid Options before seeking private loans. However, students and parents who do not qualify for Title IV loans or who need additional funds to cover educational expenses beyond what is covered by Title IV funds may apply for private loans and scholarships.

Cancellation and Refund Policy

Student's Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh calendar day after enrollment (seven calendar days from the date when the enrollment agreement was signed), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student's written notice or by the institution due to the student's academics or conduct, including, but not necessarily limited to the student's lack of attendance.

If the student cancels the Enrollment Agreement, the College will not charge institutional charges; however, the College retains the nonrefundable application fee and may charge for equipment not returned promptly in good condition.

Withdrawal from Program

Students have the right to withdraw from a program of instruction at any time. To determine the amount the student owes for the time attended, the student shall be deemed to have withdrawn from the program when any of the following occurs:

- Notify the College of withdrawal or the actual date of withdrawal; **or**
- The College terminates the enrollment; **or**
- The student fails to attend any classes for ten (10) consecutive scheduled class days, excluding College holidays.

If the student withdraws from the program after the period allowed for cancellation of the Agreement, the College will calculate whether a refund is due and if so, remit a refund within 45 days following the withdrawal.

For students receiving funds through a Financial Aid program, unearned funds will be returned to the lenders or grant programs in the order required under Federal Law. For the non-federal student, financial aid program monies, the institutional/California state refund policy shall be a pro-rata refund of monies paid for institutional charges. Any remaining balance will be paid according to the most recent authorization to Retain Funds form on file with the Financial Aid office at the time of withdrawal.

Determination of the Withdrawal Date

The student's withdrawal date is the last date of academic attendance as determined by the College from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the College's attendance records.

Return of Title IV

Special note to students receiving Unsubsidized/Subsidized/PLUS loans, ACG/National SMART/Pell/SEOG grants, or other aid: if you withdraw from college before the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the college and/or the student. The portion of the Cal Grant earned is based on a pro-rata calculation of hours earned compared to hours scheduled in the period. Sample Calculation, completion of 25% of the payment period, or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs.

A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled to reduce the balance owed on the loan.
(2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Refunds

If any refunds are due based on the Return of Title IV calculation or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.

The order of payment of refunds is, 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG, 10) Other. This order would apply under the aid programs available at the institution.

Course Cancellation: If a course is canceled after a student's enrollment and before instruction in the course has begun, the college shall at its option:
1) Provide a full refund of all money paid; or
2) Provide for completion of the course at colleges in the neighborhood.

College Closure: If the college closes after a student's enrollment and before instruction in the course has begun, the college shall at its option:
1) Provide a full refund of all money paid; or
2) Provide for completion of the course at colleges in the neighborhood.

Title IV Credit Balance and the Return Calculation

A Title IV credit balance created after the last date of attendance is not released to the student nor returned to federal financial aid programs before performing the R2T4 calculation. The College holds these funds even if, under the 14-day credit balance payment requirements, funds are otherwise required to be released. In the R2T4 calculation, the College includes any federal financial aid credit balance as disbursed aid. Although not included in the R2T4 calculation, any federal financial aid credit balance from a prior payment period in the academic year that remains on a student's account when the student withdraws is included as federal financial aid funds for purposes of determining the amount of any final federal financial aid credit balance when a student withdraws. Upon application of any applicable refund policies, a federal financial aid credit balance is allocated first to repay grant overpayments owed by the student as a result of the current withdrawal. Within 14 days of the date that the College performs the R2T4 calculation, the College pays any remaining federal financial aid credit balance in one or more of the following ways:

- in accordance with regulations to pay authorized charges at the College (including previously paid charges that are now unpaid due to a return of Title IV funds by the College)
- in accordance with instructions provided by the student (and parent for a PLUS loan) on the most recently submitted 'Authorization to Retain Funds Form' or other written instructions to reduce the student's loan debt (not limited to loan debt for the period of withdrawal). In the absence of a signed 'Authorization to Retain Funds Form' or other written instructions, the College pays the credit balance to the student (or parent for a PLUS loan).
- If the College is unable to locate the student (or parent) when attempting to pay a credit balance to the student (or parent), it returns the funds to federal financial aid programs.

Federal Refund Requirements vs State Refund Requirements

In addition to the Return of Title IV requirements for federal financial aid recipients, the College is required by the State to calculate a prorated refund for all students who have completed less than 60 percent of their period of attendance, regardless of whether or not the student received Title IV funds. However, the federal formula for the Return of Title IV funds may result in a larger refund than the state refund policy. In that case, the College and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the College.

Return of Non-Title IV Funds

Those students who receive Cal Grants and withdraw from the academy are required to have a calculation to the Return of Title IV calculation to determine the portion of Cal Grant funds that are unearned. The portion of the Cal Grant earned is based on a pro-rata calculation of hours earned compared to the schedule in the period.

Reimbursement to Veterans and Eligible Persons

For information or resolution of specific payment problems, Veterans should call the Department of Veteran Affairs' nationwide toll-free number at 1-800-827-1000.

Diagnostic Medical Sonography

Length of Program: 94 Weeks – 2,360 Clock Hours – 79 Semester Credit Hours
5 days per week, Monday to Friday
Morning Class: 8:00 am - 12:00 pm - Evening Class: 5:30 pm - 9:30 pm
Break: 20 minutes each day

Award: Diploma

The Diagnostic Medical Sonography Program is designed to thoroughly prepare a student, through quality lectures, laboratory, and clinical externship instruction in the theoretical knowledge, skills, and responsibilities required to work in the Allied Health field as an entry-level general sonographer. The successful program graduate will be able to perform appropriate ultrasound scanning examinations and procedures and record anatomic, pathologic, and or physiologic data for interpretation by a physician. The graduate will also be able to obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. In addition, the graduate will be prepared to exercise discretion and judgment in the performance of sonographic diagnostic services, provide appropriate and compassionate patient care for patients undergoing ultrasound examinations and demonstrate excellent communication skills with patients and other health care professionals in an ethical and professional manner.

Graduates of the Diagnostic Medical Sonography Program at NPCollege will be qualified to work as entry-level general sonographers in a hospital or medical center, a medical clinic, a radiology imaging center, a physician's office, a mobile ultrasound service, as a freelance sonographer, as a traveling sonographer, or as an applications specialist for an ultrasound manufacturing company. Graduates pursuing the ARDMS (American Registry for Diagnostic Medical Sonography) registration will meet the requirements for the SPI Physics exam, and eventually for specialties on Abdominal and Small Parts, Vascular, and Obstetrics and Gynecology upon completion of additional requirements set by the ARDMS.

COURSE #	COURSE TITLE	LECTURE HOURS (Blended)	LAB HOURS	PRACTICUM HOURS EXTERNSHIP	TOTAL CLOCK HOURS	OUTSIDE CLASSROOM HOURS	TOTAL CREDIT HOURS
MTBS 100	Medical Terminology & Body Systems I	60	20		80	20	3.5
MTBS 101	Medical Terminology & Body Systems II	60	20		80	20	3.5
DMS 100	Patient Care, Legal, Ethical, and Safety Issues	60	20		80	20	3.5
DMS 200	Ultrasound Anatomy & Physiology	60	20		80	20	3.5
DMS 210	Abdominal and Small Parts Ultrasound Imaging I	60	60		120	30	5
DMS 211	Abdominal and Small Parts Ultrasound Imaging II	60	60		120	30	5
DMS 220	Obstetrics & Gynecology Ultrasound Imaging I	60	60		120	30	5
DMS 221	Obstetrics & Gynecology Ultrasound Imaging II	60	60		120	30	5
DMS 230	Introduction to Vascular Ultrasound Imaging I	60	60		120	30	5
DMS 231	Introduction to Vascular Ultrasound Imaging II	60	60		120	30	5
DMS 240	Physical Principles & Instrumentation of Ultrasound I	60	60		120	30	5
DMS 241	Physical Principles & Instrumentation of Ultrasound II	60	60		120	30	5
DMS 248	ARDMS SPI Exam Preparation	80	40		120	30	5
DMS 250	Clinical Practicum I			240	240		5
DMS 255	Clinical Practicum II			240	240		5
DMS 260	Clinical Practicum III			240	240		5
DMS 265	Clinical Practicum IV			240	240		5
	Total:	**800**	**600**	**960**	**2360**	**350**	**79**

The courses above will be in a blended delivery format. Blended courses combine traditional or face-to-face classroom instruction with (remote) distance education learning environments to optimize the learning experience of the user. Most of the

remote learning will come from the lecture hours. Through a blended lecture and in-class lab, students will gain the knowledge, skills, and confidence to perform successfully in varied practice settings with a wide range of client populations.

See the Course Descriptions section for more information about each course listed above.

During the program education and training, Students are expected to work with the following equipment:

Ultrasound Machines with Linear, Curve Linear, Sector and Vector Transducers
Endovaginal Transducer & Transrectal Transducer
Thermal Printers
Blood Pressure Cuffs
Patient Examination Tables
Table Wedges Pillows
Overhead Projector & Pull Down screen
Pelvic Phantom, Breast Phantom, and OB – 21-week Phantom
Gel Warmers
Stand-off Gel Pads

Graduation Requirement:

Upon completion of all sections of the program, with a grade average of no less than 75% and passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive a diploma in Diagnostic Medical Sonography.

Classification of Instructional Programs (CIP): 51.0910

Standard Occupational Classification (SOC) Code: 29-2032

Hemodialysis Technician

Length of Program: 300 Clock Hours
Weekend Class: 1 Day per week, Saturday or Sunday
8:30 am – 1:30 pm (20 Weekends)
Plus 200 Clinical Externship Hours (5 Weeks)
Breaks: 30 minutes each day

Award: Certificate

This is a California Department of Public Health (CDPH) Approved Hemodialysis Training Program. The program is intended for the students who want to pursue a career in the Hemodialysis field and who want to meet the requirements for the California Department of Public Health Licensing and Program Board examination to pursue Clinical Certified Hemodialysis Technician (CCHT) status or Certified Hemodialysis Technician (CHT) status. These professionals will provide direct monitored care to patients suffering from end-stage kidney disease. The Hemodialysis Technician program will educate the student in all aspects of Hemodialysis treatment and is capable of providing qualified and compassionate care to patients in compliance with health care standards required by governmental and private organizations. Students will learn appropriate Anatomy and Physiology, and the principles and conditions associated with the kidneys. This program will include Medical Terminology and Physiopathology of kidney disease, instruction focusing upon the recognition of pathological conditions of the kidneys, and complications during the Hemodialysis treatment.

COURSE #	COURSE TITLE	LECTURE HOURS	LAB HOURS	PRACTICUM HOURS EXTERNSHIP	OUTSIDE CLASSROOM HOURS	TOTAL CLOCK HOURS
HEMO MOD 1	TODAY'S DIALYSIS ENVIRONMENT	8	2			10
HEMO MOD 2	THE PERSON WITH KIDNEY FAILURE	16	4			20
HEMO MOD 3	PRINCIPLES OF DIALYSIS	8	2			10
HEMO MOD 4	HEMODIALYSIS DEVICES	8	2			10
HEMO MOD 5	VASCULAR ACCESS	8	2			10
HEMO MOD 6	HEMODIALYSIS PROCEDURES AND COMPLICATIONS	20	5			25
HEMO MOD 7	DIALYZER REPROCESSING	4	1			5
HEMO MOD 8	WATER TREATMENT	8	2			10
HEMO MOD 9	CLINICAL EXTERNSHIP			200		200
	Totals:	**80**	**20**	**200**	**0**	**300**

See the Course Descriptions section for more information about each course listed above.

During the program education and training, Students are expected to work with the following equipment:

Fresenius 7k Dialysis Machines
Fake Arm (Lower)
Fake Arm (Upper) Chester Arm
Blood Pressure Cuff
Stethoscope
Thermometer
Computer

Graduation Requirement:

Upon completion of all sections of the program, with a grade average of no less than 70% and passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive a certificate as a Hemodialysis Technician.

Classification of Instructional Programs (CIP): 51.1011

Standard Occupational Classification (SOC) Code: 29-2099

Licensure Requirement
Certification and licensing is a requirement for dialysis technicians in all states, and maintaining licensure involves continuing education. All states have established training and testing programs that result in the title of Certified Hemodialysis Technician (CHT). All states require that prospective state-certified technicians be first certified by the Board of Nephrology Examination for Nurses and Technicians (BONENT). Although it varies from state to state, licensed technicians are expected to complete a specific number of hours of continuing education to renew their licenses every 2-4 years.

1) Education
  a) Have a high school diploma or equivalency (GED or High School equivalency).
2) Training
  a) Have successfully completed a training program that is approved by the medical director and governing body of a Hemodialysis clinic/unit, under the direction of an RN. The training program must be approved by CDPH prior to Implementation; **OR**
  b) Have successfully completed a community or corporate-based training program, or a training program offered by an educational institution approved by CDPH.
  c) Have passed a written examination offered by a Hemodialysis clinic/unit, or a community or corporate-based training program that meets California law and a skills checklist observed by an RN.
3) Test / Examination
  a) Have successfully passed a standardized test that is approved by CDPH; **OR**
  b) Have successfully passed an examination offered by a national, commercially available, certification program for CHTs, which is approved for this purpose by CMS.

Program Externship Requirements:
  The student must provide proof of the following:
  1. Hepatitis B surface antibody blood test.
  2. Hepatitis B surface antigen blood test.
  3. Tuberculin (TB) skin test or chest film, within the last 12 months.
  4. Possess a current CPR card for health care providers.

HVAC–R TECHNICIAN
HEATING, VENTILATION, AIR CONDITIONING - REFRIGERATION

Length of Program: 36 Weeks - 720 Clock Hours – 27 Semester Credit Hours
5 days per week, Monday to Friday
Morning Class: 8:00 am - 12:00 pm - Evening Class: 5:30 pm - 9:30 pm
Break: 20 minutes each day

Award: Diploma

The HVAC-R program is designed to thoroughly prepare a student through quality lecture and laboratory instruction in the theoretical knowledge, skills, and responsibilities required to work in the Heating, Ventilation, and Air Conditioning field as an entry-level HVAC – R professional. The successful program graduate will be able to perform appropriate troubleshooting and repair of Heating, ventilation, and air conditioning equipment.

COURSE #	COURSE TITLE	LECTURE HOURS (Blended)	LAB HOURS	PRACTICUM HOURS EXTERNSHIP	TOTAL CLOCK HOURS	OUTSIDE CLASSROOM HOURS	TOTAL CREDIT HOURS
HVAC MOD 1	Intro to Electricity and Automatic Controls	30	50	0	80	20	3
HVAC MOD 2	Basic Refrigeration Theory And Application	30	50	0	80	20	3
HVAC MOD 3	Refrigeration	30	50	0	80	20	3
HVAC MOD 4	Theory Of Fossil Fuel Heating	30	50	0	80	20	3
HVAC MOD 5	Design And Installation	30	50	0	80	20	3
HVAC MOD 6	Special Refrigeration	30	50	0	80	20	3
HVAC MOD 7	Troubleshooting	30	50	0	80	20	3
HVAC MOD 8	Commercial Refrigeration	30	50	0	80	20	3
HVAC MOD 9	EPA And OSHA	30	50	0	80	20	3
	Total:	**270**	**450**	**0**	**720**	**180**	**27**

The courses above will be in a blended delivery format. Blended courses combine traditional or face-to-face classroom instruction with (remote) distance education learning environments to optimize the learning experience of the user. Most of the remote learning will come from the lecture hours. Through a blended lecture and in-class lab, students will gain the knowledge, skills, and confidence to perform successfully in varied practice settings with a wide range of client populations.

See the Course Descriptions section for more information about each course listed above.

During the program education and training, Students are expected to work with the following equipment:

Split Systems - 2 Ton
Mini-Splits - 2 Ton
Small Frame 2 Ton Package Units
Tecumseh Condensing Units – 1/3 to ¼ Horse Power
Heat Craft Evaporator Units – Low Temp Freezer
Heat Craft Evaporator Units – Medium Temp Freezer
Walk-In Freezer – Custom (Assembled and Disassembled)
Insulation Panel
Wall Heaters
Window AC Units – Old Models
Window AC Units – New Models

Residential Refrigerators
Commercial Ice Maker
Temp Controls X 4
Pressure Controls x 4
Recovery Pump
Active Pump
Micron Gauge

Graduation Requirement:

Upon completion of all sections of the program, with a grade average of no less than 75% and passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive a diploma as an HVAC-R Technician.

Classification of Instructional Programs (CIP): 47.0201

Standard Occupational Classification (SOC) Code: 49-9021

Medical Assistant

Length of Program: 36 Weeks - 800 Clock Hours – 28.5 Semester Credit Hours
5 days per week, Monday to Friday
Morning Class: 8:00 am - 12:00 pm - Evening Class: 5:30 pm - 9:30 pm
Break: 20 minutes each day

Award: Diploma

The Medical Assistant program will educate a student in the knowledge, skills, and techniques needed to function in a medical office or outpatient clinic. The student will receive cognitive laboratory and clinical instruction in administrative and clinical office procedures, medical laboratory tests and procedures, human anatomy, medical terminology, patient psychology, medical ethics, medical law, and pharmacology. Students will acquire computer-related skills on user-friendly equipment. Students will be prepared to work successfully in entry-level positions in a medical office, clinic, or other health care setting.

COURSE #	COURSE TITLE	LECTURE HOURS	LAB HOURS	PRACTICUM HOURS EXTERNSHIP	TOTAL CLOCK HOURS	OUTSIDE CLASSROOM HOURS	TOTAL CREDIT HOURS
MTBS 100	Medical Terminology & Body Systems I	60	20		80	20	3.5
MTBS 101	Medical Terminology & Body Systems II	60	20		80	20	3.5
MA MOD 1	Introduction / Nervous / OSHA / Vital Signs / Examinations	40	40		80	20	3
MA MOD 2	Integumentary / Musculoskeletal / Circulatory / Respiratory	40	40		80	20	3
MA MOD 3	Hematology / Medical Office / Reproductive / Office	40	40		80	20	3
MA MOD 4	Medical Records / Coding / Insurance / Urinary / Digestive / Emergency	40	40		80	20	3
MA MOD 5	Electronic Medical Records/ Charting /Math Skills for Medical Professionals /Job Preparation	35	45		80	20	3
MA MOD 6	Computer and Study Skills / Basic Life Support Certification (BLS, AED & First Aid)	20	60		80	20	3
MA MOD 7	Externship			160	160		3.5
	Total:	335	305	160	800	160	28.5

See the Course Descriptions section for more information about each course listed above.

During the program education and training, Students are expected to work with the following equipment:

Stethoscope	Blood pressure cuff - Medium
Blood pressure cuff - Large.	Scales for Adults
Scales for Infants	Exam Tables
EKG machines	Ear Lavage Equipment
Glucometers	Multi Sample Needles
Syringes 1 ml, 3 ml, 10ml	Audiometry Machine
Microscopes	Autoclave Sterilizer
Skeleton	Instruments for sterilization
Practice Arm for Venipuncture	Otoscope/Ophthalmoscope
Centrifuge	Mayo Stands
Phlebotomy Chair	Snellen Eye Chart
Overhead Projector & Pull Down Screen	

Graduation Requirement:

Upon completion of all sections of the program, with a grade average of no less than 70% and passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive a diploma as a Medical Assistant.

Classification of Instructional Programs (CIP): 51.0801

Standard Occupational Classification (SOC) Code: 31-9092, 31-9097, 43-4171, 43-6013

MRI Technologist

Length of Program: 76 Weeks – 2,040 Clock Hours – 63.5 Semester Credit Hours
5 days per week, Monday to Friday
Morning Class: 8:00 am - 12:00 pm - Afternoon Class: 1:00 pm - 5:00 pm - Evening Class: 5:30 pm - 9:30 pm
Break: 20 minutes each day

Award: Diploma

The MRI Technologist Program is designed to thoroughly prepare a student, through quality lectures, laboratory, and clinical externship instruction in the theoretical knowledge, skills, and responsibilities required to work in the Allied Health field as an entry-level magnetic resonance imaging technologist. The successful program graduate will be able to perform appropriate magnetic resonance scanning examinations and procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician. The graduate will also be able to obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. In addition, the graduate will be prepared to exercise discretion and judgment in the performance of magnetic resonance imaging services, provide appropriate and compassionate patient care for patients undergoing magnetic resonance imaging examinations, demonstrate excellent communication skills with patients and other health care professionals, and act in an ethical and professional manner.

Graduates of the MRI Technologist Program at National Polytechnic College will be qualified to work as entry-level magnetic resonance imaging technologists in a hospital or medical center, a medical clinic, a radiology imaging center, a physician's office, a mobile magnetic resonance imaging service, as a freelance MRI Technologist, as a traveling MRI Technologist, or as an applications specialist for an MRI or medical imaging manufacturing company. The graduate is also qualified to sit for the certifying examination offered by the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT).

COURSE #	COURSE TITLE	LECTURE HOURS (Blended)	LAB HOURS	PRACTICUM HOURS EXTERNSHIP	TOTAL CLOCK HOURS	OUTSIDE CLASSROOM HOURS	TOTAL CREDIT HOURS
MTBS 100	Medical Terminology & Body Systems I	60	20		80	20	3.5
MTBS 101	Medical Terminology & Body Systems II	60	20		80	20	3.5
MRI 100	Patient Care, Legal, Ethical, and Safety Issues	60	20		80	20	3.5
MRI 200	MRI Anatomy & Physiology	60	60		120	30	5
MRI210	Cross Sectional Anatomy I	60	60		120	30	5
MRI 211	Cross Sectional Anatomy II	60	60		120	30	5
MRI 215	MRI Pathology	60	60		120	30	5
MRI 220	Principles and Physics I	60	60		120	30	5
MRI 221	Principles and Physics II	60	60		120	30	5
MRI 230	Clinical Externship Preparation	20	20		40	10	1.5
MRI 240	Clinical Practicum I			240	240		5
MRI 245	Clinical Practicum II			240	240		5
MRI 250	Clinical Practicum III			240	240		5
MRI 255	Clinical Practicum IV			240	240		5
MRI 260	Clinical Practicum V			80	80		1.5
	Total:	**560**	**440**	**1,040**	**2,040**	**250**	**63.5**

The courses above will be in a blended delivery format. Blended courses combine traditional or face-to-face classroom instruction with (remote) distance education learning environments to optimize the learning experience of the user. Most of the remote learning will come from the lecture hours. Through a blended lecture and in-class lab, students will gain the knowledge, skills, and confidence to perform successfully in varied practice settings with a wide range of client populations.

See the Course Descriptions section for more information about each course listed above.

During the program education and training, Students are expected to work with the following equipment:

Dell Computers & Printer   MRI Simulator Software
Skeleton   Gurney
Laser Device for Positioning and Landmarks   MRI Coils

Graduation Requirement:
Upon completion of all sections of the program, with a grade average of no less than 75% and passing a comprehensive

practical and written examination of all skills and knowledge attained, the successful graduate will receive a diploma as an MRI Technologist.

Classification of Instructional Programs (CIP): 51.0920

Standard Occupational Classification (SOC) Code: 29-2035

Phlebotomy Technician

Length of Program: 130 Clock Hours
Weekend Class: 2 Days per week Saturday & Sunday
8:00 am – 4:30 pm (5 Weekends)
Plus 50 Clinical Externship Hours (2 Weeks)
Breaks: Total 60 minutes each day

Award: Certificate

The Phlebotomy Technician program prepares a student with the education, training, experience, and examination requirements as specified by the California Department of Health Services to perform skin punctures or venipuncture in a hospital, clinical lab, or doctor's office. A Phlebotomist is a person who collects blood for clinical laboratory tests or examination purposes. This program will prepare a student to take the AMT National Phlebotomy exam and to apply for state certification to become a CPT1. The full course is divided into three sections: didactic, skills, and clinical. The didactic and skills portion consists of 80 hours of didactic and skill, and the clinical portion consists of 50 hours, which includes 50 successful venipunctures (5 pediatric and 5 geriatric venipunctures within the 50 venipunctures) and 10 dermal punctures and 2 Arterial puncture observations.

COURSE #	COURSE TITLE	LECTURE HOURS	LAB HOURS	PRACTICUM HOURS EXTERNSHIP	TOTAL CLOCK HOURS	OUTSIDE CLASSROOM HOURS
PHLB MOD 1	DIDACTIC AND SKILLS	40	40		80	
PHLB MOD 2	CLINICAL EXTERNSHIP			50	50	
	Totals:	40	40	50	130	0

See the Course Descriptions section for more information about each course listed above.

During the program education and training, Students are expected to work with the following equipment:

Stethoscope	Blood pressure cuff - Medium
Blood pressure cuff - Large	Scales for Adults
Scales for Infants	Exam Tables
Glucometers	Multi Sample Needles
Syringes 1 ml, 3 ml, 10 ml	Autoclave Sterilizer
Skeleton	Practice Arm for Venipuncture
Otoscope/ophthalmoscope	Centrifuge
Mayo Stands	Phlebotomy Chair
Overhead Projector & Pull down screen	

Graduation Requirement:

Upon completion of all sections of the program, with a grade average of no less than 75% and passing a comprehensive practical and written examination of all skill s and knowledge attained, the successful graduate will receive a certificate as a Phlebotomy Technician.

Classification of Instructional Programs (CIP): 51.1009

Standard Occupational Classification (SOC) Code: 31-9097

Certification and State Registration:

American Medical Technologists (AMT) Phlebotomy Exam - This Exam is one of several that are recognized by the State of California. National Polytechnic College will pay for the first attempt at the certification exam only. If a student fails the exam the

first time, a student will be responsible for the cost of future exams. This will be discussed in detail at the orientation class.

Once a student has passed the certification exam, they will need to register with the State of California in order to qualify to be a Certified Phlebotomist Technician (CPT1).

Licensure Requirement:

1) A person without any phlebotomy experience must meet the following requirements:
   • At a minimum, be a high school graduate or complete a GED. Proof of higher education may be provided in lieu of
   • High school graduation.
   • Complete 40 hours of phlebotomy class training from an approved college.
   • Complete a minimum of 40 hours of phlebotomy practice that includes at least 50 venipunctures and 10 skin punctures.
   • Pass the State of California approved phlebotomy certification exam.
   • Apply for certification, pay the application fee.

2) A person with less than 1040 hours of phlebotomy experience (half a year) must meet the following:
   • At the minimum, be a high school graduate or complete a GED, Proof of higher education may be provided in lieu of
   • High school graduation.
   • Complete 40 hours of phlebotomy class training from an approved college.
   • Document completion of at least 50 venipunctures and 10 skin punctures, on the job.
   • Pass a California State approved phlebotomy certification exam.
   • Apply for certification, pay the application fee.

3) A person with more than 1040 hours of phlebotomy experience (more than half a year) must meet the following:
   • At a minimum, be a high school graduate or complete a GED. Proof of higher education may be provided in lieu of high school graduation.
   • Complete 20 hours of phlebotomy class training from an approved college.
   • Document completion of at least 50 venipunctures and 10 skin punctures on the job.
   • Pass a California State approved phlebotomy certification exam.
   • Apply for certification, pay the application fee.

Background Checks:

Background checks are <u>not</u> done by NPCollege. When you register with the State of California, a background check will be required at that time. California Department of Public Health Laboratory Field Services does allow for assessment of previous arrests, and State certification can be obtained with permission after meeting for decisions of the applicants.

Program Externship Requirements:
   The student must provide proof of the following:

1. Proof of negative tuberculosis (TB) skin test or chest x-ray within the last 11 months
2. Proof of Measles Mumps and Rubella vaccine (MMR) or positive blood titer
3. Proof of Hepatitis B vaccine or a positive blood titer. If the student declines to show proof of the completed Hepatitis B series, the student may sign a waiver of declination that will be provided by the college
4. Current CPR (BLS for the Healthcare Provider only)

ASSOCIATE DEGREE PROGRAMS OF STUDY
Diagnostic Medical Sonography (AAS)

<u>Length of Program:</u> 106 Weeks – 2,630 Clock Hours – 97 Semester Credit Hours
5 days per week, Monday to Friday
Morning Class: 8:00 am - 12:00 pm - Evening Class: 5:30 pm - 9:30 pm
Break: 20 minutes each day
General Education Courses: Must be completed prior to Externship Courses
    Morning Class: 8:00am-12:30pm - Evening Class: 5:00pm-9:30pm

<u>Award:</u> Associate in Applied Science Degree

The Diagnostic Medical Sonography AAS Program offers an Associate of Applied Science Degree specialized in Sonography that meets **both** ARRT (American Registry of Radiologist Technologists) and ARDMS (American Registry for Diagnostic Medical Sonography) requirements for graduates pursuing an ARRT certification and/or ARDMS registration. Obtaining an Associate of Applied Science Degree in Sonography will allow the graduates looking for an ARRT certification to meet the minimal educational criteria to become eligible for this certification. Graduates pursuing the ARDMS registration meet the requirements for the SPI Physics exam, and eventually for specialties on Abdominal and Small Parts, Vascular, and Obstetrics and Gynecology upon completion of additional requirements set by the ARDMS.

The first part of the program includes general prerequisites of anatomy, physiology, medical terminology as well as Patient Care, Legal and Ethical Issues. Once these preliminaries are completed, students will focus on core classes such as Abdomen and Small Parts, OB/GYN, Introduction to Vascular, and Physics. Upon completion of core courses, students have acquired the necessary knowledge and skills to attend 960 hours (6 months) of externship in clinics, diagnostic imaging centers, or hospitals. During their externship time, students will gain experience in working with a variety of patients, develop strong scanning skills, gain the ability to discover pathology, make connections, and assess their interests and abilities.

The last part of the program includes the General Education courses required to complete the Associate degree credits. Once that the externship portion of the program is completed, the students will come back to campus for their General Education courses. The quantitative skills, communication skills, and understanding of human behavior acquired through these courses provide the graduate with a strong foundation that supports the evolving role of the technician and the lifelong learning abilities necessary to address continuing technological changes and career advancement.

COURSE #	COURSE TITLE	LECTURE HOURS (Blended)	LAB HOURS	PRACTICUM HOURS EXTERNSHIP	TOTAL CLOCK HOURS	OUTSIDE CLASSROOM HOURS	TOTAL CREDIT HOURS
MTBS 100	Medical Terminology & Body Systems I	60	20		80	20	3.5
MTBS 101	Medical Terminology & Body Systems II	60	20		80	20	3.5
DMS 100	Patient Care, Legal, Ethical, and Safety Issues	60	20		80	20	3.5
DMS 200	Ultrasound Anatomy & Physiology	60	20		80	20	3.5
DMS 210	Abdominal and Small Parts Ultrasound Imaging I	60	60		120	30	5
DMS 211	Abdominal and Small Parts Ultrasound Imaging II	60	60		120	30	5
DMS 220	Obstetrics & Gynecology Ultrasound Imaging I	60	60		120	30	5
DMS 221	Obstetrics & Gynecology Ultrasound Imaging II	60	60		120	30	5
DMS 230	Introduction to Vascular Ultrasound Imaging I	60	60		120	30	5
DMS 231	Introduction to Vascular Ultrasound Imaging II	60	60		120	30	5
DMS 240	Physical Principles & Instrumentation of Ultrasound I	60	60		120	30	5

		LECTURE HOURS (Blended)	LAB HOURS		TOTAL CLOCK HOURS	OUTSIDE CLASSROO M HOURS	TOTAL CREDIT HOURS
DMS 241	Physical Principles & Instrumentation of Ultrasound II	60	60		120	30	5
DMS 248	ARDMS SPI Exam Preparation	80	40		120	30	5
DMS 250	Clinical Practicum I			240	240		5
DMS 255	Clinical Practicum II			240	240		5
DMS 260	Clinical Practicum III			240	240		5
DMS 265	Clinical Practicum IV			240	240		5
	Total:	**800**	**600**	**960**	**2360**	**350**	**79**

COURSE #	GENERAL EDUCATION COURSE TITLE	LECTURE HOURS (Blended)	LAB HOURS		TOTAL CLOCK HOURS	OUTSIDE CLASSROO M HOURS	TOTAL CREDIT HOURS
ENGCMP 100	ENGLISH COMPOSITION 1	45			45	90	3
PUBSPK 101	PUBLIC SPEAKING	45			45	90	3
COLMATH 102	BASIC COLLEGE MATH	45			45	90	3
ENRSCI 103	ENVIRONMENTAL SCIENCE	45			45	90	3
INTSOC 104	INTRODUCTION TO SOCIOLOGY	45			45	90	3
AMRGOV 106	AMERICAN GOVERNMENT	45			45	90	3
	Totals:	**270**	**0**		**270**	**540**	**18**

The courses above will be in a blended delivery format. Blended courses combine traditional or face-to-face classroom instruction with (remote) distance education learning environments to optimize the learning experience of the user. Most of the remote learning will come from the lecture hours. Through a blended lecture and in-class lab, students will gain the knowledge, skills, and confidence to perform successfully in varied practice settings with a wide range of client populations.

See the Course Descriptions section for more information about each course listed above.

During the program education and training, Students are expected to work with the following equipment:

Ultrasound Machines with Linear, Curve Linear, Sector and Vector Transducers
Endovaginal Transducer & Transrectal Transducer
Thermal Printers
Blood Pressure Cuffs
Patient Examination Tables
Table Wedges Pillows
Overhead Projector & Pull Down screen
Pelvic Phantom, Breast Phantom, and OB – 21-week Phantom
Gel Warmers
Stand-off Gel Pads

Graduation Requirement:

Upon completion of all sections of the program, with a grade average of no less than 75% and passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive an Associate in Applied Science degree in Diagnostic Medical Sonography.

Classification of Instructional Programs (CIP): 51.0910

Standard Occupational Classification (SOC) Code: 29-2032

MRI Technologist (AAS)

Length of Program: 88 Weeks – 2,310 Clock Hours – 81.5 Semester Credit Hours
5 days per week, Monday to Friday
Morning Class: 8:00 am - 12:00 pm - Afternoon Class: 1:00 pm - 5:00 pm - Evening Class: 5:30 pm - 9:30 pm
Break: 20 minutes each day
General Education Courses: Must be completed prior to Externship Courses
      Morning Class: 8:00 am - 12:30 pm - Afternoon Class: 12:30 pm - 5:00 pm - Evening Class: 5:00 pm - 9:30 pm

Award: Associate in Applied Science Degree

The MRI (Magnetic Resonance Imaging) Technologist AAS Program offers an Associate of Applied Science Degree specialized in MRI. This program is recognized by the American Registry of Radiologist Technologists (ARRT) and accredited as well by the American Registry of Magnetic Resonance Imaging Technologists (ARMRIT). The program meets both ARRT and ARMRIT requirements for graduates pursuing ARRT and/or ARMRIT certifications. Obtaining an Associate of Applied in Science Degree in MRI will allow the graduates looking for an ARRT certification to meet the minimal educational criteria to become eligible for this certification.

The first part of the program includes general prerequisites of anatomy, physiology, medical terminology as well as Patient Care, Legal and Ethical Issues. Once these preliminaries are completed, students will focus on core classes such as Cross Sectional Anatomy, MRI Pathology, MRI Anatomy and Physiology, and Physics. Upon completion of core courses, students have acquired the necessary knowledge and skills to attend 1040 hours (6 months) of externship in clinics, diagnostic imaging centers, or hospitals. During their externship time, students will gain experience in working with a variety of patients, develop strong scanning skills and techniques, develop a strong work ethic, gain the ability to discover pathology, make connections, and assess their interests and abilities.

The last part of the program includes the General Education courses required to complete the Associate degree credits. Once that the externship portion of the program is completed, the students will come back to campus for their General Education courses. The quantitative skills, communication skills, and understanding of human behavior acquired through these courses provide the graduate with a strong foundation that supports the evolving role of the technologist and the lifelong learning abilities necessary to address continuing technological changes and career advancement.

COURSE #	COURSE TITLE	LECTURE HOURS (Blended)	LAB HOURS	PRACTICUM HOURS EXTERNSHIP	TOTAL CLOCK HOURS	OUTSIDE CLASSROOM HOURS	TOTAL CREDIT HOURS
MTBS 100	Medical Terminology & Body Systems I	60	20		80	20	3.5
MTBS 101	Medical Terminology & Body Systems II	60	20		80	20	3.5
MRI 100	Patient Care, Legal, Ethical, and Safety Issues	60	20		80	20	3.5
MRI 200	MRI Anatomy & Physiology	60	60		120	30	5
MRI210	Cross Sectional Anatomy I	60	60		120	30	5
MRI 211	Cross Sectional Anatomy II	60	60		120	30	5
MRI 215	MRI Pathology	60	60		120	30	5
MRI 220	Principles and Physics I	60	60		120	30	5
MRI 221	Principles and Physics II	60	60		120	30	5
MRI 230	Clinical Externship Preparation	20	20		40	10	1.5
MRI 240	Clinical Practicum I			240	240		5
MRI 245	Clinical Practicum II			240	240		5
MRI 250	Clinical Practicum III			240	240		5
MRI 255	Clinical Practicum IV			240	240		5
MRI 260	Clinical Practicum V			80	80		1.5
	Total:	**560**	**440**	**1,040**	**2,040**	**250**	**63.5**

COURSE #	GENERAL EDUCATION COURSE TITLE	LECTURE HOURS (Blended)	LAB HOURS		TOTAL CLOCK HOURS	OUTSIDE CLASSROO M HOURS	TOTAL CREDIT HOURS
ENGCMP 100	ENGLISH COMPOSITION 1	45			45	90	3
PUBSPK 101	PUBLIC SPEAKING	45			45	90	3
COLMATH 102	BASIC COLLEGE MATH	45			45	90	3
ENRSCI 103	ENVIRONMENTAL SCIENCE	45			45	90	3
INTSOC 104	INTRODUCTION TO SOCIOLOGY	45			45	90	3
AMRGOV 106	AMERICAN GOVERNMENT	45			45	90	3
	Totals:	270	0		270	540	18

The courses above will be in a blended delivery format. Blended courses combine traditional or face-to-face classroom instruction with (remote) distance education learning environments to optimize the learning experience of the user. Most of the remote learning will come from the lecture hours. Through a blended lecture and in-class lab, students will gain the knowledge, skills, and confidence to perform successfully in varied practice settings with a wide range of client populations.

See the Course Descriptions section for more information about each course listed above.

During the program education and training, Students are expected to work with the following equipment:

Dell Computers & Printer
MRI Simulator Software
Skeleton
Gurney
Laser Device for Positioning and Landmarks
MRI Coils
Overhead Projector with Pull Down Screen

Graduation Requirement:

Upon completion of all sections of the program, with a grade average of no less than 75% and passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive an Associate in Applied Science degree as an MRI Technologist.

Classification of Instructional Programs (CIP): 51.0920

Standard Occupational Classification (SOC) Code: 29-2035

CAMPUS STAFF AND FACULTY LISTING

Lakewood Main Campus - Management Team & Staff

David Maddahi	**- CEO/Campus Director**
Silvia Espin	**- Director of Education**
Charles Mugrdechian	**- Director of Operations**
Giovanni Casillas	**- Director of Admissions**
Mayra Grijalva	**- Financial Aid Officer**
Alejandro Andrade	**- Fiscal Coordinador**
(TBA)	**- Fiscal Coordinator/Human Resource**
Maria Angulo	**- Admissions Coordinator**
Adriana Guerrero	**- Admissions Coordinator**
Ariana Mendiola	**- Student Services Coordinador**
Margarita Chavez	**- Registrar**
Lesli Kong	**- Career Services Coordinator**
Sergio Andreotti	**- Career Services Coordinator**
Britany Wilson	**- Career Services Coordinator**
Elizabeth Chin	**- Administrative Assistant**
Miriam Vega	**- Administrative Assistant**
Daniel Cordova	**- Administrative Assistant**
Felix Santos	**- Campus Maintenance**
Mathew Galoostian	**- IT Support**

Diagnostic Medical Sonography

Program Director: Antonio Mora - ARDMS Abdomen, Obstetrics & Gynecology Certified, Diagnostic Medical Sonographer Diploma- Newbridge College, Medical Assisting – Cerritos College, Phlebotomy Certified, EKG Certified, Billing/ Coding Certified, CPR Certified, Degree in Medicine and Surgery in Nicaragua

Instructors:
Antonio Mora - ARDMS Abdomen, Obstetrics & Gynecology Certified, Diagnostic Medical Sonographer Diploma- Newbridge College, Medical Assisting – Cerritos College, Phlebotomy Certified, EKG Certified, Billing/ Coding Certified, CPR Certified, Degree in Medicine and Surgery in Nicaragua

Cesar G. Garzon Jr. - ARDMS- Sonography Principles and Instrumentation, Diagnostic Medical Sonographer Diploma- Ultrasound Diagnostic School – Carle Place, NY, Associate in Science – Nassau Community College, NY

Hemodialysis Technician

Program Director: Rose Gonzales RN, BSN – Baccalaureate of Science in Nursing- C.S.U.L A, Bachelor of Arts, Industrial Arts - California State University – Long Beach, CA

Instructor: Alfredo Dionisio -Licensed Vocational Nurse - Concorde Career Institute, North Hollywood, CA, Certified Hemodialysis Technician, BA in Electronics and Communications Engineering – University of Santo Tomas, Manila, Philippines

HVAC-R Technician

Program Director: New Program – To Be Announced

Instructor: Andrew Uraine – Master's Occupational Safety and Health/Environmental Management, Columbia Southern University, BS Technical Management DeVry University, Master's in Business Administration, Keller School of Management

Medical Assistant

Instructor: Kevin Robinson – Licensed Physician Assistant since 1991, Physician Assistant Board, CA, A.A.S. Health Sciences, Physician Assistant, Chicago City-Wide College, Chicago, IL, and BLS Certified – American Heart Association.

MRI Technologist

Instructors:
Elizabeth Waters, R .T., R, MR, ARRT - AAS in Radiology Technology Carrington College (Apollo College), Washington, AAS in Paralegal Study's – Phillips JR College, Washington, Magnetic Resonance Imaging Certificate of Completion, Loma Linda University School/School of Allied Health, Loma Linda, CA, Registered Technologist, Radiography, ARRT Certified.

William Richards - AAS in Magnetic Resonance Imaging – West Coast Ultrasound Institute, Ontario, CA, ARRT Certified, ARMRIT Certified, Venipuncture Certified

Roxanne Torres - AAS in Magnetic Resonance Imaging – Casa Loma College, Van Nuys, CA, ARMRIT Certified, Venipuncture Certified

Phlebotomy Technician

Program Director: Rose Gonzales RN, BSN – Baccalaureate of Science in Nursing- C.S.U.L A, Bachelor of Arts, Industrial Arts - California State University – Long Beach, CA

Instructor: Corliss Downs – CPT 1 Certification, CPR Certified, Fire Safety Certified, AA, Liberal Arts – Los Angeles Harbor City College, Los Angeles, CA

English Composition I:

Giselle Blanco – English Instructor, Bachelor of Arts in History - Loyola Marymount University, Los Angeles, CA, Associated Arts Degree – Marymount College, Palos Verdes, CA, Master of Business Administration – University of Phoenix, Phoenix, AZ.

Public Speaking:

Giselle Blanco – English Instructor, Bachelor of Arts in History - Loyola Marymount University, Los Angeles, CA, Associated Arts Degree – Marymount College, Palos Verdes, CA, Master of Business Administration – University of Phoenix, Phoenix, AZ.

Basic College Math:

Hovhannes Mgrdichian – Math and Algebra Instructor, Master of Arts on Industrial and Technical Studies-California State University, Los Angeles, B.S. Industrial Technology, California State University, Los Angeles, CA

Environmental Science:

Stefan K. Marti,   Master of Fine Arts in Creative Writing and Literary Arts- University of Alaska, Anchorage, BA in Sociology, University of California, Santa Barbara, CA

Giselle Blanco – English Instructor, Bachelor of Arts in History - Loyola Marymount University, Los Angeles, CA, Associated Arts Degree – Marymount College, Palos Verdes, CA, Master of Business Administration – University of Phoenix, Phoenix, AZ.

Introduction to Sociology:

Dale June, Master of Arts in Criminal Justice and Administration – The George Washington University, Washington, D.C., BA in Public Administration- Shasta College, Redding, CA

Martin Offiah,   Master of Arts in Criminal Justice and Administration- Oklahoma City University, Oklahoma City, Oklahoma, BA in Criminal Justice and Administration, University of Central Oklahoma, Edmund, Oklahoma

American Government:

Dale June, Master of Arts in Criminal Justice and Administration – The George Washington University, Washington, D.C., BA in Public Administration- Shasta College, Redding, CA

Martin Offiah,   Master of Arts in Criminal Justice and Administration- Oklahoma City University, Oklahoma City, Oklahoma, BA in Criminal Justice and Administration, University of Central Oklahoma, Edmund, Oklahoma

TECHNICAL COURSE DESCRIPTIONS

DMS – Diagnostic Medical Sonography

DMS 100: Patient Care, Legal, Ethical, and Safety Issues

This four-week course covers imaging patient care, legal and ethical issues, scope, and standards of practice, HIPAA, and OSHA guidelines. It will provide as well an overview of the safety considerations associated with imaging patients. The laboratory component will focus on the development of skills pertinent to patient interaction.

Prerequisite: MTBS 100 & 101

DMS 200: Ultrasound Anatomy & Physiology

This four-week course covers Anatomy & Physiology related to ultrasound protocols. It will cover the Abdominal Cavity (and related organs), the Pelvic Cavity (and related organs), Heart, Vascular, and Arterial System, Small Parts (thyroid, testicle, prostate, breast), and the Endocrine System.

Prerequisite: MTBS 100 & 101, PATC 100

DMS 210: Abdominal and Small Parts Ultrasound Imaging I

This six-week course covers the aspects of abdominal and small parts ultrasound scanning required for employment as an entry-level sonographer. This course will include both lecture and laboratory components. The lecture component will focus upon normal ultrasound appearances of the organs of the abdominal cavity, breast, thyroid, prostate, and testes, and on the pathological conditions that may affect those organs. In the laboratory portion of the course, the student will learn proper ultrasound scanning techniques for imaging the organs of the abdomen and small parts, and preparation of the necessary information for an initial written or oral presentation to the interpreting physician.

Prerequisite: None

DMS 211: Abdominal and Small Parts Ultrasound Imaging II

This six-week course covers the aspects of abdominal and small parts ultrasound scanning required for employment as an entry-level sonographer. This course will include both lecture and laboratory components. The lecture component will focus upon normal ultrasound appearances of the organs of the abdominal cavity, breast, thyroid, prostate, and testes, and on the pathological conditions that may affect those organs. In the laboratory portion of the course, the student will learn proper ultrasound scanning techniques for imaging the organs of the abdomen and small parts, and preparation of the necessary information for an initial written or oral presentation to the interpreting physician.

Prerequisite: DMS 210

DMS 220: Obstetrics and Gynecology Ultrasound Imaging I

This six-week course will confer a basic understanding to the student of the normal and abnormal conditions that affect the organs of the female pelvic cavity and the developing fetus. The lecture portion will center upon the normal and pathological conditions of the uterus, ovaries, and fetus. During the laboratory component, the student will learn proper scanning techniques and protocols used in ultrasound imaging of the gynecologic and obstetric patient. Emphasis is placed on recognition of normal anatomy, ultrasound documentation, biometry measurements, and preparation of initial preliminary reports to the interpreting physician.

Prerequisite: None

DMS 221: Obstetrics and Gynecology Ultrasound Imaging II

This six-week course will confer a basic understanding to the student of the normal and abnormal conditions that affect the organs of the female pelvic cavity and the developing fetus. The lecture portion will center upon the normal and pathological conditions of the uterus, ovaries, and fetus. During the laboratory component, the student will learn proper scanning techniques and protocols used in ultrasound imaging of the gynecologic and obstetric patient. Emphasis is placed on recognition of normal anatomy, ultrasound documentation, biometry measurements, and preparation of initial preliminary reports to the interpreting physician.

Prerequisite: DMS 220

DMS 230: Introduction to Vascular Ultrasound Imaging I

This six-week introductory course in vascular ultrasound will introduce the student to the hemodynamic considerations of the arterial and venous vascular systems. The lecture portion of this course will cover the anatomy of the arterial and venous systems of the body, and the pathologies commonly encountered in those systems. During the laboratory sessions, the student will receive instruction in scanning techniques for the carotid arteries, upper and lower extremity arteries, upper and lower extremity veins, and abdominal vessels. This course is designed to introduce the student to the most common ultrasound studies performed in

the practice of vascular ultrasound imaging.

Prerequisite: None

DMS 231: Introduction to Vascular Ultrasound Imaging II
This six-week introductory course in vascular ultrasound will introduce the student to the hemodynamic considerations of the arterial and venous vascular systems. The lecture portion of this course will cover the anatomy of the arterial and venous systems of the body, and the pathologies commonly encountered in those systems. During the laboratory sessions, the student will receive instruction in scanning techniques for the carotid arteries, upper and lower extremity arteries, upper and lower extremity veins, and abdominal vessels. This course is designed to introduce the student to the most common ultrasound studies performed in the practice of vascular ultrasound imaging.

Prerequisite: DMS 230

DMS 240: Physical Principles and Instrumentation of Ultrasound I
This six-week course covers the basic physical principles of ultrasound and the instrumentation relating to the ultrasound unit. The information covered in the course will include the basic acoustic principles of ultrasound, the physics of pulsed ultrasound, Doppler principles, the components of the ultrasound imaging unit, common artifacts in imaging, quality assurance, and safety in the operation of the ultrasound imaging system. In the laboratory component, emphasis will be placed upon the instrumentation controls required for optimum operation of the ultrasound imaging instrument.

Prerequisite: None

DMS 241: Physical Principles and Instrumentation of Ultrasound II
This six-week course covers the basic physical principles of ultrasound and the instrumentation relating to the ultrasound unit. The information covered in the course will include the basic acoustic principles of ultrasound, the physics of pulsed ultrasound, Doppler principles, the components of the ultrasound imaging unit, common artifacts in imaging, quality assurance, and safety in the operation of the ultrasound imaging system. In the laboratory component, emphasis will be placed upon the instrumentation controls required for optimum operation of the ultrasound imaging instrument.

Prerequisite: DMS 240

DMS 248: ARDMS SPI Exam Preparation
This six-week course is required to be taken after Physics & Instrumentation Courses (DMS 240 & 245) and before attempting the ARDMS SPI Exam. During this course, the student will be reviewing all Physics related to ultrasound. This review course will help prepare for the ARDMS SPI exam. The student will practice with simulated exams, and work on the test using time management skills. Guidelines and assistance will be provided to successfully complete the registration process for the ARDMS SPI exam.

Prerequisite: DMS 200-241

DMS 250: Clinical Practicum I
During this six-week course, the student will be assigned, and directly supervised in a Diagnostic Medical Ultrasound imaging facility such as a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a supervising sonographer or supervising physician, and the college's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for a sonographer in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing ultrasound examinations.

Prerequisite: (Required General Education Courses if A.A.S. degree), DMS 248

DMS 255: Clinical Practicum II
During this six-week course, the student will be assigned, and directly supervised in a Diagnostic Medical Ultrasound imaging facility such as a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a supervising sonographer or supervising physician, and the college's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing ultrasound examinations.

Prerequisite: DMS 250

DMS 260: Clinical Practicum III
This six-week course is designed as a more advanced continuation of Clinical Practicum II. The student will continue to perfect skills in a clinical environment and learn more advanced imaging techniques required of the sonographer. The student will gain more experience in performing ultrasound imaging of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations.

Prerequisite: DMS 255

DMS 265: Clinical Practicum IV

This six-week course is designed as a more advanced continuation of Clinical Practicum III. The student will continue to perfect his skills in the clinical environment and learn more advanced imaging techniques required of a sonographer. The student will gain more experience in performing ultrasound imaging of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations.

Prerequisite: DMS 260

HEMO – Hemodialysis Technician

HEMO MOD 1: TODAY'S DIALYSIS ENVIRONMENT

A student will understand how dialysis therapy is paid and reimbursed in the United States and understand the importance of quality standards for dialysis treatment. In this module, the factors and steps of the continuous quality improvement (CQI) process will be reviewed. Students will learn acceptable conduct and behavior for dialysis technicians in order to demonstrate professional behavior when working with patients. This module also incorporates discussion of the certification process and requirements for dialysis technicians as well as learning to locate and describe the external components of the Hemodialysis System, locate the Main Power Switch, Heater Element Switch, and On-Off button.

Prerequisite: None

HEMO MOD 2: THE PERSON WITH KIDNEY FAILURE

In this module, a student will recognize and describe the structures and functions of the normal kidney, analyze and discuss acute vs. chronic kidney disease, describe symptoms of uremia and conditions that often occur due to kidney failure. This module will review treatment options for kidney failure and the members of the care team and their role. Students will understand the importance of the communication skills dialysis technicians use while working with patients, the goal of rehabilitation, and the technician's role in it. The electronics and hydraulic components of the Hemodialysis system will be reviewed.

Prerequisite: HEMO MOD 1

HEMO MOD 3: PRINCIPLES OF DIALYSIS

Students will learn the basic principles of diffusion, filtration, ultra-filtration, convection, and osmosis. Students will be able to describe how principles relate to dialysis and understand the principles of fluid dynamics and how they relate to dialysis.

Prerequisite: HEMO MOD 2

HEMO MOD 4: HEMODIALYSIS DEVICES

This module will cover the purpose and characteristics of dialyzers. Students will identify Re-usable and Non-reusable Dialyzers, and explain the purpose and chemical composition of dialysate. Students will have a clear understanding of the dialysate preparation and the three monitoring functions of the dialysate delivery subsystem. Extra-corporeal blood circuit functions and monitoring systems will be discussed in this module.

Prerequisite: HEMO MOD 3

HEMO MOD 5: VASCULAR ACCESS

Students will recognize the three main types of vascular access, and explain the pre-dialysis assessments for all types of vascular access. Methods of needle insertion for AVFs and grafts will be covered in this module as well as pre-dialysis assessment, accessing procedures, exit site care, and monitoring of catheters.

Prerequisite: HEMO MOD 4

HEMO MOD 6: HEMODIALYSIS PROCEDURES AND COMPLICATIONS

Students will be able to describe the pre-dialysis set-up of the hemodialysis machine and extracorporeal circuit and will understand the start, monitoring, and end of routine treatment. Vital signs that should be monitored before, during, and after treatments will be explained thoroughly. Students will be introduced to the basics of infection control, how to draw up and give intravenous medications, and how to draw a blood sample. This module also covers the importance of documenting patient care, causes, signs and symptoms, and prevention of clinical and technical complications that may occur during dialysis, as well as post-dialysis clean-up procedures.

Prerequisite: HEMO MOD 5

HEMO MOD 7: DIALYZER REPROCESSING

Upon the completion of this module, students will understand the history of dialyzer reprocessing, understand the two reasons why dialysis centers reprocess dialyzers, and describe the steps involved in dialyzer reprocessing. This module will discuss the hazards to patients and staff that can occur with dialyzer reprocessing and the required documentation for dialyzer reprocessing.

Prerequisite: HEMO MOD 6

HEMO MOD 8: WATER TREATMENT

In this module, students will understand the purpose of water treatment for dialysis, and describe the components of a dialysis center's water treatment system. The function of the components for the treatment of water for dialysis and the method for microbiological testing of the water treatment system will be discussed.

Prerequisite: HEMO MOD 7

HEMO MOD 9: CLINICAL EXTERNSHIP

Students will be assigned to a dialysis facility such as a hospital, clinic, or dialysis center; supervised by a clinical externship director; students will acquire clinical skills through observation and participation in dialysis patient care under the guidance of a clinical preceptor.

Prerequisite: HEMO MOD 1-8

HVAC – HVAC-R Technician

HVAC MOD 1: Intro to Electricity and Automatic Controls

An introduction to electricity and automatic controls. Content includes electrical components, household wiring, wire sizing, series, and parallel circuits. Included in this course is hands-on experience with electrical tools and meters. On the side of the control, the course is designed to develop familiarity with electrical current and an understanding of electrical current flow and its effects as it interacts with various components of a circuit. The student will develop a basic understanding of motors and their starting devices, and troubleshooting principles, and a basic understanding of HVAC control devices and how they affect the operation of HVAC equipment.

Prerequisite: None

HVAC MOD 2: Basic Refrigeration Theory and Application

This module is designed to familiarize students with basic industry tools and their proper and safe use. The student will be using these tools to complete lab assignments and introduce basic refrigeration principles, refrigeration theory, characteristics, and properties of the refrigerant. Emphasis will be placed on system evacuation, and compressor component replacement, and system charging. The application of refrigeration theory is also covered in this course.

Prerequisite: HVAC MOD 1

HVAC MOD 3: Refrigeration

This course covers principles of residential air conditioning systems. Content includes evaluation, hands-on and classroom experience in the use of psychometrics, residential, and light commercial air conditioning equipment types and installation. The lab focuses on systems, performance problems, and to increase awareness of alternative forms of heating and air conditioning that are more environmentally friendly.

Prerequisite: HVAC MOD 2

HVAC MOD 4: Theory of Fossil Fuel Heating

This module is designed to introduce the student to basic furnaces and boiler systems primarily used in residential applications and to develop an understanding of heat pumps and how they operate in both heating and cooling cycles as well as how to identify components and troubleshoot equipment malfunctions.

Prerequisite: HVAC MOD 3

HVAC MOD 5: Design and Installation

In this module, we will cover the installation of different types of ductwork. Read blueprints and plans. Describe the common types of motors and drives. Procedures and technique of installations. List the various plumbing systems found on the plumbing plans.

Prerequisite: HVAC MOD 4

HVAC MOD 6: Special Refrigeration
This module is designed to teach students about expansion devices, special refrigeration system components, absorption, high-pressure, and low-pressure chilled-water systems. This module will cover the operation, maintenance, and troubleshooting of chilled-water air-conditioning systems. It will also cover cooling towers and pumps as well as commercial, packaged rooftop, variable refrigerant flow, and variable air volume system.

Prerequisite: HVAC MOD 5

HVAC MOD 7: Troubleshooting
This module is designed to help the students troubleshoot and diagnose equipment malfunctions. The student will learn how to distinguish between electrical problems compared to mechanical problems in the troubleshooting techniques. During this module, the student will be able to write a service order and explain the work completed to the customer.

Prerequisite: HVAC MOD 6

HVAC MOD 8: Commercial Refrigeration
This module is designed to familiarize students with specialized refrigeration equipment principles that they will face in the industry and how to apply them to properly diagnose system operation. This includes learning to troubleshoot ice machines and refrigerated trucks.

Prerequisite: HVAC MOD 7

HVAC MOD 9: EPA and OSHA
Federal law requires that anyone who works on stationary air conditioners and refrigeration equipment/systems must be certified to do so. 40 CFR Part 82, Subpart F Section 608 of The Clean Air Act this certification consists of four parts.

Prerequisite: HVAC MOD 8

MA – Medical Assistant

MA MOD 1: INTRODUCTION / NERVOUS / OSHA / VITAL SIGNS / EXAMINATIONS
Students are introduced to aspects of the healthcare system, including Professionalism and Medical Ethics, interacting with patients to medical asepsis and OSHA/HIPPA requirements like disinfecting and sterilization techniques, and maintaining confidentiality. The student will also learn how to take vital signs and room patients for physical exams, which are critical parts of the patient visit. The student will also be introduced to Anatomy and Physiology, and the Nervous system.

Prerequisite: MTBS 100 & 101

MA MOD 2: INTEGUMENTARY / MUSCULOSKELETAL / CIRCULATORY / RESPIRATORY
Students will get a more in-depth understanding of Anatomy and Physiology, starting with the Integumentary system, the Senses, Skeletal, Muscular, Respiratory and Circulatory systems, and tissue healing. Students will also get hands-on training in clinical laboratory practices as well as in Phlebotomy (drawing blood). Students will be introduced to minor office surgical procedures and ECGs.

Prerequisite: None

MA MOD 3: HEMATOLOGY / MEDICAL OFFICE / REPRODUCTIVE / OFFICE
The student will get an understanding of Hematology, Blood Chemistry, Serology, and Microbiology. A student will learn about the Endocrine and Reproductive systems and how to set up trays for gynecological and special examinations. Students will also obtain knowledge in front office settings, such as learning how to answer phones, how to use an appointment book, and how to schedule appointments on the computer.

Prerequisite: None

MA MOD 4: MEDICAL RECORDS / CODING / INSURANCE / URINARY / DIGESTIVE / EMERGENCY
Students will learn the Anatomy and Physiology of the Urinary and Digestive systems and lab procedures associated with these two systems. This module will also cover medical records, written communications, and mailing as well as coding, insurance billing, and collections. Procedures associated with emergencies, medical office management, and finances will be taught.

Prerequisite: None

MA MOD 5: ELECTRONIC MEDICAL RECORDS / CHARTING / MATH SKILLS FOR MEDICAL PROFESSIONALS / JOB PREPARATION
Upon the completion of this module, a student will be able to input basic data for Electronic Medical Records or Electronic Health Records (EMR or EHR). The student will know how to properly room a patient and prepare the initial electronic intake of the

patient medical history. A student will review basic math skills that allow them to calculate the proper amount and doses of medication for patient administration. Students will be prepared to obtain employment by creating resumes, cover letters, and thank you letters, and using different techniques for job searches.

Prerequisite: None

MA MOD 6: COMPUTER AND STUDY SKILLS, BASIC LIFE SUPPORT CERTIFICATION (BLS, AED & FIRST AID) Students will acquire the basic knowledge of the main office software that includes MS Word, MS Excel, MS PowerPoint, and the use of the Internet. A student will gain several study and learning skills through the Internet to successfully complete the Medical Assistant program. After the completion of this BLS course, a student will be able to apply Cardiopulmonary Resuscitation on Adults, Children and Infants as well as physically operate an Automated External Defibrillator (AED) obtaining their correspondent certification cards.

Prerequisite: None

MA MOD 7: EXTERNSHIP
Upon successful completion of classroom training, Medical Assistant program students participate in a 160-hour unpaid externship at an approved facility. This provides externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the college staff. Externs will be evaluated by supervisory personnel and evaluation forms are placed in the student's permanent record.

Prerequisite: MA MOD 1-6

MRI – MRI Technologist

MRI 100: Patient Care, Legal, Ethical, and Safety Issues
This four-week course covers imaging patient care, legal and ethical issues, scope and standards of practice, HIPAA, and OSHA guidelines. It will also provide an overview of the safety considerations associated with imaging patients. The laboratory component will focus on the development of skills pertinent to patient interaction.

Prerequisite: MTBS 100 & 101

MRI 200: MRI Anatomy & Physiology
This six-week course covers anatomy and physiology of the body, brain, spine, with an overview of pathology commonly seen with MRI. The essential concepts of physiology and mechanisms of body function are presented at various levels of the organization, ranging from cellular and molecular to tissue and organ system levels.

Prerequisite: MTBS 100 & 101, MRI 100

MRI 210: Cross Sectional Anatomy I
This six-week course will confer a basic understanding to a student of cross sectional anatomy. The lecture portion will center upon the musculoskeletal system, which includes upper and lower extremities. Students will have a basic understanding of soft tissue, muscle, tendons and ligaments, arteries and veins, and bone structure seen in cross sectional scanning.

Prerequisite: None

MRI 211: Cross Sectional Anatomy II
This six-week course will confer a basic understanding to a student of cross sectional anatomy. The lecture portion will center upon the thorax, abdomen, male, and female pelvis. Students will have a basic understanding of soft tissue, muscle, tendons and ligaments, arteries and veins, and bone structure seen in cross sectional scanning.

Prerequisite: MRI 210

MRI 215: MRI Pathology
This six-week course covers the pathology and anomalies related to the anatomy seen in MRI clinical practice. The course is divided into anatomical regions of study: brain, spine, thorax, abdomen, and musculoskeletal regions. A student will be able to identify pathologies based on weighed/contrast images in multiplane imaging.

Prerequisite: None

MRI 220: Principles & Physics I
This six-week course is presented as a progression in competency levels through performance objectives and competency exams. Students can access the facilities, personnel, examinations, and educational materials necessary to competently achieve content objectives. This course will consist of the following topics of study specific of MRI principles and physics to include fundamentals,

spatial localization, MRI system components, MRI pulse sequences, MRI imaging parameters, motion artifact control techniques, volume imaging & multi-planar reconstruction, special MRI procedures, and MRI artifacts.

Prerequisite: None

MRI 221: Principles & Physics II
This six-week course is presented as a progression in competency levels through performance objectives and competency exams. Students can access the facilities, personnel, examinations, and educational materials necessary to competently achieve content objectives. This course will consist of the following topics of study specific to MRI principles and physics to include fundamentals, spatial localization, MRI system components, MRI pulse sequences, MRI imaging parameters, motion artifact control techniques, volume imaging & multi-planar reconstruction, special MRI procedures, and MRI artifacts.

Prerequisite: MRI 220

MRI 230: Clinical Externship Preparation / Requirements
This two-week course prepares the student in the clinical externship for MRI technology.   A review will be given to the student on the basic MRI theory and positioning techniques.

Prerequisite: (Required General Education Courses if A.A.S. degree), MRI 200-221

MRI 240: Clinical Practicum I
During this six-week course, the student will be assigned and directly supervised in a Magnetic Resonance Imaging facility such as a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision of a supervising MRI technologist or supervising physician and the College's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for the MRI Technologist in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing magnetic resonance imaging examinations.

Prerequisite: MRI 230

MRI 245: Clinical Practicum II
During this six-week course, the student will be assigned and directly supervised in a Magnetic Resonance Imaging facility such as a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision of a supervising MRI technologist or supervising physician and the College's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for an MRI Technologist in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing magnetic resonance imaging examinations.

Prerequisite: MRI 240

MRI 250: Clinical Practicum III
During this six-week course, the student will be assigned and directly supervised in a Magnetic Resonance Imaging facility such as a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision of a supervising MRI technologist or supervising physician and the College's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for an MRI Technologist in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing magnetic resonance imaging examinations.

Prerequisite: MRI 245

MRI 255: Clinical Practicum IV
During this six-week course, the student will be assigned and directly supervised in a Magnetic Resonance Imaging facility such as a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision of a supervising MRI technologist or supervising physician and the College's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for an MRI Technologist in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing magnetic resonance imaging examinations.

Prerequisite: MRI 250

MRI 260: Clinical Practicum V
During this two-week course, the student will be assigned and directly supervised in a Magnetic Resonance Imaging facility such as a hospital, clinic, or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision of a supervising MRI technologist or supervising physician and the College's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for an MRI Technologist in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing magnetic resonance imaging examinations.

Prerequisite: MRI 255

MTBS – Medical Terminology & Body Systems

MTBS 100: Medical Terminology & Body Systems I
This four-week instructional course is one of the two courses required to be taken prior to taking any DMS/MRI/MA core course. This course focuses on both the construction and definitions of basic medical terms and abbreviations that are associated with the different body systems. Educational materials contain body organization, anatomic terminology, and an overview of the Anatomy and Physiology of the body systems. The course includes weekly homework, tests, student presentations, and a final exam that students must pass to complete this course.

Prerequisite: None

MTBS 101: Medical Terminology & Body Systems II
This four-week instructional course is one of the two courses required to be taken prior to taking any DMS/MRI/MA core course. This course focuses on both the construction and definitions of basic medical terms and abbreviations that are associated with the different body systems. Educational material contains body organization, anatomic terminology, and an overview of the anatomy and physiology of the body systems. The course includes weekly homework, tests, student presentations, and a final exam that students must pass to complete this course.

Prerequisite: None

PHLB – PHLEBOTOMY TECHNICIAN

PHLB MOD 1: DIDACTIC AND SKILLS
80 hours of didactic and skills training includes:
- Basic Anatomy and Physiology of body systems, with emphasis on the circulatory system, and appropriate medical terminology
- Basic infection control, standard precautions, and safety
- Blood collection equipment, types of tubes and additives, the proper order of draw when additives are required, special precautions
- Proper identification of patient and specimens and the importance of accuracy in overall patient care
- Anatomical site selection and patient preparation
- Blood collection process and complications related to phlebotomy
- Proper selection and preparation of skin puncture site, including a selection of antiseptic
- Post puncture care, appropriate disposal of sharps, needles, and waste
- Customer service skills
- Federal regulations and regulatory agencies
- Advanced infectious disease control and biohazards
- Hemostasis
- Risk factors and appropriate response to complications that may arise from phlebotomy
- Knowledge of pre-analytical sources of error in specimen collection, transport, processing, and storage
- Recognition of and corrective actions to take with problems in phlebotomy, test requisitions, specimen transport, and processing
- Quality assurance in phlebotomy necessary to provide accurate and reliable laboratory test results
- Application of basic concepts of communication, interpersonal relations, stress management, professional behavior, ethics, and legal implications of phlebotomy

Prerequisite: None

PHLB MOD 2: CLINICAL EXTERNSHIP
50 hours of practical training in a clinical setting, which includes:
- 50 hours of actual hands-on training under direct supervision and guidance of state-certified phlebotomists in ambulatory clinical rotations
- 50 venipunctures (5 pediatric venipunctures within the 50 venipunctures) and 10 dermal punctures
- Observation of at least two arterial punctures

Prerequisite: PHLB MOD 1

GENERAL EDUCATION COURSE DESCRIPTIONS

AMRGOV 106: AMERICAN GOVERNMENT
This course introduces students to the fundamentals of American government and politics, focusing on the historical evolution of government and policies, the major institutions, and the major processes.
Prerequisite: None

COLMTH 102: BASIC COLLEGE MATHEMATICS
This course presents the fundamental concepts of a pre-algebra course. Students will be introduced to whole numbers, fractions and decimals, integers, the order of operations, percent, signed numbers, measurements, geometry, probability, and basic algebra concepts.
Prerequisite: None

ENGCMP 100: ENGLISH COMPOSITION 1
This course develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.
Prerequisite: None

ENVSCI 103: ENVIRONMENTAL SCIENCE
The course explores the relationship between man and the environment. Students examine the balance between natural resources and the needs of mankind. Students explore the scientific, political, economic, and social implications of Environmental Science.
Prerequisite: None

INTSOC 104: INTRODUCTION TO SOCIOLOGY
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.
Prerequisite: None

PUBSPK 101: PUBLIC SPEAKING
This course provides the student with a basic understanding of public speaking and how to prepare and present a variety of speeches.
Prerequisite: None