GALAXY

MEDICAL COLLEGE

6400 Laurel Canyon Blvd.
Suite 115
North Hollywood, CA 91606
Phone: (818) 509-9970   Fax: (818) 509-9935

www.GalaxyMedicalCollege.edu

SCHOOL CATALOG

JULY 01, 2020 – JUNE 30, 2021

2020 – 2021 ACADEMIC YEAR

TABLE OF CONTENTS

Date Printed 08/17/2020

A MESSAGE FROM THE DIRECTOR

It is with great pleasure that I introduce you to Galaxy Medical College. Our school has been serving students in the Los Angeles area since 2003. It brings me great satisfaction to assure you with certainty that our school maintains a high standard in achieving its goal, and continuously improving upon our set goals, by providing each and every student with the best possible training available in the allied health care occupations in the field of medicine and health. Our graduates have been given entry-level skills in their newly chosen professions, skills that will yield pride, prestige, and professionalism. It is always a great experience to take in new students and to see them grow and expand their knowledge in the medical field and graduate to be industry professionals.

One aspect of Galaxy Medical College that is appealing to most students is the time frame and tuition of the training programs. We offer career training in a short period of time and with reasonable tuition prices; students have the opportunity to jump-start a career that will yield to greater endeavors. Our welcoming and friendly, yet professional, environment is always a plus when students are trying to make a decision regarding their educational training; we always aim to make our students feel comfortable in order to have an enjoyable educational experience.

Galaxy Medical College is proud to have a 97% Retention Rate and an 85% Placement Rate for the 2018 – 2019 school year. Let it be known that our staff is constantly trying to make the students' educational experience enjoyable and is always on top of the industry market assisting graduates to be placed in their chosen professions.

I hope that after studying this catalog you will have a better understanding and a better idea of our school and that you will be encouraged to start a new career in the field of healthcare and medicine. Our catalog is updated bi-annually, or as necessary, to ensure that all information provided is up-to-date and accurate. All prospective students review a hard copy of the catalog during their Orientation and are directed to visit our website www.GalaxyMedicalCollege.edu to access the electronic version of this document. The general public may view an electronic version which can be accessed online on our website at www.GalaxyMedicalCollege.edu.

Agun Anna Khachatryan

School Director

SCHOOL HISTORY

Galaxy Medical College was granted registration to operate by the state of California Bureau for Private Postsecondary and Vocational Education (BPPVE) [presently the Bureau for Private Postsecondary Education (BPPE)] pursuant to California Education Code Section 94931. California state law requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying that fact. Galaxy Medical College awards its graduates an appropriate non-degree granted Diploma that acknowledges satisfactory course completion. We also hold national institutional accreditation from ABHES.

Galaxy Medical College aims to help students start exciting careers through the training programs we offer. Programs offered by our school range from 900 – 1200 hours in length, and provide students the chance to complete career training within a short time frame, and start their careers as entry-level professionals. Our institution offers degree-granting, non-degree granting and certificate granting programs and provides a comprehensive approach to learning; all of the training programs include an externship program to provide students with real world practical experiences. Some of these programs provide students a chance to become nationally certified in their chosen profession.

Galaxy Medical College's goal is to provide each of our students with the best possible training available in the occupations related to medicine and health. Our goal is to give our students entry-level skills in their newly chosen industry, skills that will yield prestige, pride and professionalism.

Galaxy Medical College is a private operating institution and operates as a Corporation in the state of California. Galaxy Medical 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, nor has 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 (11 U.S.C. Sec 1101 et seq.).

MISSION

Galaxy Medical College is committed to providing innovative, quality programs that are sound in concept, implemented by a competent and dedicated faculty and geared to serve those seeking a solid foundation of knowledge and skills demanded by today's job market.

We are dedicated to designing innovative programs by collaborating with industry professionals to ensure that students are met with educational success, not only in the classroom, but in the healthcare community. Our qualified faculty strives to implement effective learning methodologies through which students will develop the necessary competencies required in the field of allied health. Our institution continually pursues to provide an adaptable environment, which secures integrity, accountability and proficiency.

At Galaxy Medical College we believe that education molds and develops students academically, personally, and professionally. To this end, all training programs emphasize didactic lectures and hands-on experiences; motivational teaching approaches develop the confidence needed to be successful in today's job market; and students are offered diverse experiences to secure long-term employment opportunities.

APPROVALS AND ACCREDITATION

Galaxy Medical College is approved by the Bureau for Private Postsecondary Education (BBPE) and holds national institutional accreditation by ABHES [Accrediting Bureau for Health Education Schools] to offer the following courses:

Program	Clock Hours / Credits	Accreditation Status
Medical Assistant	980 Clock Hours	ABHES Accredited
Health Claims Examiner	720 Clock Hours	ABHES Accredited
Pharmacy Technician	900 Clock Hours	ABHES Accredited
Phlebotomy Technician I	90 Clock Hours	ABHES Accredited
Substance Abuse & Addiction Counseling	61.0 Semester Credits	ABHES Accredited
Healthcare Administration	62.0 Semester Credits	ABHES Accredited

Approved By The Bureau for Private Postsecondary Education **2535 Capitol Oaks Drive Suite 400 Sacramento, CA 95833 (916) 263-1897**	Accredited by The Accrediting Bureau of Health Education Schools **7777 Leesburg Pike Suite 314N Falls Church, Virginia 22043 (703) 917-9503**	Approved by the US Department of Education **50 Beale Street Suite 9700 Sacramento, CA 91405 (202) 377-4374**

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:

ADDRESS: 2535 CAPITOL OAKS DRIVE SUITE 400
SACRAMENTO, CA 95798-0818
WEB SITE ADDRESS: www.bppe.ca.gov
TELEPHONE AND FAX #'S: (888) 370-7589 OR BY FAX   (916) 263-1897
(916) 431-6959 OR BY FAX   (916) 263-1897

FACILITY

Galaxy Medical College provides instruction within a 6,741 sq/foot facility with occupancy of 100 students at any one time. The campus consists of a reception area, 6 classrooms which include a Medical Laboratory and a Computer Lab, a Library Resource Center, a Break Room and 5 Administrative Offices.

Reception Area

    This area is utilized by the institution's Receptionist to monitor incoming calls, schedule appointments etc. This is the area in which all individuals check in for their appointments and wait prior to meeting with their appointments.

Library Resource Center

    This area is designated for all students. The library is located on the first floor and consists of 2 desktop computers with internet connection, 1 telephone, 1 conference desk, a television to view missed class visual assignments and bookshelves with educational resources. The Library Resource Center has an occupancy of 12 people at any one time.

    Educational resources are related to the following areas:
- Anatomy
- Medical Terminology
- Nursing
- Veterinary Medicine
- Medical Assisting
- Medical Coding & Billing
- Pharmacy Technician
- Dental Assisting
- Cardiology
- Medical Management
- Medical Transcription

    Resources range from the following:
- Textbooks
- Flashcards
- CD Rom
- Electronic subscriptions
- Videos
- Workbooks
- Educational games
- Dictionaries

    Students may check out these resources for reference during operating hours, which are from 9am to 2pm and from 5pm to 9pm. Naira Zohrabyan, campus Librarian, is available to students at the designated hours mentioned above.

Classroom #1

This classroom is known as the Medical Laboratory and it is primarily used for hands-on training by the Medical Assistant students. It houses many medical equipment including an EKG machine, an electric cardio shock machine, a massage table, a centrifuge, a hanging blood pressure monitor, 8 blood pressure monitors with stethoscopes, 2 First Aid kits, weight/height scale, an oxygen tank, syringes, tourniquets, needles, alcohol pads, biohazard waste disposal, and sample patient files. All sharps and "at risk" supplies are stored in a locked cabinet, applicable OSHA manual and posters are available and applicable MSDS data sheets are available. The Medical Lab has an occupancy of 21 people (1 instructor, 20 students).

Classroom # 2

This classroom is used by all students primarily for the Anatomy and Medical Terminology courses. It houses 2 desktop computers, a television for class related visual aids, and anatomical posters for visual stimulation. This classroom has an occupancy of 25 people (1 instructor, 24 students).

Classroom #3

This classroom is known as the Computer Lab and is primarily used by the Health Claims Examiner and Healthcare Administration students. It houses 10 desktop computers and a bookshelf with books used during classroom instruction. This classroom has an occupancy of 17 people (1 instructor, 16 students).

Classroom #4

This is a lecture classroom. This classroom is primarily used by the SAAC students. This classroom has occupancy of 9 people (1 instructor, 8 students).

Classroom #5

This classroom is used by the Pharmacy Technician students. This classroom houses 12 desks and chairs and an instructors desk. This classroom has an occupancy of 13 people (1 instructor, 12 students).

Classroom #6

This classroom is known as the Pharmacy Laboratory and it is primarily used for hands-on training by the Pharmacy Technician and Medical Assistant students. It houses all required pharmacy equipment and supplies, IV stations, a computer for prescription intake and software utilization, shelves of empty medication containers, a television for visual simulation and instruction, 2 locked cabinets containing sharps, medication and similar supplies. The Pharmacy lab has an occupancy of 13 people (1 instructors, 12 students).

Break Room

The Break Room is primarily utilized by students during their break time. It has a coffee maker, a tea maker, a water dispenser and a sink. All needed supplies such as cups, napkins, plates etc., which are all available to the students for use. The break Room has an occupancy of 15 people.

Administrative Office #1

This is the Financial Aid office. This office is used by Arpine Lusikyan, Financial Aid Director and the Financial Aid Officer.

Administrative Office #2

This is the Admissions Office. This is the Associate Director's, Helen Lusikyan office.

Administrative Office #3

This is the Job Placement Office and the Externship Office.

Administrative Office #4

This is the School Director's, Agun Anna Khachatryan's, office.

Data Room

This locked and secured space contains all student files.

Storage Room

This space is used for storage purposes.

ALL CLASSES ARE HELD ON CAMPUS AT THE FOLLOWING ADDRESS:

GALAXY MEDICAL COLLEGE
6400 LAUREL CANYON BLVD SUITE 115
NORTH HOLLYWOOD, CA 91606

ACADEMIC CALENDAR

CLASS START DATES
The following are the Class Start Date Schedules listed by training programs:

Medical Assistant / Health Claims Examiner / Pharmacy Technician
> A new class starts 4 times annually. A detailed calendar is available on campus and can be obtained from Student Services.

Phlebotomy Technician I
> A new class starts every 6 weeks for the Day/Evening program.
> A new class starts every 11 weeks for the Weekend program.
> A detailed calendar is available on campus and can be obtained from Student Services.

Substance Abuse and Addiction Counseling / Healthcare Administration
> SAAC and HCA are degree granting programs that is measured in semester units.
> Classes are schedule on a Fall/Spring semester basis.
> Fall semester begins the first Monday of September and Spring semester begins the first Monday of February.

CLASS SCHEDULE
The following are the Class Schedules listed by training programs:

Medical Assistant / Health Claims Examiner / Pharmacy Technician
> Classes are offered Morning and Evening and are held Monday through Friday according to the following schedule:

	Morning	Evening
Class	9:00 A.M. – 11:00 A.M.	5:00 P.M. – 7:00 P.M.
Break	11:00 A.M. – 11:20 A.M.	7:00 P.M. – 7:20P.M.
Class	11:20 A.M. – 1:00 P.M.	7:20 P.M. – 9:00 P.M.

Phlebotomy Technician I
> Classes are offered Morning, Evening and Weekends and are held Monday through Saturday according to the following schedule:

	Morning	Evening	Weekend
Class	9:00 A.M. – 10:30 A.M.	6:00 P.M. – 7:30 P.M.	9:00 A.M. – 12:00 P.M.
Break	10:30 A.M. – 10:15 A.M.	7:30 P.M. – 7:45 P.M.	12:00 P.M. - 12:30 P.M.
Class	10:15 A.M. – 12:00 P.M.	7:45 P.M. – 9:00 P.M.	12:30 P.M. - 3:00 P.M.

Substance Abuse and Addiction Counseling / Healthcare Administration
> Classes schedule varies for the Degree-Granting training program as class schedules changes per semester. Please visit Student Services for a detailed and updated schedule.

CANCELLATION OF CLASSES

Galaxy Medical College reserves the right to discontinue any class with insufficient enrollment. Students will be notified by registered mail one month prior to class start date. A full refund of all tuition, and supply fees will be mailed to the student with the cancellation notice, within a 30 day period.

HOLIDAY SCHEDULE
GMC will be closed on the following days for legal holidays and seasonal vacations:

Independence Day	July 4, 2020
Labor Day	September 07, 2020
Veteran's Day	November 11, 2020
Thanksgiving Day	November 26, 2020
Christmas Eve	December 24, 2020
Christmas Day	December 25, 2020
New Year's Day	January 1, 2021
Martin Luther King, Jr. Day	January 18, 2021
President's Day	February 15, 2021
Memorial Day	May 31, 2021

In addition to these legal holidays, the school will be closed for three short vacation breaks:

Summer Vacation is from August 03, 2020 to August 14, 2020
Winter Vacation is from December 21, 2020 to January 01, 2021
Spring Break is from April 05, 2021 to April 09, 2021

FACULTY, STAFF & ADVISORY BOARD

ADMINISTRATIVE STAFF

Name	Title	Education/Degrees	Status
Dr. Agun Anna Khachatryan	Director/CEO	-Bachelors in Nursing (Yerevan Medical College #2) -Bachelor of Arts (Yerevan State Pedagogical University) -Degree of Medical Doctor (Yerevan State Medical University) -Diploma: Medical Assistant (Associated Technical College) -Diploma: Cardiology Technician (Associated Technical College) -Diploma: Medical Insurance Biller (ICDC College) -CA Certified Phlebotomy Technician I (C&S Health Education)	Full time
Hermine Helen Lusikyan	Associate Director/ Director of Admissions	-Diploma: Drug and Addiction Counseling (University of California, Los Angeles) -Bachelors in Psychology (California State University Northridge) -Diploma: Pharmacy Technician (Galaxy Medical College) -CA Pharmacy Technician License (CA Board of Pharmacy) -Certificate: Medical Management (Galaxy Medical College)	Full Time

Arpine Lusikyan	Financial Aid Director	-Doctor of Education (In Progress) (USC) -MFA in Screenwriting (New York Film Academy) -Bachelors in English (California State University Northridge) -Diploma: Health Claims Examiner (Galaxy Medical College)	Full Time
Anous Avetisian	Financial Aid Officer	- Bachelor of Arts in Economics (CSUN, In Progress) - AA in Accounting (Los Angeles Valley College)	Full Time
Cindy Mazariegos	Externship / Placement Administrator	-Diploma: Medical Assistant (Kaplan College)	Full Time
Anush Muradyan	Student Services Representative	-High School Diploma	Full Time
Naira Zohrabyan	Librarian / In-House Marketing Rep	- Master of Arts in Translation (Yerevan State Linguistic University, Yerevan, Armenia) - Bachelor of Arts in Intercultural Communication and Journalism (Brusov University, Yerevan Armenia)	Part Time

FACULTY

Name	Course Instructed	Education & Degrees	Status
Dr. Agun Anna Khachatryan	Anatomy Medical Terminology	-Bachelors in Nursing (Yerevan Medical College #2) -Bachelor of Arts (Yerevan State Pedagogical University) -Degree of Medical Doctor (Yerevan State Medical University) -Diploma: Medical Assistant (Associated Technical College) -Diploma: Cardiology Technician (Associated Technical College) -Diploma: Medical Insurance Biller (ICDC College) -CA Certified Phlebotomy Technician I (C&S Health Education)	Part Time
Ruzanna Margaryan	Medical Assistant	-Degree of Medical Doctor (Yerevan State Medical University) -Registered Nursing License (CA Board of Registered Nursing) -AA Degree in Nursing (Los Angeles Community College) -Diploma: Medical Assistant (North West College) -License: Phlebotomy Technician	Part Time

		(State of CA Department of Public Health)	
Kristine Sahakyan	Health Claims Examiner	-Diploma: Health Claims Examiner (Galaxy Medical College) -BA in Child Development (Yerevan State University)	Part Time
Alla Avetisyan	Pharmacy Technician	-Pharm. D (Western University) -Pharmacist Intern License (CA Board of Pharmacy) -Bachelors in Psychology (UCLA) -AA Degree in Liberal Arts (Los Angeles Valley College) -Diploma: Pharmacy Technician (Galaxy Medical College) -CA Pharmacy Technician License (CA Board of Pharmacy) -Certified Pharmacy Technician (PTCB)	Part Time
Hermine Helen Lusikyan	SAAC	-Diploma: Drug and Addiction Counseling (University of California, Los Angeles) -Bachelors in Psychology (California State University Northridge) -Diploma: Pharmacy Technician (Galaxy Medical College) -CA Pharmacy Technician License (CA	Part Time

		Board of Pharmacy)	
		-Certificate: Medical Management (Galaxy Medical College)	
Venus Marshall	SAAC	-AA Degree (Rio Hondo College) -Certificate: Drug and Alcohol Counselor (ICDC College) -CA License: Certified Alcohol and Drug Counselor II (CCAPP) -Internationally Certified Alcohol and Drug Counselor (CCAPP)	Part-Time
Don Owen	SAAC	-MA in Clinical Psychology (CA State University Dominguez Hills) -CA License: Licensed Advanced Alcohol and Drug Counselor (CCAPP)	Part-Time
Rosa Rios	SAAC	-BS in Human Service/Management (University of Phoenix) -CA License: Certified Alcohol and Drug Counselor II (CCAPP)	Part-Time
Alvina Galustyan	Healthcare Administration	-Bachelor of Science in Biology (CSUN) -Master in Healthcare Administration and Management (University of Phoenix)	Part Time
Sean Paul	Healthcare Administration	-Bachelor of Science in Business Administration	Part Time

		(CSULA) -Associate Degree: Liberal Arts (West Los Angeles College) -Executive Leadership Program (Kaiser Permanente)	
Jennifer Lynn Adriatico	Healthcare Administration	-Master of Business Administration (University of Phoenix) -Bachelor of Science, Health Administration (CSUN) -Associate in Applied Science, Health Management (Community College of Air Force)	Part Time
Melanie Petrossian	Phlebotomy Technician	-Bachelor of Science in Nursing (West Coast University) -Master of Science in Nursing (West Coast University) -Post-Masters Family Nurse Practitioner Certificate Program (Western University)	Part Time

ADVISORY BOARD

MEDICAL ASSISTANT

Name	Title/Occupation	Degree/Qualifications
Taron Stepanyan	Administrative Assistant	-Diploma: Medical Assistant & Cardiology Technician -Employed as an Administrative Assistant at Kaiser Permanente Hospital
Dr. Marina Gold	Medical Doctor	-Licensed Medical Doctor -Currently owns and operates her own medical clinics.
Luciano Lopez	Medical Assistant	-Certificate: Cardiology Technician -Diploma: Medical Assistant; National Phlebotomy License. Currently works in a medical facility as a Cardiology Tech. and a Lab Tech.

HEALTH CLAIMS EXAMINER

Name	Title/Occupation	Degree/Qualifications
Trupti Patel	Owner/Operator of Medical Billing Company	-Diploma: Medical Billing & Coding -Currently owns and operates a Medical Billing company.
Christina Balbleyan	CEO/ Billing Supervisor	-Diploma: Medical Billing & Coding -Currently supervises billing employee at an ambulance company.
Sona Gasparyan	Health Claims Examiner	-Diploma: Medical Billing & Coding -Currently employed at a medical billing company as the medical coder, biller and transcriptionist.

PHARMACY TECHNICIAN

Name	Title/Occupation	Degree/Qualifications
Armen Ayvazyan	Pharmacy Technician	-Diploma & State License: Pharmacy Technician -Currently employed as a Pharmacy Technician -Pharmacy School Student (Pharm. D in progress)
Lucy Yeranosyan	Pharmacy Technician	-Diploma and CA State License: Pharmacy Technician -Currently employed as a Pharmacy Technician
Dr. Nare Petoyan	Pharmacist	-CA State Licensed Pharmacist -Currently employed as lead pharmacist at Superior Pharmacy

SUBSTANCE ABUSE AND ADDICTION COUNSELING

Name	Title/Occupation	Degree/Qualifications
Mariana Frunjyan	Psychologist Founder of EGO Young Psychologists	-Master of Arts in Psychology -Currently owns and operates EGO Young Psychologists
Mark Lopez	Head Addiction Counselor	-CAPP Licensed Addiction Counselor -Currently employed an addiction counselor
Florena Randolph	Supervising Addiction Counselor	- CAPP Licensed Addiction Counselor - Currently employed an addiction counselor

HEALTHCARE ADMINISTRATION

Name	Title/Occupation	Degree/Qualifications
Liberty Chu	Health Administrator	-BA in Healthcare Administration -Currently Employed as a Health Administrator at Federal Bureau of Prisons
Shant Bairian	Healthcare Administrator	-BA in Health Administration -Currently employed as a Healthcare Administrator at Kaiser Permanente Hospital
Edith Gharibyan	Human Resources Manager	-Currently employed as a Human Resources Manager at MediCo Pharmacy
Taron Stepanyan	Administrative Assistant	-Diploma: Medical Assistant & Cardiology Technician -Employed as an Administrative Assistant at Kaiser Permanente Hospital

PHLEBOTOMY TECHNICIAN

Name	Title/Occupation	Degree/Qualifications
Luciano Lopez	Phlebotomist	-CA Licensed Phlebotomy Technician I -Currently employed as a Phlebotomist at Red Cross
Varduhi Davtyan	Medical Assistant and Phlebotomist	-CA Licensed Phlebotomy Technician I -Medical Assistant Diploma -Currently employed as a Medical Assistant and Phlebotomist
Elizabeth Gerber	Phlebotomy Instructor Registered Nurse	-Currently instructs Phlebotomy -Currently employed as a Registered Nurse

ADMISSIONS REQUIREMENTS

To meet the basic admission criteria, a student must be at least 18 years of age and possess a valid high school diploma, GED, or its equivalent, posses valid ID, a valid Social Security card and valid Alien Documentation providing proof of citizenship or legal residency in the United States. Individuals who do not possess a high school diploma or equivalent will not be eligible for admission to Galaxy Medical College. GMC does not utilize an Ability to Benefit Exam. All students, including those with disabilities, are considered for acceptance according to the admissions standards stated in this catalog.

The final determination for admission is based on Entrance Exam results, prior education (high school diploma), motivation, work experience, appropriate attitude, placement potential, and general attitude for the chosen field. Applicants are assessed on an individual basis to determine the prospective student's ability to successfully complete the program of study. All students will be required to undergo an Orientation Workshop prior to enrollment and to sign disclosures signifying that the institution has complied with state student disclosure requirements prior to enrollment.

All applicants considered for enrollment must be proficient in the English language. Proficiency means having the ability to read and write in the English language. Proficiency is assessed by administering an Entrance Exam to the applicant prior to enrollment. Each student must have a passing grade (look to the next page for passing grades) in order to be accepted for admissions in the training program. English language services are not provided by this institution. All instruction is given in the English language.

Students with specific physical disabilities will be assessed individually to determine the extent of their potential ability to perform in their desired career area. Students who demonstrate special needs in hearing or sight related learning disabilities will be accommodated as best as possible in selected programs. Obvious sight disabilities could disqualify some students from some programs. For students with learning disabilities, instructors can provide tutoring help to increase a student's learning. The institution is handicap accessible.

Previous training at a state-approved school will be considered with respect to the respective program upon demonstration of proficiency. The student must present his/her evidence of training in these areas and pass hands-on and written tests. Appropriate credit (not to exceed 50% of program hours) may be offered. This determination will be made and documented jointly by the School Director and respective instructors.

The school reserves the right to change tuition and fees, make curricular changes as necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect a student already in attendance or enrolled.

ADMISSIONS

The admissions process at Galaxy Medical College is a step every student must take prior to course enrollment. We encourage students to apply for admission at least one month prior to the course start date in order to be officially accepted for a specific program because the number of students enrolled in every program is limited.

To apply, students must call for a priority appointment to visit the school for an Orientation Workshop. The orientation workshop is a monthly event, which requires perspectives students to participate in pre-admissions activities. The workshop is held by the school's Associate Director/Director of Admissions, where the prospective students have an opportunity to interact on a one-on-one basis with the school's administrative staff. The Orientation Workshop consists of a thorough power-point presentation, which educates the students about the school and its practices. During this orientation students have the opportunity to ask questions ranging from educational practices to job placement. Also during this event, Galaxy Medical College utilizes several activities to identify the prospective students qualifications for enrollment.

Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. They are also encouraged to review the School Performance Fact Sheet, which must be provided to the student prior to signing an enrollment agreement.

Prior to and upon signing an enrollment agreement, the applicant is given the school's catalog for review. Also, the Admissions Representative reviews disclosures and statements to the student to ensure that the applicant understand the terms set forth by this institution, prior to signing an Enrollment Agreement. This review of information is conducted in the English language.

Effective March 2017, all prospective students interested in enrolling at this institution must complete a background check and a drug test. In order to be accepted for enrollment, the prospective student must pass both the background check and the drug test. Students who fail to pass the drug test due to use of medical marijuana, will be asked to provide documentation from a licensed physician indicated the need for medical marijuana.

If and when enrolled, the student will have to complete a second background check and drug test prior to being placed in the clinical externship component of the training program (for PT and SAAC training programs only).

All applicants are required to complete the orientation workshop. Following the workshop students have the opportunity to register for a personal interview with the School Director prior to signing an Enrollment Agreement. Personal interviews give the School Director an opportunity to conclude an applicant's qualifications for enrollment in any program. Also during this interview, the student must take an Entrance Exam, focusing on the areas of the English language and basic mathematics skills, and must pass the exam with the following scores:

PROGRAM	MINIMUM TEST SCORE	DOT CODE
Health Claim Examiner	20	241.267 – 018
Medical Assistant	23	079.362 – 101
Pharmacy Technician	22	074.382 – 010
Phlebotomy Technician I	19	079.364 – 022
Substance Abuse and Addiction Counseling	25	045.107 – 058
Healthcare Administration	25	187.117 – 010

Once an applicant has completed and submitted an Enrollment Agreement, the Director of Admissions reviews the information and notifies the applicant of the assessment. Throughout the enrollment process, school representatives will make every effort to assist and guide each student through every step of the way.

NEW AND RETURNING STUDENTS

All students need to complete an application for enrollment, regardless if they have previously taken a course at the institution. This can be done in person at the admissions office. Once the application has been completed, an appointment will be made. Please bring a photo ID. All applicants must complete the Entrance Exam, focusing on the areas of the English language and basic mathematics skills, and must pass the exam with the minimum test score referenced on page 20 of this catalog. This test is used to determine if a prospective student has the basic problem-solving skills, works well under pressure, and follows written directions. This test needs to be passed before the student is considered for any program and admission.

CONTINUING STUDENTS

Continuing Students (graduated and taking another program) are given a date and time to return for registration. Students who miss their registration appointment may register after their appointment during regular registration hours. Continuing students may not register after the program has begun; however, only after obtaining a special pass from the Associate Director and slots are available may the student register for their choice of program.

SPECIALIZED TESTING

Galaxy Medical College does not administer or utilize challenge exams or achievement tests as bases for admissions.

ARTICULATION AGREEMENT

Galaxy Medical College does not currently engage in articulation agreements with any other school, college or university.

INTERNATIONAL STUDENTS

Currently, Galaxy Medical College does not admit students from other countries as international students. No visa services are provided and GMC will not vouch for student status.

STUDENT HOUSING

Galaxy Medical College does not provide housing for its students, as we don't have any dormitories under our control.

Housing located reasonably near the institution's facility is available. Many apartment buildings and housing facilities are available, especially along the main roads of Laurel Canyon Blvd and Victory Blvd. Approximately, the cost of housing can range from $800 - $1500 in the North Hollywood area.

This institution accepts no responsibility to find or assist any student in finding housing.

TITLE IV FEDERAL FINANCIAL AID

Galaxy Medical College is approved by the US Department of Education to participate in the Title IV, Higher Education Act, to provide Federal Student Aid to eligible applicants attending this institution.

If paying for your education is a concern for you, you're not alone. Many students at Galaxy Medical College require financial help in order to be able to attend school. Here at Galaxy, our financial aid team takes great pride in their ability to work with you personally to overcome any financial obstacle you may be facing. Galaxy Medical College participates in several of the U.S. Department of Education's Federal Financial Aid Programs, which are available to eligible applicants who qualify.

Our financial aid team is available to assist our students in completing the necessary applications and paperwork for various aid programs. All financial aid student consumer publications can be found online at www.studentaid.ed.gov. The Financial Aid Office at Galaxy Medical College directs all students to this helpful website where many different resources may be accessed. At this time, the publications found on the above mentioned website are the only financial aid student consumer publications being used by Galaxy Medical College.

Galaxy Medical College participates in the following Financial Aid Programs:

FEDERAL PELL GRANT

For many students, Pell Grants provide a foundation of financial aid to which other aid may be added. Unlike a loan, a Federal Pell Grant does not need to be repaid.

FEDERAL LOANS (SUBSIDIZED AND UNSUBSIDIZED)

Subsidized and Unsubsidized Loans are low-interest loans made by the U.S. Department of Education.

FEDERAL PLUS LOAN

PLUS loans enable parents to borrow to pay the education expenses for a dependent undergraduate student enrolled at least half-time. These low-interest loans are made with funds borrowed from banks, savings and loans, etc. Loan applications are available in the Financial Aid office.

AWARDING OF TITLE IV

The award of federal financial aid under the Title IV program is determined by Galaxy Medical College's Financial Aid Office once the necessary steps have been completed by the student. The following polices and procedures outline the awarding of Federal Student Aid at Galaxy Medical College.

FAFSA

All students are required to complete a FAFSA in order to determine eligibility to receive financial aid. Once this application has been completed and processed, the awarding of federal student aid can be determined by the institution.

AWARDING OF AID

Once a student completes the FAFSA, they will receive a Student Aid Report (SAR) that summarizes the data from the FAFSA and determines the student's official Expected Family Contribution (EFC). Awarding of Financial Aid based upon the following factors:

- Student Aid Report (SAR)
- Estimated Family Contribution (EFC)
- Cost of Attendance (COA)
- Enrollment Status (full-time)
- Annual Loan limits and Pell Grant Award limits

$$\frac{COA - EFC}{NEED}$$ **This formula is used to determine the Award for Title IV Programs**

Once the Financial Aid office has all the necessary information/documentation they can begin packaging an award for each individual applicant. Once the packing of aid has been determined, the Financial Aid Director will mail the applicant an award letter outlining the award package for the school year. The student must accept or decline their award; if accepted the processing of aid begins at the institution.

ENROLLMENT STATUS REQUIREMENTS

The number of clock hours enrolled during an academic year affects the amount of Federal Student Aid (FSA) the student will receive. Students must be at least at half-time status to be eligible to receive aid. If a student does not meet the minimum enrollment status, FSA will not be disbursed.

To determine the enrollment status of students at our institution Galaxy Medical College utilizes the following formula:

$$\frac{\text{Clock hours in payment period}}{\text{20 hours per week (full time requirement)}}$$

The product of the calculation must be at least 12 to qualify for full time enrollment, 9 for ¾ time enrollment and 6 for ½ time enrollment.

Please refer to the chart below for enrollment status classification

TRAINING PROGRAM	CLOCK HOURS IN TRAINING PROGRAM	CLOCK HOURS IN PAYMENT PERIOD	PRODUCT OF CALCULATION	ENROLLMENT STATUS
Health Claims Examiner	900	450	22.5	Full Time
Pharmacy Technician	900	450	22.5	Full Time
Medical Assistant	980	450	22.5	Full Time

AWARD YEAR REQUIREMENTS

Because Galaxy Medical College is identified as being both a Clock-Hour school and a Credit-Hour school, the following policies apply:

CLOCK HOUR

For Clock-Hour programs one full academic year is defined as being 900 hours in length; there are 26 weeks in an academic year. Because our programs vary in clock hours, FSA is awarded and disbursed based on proration of clock hours per program. Proration occurs when a student is enrolled in a program that is shorter than a full academic year and when a student is enrolled in a program that is one academic year or more in length but is in remaining period of study that us shorter than a full academic year. Proration occurs both for Pell Grant awards and Stafford Loan awards. Proration determines the maximum loan and grant amount that a student may receive or borrow for a program of study. Galaxy Medical College utilizes the following formula to prorate annual grant and loan limit:

$$\frac{\text{Clock hours in Training Program}}{\text{Clock Hours in Academic Year}}$$

OR

$$\frac{\text{Weeks enrolled in Program}}{\text{Weeks in Academic Year}}$$

Please refer to the chart below for enrollment status classifications.

TRAINING PROGRAM	ENROLLMENT STATUS	CLOCK HOURS IN TRAINING PROGRAM	CLOCK HOURS IN ACADEMIC YEAR	PRORATION PERCENTAGE
Health Claims Examiner	Full Time	900	900	100%
Pharmacy Technician	Full Time	900	900	100%
Medical Assistant	Full Time	980	900	108%

VERIFICATION POLICY

Verification is a process where some students are required by the federal government to document financial circumstances with Galaxy Medical College's Financial Aid Office to confirm the data submitted on the FAFSA or to confirm students' eligibility to receive financial aid. This is a process of random selection which requires some students to provide documentation of income, household size, dependency status, etc. the student and his/her parent(s), if dependent, must provide a signed copy of their federal tax returns as well as a verification worksheet that is provided by the school. If a student is selected for verification, they will be notified in writing and will be provided the appropriate worksheet by the school.

Only students selected for verification need to complete this step. Students will receive a letter from Galaxy Medical College if they are selected for verification. The letter will contain a verification worksheet and instructions on how to submit the appropriate documents. In order for us to get the students financial file processed in a timely manner, we ask that the student return the required information to the financial aid office within 7 business days. If you are selected for verification, funds will not be disbursed until this process is completed.

INSTITUTIONAL POLICY:

Galaxy Medical College adheres to the following policies in regards to Verification:
- All selected applicants will be verified.
- Selected applicants must submit required verification documents within fourteen (14) days of notification.
- If student fails to meet the deadline and is not capable of making cash payment at the end of the deadline, he/she will not be granted admission to the training program.
- The Financial Aid Office reserves the right to make exceptions to the above stated policies due to mitigating circumstances, on a case-by-case basis. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
- Students will be informed of their responsibilities regarding verification of application information, including the college's deadline for completion of any action required.
- Students will be notified if the result of verification change the student's scheduled award.

STUDENT RESPONSIBILITIES

If you are selected for verification you must complete a Verification Worksheet (appropriate to the award year) provided by the school. Additional requirements may include providing the following documentation:
- Copies of federal income tax returns and accompanying schedules (required)
- Documentation of Independent Student status
- Documentation of Citizenship
- Verification of Social Security Number
- Veterans may need to verify their status to receive aid.
- Students who are convicted of drug offense may be ineligible for financial aid.

Any suspected case of fraud will be reported to the US Department of Education, or, if more appropriate, to a State or local law enforcement agency having jurisdiction to investigate the matter.

COST OF ATTENDANCE BUDGETS

2020 – 2021 Academic Year

Without Family

BUDGET	HEALTH CLAIMS EXAMINER	PHARMACY TECHNICIAN	MEDICAL ASSISTANT
TUITION	$14,900.00	$14,700.00	$15,000.00
FEES/MATERIALS	$525.00	$725.00	$725.00
REGISTRATION FEE	$75.00	$75.00	$75.00
HOUSING	$5000.00	$5000.00	$5000.00
OTHER EXPENSES	$2000.00	$2000.00	$2000.00
TOTAL	$22,500.00	$22,500.00	$22,800.00

With Family

BUDGET	HEALTH CLAIMS EXAMINER	PHARMACY TECHNICIAN	MEDICAL ASSISTANT
TUITION	$14,900.00	$14,700.00	$15,000.00
FEES/MATERIALS	$525.00	$725.00	$725.00
REGISTRATION FEE	$75.00	$75.00	$75.00
HOUSING	$0.00	$0.00	$0.00
OTHER EXPENSES	$1450.00	$1450.00	$1600.00
TOTAL	$16,950.00	$16,950.00	$17,400.00

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

POLICY

In order to comply with accreditation, state and federal regulations Galaxy Medical College must establish and apply reasonable standards of Satisfactory Academic Progress (SAP) for completion of training programs and eligibility of financial aid. In order to qualify for graduation and for eligible students to receive financial assistance under the programs authorized by Title IV of the Higher Education Act, students must meet SAP requirements for their enrollment period. Students who wish to be considered for financial aid must maintain satisfactory academic progress in their program of study as set forth in this policy. The following requirements must be met in order for students to achieve SAP and be awarded a Certificate of Completion or Diploma (non-degree granting) from Galaxy Medical College and remain eligible to receive Financial Aid under the FSA Title IV program.

A student must maintain satisfactory academic progress (SAP) in order to remain in training. SAP is cumulative and it includes all periods of attendance, which are counted towards the maximum timeframe allotted. SAP is applied to all students equally and measured throughout each course. In order to comply with the school's SAP, the student must:

1. Be enrolled in a program of study with a valid enrollment agreement.
2. Maintain a cumulative grade average of 70% or more (a "C" grade on a letter scale).
3. Complete his/her program within the maximum time allowed (150% of the normal program length).
4. Successfully pass the final exam
5. Maintain satisfactory attendance 95% and above of the total clock hours of the training program as follows:
     - **Medical Assistant** – 12 School days or 48 hours
     - **Pharmacy Technician** – 11 School days or 44 hours
     - **Health Claims Examiner** – 11 School days or 44 hours
     - **Phlebotomy Technician** – 1 School day or 3 hours
     - **Substance Abuse and Addiction Counseling** – N/A

ACADEMIC REQUIREMENTS

All students must maintain a cumulative grade average of 70% or more to be in good academic standing. The Instructor shall inform the Associate Director of any student who is failing their class (less than 70% grade average). The Associate Director shall schedule a meeting with the student within a week of this notification. At the meeting, the Associate Director shall advise the student on ways to improve his or her academic performance and shall make clear other available student options, such as withdrawal or a leave of absence from their program.

Any student, who incurs two (2) verbal warnings and a written one, will be placed on one-week academic probation. A student who fails a class will be automatically placed on academic probation until s/he has brought his/her coursework back to a satisfactory level (within 15 days) and has made-up failed class work. A note describing this remedial action will be placed in the student's file.

The Associate Director will inform the School Director of any student on probation. The Associate Director will ensure that adequate counseling and support is given to any student failing his or her

coursework. If improvement is not evident immediately after the terms of the probation, and the reasons behind it have been made known to the student, the student may face dismissal from the school. If the director determines that the conditions, which caused the interruption, have been rectified the student will be taken out of probation status.

Note: Students who are pre-registered and miss the first class meeting, without prior notification, may lose their right to a place in the class, but the instructor may consider special circumstances. If a student is absent for a test s/he will be given an opportunity to retest at the earliest convenience of the instructor. Make-up classes may be required at the discretion of the instructor and with the approval of the School Director.

ATTENDANCE REQUIREMENTS

Galaxy Medical College's attendance policy approximates the expectations found in a work environment. It is essential that each student learn the discipline of regular and prompt attendance as well as the skills involved in the allied health industry. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the individual, an employee is valuable only when present at the job. We consider each moment in class imperative for success. When the student is not in the classroom, the information missed may not be recaptured.

Students are expected to attend all classes on time. Absences must be accounted for and make-up time will be considered. Students are required to have an overall attendance rate of 95% or more to meet the minimum attendance requirement of the program and meet graduation requirements.

Enrolled students are allotted the following absences:

- o **Medical Assistant** – 12 School days or 48 hours
- o **Pharmacy Technician** – 11 School days or 44 hours
- o **Health Claims Examiner** – 11 School days or 44 hours
- o **Phlebotomy Technician** – 1 School days or 3 hours
- o **Substance Abuse and Addiction Counseling (AOS)** – N/A
- o **Healthcare Administration (AOS)** – N/A

The above absence limit allows for the student to meet the 95% attendance rate. Students are informed, on a regular and timely basis, of their progress in meeting attendance standards.

MAXIMUM TIMEFRAME

Students must complete their training program within 150 percent of the clock hour requirements for the Diploma. Students who are unable to complete their training program within the timeframe limitation will no longer be eligible to use federal financial aid to cover any costs associated with completing the training program and will be withdrawn/dropped from the training program.

SAP EVALUATION

SAP is evaluated upon the completion of each course: Anatomy, Medical Terminology, CORE Program and Externship. Each evaluation includes both academic (qualitative) and attendance (quantitative) measures.

Students who fail to meet SAP standards immediately following SAP evaluation will be placed on

the appropriate probationary action and will be monitored closely as outlined in the probation section.

Students on probation will continue to be eligible to receive federal aid. Students on probation who fail to meet SAP standards at the end of probationary period will be dismissed from the institution and will NOT be eligible to receive financial aid. Students who are dismissed will have the opportunity to submit an appeal in writing.

PROBATION

A student shall be placed on probation if any one of the following conditions prevails:
Academic Probation: The student has a grade-point-average less than a "C" (2.0).
Attendance Probation: Overall attendance rate is less than 95%.

ACADEMIC PROBATION/DISMISSAL

Students who are on academic probation shall be subject to dismissal if they have earned a cumulative grade-point-average of less than 2.0 in programs attempted.

Students who are on academic probation and earn a quarter grade-point-average of 2.0 or better shall not be dismissed as long as this minimum quarter grade-point-average is maintained.

Students shall be subject to automatic dismissal if exhibited any of the following inappropriate behaviors during school time or on school premises. The following are behaviors Galaxy Medical College considers to be inappropriate and will not tolerate:

1. Falsification of student records, or other Company records.
2. Theft, deliberate or careless damage or destruction of any school property or the property of any student.
3. Removing or borrowing school property without authorization.
4. Unauthorized use of school equipment, time, materials, or facilities.
5. Provoking a fight or fighting during class, or while on school premises.
6. Participating in horseplay or practical jokes during class, or on school property.
7. Carrying firearms or any other dangerous weapons on school premises at any time.
8. Engaging in a criminal conduct whether or not related to school performance.
9. Causing, creating or participating in a disruption of any kind during class on school property.
10. Insubordination, including but not limited to failure or refusal to obey the orders of instructions of a school director, or instructor.
11. Using abusive language at any time on school premises.
12. Failure to obtain permission to leave class for any reason during class instruction time.
13. Sleeping or malingering during class.
14. Making personal telephone calls during class on school telephones, except in case of emergency or extreme circumstances.
15. Wearing extreme, unprofessional or inappropriate styles of dress or hair while at class.
16. Violation of any safety, health, security, school policies, rules or procedures.
17. Committing a fraudulent act or a breach of trust under any circumstances.
18. Unlawful harassment.
19. Possession or use of alcohol, or being under the influence of alcohol while in class or on school property.
20. Distribution, sale or purchase of an illegal or controlled substance while in class or on school property.

21. Possession or use of illegal controlled substance, or being under the influence of an illegal or controlled substance while in class or on school property.

ATTENDANCE PROBATION

Students are expected to attend all classes on time. A student is considered tardy when arriving 15 minutes or more after the start of class, or leaving 15 minutes or more before the end of class. It is also important to note that 3 tardies/early departures, or a combination of both, equal 1 absence. Tardiness and early departures are included in the student's attendance record of absences. Absences must be accounted for and make-up time will be considered. Students are required to have an overall attendance rate of 95% or more to meet the minimum attendance requirement of the program. Students who miss 50% or more of their allotted absences will be placed on attendance probation. Attendance probation is determined by the school's Associate Director. Once on attendance probation, a student may not miss class for 30 school days; failure to do so, will increase the length of the probation period for an additional 15 school days. If a student misses 100% of their allotted absences, for whatever reason, he/she may face dismissal of the training program.

APPEAL OF DISMISSAL

Students have the right to appeal a dismissal. They shall submit a written petition requesting readmission to the school in compliance with school procedures. All appeals must be accompanied by substantiating documentation including a definitive statement from the student as to why s/he has failed to meet SAP standards and what has changed in their situation that will allow the student to meet SAP at the end of the evaluation period. The student has 15 calendar days to file a written appeal.

Students must file an appeal petition with the Associate Director. The school reserves 15 calendar days to make a decision regarding the appeal and will notify the student in writing. Readmission may be granted, denied, or postponed subject to the fulfillment of conditions as prescribed by the school. If appeal is granted, an academic plan for the student will be required.

The academic plan will be developed by the institution and the student. The academic plan is put into action to ensure that, if followed, the student will be able to meet SAP standards by a specified date. An academic plan may require SAP to be evaluated more frequently than generally done by the institution.

Appeals that are approved will result in a student being placed on probation and will require a plan of action leading to successful completion of training program. While on probation, students will be evaluated for SAP at the end of each course to ensure the student is meeting the academic standards of the action plan, and if at any point the student is not meeting the academic standards, eligibility for financial aid will be suspended.

READMISSION AFTER DISMISSAL

Students shall submit a written petition requesting readmission to the Institution in compliance with Institution procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the Institution. Those conditions include the following:

1) Student must show that they can dedicate at least 25 hours a week to their studies (including 20 hours in-class attendance and 5 hours outside classroom time for assignments and studying).
2) The student must display that they are stable (emotionally, physically, etc.) to complete the prescribed coursework. If student has medical problems that impair his/her ability to complete the program, they may be asked to provide written documentation from a physician/medical professional stating they are stable to complete the training program.
3) Student must be able to demonstrate and show that he/she is not a direct threat to students/staff and the institution. Behavioral issues are very closely evaluated.
4) Student will be accepted on probationary terms. The first 30 school days will be an evaluation period for the student to ensure they are meeting SAP policies.

If student is unable to display the conditions above, their petition can be denied/postponed. Students must file a petition to return 2 weeks prior to the first day of class. New and returning students must register in person.

If the student's petition is granted, they will have to reapply and go through the enrollment process in person. If the student's petition is denied they will not be eligible for readmission. If the student's petition is postponed, they will have to wait the prescribed time in order to qualify for a grant or a denial. This policy is set for the by the school to ensure that the student will succeed in their studies if they are granted readmission by the institution.

PROGRAM RETAKE POLICY

The program retake policy is offered to students who have unsuccessfully completed a program and received a failing grade (F). The student will be charged tuition at the appropriate rate.

GRADUATION REQUIREMENTS

Upon successful completion of training programs, a diploma will be awarded to those students meeting the graduation requirements.

Students eligible for a diploma are those who have satisfactorily completed their program of study with the appropriate number of hours and cumulative grade point average of 2.0 (C Average), who have passed the final exam with a letter grade of C or better, who have meet the attendance policy, and who have fully paid all tuition charges. If a third-party is paying for your program, the school will not issue the program completion record until the program has been completely paid in full. If a student does not meet graduation requirements, records of his/her attendance and grading will be maintained through official transcripts.

LEAVE OF ABSENCE POLICY

Galaxy Medical College understands that life events may require a student to modify class enrollment and schedules. The leave of absence policy is designed to allow the student flexibility in his/her program enrollment to adjust to these events. The leave of absence policy also extends to students the ability to make up any courses missed during the approved leave. The following are the institution's guidelines for LOA:

1. Students are entitled to take only one leave of absence during any academic year. Student who will be out of attendance for more than 5 consecutive school days are urged to request a leave of absence. Students out of class for scheduled class breaks do not need to apply for a leave of absence.
2. Both Title IV and non-Title IV students are eligible to request for a LOA. Students must request a leave of absence, regardless if they are receiving federal financial aid or not, in order to prevent from being withdrawn from the training program by not meeting attendance policies.
3. LOA's must be requested in writing, with supporting documentation (if applicable), in advance of the beginning of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If the student does not request a leave of absence within 9 days of absence, s/he will be withdrawn from the training program.
4. Leave of absences are limited to 60 days in any 12-month period or one-half of the published program length, whichever is shorter. Multiple leaves of absences may be permitted provided the total of the LOA's does not exceed this limit.
5. The student must sign and date the LOA request and specify a reason for the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.
6. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study. Failure to return to school as scheduled without prior written notification to and approval from the School Director will result in immediate dismissal.
7. The institution will document the LOA approval request and include in the students file. The institution will not assess the student any additional charges as a result of a LOA.
8. An approved LOA may be extended for an additional period of time (dependent on the circumstance at hand) provided that the extension meets all of the above requirements and the total LOA does not exceed 60 days in any 12 month period.

Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The School Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory academic progress in the program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be counted towards the calculation of a student's maximum program length.

Students are required to pick-up where they left off (academic studies) upon approval of LOA, per Title IV requirements. Students will only receive disbursements of Pell Grants while on LOA but

TERMINATION, WITHDRAWAL & APPEALS

Should students find it necessary to discontinue their training, they should arrange to meet with the Associate Director to discuss their situation and submit written notification of their request. Their request will be granted after their meeting with the Associate Director.

Galaxy Medical College reserves the right to terminate any students enrollment at any time, if the student fails to:

- Meet minimum standards for academic progress,
- Meet minimum standards for attendance requirements,
- Meet the minimum conduct standards of the school, or
- Fulfill their financial obligations according to their agreement with the school.

Whether termination of enrollment is voluntary or involuntary, students should realize that they will remain obligated for the amount of tuition and fees due the school based on the refund policy. Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the School Director describing any mitigating circumstances or conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the School Director.

AUTOMATIC WITHDRAWAL

A student will automatically be withdrawn from the program for the following reasons:

- Failure to return from an approved leave of absence on the scheduled return date.
- Failure to attend school for 4 consecutive class days of the program.
- Failure to maintain Satisfactory Academic Progress (SAP)
- Failure to fulfill financial agreements.
- Failing any program twice during one enrollment period.

OFFICIAL WITHDRAWAL

A student desiring to withdraw from the institution must contact and confer with the Associate Director and obtain an Official Withdrawal Form. A student may officially withdraw from any training program within 5 instructional days from the start of enrollment in the training program. The instructor for each course must indicate the last day of student attendance in respective courses and sign appropriate paperwork. Refunds are based on the last date of attendance indicated by the instructor. Withdrawals are processed through the Office of Admissions.

UNOFFICIAL WITHDRAWAL

If the student fails to attend school for more than 4 consecutive days or misses 16 hours of class work (without prior notification) the school will consider the student a drop and automatically withdraw him/her from the program. Therefore, if the student decides to leave the school without completing and submitting official withdrawal papers, he/she is considered unofficially withdrawn and is subject to receiving failing grades for the term.

APPEAL

Terminated students may appeal the school's decision in writing to the School Director. The School

must receive the appeal from the student within three business days of being notified of the dismissal. All appeals will be responded to within ten [l0] business days of receipt by the school.

RETURN OF TITLE IV FUNDS

Federal student aid funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grant, or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. The institution is required to determine the amount of federal aid earned by the student as of the date the student ceased attendance based on the amount of time the student was in attendance. The percentage of Title IV aid earned is equal to the percentage of the payment period or period of enrollment completed. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

If a student obtains a loan to pay for their educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Please refer to the Return of Title IV Funds to better understand the responsibilities of returning unearned aid once a student is withdrawn from a training program.

MAKEUP POLICY

Make up time will be allotted and granted for those students with an approved Leave of Absence. Depending on the length of the LOA, the student will be given specific dates for makeup work to be completed and submitted. Granted make-up time will not exceed 50% of the total LOA. All makeup work must be submitted and accepted by the instructor and program supervisor prior to completion of the course.

Those students with absences, not an LOA, will be given time to makeup assignments, tests, etc. Makeup work must be completed and submitted to the instructor 1 week following the students return to class.

RETURN OF TITLE IV FUNDS (R2T4)

RETURN OF FEDERAL TITLE IV FINANCIAL AID

A federal financial aid, or Title IV, recipient who withdraws from the Institution is subject to a Return of Title IV (R2T4) calculation. For the purpose of R2T4 calculation requirements, a recipient is a student who has actually received federal financial aid funds or has met the conditions that entitled the student to a late disbursement of federal financial aid funds. The Institution is required to review the amount of federal loan and grant aid a student received for the payment period, to determine what percentage of federal financial aid the student earned prior to withdrawal. The percentage of federal financial aid determined to be unearned for the payment period must be returned to the appropriate federal financial aid program(s).

POLICY

When a federal financial aid recipient withdraws from the Institution prior to the end of the period of enrollment, an R2T4 calculation must be performed to determine the amount of federal financial aid funds earned as of the date of withdrawal. If the total amount of federal financial aid funds earned is less than the amount of federal financial aid funds disbursed to the student or on behalf of the student in the case of a parent PLUS Loan, the difference between these amounts is returned to the applicable federal financial aid programs. If federal financial aid funds earned is greater than federal financial aid funds disbursed, the difference between these amounts is treated as a post withdrawal disbursement.

RETURN CALCULATION

The amount of federal financial aid earned is calculated by determining the percentage of aid earned and applying this percentage to the total amount of aid disbursed and that could have been disbursed for the payment period. For purposes of determining earned federal financial aid, a student's aid is considered disbursed if it is disbursed as of the student's last documented date of attendance. As long as conditions for a late disbursement (described below) are met prior to the date the student became ineligible (the student's last date of attendance), any undisbursed federal financial aid will be counted as aid that could have been disbursed.

CONDITIONS FOR A LATE DISBURSEMENT (INCLUDING POST WITHDRAWAL DISBURSEMENTS)

o The Department of Education (ED) processed a Student Aid Report (SAR) or Institutional Student Information Record (ISIR) with an official Expected Family Contribution (EFC) for the student (except in the case of a parent PLUS Loan)
o The Institution originated a Direct Loan (DL)
o The Institution does not include as a post-withdrawal disbursement any funds the Institution was prohibited from disbursing on or before the date the student withdrew, which would apply to the following:
o Second or subsequent disbursements of DL funds unless the student has graduated or successfully completed the loan period.

o Second disbursements of DL for the period that the Institution is prohibited from making until the student successfully completes one-half of the weeks of instructional time and one half the clock hours in the academic year.
o Disbursements of Federal Pell Grant funds to a student for whom the Institution did not receive a valid SAR or a valid ISIR by the deadline date established by the Department of Education.
o Federal Pell Grant funds for a subsequent payment period when the student has not successfully completed the earlier payment period for which the student has already been paid.

INADVERTENT OVERPAYMENTS

An inadvertent overpayment occurs when the Institution disburses funds to a student no longer in attendance but prior to the date the Institution determines the student withdrew from the program. This would include any federal financial aid fund disbursements made after the student's last date of attendance but prior to the Institution's determination that the student was withdrawn. These inadvertent overpayments are included in the R2T4 calculation as aid that could have been disbursed. Only students who meet late disbursement criteria are entitled to keep federal financial aid funds disbursed as an inadvertent overpayment. If an inadvertent overpayment cannot be made as a late disbursement, the Institution returns the entire amount of the federal financial aid funds disbursed. If the inadvertent overpayment can be made as a late disbursement, the Institution returns only the unearned portion of the inadvertent overpayment within 45 days of the Institution's date of determination that the student withdrew. Unearned inadvertent overpayments are returned according to the requirements for the return of unearned funds.

VERIFICATION AND THE RETURN CALCULATION

If a student provides required verification documents after withdrawing from the Institution, but within 30 days of the date of the notification informing the student of the requirements, and in time for the Institution to meet the 30-day Return deadline, the Institution performs the R2T4 calculation based on all federal financial aid the student had established eligibility for prior to the withdrawal. For the Federal Pell Grant Program, if the student provides the verification documents after the 30-day deadline but before the earlier of 120 days after the student's last date of attendance or the deadline established by ED each award year, the Institution reviews and addresses eligibility as required. If a student does not provide all verification documents in time for the Institution to complete verification and meet the R2T4 deadlines, the Institution includes in the R2T4 calculation only the federal financial aid that was not subject to verification (unsubsidized and PLUS Loan funds) and for which the conditions of a late disbursement were met prior to the withdrawal.

WHEN FUNDS ARE DISBURSED USING DIFFERENT PAYMENT PERIODS

When the Institution disburses different types of aid using different payment periods, e.g., one payment period for disbursing grant funds and another payment period for disbursing DL, only one payment period is used in determining earned funds. The payment period ending later is used for the R2T4 calculation.

PERCENTAGE OF FEDERAL FINANCIAL AID EARNED

The calculation of Percentage of Federal Financial Aid Earned includes all financial aid disbursed or that could have been disbursed to a student. This percentage is equal to the percentage of the payment period or period of enrollment completed by the student as of the student's last date of attendance in

the payment period or period of enrollment. If the student withdraws after successfully completing the payment period or period of enrollment, 100% of the federal financial aid funds are earned and no calculation is required. If the withdraw date occurs after the student completes more than 60% of the payment period, the student earns 100% of the federal financial aid funds.
The percentage of the period completed is calculated as follows:

Number of scheduled hours completed in the enrollment period
Total number of scheduled hours in the enrollment period

Total Scheduled Hours Completed in the Enrollment Period
The total number of scheduled hours completed in the enrollment period (numerator) is the count of scheduled hours from the enrollment period start date to the student's last date of attendance.

Total Scheduled Hours in the Enrollment Period
The total number of scheduled hours in a enrollment period (denominator) is determined based upon the number of scheduled hours in the enrollment period.

TITLE IV CREDIT BALANCE AND THE RETURN CALCULATION

A Title IV credit balance created during the after the last date of attendance is not released to the student nor returned to federal financial aid programs prior to performing the R2T4 calculation.
The Institution 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 Institution 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 result of the current withdrawal. Within 14 days of the date that the Institution performs the R2T4 calculation, the Institution pays any remaining federal financial aid credit balance in one or more of the following ways:

o   in accordance with regulations to pay authorized charges at the Institution (including previously paid charges that are now unpaid due to a return of Title IV funds by the Institution)
o   in accordance with instructions provided by the student (and parent for a PLUS loan) on the mostly 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 Institution pays the credit balance to the student (or parent for a PLUS loan).
o   If the Institution 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.

RETURN OF UNEARNED AID

In the R2T4 calculation, the total Amount Disbursed plus Amount that Could Have Been Disbursed to the student or on the student's behalf, minus the Amount of Federal Financial Aid Earned by the Student determines the amount of federal financial aid funds that are "unearned" and therefore required to be returned to the funding source. When a return of federal financial aid is required, the Institution and the student may both need to return funds. The Institution returns the lesser of the

following amount to the appropriate federal financial aid program(s):

- o The total amount of unearned aid; or
- o The amount equal to the total Institution charges incurred by the student for the payment period or period of enrollment multiplied by the percentage of unearned aid.

Institutional charges incurred by the student include tuition, fees, books and supplies initially assessed the student for the entire payment period or period of enrollment. Initial charges are only adjusted for changes the Institution makes prior to the student's withdrawal. The amounts of Institutional charges included in the R2T4 calculation are those charged or anticipated to be charged to the student's account. Although Institutional charges may not have actually been charged due to the student's withdrawal, the Institution uses the actual charges to date, to include full tuition, fees, books and
supplies for each course in the payment period or period of enrollment, and
estimates remaining charges based on the students' program. If after the student withdraws, the Institution changes the amount of Institutional charges it assessed, or decides to eliminate all Institutional charges, those changes do not impact the charges or aid earned in the
calculation. The Institution returns federal financial aid funds to programs in the following order up to the net amount disbursed from each:

- o Unsubsidized FFEL/Direct Unsubsidized Loan
- o Subsidized FFEL/Direct Subsidized Loan
- o Federal Direct PLUS (Parent of Dependent Student)
- o Federal Pell Grants

After the Institution allocates its portion of unearned funds, the student must return federal financial aid owed in the same order specified above for the Institution. The amount of federal financial aid the student is responsible for returning is calculated by subtracting the amount returned by the Institution from the total amount of unearned federal financial aid funds to be returned. The student (or parent in the case of funds due to a parent PLUS Loan) must return or repay, as appropriate, the calculated amount to any federal financial aid loan program in accordance with the terms of the loan; and any federal financial aid grant program as an overpayment of the grant. The amount of a grant overpayment due from a student is limited to the amount by which the original grant overpayment exceeds one-half of the total federal financial aid grant funds received by the
student. The Institution may round final repayment amounts, for which the Institution and student are responsible, to the nearest dollar.

TIMELINES FOR RETURN OF FUNDS

The Institution completes a student's R2T4 calculation within 30 days of the Institution's date of determination. The Institution returns the amount of federal financial aid funds for which it is responsible as soon as possible but no later than 45 days after the date the Institution determines the student has withdrawn.

DECEASED STUDENT

If the Institution receives reliable information indicating an individual borrower or student for whom a parent received a PLUS Loan dies, the Institution suspends further awarding and disbursements. An original or certified copy of the death certificate or accurate and complete photocopy of the original or certified copy of the death certificate is requested and forwarded to
the Department of Education. Under exceptional circumstances and on a case-by-case basis,

the Department of Education may approve a discharge based upon other reliable documentation supporting the discharge request.

GRADING AND EVALUATION PROCEDURES

Grade reports are issued to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, and projects as indicated on the program syllabus. The grading scale is as follows:

Letter Grade	Quality Points	Percentage	Indicator
A	4.0	100 – 90 %	Excellent
B	3.0	89 – 80 %	Good
C	2.0	79 – 70 %	Average
F	0.0	Below 69 %	Failing
I	0.0	-	Incomplete
W	0.0	-	Withdrawn

APPLICATION OF GRADES AND CREDITS

The chart above describes the impact of each grade on a student's academic progress. For calculating the rate of progress, grades of F (failure), W (withdrawn), and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. A "W" will not be awarded after reaching 60% of the term. Withdrawal after reaching 60% of the term will result in the student receiving an "F." The student must repeat any required program for which a grade of F or W is received. Students will only be allowed to repeat programs in which they received an F. In the case of an F, the better of the two grades is calculated into the GPA. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

A W grade is not replaced when a student repeats the program. Full tuition will be charged for any portion of the program or program lab program that is re-taken. To receive an incomplete (I), the student must petition, by the last week of the term, for an extension to complete the required program work. The student must be satisfactorily passing the program at the time of petition. Incomplete grades that are not completed within two weeks after the end of the term will be converted to an F and will affect the student's GPA. The school reserves the right to extend the time needed to make-up an incomplete grade.

GRADES AND GRADE CHANGES

Galaxy Medical College's School Director has approved the following grading policies and academic standards as required by California law. Please be aware of these policies and standards as they can have serious consequences if not followed. The Admissions Office will be happy to answer any questions you might have regarding these policies and standards.

- The grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor, in the absence of a mistake, fraud, bad faith, or in competency, it shall be final.
- No grade may be challenged by a student more than one (1) year from the end of the term in which the program was taken. If the School Director has determined that the period of time during which grades may be challenged should be more than one year, such longer period shall apply at that Institution.

PETITIONING EVALUATIVE OR NON-EVALUATIVE GRADE SYMBOLS

Students must file petitions in the Admissions Office for any evaluative or non-evaluative grade symbol change. Inquiries regarding results of grade petitions or instructor complaints should first be directed to the faculty member responsible for the program. If the resolution is not reached within 30 days, the inquiry should be directed to the School Director.

DEFINITION OF A UNIT OF CREDIT

One quarter unit is converted from clock hours attended per each of the school's program. Credits are granted for the successful completion of either 10 clock hours of instruction in a lecture setting; 20 clock hours of instruction in a laboratory setting; or 30 clock hours of instruction in an externship setting. One clock hour is equivalent to a minimum of 50 minutes.

EXTERNSHIP GRADING AND EVALUATION PROCEDURES

In order to successfully complete the externship component of a program, students must receive a passing grade of a C or better. Externship grades are assigned by the respective program supervisors according to the documentation received on behalf of the externship site supervisor. In order to assign a grade, the following 3 documents must be received and evaluated by the GMC:

- Externship Log
- Externship Skills Checklist
- Externship Evaluation

The following grading scales outlines how externship grades are assigned to students by program:

MEDICAL ASSISTANT

Letter Grade	Skills Checklist # of Completed Skills	Evaluations Sum on Likert Scale	Log Completed Hours
A	19 – 21	25 – 23	180
B	16 – 18	22 – 19	180
C	13 – 15	18 – 15	180
F	00 – 12	14 and below	179 or less

HEALTH CLAIMS EXAMINER

Letter Grade	Skills Checklist # of Completed Skills	Evaluations Sum on Likert Scale	Log Completed Hours
A	21 – 24	25 – 23	120
B	17 – 20	22 – 19	120
C	13 – 16	18 – 15	120
F	00 – 11	14 and below	119 or less

PHARMACY TECHNICIAN

Letter Grade	Skills Checklist # of Completed Skills	Evaluations Sum on Likert Scale	Log Completed Hours
A	15 – 17	25 – 23	180
B	13 – 14	22 – 19	180
C	11 – 12	18 – 15	180
F	00 – 10	14 and below	179 or less

SUBSTANCE ABUSE AND ADDICTION COUNSELING

Letter Grade	Skills Checklist # of Completed Skills	Evaluations Sum on Likert Scale	Log Completed Hours
A	15 – 16	25 – 23	270

B	13 – 14	22 – 19	270
C	12	18 – 15	270
F	0 – 11	14 and below	269 or less

TRANSFER POLICY

ACCEPTANCE OF CREDIT FOR PRIOR EDUCATION OR EXPERIENCE

Students who have previously attended another school or college accredited by an agency recognized by the United States Department of Education (USDoE) or CHEA (Counsel for Higher Education Accreditation) may receive credit for such attendance when proof is presented at time of enrollment and proper review of the transcript(s). GMC issues academic credit to its graduates who complete the required clock hours of instruction.

GMC can provide financial treatment for transfer of credit(s) and experiential learning towards the cost of a program at its sole discretion. GMC will charge such students tuition based upon per hour of instruction to be received. The formula is as follows:

Total Tuition/(Total Hours – Hours Credited) X Hours Needed = Cost of Tuition.

This formula is only for tuition charges; all other fees, book, materials are not included in the formula and must be paid for.

ARTICULATION AGREEMENT

Galaxy Medical College has an active articulation agreement with West Coast University for the AOS in Healthcare Administration program AOS in Substance Abuse and Addiction Counseling program.

ACCEPTABLE GRADES

At minimum, the student must have a cumulative 2.0 GPA or higher and a letter grade of "C" or better in order for grades to be accepted by GMC

CREDIT THROUGH EXAMINATION

Students at GMC may not earn credit through examination, including but not limited to the following exams: SAT, ACT, PEP, AP, CLEP, DSST etc.

CREDIT ACCEPTANCE LIMITS

Acceptance of hour credits from other schools and institutions is at the sole discretion of Galaxy Medical College. A student may obtain hour credits for previous academic study, or occupational experience.

Students applying for transfer of hour credit(s) will have to pass an exam administered by GMC to establish their competency in the subject matter of Galaxy Medical College's programs for credits to be granted, and the length of the program will be shortened appropriately after final review of submitted documentation.

In order for credits to be accepted by Galaxy Medical College, qualifying transferred coursework must be completed in the last 5 years. GMC will not accept more than 50% of the required clock hours. For example, a potential students wants to transfer into our MA program which is 980 hours in length and the student has completed 800 hours at another institution, GMC will only accept 490

hours as this is 50% of our MA program hours. GMC will also require course descriptions for those courses being transferred to our institution as course content needs to be accepted in addition to course grades.

There is no fee assessed for testing, evaluation, or granting of transfer of credits.

REQUIRED DOCUMENTATION
In order to accept transfer of hour credits, GMC will require the potential student to provide a copy of their Official Transcripts and course descriptions from the prior institution.

REQUESTING TRANSFER OF CREDITS
Students requesting transfer of hour credits must submit the appropriate documentation to GMC at least 2 weeks prior to their class start date to ensure timely handling. If an exam is required to be completed, it must be done 2 weeks prior to the class start date.

APPEALING TRANSFER OF CREDITS
Students have the right to appeal the transfer of hour credits. They shall submit a written petition to the school requesting re-evaluation in compliance with school procedures. Transfer of hour credits may be granted, denied, or postponed subject to the fulfillment of conditions as prescribed by the school. It is encouraged for those students appealing transfer of hour credits to supply additional documentation that can help GMC administrators make an informed decision.

Appeals that are approved will result in the institution accepting the transfer of credits.

TRANSFER OF CREDITS AND TITLE IV
Accepting or declining transfer of hour credits may have potential ramifications for financial aid. Students who qualify for Title IV may apply and funds will be awarded according to Title IV regulations.

NOTICE CONCERNING TRANSFERABILITY OF CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of hours you earn at Galaxy Medical College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in

_____ is also at the complete discretion of the institution to which you may seek to transfer. If the diploma/certificate you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Galaxy Medical College to determine if your hours/diploma/certificate

RETENTION OF RECORDS

Galaxy Medical College will maintain student records for five [5] years, as required by state law. Student transcripts will be maintained permanently. Financial aid and payment documents will be kept for a period of at least five [5] years after completion or withdrawal of the student. Students have a right to access their records during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school's administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the school administration have the right to review student records. No outside personnel will be allowed to view records except for the appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena via court order. A transcript for program work will be issued upon request by the student. Students and former students shall be entitled to two free copies of their transcripts or to two free verifications of enrollment. Additional copies shall be made available to students, or to designated addressees identified by students, at a cost of $3.00 each. Students may request special processing to expedite their request for a fee of $7.00 per request.

The institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training for which the student has not paid.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

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

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- 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 school;
- 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, pursuant to specific State law.

The school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, with a written request. However, the school must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

PROGRAMS OFFERED

HEALTH CLAIMS EXAMINER

COURSE DESCRIPTION

Total Tuition: $15,500.00   **900 Hours**

Health Claims Examiners learn about medical legislation, changes in insurance and insurance billing. They also review and verify patient account information against insurance program specifications; routine patient billing inquiries and problems, follow up on balances due from insurance companies, and type invoices to insurance companies. Health Claims Examiners enter data electronically to process charges, payments, denials and adjustments. They also analyze and code surgical procedures and diagnosis using ICD-10 Cm & PCS and HCPCS and CPT coding.

ANATOMY

COURSE TITLE:
Anatomy 101

COURSE DESCRIPTION:
Anatomy and Physiology is a course which all students must undergo. The course content is presented according to body systems. Mastery of key concepts is encouraged with lectures, full-color art and educational aids such as videos. The course is designed to help students successfully pass the course in order to continue to the following areas of their chosen profession. The course following anatomy and physiology is Terminology, in which knowledge of anatomy and physiology is needed in order to successfully complete the course.

CLOCK HOURS:

Upon successful completion of the Anatomy and Physiology course, students will be awarded the following:
        Clock Hours: 190.0

MEDICAL TERMINOLOGY

COURSE TITLE:
Medical Terminology 101

COURSE DESCRIPTION:
Medical Terminology introduces elements of medical terms, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems. It compares and contrasts the different body systems. Students define and describe the function of each system of the body.

CLOCK HOURS:

Upon successful completion of the Medical Terminology course, students will be awarded the following:
        Clock Hours: 88.0

HEALTH CLAIMS EXAMINER CORE

COURSE TITLE:
Health Claims Examiner Core

COURSE DESCRIPTION:
Health Claims Examiners learn about medical legislation, changes in insurance and insurance billing. They also review and verify patient account information against insurance program specifications; routine patient billing inquiries and problems, follow up on balances due from insurance companies, and type invoices to insurance companies. Health Claims Examiners enter data electronically to process charges, payments, denials and adjustments. They also analyze and code surgical procedures and diagnosis using ICD-9 & CPT codes.

CLOCK HOURS:

Upon successful completion of the Health Claims Examiner Core course, students will be awarded the following:
> **Clock Hours**: 502.0

EXTERNSHIP

COURSE TITLE:
Health Claims Examiner Extern

COURSE DESCRIPTION:
In a healthcare setting, Health Claims Examiners will learn about medical legislation, changes in insurance and insurance billing. They also review and verify patient account information against insurance program specifications; routine patient billing inquiries and problems, follow up on balances due from insurance companies, and type invoices to insurance companies. Health Claims Examiners enter data electronically to process charges, payments, denials and adjustments. They also analyze and code surgical procedures and diagnosis using ICD-9 & CPT codes.

CLOCK HOURS:

Upon successful completion of the Health Claims Examiner Externship course, students will be awarded the following:
> **Clock Hours**: 120.0

HEALTH CLAIMS EXAMINER PROGRAM BREAKDOWN

COURSE	CLOCK HOURS		
	LECTURE	LAB	EXTRN.
ANATOMY			
Cellular System	8	0	0
Skeletal System	16	0	0
Muscular System	16	0	0
Digestive System	20	0	0
Respiratory System	16	0	0
Circulatory System/Blood	16	0	0
Urinary System	16	0	0
Nervous System	20	0	0
The Senses	20	0	0
Endocrine System	10	0	0
Reproductive System	16	0	0
Lymphatic System	8	0	0
Immune System	8	0	0
MEDICAL TERMINOLOGY			
Root	18	0	0
Suffix	18	0	0
Prefix	18	0	0
Combining Form	18	0	0
Medical Abbreviations	16	0	0
HEALTH CLAIMS EXAMINER CORE			
Medical Law & Ethics	12	4	0
Professionalism	12	4	0
Medical Insurances/Benefits	32	8	0
Coding ICD-10 CM & PCS	30	32	0
Coding CPT & HCPCS	30	30	
Workers Compensation	16	4	0
Dental Claims and Coding	20	20	0
Medical Billing Forms and Documentation	20	16	0
Medical Reports	20	16	0
Follow-Up of Claims and Collections	20	20	0
Computerized Medical Insurance Billing	40	80	0
CPR/First Aid	4	4	0
Job Placement, Human Resources	4	4	0
HEALTH CLAIMS EXAMINER EXTERNSHIP			
Externship	0	0	120
TOTAL	**538 Hrs**	**242 Hrs**	**120 Hrs**

PROGRAM OBJECTIVES

The Health Claims Examiner program aims to prepare all graduates for an entry level position in the field. Upon successful completion of the training program, students will :

- ✓ Be proficient in skills such as medical terminology, communications, coding, software and text utilization, organization and time management.
- ✓ Have knowledge of the differences in Commercial, HMO/PPO, Federal and State insurance plans, including eligibility and coverage, as well as reimbursement methodologies.
- ✓ Have knowledge of the legal and ethical responsibilities of an administrative medical specialist, including the HIPAA mandates, the rules for maintaining privacy of medical records and protected health information, and the types of consents and disclosures that are required in a medical office environment.
- ✓ Be proficient in ICD-10 CM & PCS coding system.
- ✓ Be proficient in CPT and HCPCS coding system.
- ✓ Be able to perform tasks associated with the entire billing process, including scheduling and registration of patients; posting of accounting transactions; completion of insurance claim forms, and collections.
- ✓ Be able to perform the day-to-day tasks associated with medical coding, medical billing and completing insurance forms.
- ✓ Be able to effectively input patient information, run office reports, and process insurance claims using medical software.

A Diploma will be awarded for successful completion of the training program. This training programs fulfill instruction in theory, lab and externship. In order to successfully complete the training program all students enrolled in this program must successfully pass (with a grade of "C" or better) the following courses: Anatomy, Medical Terminology and Health Claims Examiner Core. Each course has a Final Examination which also must be passed with a grade of a "C" or better.

PROGRAM SCHEDULE

The Health Claims Examiner program has the following breakdown among theory hours, laboratory hours, externship, total weeks and credits:

Program	Theory	Lab	Externship	Total Weeks
Health Claims Examiner	538 Hours	242 Hours	120 Hours	45 weeks

PREREQUISITES

No prerequisites are required for this training program.

SEQUENCE OF PROGRAM

The following is the sequencing of this training program:
1. Anatomy
2. Medical Terminology
3. Health Claims Examiner CORE
4. Health Claims Examiner Externship

This is the order in which courses have to be completed in. In order to move on to the next course, the student must pass each course with a "C" or better.

CREDENTIAL AWARDED
A Diploma will be awarded for successful completion of this training program.

LICENSURE
This occupation does not require licensure for employment; therefore licensure is not a goal for this training program.

BACKGROUND CHECK & DRUG TEST
All prospective students interested in enrolling in the Health Claims Examiner training program must complete a background check and a drug test. In order to be accepted for enrollment in this program, the prospective student must pass both the background check and the drug test. Please refer to the "Background Check and Drug Testing Policies" found on page 116 of this catalog for specific policies and procedures.

OCCUPATION/JOB TITLES
Health Claims Examiner
Medical Biller
Coding Specialist
Medical Records Technician

STUDENT TO FACULTY RATIO
The following is the student to faculty member ratio: 12:1

MAXIMUM ENROLLMENT
Maximum enrollment in class and lab: 12 Students

REQUIRED EQUIPMENT
- Computers
- Workers Compensation Form
- HCFA 1500
- HCFA 1600
- ADA Dental Claim Form
- Patient Information Sheet
- Patient History Form
- Patient Authorization Request
- Treatment Authorization Request
- Super bills
- UB-92
- Files
- Medical Billing Software
- White Board

PROGRAM DELIVERY
Residential

TUITION COSTS
Tuition:	$14,900.00
Books:	$ 450.00
Materials:	$ 75.00
Registration Fee:	$ 75.00
Total	**$15,500.00**

MEDICAL ASSISTANT

COURSE DESCRIPTION

Total Tuition: $15,800.00   **980 Hours**

Medical assistants perform administrative duties, including answering telephones, updating and filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services. Clinical duties include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medications, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms (EKGs), remove sutures, and change dressings.

ANATOMY

COURSE TITLE:
Anatomy 101

COURSE DESCRIPTION:
Anatomy and Physiology is a course which all students must undergo. The course content is presented according to body systems. Mastery of key concepts is encouraged with lectures, full-color art and educational aids such as videos. The course is designed to help students successfully pass the course in order to continue to the following areas of their chosen profession. The course following anatomy and physiology is Terminology, in which knowledge of anatomy and physiology is needed in order to successfully complete the course.

CLOCK HOURS:

Upon successful completion of the Anatomy and Physiology course, students will be awarded the following:
       Clock Hours: 190.0

MEDICAL TERMINOLOGY

COURSE TITLE:
Medical Terminology 101

COURSE DESCRIPTION:
Medical Terminology introduces elements of medical terms, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems. It compares and contrasts the different body systems. Students define and describe the function of each system of the body.

CLOCK HOURS:

Upon successful completion of the Medical Terminology course, students will be awarded the following:
       Clock Hours: 88.0

MEDICAL ASSISTANT CORE

COURSE TITLE:
Medical Assistant Core

COURSE DESCRIPTION:
Medical assistants perform administrative duties, including answering telephones, updating and filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services. Clinical duties include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medications, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms (EKGs), remove sutures, and change dressings.

CLOCK HOURS:

Upon successful completion of the Medical Assistant Core course, students will be awarded the following:
Clock Hours: 522.0

EXTERNSHIP

COURSE TITLE:
Medical Assistant Externship

COURSE DESCRIPTION:
In a healthcare setting medical assistants will perform administrative duties, including answering telephones, updating and filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services. Clinical duties include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medications, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms (EKGs), remove sutures, and change dressings.

CLOCK HOURS:

Upon successful completion of the Medical Assistant Externship course, students will be awarded the following:
Clock Hours: 180.0

MEDICAL ASSISTANT PROGRAM BREAKDOWN

COURSE	CLOCK HOURS		
	LECTURE	LAB	EXTRN.
ANATOMY			
Cellular System	8	0	0
Skeletal System	16	0	0
Muscular System	16	0	0
Digestive System	20	0	0
Respiratory System	16	0	0
Circulatory System/Blood	16	0	0
Urinary System	16	0	0
Nervous System	20	0	0
The Senses	20	0	0
Endocrine System	10	0	0
Reproductive System	16	0	0
Lymphatic System	8	0	0
Immune System	8	0	0
MEDICAL TERMINOLOGY			
Root	18	0	0
Suffix	18	0	0
Prefix	18	0	0
Combining Form	18	0	0
Medical Abbreviations	16	0	0
MEDICAL ASSISTANT CORE			
Medical Law and Ethics	12	4	0
Typing, Microsoft Office	16	16	0
Administrative & Communication Skills	16	16	0
Medical Documentation	20	20	0
Medical Records Management	16	4	0
Medical Insurance, Coding & Billing	26	16	0
Introduction to Laboratory & Federal Regulations	2	2	0
Vital Signs	16	16	0
Injections/Veinapuncture	16	16	0
Diagnostic Imaging	8	8	0
Electrocardiogram	16	16	0
Urinalysis	4	4	0
Hematology	4	4	0
Nutrition	4	4	0
Physical Examination	12	4	0
Medical Asepsis	12	4	0
Basic Microbiology	12	4	0
Assisting with Minor Surgery	20	12	0
Pediatrics	16	8	0
Gynecology	16	8	0
Specialty Lab Tests	8	8	0

Basic Pharmacology Dosage and Calculations	32	8	0
CPR/First Aid	4	4	0
Job Placement, and Human Resources	4	4	0
MEDICAL ASSISTANT EXTERNSHIP			
Externship	0	0	180
TOTAL	**534 Hrs**	**266 Hrs**	**180 Hrs**

PROGRAM OBJECTIVES

The Medical Assistant program aims to prepare all graduates for an entry level position in the field. Upon successful completion of the training program, students will :

- ✓ Be able to identify the roles and responsibilities of the medical assistant.
- ✓ Have knowledge of safety measures to prevent injury to patients, as well as the medical team.
- ✓ Know how to communicate in an effective manner with the medical team and patients.
- ✓ Be able to apply ethical and legal standards to issues in the medical environment.
- ✓ Have knowledge of professional work habits; understand proper office and compartment cleaning methods for safety of patients and the medical team.
- ✓ Understand medical terminology.
- ✓ Be able to perform administrative office procedures.
- ✓ Be proficient in HIPPA laws and know the importance of confidentiality and patient privacy.
- ✓ Know how to handle patient specimens correctly and process them accurately.

A Diploma will be awarded for successful completion of the training program. This training programs fulfill instruction in theory, lab and externship. In order to successfully complete the training program all students enrolled in this program must successfully pass (with a grade of "C" or better) the following courses: Anatomy, Medical Terminology and Medical Assistant Core. Each course has a Final Examination which also must be passed with a grade of a "C" or better.

PROGRAM SCHEDULE

The Medical Assistant program has the following breakdown among theory hours, laboratory hours, externship, total weeks and credits:

Program	Theory	Lab	Externship	Total Weeks
Medical Assistant	534 Hours	266 Hours	180 Hours	49 weeks

PREREQUISITES

No prerequisites are required for this training program.

SEQUENCE OF PROGRAM

The following is the sequencing of this training program:
1. Anatomy
2. Medical Terminology

3. Medical Assistant CORE
4. Medical Assistant Externship

This is the order in which courses have to be completed in. In order to move on to the next course, the student must pass each course with a "C" or better.

CREDENTIAL AWARDED
A Diploma will be awarded for successful completion of this training program.

LICENSURE
This occupation does not require licensure for employment; therefore licensure is not a goal for this training program.

BACKGROUND CHECK & DRUG TEST
All prospective students interested in enrolling in the Medical Assistant training program must complete a background check and a drug test. In order to be accepted for enrollment in this program, the prospective student must pass both the background check and the drug test. Please refer to the "Background Check and Drug Testing Policies" found on page 116 of this catalog for specific policies and procedures.

OCCUPATION/JOB TITLES
Medical Assistant
Administrative Medical Assistant
Clinical Medical Assistant
Medical Secretary

STUDENT TO FACULTY RATIO
The following is the student to faculty member ratio: 15:1

MAXIMUM ENROLLMENT
Maximum enrollment in class and lab: 15 Students

REQUIRED EQUIPMENT
- EKG Machine
- Microscope
- Refrigerator
- Surgical Instruments (minor surgery)
- Eye Wash Station
- Mayo Stand
- Eye Chart
- Hemocytometer
- Exam Table
- Model Skeleton
- Autoclave
- Professional Scale/Height
- Blood Pressure Monitor
- Glucose Monitor
- Thermometer

- Sphygmomanometer
- Otoscope
- IV Stand
- Phlebotomy Chair
- Centrifuge
- Lancets
- Urine Cups
- Antiseptic Towelette
- Feeding Tube
- Nasal Cannula
- Goggles
- Tracheal Tube
- Vital Sign Monitor
- Iodine
- Peroxide

- Tourniquet
- Oxygen Tank w/mask
- Biohazard Waste Disposal
- Measuring Tape (Head Circumference)
- Gloves
- Needles
- Butterfly Needle
- Syringes
- Tubes
- Cotton Balls
- Alcohol Pads
- Bandages
- Notebook
- Pens
- Lab Sheet

- Patient Information Sheet
- Patient History Sheet
- Allergy Requisition
- Pregnancy Health Record
- Women's Health Update Form
- Workers Compensation Information Sheet
- Progress Note
- HCFA 1500 Billing Form
- Superbill
- Books
- Files
- Folders
- Colored Filing Tabs
- Phone/Fax/ Copier
- Software

PROGRAM DELIVERY
Residential

TUITION COSTS

Tuition:	$15,000.00
Books:	$ 550.00
Materials:	$ 175.00
Registration Fee:	$ 75.00
Total	**$15,800.00**

PHARMACY TECHNICIAN

COURSE DESCRIPTION

Total Tuition: $15,500.00   **900 Hours**

Pharmacy Technicians receive written prescriptions or requests for prescription refills from patients. They also may receive prescriptions sent electronically from the doctor's office. They must verify that the information on the prescription is complete and accurate. To prepare the prescription, technicians must retrieve, count, pour, weigh, measure, and sometimes mix the medication. Then, they prepare the prescription labels, select the type of prescription container, and affix the prescription and auxiliary labels to the container. Once the prescription is filled, technicians price and file the prescription, which must be checked by a pharmacist before it is given to the patient. Technicians may establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications.

ANATOMY

COURSE TITLE:
Anatomy 101

COURSE DESCRIPTION:
Anatomy and Physiology is a course which all students must undergo. The course content is presented according to body systems. Mastery of key concepts is encouraged with lectures, full-color art and educational aids such as videos. The course is designed to help students successfully pass the course in order to continue to the following areas of their chosen profession. The course following anatomy and physiology is Terminology, in which knowledge of anatomy and physiology is needed in order to successfully complete the course.

CLOCK HOURS:

Upon successful completion of the Anatomy and Physiology course, students will be awarded the following:
          Clock Hours: 190.0

MEDICAL TERMINOLOGY

COURSE TITLE:
Medical Terminology 101

COURSE DESCRIPTION:
Medical Terminology introduces elements of medical terms, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems. It compares and contrasts the different body systems. Students define and describe the function of each system of the body.

CLOCK HOURS:

Upon successful completion of the Medical Terminology course, students will be awarded the following:
          Clock Hours: 88.0

PHARMACY TECHNICIAN CORE

COURSE TITLE:
Pharmacy Technician Core

COURSE DESCRIPTION:
Pharmacy Technicians receive written prescriptions or requests for prescription refills from patients. They also may receive prescriptions sent electronically from the doctor's office. They must verify that the information on the prescription is complete and accurate. To prepare the prescription, technicians must retrieve, count, pour, weigh, measure, and sometimes mix the medication. Then, they prepare the prescription labels, select the type of prescription container, and affix the prescription and auxiliary labels to the container. Once the prescription is filled, technicians price and file the prescription, which must be checked by a pharmacist before it is given to the patient. Technicians may establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications.

CLOCK HOURS:

Upon successful completion of the Pharmacy Technician Core course, students will be awarded the following:
Clock Hours: 442.0

EXTERNSHIP

COURSE TITLE:
Pharmacy Technician Externship

COURSE DESCRIPTION:
Pharmacy Technicians receive written prescriptions or requests for prescription refills from patients. They also may receive prescriptions sent electronically from the doctor's office. They must verify that the information on the prescription is complete and accurate. To prepare the prescription, technicians must retrieve, count, pour, weigh, measure, and sometimes mix the medication. Then, they prepare the prescription labels, select the type of prescription container, and affix the prescription and auxiliary labels to the container. Once the prescription is filled, technicians price and file the prescription, which must be checked by a pharmacist before it is given to the patient. Technicians may establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications.

CLOCK HOURS:

Upon successful completion of the Pharmacy Technician Externship course, students will be awarded the following:
Clock Hours: 180.0

PHARMACY TECHNICIAN PROGRAM BREAKDOWN

COURSE	CLOCK HOURS		
	LECTURE	LAB	EXTRN.
ANATOMY			
Cellular System	8	0	0
Skeletal System	16	0	0
Muscular System	16	0	0
Digestive System	20	0	0
Respiratory System	16	0	0
Circulatory System/Blood	16	0	0
Urinary System	16	0	0
Nervous System	20	0	0
The Senses	20	0	0
Endocrine System	10	0	0
Reproductive System	16	0	0
Lymphatic System	8	0	0
Immune System	8	0	0
MEDICAL TERMINOLOGY			
Root	18	0	0
Suffix	18	0	0
Prefix	18	0	0
Combining Form	18	0	0
Medical Abbreviations	16	0	0
PHARMACY TECHNICIAN CORE			
Pharmacy and Health Care	4	0	0
The Pharmacy Technician	4	4	0
Drug Regulation & Control	16	8	0
Pharmacy Terms & Abbrev.	16	0	
Prescriptions	16	8	0
Calculations	34	28	0
Routes and Formulations	12	4	0
Parenterals	20	16	0
Compounding	24	16	0
Basic Biopharmaceutics	14	2	0
Drug Activity	10	2	0
Pharmacy Information	8	4	0
Inventory Management	16	8	0
Financial Issues	16	8	0
Community, Hospital and Other Pharmacy Environments	24	12	0
Drug Classification	56	16	0
Pharmacy Software	8	8	
PHARMACY TECHNICIAN EXTERNSHIP			
Externship	0	0	180

TOTAL	576 Hrs	144 Hrs	180 Hrs

PROGRAM OBJECTIVES

The Pharmacy Technician program aims to prepare all graduates for an entry level position in the field. Upon successful completion of the training program, students will :

- ✓ Define the differences between the hospital and retail, private and chain, pharmacy setting.
- ✓ Demonstrate ethical conduct in all duties performed.
- ✓ Understand the laws that govern pharmacy, whether federal or state mandated.
- ✓ Interpret physician orders and prescriptions.
- ✓ Prepare and distribute medications.
- ✓ Define medical and pharmaceutical terms, and common abbreviations.
- ✓ Understand the pharmacology of medications in relation to the anatomy affected.
- ✓ Perform pharmaceutical calculations.
- ✓ Communicate effectively with patients and medical professionals.
- ✓ Understand the importance of confidentiality of all patient information, including HIPPA guidelines.
- ✓ Process insurance billing and/or collect payments.

A Diploma will be awarded for successful completion of the training program. This training programs fulfill instruction in theory, lab and externship. In order to successfully complete the training program all students enrolled in this program must successfully pass (with a grade of "C" or better) the following courses: Anatomy, Medical Terminology and Pharmacy Technician Core. Each course has a Final Examination which also must be passed with a grade of a "C" or better.

PROGRAM SCHEDULE

The Pharmacy technician program has the following breakdown among theory hours, laboratory hours, externship, total weeks and credits:

Program	Theory	Lab	Externship	Total Weeks
Pharmacy Technician	576 Hours	144 Hours	180 Hours	45 weeks

PREREQUISITES

No prerequisites are required for this training program.

SEQUENCE OF PROGRAM

The following is the sequencing of this training program:
1. Anatomy
2. Medical Terminology
3. Pharmacy Technician CORE
4. Pharmacy Technician Externship

This is the order in which courses have to be completed in. In order to move on to the next course, the student must pass each course with a "C" or better.

CREDENTIAL AWARDED
A Diploma will be awarded for successful completion of this training program.

LICENSURE
In order to be employed as a Pharmacy Technician in the State of California, a State Licensure is required. In order to be eligible to receive a CA State License for Pharmacy Technician the following is required:

- High School Diploma (or its equivalent) and Transcripts of coursework
- No infractions, misdemeanors or felonies in any state, the USA or its territories
- No engagement in the use of illegal drugs or controlled substances in the past 2 years
- Proof of Completion of a Pharmacy Technician Training Program
- Live Scan Fingerprinting

Because the CA State Board of Pharmacy DOES NOT approve schools or the education program, GMC does not have an approval form this agency.

BACKGROUND CHECK & DRUG TEST
All prospective students interested in enrolling in the Pharmacy Technician training program must complete a background check and a drug test. In order to be accepted for enrollment in this program, the prospective student must pass both the background check and the drug test. Please refer to the "Background Check and Drug Testing Policies" found on page 116 of this catalog for specific policies and procedures.

OCCUPATION/JOB TITLES
Pharmacy Technician
Pharmacy Clerk
Medication Technician

STUDENT TO FACULTY RATIO
The following is the student to faculty member ratio: 12:1

MAXIMUM ENROLLMENT
Maximum enrollment in class and lab: 12 Students

REQUIRED EQUIPMENT

- IV Stand
- Syringes
- Needles
- Suppositories
- Tablets
- Bottles
- Tubes
- Medication envelope
- Cream Ointments
- Capsules
- Droppers
- Nasal Spray
- Gloves
- Spatulas
- Ointment Jars
- Suppository Box
- Containers
- Eyewear Repair Kit
- Medicine Spoon
- Oral Syringe
- Blood Pressure Monitor
- Thermometer

- Prescription Labels
- RX forms
- Balance scales
- Counting trays
- Mortar & pestle
- Measuring container
- Refrigerator
- IV stands
- Vials
- Drug Information Cards
- Immunization Records
- Medication Sheets

- Books
- Computer
- Copy Machine
- Phone
- Fax
- Pharmacy Software
- White Board
- Pin Board
- Medication Shelf
- Locked Medication Cabinet
- Posters

PROGRAM DELIVERY
Residential

TUITION COSTS

Tuition:	$14,700.00
Books:	$ 475.00
Materials:	$ 250.00
Registration Fee:	$ 75.00
Total	**$15,500.00**

PHLEBOTOMY TECHNICIAN I

COURSE DESCRIPTION

Total Tuition: $2,500.00   **90 Hours**

The profession of phlebotomy is taught through didactic, student laboratory, and clinical experiences. The course will focus on skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Blood collection procedures performed includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults. Collection of specimens from children and infants is discussed. Emphasis will be placed on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. Students will learn the theory and principles of laboratory tests and perform the tests in the student laboratory. The testing performed will include manual hematocrits, automated hemoglobin and glucose testing, urinalysis dipsticks, fecal occult blood, erythrocyte sedimentation rate and pregnancy testing.

PT I DIDACTIC

COURSE TITLE:
PT I Didactic

COURSE DESCRIPTION:
Blood collection procedures performed includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults. Collection of specimens from children and infants is discussed. Emphasis will be placed on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. Students will learn the theory and principles of laboratory tests and perform the tests in the student laboratory.

CLOCK HOURS:
Upon successful completion of the PT I Didactic course, students will be awarded the following:
   Clock Hours: 50.0

PT I CLINICAL

COURSE TITLE:
PT I Clinical

COURSE DESCRIPTION:
This course will focus on the attainment of knowledge and practice in a clinical setting. The course will focus on skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Blood collection procedures will be performed using vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults. Students will practice infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism and ethics. Students will perform the following laboratory tests: manual hematocrits, automated hemoglobin and glucose testing, urinalysis dipsticks, fecal occult blood, erythrocyte sedimentation rate and pregnancy testing. This is the minimum requirement to complete the externship course.

CLOCK HOURS:
Upon successful completion of the PT I Clinical course, students will be awarded the following:
   Clock Hours: 40.0

PHLEBOTOMY TECHNICIAN I PROGRAM BREAKDOWN

COURSE	CLOCK HOURS		
	LECTURE	LAB	EXTRN.
CPT I DIDACTIC			
Infection Control	3	1	0
Anatomy & Physiology	4	0	0
Medical Terminology	4	0	0
Patient & Specimen Ident.	1	1	0
Skin Puncture Site Selection and Preparation	1	1	0
Blood Collection Equipment	3	1	0
Post-Puncture Care	1	1	0
Disposal of Sharps, Needles and Waste	1	1	0
Advanced Infectious Disease Control & Biohazard	4	0	0
Anti-Coagulation Theory	1	0	0
Error in Specimen Collection	3	0	0
Anatomical Site Selection and Patient Preparation	4	2	0
Risk Factors	1	0	0
Test Requisition, Transport and Processing	3	0	0
Professionalism and Law & Ethics	4	0	0
Quality Assurance	2	0	0
Legal Issues	2	0	0
CPT I CLINICAL			
Externship	0	0	40
TOTAL	**42 Hrs**	**8 Hrs**	**40 Hrs**

PROGRAM OBJECTIVES

The Phlebotomy Technician I program aims to prepare all graduates for an entry level position in the field. Upon successful completion of the training program, students will :

- ✓ Define the role of the phlebotomist.
- ✓ Define the State requirements, legal and ethical issues related to phlebotomy practice.
- ✓ Define medical terms associated with the role of the phlebotomist.
- ✓ Demonstrate effective customer service, problem-solving and troubleshooting skills, and perform clerical duties required to document.
- ✓ Describe basic human anatomy and physiology, and identify anatomical structures utilized in blood collection.
- ✓ Describe the components of blood, trace the circulatory pathway of the blood, and perform the blood collection procedure.

- ✓ Maintain a safe environment, and participate in performance improvement/ quality assurance in phlebotomy practice.
- ✓ Demonstrate skills required for pre-analytical specimens processing.
- ✓ Discuss specimen collection techniques requiring special handling and perform the proper selection of equipment for specimen collection.
- ✓ Identify the information necessary to obtain a State Certificate in Phlebotomy and identify continuing education requirements.
- ✓ Successfully perform the role of the phlebotomist.
- ✓ Identify a selection of blood collection equipment.
- ✓ Demonstrate knowledge of infection control.
- ✓ Identify the necessary skills for patient preparation.
- ✓ Successfully complete a minimum of 10 skin punctures on patients of varying ages, health statuses and obesity statuses.
- ✓ Successfully complete a minimum of 50 venipunctures on patients of varying ages, health statuses and obesity statuses.
- ✓ Describe and complete proper post-puncture care.
- ✓ Successfully process blood containers after collection, including centrifugation.
- ✓ Properly dispose of needles, sharps and medical waste. Process insurance billing and/or collect payments.

A Certificate of Completion will be awarded for successful completion of the training program. This training programs fulfill instruction in theory, lab and externship. In order to successfully complete the training program all students enrolled in this program must successfully pass (with a grade of "C" or better) the following courses: CPT I Didactic course and CPT I Clinical course. Each course has a Final Examination which also must be passed with a grade of a "C" or better.

PROGRAM SCHEDULE
The Phlebotomy Technician I program has the following breakdown among theory hours, laboratory hours, externship, total weeks and credits:

Program	Theory	Lab	Externship	Total Weeks
Phlebotomy Technician I program	42 Hours	8 Hours	40 Hours	6 weeks D/E 11 weeks W

PREREQUISITES
No prerequisites are required for this training program.

SEQUENCE OF PROGRAM
The following is the sequencing of this training program:
1. CPT I Didactic
2. CPT I Clinical

This is the order in which courses have to be completed in. In order to move on to the next course, the student must pass each course with a "C" or better.

CREDENTIAL AWARDED
A Certificate of Completion will be awarded for successful completion of this training program.

LICENSURE

In order to be employed as a Phlebotomy Technician I in the State of California, a State Licensure is required by the California Department of Public Health, Laboratory Field Services. In order to be eligible to sit for the licensing exam the following is required:

- High School Diploma (or its equivalent)
- Submit documentation and an application to a CA approved Phlebotomy Training Program
- Attend a phlebotomy training program
- Obtain a certificate of completion from the phlebotomy training program
- Submit documentation and an application to a CA approved Certification Organization to take a written phlebotomy examination

CDPH/LFS approves schools and this education program in the state of California.

BACKGROUND CHECK & DRUG TEST

All prospective students interested in enrolling in the Phlebotomy Technician I training program must complete a background check and a drug test. In order to be accepted for enrollment in this program, the prospective student must pass both the background check and the drug test. Please refer to the "Background Check and Drug Testing Policies" found on page 116 of this catalog for specific polices and procedures.

OCCUPATION/JOB TITLES

Phlebotomy Technician I
Phlebotomy Technician
Phlebotomist

STUDENT TO FACULTY RATIO

The following is the student to faculty member ratio: 12:1

MAXIMUM ENROLLMENT

Maximum enrollment in class and lab: 12 Students

REQUIRED EQUIPMENT AND SUPPLIES

Equipment:
- Blood Collection trays and carts
- Sink with running water
- 37°C Incubator
- Appropriate warning devices
- Artificial arms
- Bio-hazard containers
- Phlebotomy chairs
- Projectors
- Computers
- Eye wash station

- Refrigerator
- Setting frames
- Slide holders
- Microscopes
- Television and video cassette player
- Storage closets with locks for stocking supplies
- Blood pressure cuffs of different sizes and stethoscope
- Centrifuge
- Thermometer

Supplies:

Infection Control:
- Antiseptic soap
- Evacuation blood collection tubes
- Gloves
- Gowns
- Safety goggles and face shields
- Masks
- Paper swabs
- Sterile swabs
- Blood agar plates

Blood Collection Equipment:
- Bandages
- Biohazard waste containers for used needles and lancets
- Disposable gloves
- Glass slides for blood smears
- Safety holders for vacuum tubes
- Safety blood collection sets (safety butterfly needle assembly)
- Safety lancets for skin puncture
- Marking pens for labels
- Micro-collection blood serum separator tubes (600 uL)
- Micro-collection capillary whole blood collectors with 0.23 mg EDTA
- Heparinized plastic micro-collection tubes
- Needles for vacuum tubes and syringes
- 70% isopropyl alcohol, iodine and betadine pads or swab sticks
- Sterile gauze pads
- Safety syringes
- Tourniquet (non-latex)
- Unopette devices for finger stick blood collection
- Capillary safety tube sealer
- Antimicrobial hand gel or foam to wash hands without soap and water

Special Collection Procedures:
- Biohazard bags
- Biohazard container for sharps
- Blood culture preparation kits
- Evacuated collection tubes with Sodium Polyanethole Sulfonate (SPS)
- Gloves
- Gowns
- Sterile blood culture needle and safety holder collection kits
- Tourniquets

Urine Analysis and Body Fluid Collections:
- Gauze or towels to clean area after laboratory exercise
- Gloves
- Gowns or lab coats
- Pens for labeling urine vials
- 10% bleach solution for clean up
- Urine controls
- Urine dipsticks
- Vials for urine collection
- Disinfectant solutions and biohazard containers

PROGRAM DELIVERY
Residential

TUITION COSTS
Tuition:	$2,115.00
Books:	$ 145.00
Materials:	$ 140.00
Registration Fee:	$ 100.00
Total	**$2,500.00**

SUBSTANCE ABUSE AND ADDICTION COUNSELING

COURSE DESCRIPTION

Total Tuition: $35,000.00   **1230 Hours / 63 Semester Credits**

The Substance Abuse and Addiction Counseling program is geared for students to gain theoretical knowledge important for working in the field and to apply concepts to meet their occupational objectives. Addiction counselors assist individuals in recovery, help with identifying behaviors and programs relating to their substance abuse disorder, and help clients find their motivation to change and maintain using evidence based practices. Our curriculum combines theory and research with practical experience to prepare students for the situations they will encounter as addiction counselors.

SAAC 101

COURSE TITLE:
Introduction to Alcohol and Drug Counseling

COURSE DESCRIPTION:
The Substance Abuse and Addiction Counseling program is geared for students to gain theoretical knowledge important for working in the field and to apply concepts to meet their occupational objectives. In this course students will obtain knowledge and understanding of addiction and recovery, while closely examining the developmental aspects of substance abuse. This course will also prepare students in working with diverse populations and understanding cultural differences when providing addiction counseling services.

CLOCK/CREDIT HOURS:
Upon successful completion of the SAAC 101 course, students will be awarded the following:
    Clock Hours: 90.0
    Semester Credit Hours: 6.0

SAAC 102

COURSE TITLE:
Law and Ethics

COURSE DESCRIPTION:
The purpose of the Law and Ethics course is to educate and inform Substance Abuse and Addiction Professionals of the state and federal policies of practice pertaining to treatment services. In this course, we will closely evaluate the code of ethics and other CCAPP and NAADAC practice policies regulated for proper treatment practices. Students will obtain understanding in practicing confidentiality and ethics in addiction counseling services. Also, it is of outmost importance for students to have thorough understanding of MHPAEA regulations, Children's Health Act of 2000, The Garrett Lee Smith Memorial Act Reauthorization of 2013, The National All Schedules Prescription Electronic Reporting Reauthorization Act of 2013, The Affordable Care Act, The Tribal law and Order Act of 2010 and the Sober Truth on Preventing Underage Drinking Act (STOP) of 2006.

CLOCK/CREDIT HOURS:
Upon successful completion of the SAAC 102 course, students will be awarded the following:
    Clock Hours: 60.0
    Semester Credit Hours: 4.0

SAAC 103

COURSE TITLE:
Personal and Professional Growth

COURSE DESCRIPTION:
The purpose of this course is to educate students of the importance of professional development for addiction counselors. We will discuss techniques of clinical supervision and risk management while attending to the needs of the client. This course will help addiction professionals gain insight to practicing professionalism and interpersonal skills for the ethical practice of day to day treatment. We will also evaluate the credentialing needs and requirements in the state of California for addiction professionals. Students will learn and understand the importance of professional development, not only for state and federal requirements, but for personal growth.

CLOCK/CREDIT HOURS:
Upon successful completion of the SAAC 103 course, students will be awarded the following:
        Clock Hours: 60.0
        Semester Credit Hours: 4.0

SAAC 104

COURSE TITLE:
Physiology and Pharmacology

COURSE DESCRIPTION:
In this course, students will learn about the anatomy and physiology of addiction while closely examining the physiological differences between males and females. Students will gain understanding of the developmental stages and how they contribute to the physical and emotional development of addictive behaviors. We will closely examine pharmacology and addiction to gain better insight of the physiology of drugs and substances and their effects to physical and mental health and wellbeing. Students will learn to work with patients with co-occurring disorders and gain understanding of the sensitive nature of working with individuals who experience physical and mental challenges collectively. The course will allow for students to become knowledgeable in pharmacology and the physiology of addictive behaviors.

CLOCK/CREDIT HOURS:
Upon successful completion of the SAAC 104 course, students will be awarded the following:
        Clock Hours: 195.0
        Semester Credit Hours: 13.0

SAAC 105

COURSE TITLE:
Case Management

COURSE DESCRIPTION:
This course will introduce students to case management, counseling and assessment techniques. Students will be introduced to the 12 core functions and 8 domains of substance abuse counseling. We will evaluate the practices of treatment and recovery planning allowing students to gain prospective into developing reports and practicing record keeping techniques. This course will also help students understand the importance of proper consultation and referral services for substance abusers. Lastly, students will evaluate the different methods for relapse prevention and follow up care.

CLOCK/CREDIT HOURS:
Upon successful completion of the SAAC 105 course, students will be awarded the following:
        Clock Hours: 165.0
        Semester Credit Hours: 10.0

SAAC 106

<u>COURSE TITLE:</u>
Counseling Theories and Techniques

<u>COURSE DESCRIPTION:</u>
This course will help students learn essential techniques for the various types of addiction counseling. We will evaluate the theories and practices of counseling while gaining insight of the various counseling approaches and methods of practice. Students will learn individual therapy, family therapy, group therapy and counseling individuals with co-occurring disorders.

<u>CLOCK/CREDIT HOURS:</u>
Upon successful completion of the SAAC 106 course, students will be awarded the following:
Clock Hours: 300.0
Semester Credit Hours: 17.0

SAAC 107

<u>COURSE TITLE:</u>
Supervised Practicum

<u>COURSE DESCRIPTION:</u>
Under close supervision of faculty, students will practice the different counseling techniques and approaches pertaining to individual counseling, group counseling, family counseling and counseling individuals with co-occurring disorders. Students will demonstrate proficiency of addiction counselor behaviors through supervised role play, case study evaluations and monitored treatment planning approaches.

<u>CLOCK/CREDIT HOURS:</u>
Upon successful completion of the SAAC 107 course, students will be awarded the following:
Clock Hours: 90.0
Semester Credit Hours: 2.0

SAAC 108

<u>COURSE TITLE:</u>
Externship

<u>COURSE DESCRIPTION:</u>
Substance Abuse and Addiction Counselors, with the supervision of a licensed practitioner, practice the skills learned in the SAAC curriculum. Students must understand and implement all the 12 Core Functions and 8 Domains at externship sites.

<u>CLOCK/CREDIT HOURS:</u>
Upon successful completion of the SAAC 108 course, students will be awarded the following:
Clock Hours: 270.0
Semester Credit Hours: 6.0

SUBSTANCE ABUSE AND ADDICTION COUNSELING PROGRAM BREAKDOWN

COURSE	CLOCK HOURS			CREDIT HOURS
	LEC.	LAB	EXTRN.	SEMESTER
INTRO TO DRUG AND ALCOHOL COUNSELING				
Intro to Addiction & Recovery	30	0	0	2.0
Developmental Aspects of Substance Abuse	15	0	0	1.0
Diverse Pop. & Cultural Diff.	45	0	0	3.0
LAW AND ETHICS				
Law and Ethics for Substance Abuse Professionals	45	0	0	3.0
Confidentiality and Addiction Counseling	15	0	0	1.0
PERSONAL AND PROFESSIONAL GROWTH				
Professional Development for Addiction Counselors	30	0	0	2.0
Clinical Supervision and Risk Management	30	0	0	2.0
PHYSIOLOGY AND PHARMACOLOGY				
Physiology for Addiction Professionals	90	0	0	6.0
Pharmacology and Addiction	30	0	0	2.0
Intro to Psychopharmacology	30	0	0	2.0
Understanding Addiction and Human Behavior	45	0	0	3.0
CASE MANAGEMENT				
Intro to Case Management for Addiction Counselors	60	10	0	4.0
Intro to Counseling & Assessment	30	10	0	2.0
Brief Interventions and Theory Practices for Addiction Couns.	15	10	0	1.0
Treatment Services for Substance Abusers	15	0	0	1.0
Relapse Prevention Practices	15	0	0	1.0
COUNSELING THEORIES AND TECHNIQUES				
Individual Therapy	90	30	0	7.0
Family Therapy	30	30	0	3.0
Group Therapy	60	30	0	5.0
Co-Occurring Disorders	30	0	0	2.0
SUPERVISED PRACTICUM				
Supervised Practicum	0	90	0	3.0
EXTERNSHIP				

Externship	0	0	270		6.0
TOTAL	**750**	**210**	**270**		**63.0**

PROGRAM OBJECTIVES

Upon successful completion of the Substance Abuse & Addiction Counseling program, students will be able to accomplish the following:

- ✓ the roles, responsibilities, and functions of professional counselors and their relationships with other human service providers, including strategies for interagency/interorganizational collaboration and communications
- ✓ counseling supervision models, practices, and process
- ✓ the role of professional counselors as advocates of the profession and for clients, including addressing institutional and social barriers that impede access, equality and success for clients
- ✓ the ethical standards of substance counselors and the ability to solve ethical problems which arise in the practice of counseling
- ✓ multicultural and pluralistic trends including characteristics and concerns within and among diverse groups
- ✓ the theories of multicultural counseling, identity development, and social justice
- ✓ individual, couple, family, group, and community strategies for working with and advocating for diverse populations, including multicultural competencies
- ✓ the counselor's role in eliminating biases, prejudices, and processes of intentional and unintentional oppression and discrimination.
- ✓ the theories of learning and personality development, including current understandings about neurobiological behavior
- ✓ the effects of crises, disasters, and other trauma-causing events on persons of all ages
- ✓ the theories and models of individual, cultural, couple, family, and community resilience
- ✓ human behavior, including an understanding of developmental crises, disability, psychopathology, and situational and environmental factors that affect both normal and abnormal behavior
- ✓ essential interviewing and counseling skills
- ✓ counseling theories that provide models to conceptualize client presentation and assist in selecting appropriate counseling interventions. The models provided are consistent with current research and practice to assist in the development of a personal model of counseling;
- ✓ crisis intervention and suicide prevention models, including the use of psychological first aid strategies.
- ✓ the principles of group counseling dynamics, including group process components, developmental stages theories, group members' roles and behaviors, and therapeutic factors of group work;
- ✓ group counseling methods, including group counselor orientations and behaviors, appropriate selection criteria and methods, and methods of evaluation of effectiveness; and
- ✓ direct experience participating as group members in a small group activity
- ✓ ethical strategies for selecting, administering, and interpreting assessment and evaluation instruments and techniques in counseling.
- ✓ understanding intake and case management, treatment and recovery planning, reports and record keeping, and consultation and referrals
- ✓ understanding the 12 core functions and 4 domains.
- ✓ understanding co-occurring disorders and their correlation to substance abuse

An Associate of Occupational Science degree will be awarded for successful completion of the training program. This training programs fulfills instruction in theory, lab and externship. In order to successfully complete the training program all students enrolled in this program must successfully pass (with a grade of "C" or better) all the courses mentioned above in the program breakdown. Each course has a Final Examination which also must be passed with a grade of a "C" or better.

73

PROGRAM SCHEDULE

The Substance Abuse and Addiction Counseling program has the following breakdown among theory hours, laboratory hours, externship, total weeks and credits:

Program	Theory	Lab	Externship	Credit Hours	Total Weeks
Substance Abuse and Addiction Counseling	750 Hours	210 Hours	270 Hours	63.0 Semester Credits	100 Weeks D 100 Weeks E 100 Weeks W

PREREQUISITES

No prerequisites are required for this training program.

SEQUENCE OF PROGRAM

The following is the sequencing of this training program:
1. Introduction to Alcohol and Drug Counseling
2. Law and Ethics
3. Personal and Professional Growth
4. Physiology and Pharmacology
5. Case Management
6. Counseling Theories and Techniques
7. Supervised Practicum
8. Externship

This is the order in which courses have to be completed in. In order to move on to the next course, the student must pass each course with a "C" or better.

CREDENTIAL AWARDED

An Associate of Occupational Science degree will be awarded for successful completion of this training program.

LICENSURE

A credential is not required for employment in the field.

BACKGROUND CHECK & DRUG TEST

All prospective students interested in enrolling in the Substance Abuse and Addiction Counseling training program must complete a background check and a drug test. In order to be accepted for enrollment in this program, the prospective student must pass both the background check and the drug test. Please refer to the "Background Check and Drug Testing Policies" found on page 116 of this catalog for specific policies and procedures.

OCCUPATION/JOB TITLES

1. Substance Abuse Counselor
2. Addiction Counselor

3. Drug Alcohol Counselor

STUDENT TO FACULTY RATIO
The following is the student to faculty member ratio: 15:1

MAXIMUM ENROLLMENT
Maximum enrollment in class and lab: 15 Students

REQUIRED EQUIPMENT AND SUPPLIES
- Computers
- Files
- Assessment Form
- Intake Form
- Treatment Planning Form
- Client Education and Referral Form
- Record Keeping Form
- Professional and Ethical Responsibility Form
- White Board
- Conference Table
- Chairs
- Addiction Management Software

PROGRAM DELIVERY
Residential

TUITION COSTS
Tuition:	$34,600.00
Books:	$ 200.00
Materials:	$ 100.00
Registration Fee:	$ 100.00
Total	**$35,000.00**

HEALTHCARE ADMINISTRATION

COURSE DESCRIPTION

Total Tuition: $32,100.00   **960 Clock Hours / 1445 Total Clock Hours**
62.0 Semester Credits

The Healthcare Administration program is geared for students to gain theoretical knowledge important for working in the field and to apply concepts to meet their occupational objectives. Healthcare Administrators plan, direct, and coordinate medical and health services. They can easily manage an entire facility, a specific clinical area or department, or a medical practice for a group of physicians. Healthcare Administrators must direct changes that conform to changes in healthcare laws, regulations, and technology. They work closely with physicians and surgeons, registered nurses, medical and clinical laboratory technologists and technicians, and other healthcare workers.

Introduction to Healthcare & Public Law
SEMESTER 1
HCA 100

COURSE TITLE:
Medical Terminology for Healthcare Professionals

COURSE DESCRIPTION:
This course offers students engagement and interaction with the dynamic language of healthcare. Through comprehensive discussions and activities, students will have the opportunity to be immersed in the words used in health care including medical terms, roots, suffix, prefix and combining form.

CLOCK/CREDIT HOURS:
Upon successful completion of the HCA 100 course, students will be awarded the following:
> **Lecture Hours**: 45.0
> **Outside Hours**: 23.0
> **Semester Credit Hours**: 3.0 (General Education Course)

HCA 101

COURSE TITLE:
Healthcare Law and Ethics

COURSE DESCRIPTION:
This course identifies ethics issues in health care. It is designed to encourage students to clarify their personal ethic with regard to health care issues. The various responsibilities involving the management of populations whose ethics may be divergent are identified.

CLOCK/CREDIT HOURS:
Upon successful completion of the HCA 101 course, students will be awarded the following:
> **Lecture Hours**: 60.00
> **Outside Hours**: 30.0
> **Semester Credit Hours**: 4.0 (General Education Course)

HCA 102

COURSE TITLE:

Communication for Healthcare Professionals

<u>**COURSE DESCRIPTION:**</u>
This course offers students the foundational knowledge and skills to communicate in a variety of workplace settings. Students will focus on writing correspondence, communication technologies, and effective communications strategies for the health care industry.

<u>**CLOCK/CREDIT HOURS:**</u>
Upon successful completion of the HCA 300 course, students will be awarded the following:
> **Lecture Hours**: 60.0
> **Outside Hours:** 30.0
> **Semester Credit Hours**: 4.0 (General Education Course)

HCA 103

<u>**COURSE TITLE:**</u>
Public and Community Health

<u>**COURSE DESCRIPTION:**</u>
This course provides health care students with an introduction to the development of the public health systems and through the epidemiological model students will examine the impact of environmental factors on disease trends as well as communicable disease controls. Students will develop beginning skills in community assessment and health promotion strategies. The course also reflects the advances in population health in the community health field. This course represents the concept that many populations of concern in health program are not solely defined by geographic location.

<u>**CLOCK/CREDIT HOURS:**</u>
Upon successful completion of the HCA 103 course, students will be awarded the following:
> **Lecture Hours**: 60.0
> **Outside Hours:** 30.0
> **Semester Credit Hours**: 4.0 (General Education Course)

Healthcare Management
SEMESTER 2
HCA 200

<u>**COURSE TITLE:**</u>
Healthcare Systems and Administration

<u>**COURSE DESCRIPTION:**</u>
This course provides an overview of the integration of technology in the health care settings. Students will examine the process used in the selection, application, and evaluation of computers software and hardware. Methods and processes to make informed business decision related to the application and use technology in health care will be discussed.

<u>**CLOCK/CREDIT HOURS:**</u>
Upon successful completion of the HCA 200 course, students will be awarded the following:
> **Lecture Hours**: 60.0
> **Outside Hours:** 30.0
> **Semester Credit Hours**: 4.0

HCA 201

COURSE TITLE:
Healthcare Management

COURSE DESCRIPTION:
The course explores fundamental concepts of management theory as applied to health are. Students will examine the organizational structure of the health care delivery system and administrative processes such as planning, problem solving, decision making, and quality productivity improvement. Emphasis will also be placed on the major issues and problem areas confronting health services administrators.

CLOCK/CREDIT HOURS:
Upon successful completion of the HCA 201 course, students will be awarded the following:
> **Lecture Hours**: 75.0
> **Outside Hours:** 38.0
> **Semester Credit Hours**: 5.0

HCA 202

COURSE TITLE:
Healthcare Management and Outcome Analysis

COURSE DESCRIPTION:
This course examines the relationships between health care quality and organizational performance management. The student is introduced to the rationale for performance management and the role of the governing body of the health care organization in ensuring compliance with the standards of regulatory and accreditation organizations. Methods for assuring quality in process and outcome management are described, as well as the significance and statistical application of measuring outcomes. Various health care customers are identified. Changing trends in the provision and reimbursement of health care services are reviewed.

CLOCK/CREDIT HOURS:
Upon successful completion of the HCA 202 course, students will be awarded the following:
> **Lecture Hours**: 75.0
> **Outside Hours:** 38.0
> **Semester Credit Hours**: 5.0

HCA 203

COURSE TITLE:
Healthcare Compliance

COURSE DESCRIPTION:
This course addresses both the managerial and legal aspects of health care corporate compliance. Essential elements of a compliance program are presented with a focus on various pieces of federal legislation and enforcement initiatives conducted by the U.S. Department of Justice and the Office of Inspector General in the Department of Health and Human Services.

CLOCK/CREDIT HOURS:
Upon successful completion of the HCA 203 course, students will be awarded the following:
> **Lecture Hours**: 45.0
> **Outside Hours:** 23.0
> **Semester Credit Hours**: 3.0

Business Management
SEMESTER 3
HCA 300

COURSE TITLE:

HIPAA Health

COURSE DESCRIPTION:

This course provides an overview of the privacy and security components of the Health Insurance Portability and Accountability Act (HIPAA) and the additional requirements mandated by the HITECH Act and the Omnibus Final Rule. This course will also examine the measures needed to maintain HIPAA compliance and understand the compliance auditing, violation and investigation process.

CLOCK/CREDIT HOURS:

Upon successful completion of the HCA 300 course, students will be awarded the following:

Lecture Hours: 75.0
Outside Hours: 38.0
Semester Credit Hours: 5.0

HCA 301

COURSE TITLE:

Healthcare Accounting and Finance

COURSE DESCRIPTION:

This course provides an overview of the financial economics of health care. Concepts such as payments systems, economic trends, financial statements and budgets are covered. This course also provides an understanding of the fundamental concepts of accounting applied in the health care environment. Students will examine accounting practices and procedures to support managerial decision making within the health care organizations.

CLOCK/CREDIT HOURS:

Upon successful completion of the HCA 301 course, students will be awarded the following:

Lecture Hours: 45.0
Lab Hours: 30.0
Outside Hours: 38.0
Semester Credit Hours: 4.0

HCA 302

COURSE TITLE:

Healthcare Marketing

COURSE DESCRIPTION:

In this course students will have the opportunity to examine the traits, trends and needs of today's health care consumer. Students will examine current consumer information for readability, implications for the selection of products and services and differentiation of health care web sources.

CLOCK/CREDIT HOURS:

Upon successful completion of the HCA 302 course, students will be awarded the following:

Lecture Hours: 60.0
Outside Hours: 30.0
Semester Credit Hours: 4.0

<div align="center">**HCA 303**</div>

COURSE TITLE:
Healthcare Research Utilization and Information

COURSE DESCRIPTION:
This course introduces students to the purpose and process of research as applied to health care. Students will examine the role of statistics and various research methods. In addition, students will analyze the key elements of evidence-based research within health care.

CLOCK/CREDIT HOURS:
Upon successful completion of the HCA 303 course, students will be awarded the following:
> **Lecture Hours**: 45.0
> **Outside Hours:** 23.0
> **Semester Credit Hours**: 3.0

Administrative Health Practices
SEMESTER 3
HCA 400

COURSE TITLE:
Facility Planning & Development

COURSE DESCRIPTION:
This course will introduce students to the legal and regulatory challenges of facility planning and development. Students will analyze facility designs, discuss future healthcare consumer utilization trends, as well as examine the regulatory compliance requirements.

CLOCK/CREDIT HOURS:
Upon successful completion of the HCA 400 course, students will be awarded the following:
> **Lecture Hours**: 45.0
> **Outside Hours:** 23.0
> **Semester Credit Hours**: 3.0

<div align="center">**HCA 401**</div>

COURSE TITLE:
Human Resources in Healthcare

COURSE DESCRIPTION:
This course examines the complexities and multiple issues involved in human resources management in health care organizations. Students will examine the strategic role of human resource management in response to changes in the health care industry. In addition, issues such as recruitment, retention, performance management, organizational development, and employee relations are examined. Federal, state, and professional regulatory requirements specific to health care are emphasized.

CLOCK/CREDIT HOURS:
Upon successful completion of the HCA 401 course, students will be awarded the following:
> **Lecture Hours**: 60.0
> **Outside Hours:** 30.0
> **Semester Credit Hours**: 4.0

HCA 402

COURSE TITLE:
Fundamentals of Electronic Health Records

COURSE DESCRIPTION:
This course introduces students to the fundamentals of electronic health records (EHR) in today's healthcare environment. An overview of information systems, functions, workflows, health information accessibility, and healthcare transactions and billing are introduced to prepare students for work with electronic health records. The introduction of EHR software will also be explored.

CLOCK/CREDIT HOURS:
Upon successful completion of the HCA 402 course, students will be awarded the following:
> **Lecture Hours**: 45.0
> **Lab Hours:** 30.0
> **Outside Hours:** 38.0
> **Semester Credit Hours**: 4.0

HCA 403

COURSE TITLE:
Organizational Behavior

COURSE DESCRIPTION:
This course focuses on the dynamics of individual group behaviors and processes that impact and shape organizations. Topics will include organizational theories, decision making, group dynamics, change and conflict negotiation, and organizational culture and design.

CLOCK/CREDIT HOURS:
Upon successful completion of the HCA 403 course, students will be awarded the following:
> **Lecture Hours**: 45.0
> **Outside Hours:** 23.0
> **Semester Credit Hours**: 3.0

HEALTHCARE ADMINISTRATION
PROGRAM BREAKDOWN

COURSE	CLOCK HOURS			CREDIT HOURS
	LEC.	LAB	OUTSIDE*	SEMESTER
INTRODUCTION TO HEALTHCARE & PUBLIC LAW				
SEMESTER 1				
Medical Terminology for Healthcare Professionals	45	0	23	3.0
Healthcare Law and Ethics	60	0	30	4.0
Communication for Healthcare Professionals	60	0	30	4.0
Public & Community Health	60	0	30	4.0
HEALTHCARE MANAGEMENT				
SEMESTER 2				
Healthcare System and Administration	60	0	30	4.0
Healthcare Management	75	0	38	5.0
Healthcare Management and Outcome Analysis	75	0	38	5.0
Healthcare Compliance	45	0	23	3.0
BUSINESS MANAGEMENT				
SEMESTER 3				
HIPAA Health	75	0	38	5.0
Healthcare Accounting and Finance	45	30	38	4.0
Healthcare Marketing	60	0	30	4.0
Healthcare Research Utilization and Information	45	0	23	3.0
ADMINISTRATIVE HEALTH PRACTICES				
SEMESTER 4				
Facility Planning & Development	45	0	23	3.0
Human Resources in Healthcare	60	0	30	4.0
Fundamentals of Electronic Health Records	45	30	38	4.0
Organizational Behavior	45	0	23	3.0
TOTAL	**900**	**60**	**485***	**62.0**

* Outside clock hours are not included as a part of the total clock hours of this training program.

PROGRAM OBJECTIVES

Upon successful completion of the Healthcare Administration program, students will be able to accomplish the following:

- ✓ Explain and compare the organizational elements, structure, performance, terminology, and delivery modalities for U.S. and global healthcare systems.

- ✓ Analyze the structure and interdependence of healthcare system elements and issues using critical thinking to formulate innovative system designs that improve healthcare delivery.

- ✓ Exhibit and nurture, through action and affect, the attributes that facilitate effective teamwork, including those that create cross-functionality and are manifestations of Internet-based collaboration.

- ✓ Maintain accurate financial records, prepare budgets, analyze variance and assess financial opportunities and risks, making recommendations for action based on organizational goals.

- ✓ Perform ongoing critical self-reflection from academic and work-based learning experiences, articulate the personal learning and growth that has resulted from those experiences, and integrate this into action plans for future professional growth, in support of the advancement of healthcare systems.

- ✓ Create policy and processes and execute decisions in compliance with the legal, regulatory and ethical considerations inherent in managing healthcare systems and organizations, with particular attention to information technology processes and structure and how these considerations impact all aspects of healthcare delivery.

- ✓ Integrate concepts of ethics, privacy, law and regulation to achieve optimal organizational effectiveness while adhering to personal and professional values in all elements of health informational technology and healthcare delivery.

- ✓ Develop innovative solutions to strategic, tactical and operational issues in managing healthcare systems and associated information technology through the combined use of information, organizational knowledge, talent management and critical thinking.

- ✓ Explain and compare continuous improvement processes, and using a variety of tools, design and build systems for measurement, analysis and accountability as they apply to healthcare settings.

- ✓ Create comprehensive and useable data-driven action plans that are based on the attainment of measurable results, clear trails of accountability and all appropriate risk assessment.

- ✓ Use economic analysis tools to measure return on investment of change projects (including information technology systems and quality and process improvement systems) and evaluate proposed options for short- and long-term changes in service lines, capital expansion, talent management, and other issues facing healthcare organizations.

- ✓ Use team, talent management, organizational skills, supervision and coaching techniques to effectively lead across organization, department, and work group units to meet diverse stakeholder and organizational goals in a variety of healthcare environments.

- ✓ Use oral and written communication skills to meet the needs of various audiences. Use and integrate appropriate technology and software skills to develop informative, explanatory and persuasive presentations to a variety of audiences.

An Associate of Occupational Science degree will be awarded for successful completion of the training program. This training programs fulfills instruction in theory and lab. In order to successfully complete

the training program all students enrolled in this program must successfully pass (with a grade of "C" or better) all the courses mentioned above in the program breakdown. Final Examinations will be administered upon the completion of each semester; final examinations must also be passed with a grade of a "C" or better.

PROGRAM SCHEDULE

The Healthcare Administration program has the following breakdown among theory hours, laboratory hours, externship, total weeks and credits:

Program	Theory	Lab	Outside*	Credit Hours	Total Weeks
Healthcare Administration	900 Hours	60 Hours	485 Hours	62.0 Semester Credits	100 Weeks D 100 Weeks E 100 Weeks W

* Outside clock hours are not included as a part of the total clock hours of this training program.

PREREQUISITES

No prerequisites are required for this training program.

SEQUENCE OF PROGRAM

The following is the sequencing of this training program:
1. Introduction to Healthcare and Public Law
2. Healthcare Management
3. Business Management
4. Administrative Health Practices

This is the order in which courses have to be completed in. In order to move on to the next course, the student must pass each course with a "C" or better.

CREDENTIAL AWARDED

An Associate of Occupational Science degree will be awarded for successful completion of this training program.

LICENSURE

A credential is not required for employment in the field.

BACKGROUND CHECK & DRUG TEST

All prospective students interested in enrolling in the Healthcare Administration training program must complete a background check and a drug test. In order to be accepted for enrollment in this program, the prospective student must pass both the background check and the drug test. Please refer to the "Background Check and Drug Testing Policies" found on page 116 of this catalog for specific polices and procedures.

OCCUPATION/JOB TITLES

1. Healthcare Administrator
2. Administrative Manager
3. Medical Manager

STUDENT TO FACULTY RATIO
The following is the student to faculty member ratio: 15:1

MAXIMUM ENROLLMENT
Maximum enrollment in class and lab: 15 Students

REQUIRED EQUIPMENT AND SUPPLIES
- Computers
- Files
- Assessment Form
- Intake Form
- Treatment Planning Form
- Client Education and Referral Form
- Record Keeping Form
- Professional and Ethical Responsibility Form
- White Board
- Conference Table
- Chairs
- Healthcare Management (EHR) Software

PROGRAM DELIVERY
Residential

TUITION COSTS
Tuition:	$31,350.00
Books:	$ 550.00
Materials:	$ 100.00
Registration Fee:	$ 100.00
Total	**$32,100.00**

EXTERNSHIP POLICY

PURPOSE
The purpose of the externship is to provide students with an opportunity to practice their classroom training within a practical setting while being supervised by professionals. This will help the student understand continued areas for improvement to be a successful professional and will help Galaxy Medical College improve its mission of training quality professionals.

SITE SELECTION
Externship sites will be selected according to the following principles
1. Ease of accessibility for the student
2. Accessibility to Galaxy Medical College employees and staff to help with supervision
3. Quality of professionalism exhibited by the site.
4. Willingness of Physician and staff to participate with Galaxy Medical College regarding the externship phase of the training programs.
5. Within a 10 mile radius of the school

STUDENT RESPONSIBILITIES
It is expected that the Student will:
1. Treat this experience as if they were employed by the externship site
2. Cooperate fully with externship site supervisors and the Physician
3. Arrive on time and fulfill their duties as assigned
4. Exhibit a high level of professional conduct
5. Take instruction and correction in a professional manner
6. Practice quality communication with the site
7. Inform Galaxy Medical College of any problems or concerns with the externship site immediately.
8. Perform all tasks as assigned.

EVENING STUDENT RESPONSIBILITIES
Students enrolled in the evening class must comply with additional externship policies. Students must coordinate their schedules to accommodate their externship responsibilities during the daytime. Students enrolled in the evening class will still be expected to complete their total required hours for externship during scheduled hours of operation, as presented by the host externship site. Please bear in mind that most externships are scheduled during normal business hours of 8am to 6pm, so please plan your time and schedules accordingly.

STUDENT PARTICIPATION REQUIREMENTS
The student extern is expect to abide by the following:
a. Abide by all policies and procedures defined by the "Site" including, but not limited to, dress and formality/informality of the professional setting.
b. Attend any orientation/training required by the "Site." Externship credit will be given for orientation/training.
c. Wear a nametag, indicating that he/she is a student in training, while at the "Site."
d. Review and abide by externship syllabus provided by Galaxy Medical College.
e. Understand methods of evaluation and completion requirements for all Externship training conducted at Externship "Site" as outlined in Externship syllabus.
f. Observe the absence and tardiness policies, which apply while attending regular

classes. Student's externs are still students of Galaxy Medical College while attending Externship Training. Galaxy Medical College "Policies & Procedures" is to be maintained by the student during the entity of the Externship Training.

g. Notify the "Site" supervisor if she/he will be late and/or unable to attend training. The student understands that a minimum 20 hours are required per week. Students who fail to meet this standard, will receive an incomplete and/or be terminated from the externship course leading to withdrawal from the training program. Students who are terminated from the externship course will not be awarded a Certificate of Completion, Diploma or Degree.

h. Demonstrate a professional demeanor while at Externship "Site." Be in compliance with (HIPAA) standards, and all other regulatory compliance as applicable to Externship "Site".

INSTITUTIONAL POLICY

As an ongoing effort to ensure timely and effective completion of externship hours, Galaxy Medical College requires all enrolled students to comply with the set minimum requirements for the completion of the training program. All Students are required to complete an Externship Course and are required to commit to a minimum of 20 hours per week.

Please see chart below outlining details in relation to externship. Students will be held to the standards outlined below as it relates to selected course of study.

Training Program	Required Weekly Hours	Approximate Duration of Externship	Required Total Hours
Health Claims Examiner	20 Hours	6 Weeks	120 Hours
Pharmacy Technician	20 Hours	9 Weeks	180 Hours
Medical Assistant	20 Hours	9 Weeks	180 Hours
Phlebotomy Technician	20 Hours	2 Weeks	40 Hours
Substance Abuse and Addiction Counseling	20 Hours	14 Weeks	270 Hours

ADDITIONAL SPECIFIC EXTERNSHIP REQUIREMENTS FOR SAAC STUDENTS

Students enrolled in the SAAC AOS degree program have additional externship requirements that must be met. All students beginning their externship course will need to secure and have Professional Liability Insurance.

Per the externship agreement, the student must be in compliance with the following:

a) Student agrees to comply with the Professional Liability Insurance Policy for the externship portion of their program. Student must, at all times, maintain an active status of liability coverage while in externship. Students are required to present proof of liability coverage to the externship site and Galaxy Medical College.

b) Students must obtain Professional Liability Insurance coverage with the American Professional Agency (APA). No other company coverage will be accepted or approved for externship training.

c) Student will be required to maintain active student membership with NAADAC for the complete duration of externship training. Students who do not have an active student membership with NAADAC will be denied Professional Liability Insurance coverage through American Professional Agency (APA) and cannot successfully complete externship training.

d) Prior to beginning the externship course, all students must register with CCAPP. Registration and active status must be maintained for the duration of the externship program. Registration must be completed prior to externship course and the following are the requirements for registration that must be submitted to CCAPP:

- Completion of an approved nine-hour Orientation Course consisting of ethics, professional boundaries, and confidentiality. (Completing the SAAC 102 course at Galaxy Medical College satisfies this requirement).
- Completed RADT Application. (Found on CCAPP website).
- Signed CCAPP Code of Conduct for Credentialed Alcohol and Drug Professionals. (Found on CCAPP website).
- Signed RADT Scope of Practice. (Found on CCAPP website).
- Copy of Drivers License.
- Payment of $40.

EXTERNSHIP MONITORING PLAN

Galaxy Medical College evaluates all externship programs based on the Externship Monitoring Plan. The Externship Monitoring Plan is set to ensure the successful completion of all student externship programs and it allows students to complete their assigned externships accordingly and in a timely manner. The Externship Monitoring Plan also ensures that all students experience an effective and educational externship experience with the highest level of professionalism and quality possible. Our Monitoring Plan is reviewed bi-annually by the appropriate staff members and Advisory Board Committee for necessary revisions or changes due to externship policy revisions or supervisor(s) evaluations.

The Institutions Externship Monitoring Plan ensures the following:

i. **Students are oriented to the facility and the daily routine of the facility.**
   Galaxy Medical College requires that all students undergo an initial interview with the selected externship site for scheduling and site introduction prior to the start of their externship. All externship sites are required to orient each student with the facility and daily routines of the facility prior to the actual stat of externship.

ii. **Students initially observe activities and procedures and then begin to perform tasks and procedures.**
   Galaxy Medical College requires all active externship sites to assign each student to an employee to shadow initial activities and procedures at the facility prior to allowing students to perform assigned tasks and procedures.

iii. **A clinical externship includes assisting staff members with the daily tasks, while under the supervision of staff.**
   Galaxy Medical College requires that during all Clinical Externships, students take part in daily tasks and activities under the supervision of staff or externship coordinator. Students shall be under direct supervision at all times during their Clinical Externship.

iv. **As their externship experience progresses, students move into an array of different tasks and procedures. Student case logs or checklists are maintained to ensure a variety of tasks performed.**
   Externship students will excel and progress into different array of tasks and procedures as they familiarize themselves with facility operations. Students are required to experience different areas of the profession as they progress in their externship program. They will perform different varieties of tasks, which will be recorded daily, on the students Externship Log. The externship logs must be regularly maintained and completed by the student and signed by the assigned externship supervisor on a daily bases as stated in the "Externship Site Agreement". Externship logs will assist with keeping track of student's daily activities while also tracking attendance and hours completed.

v. **Students do not replace of substitute for existing staff while participating in clinical externships.**
   Galaxy Medical College, under no circumstances, will allow for students to substitute for existing staff members while participating in clinical externship at their assigned site. As

stated in the Galaxy Medical College "Externship Site Agreement" sites agree to only mentor and guide students in the educational process of hands on training and clinical experience development at each assigned site. Sites, under no circumstances, will use students as substitutes for any current employees, even if the tasks and activities required are the same as those required of the student to take part in. Students are assigned to externship programs only to obtain educational experience and advance in their knowledge of the procedures and tasks performed in their training professions.

vi. **There is a system in place by which completed externship hours are monitored by the student, on-site supervisor, and externship coordinator to ensure that all requirements are met.**
Galaxy Medical College requires all students to track daily hours, tasks and procedures performed, and dates attended by completed the "Externship Log" provided to all students prior to the beginning of their externship. The assigned externship supervisor, who is the individual responsible for the oversight of student's tasks and activities performed, at the clinical site, must sign the "Externship Logs" daily. Once externship logs are completed and returned to Galaxy Medical College, the Externship Coordinator will verify all completed hours and dates attended to see if all required hours have been met. Once completed, the Program Supervisors will evaluate the Externship Log to verify that course requirements, tasks performed, and skills obtained are all in accordance with Galaxy Medical College course externship requirements. After all requirements are met, the Program Supervisor will the assign a letter grade to the student for the externship course.

The Externship Coordinator at Galaxy Medical College is responsible for weekly verification of the student's attendance and performance at the clinical sites. Verifications are done via email or phone, per student per site, to properly monitor all students actively attending externship. The Externship coordinator is also required to perform surprise visits to the clinical externship sites when students are actively attending the site. The visits allow the externship coordinator and Galaxy Medical College, to evaluate the sites accommodations, tasks assigned, and externship policies as signed and agreed to by the site and the institution. These visits allow the institution to properly monitor the onsite requirements of the externship site while students actively are in attendance.

TUITION PAYMENT, CANCELLATION AND REFUND POLICIES

TUITION PAYMENT METHODS

Galaxy Medical College accepts payment for tuition, books, equipment and other fees through cash payment, or personal, company or credit card check. We will also assist students in applying for student financial assistance in order to defray the cost of their education. At the school's discretion, installment payments may also be arranged. All outstanding student account balances are billed directly to the student prior to graduation or termination. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a financial aid payment plan. Students will not be eligible for graduation nor awarded a Certificate of Completion or a Diploma unless all balances are paid in full prior to graduation date. All financial arrangements must be made before the beginning of classes.

STRF DISCLOSURE

Currently the STRF Assessment rate is $0 per $1,000. Currently, this institution does not collect STRF assessments from students. Should the rate change in the future, you must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

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

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

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

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

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

1) The school closed before the instruction was completed.

2) The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3) The schools failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4) There was a material failure to comply with the Act or the Division within 30-days before the school closed, or if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.

5) An inability after diligent efforts to prosecute, prove and collect on a judgment against the institution for a violation of the Act.

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

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies 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. Other details apply. See the school director if you have any questions.

COLLECTION OF DELINQUENT TUITION ACCOUNTS

Galaxy Medical College reserves the right to collect tuition owed for instruction provided to the student. Tuition payments are due on a monthly basis from the 20th to the 25th of each month. Tuitions paid after the due date are subject to a $25.00 late fee; tuitions not paid after 5 days from the due date are considered delinquent and subject to the following collection policy:

1. First letter of notification is mailed to the student's home address extending a courteous grace period of 10 days to settle delinquent amount.

2. If delinquency persists, a second letter of notification is mailed to the student's home informing them of the school's intent to refer account to collection if delinquent amount is not settled within 10 days.

3. A third and final registered notice is mailed to the student's home informing them of the school's decision to refer the account to an outside collection agency for further action.

TUITION REFUND POLICIES

The student has the right to cancel their enrollment/enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the first page of the Enrollment Agreement. You can do this by mail, hand delivery or telegram. A written notice of cancellation sent by mail is only effective when deposited in the mail properly addressed and with the proper postage affixed. The school will provide you with two [2] Notice of Cancellation forms that will be attached to your Enrollment Agreement.

However, you do not necessarily have to use the written notice provided at the time of your enrollment, and may use any written notice that has your signature, as long as it shows that you no longer wish to be bound by this agreement starting on the date of the notice. If the school has given you any books or other printed materials, you must return them in good condition to the school within ten [10] days following the date of your Notice of Cancellation.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

WITHDRAWAL FROM PROGRAM

You have the right to withdraw from a program of instruction at any time. If you withdraw from the program of instruction after the period allowed for cancellation of the Enrollment Agreement, which is within five working days beginning on the first day of your first class attendance, the School will remit a prorated refund less the registration fee, if applicable, which is not to exceed $100.00, within thirty [30] days following your withdrawal. You are obligated to only pay for educational services rendered and for unreturned equipment or materials. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid plus the amount owed for any unreturned or damaged equipment/materials.

IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU HAVE ATTENDED, THEN A REFUND WILL BE MADE WITHIN THIRTY [30] DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.

Note: Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund.

STATE REGISTRATION DISCLOSURE

We are registered with the state of California. Registration means we have met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration forms.

DISCLOSURE STATEMENTS

To protect you rights as a student, we offer the following information:

1. You are to receive a copy of this catalog prior to your signing an enrollment agreement or contract.

2. The contract or agreement you sign shall not become operative (enforceable) until you attend the first class or session of instruction.

CANCELLATION POLICY

This institution, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed $100, if the notice of cancellation is made prior to or on the first day of instruction. If you cancel your enrollment agreement, please do so in writing. Deliver your notice to cancel to the school, and direct it to the attention of the school director.

Rejection: If, for any reason, an applicant is rejected enrollment by the institution, a full refund of all monies paid will be made to the student, less the application fee not to exceed $100.

Program Cancellation: If the school cancels or discontinues a course or educational program, the school will refund all monies paid by the student.

Cancellation Prior to Class Start: If, for any reason, an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class, a full refund of all monies paid will be made to the student, less the application fee not to exceed $100.

Cancellation After Class Start: The student has the right to cancel their enrollment/enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A full refund of all monies paid will be made to the student, less the application fee not to exceed $100.

REFUND POLICY

The student has a full refund of all charges except the amount of the registration fee listed in the fee schedule in the catalog (amount retained may not exceed $100) if the student cancels this agreement prior or on the first day of instruction. Further, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction.

If the school cancels or discontinues a course or educational program, the school will refund all of the charges.

If you are entitled to a refund, the refund is to be made within 30 days of the date the school determines, or is notified, of your cancellation or withdrawal.

FEE SCHEDULE

Except for the Registration Fee of $100.00 all other charges are refundable, per the terms of cancellation and refund policies specified in the catalog in effect at the time of your enrollment, as well as your enrollment agreement.

HYPOTHETICAL REFUND EXAMPLE

Assume that a student, upon enrollment as a Pharmacy Technician in a 720 hour program, pays $9,150 for tuition, $75 non-refundable registration fee, $475 textbook charges, and $100 for materials as specified in the Enrollment Agreement and withdraws after completing 100 hours without returning the textbooks and materials he/she obtained. The refund to the student would be $7,858.00 based upon the calculations stated below. If the student returns the textbooks and materials in **good condition** within ten [10] days following his/her withdrawal, the School shall refund the amount the student paid for the textbooks and textbook and materials. The following calculation shown below is how a refund will be calculated:

$9,800	TOTAL TUITION PAID
- $650	MINUS REGISTRATION/BOOKS/MATERIALS
_____	EQUALS
$ 9,125	THE AMOUNT THE SCHOOL MAY RETAIN

$9,125	
÷ 720	DIVIDED BY HOURS IN THE PROGRAM
_____	EQUALS
$12.67	HOURLY CHARGE FOR THE PROGRAM

$12.67	HOURLY CHARGE FOR PROGRAM
X 100	MULTIPLIED BY HOURS OF INSTRUCTION RECIEVED
_____	EQUALS
$1,267	OWED BY STUDENT FOR INSTRUCTION RECIEVED

$9,125	
- $1,267	
_____	
$7,858	TOTAL REFUND AMOUNT DUE BACK TO STUDENT

If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be $8,508 [$7,858 + $650].

For the purpose of determining the amount they owe for the time they attended, they shall be deemed to have withdrawn from the program when any of the following occurs:

- They notify the school of their withdrawal or the actual date of withdrawal.
- The school terminates their enrollment agreement.
- They fail to attend classes for a two-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

FINANCIAL PLAN

Galaxy Medical College has set forth a financial plan in order to help better serve it's students that do not qualify to receive Financial Aid under the Title IV program. Galaxy Medical College complies with the needs of the student and permit's the student to pay the full amount of the tuition in payments, as long as the full amount is paid in full one month prior to graduation.

Upon entering Galaxy Medical College, the student must pay a Registration Fee; this fee covers the processing and assessment of the student's application. Once the student enrolls in a class and it is determined that they do not qualify for Title IV financial aid, or that Title IV financial aid does not cover the entire program cost, the financial department will assess the students' tuition and will work with the student to establish an in-house Payment Plan. Depending on the amount owed, typically a deposit payment of $1000.00 is required at the time of enrollment. The student will be given a financial plan outlining the dates payments are due, usually the 1st to the 5th of each month. If the student fails to make a payment on the date assigned by the financial officer, the student will have to pay a $30.00 late payment fee. The following are the forms of payments accepted by the institution: cash, money order, checks, and credit cards payments are accepted.

EXAMPLE OF PAYMENT PLAN

ENROLLMENT DATE: June 19

TOTAL TUITION COST: $10,000.00

DEPOSIT PAYMENT DUE: $1,000.00 on June 19

MONTHLY PAYMENTS DUE: $800.00 on 1st - 5th of every month

COMPLAINT GRIEVANCE PROCEDURE

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of "discussing" the difference(s) will resolve the problem. In addition to complaints previously stated and appeals of an academic nature, a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. Please read the following student complaint procedure:

(1) All complaints will be investigated thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint;

(2) Complaints may be rejected if, after investigation, they are determined to be unfounded or to compromise or resolve the complaints in a reasonable manner, including the payment of a refund;

(3) A summary of the complaint, its disposition, and the reasons; will be placed, along with any other related documents, in the student's file, and an appropriate entry in the log of student complaints will be made.

(4) If the complaint is valid, the institution will determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students;

(5) The institution will implement reasonable policies or procedures to avoid similar complaints in the future;

(6) Students should communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.

(7) A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the School Director.

(8) If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student complains again about the same matter, the student must submit the complaint in writing.

(9) If a student complains in writing, Galaxy shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of the matter. If the complaint or relief requested by the student is rejected, the reasons for the rejection must be provided.

(10) The student's participation in the complaint procedure and the disposition of a student's

complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

(11) The person authorized to resolve complaints under this section shall not be terminated from employment or suffer any diminution in compensation as a result of the appropriate and good faith discharge of duties under this section.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the BPPE.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with one or all of the following agencies:

BPPE
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

ABHES
A student or any member of the public may file a complaint about this institution with the Accrediting Bureau of Health Education Schools by calling (703) 917-9503 or by completing a complaint form, which can be obtained on ABHES's internet website www.abhes.org.

RULES OF STUDENT CONDUCT

1. All cell phones, MP3 players or tablets must be turned off once class begins. No electronic use is permitted in classrooms during instruction.

2. No visitors allowed during class hours.

3. No outside conversation during class.

4. Students must wear uniforms at all times.

5. All questions related to class material will be answered during or after lecture.

6. No inappropriate comments, judgments or racial remarks towards students, instructors and/or employees.

7. No food, drink or gum is permitted in class, especially in the Computer Lab.

8. All students and instructors must only speak English during class hours.

10. No school property, such as CD ROMs, disks, and books, can be taken out of class or barrowed without the permission from the school administration.

11. No vandalism or abuse of school property such as equipment, books, furniture etc.

12. Students may not wonder into unauthorized areas of the campus without the supervision of school personnel.

13. All students must stay within the range of the campus and not wonder around the building at any time.

If any student chooses to ignore these rules set forth by Galaxy Medical College, consequences will follow. Consequences include counseling, being held liable for cost of damaged goods, or dismissal depending on the extent of the violation. Specifically, if students are caught using any electronic devices during class, tests or finals, these items will be confiscated for the duration of the class period.

COPYRIGHT INFRINGEMENT POLICY

GMC utilizes a wide range of computer based software and programs for educational and administrative activities. Faculty, staff and students are all expected to comply with the policies that apply to the use of such resources. As a part of GMC's effort prevent the unauthorized distribution of copyrighted materials, this policy addresses the issue of illegal peer-to-peer file sharing. It is in the intention of GMC to strictly enforce a policy of zero tolerance for illegal file sharing and to comply with all applicable laws and regulations.

COPYRIGHT VIOLATION

Peer-to-Peer file sharing is often used to distribute copyrighted work without the permission of the copyright owner. Such acts are illegal and subject the user to personal liability even if the user is unaware that he/she is violating the law.

CONSEQUENCES

Illegal Peer-to-Peer sharing is a violation of GMC's policy and of the federal law. To protect both students and employees, GMC will disable access to the computer network for any device for which a copyright infringement complaint has been received.

Faculty and staff who violate this policy are subject to dismissal according to the policies set forth in the employment handbook. Students who violate this policy are subject to discipline pursuant to the copyright infringement policy. Additionally, GMC has the right to report such violations to the appropriate authorities for criminal or civil investigation/prosecution.

CIVIL AND CRIMINAL PENALTIES

A person or entity found to have committed a copyright violation may be civilly liable for up to $150,000 for each separate act of infringement. Individuals may also be prosecuted criminally for copyright infringement. First offenses may result in prison sentence of up to five (5) years and fines of up to $250,000.

EMERGENCY PLAN

IMPORTANT INFORMATION

Emergency: Dial 911

Local Police Department non-emergency phone number: (818) 623-4016

Local Fire Department non-emergency phone number: (818) 374-1110

Nearest Red Cross phone number: (818) 842-5295

Nearest hospital phone number: (818) 902-5756

Local Water Company phone number: (818) 459-3703

PROCEDURES TO CALL 911

1) State your emergency

2) Stay Calm

3) Give your name and address

4) Listen. Allow 911 employee to direct conversation

5) Be Prepared to answer questions in a clear, calm manner

6) Remain on the telephone. <u>DO NOT</u> hang up until the dispatcher says to do so

PROCEDURE TO EVACUATE A SCHOOL SITE

EVACUATION OF THE BUILDING:
Students and staff should leave the building in an orderly fashion using the primary or alternate fire routes. Attendance should be taken and reported to the school director.

EVACUATION OF THE SCHOOL SITE (LEAVING THE CAMPUS):
This action should be implemented if it not safe to remain on the school campus. The students and staff should evacuate the building as above. The campus should be left by vehicle or by walking.

TO EVACUATE BY WALKING:
If it is safe to do so, students may be walked to evacuation sites nearby. Students should be lined up in an orderly fashion and walk away from the danger. The procession should follow the safest route to the evacuation site. Attendance should be taken before leaving the campus and upon arrival at the safe site.

BOMB THREAT

In the event that the school receives a bomb threat, by latter or telephone, the following procedures will be accomplished.

RESPONSIBILITIES:

1. If the bomb threat is in the form of a letter, note the manner in which it was delivered, who found it and where it was found. Take care while handling the message by immediately placing it in an envelope so that possible fingerprints may be detected.

2. If the bomb threat is a telephone call, keep the caller on the line. Delay the caller with statements such as " I am sorry, I did not understand you, what did you say?" Note the time the call was received, manner of caller, background noises and what the caller is saying. Use the worksheet that follows to assist you.

3. Immediately notify the police and fire department (or designee) (call 911).

4. If the caller is still on the phone, call the phone company to trace the call.

5. Instruct staff and students to turn off any pagers, cellular phones or two-way radios. Do not use theses devices during this threat.

6. Caution students against picking up or touching any strange objects or packages.

7. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.

8. Evaluate students using primary and alternate routes. Check to be sure all students have left the building.

9. Upon arrival at the designated safe site, take attendance. Notify the director and emergency response personnel of any missing students.

10. Do not return to the building until emergency response officials determine it is safe.

CHEMICAL ACCIDENT (OFFSITE)

Chemical accidents of a disaster magnitude could result from a transportation accident or an industrial accident. Should any such endanger the students or staff, the following will be accomplished.

RESPONSIBILITIES:

1. Have all students report to nearest designated building

2. Close all doors and windows, shut off ventilation.

3. Take attendance. Notify director of any missing students

4. If necessary, use tape, rags, clothing or any other available material of seal air leaks

5. CONTINUE TO SHELTER-IN-PLACE UNTIL ADVISED TO DO OTHERWISE.

6. If you believe that gas is entering the building, protect everyone with a wet cloth r towel over the mouth and nose. Have everyone breath in short, quick shallow breaths.

7. A check should be performed to be sure all students have been evacuated

8. A notice should be left on the office door stating where the school has relocated

9. Upon arrival at safe site, take attendance and report attendance to director immediately

CHEMICAL ACCIDENT (ONSITE)

This incident could be the result of spilled cleaning chemicals within the school building, in the school lab, a material a student brings to school, or a broken gas main. Should any such accidents endanger the students or staff, take the following actions.

RESPONSIBILITIES:

1. Determine if evacuation is required.

2. Notify appropriate local authorities of incident (call 911)

3. If necessary, proceed with school evacuation procedure using primary or alternate routes, avoiding exposure to the chemical fumes.

4. Evacuate students from the building using primary and or alternate fire routes. Check to be sure all students have left the school building.

5. Students are not to be left unattended at any time during evacuation process. Students are to remain quiet during evacuation.

6. Upon arrival at evacuation site, take roll and report attendance to director immediately. Notify emergency response personnel of any missing students.

7. Do not return to the building until emergency response personnel have determined it is safe.

CRIMINAL ACT

This incident could occur if a crime has been committed on the campus.

RESPONSIBILITIES:

1. If there is a victim of the crime, care for the victim. Provide any medical attention that is needed.

2. Notify police (dial 911)

3. Identify all parties involved (if possible). Identify witnesses, if any.

4. Deny access to crime scene until police arrive.

5. If an individual is armed with any type of weapon, USE EXTREME CAUTION. Do not attempt to remove the weapon from their possession, allow police to do so.

EXPLOSION

If an explosion occurs in the school building, the following shall be accomplished.

RESPONSIBILITES:

1. If there is an explosion, instruct students to DUCK and COVER.

2. Notify police and fire departments (call 911)

3. Immediately after the passage of the blast wave, proceed with school evacuation procedure using primary or alternate routes.

4. Check to be sure all students have left the school site

5. Students are not to be left unattended at any time during evacuation process.

6. Upon arrival at evacuation site, take roll and report attendance to director immediately.

7. Notify emergency response personnel of any missing students.

8. Care for the injured, if any.

9. Do not return to the building until the emergency response personnel determine it is safe.

FIRE (OFFSITE)

This event could occur if a fire offsite, such as a wildland fire, threatens or is near the school building. Should any such even endanger the students or staff, the following will be accomplished.

RESPONSIBILITIES:

1. Determine if evacuation of school site is necessary.

2. Contact local fire department (call 911) to determine the correct action for your school site.

3. If necessary, begin evacuation of school site to previously identified safe site using school evacuation plan.

4. An inspection will be performed to be sure all students and personnel have left the building.

5. Evacuate students using the evacuation plan. Take roll to be sure all students are present before you leave the building site. Maintain control of the students a safe distance from the fire and fire fighting equipment.

6. A notice shall be left on the office door stating where the school has relocated.

7. Take roll. Report any missing students to the director and emergency response personnel.

8. Do not return to the building until the Fire Department determines it is safe.

FIRE (ONSITE)

This incident could occur if the school building is on fire; should any such event endanger the students or staff, the following will be accomplished.

RESPONSIBILITIES:

1. Notify the Fire Department (call 911)

2. Proceed to evacuate the school using the primary or alternate fire routes.

3. An inspection will be performed to be sure all students and personnel have left the building.

4. Evacuate students from the building using primary or alternate fire routes. Maintain control of the students a safe distance from the fire and fire fighting equipment.

5. Take roll. Report any missing students to the director and emergency response personnel.

6. Do not return to the building until the Fire Department determines it is safe.

FLOODS

This event could threaten the safety of students or staff if a severe rainstorm has caused urban streams to rise. If such an even occurs, the following shall be accomplished.

RESPONSIBILITIES:

1. Determine if evacuation is required.

2. Notify local police department of intent to evacuate, the location of the safe evacuation site and the route to be taken to that site.

3. Evacuate students using evacuation plan. Take roll before leaving the campus.

4. An inspection shall be performed to be sure all students have been evacuated.

5. Students should not be left unattended at any time during evacuation process.

6. A notice should be left on the office door stating where the school has relocated.

7. If evacuation is by care. DO NOT drive through flooded street/roads. DO NOT cross bridges of flooding rivers.

8. Upon arrival at the safe site, take roll. Report any missing students to director and emergency response personnel.

9. Do not return to school site until emergency response officials determine it is safe.

RIOT/CIVIL DISORDERS

INSIDE SCHOOL:

This incident could occur if the students gather in an unruly crowd. Should such an occurrence appear to threaten any students or staff, the following shall be accomplished.

RESPONSIBILITIES:

1. If the students are engaging in civil disobedience, keep the students confined to one room in the school building.

2. Set up a communication exchange with the students, staff and director. Try to restore order.

3. If unable to calm students, call police (dial 911) for assistance.

RIOTS/CIVIL DISORDERS

OUTSIDE OF SCHOOL:

This incident could occur if a riot breaks out in the streets. Should such an event threaten or endanger students or staff, the following shall be accomplished.

1. If any students are outside, get them inside the school building. If unable to do so, have students lie down and cover their heads.

2. Once students are in the school building, lock the doors and secure the facility.

3. Notify police (dial 911)

4. Close all curtains and blinds.

5. Instruct students to DUCK and COVER, lie on the floor and keep students calm.

6. Cancel all outside activities.

7. Care for the injured, if any.

8. Remain with students until all clear is given.

SEVERE WINDSTORM

Severe weather can be accomplished by high winds. If this type of weather poses any risk to the staff or students the following shall be accomplished.

WARNING: An alert message will be broadcast over the weather radio located in school office.

1. Staff and students should TAKE COVER in the shielded areas within the building (refer to shelter map on p.17) STAY AWAY FROM WINDOWS.

2. Take roll and report any missing students to director.

3. Close all blinds and curtains.

4. Evacuate any classrooms bearing full force of wind.

5. Remain with students near an inside wall or on lower floors of the building.

6. Students and staff should be kept in the sheltered areas of the building until winds have subsided and it is safe to return to the classroom.

THREATENING INDIVIDUALS

This incident could occur if a belligerent person or armed person appeared at the school site. Should such an individual threaten the safety of students or staff, the following shall be accomplished.

1. If any students are outside, get them inside the school building. If unable to do so, have students lie down and cover their heads.

2. Once students are in the school building, lock the doors and secure the facility.

3. Notify police (dial 911)

4. Close all curtains and blinds.

5. Instruct students to DUCK and COVER, lie on the floor and keep students calm.

6. Cancel all outside activities.

7. Remain with students until all clear is given

8. If an individual is armed with any type of weapon, USE EXTREME CAUTION. Do not attempt to remove the weapon from their possession, allow police to do so.

DURING AN EARTHQUAKE

If indoors:

- Stay inside, move away from windows, shelves, heavy objects or furniture, which may fall over. Take cover under a table or desk. Instruct the students to "DUCK-COVER-HLD"

- In halls, stairways, or other areas where cover is not available, move to an interior wall.

- In library, immediately move away from windows and bookshelves. Take appropriate cover.

- In laboratories, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals, which may spill.

- In the multi-use room, take cover under the tables or move close to the interior walls away from windows.

If outdoors:

- Move to an open space, away from buildings and overhead powers lines. Lie down or crouch low to the ground (legs will not be steady). Keep looking around to be aware of dangers, which may demand movement.

- On the school bus, stop the bus away from power lines, bridges, overpasses and buildings. Students should remain in their seats and hold on.

NOTE:

- Doorways may become blocked if the door slams shut as the building shifts during an earthquake. If the doors becomes jammed, it may be necessary to use the pry bar and gloves(in emergency backpack) to open the door or break windows to exit the classroom. If it is still not possible to exit the classroom, blow the whistle (in emergency backpack) to alert rescuers.

AFTER THE EARTHQUAKE

1. Evacuate students from the building to be sure all students have left the school building. Tag the room with a green search and rescue tag if everyone is accounted for and is able to evacuate the room. If there are trapped or injured left in the room, tag the room with a red search and rescue tag to alert search and rescue teams.

2. Students are not to be left unattended at any time during evacuation process. Students are to remain quiet during evacuation.

3. Upon arrival at prearranged safe site, take roll and report attendance to director immediately.

4. Notify police and fire department (dial 911) if you have trapped or missing individuals. Organize Search and Rescue (SAR) teams, consisting of adults, to search for missing or trapped people.

5. Begin a search of the entire school building. Search rooms tagged with red Search and Rescue tags for missing, trapped or injured people. When everyone has been removed from the room, change the red tag to a green tag. Check rooms with green Search and Rescue tags to be sure no one is left in the rooms. Report activities to director or designee. After each room is searched and no one is left in the room, close and lock the door if possible.

6. Set up the treatment area. Categorize patient injuries. Care for the injured. Report casualties and injuries to the director.

7. Students should be released only to authorized adults. If under 18, fill out student release forms for each student allowed to leave.

CAMPUS SECURITY

Galaxy Medical College is committed to providing an environment conducive to teaching, learning and working. The cooperation and involvement of all members of the institution are necessary for a successful safety and security program. Students, faculty and staff can assume responsibility for their own personal safety and the security of their personal belongings by taking a few simple precautions:

- Park cars in assigned areas and keep vehicles locked
- Lock valuables in the trunk.
- Leave personal valuables at home.
- Report suspicious-looking individuals/suspicious activity to the security officer in the main building lobby between 9:00 a.m. and 9:00 p.m.
- If you are uncomfortable walking to your car at night, walk with a classmate or ask the security officer on duty to escort you.

College facilities are normally in use days and evenings five days per week (Monday through Friday). The school is located in a large office building which monitors surveillance of the entire building, equipment and grounds in order to provide for protection against breeches of the peace or other disruptive activities as well as damage, vandalism and loss from theft. This service is provided by uniformed, unarmed guards who are on duty during business hours.

Exit lights, fire extinguishers, fire alarm systems and panic hardware are all inspected by building maintenance personnel (who are on site) and equipment and hardware are kept in good repair. Evacuation plans are posted and the institution has a well planned emergency plan which is given to students during their enrollment process. The College reserves the right to exclude persons exhibiting disruptive or inappropriate behavior from the campus. In situations where someone who has been asked to leave by school officials or security personnel refuses to do so, the North Hollywood Police Department will be asked to assist.

Crimes of an emergency nature are to be reported to the school personnel or the security officer on duty and providing the person with a description of what has occurred. The security officer will contact local law enforcement personnel, if needed. Fire and other emergencies can be reported directly to local emergency personnel by dialing 9-911 from campus telephones.

Incidences of theft should be reported directly to the Associate Director. If a crime is reported that is considered to be a threat to other students and to employees, the School Director will report information about that crime to students and staff.

Alcohol, controlled substances and illegal drugs are prohibited from being brought on to campus. The unlawful possession, distribution, and use of controlled substances and illicit drugs, are prohibited in the state of California. If any student or employee fails to abide by this policy, they will be dismissed from campus immediately, local law enforcement will be contacted if necessary and termination from enrollment or employment will result.

The institution will ensure that disciplinary actions taken as a result of a violation of this policy are consistent, fairly applied, and not unduly harsh or punitive and are based on the severity and nature of the violation.

The following page is the current COMPSTAT for the city of North Hollywood, California.

COMPSTAT & CRIME PREVENTION

COMPSTAT
North Hollywood Area Profile
07/19/20 to 08/15/20

NORTH HOLLYWOOD COMMAND STAFF		AREA COMMANDING OFFICER:		PATROL DIVISION COMMANDING OFFICER:	AREA RANKING WEEK ENDING: 08/15/20
Rank:		Rafael Ramirez CAPT-III		Richard Gabaldon CAPT-I	VIOLENT CRIME: 19
Date of Rank:		December 27, 2015		February 2, 2020	PROPERTY CRIME: 10
Date Assigned Area:		August 18, 2019		February 2, 2020	
LAPD Appointment Date:		February 26, 1990		December 26, 1994	PART I CRIME: 10

CRIME STATISTICS for week ending 08/15/20

VIOLENT CRIMES	07/19/20 TO 08/15/20	06/21/20 TO 07/18/20	% Change	06/21/20 TO 07/18/20	05/24/20 TO 06/20/20	% Change	YTD 2020	YTD 2019	% Change	YTD 2020	YTD 2018	% Change
HOMICIDE	1	0	N.C.*	0	2	-100.0%	5	5	0.0%	5	7	-28.6%
RAPE (121,122)	3	2	50.0%	2	1	100.0%	17	33	-48.5%	17	39	-56.4%
RAPE(815,820,821)	1	1	0.0%	1	2	-50.0%	16	18	-11.1%	16	19	-15.8%
TOTAL RAPE	4	3	33.3%	3	3	0.0%	33	51	-35.3%	33	58	-43.1%
ROBBERY	22	22	0.0%	22	16	37.5%	153	179	-14.5%	153	182	-15.9%
AGGRAVATED ASSAULTS	53	62	-14.5%	62	65	-4.6%	424	375	13.1%	424	432	-1.9%
TOTAL VIOLENT	80	87	-8.0%	87	86	1.2%	615	610	0.8%	615	679	-9.4%

PROPERTY CRIMES	07/19/20 TO 08/15/20	06/21/20 TO 07/18/20	% Change	06/21/20 TO 07/18/20	05/24/20 TO 06/20/20	% Change	YTD 2020	YTD 2019	% Change	YTD 2020	YTD 2018	% Change
BURGLARY	64	67	-4.5%	67	82	-18.3%	514	614	-16.3%	514	515	-0.2%
MOTOR VEHICLE THEFT	88	78	12.8%	78	102	-23.5%	662	454	45.8%	662	503	31.6%
BTFV	99	125	-20.8%	125	118	5.9%	1,129	1,196	-5.6%	1,129	1,505	-25.0%
PERSONAL /OTHER THEFT	82	101	-18.8%	101	88	14.8%	800	1,143	-30.0%	800	1,135	-29.5%
TOTAL PROPERTY	333	371	-10.2%	371	390	-4.9%	3,105	3,407	-8.9%	3,105	3,658	-15.1%
TOTAL PART I	413	458	-9.8%	458	476	-3.8%	3,720	4,017	-7.4%	3,720	4,337	-14.2%

	07/19/20 TO 08/15/20	06/21/20 TO 07/18/20	% Change	06/21/20 TO 07/18/20	05/24/20 TO 06/20/20	% Change	YTD 2020	YTD 2019	% Change	YTD 2020	YTD 2018	% Change
Child/Spousal Abuse (Part I & II)*	47	41	14.6%	41	48	-14.6%	422	448	-5.8%	422	463	-8.9%
SHOTS FIRED	7	3	133.3%	3	10	-70.0%	36	42	-14.3%	36	38	-5.3%
SHOOTING VICTIMS	1	0	N.C.*	0	7	-100.0%	15	17	-11.8%	15	19	-21.1%

ARREST STATISTICS for week ending 08/15/20

ARRESTS	07/19/20 TO 08/15/20	06/21/20 TO 07/18/20	% Change	06/21/20 TO 07/18/20	05/24/20 TO 06/20/20	% Change	YTD 2020	YTD 2019	% Change	YTD 2020	YTD 2018	% Change
HOMICIDE	0	1	-100.0%	1	0	N.C.*	3	4	-25.0%	3	3	0.0%
RAPE	1	0	N.C.*	0	0	N.C.*	5	12	-58.3%	5	6	-16.7%
ROBBERY	12	6	100.0%	6	2	200.0%	59	69	-14.5%	59	40	47.5%
AGGRAVATED ASSAULT**	36	29	24.1%	29	35	-17.1%	269	246	9.3%	269	263	2.3%
BURGLARY	7	4	75.0%	4	18	-77.8%	65	75	-13.3%	65	62	4.8%
LARCENY	6	8	-25.0%	8	3	166.7%	83	163	-49.1%	83	166	-50.0%
MOTOR VEHICLE THEFT	9	9	0.0%	9	13	-30.8%	74	91	-18.7%	74	90	-17.8%
TOTAL VIOLENT	49	36	36.1%	36	37	-2.7%	336	331	1.5%	336	312	7.7%
TOTAL PART I	71	57	24.6%	57	71	-19.7%	558	660	-15.5%	558	630	-11.4%
TOTAL ALL ARRESTS	235	264	-11.0%	264	213	23.9%	2,295	3,098	-25.9%	2,295	3,032	-24.3%

*Part II Child/Spousal Abuse Simple Assaults not included in Part I Aggravated Assaults above to comply with the FBI's Uniform Crime Reporting guidelines.
**Statistics include domestic violence.

N.C. - Not Calculable

**Statistics are based on the date the crime or arrest occurred.
Arrest statistics include arrests made by outside agencies.**

DRUG & SUBSTANCE ABUSE POLICY

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 1010-226) and 34 Code of Federal Regulation, Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart, and other chronic diseases, low birth weight, birth defects, and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded, are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW
Room 3124, GSA Regional Office Bldg., #3
Washington, DC 20202-1571

The report must be made within 10 days after the conviction. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

> **LA County Health Services Alcohol & Drug**   (323) 221-1746
> **So. CA Alcohol & Drug Program**   (323) 780-4357
> **L.A. Center for Alcohol and Drug**   (213) 626-6411
> **Nat'l Council on Alcoholism & Drug- L.A. County**   (800) 622-2255

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization. This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession, or distribution of drugs and alcohol.

STUDENT AND CAREER SERVICES

To try to serve all our students better, Galaxy Medical College offers Student and Career Services. These services are set forth to make your career training experience as easy as possible and to ensure the quality and well-being of all students. Some of the Student Services we offer include:

- ✓ Awards/Honors
- ✓ Carpooling
- ✓ Child Care Referrals
- ✓ Graduation Ceremony
- ✓ Orientation (a mandatory informative workshop for all new students)
- ✓ Parking Passes
- ✓ School Supplies
- ✓ School IDs

Alongside Student Services, Galaxy Medical College also assists each student in job placement. We work with a large range of professionals who are motivated to help our students with job placement assistance that is FREE of charge to current and graduate students. Despite the fact that employment cannot be guaranteed by any educational institution, in accordance with Californian law, our representatives guide our graduates to the best available jobs in the market. Students are assisted in the following areas:

- ✓ Career Counseling
- ✓ Career Planning
- ✓ Help with completing Job Applications
- ✓ Interviewing Skills Seminar
- ✓ Resume Preparation
- ✓ Volunteer Placement

Another important aspect of student services at Galaxy Medical College is out Library Resource Center. This is a resource center that every student is encouraged to take advantage of and use it for their benefit. The resource center includes the following:

- ✓ Textbooks
- ✓ Study Manuals
- ✓ Flashcards
- ✓ Educational CD's and DVD's
- ✓ Computers with internet access
- ✓ Study desks
- ✓ School Supplies
- ✓ Copy Machine Resource Directories

All enrolled students have access to the Library Resource Center before and after class. They may use any books, materials, equipment at the resource center while in school. If students desire to check out material from the library, they must first complete a check-out slip and turn it into the Student Services Representative. Materials may be checked out for 4 days at one time.

Beginning April 2019, Galaxy Medical College has established a sister company, Galaxy Kids Academy - a state licensed childcare center designed for the working and studying parent. GKA is a healthcare preparatory childcare center focused on bettering early education and it was designed with Galaxy Medical College students in mind. Just 2 blocks from our campus, it offers a convenient location for parents to drop off their children at daycare and attend classes. GKA is state licensed and accepts CCRC.

Galaxy Kids Academy was established with your child in mind. It is our priority to ensure that your child is attending a safe center with a high-quality program. We understand the importance of trusting a provider to care for your child and this is the peace of mind you will receive with your child enrolled in our program. At GKA, your child will be cared for in a safe and nurturing environment of learning that enables children to grow through fun, intellectual, and developmentally-appropriate activities. We understand you count on our center to have teachers who are loyal, educated, and caring, and we assure that's just what we have. We seek to form a partnership with you that promotes the learning and healthy development of your child. Enrolling in a new center is a big change. Our administration is highly experienced in welcoming new families and will work with you to make the process as seamless as possible. We look forward to building a solid future for your child!

EDUCATIONAL & SOCIAL ENRICHMENT

In order for our students to have a vivid impression of the medical field and to better their communication and social skills, Galaxy Medical College provides extensive activities to ensure that all our students excel in their training.

✓ **School Field Trips**

Galaxy Medical College along with UCLA Medical Center has organized and developed an educational tour of different departments of both Mattel Children's Hospital and Ronald Regan Medical Center, both located at UCLA. This event is organized to better educate all students on the working environment of their chosen profession. This is a mandatory field trip for all students where they get to view the facilities, ask question to working professionals and experience a hands on tour. The tour begins with a introductory orientation from working professionals who discuss the ups and downs of the industry. Following the orientation students take the tour of the hospitals and end the trip with a question/answer session and are offered an opportunity to volunteer at the hospital during their own time.

✓ **Guest Speakers**

Galaxy Medical College works with St. Josephs Hospital who provides guest speakers on a variety of subjects. These guest speakers are assigned for a 2 hour period where they educate enrolled students on many different subjects. A list of subjects are presented to the students and the subject is chosen based on popular demand from the student population. Subjects range from disease management to professionalism in the workplace. This allows the student to have a diverse view on certain issues discussed in the classroom

✓ **Graduate Motivation Workshop**

This is a non-mandatory workshop organized by Galaxy Medical College, where graduate students are invited to speak to current students about the benefits of the medical field, their personal experiences, and the benefits of being a graduate from Galaxy Medical College. This workshop is conducted outside of classroom hours.

✓ **HELP Events**

HELP is Health. Education. Life. Principles. This is a bi-weekly, non-mandatory event with food and fun activities organized by Galaxy Medical College's School Director in which all faculty and staff, and current students and their friends and family, outside of Galaxy Medical College, may attend. The event, which is free of charge, takes place at ARPI Restaurant where participants come to share questions, concerns, thoughts and ideas about health, education, life and principles; issues that class time does not allow for

discussion. In many cases, guest speakers, from many walks of life and many different professions, are invited to volunteer their time and advise and help students in different areas. Participants of the event choose a topic every week (for the following week) which they want discussed. This event was set forth because we strongly believe that interaction and social communication help build a stronger foundation for many working professionals. This event has been taking place for about a year; in the beginning this was a temporary event but as time went on, we saw many improvements in the classroom so we continue to host this event bi-weekly with hopes of expanding into wider horizons.

✓ **Annual Spring Picnic**

Galaxy Medical College also organizes an annual picnic where faculty, staff and students are invited and have the opportunity to invite their family for fun in the sun. The picnic includes a barbeque, organized activities and prizes. This event allows for students to interact with each other and it gives the school the opportunity to be better acquainted with its students.

✓ **Constitution Day**

Constitution Day is a holiday recognized by Galaxy Medical College and its students. On this day, all students are organized to be in the conference room of the campus, where the School Director, Anna Khachatryan and the Financial Aid Director, Arpine Lusikyan speak to students about our nation, our constitution etc. They begin with a power point presentation, then go on to a Q & A session with all students. Then students must partake in a class activity such as making a Constitution Day poster, reciting a part of the Constitution or making pamphlets. Students are also given free Constitution Day Booklet, "The US Constitution & Fascinating Facts About It." Following these activities students write a one-page report about what they learned. This is a mandatory, annual event at Galaxy Medical College

STATEMENT OF NON-DISCRIMINATION

Galaxy Medical College does not discriminate in its enrollment practices on the basis of race, religion, national origin, sexual orientation, gender or ethnicity.

STATEMENT OF BACKGROUND CHECK AND DRUG TESTING

Effective November 2017, institutional policy requires that all prospective students must complete a background check and a drug test. In order to be accepted for enrollment, the prospective student must pass both the background check and the drug test. If and when enrolled, the student may be required, by random selection, to complete a second background check and drug test prior to being placed in the clinical externship component of the training program.

Upon enrollment, students are given a consent form to sign and by signing that document, the student, agrees to adhere to institutional policies regarding background check and drug testing.

The results of both the background check and drug testing will be made available directly to Galaxy Medical College by PreCheck, a third party company retained by GMC to conduct Background Check and Drug Testing.

Note: Please be advised that although medical and recreational marijuana are legalized in the state of California, GMC has a zero-tolerance policy. If a student's background check comes back positive for marijuana they will be declined admissions. Only students with a valid doctors health record showing the need for medical marijuana for medical purposes will be granted admission should their drug test result come back positive for marijuana.

STATEMENT OF EMPLOYMENT ASSISTANCE

Alongside Student Services, Galaxy Medical College also assists each student in job placement. We work with a large range of professionals who are motivated to help our students with job placement assistance that is free of charge. Despite the fact that employment cannot be guaranteed by this, or any educational institution, in accordance with Californian law, our representatives guide our graduates to the best available jobs in the market.

COVID – 19 POLICIES AND PROCEDURES

COVID-19 has presented everyone in the world with very challenging and uncertain times. Galaxy Medical College understands that all our students, prospective and enrolled, faculty and staff have experienced different levels of hardships during these few months, and now we are preparing for a new normal.

With the spread of COVID-19, we all must take extra precautions to ensure the health and safety of us and everyone around us. Keeping this in mind, Galaxy Medical College has executed COVID-19 Policies and Procedures that must be followed by all students, staff and visitors. The following are new and additional precautionary conduct standards that must be followed by everyone on campus:

1. Students, staff and visitors, who are physically present on campus, must wear a mask at all times. No individual will be permitted to enter the campus without a face mask.

2. Students must follow assigned seating charts, which will be made available by instructors, to ensure the 6-feet social distancing recommendation by the CDC is being followed and maintained on the GMC campus.

3. Students may not leave the campus for assigned breaks – breaks will be limited to the campus cafeteria only.

4. Absolutely no food or drinks will be allowed in class and on campus. Galaxy Medical College will provide water for students in the cafeteria and reception area.

5. Personal property, such as cell phones, car keys, sunglasses, etc. MUST be put away in backpacks and not visible during class hours.

6. Students will not be permitted to enter class unless they are in full uniform – this includes your GMC scrubs, closed toe tennis shoes and white sweaters/jackets.

7. Students must practice good hygiene. Please ensure the following:
   - your uniform is always laundered and clean
   - your hair is pulled back
   - no long/acrylic nails
   - no jewelry – no exceptions