

**SOUTHEAST CALIFORNIA  
COLLEGE**

**Catalog for  
BPPE**



**225 East Airport Drive, Suite 150  
San Bernardino California 92408  
Telephone Number 909 763 3481 or 909 763 3482  
Fax Number 909 763 3483**

**[www.southeastcollege.com](http://www.southeastcollege.com)**

Topics	Page
General Information. . . . .	4-6
Notice to Prospective Degree Students . . . . .	7
SCC History/Overview . . . . .	8-9
Philosophy/Mission Statement. . . . .	9-10
Conceptual Framework . . . . .	11-12
Institutional Purposes . . . . .	13
Non-discrimination . . . . .	13
Schedule of Operations . . . . .	13
Program Overview . . . . .	14-16
Holidays. . . . .	16
Physical facilities . . . . .	16-18
MAP & direction . . . . .	19
School Officers/faculty/staff . . . . .	20-22
State Approvals . . . . .	23
Program Hours. . . . .	24
Credentialing Agency.. . . .	24
Affiliation Sites . . . . .	25-27
Admission Requirements . . . . .	28-30
Admission Procedures . . . . .	31-35
Credit Granting . . . . .	35-36
Eligibility for Licensure. . . . .	37
Gen. Admission Policies . . . . .	38-41
Academic Policies (SAP) . . . . .	42-55
Code of Student Conduct . . . . .	56-60
Disciplinary Procedures . . . . .	61-62
Graduation . . . . .	63

Program Completion Req.	.	.	.	.	.	.	.	64-67
Student Finance Policies..	.	.	.	.	.	.	.	68-69
Tuition & Fees.	.	.	.	.	.	.	.	70-71
Cancellation. Withdrawal	.	.	.	.	.	.	.	72-73
Payment Plan	.	.	.	.	.	.	.	74-75
STRS	.	.	.	.	.	.	.	76- 77
Grievance Procedure.	.	.	.	.	.	.	.	78
Student Services	.	.	.	.	.	.	.	79-85
FERPA	.	.	.	.	.	.	.	85-86
Regulatory Statement.	.	.	.	.	.	.	.	86- 87
Student Records.	.	.	.	.	.	.	.	87-90
Bankruptcy.	.	.	.	.	.	.	.	90
Learning Resources.	.	.	.	.	.	.	.	91-94
Career Development	.	.	.	.	.	.	.	95- 97
Education Programs.	.	.	.	.	.	.	.	99-128
Observed Holidays.	.	.	.	.	..	.	.	129
School Calendar	.	.	.	.	.	.	.	130

## GENERAL INFORMATION

### Consumer Information

This catalog is published to disseminate information about Southeast California College (SCC) academic programs, policies, calendar, tuition, fees, administration and faculty. The information provided is current as of the publication date. The College reserves the right to make changes to policies and terms which may affect the information published and to make such changes without prior notice. Any changes will be published in an addendum which shall be regarded as a part of this Catalog.

Students are expected to read and understand the information published in this Catalog. Failure to read and understand the Catalog does not excuse any individual from the application of any policy, term, or condition published herein. It is the responsibility of each student to understand the current graduation requirements of his or her program of study.

Southeast California College does not discriminate on the basis of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, age, disability, or any other characteristic which lawfully cannot be the basis for an employment decision by federal, state, or local law.

The College complies with all applicable laws barring discrimination and thus offers equal opportunity for employment, admission, and the administration of educational services. Instruction in all programs is provided in English. The school does not provide ESL instruction.

“Any questions a student may have regarding this School Catalog that have not been satisfactorily answered by the institution maybe directed to the:”

#### *Bureau for Private Postsecondary Education*

##### Mailing Address:

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818

##### Physical Address:

Bureau for Private Postsecondary Education  
1747 North Market, Suite 225  
Sacramento, CA 95834  
Tel: 916.574.8900  
Fax: 916.263.1897  
Website: <https://www.bppe@dca.ca.gov>  
Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

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

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education at [bppe.enforcement@dca.ca.gov](mailto:bppe.enforcement@dca.ca.gov) or call (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s internet Web site, <https://www.bppe.ca.gov>.”

Be informed that Southeast California College (SCC) has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and had no 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.)

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

It is the policy of the school to update its official school catalog annually to include all information of the approved curricular programs of Southeast California College. Its intent is to provide students and other interested person an education according to Education Code 94909. Annual updates may be made using supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog; these changes shall be reflected, at the time they are made in supplements or inserts accompanying the catalog.

The school makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the College’s Admissions Office at 909 763 3481 or 909 763 3482.

Any concerns regarding this Catalog maybe directed to:

**Southeast California College**  
*225 East Airport Drive, Suite 150,*  
*San Bernardino California 92408 Tel. # 909 763 3481*  
*Fax # 909 763 34983*  
<https://www.southeastcollege.com>

All information contained in this College Catalog are current and correct and are so certified as true by:

Dr. Edna Domingo, Executive Director/President

Southeast California College  
225 East Airport Drive, Suite 150  
San Bernardino California 92408  
Telephone Number 909 763 3481 or 909 763 3482  
Fax Number 909 763 3483 <https://www.southeastcollege.com>

5 CCR § 71775

§ 71775. Pre-Enrollment Disclosure; Notice to Prospective Degree Program Students.

“Notice to Prospective Degree Program Students

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by April, 2019, and full accreditation by April, 2021.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

The impetus for the establishment of Health Sciences Institute of California (HSIC) Corporation was the desire of Edna B. Domingo and Efren D. Domingo (founder & co-founder respectively) to help ESL nursing graduates PASS NCLEX. In mid-2004, HSIC, corporation opened its doors to EDEF Health Services International as NCLEX review center. Hence, its NCLEX-RN pass rate was 92% and the VN pass rate was at 87%. The IV Therapy certification class was added including CPR thereafter in 2006.

The Board of Vocational Nursing (BVNPT) approved the IV Therapy certification while the American Heart Association (AHA) approved EDEF as provider for CPR certification. In 2013, HSIC created a DBA name Health Sciences College of California (HSCC). At this time, the Bureau for Private Post-Secondary Education approved HSCC to offer its programs under exempt status.

HSCC offered short medical programs such as Nursing Assistant, Home Health aide, acute level 2 CNA, prep classes as NCLEX review, and certification classes for IV therapy, & CPR under its BPPE exempt status. On April 17, 2017, BPPE granted HSCC an approval to operate as an institution. The Bachelor of Science in Nursing was mistakenly included in the approval on April 19, 2017 which was supposed to be conditionally approved. The Vocational Nursing program and the Physical Therapy Assistant program were conditionally approved until its specific boards grant the approval to offer the program.

BVNPT grants the approval for the Vocational Nursing program, Board of Registered Nursing grants the approval for the Bachelor of Science in nursing program and CAPTE grants the approval for the Physical Therapy Assistant program. SCC is still working with the Board of Registered Nursing for the approval of its BSN program.

Upon the approval of the Board of Vocational Nursing & Psychiatric Technician (BVNPT) to start an initial VN program on February 2, 2018, HSCC started its VN classes on April 23, 2018 with 9 students. On April 16, 2018, HSCC relocated to San Bernardino at 225 East Airport Drive to provide a better learning environment to the Vocational Nursing program students.

In view of HSIC Corporation's vision to expand its programs including the offering of general courses, it was decided to change its DBA name Health Sciences College of California (HSCC) to a generic DBA name Southeast California College (SCC).



## Overview

Southeast California College, SCC, is a private faith-based institution approved to operate by the Bureau for Private Postsecondary Education (BPPE). SCC then HSCC offered non-degree nursing and certification classes under BPPE exempt status until April 19, 2017. HSCC received an institutional approval to offer the same classes with conditional approval for the Vocational Nursing, Physical Therapy Assistant, and Bachelor of Science, Nursing. The Licensed Vocational Nursing (LVN) program was granted an initial approval by BVNPT on February 12, 2018 to start the VN program. SCC started its first VN program on April 23, 2018. After BVNPT onsite visit on March 08, 2018, SCC received a full four year approval for the VN program beginning February 12, 2018 to February 12, 2022.

The NCLEX-RN/VN preparatory classes are designed to prepare nursing graduates for success in the state licensure examinations. The IV therapy certification class is designed to train and certify graduate VN nurses develop the skill and competence to safely perform blood draw and IV insertions. Through the American Health Association, the CPR/BLS certification classes provide up to date basic life support concepts and skills for life saving emergencies in any health care situations.

## PHILOSOPHY

*Southeast California College (SCC) is a faith-based academic institution that aims to train and transform individuals for service. It empowers a holistic view of a person's physical, psychosocial, spiritual, and developmental well-being through nursing education. We believe in a lifelong learning experience that prepares individuals to enhance optimal health, maintain wellness, and prevent illness in a collaborative culture of teaching and learning and mentorship. Our educational mission emphasizes respect for human dignity and empowers competence with compassion to serve individuals and families in a culturally diverse society.*

### **Motto: Educate, Transform, and Empower Service**

### **MISSION STATEMENT:**

Southeast California College (SCC) fulfills its educational mission of preparing individuals to meet the health care needs of a culturally diverse society. Its motto is to educate, transform, and empower commitment to serve individuals, families, aggregates, and communities in a diverse society.

**SCC believes that:****MAN**

Man is a holistic being of the body, mind, and spirit, living within an ethnic cultural context that moves through a continuous life cycle throughout life. Blended with Watson's nursing philosophy, we believe that man and the human body undergo constant changes in both its external and internal environments affecting the body equilibrium. The human body is a dynamic organism with capabilities to respond to the changes in the environment that may result in health imbalances/illnesses or wellness. Vocational nursing assists man to adjust or adapt to restore balance through primary, secondary, and or tertiary prevention through human caring.

**HEALTH-WELLNESS-ILLNESS**

Health is the state at which the person successfully copes with actual or potential problems, and adapts to stressors from the external or internal environments. Wellness is a state at which a person is able to function optimally within a physical, social, emotional, and/or cultural context. Illness is a state at which the person's health undergoes changes within its biological, psychological, sociological, cultural, and/or spiritual aspects resulting in a less than optimal level of functioning. The role of the vocational nurse is to coordinate and report significant observations of the person's health condition with the registered nurse and/or health care providers to provide competent nursing practice.

**NURSING EDUCATION**

Nursing education is a process of life-long learning experience and should ensure student's success in the application of knowledge to clinical practice. The nursing program follows a chronological progression of learning that starts from the most basic concepts to a more complex concept of nursing knowledge including leadership roles as a vocational nurse. Nursing education encompasses the three domains of learning; cognitive operations, affective behaviors, and psychomotor skills including clinical reasoning.

**TEACHING-LEARNING**

Nursing education is a continuous, dynamic, and interactive teaching/learning process that enhances individuals' cognitive, psychomotor, and affective behaviors. Optimum learning takes place in an atmosphere of mutual respect between the learner and the educator through mentoring, counseling, and support. Student's success can be achieved through focused study, participation in class discussions, and mastery of concepts applied into clinical practice.

**NURSING:**

Nursing is a science and art. It is a practice and role focusing on the health and well being of

individuals and families within the society, rooted in the societal and natural sciences, the humanities, and mathematics. It focuses on the holistic view of man or a person and uses the nursing process to coordinate health care goals with clients and families, and define strategic plans to reduce stressors and strengthen abilities to adapt to stressors. The role of nursing is accomplished through coordination of care using the nursing process and integration of professional values and behaviors through interdisciplinary teamwork. Nurses assist clients to maintain dignity and comfort in the final stages of life.

## CONCEPTUAL FRAMEWORK

Southeast California College (SCC) nursing programs embrace Jean Watson's human caring model that includes the mind/body/spirit approach to healing, guiding nurses in a holistic approach to those they care for. The *human caring theories* proposed by *Watson* encourage nurses to *integrate* their compassion and spirituality in their *practices* as an adjunct to the science of medicine.

Students receive an understanding of the interlocking relationships between the person as a holistic being, the environment that affects the health-wellness continuum, the person's health status affected by the internal and external environments, and the knowledge, competence, and caring attitude of the nurse that implements actions to restore and maintain optimal health. Watson's theory of human caring provides nurses with a moral compass to ensure balance and harmony between health and healing.

Nursing and caring must co-exist in nursing practice. A caring attitude is not biological but is developed in the culture of the profession as a unique way of coping with its environment.

The Nursing Practice Act states that nursing incorporates the nursing process in patient care to promote, restore, and maintain homeostasis in collaboration with the other health care disciplines (AACN2008).

### ***Person:***

The person is a holistic human being; individual, family, group or community who is influenced by the socio-cultural, spiritual, psychological and physiological environment. In common with other persons, the person has basic human needs and adaptive energy. The person encounters and copes with stressors while growing and developing through the life phases, beginning with birth and ending with death. The person presents with health needs within the open system of the health-wellness continuum.

***Environment:***

The environment is the ever-changing set of conditions, circumstances and factors, both internal and external, that is in constant dynamic interchange with the person. The internal environment includes the psychological and physiological components while the external environments include the physical, socio-cultural, and spiritual components. This environment influences the health-wellness continuum of a person.

***Health:***

Health is the state which exists when the person successfully copes with actual or potential problems and adapts to stressors and stress in the environment. Selye's Stress General Adaptation Syndrome emphasizes that when the body fails to adapt, it results in mal-adaptation and/or instability of health may occur. The nurse coordinates and implements appropriate nursing actions.

***Nursing:***

Nursing is both a practice and role bound together by the nursing process that interlocks assessment, analysis, planning, implementing, and evaluation. Nursing practice entails adaptation through health promotion, restoration, rehabilitation, and supportive care of individuals, small groups, families and communities. The practice of nursing involves caring interventions and activities based on principles of assessment, clinical decision-making and judgments, teaching-learning, communication, interpersonal relationships, pharmacology, and nutrition, as well as legal-ethical concepts and psychomotor skills. The role of nursing is accomplished through provision of care, management of professional values and behaviors. The nurse implements the three preventive approaches such as; primary, secondary, and tertiary in the nurse client partnership relationship.

**Actual caring occasion** involves actions and choices by the nurse and the individual. The moment of coming together in a caring occasion presents the two persons participating in planning for the best action to resolve health problems.

**Transpersonal** concept is a human-to-human relationship where subjective information becomes a story for both to share. Transpersonal caring seeks to connect with and embrace the spirit or soul of the other through the processes of caring and healing and being in a human-to-human relationship.

**Service** means an act of providing assistance or help embrace in the practice of nursing. Nursing as an occupation pledged to serve humanity NOT influenced by monetary return but making health better in the community or that service is given. From spiritual perspective,

nursing is caring and caring is service. When a nurse is a Christian, that nurse functions from within the heart of providing the safest nursing that makes a person who is ill, feel well. This

is satisfactory service.

***Health:***

Health is the state which exists when the person successfully copes with actual or potential problems and adapts to stressors and stress in the environment. Selye's Stress General Adaptation Syndrome emphasizes that when the body fails to adapt, it results in mal-adaptation and/or instability of health may occur. The nurse coordinates and implements appropriate nursing actions.

***Nursing:***

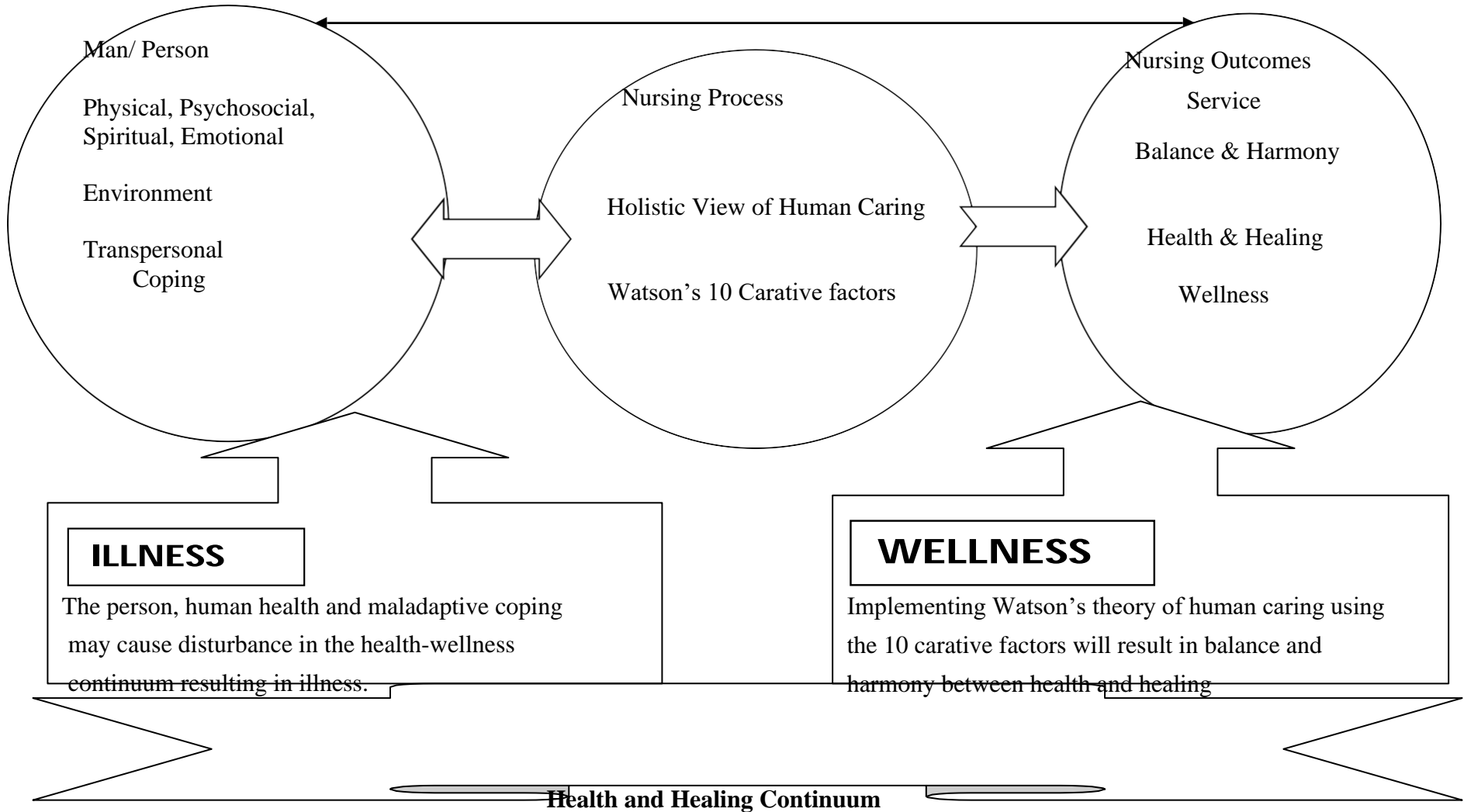
Nursing is both a practice and role bound together by the nursing process that interlocks assessment, analysis, planning, implementing, and evaluation. Nursing practice entails adaptation through health promotion, restoration, rehabilitation, and supportive care of individuals, small groups, families and communities. The practice of nursing involves caring interventions and activities based on principles of assessment, clinical decision-making and judgments, teaching-learning, communication, interpersonal relationships, pharmacology, and nutrition, as well as legal-ethical concepts and psychomotor skills. The role of nursing is accomplished through provision of care, management of professional values and behaviors. The nurse implements the three preventive approaches such as; primary, secondary, and tertiary in the nurse client partnership relationship.

**Actual caring occasion** involves actions and choices by the nurse and the individual. The moment of coming together in a caring occasion presents the two persons participating in planning for the best action to resolve health problems.

**Transpersonal** concept is a human-to-human relationship where subjective information becomes a story for both to share. Transpersonal caring seeks to connect with and embrace the spirit or soul of the other through the processes of caring and healing and being in a human-to-human relationship.

**Service** means an act of providing assistance or help embrace in the practice of nursing. Nursing as an occupation pledged to serve humanity NOT influenced by monetary return but making health better in the community or that service is given. From spiritual perspective, nursing is caring and caring is service. When a nurse is a Christian, that nurse functions from within the heart of providing the safest nursing that makes a person who is ill, feel well. This is satisfactory service.

Educate, Transform, & Empower Service



## **Institutional Purposes**

In pursuit towards fulfillment of SCC Mission, the following Core Principles and Objectives guide the school operation:

- Affirm holistic worldview and the value of self-worth and intensify every student's ability to contribute to the world of work at a professional level.
- Foster a caring and nurturing learning environment that promotes academic excellence, critical thinking and diversity, and instill a desire to continue learning throughout life.
- Employ qualified faculty members who possess both educational and professionally-related experience in their own fields, encourage professional development, and active participation in upholding the institution's mission, purpose and objectives.
- Support student population throughout their studies and beyond by means of tutorial services, academic advisement, counseling and referral, financial planning, and lifelong employment assistance.
- Provide students with a facility that is equipped with essential technologies and equipment; accessible library and resources relevant to the academic programs, as well as a safe, profitable, and healthy school environment.
- Remain committed to the policy of academic freedom where faculty may explore and disseminate new knowledge, communicate professionally and as citizens, enhance the intellectual vitality of the college and its students without fear of reprisal or reprimand.
- Impart programs of learning that meet the needs of the individual and community and implement a consistent program evaluation process to ensure that skills and knowledge are adequate, appropriate and marketable for employment placements.
- Enhance a learning environment that cultivates respect for diversity, nurturing of curiosity and insistence upon high standards of thought, study, communication and mentorship.
- Produce Christian graduates that embed service to humanity as a calling in the work field.

### **Statement of Non-Discrimination**

Southeast California College (SCC), does NOT discriminate on the basis of race, color, religion, nationality or ethnic origin, gender, sexual orientation, marital, parental, familial, veteran, or military, service status, age or disability. Equal opportunity for employment and admission shall be extended to all persons.

### **Schedule of Operations**

The business office is open five days a week. Courses are in session five days a week from 7:30AM to 10:30PM and clinical time from 7:00AM to 3:30PM on scheduled days including Sundays.

## Program Overview

### 1. *Clinical Medical Assisting*

This program offers both the front and back office training to work in outpatient clinics and medical offices to assist with patient's personal intake and assist physicians with patient assessment. Students learn medical office regulations, laws & procedures, patient care skills, how to draw blood and how to monitor EKGs and perform 12 lead EKG. Complete 160 hours of externship. Graduates will take the credentialing examination after successful completion of the program.

Job Title: Certified Clinical Medical Assisting (CCMA): SOC Code: 31-9092

*Classes are scheduled by module.* Total Training clock Hours: 910 (7 months or 28 weeks, 910 clock hours) - *Modular classes*

Program Delivery: Residential

*Training Schedule:*

*MTW (8:00-5:30) – 24 hrs per week*

### 2. *Home Health Aide:*

This is a 2.5-week program that offers further training to certify nursing assistants become certified home health aides to provide patient care in a home setting. Total clock Hours: 40 clock hours. No credentialing examinations. Certificate will be issued by CDPH linked with CNA certificate.

Job Title: Certified Home Health Aide (CHHA) SOC Code: 31-1120

Program Delivery: Residential

*Training Schedule*

- a. Theory: Monday 9:00-5:00 x 2 ½ days = 20 hrs
- b. Clinical Monday – Friday to complete = 20 clinical hours

### 3. *Wound Care Management*

This program prepares graduates to be a Certified Wound Care Nurse. This can be offered to an RN or LVN. It is 184-hr program that includes 64 –hr theory and clinical plus 120-hr externship with a certified wound care nurse. Graduates will take the National Wound Care Certification examination to become certified. Total hours: 184 clock hours.

Job Title: Certified Wound Care Nurse (CWCN) SOC Code: 29-9098

Program Delivery: Residential

*Training Schedule*

- a. Theory/skills: 8-5PM (4 days, 32 hrs- class days
- b. Clinical: 7:00-3:30PM (4 days, 32 hrs- clinical days
- c. Clinical Externship: 7-3:30PM ( 15 days, 120 hrs- externship days

### 4. *Patient Care Technician Assistant*

*This program is designed to prepare nurses to work in acute hospitals.* Students are trained into the basic and advanced nursing skills that CNA's do not do including technical skills such as blood withdrawal, and EKG monitoring. Graduates will write the



National certification examination through National Health Career Association (NHA)  
National certification to be certified as Patient Care technician Assistant (CPCT/A).  
Job Title: Certified Patient Care Technician Assistant (CPCT/A) SOC Code: 31-1120  
Total program hours: 160 clock hours.

*Training Schedule:*

*Theory: Monday 0800- 5:00PM*

*Clinical: Wednesday 0700-3:30*

Program length: 2.5 months or 10 weeks

Program Delivery: Residential

5. *Vocational Nursing Program*

The proposed vocational nursing program is a 13-month certificate program designed to prepare students to perform direct patient care under the supervision of an RN and/or a physician in an acute care hospital or in long term care facilities. Upon completion, graduates will be eligible to take the state licensure examination NCLEX-PN. Total program clock hours: 1,555 hrs. (4 quarters) of 599 theory hours, and 956 clinical hours.

Graduates will take the NCLEX-PN through the National Council of State Boards of Nursing (NCSBN)

Job Title: Licensed Vocational Nurse (LVN) SOC Code: 29-2061

Program Delivery: Residential

- a. Theory: MW 8:00AM-5:00PM
- b. Clinical: TThFri 7:00AM -3:30PM

6. *IV Therapy Certification SOC Code: 29-9098*

This is a certification program that offers 36-hr of IV certification classes to LVNs and RNs desiring a proven skill on IV therapy and blood withdrawal. It is a four day class. It awards 16 units of CEUs for license renewal.

7. *NCLEX Prep Class*

This is a 40-hr class to equip graduate nurses with critical thinking skills in the application of their knowledge and skills in passing the nursing licensure examinations.

8. *CPR/BLS: American Heart Association*

This is a certification class to health care workers and other individuals needing to learn about emergency care in different settings. A certificate or CPR/BLS certification is issued upon completion of the class and upon passing the post test. It is required to all healthcare workers and renewed every two years.

**SCC Observed Holidays:**

SCC has chosen 8 holidays to observe within its annual academic year.

- New Year's Day
- Martin Luther King
- Memorial Day
- Independence day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

## **The School and Physical Facilities**

Southeast California College (SCC) is located at 225 East Airport Drive, San Bernardino, California 92408 along Fwy10 East. It occupies two suites, suite 110 (2, 482 sq.ft.) & suite 150 (2, 400 sq.ft). It is close to restaurants and shopping places on Hospitality lane in San Bernardino, California.

### **Suite 110-Classrooms**

**Receiving Area:** Its area is 200 sq. ft that accommodates the reception desk, receiving chairs, and towards the hallway are shelves of textbooks and reference book & journals.

**Classrooms:** One large classroom and one smaller classroom all equipped with flat screen, lap tap, & DVD/VCR players. Both classrooms have big white board with LCD and laptop for power point presentations. The large classroom can accommodate 24 students and the smaller classroom can accommodate 14 students.

Size area: Large classroom- 512 sq.ft, smaller classroom- 390 sq. ft.

**Skills Laboratory:** The skills laboratory has 3 hospital beds with bedside drawers, over bed tables, and one Gurney. It has two classroom tables & 10 chairs, cabinets for supplies, lavatory, linen cart, and shelves for supplies. It can accommodate 15 students. It includes two OB simulation mannequin, medication cart, & weighing scales.

Size area: Skills lab- 545 sq/ ft.

**Computer Lab & Library:** The computer lab has 10 computers for learning resources and at the center is a table for research or writing. The shelves for books are place along the walls on hallway and reception area.

Size: area: 392 sq. ft

**Break Room:** This room has four tables, microwave, refrigerator, water dispenser, coffee maker and water heater. It can accommodate 10 students.

Size area: 289 sq/ft.

**Supply Rooms:** Room # 1 is 40 sq. ft in the break room. It accommodates the CPR instructional supplies, wheelchairs, crutches, and bathing equipments.

### **Suite 150- Administration**

The school has a reception area which includes the reception/waiting area and the receptionist desk to welcome families & students. Size area: 275 sq ft.

#### **Administrative Offices:**

President's office: 288 sq. ft.

Business Office: 288 sq. ft

Hall way: 162sq.ft.

Hall way to Instructor's office: 80 sq. ft

Operations' Office: 221 sq. ft

Student Services: 269 sq. ft

Workroom: 340 sq. ft

Instructor's offices: 421 sq.ft

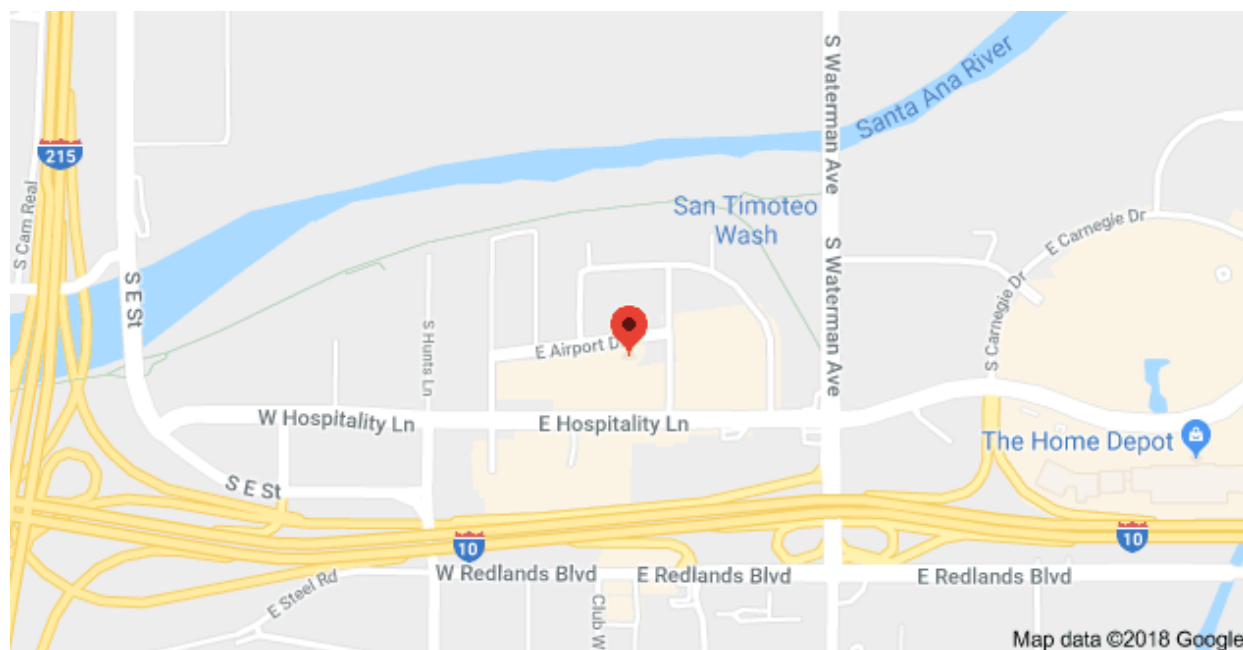
**Conference Rooms:** This room accommodates 15 people for corporate or other meetings.  
Size area: 450 sq.ft

**Student Resource Center:** The student resource center offers online student resources besides textbooks, handbooks provided. Textbooks chosen for nursing courses come with CDs and SCC is given access to publisher's website for instructor's resources and student resources. Example of publishing company: Lippincott (thepoint.lww.com). The center provides reference books, journals, periodicals, CD-ROMs, videotapes, computer work stations for online access, research and other audio visual learning devices. Size area: 392 sq.ft.

**Records' Room.** This room is a locked room that can only be accessed by custodian of records or registrar, academic assistant, & instructors. Size area: 296sq.ft.

Please see the school MAP below:

**THE SCHOOL MAP: 225 East Airport Drive, San Bernardino, California 92408.**



From 10-West (LA or Ontario) going East, exit on Waterman North, right on waterman, left on hospitality, right on east airport drive to 225 east airport drive.

From Palm Springs, take 10-west, exit on waterman, left on hospitality lane, right on east airport drive to 225 east airport drive.

From Riverside, take 91 East which becomes 215 North to 10-east, exit waterman, right on waterman, left on hospitality lane, right on east airport drive to 225 east airport drive.

Southeast California College complies with the federal, state, and local ordinances and regulations including requirements for health & safety code. There is a wide parking area for students attending school.



- Meliton Prudencio, MD, BSN, RN ADON/Instructor  
 Bachelor of Science in Nursing, Our Lady of Fatima, Philippines  
 Registered Nurse, California  
 \*BVNPT – Approved Instructor
  
- John Ezeigwe, BM, MPH, LVN Instructor  
 Master of Public Health, Cal State University of San Bernardino  
 Licensed Vocational Nurse, California  
 \*BVNPT – Approved Instructor
  
- Dominique Canga, MD Additional Faculty  
 Doctor of Medicine, Cebu Doctors College of Medicine, Philippines  
 \* BVNPT approved additional Instructor
  
- Stephen Gafford, RN Instructor  
 Registered Nurse, California  
 \*BVNPT – Approved Instructor
  
- Ledy Cordero, MA, Clinical Dietician Instructor  
 Bachelor of Science in Nutrition and Dietetics, Loma Linda University  
 Registered Dietitian  
 BVNPT approved Instructor for Nutrition
  
- Chaltu Berhanu, AA, LVN Assistant Instructor  
 Vocational Nursing - Riverside Community  
 College Licensed Vocational Nurse, California  
 \*BVNPT – Approved Assistant Instructor

- Mario Macayaon, PhD-c, MSN, RN  
 Master of Science in Nursing, University of Phoenix  
 Bachelor of Science in Nursing, California State University, SB  
 Registered Nurse, California  
 \*BVNPT – Approved Simulation Lab Instructor  
 OB/Sim Lab Instructor

- Augustine Panchoo, PhD, Psychology  
 Doctor of Philosophy in Psychology, Chicago School of Professional  
 \*BVNPT – Approved Instructor  
 Additional Faculty

- Juliet Marcos, DMD, LVN  
 BVNPT Approved  
 Teacher’s Assistant

- Romulo Albino, LVN  
 BVNPT Approved  
 Instructor

## 2. HOME HEALTH AIDE

- Edna B. Domingo, PhD, MSN, RN  
 Doctor of Philosophy in Nursing, University of San Diego  
 Master of Science in Nursing- Adventist University of the Philippines and University of the Philippines  
 Bachelor of Science in Nursing – Adventist University of the Philippines  
 Program Director  
 CDPH approved
- Frenalyn B. Domingo, MS-FNP-C, RN

## 3. CINICAL MEDICAL ASSISTING

- Alice Gutierrez, CBMA  
 CMA Program Director
- Dominique Canga  
 Doctor of Medicine, Cebu Doctors College of Medicine, Philippines  
 Instructor

## 4. PATIENT CARE TECHNICIAN/Assistant

- Chaltu Berhanu, LVN  
 Instructor

## 5. WOUND CARE Management

- Frenalyn B. Domingo, MS-FNP-BC, RN  
 Instructor

## 6. NCLEX Prep

- \* Edna B. Domingo, PhD, MSN, RN



**7. IV Therapy**

\* Frenalyn June Domingo, RN, MS-FNP-C

\* Edna B, Domingo, PhD, MSN, RN

**8. CPR/BLS**

\* Efren D. Domingo, approved AHA instructor

## State Approval and Accreditation

### **Bureau for Private Postsecondary Education (BPPE)**

On April 19, 2017, Southeast California College (SCC), new DBA name from the old DBA name Health Sciences College of California (HSCC) received an institutional approval to operate as a non-accredited institution for five years beginning April 19, 2017 to April 19, 2022, with a school code # 68973651.

The Bachelor of Science in Nursing and Physical Therapy Assistant received provisional approval contingent upon the approval of the specific boards; CAPTE for the Physical Therapy Assistant (PTA) and BRN for the Bachelor of Science in Nursing

*Address: P.O. Box 980818, West Sacramento, CA 95798*

*Telephone Number: (888) 370-7589 <https://www.bppe.ca.gov>*

### **California Board of Vocational Nursing & Psychiatric Technician (BVNPT)**

The California Board of Vocational Nursing & Psychiatric Technician (BVNPT) issued a provisional approval for the Vocational Nursing Program (VN) Program on February 12, 2018. On April 2, 2019, BVNPT issued a full four year approval to offer the Vocational Nursing program beginning February 12, 2018, to February 12, 2022.

BVNPT is the Credentialing agency that issues accreditation to Vocational Nursing schools The California Code of Regulation (CCR) and the BVNPT Program Record survey (PRS) for compliance with the implementation and management of the Vocational Nursing program. It issues vocational nursing graduates their licenses as licensed vocational nurses (LVN).

*Address: 2535 Capitol Oaks Drive, Sacramento CA 95833*

*Telephone Number: (916) 263-7800 [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)*

### **California Department of Public Health – HHP # 997**

The California Department of Public (CDPH) is the government agency that gives Certification the home health aide and nursing assistant graduates to be certified as (CHHA) Certified Home Health Aide and (CNA) Certified Nursing Assistants.

*Address: 1615 Capitol Avenue, Sacramento CA 95814*

*Telephone Number: (916) 558-1784 [www.cdph.ca.gov](http://www.cdph.ca.gov)*

## Program Hours and Institutions Granting Credentials

1. Home Health Aide Training Program 2.5 weeks-40 clock hours  
This program is an upper level of the CNA. Graduates receive a CHHA certificate from the Department of Public Health (CDPH). Has to maintain CNA certificate active with HHA certificate in order to practice as a home health aide.
2. Clinical Medical Assisting- Modular 7 months – 910 clock hours  
Graduates from this program write the State licensure examination through the National Health Career Association (NHA) to be certified as Certified Clinical Medical Assistant (CCMA) and California Board for Medical Assistants (CBMA)
3. Patient Care Technician/Assistant 2.5 months- 160 clock hours  
Graduates from this program write the State licensure examination through the National Health career Association (NHA) to be certified as Certified Patient Care Technician Assistant (CPCT/A)
4. Vocational Nursing Program 1,555 clock hours ( 4 quarters) 13 months  
This is a 13-month, 4 quarter program. Graduates will write the state licensure Examination through the National Certification of State Board of Nursing (NCSBN). Upon Passing the Licensure examination, the Board of Vocational Nursing & Psychiatric Technician (BVNPT) will issue the License Vocational Nurse (LVN) license to the graduate.
5. Wound Care Management Certification (post licensure certification) through National Alliance of Wound Care and Ostomy (NAWCO).
6. CEUs- California Board of Registered Nursing. (Useful CEUS for license renewal
7. IV Therapy – California Board of Vocational & Psychiatric Technician (BVNPT),gives 16 units of CEUs to LVN renewing LVN credentials.
8. CPR/BLS – (8-hrs-for beginners) & (6-hrsfor Renewals) American heart Association

## **Affiliation Sites for Student's Clinical Training**

### **1. Patient Care Technician/Assistant**

Students in the PCT/A program are prepared to be employed as Patient Care Technician/Assistant in an Acute Care Hospital or in a Post Acute Hospital. Graduates offer different skills in both basic and advanced nursing assistant skills, phlebotomy technicians, and EKG technicians.

Clinical Training Sites:

- a. Parkview Community Hospital has total staffed beds of 191. Services offered are medical surgical Nursing, Rehabilitation unit, CCU, Telemetry unit and transitional unit.
- b. Desert Valley Community Hospital is a 148-bed acute hospital offering specialty services in Medical surgical, OB, CCU, Transitional and telemetry/cardiac.
- c. Riverwalk Post-Acute Hospital is a 146-certified bed capacity providing rehabilitative care & total nursing care.

### **2. Clinical Medical Assisting**

Students in this program are prepared to serve both in the front and back offices at a medical clinic. Front office gather intake data and update patient's profile, verify health insurance coverage and do coding and billing. The back office duties include, assisting patients with vital signs, updating medical health records, draw blood for laboratory as needed, perform EKGs, administer medication as needed and provide discharge teachings for medication laboratory specimens to be drawn in the la and instruction for clinic follow-up.

Clinical Training Sites:

- A. Baseline Medical Center Clinic- #1
- B. Symonette Family Medical Clinic
- C. Baseline Medical Center Clinic-# 2

### **3. Home Health Aide**

Students are certified nursing assistants who would like to advance to home health patient care. It is a 40-hr program where students complete a 20-hr theory for home health concepts and a 20-hr. validated clinical experience by the home health agency.

Clinical training sites:

- A. Good Heart Hospice
- B. Inland Valley Home Health & Hospice
- C. VNA Hospice
- D. Plexus Home Health Agency

#### 4. Vocational Nursing

This program is a four-quarter program with different clinical emphasis beginning from basic to more complex nursing skills and concepts in nursing. Clinical facilities are chosen

based on the clinical objectives of the course in each term. The school secures contracts with clinical sites signed by the nursing director and the administrator. This signed contract is sent to the Board of Vocational Nursing/NEC. The NEC verifies the legitimacy of the contract then approves the clinical site for student training. The school cannot use the clinical site until approved by the board.

**Term I:** Students learn the basic skills of nursing procedures to be able to take care of patients. Students are placed in skilled nursing facilities, nursing homes, or in post acute facilities.

- A. Terracina Post Acute
- B. Linda Valley Health Care Center
- C. Creekside Care Center
- D. Riverside Village healthcare
- E. Orange Tree/Riverwalk Post Acute
- F. Providence Mt. Robidoux Nursing Center
- G. Legacy Post Acute & Rehab Hospital

**Term II:** Continuation of Term II in Medical Surgical Nursing. Application of Knowledge and skills to clinical practice.

- A. Terracina Post-Acute
- B. Creekside Care Center
- C. Alta Vita health & Rehab Center- Riverside Village Healthcare
- D. Orange Tree/Riverwalk Post-Acute
- E. Providence Mt. Robidoux Nursing Center
- F. Legacy Post- Acute
- G. Linda Valley Healthcare Center

**Term III:** This term is a continuation of medical-surgical and specialty areas such as OB, & Pediatrics.

- A. San Bernardino Department of Public Health OB/Peds clinics
- B. Goldstar Pediatric Clinic
- C. Totally Kids Hospital
- D. Riverwalk Post Acute
- E. Terracina Post Acute

**Term IV:** This term includes advanced medical surgical nursing and student training on leadership and management. This term prepares graduating students to pass their exit exams as a determinant for their candidacy to graduate.

- A. Creekside Care Center
- B. Linda Valley Health Care Center
- C. Terracina Post-Acute
- D. Riverwalk Post-Acute

## **5. Wound Care Management**

Clinical Experience and externship will be at Acute Hospital, Post-Acute Hospital & Skilled Nursing facilities.

- A. Terracina Post-Acute
- B. Riverwalk Post-Acute
- C. Parkview Community Hospital
- D. Desert Valley Community Hospital

## **7. Acute Care Level 2 Nursing Assistant**

Clinical Sites:

- 1. Parkview Community Hospital
- 2. Desert Valley Community Hospital

## ADMISSION REQUIREMENTS

Pursuant to California Code Section 2526 (a) (12), Southeast California College (SCC) admits students who possess the appropriate credentials and demonstrate capacity or potentials of successfully completing the educational programs offered by the institution. All students will be evaluated and admission decisions will be made on an individual basis.

Southeast California College, SCC, offers year-round admissions. Applicants must see an admission counselor to discuss requirements specific to each program for admissions. Upon registration into the program, each student is assigned a counselor.

### Requirements

Requirements for admission to Southeast California College are based upon the applicant's career goals, their motivation to succeed, and their ability to benefit from the program.

### Vaccinations

The College has no general vaccination requirement for students entering the College. However, specific programs may have vaccination requirements for the externship and clinical components. See the Student Center for program-specific vaccination requirements.

### Applicants to Vocational nursing program must:

1. Pass the pre-requisite Pre-VN Classes (Introduction to Vocational Nursing); to be considered for the Introduction to Vocational Nursing Term, applicants must:
  - a. Be 17 years of age or not subject to compulsory school attendance in California;
  - b. Have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or have the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or have completed homeschooling at the secondary level;
  - c. Pass the College's Entrance Examination (ATI Teas Test); with a minimum passing score of 75% or higher.
  - d. Satisfy a one-on-one career planning interview;
  - e. Pass the Entrance Assessment Test. Southeast California College requires that applicants must score at or above 75%.
2. Complete and submit a physical medical examination certification filled out and signed by a physician no later than the last day of the first month of Term I (Vocational Nursing class). The health certification must include the following:
  - a. evidence of required immunization and blood titers (see Student Services for a current list of requirements)
  - b. negative PPD or chest X-ray report (taken within six months before the start date of the Vocational Nursing proper program)

3. Submit a photocopy of a current American Heart Association/ Basic Life Support for Healthcare Providers (AHA/BLS) Card or pass an AHA/BLS course offered by the College. It is the student's responsibility to recertify prior to the expiration of the card and remain certified for the duration of the Vocational Nursing program;
4. Turn in a complete and clear criminal background check from *castlebranch.com* no later than the last day of the first month of Term I;
5. Attend the required orientation for the Vocational Nursing program given after a successful completion of Introduction to Vocational Nursing Term, and at the beginning of the clinical rotation for each term. Class size is determined by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). The highest academic ranking students, who meet all required admission criteria, will be considered for entry to the program.

**Alternate Status:**

1. Southeast California College may admit alternate students in each new class to replace students who may drop out.
2. The number of alternate students admitted may not exceed 10% of the school's Board-approved number of students per class.
3. Prior to admission, alternate students will be informed in writing of their alternate status based on performance within the first six weeks in Term I.
4. Alternate students may participate in classes until the commencement of the first scheduled clinical experience at approved clinical facilities.
5. Upon commencement of clinical experience at approved clinical facilities, the actual number of students in the class may not exceed the number of students approved by the Board for that class.

**Alternate Student status in the Vocational Nursing Program may lead to any of the following:**

1. Transfer to another course of study;
2. Repeat of the Introduction to Vocational Nursing Term and reapplication for the Vocational Nursing program;
3. Withdrawal from the College.
4. Alternate students, in good standing, may be officially admitted to the program if an accepted student drops out/withdraw or become terminated. They may also join the next class for as long as the number of students in that class does not exceed the Board's approval.



**Applicants to the Patient Care Technician/Assistant and Acute Care level 2 Nursing Assistant and Home Health Aide programs must:**

1. Be 18 years of age or not subject to compulsory school attendance in California;
2. Have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or have the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or has completed home schooling at the secondary level;
3. Pass the College's entrance exam (Wonderlic IV or V); with a minimum passing score of 75% or higher. *(Please see page 28 of this Catalog)*
4. Have an active CNA certificate
5. Satisfy a one-on-one career planning interview;
6. Attend the required orientation.

**Applicants to the Wound Care Management program must:**

1. Present an active LVN or RN license
2. Submit a proof of one year experience as an LVN or RN.

**Criminal Convictions**

The College reserves the right to refuse admission of an applicant with a criminal conviction if such conviction makes it unlikely that the applicant can benefit from the program. Criminal convictions can make securing employment in the field of study unlikely and can also prevent completion of a training program due to an inability to place the individual at an externship or clinical site.

Applicants are generally advised to disclose information that could negatively affect their ability to acquire employment in the field or to finish the training program. During the enrollment process the student may be required to sign an affidavit stating that they have no criminal convictions that would prevent them from working in the field. Students that falsify their criminal background history may be withdrawn from school and will be responsible for all charges incurred.

**High School Diploma Validation**

If the College or the Department of Education has reason to believe that high school graduation credential submitted to the College is invalid, then the College Registrar shall take steps to verify/validate it.

Foreign high school graduates must have equivalent of a U.S National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluation (AICE). The Registrar will validate by either contacting the issuing institution or confirming that the individual was really issued the high school diploma/transcript or check <https://nscverifications.org/diplomaverify/>.

Alternatively, the Registrar may inspect the original high school diplomas' or transcripts' seal to confirm validity. A student attestation is not an acceptable means of validation.

## **Admission Procedure**

### **Clinical Medical Assistant, Patient Care Technician/Assistant, Acute Care Level 2 CNA, Nursing Assistant & Home Health Aide**

All inquiring applicants are scheduled to a tour of the College. After which, a prospective student will:

- Fill out the WELCOME Form indicating the program of interest.
- Meet with the admission representative for career advising to determine fitness
- Prospective student will indicate interest in a program, the
- Admission counselor schedules a placement test. Admission counselor advises applicant to review high school math, reading and comprehension practice tests including science on line. Prospective student is informed of a passing at a summative score of 75%.
- On scheduled date, prospective student writes the placement test (Wonderlic Scholastic Level Exam).
- After passing the placement test, the admission representative gathers all required documents and creates a student file.
- The admission representative will schedule an interview with the program director.
- Upon recommendation by the program director, the student is directed to student finance for financial information about options of payments. Student can make payment arrangements based on options chosen.
- Student finance explains the enrollment agreement that details tuition & other fees including finance policies re: refund, cancellation and/or withdrawal.
- The program director will write an acceptance letter to prospective student who met all requirements and advised to see the admission counselor for registration and enrollment.
- Upon enrollment and registration, the admission counselor presents the School Catalog and School Performance Fact Sheet for review.
- Prospective student will sign the performance fact sheet after review and sign an acknowledgment form to indicate that the School Catalog was presented, reviewed and understood.

### **Vocational Nursing Program**

All inquiring applicants are scheduled to visit the College for a tour. After which, prospective students will:

- Fill out the WELCOME Form indicating the program of interest.
- Meet with the admission representative for career advising to determine fitness
- Prospective student will expresses interest in a program, the
- Admission counselor schedules a placement test. Admission counselor advises applicant to review high school math, reading and comprehension practice tests including science on line. Prospective student is informed of a passing at a summative score of 75%.

- On scheduled date, prospective student writes the placement test (College TEAS Entrance Test).
- After passing the placement test, the admission representative gathers all required documents and creates a student file.
- The admission representative will schedule an interview with the program director.
- Upon recommendation by the program director, the student is directed to student finance for financial information about options of payments. Student can make payment arrangements based on options chosen.
- Student finance explains the enrollment agreement that details tuition & other fees including finance policies re: refund, cancellation and/or withdrawal.
- The program director will write an acceptance letter to prospective student who met all requirements and advised to see the admission counselor for registration and enrollment.
- Upon enrollment and registration, the admission counselor presents the School Catalog and School Performance Fact Sheet for review.
- Prospective student will sign the performance fact sheet after review and sign an acknowledgment form to indicate that the School Catalog was presented, reviewed and understood.

## **Program Placement Tests**

### **Clinical Medical Assisting**

The entrance test is used to measure the prospective student's cognitive ability to be successfully trained in the theoretical aspects of the program and perform the critical tasks associated with the health professions, occupations or job titles to which the programs of instruction are represented to lead.

All applicants into the CMA are given the Wonderlic Scholastic Level Exam, Form IV or V; with a minimum passing score of 75% or higher. This test is aimed at predicting student's success in thousands of training programs worldwide. A widely accepted measure of general cognitive ability, the Scholastic Level Exam, consists of analogies, analysis of geometric figures, mathematics, reading comprehension and sentence parallelism with proverbs, similarities, logic definitions, judgment, and spatial relations, Science.

Studies have shown that cognitive ability is the best predictor of success in both training and job performance - for all jobs, in all settings.

Any trained clerk can administer the nine eight questions, ninety eight-minute timed test. It is of the self-administering type and can be given singly or in groups. Scoring keys accompany the test package. There is only one correct answer for each question. The final score is the total number of correct answers.

For the timed test, test score adjustment for age is allowed. This provides for diminished speed in solving problems associated with aging. Test scores not adjusted for age tend to underestimate the learning potential of adult learners.

**Timed Test includes the following areas:**

**1. Reading Comprehension/Language Ability.**

The content and reading level of exam passages are similar to the applied-science passages found in PN textbooks. Topics of the passages include nutrition, infection, safety, child abuse, exercise. The questions involve common terms that are used frequently in nursing practice such as vocabulary, spelling, and usage (sentence construction).

**2. Numerical Ability**

This portion of the test consist of basic operations with whole numbers (add, subtract, multiply, divide), fractions, percent, decimals (basic operations plus conversions of fractions to decimals & vice versa), and applying skills in actual situations (ratio and proportion, non-algebraic formulas and conversions)

The minimum passing score considered as acceptable for enrollment in any particular program is based on the test developer’s recommendation. It is as follows:

<b>TRAINING PROGRAM</b>	<b>MINIMUM PASSING TEST SCORE</b>
Clinical Medical Assistant	75%
Patient Care Technician/Assistant	75%
Home Health Aide	75%
Vocational Nursing	75%
Wound Care Management	75%
Acute Care Level 2 CNA	75%

Applicants with special circumstances, such as injured workers referred for vocational rehabilitation and for Workforce Investment Act (WIA) program participants, admission is based not only on the overall assessment (including the admission test), but also on the work/training ability evaluation included in the workers compensation benefits received by the client, or the aptitude/basic skills training ability test given to all WIA participants by the program administrators.

Applicants who do not pass the test on the first try are given another chance to retake a different but equivalent examination after one week. If still unsuccessful, applicants are advised to take remedial courses prior to seeking re-admission.

## Vocational Nursing

- Applicants admitted to the Licensed Vocational Nursing program must meet the following requirements:
  - Pass the timed admissions test, satisfactory career planning interview, recommendation given by the program director for admission and enrollment to start with the Pre-VN classes.
- The entrance test is a ninety four item questions that include four deferent areas; reading, verbal, math, & science. It is a 2 –hr. proctored test.

### 1. Reading Comprehension (12%)

These portions of the test consist of reading paragraphs and/or sentences. Questions are based on those sentences or paragraphs to determine understanding of the message or meanings.

### 2. Numerical Ability (26%)

This portion of the test consist of basic operations with whole numbers (add, subtract, multiply, divide), fractions, percent, decimals (basic operations plus conversions of fractions to decimals & vice versa), and applying skills in actual situations (ratio and proportion, non-algebraic formulas and conversions)

### 3. Science (11%)

The science content includes high school based knowledge about biology, zoology, chemistry, Physics, the firmament (clouds, rain, & snow) and living creatures including man.

### 4. Verbal (51%)

This portion of the test consists of sentences that test a person’s grammar and use of verbs and vowels to write and create sentences as an expression of self in the communication process.

Applicants will be provided with pencils and scrap paper. Use calculators are permitted during the exam. NO CELL PHONES ALLOWED.

- Applicants should allow four (4) hours from the time that they are required to report to the examination location until the time that the examination is likely to finish.
- A trained examination manager or proctor designated by the Director of Vocational Nursing administers the test.

PCT/A, CMA, NA & HHA entrance examination include specific areas on cognitive and skill level.

- Students going into the HHA program take the entrance exam based on knowledge and skills as a certified nursing assistant. It also includes numeric tests that cover mileage and distance calculations.

## Wound Care Management

- LVNs or RNs enrolling into the wound Care Management program are given an entrance test based on knowledge and skills in nursing related to wound care.

## English Proficiency

All classes at SCC are conducted in English. Students must have the ability to read and write English at the level of an American high school graduate as demonstrated by the possession of a high school diploma, GED or passing the California high school proficiency examination. Passing the college entrance examination for the Verbal (51%) and Reading skills (12%) demonstrates sufficient English proficiency.

## Transfer of Credit Policies

### Credit Transfer Policies and Articulation Agreements

Students desiring credit for previous postsecondary education or experience will be interviewed and tested at the College to determine the level at which they may be able to join a class already in progress. Students who wish to transfer credit from another institution must provide an official transcript from that institution. Final determination related to the award of transferred credit or credit for experience will be at the sole discretion of College; no appeals will be entertained. Students granted credit would have their tuition reduced by an amount determined by the College by prorating the tuition.

Students already enrolled and are changing programs will be evaluated for satisfactory progress in their previously enrolled program to determine which credits can be considered for transfer to the new program. If transferable units are found, then the length of the new program will be adjusted and appropriate tuition credits will be applied.

For Vocational Nursing, transfer credit will be granted to applicants from an accredited institution, who have satisfactorily completed within the past five years; academic course work in a class and/or clinical setting, in a Psychiatric Technician Program, Vocational Nursing Program, Certified Nursing Assistant course; Armed Forces, Practical Nursing course and Registered Nursing course. Also included are related courses such as Nutrition, Anatomy and Physiology.

Course work from accredited nursing programs will be granted credit on the basis of equivalency to Southeast California College's course credits. Former students who were in good standing when they left the program and who wish to come back will be granted credit for courses taken upon recommendation by the academic council. No credit will be given to students who have been away from the program for five years or more.

Students desiring credit for previous nursing education (CNA, LVN, RN, BSN) or experience will be interviewed and tested at the school to determine the level at which they may be able to join a class already in progress. Students who wish to transfer credit from another institution must provide an official transcript from that institution. Final determination related to the award of transferred credit or credit for experience will be based on the provision of the Vocational Nursing Practice Act.

To summarize, the credit for previous education and experience is a policy that the College is currently implementing and approved by the Board as stated in Article 5, Section 2535 of the Vocational Nursing Practice Act.

Each school shall have a policy, approved by the Board for giving credit toward the curriculum requirements.

(a) Transfer credit shall be given for related previous education completed within the last five years from:

- (1) Approved vocational or practical nursing program.
- (2) Approved registered nursing program
- (3) Approved psychiatric technician program.
- (4) Armed services nursing program.
- (5) Certified nurse assistant program.
- (6) Other courses the school determines are equivalent to courses in the program.

(b) Competency-based credit shall be granted for knowledge and/or skills acquired through related training experience. SCC has a policy of granting credit to Certified Nursing Assistant with \$275.00 credit towards their tuition.

*The College currently has no articulation or transfer agreements with any other college or university.*

#### ***NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION***

***“The transferability of credits you earn at Southeast California College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma or certificate you earned from the specific educational program at Southeast California College is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earned at Southeast California College 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 Southeast California College to determine if your credits, diploma or certificate will transfer.”***

## Eligibility for Licensure

### Vocational Nursing:

- Minimum age 17 years old
- Graduation from an accredited VN program by BVNPT
- No violation of health & safety code. Has not committed any violation that does not allow issuance of licensure
- BVNPT approval of graduate application to take the licensure examinations
- Payment of fees for the licensure examinations
- Payment for license fee after passing NCLEX to receive VN license

### Home Health Aide

- Upon completion of the 40-hr home health aide program, the school will send the completed 283-B form to ATCS/CDPH.
- The CDPH HHA certification list (form 183) is also sent to L & C to issue Home Health Aide certification..
- CDPH will issue the HHA license with an active CNA certificate

### Clinical Medical Assisting

- Upon successful completion of the 910 hours training, the graduate will be registered for the National Health career Association (NHA) national licensure examination.
- It is through online examination provided by NHA. A trained SCC staff proctors the testing.

### Patient Care Technician/Assistant

- Upon successful completion of the 160 hours training, the graduate will be registered for the National Health career Association (NHA) national credentialing examination for CPCT/A certification.
- SCC contracted with NHA. One staff is trained to proctor the testing.

### Wound Care Management

- Must have a valid LVN or RN license to be eligible for certification exam
- Must have completed the 184 hours of didactic and externship hours.
- Completion of the program hours will make the graduate eligible to take the Wound Care Certification examinations through the National Alliance of Wound Care & Ostomy (NAWCO)



## **General Admission Policies**

### **Acceptance to the Program**

Upon recommendation by the program director and voted by the academic council based on ranking of applicants, the director will send a letter of acceptance to the program to the student by mail.

Criteria for Ranking:

1. Placement test scores
2. High School GPA
3. Reference letter
4. Written Essay

### **Applicants with Special Needs**

The state of California mandates schools to accept 5% of its student population with special needs.

Procedure:

1. Applicants with special needs make an arrangement with the Admissions office for special accommodation.
2. Academic council will meet to determine if applicant can cognitively learn and physically function on a special area of program interest.
3. Admission counselor will meet with student and family about the decision of the academic council.
4. If determined that a student is cognitively and functionally able but have a dyslexia, a plan can be outlined to accommodate the student.
5. Instructors will be informed of the accommodation yet same expectations are to be implemented to fulfill the requirements form completion.

### **International Students**

SCC does not enroll international students until approved to issue I-20 visas by the Department of Homeland Security.

Applicants with legal status to live in USA with foreign graduate credentials must have all transcripts evaluated by an international evaluation agency such as; National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluation (AICE) like Western Evaluation Services (WES).

### **Social Security Number**

The SSS # is required as a student identifier in student records and as a student. It is used to identify student records, student ID, financial records, including tax (IRS) purposes. The school will always respect the privacy of each student. All record information is confidential and is only used for record purposes.

## **Felony Convictions**

Every student entering a program at SCC is required to undergo a criminal background check. If the criminal background check shows felony in the past, SCC requires evidence that it has been expunged at court. Otherwise, Southeast California College, SCC, does NOT accept admission applications from prospective students with felony convictions.

The admission counselor meets with the student and explains rationale of making a substantial investment of time, money, and potential debt if the ability to secure licensure and employment in the field of training is unlikely. If you have a felony conviction, please disclose.

## **Articulation Agreements**

At present, Southeast California College (SCC) does not have any articulation agreements with another institution.

## **Student Achievement and Program Effectiveness**

Pursuant to CCR 7130, BPPE regulations, SCC follows the following procedures for monitoring its Program Effectiveness Plan (PEP) in compliance with its ultimate goal of producing successful students into the work field. Areas that SCC monitors are:

1. Retention Rate in each program
2. Credentialing or Licensure Pass Rate
3. Placement of graduates

It is the mandate of BPPE that upon enrolling a student, the college provides its Performance Fact Sheet for review and have student indicate with signature that he/she was allowed to review the school's PFS.

### **Ability to Benefit (ATB)**

The ability to benefit (ATB) testing will be used to enroll students towards a career path. The Ability to Benefit (ATB) testing is a testing program offered to ESL students that will help determine and make choices towards their career paths. SCC does not offer ATB.

### **Alternate Student**

Southeast California College (SCC) will admit alternate students in each new class to replace students who may drop out. The number of alternate student admitted may not exceed 10% of the school's Board approved number of students per class. Prior to first official class (curricular day, alternate students will be informed in writing of their alternate status and that they may be dropped from the program. Alternate students may participate in classes until the commencement of scheduled clinical experiences at approved clinical facilities.

Upon commencement of clinical experience at approved clinical facilities, the actual number of students in the class may not exceed the number of students approved by the Board for that particular class. The Director will select regular and alternate students by the first official class day. The selection is based on the following:

1. Admissions Assessment Examination Scores (Math, Verbal, English, & Science)
2. Nursing experience
3. Writing skills
4. Pre-enrollment interview
5. Passing of the NLN-PAX Exam after Pre-VN class
6. Completion and accuracy of enrollment application
7. Completion of financial aid and/or promissory note

Regular and alternate students will receive written notification of their status on the first official class day with the alternate student(s) assigned numbers to designate their position when and if opening occur in the class. Students will review student status notification, sign and date, and return to the Director to be placed in their academic file.

Alternate students will be evaluated prior to beginning of clinical rotations to determine their final status. Evaluation will be based on attendance, test and quiz scores, and overall compliance with policies and procedures as outline in this School Catalog.

Regular students not meeting the required standards of the school may be terminated and replaced with an alternate at the discretion of the Director.

Alternate students should attend class until the commencement of the scheduled clinical rotation. Alternate students may withdraw at any time and be refunded any tuition paid with the exception of the registration fee and those items listed in section A.

Determination of final class roster will be as follows:

1. Regular students must be maintaining Satisfactory Academic Progress (SAP) in order to continue in the program.
2. Regular students who are not meeting SAP before commencement of scheduled clinical rotation will be terminated and will be replaced by alternate students maintaining SAP.
3. An alternate student must be at SAP to become a regular student
4. If all regular students are at SAP at the time of evaluation, no terminations will be made of regular students
5. Alternate students are ranked based on SAP when replacing regular students.
6. Regular students who are terminated are liable for all costs incurred until the last day of attendance as indicated in section B. Any remaining balance is the responsibility of the student.
7. Alternate students who do not become regular students will be financially responsible for all of section A.

8. Alternate students who become regular students will be responsible for the charges in Section B, in addition to all other costs incurred during the duration of the program as outlined under Tuition, Fees and Other Charges.

Sections:

(A) Alternate Student Financial Responsibility Textbooks/ Handout/Copies CPR Class/Card Background Check Physical and Lab (1 Hepatitis Shot) Fire Class/Card Management of Assaultive Behavior (MAB) Class/Card 180 hours of Tuition.

(B) Regular Student Financial Responsibility Textbooks/ Handout/Copies CPR Class Background Check Physical and Lab (Full Hepatitis Series) Fire Class/Care Management of Assaultive Behavior (MAB) Class/Card Uniform and Supplies 180 hours of Tuition.

## ACADEMIC POLICIES

### Satisfactory Academic Progress

#### Change of Program, Withdrawal and Reentry

The decision of the Executive Director on any requested program change, schedule change, or re-entry will be final and will be made at the Director's sole discretion.

#### Change of Program

Students who desire to change their program of study or class schedule must obtain prior approval from the Executive Director. Change of program approval is based upon an evaluation of the student's career objectives, attendance, and previous academic achievement. Students are advised that a change of program may involve a re-evaluation of courses already completed, including courses transferred from another institution, in order to determine the applicability of these courses to the new program.

#### Withdrawal

Students who wish to withdraw must notify the Director of the program in writing. The College may also consider students who for no valid reason do not show up for didactic and clinical classes and are therefore "NO call-NO SHOW" for 3 consecutive school days. Those who miss 10- consecutive days but have not applied for an official leave of absence will also be withdrawn from their program. Students who are withdrawn are considered to have been terminated from the College and may be considered for re-entry only after being interviewed by, and obtaining the approval of, the Executive Director.

All students requesting to be withdrawn or who are terminated are required to undergo exit counseling by the Financial Aid Department and obtain clearances from the Registrar, Admissions, Financial Aid, Accounting, and Education Departments.

#### Reentry

Students who have withdrawn while maintaining good academic standing and wish to be readmitted should contact the Admissions Department. The standard requirements for a change in program will be applied for requests for re-admission to a different program.

Students who have withdrawn while on academic probation or on suspension, or dismissed for lack of progress, non-attendance, or misconduct must re-apply through the Office of the Executive Director.

The decision on the request will be communicated to the student within two weeks after the deliberation. Students granted re-admission may have specific grade and attendance restrictions, and may require regular advisement in order to remain enrolled. It is important to note that students dismissed from the College for any form of misconduct especially those **listed in the College policy/procedure, are not eligible for readmission.**

## Grading (Quantitative Assessment)

*\*Applicable to all programs except for the Vocational Nursing Program*

Grade	Number Grade	Definition	Quality Points
<b>All Other Programs</b>			
A	90%-100%	Excellent	4.0
B	80%-89%	Good	3.0
C	75%-79%	Satisfactory	2.0
	0%-74%	Poor/Fail	0.0
P	Pass Clinical Grade	A passing grade in a course designated as a pass-fail course	<i>Quantitatively calculated to determine PASS or FAIL Grade</i>
F	Fail Clinical Grade	A passing grade in a course designated as a pass-fail course	<i>Quantitatively calculated to determine PASS or FAIL Grade</i>
IP	In Progress		Not calculated
INC	Incomplete		Not calculated
W	Withdrawal		Not calculated
TR	Credit granted through Transfer		Not calculated
CR	Credit granted through Test		Not calculated
NA	Not Applicable		Not calculated

\*A grade of PASS (P)/FAIL (F) may also be given for projects, reports, homework/assignments, and for the clinical/externship course work.

A student's Grade Point Average (GPA) is calculated by:

1. Multiplying credits for each course by grade points associated with the grade earned;
2. Totaling the grade points earned for all courses, and;
3. Dividing total grade points earned by the total number of quality credits.

**Exemplar for Calculating Grade Point Average:**

<u>Pre-req.</u>	<u>Course Grade</u>	<u>Grade Value</u>	X	<u>Course Units</u>	=	<u>GPA</u>
A/P	90	3.9	x	4	=	15.6
Medical Term	90	3.9	x	2	=	7.8
Math	85	3.3	x	3	=	11.7
		<u>11.1</u>				<u>35.1</u>

**Total Grade Points = 35.1                      Total Course units = 11.1**  
**Divide Total course point = 35.1 by Total course units = 11.1                      35.1/11.1 = 3.16 GPA**

The College uses a 4.0 scale in assigning grade points.

**Grading (Quantitative Assessment) \*Applicable only for the Vocational Nursing Program**

The following grading scale applies to all terms in the Vocational Nursing Program. Students must earn a grade of 75% (C) or better to pass a term; otherwise the course must be repeated. Two grades falling below 75% (F) **during the program will result in dismissal from the program**

<b>Theory</b>			
Grade	Number Grade	Definition	Quality Points
All Other Programs			
A	90%-100%	Excellent	4.0
B	80%-89%	Good	3.0
C	75%-79%	Satisfactory	2.0
D	0%-74%	Poor/Fail	0.0
<b>Clinical</b>			
P	Pass	A passing grade in a course designated as a pass-fail course	Not calculated
F	Fail	A passing grade in a course designated as a pass-fail course	Not calculated
IP	In Progress		Not calculated
INC	Incomplete		Not calculated
W	Withdrawal		Not calculated
TR	Credit granted through Transfer		Not calculated
CR	Credit granted through Test		Not calculated
NA	Not Applicable		Not calculated

Theory courses are graded on a point system. A student's grade is calculated by dividing the student's total points by the total possible points for the course.

- Grades for the clinical courses are assigned as PASS (P) or FAIL (F) based on clinical performance evaluation.
- P – PASS grade is determined by compliance with basic hospital and school rules of conduct and satisfactory performance of ALL clinical objectives and skills. The student must have met all the clinical objectives.
- F – FAIL grade is determined by noncompliance with basic hospital and school rules of conduct and unsatisfactory performance of ANY clinical objectives and skills. Student has not met all clinical objectives satisfactorily or does not make-up clinical hours missed before the end of the term.

**Calculation of Course Grades is based on the following criteria:**

Grading System	% of Grade
Quizzes	25%
Mid-Term Test	25%
Attendance/Homework	10%
ATI Exams (NCLEX Preparation Tests)	10%
Term Finals(inclusive of all subject content included in the entire term)	30%
Term Total	100%



- **Clinical Performance Evaluation**

- Students must successfully complete a total of 982 hours of clinical training in approved facilities throughout the course. A mid-term and a final clinical evaluation of the student will be provided by the clinical instructor based on the clinical objectives of each term and demonstrated skills proficiency. Any student that fails to achieve a grade of “P” (Pass) in the clinical course may not progress to the next term in the program. A quantitative grading criteria specific for Clinical training is used to quantitatively calculate a clinical grade of “PASS” or “FAIL”.
- The clinical instructor must notify the theory instructor of any student that does not meet the clinical objectives and does not demonstrate skills proficiency progression. Skills remediation will be scheduled for the student on campus in the nursing skills lab.
- Instructors will provide the student with on-going written or verbal program reports as well as skills proficiency check list to keep the students apprised of their progress. The theory instructor will provide the clinical instructor with satisfactory academic progress reports as needed. If no improvement is observed, the student will **receive an “F” for the clinic.**

- **Satisfactory Academic Progress (SAP)**

- Each student is evaluated for compliance with the Satisfactory Academic Progress (SAP) standard at the end of every payment period. SAP standards are the same for every student at the College, regardless of participation in FSA programs. SAP consists of a qualitative and a quantitative standard. Students must meet both standards to meet SAP.

## **Qualitative Measure (CGPA)**

A student must maintain a weighted cumulative GPA of at least 2.0 for all required courses in their program of study. Additionally, a student may not earn an overall grade for a course lower than a “C” (75%) Medical Assisting, Home Health Aide, Patient Care Technician and Licensed Vocational Nursing.

## **Quantitative Measure (Pace Calculator for Satisfactory Academic Progress)**

A student must complete his program of study within the designated on-time completion of the published credit hours or clock hours for the program of study. In order to ensure completion within this maximum timeframe, the student must meet a minimum Pace, calculated by taking the number of cumulative credit hours or clock hours successfully earned and dividing by the cumulative credit hours attempted, at each SAP evaluation. A student must complete at least 67% of credits or clock hours attempted.

## **Effect of Transfer Credits, Repeats, and Withdrawals on SAP**

The SAP determination for a student seeking to earn an additional credential or transfer programs within the College shall include the credits attempted and grades earned that count toward the student’s new program of study.

A student who has been approved to apply transfer credits from another institution to a program of study at the College will be credited the number of credit or clock hours accepted for transfer as both credit hours attempted and credit or clock hours earned. Students who have Incomplete or Withdrawn marks for a course are considered to have attempted a prorated number of total course credits or clock hours based on the percentage of the course attempted. Repeated course credits or clock hours are counted as attempted and earned after the successful completion of the course.

The transfer of credits or clock hours from another institution will have no effect on a student’s GPA for SAP purposes. The student will be evaluated solely on the basis of courses/credit hours completed at the College. Incompletes and Withdrawals have no effect on GPA because no grades are earned. Grades for repeated courses replace the original grades for GPA purposes.

## **Make-Up Policy - for all Programs except Vocational Nursing**

Students must make up any missed examinations, projects, attendance and assignments within five school days of receipt of score. A failed examination or test maybe repeated no more than three times for all programs, the type/content of retest is in the sole discretion of the instructor. A student can receive no higher than 78% on made up failed or missed examinations.

Failure to make up missed tests at the instructor-scheduled time will result in the loss of one opportunity to make up the test and the student being placed on academic review. Failure to complete the deficiency during this period may result in academic probation and subsequent dismissal from the program.

Students must makeup all deficiencies to move to the next phase/Term of study.

## Academic Review and Probation

In addition to the minimum academic standards addressed in the Satisfactory Academic Progress section, students are required to meet other academic standards.

### I. Clinical Medical Assisting, Home Health Aide, Wound Care Management, and Patient Care Technician/Assistant

Satisfactory Academic Progress requires that students must:

- have no grade lower than 75% or C
- demonstrate safe and competent skills and professional attitude during training
- not exceed the allowed hours of absences in either didactic or clinical training.
- make up all missed test or failed test within five (5) days of school days after the receipt of the score.
  - Absences must be made up within 48 hours from the time the instructor had given the absence referral objectives for make-up.

Students who do not meet the above requirements will be placed on academic probation for 30-45 days from the time the violation or deficiency was determined. During this time, student will have to attend remediation. The remediation process always starts with the instructor meeting with the student in order to discuss missed objectives. A plan of correction or recommendation is then made in order to correct the problem.

Schedule of remediation is arranged with the remediation instructor or the instructor. Students are responsible to adjust their schedules outside regular classes, didactic or clinical to comply with the College's prescribed school remediation plan based on the remediation algorithm.

Example:

- If the specific problem is failing grade in any particular course, the student will be made to attend in-house remediation or tutoring classes weekly for 4 weeks. Student must pass the tests and all of the evaluation tools that will be given every week at the end of each week.
- If the problem is unsafe clinical practice, the student will be required to practice in the skills lab supervised by the instructor for 2 weeks. The student will be closely monitored and progress will be monitored based on the remediation algorithm.

If at any time during the remediation period, the student willfully fails to comply with the terms of the remediation plan (like failure to attend remediation, (late, leave early) absence, tutoring class or skills lab practice) student will be terminated from the program. If remediation plan is successful, probation will be lifted at the completion of the given time frame.

If remediation plan is unsuccessful, (e.g.: Student continues to fail tests or student unable to give satisfactory return demonstration in the skills lab, poor attendance, participation), student will meet with the Director of the Program. Student will meet with counselor to redefine remediation needs and start again with the remediation algorithm. Continued failure of the remediation plan will result in termination of the student from the program.

Students who do not meet the above requirements may be placed on academic review. Academic review is usually for 30 scheduled class days. Continued non-compliance anytime while on academic review will result in academic probation. Academic probation lasts for 30 scheduled class days.

Continued non-compliance anytime while on academic probation will result in termination from the program. A corresponding pro-rated tuition will be charged for Term repeaters. Any student who fails any course twice will be terminated from the program.

### **Attendance Policy**

Regular attendance by students at scheduled classes, clinical rotation (if applicable), externship (if applicable), and other activities assigned, as part of a course or program, is required. Occasionally, personal circumstances may arise which may render it impossible for students to attend scheduled classes and activities.

For known or anticipated absence, a notification form has to be filled out by the student and submit to the administrative assistant to be given to the instructor or submitted & discussed with instructor. The instructor & student will plan on a make-up date. Make-ups must be scheduled as hour per hour of absence.

In cases of unforeseen circumstances, a student should consult with his/her instructor to arrange for make-up work. Absences will be considered by the instructor in awarding grades as is appropriate to each course or program.

Class time missed due to late arrivals, early departures, or other absences from class or clinical practice is counted along with whole day absences to calculate a student's total class hours attended. Allowing make-up work is initiated to support student success. It follows the remediation algorithm. Make-up time/work must be documented by completing a make-up slip form, validated by the faculty in-charge.

### **Absence Policy**

For absences over three (3) consecutive days due to illness, the student must provide the College with a medical clearance signed by the physician to resume training. Make-up has to be arranged for missed hours to complete the course. The contraction of any condition or infection, especially skin or respiratory, or any disability such as a back injury that may interfere with training will require medical clearance from a doctor for readmission.

Absences incurred should be made up within 48 hours of absence or as arranged with the instructor excluding week-ends. All absences must be made up before a student moves to the next Term or to the next module.. If absences are incurred in the last Term or module, the student may not graduate, unless all missed theory and clinical/externship make up and requirements are successfully completed.

A no call/no show means a student does not show up for class or clinical training and does not call the facility or the College to inform the Instructor of the absence. The student will be counseled and may be placed on probation. A recorded pattern of offense will mean being dropped from the program. An absence of 3 days or 24 hours in theory of clinical without notice may lead to probation, suspension or termination.

### **Tardiness Policy**

A student who is not inside the assigned classroom or designated area within 15 minutes on the start of the scheduled Class time is considered tardy (including coming back from breaks). Student(s) may be sent home if tardy and will be marked absent for the day. (Tardy means the student is not in classroom/clinical site within 15 minutes at the start of the session.) Three occurrences of tardiness are equivalent to one absence and must be made up within five (5) days after occurrence.

For the Vocational Nursing Program, tardiness is defined as not being in classroom at the scheduled starting time in didactic, laboratory, or clinical session. Two occurrences of tardiness are equivalent to one absence and must be made up within 24-28 hours after the last absence. Clinical tardiness means not being present at the start of pre-conference. The consequences for tardiness are at the sole discretion of the supervising instructor and will be applied reasonably, fairly and uniformly.

Two (15 minute) tardiness in didactic and one in clinical rotation is considered excessive and student must appear before the Attendance Review Panel to determine the nature of the cause and apply early corrective measures. Non-compliance may lead to probation, suspension or termination.

### **Leaving Early Policy**

Students are expected to remain in class, clinical area (if applicable), or externship site (if applicable) for the entire session. A student who is not in class for the entire session due to early departure will be documented as leaving early, unless written authorization by a designated College official is presented to the instructor.

Three early departures from didactic is equivalent to one absence. Unauthorized departure from the clinical area or externship site may be considered an absence. Excessive early departures may lead to probation, suspension or termination.

### **Leave of Absence Policy (LOA)**

Leave of absence may be granted. Only one leave of absence (not to exceed one hundred eighty (180) calendar days may be taken in a twelve (12) month period. The maximum leave of absence for a twelve-month period may consist of non-consecutive days. Leaves of absence granted under this section are not counted toward the fifteen percent (15%) maximum absences allowed under the “Attendance Requirements” section. Students requesting a leave of absence must submit a written request and fill out

the Leave of Absence (LOA) form supported by acceptable documentation to be approved by the academic council.

The request must contain the dates of the requested leave and the reason for the request. The Director shall indicate the College's approval or denial of the leave of absence by signing the form and placing it in the student's education file with a copy being furnished to the student and the Financial Aid Officer. The determination of the student's written request for a leave of absence will be made by the College in its sole discretion and will be final and binding on the student.

The College requires a student to apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. The College may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the College documents the reason for its decision and collects the request from the student at a later date.

Students are responsible for contacting the appropriate faculty member to arrange for make-up of class work missed as a result of an approved leave of absence. Leaves of absence will result in the revision of the completion date, hence a delay in the graduation of the student from the program.

Leaving without the College's written approval will result in the student's automatic withdrawal from the program. During a leave of absence, no student financial aid will be disbursed.

Students who refuse to abide by the College's leave of absence policy or who do not return on the scheduled date after a leave of absence will be withdrawn from the program. Petition for readmission must be done in writing. Readmission is duly deliberated by the Instructor, Program Director, Director of Education and the Executive Director.

### **Attendance Review and Probation Policies**

A student will be placed on attendance review if:

1. The student is absent three days or more in any calendar month
2. The College, at any time in its discretion, determines that the circumstances giving rise to any Such student's absences, tardiness, or early departures are not reasonable or are unexcused.

Attendance review begins after the violation and lasts for the duration deemed appropriate by the Attendance Review Panel.

If the student incurs the equivalent of three or more absences during the review period or if the College otherwise determines unsatisfactory compliance with the attendance policy, the student may be placed on attendance probation. If the student incurs the equivalent of three or more absences during the probation period or the College otherwise determines unsatisfactory compliance with the attendance policy, the student will be terminated from the program.

## **Academic Review Panel**

The Academic Review Panel includes the Executive Director, Assistant Program Director, Program Director, Faculty in Charge and other designated personnel. The panel will review the circumstances that caused the infraction and propose corrective measures to and for the student. The student must comply with the decision within the time frame designated by the panel. Failure to comply will result in probation or termination.

## **Make-Up Hours**

Make-up time shall be based on the student not meeting one or more courses or clinical objectives. The makeup assignment will be focused on objective(s) (theoretical/practical) missed.

### **For Theory, make up assignments may include:**

1. Case studies
2. Written examination(s)
3. Attending seminars or workshops
4. Auto-tutorial labs
5. Reports, internet articles
6. Attending a professional society meeting

### **For Clinical Practice missed, make-up assignments may include:**

1. Performance evaluation in skills lab with instructor supervision
2. Additional time in the clinical area (skills practice and mastery)
3. Participating in community health activities (e.g., health fairs)

In any case, allowing make-up work will be at the discretion of the instructor in-charge. Make-up time/work must be documented by completing the “make-up slip” form, validated by the faculty in charge. This form is then kept in the student’s files for credit.

Failure to make up missed tests at the instructor-scheduled time will result in the loss of one opportunity to make up the test and the student being placed on academic review. Failure to complete the deficiency during this period may result in academic probation and subsequent dismissal for the program. Students must makeup all deficiencies to move to the next phase/Term of study.

## **II. Vocational Nursing Program**

The Vocational Nursing program is a concentrated course of study and students at Southeast California College are expected to attend all classes and clinical experiences. The student is expected to be responsible for his/her attendance and punctuality and is expected in all theory classes and clinical sessions. Being absent from class is not a privilege and must have a valid justification.



## Absences, Tardiness, and Early Departure

1. No absences are allowed during didactic, skills, and clinical sessions. Completion of the course is based on the required accrual of a specified total number of completed hours for theory and clinical experience, thus all clock hours credited towards completion of the program must be accounted for.
2. In the event of an unavoidable absence due to an emergent situation such as due to a safety issue an illness, or when mandated by law, the student must inform the instructor(s) no later than 30 minutes prior to the absence.
3. No Call/No Show means a student does not show up for class or clinical practice and does not call the facility or the college to inform the instructor of the absence. No Call/No Show is a ground for termination from the program.
4. Incurring more than two absences in classroom and/or clinical is excessive absenteeism which may result in failure or being dropped from the course. For absences over two (2) consecutive days, the student must provide the College with a medical clearance or supporting documents to resume training.
5. Students who arrive more than 30 minutes after the start of the classroom instruction will be considered absent and will be sent home.
6. Students who arrive 5 minutes after the scheduled start time of the clinical rotation will be considered late. Two (2) occurrences of tardiness will be equivalent to 1 absence.
7. Students who leave the clinical site more than thirty (30) minutes prior to dismissal time will be considered absent unless written authorization by a designated College official is presented to the instructor. Excessive early departures may lead to probation, suspension or termination.
8. Under no circumstances will absence or tardiness for any reason excuse the student from completing all the work assigned in a given course. Any absence or tardiness must be made up within five days from the time they are incurred or at a specified period to be determined by the instructor.
8. The student will be counseled by the Attendance Review Panel or contacted in writing if classroom or clinical attendance is in jeopardy. Non-compliance to the decision of the Panel will lead to probation, suspension or termination.

## Probation

Southeast California College reserves the right to place a student on probation for any of the following:

1. Being placed on probation means that the student has not been passing theory courses with at least a 75% (C) or better or clinical rotation with a Proficient evaluation. Probation serves as a warning that the student has fallen into academic difficulty and needs to improve her/his grades to good standing to avoid risk of dismissal from the college.
2. Probation is in effect from issuance of the probationary status until the end of the Term and is called the probationary period.
3. Any student that is a candidate for probation is required to appear before the Academic Review Panel and provide information regarding the circumstances that led to the probationary status that may include failing scores in theory examinations; more than two occurrences of failure to



submit required assignments on time, more than two occurrences of absence in classroom or clinical, and/or repeated infractions of tardiness/early departure.

4. At the discretion of the Academic Review Panel, a decision will be made regarding corrective measures that include the Student Success Plan which is an individualized plan to address the areas that the student needs to improve on under the coaching of Faculty member.
5. Any violation of the corrective measures during the probationary period may lead to suspension or termination from the Term or program.

## **Make-Up Policy**

### **Theory Make-Up**

1. To be eligible to take the vocational nursing licensure exam, the student must complete the BVNPT approved program clock hours for theory and clinical training.
2. Any student who is absent from theory class will be given a make-up referral form with defined objectives to be made up based on missed objectives. Make-up hours are hour to hour equivalent. Instructors conducting a make-ups or remediation to students follow the school remediation algorithm. This process aims at supporting students achieve successful outcomes. The student may be required to stay after class to work on the assignment under supervision. Failure to complete the assigned requirements within the specified due date for make-up related to the objectives missed may result in an incomplete grade or failure in the term.
3. After completing a theory make-up, a document indicating what and when objectives were made up must be provided. Dated signatures of both instructor and student are required as evidence of satisfactory completion of remediation.

### **Clinical Make-up**

1. Students should take note that Southeast California College is not the only nursing program utilizing clinical sites, thus, it is imperative for all students to attend the scheduled clinical rotation.
2. Each student is responsible for keeping track of their missing clinical hours. Clinical make-ups are very limited and are allowed only at the availability of the clinical site. There is no guarantee of clinical availability for a make-up session.
3. For an absence during the clinical rotation, the student must contact the Clinical Instructor the next day for advisement on how the make-up missed objectives. The Clinical Instructor will arrange for a makeup clinical day with another clinical instructor. The student will bring the makeup referral form that indicates clinical objectives to be achieved with supervision..
4. The student will be assigned to the soonest clinical rotation class that can accept the student. Please keep in mind that space availability at the clinical site may be limited. This means that scheduled clinical training days must NOT be missed.
5. In cases of unavailable clinical rotation, the faculty-in-charge will assign activities that are

comparable to missed objectives. These activities may be but not limited to skills lab “hands on” activities that simulate patient care; medication administration and performance of skills procedures which achieve the missed clinical objectives.

6. After completing a clinical make-up, a document indicating what and when objectives were made up must be provided. Dated signatures of both instructor and student are required to evidence satisfactory completion of missed objectives.
7. The student making up is subject to all standards and policies of the clinical training site. Any more infractions during make-up are subject to more serious corrective measures with the possibility of being placed on strict probation, suspension or termination.

### **Attendance Review Panel and Academic Review Panel**

The Attendance Review Panel and the Academic Review Panel may include the Director, CEO, Faculty-in-Charge, designated personnel, and instructors. The panel will review the circumstances that caused the infraction and propose corrective measures with the student. The student must comply with the decision within the designated time frame. Failure to comply may lead to termination from the program.

## STUDENT CODE OF CONDUCT

### Academic Integrity Policy

In order to be effective, the College's training programs require students to conduct themselves with academic integrity. Such integrity will serve students well during training and then afterwards in the work place. The College's Academic Integrity Policy prohibits students from giving or receiving aid not expressly permitted by the instructor on examinations, class work, reports, or any other work used as a basis for credit.

Examples of conduct inconsistent with the Academic Integrity Policy include:

- Copying or allowing another to copy from an examination paper
- Unpermitted collaboration on an assignment and any other school related activities
- Giving or receiving unpermitted aid on an assignment
- Plagiarism
- Representing the work of another as one's own
- Giving or receiving aid on an assignment under circumstances in which a reasonable person should have known that such aid was not permitted.
- Lying and knowingly aiding and abetting another student who is proven to be lying.
- Disruptive, threatening behavior and/or activities
- Use of unbecoming language unacceptable in a professional environment (e.g. racial slurs, sexual innuendos)
- Any student who violates or does not comply with the Academic Integrity Policy is subject to Disciplinary sanctions up to and including suspension or permanent dismissal. Any student who is terminated for violating this conduct policy is not eligible for readmission.

### General Conduct Policy

One of the main goals of the training at Southeast California College is the development of professionalism.

Prospective employers seek employees who will be positive additions to their organization. Whenever on school premises or participating in a school activity (e.g., externship or clinical rotation, career fair), students are expected to behave in an orderly and considerate manner. Students must comport themselves in a manner that does not disrupt the College's mission of providing educational services to other students or infringing on the right of other students to receive sufficient training. Instructors and administrators may set additional requirements as they see fit. Students are responsible for complying with the rules.

Examples of conduct inconsistent with the General Conduct Policy include but are not limited to the following:

- Drunkenness, intoxication or being under the influence of alcohol or illegal drugs or substances
- Use of cell phones or other devices where use is disruptive (e.g., classroom, reading room,

- student lounge, parking area, laboratory)
- Eating, drinking, or chewing gum during class
- Abusing, harassing, or threatening language or actions
- Any unlawful & unsafe activity
- School misrepresentation
- Any obscenity, use of foul language
- Unauthorized use of College equipment or equipment in a College affiliated facility
- Destroying (defacing, vandalizing) College property including physical plants (inside/outside)
- Possession of a weapon or any device which by law is considered a weapon of harm or destruction
- Smoking within a building or outside within 20-feet of a facility entrance, exit, or window
- Possession of prohibited drugs or substances

Any student who violates the General Conduct Policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal. Any student who is terminated for violating this conduct policy is not eligible for readmission.

This Student Code of Conduct is written in the Student Handbook. Standards of Classroom Conduct is framed and made visible to students in the classrooms.

### **Dress Code/Grooming**

Students are required to follow the following dress and grooming code while on campus:

- be clean-shaven or have a neatly-trimmed beard/mustache
- have a conservative hairstyle with hair clipped or tied away from face and secured to the head; no headwear allowed
- multiple hair color, highlights, out of professionally acceptable hair coloring is not allowed
- have no more than one stud earring per ear and no other visible piercing
- have no visible tattoos or body art
- wear College-approved uniform for the following programs:

### **Medical Assistant, Patient Care Technician, Home Health Aide**

- White scrub top and pants
- Wear College-issued ID badge

### **Pre-Vocational Nursing:**

- College polo shirt and dark pants
- Wear College-issued ID badge

### **Vocational Nursing:**

- White scrub top and pants, wear white socks and proper footwear (plain white leather or nursing shoes) for clinical training.
  - a. Burgundy scrub (top & pants) for classroom
- Wear College-issued ID badge
- In addition for Vocational Nursing:

- all clothing must be clean, ironed/wrinkle free and odor-free and must fit in a professional manner, neither too tight nor too loose
- no rings, bracelets, necklaces, lanyards
- no acrylic/fake nails
- nude non-chip nail polish
- short nails
- white or no visible markings on undergarments
- light make-up
- no hoods, bandanas, baseball caps, hats, beanies
- no perfume or cologne
- daily hygiene (shower, toothbrush, use of deodorant)

Students who do not follow the dress and grooming standards will be sent out and not allowed to participate with the class activities. The student will be responsible for making up work as deemed necessary by the instructor, potentially repeating the entire session.

Specific programs, instructors, and affiliates may impose additional dress and grooming standards. Students are required to follow any such standards. If a student is not dressed or groomed properly during an externship/clinical rotation, the student may be sent home and required to make up the entire rotation.

### **Student Complaint/Grievance Procedure**

The purpose of this is to afford consideration to complaints that are submitted by students concerning any aspect of the programs, facilities, or other services offered by or associated with the College.

This complaint procedure is intended to provide a formal framework within which such complaints may be resolved. This procedure is not, however, a substitute for other available informal means of resolving complaints or other problems.

In order to provide an effective and equitable means of resolving student complaints, a process is available to any student who believes that the College's decision, action, or policy has unfairly and adversely affected his or her status, rights, or privileges as a student.

In most cases, a complaint can be resolved at the College level. Faculty and staff are available to guide students in completing their programs, and students must be aware of those resources to which issues and concerns should be addressed. Follow the Chain of Command below:

Instructor	Resolution of academic concerns pertaining to individual courses (as grades, assignments, attendance, etc.)
Program Director	Unresolved academic issues pertaining to the student's program (as program objectives, curriculum, graduation requirements, licensure examinations, faculty, etc.). Also, unresolved issues pertaining to faculty, curriculum, grades, attendance, change of program, transfer of credit, graduation requirements, withdrawal, and personal issues which may impact the student's education.
Director of Education	Academic issues not resolved by the instructor and Program Director
Registrar / Custodian of Records	Resolution of issues involving course scheduling and obtaining transcripts
Student Accounting Office	Resolution of issues involving the status of the student's account and issues of billing (as monthly payments, book returns, financial arrangements, fees, etc.)
Career Development/Student Services	Full-time and part-time employment assistance, employment correspondence, and related employment services
College President	Resolution of an issue in any area above which remains unresolved by the employees, to whom the issue has been properly addressed.

To summarize, any student experiencing difficulty or who has any concern related to the training or the College should first try to resolve the matter by informing the instructor. Should the instructor be unable to resolve the situation, request for further action may be made to the Program Director, and then to the Director of Education.

If further resolution is required, then the matter can be brought up to the attention of the Executive Director/President. These may be oral or written. The Executive Director/President will promptly acknowledge receipt of the complaint, and will respond to the student orally or in writing within three (3) school days following receipt of the complaint. The written response shall address the specific complaint and shall indicate any corrective action that has been proposed or accomplished.

## Disciplinary Procedures

### Complaint

- Any member of Southeast California College (i.e., staff, faculty, students, etc.), may file a complaint against any student for violating College policies. The complaint shall be prepared in writing and directed to the Director of Student Services. Complaints should be submitted as soon as possible after the alleged violation occurred.
- The Director of Student Services reviews and investigates the complaint to determine if the allegations have merit, to identify any violations of College policy, and imposes sanctions for such violations.
- Unless otherwise provided by law, the College does not disclose the name of the person making the complaint to the accused unless it determines in its sole discretion that the circumstances warrant it.

### Notification and Adjudication

- Within a reasonable amount of time, the Director of Student Services notifies the accused of the complaint and the alleged violation of College policy. The accused meets with the Director of Student Services to discuss the complaint, alleged violation, and any sanctions.
- The Director of Student Services' determination of appropriate sanction shall be made on the basis of whether it is more likely than not that the accused violated College policy.

### Sanctions

Southeast California College may impose sanctions for violations of the general conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation and include warning, review, probation, suspension, and dismissal/termination.

### Interim Suspension

The College may immediately remove or suspend a student from training without applying or exhausting these procedures when, in the College's sole judgment, the circumstances warrant it. During interim suspension, the student is denied access to the school and all its activities in which the student might otherwise be eligible.

The Executive Director has the final say for this decision.

### Termination and Suspension

A student is subject to Termination or Suspension for any of the following:

- Failure to meet satisfactory academic progress or other any other academic standard
- Failure to meet attendance standards
- Failure to comply with the College Code of Conduct
- Failure to meet any financial obligation to the College
- Failure to meet any program requirements



- Violation of any term or condition in the Enrollment Agreement or Catalog

### **Procedures Regarding Student Dismissals**

Violation of the General Conduct Policy results in dismissal or expulsion of the student. In such case, the following procedure shall apply:

- If deemed necessary by the Executive Director in her sole discretion, a hearing may be conducted regarding the violation. If the student's presence is requested, the College will inform the student in writing no less than five school days in advance of the date and time his presence will be required.
- Determination of attendees and their admissions to the hearing is at the sole discretion of the Executive Director.
- The final decision which includes a through description of the violations and the sanctions with complete explanation are communicated to the student in writing within five school days the decision was made.

### **Appeal Procedures**

Students may appeal disciplinary decisions in the following manner:

- The student must initially obey the terms of the decision, (e.g., a student who has been suspended from school may not be on school property according to the directions indicated in the decision)
- The student may appeal the College's decision in writing to the Executive Director and address the basis of appeal. The appeal must be received within five school days of notification of the disciplinary decision.
- The Executive Director will respond to timely appeals within ten school days of receipt of appeal.

### **Advisement**

Student advisors and/or faculty are available to assist students with academic, personal, and employment issues which may be distracting them from successful pursuit of their courses.

The student advisor and/or faculty member works closely with staff and administration to assist students in finding solutions to such issues, which include referrals to appropriate community resources.

## Graduation

### General Requirements

To be eligible for graduation a student must attain an overall cumulative grade of “C” (2.0), equivalent to 75% (75% for vocational nursing) or better, have passed all courses, assignments and projects required in the program of study and settled satisfactorily all financial obligations.

A diploma is awarded, which certifies that the students have fulfilled all educational, financial, and administrative requirements of the program. These requirements include the timely submission of financial aid documentation, clearance from the accounting office that all financial obligations have been met, and clearance from the Educational Department and Registrar that all academic requirements have been completed (e.g., externship).

Generally, students who exceed the required time-frame of completion in any program will not receive a diploma, but instead, a certificate attesting to their completing the academic but not all the required parameters of the program. However, in exceptional circumstances and at the sole discretion of the Executive Director, a student over the required time-frame may still be allowed to receive a diploma.

Some major factors to be taken into consideration in determining whether sufficient exceptional circumstances exist to allow a student who is over the required time-frame to receive a diploma are as follows:

1. Whether the student’s failure or inability to complete the requirements within the required time-frame was due to factors beyond the student’s reasonable ability to control or influence.
2. Whether the amount of additional time required for completing was minimal relative to the overall length of the standard time-frame.
3. Whether the student has demonstrated a high degree of proficiency in the subject matter of the course.
4. Whether the student has in other respects demonstrated a high degree of professionalism.

## Program Completion Requirements

### Vocational Nursing Program

1. Complete the Introductory Courses (81 hours, 5 credit units in 7 weeks) with an average of 75% and no grade lower than 75% in any of the courses.
2. Complete all the courses covered from Term 1 to Term 4, meeting the required hours as approved by the **Board of Vocational Nursing and Psychiatric Technicians (BVNPT)** which are 599- theory hours and 956- clinical hours (including Fundamental Skills Lab) for a total of 1555 hours.
3. Pass the simulated NCLEX – VN Readiness Exam after attending and completing the Mandatory Comprehensive Review. Students who fail on the first attempt will be given one chance to take the test again (second/last chance). To help students review for the second attempt, remediation is available where a review coordinator discusses the weaknesses identified from the results of the first examination. Attending the Comprehensive Review Program, completing the requirements for NCLEX readiness and successfully passing the simulated NCLEX-VN readiness Exam are required to be considered a graduate.

Neither a student who does not pass the first nor the second attempt n the ATI Exit Exam can still take the NCLEX-VN licensure examination as a program completer and therefore an equivalency applicant under METHOD 3 will be used to apply for the licensure examinations. (*Please refer to the BVNPT website*):

[http://www.bvnpt.ca.gov/general\\_information/formspublications.shtml](http://www.bvnpt.ca.gov/general_information/formspublications.shtml) for more information).

4. Currently the Vocational Nursing Program uses Assessment Technologies Institute (ATI) for the NCLEX-Simulated Examination. Please refer to the Vocational Nursing Student Handbook for specific information on Policies and Procedures the department follows in the implementation of ATI.

A diploma is awarded, which certifies that the students have fulfilled all educational, financial and administrative requirements of the program. These requirements include the timely submission of financial documentations, clearance from the accounting office that all financial obligations have been met and clearance from the Educational Department and the Registrar that all academic projects have been completed (e.g., clinical rotation).

Generally, students who exceed the required timeframe of completion of the program will not receive a diploma, but instead, a certificate attesting to their completing the academic but not all the required parameters of the program. However, in exceptional circumstances and at the sole discretion of the Executive Director, a student over the required timeframe may still be allowed to receive a diploma.

Some major factors to be taken into consideration in determining whether sufficient exceptional circumstances exist to allow a student who is over the required timeframe to receive a diploma are as follows:

1. Whether the student's failure or inability to complete the requirements within the required timeframe was due to factors beyond the student's reasonable ability to control or influence.
2. Whether the amount of additional time required to complete was minimal relative to the overall length of the standard timeframe.
3. Whether the student has demonstrated a high degree of proficiency in the subject matter of the course.
4. Whether the student has in other respects demonstrated a high degree of professionalism.

The College will not certify graduates to take the NCLEX-VN examination, if they failed to take the current test within 2 years of graduation unless they present evidence of the following:

- (1) official transcript of current refresher course for at least 6 months before reapplication;
- (2) certification of a successful completion of VN – NCLEX review course, taken at least 6 months prior to reapplication.

Although the College will endeavor to make sure that all clinical hours completed by the students are approved and accepted by the Board of Vocational Nursing & Psychiatric Technicians, it cannot guarantee that the Board will accept the same, and the College reserves the right to require the students to complete additional clinical hours in order to satisfy any additional or unforeseen requirements imposed by the Board. The College hereby discloses to the students that this may, under some circumstances, delay the expected graduation date for the students and/or the date on which the students may take the examination required for licensure.

## **II. Clinical Medical Assistant**

Satisfactory completion of all courses including the clinical rotation (externship) within the required maximum timeframe for the program requires a minimum grade average of 75% (C).

A diploma is awarded, which certifies that the students have fulfilled all educational, financial, and administrative requirements of the program. These requirements include the timely submission of financial aid documentation, clearance from the accounting office that all financial obligations have been met, and clearance from the Educational Department and the Registrar all academic projects have been completed (e.g., externship). Generally, students who exceed the required timeframe of completion in any program will not receive a diploma, but instead, a certificate attesting to their completing the academic but not all the required parameters of the program.

However, in exceptional circumstances and at the sole discretion of the Executive Director, a student over the required timeframe may still be allowed to receive a diploma. Some major factors to be taken into consideration in determining whether sufficient exceptional circumstances exist to allow a student who is over the required timeframe to receive a diploma are as follows:

1. Whether the student's failure or inability to complete the requirements within the required timeframe was due to factors beyond the student's reasonable ability to control or influence.

2. Whether the amount of additional time required to complete was minimal relative to the overall length of the standard timeframe.
3. Whether the student has demonstrated a high degree of proficiency in the subject matter of the course.
4. Whether the student has in other respects demonstrated a high degree of professionalism.

**III. Patient Care Technician/Assistant, Acute Care Level 2 CNA, NATP, Wound Care Management, & Home Health Aide programs:**

Satisfactory completion of the program awards a certificate of completion. Graduates from these programs will receive a Certificate of Completion.

## Awards

To emphasize the importance of student performance and to give recognition to those students who achieved a significantly better-than-average scholastic or attendance record, the College gives the following achievement recognition awards:

- **Perfect Attendance Award**

These are given to all students who have no recorded tardiness, “early leaves” or absences during their didactic, clinical, and/or externship training. Graduates receiving these honors are recognized at graduation with a Certificate of Achievement for Perfect Attendance.

- **Academic Excellence Award**

This award is given to students who earned an overall grade average of 95% (A) and above, with no grades lower than 90% (A) and an evaluation of “GOOD” or better in all practical/clinical work, including externship performance. Graduates receiving these honors are recognized at graduation with a Certificate of Academic Excellence.

- **Outstanding Clinical Performance**

This award is given to students with an overall grade average of 90% (A) and above with no grades lower than 85% (B) and an evaluation of “GOOD” or better in all practical/clinical work, including externship performance. Graduates receiving these honors are recognized at graduation with a Certificate of Academic Achievement.

- **Director’s Commendation Award**

A student chosen by the Director of the Program for unequaled, exemplary attitude, academic/clinical performance, and over-all participation in the training programs. Graduates receiving these honors are recognized at graduation with a Certificate of Director’s Commendation.

## Auditing / Graduate Refresher Course

A graduate of a program may audit one previously completed course free of charge provided all financial obligations are current and the course is presently offered. There may be a nominal charge for the use of equipment or supplies. Auditing graduates are expected to comply with all rules and regulations.

Auditing is based upon available seats.

New courses, not originally in a graduated student’s program, are not eligible as refresher courses.

Graduates who desire to take a new course may do so and will have to pay in full, current course tuition charges, on or **before the start of the course.**

## Student Finance Policies

Pursuant to CCR, Code of Education, SCC complies with a mandatory student right to cancel enrollment, withdraw from classes, and a tuition refund calculated on a prorated basis as stipulated in SCC policy and explained in the *Enrollment Agreement* as approved by the Bureau for Private Post Secondary Education as stated below:

### A. Cancellation Rights Policy

1. The student has the right to cancel the enrollment agreement including any equipment, books, supplies or other goods and services with no obligation until midnight of the seventh business day after the day on which the student attended the first class of the course of instruction.
2. Cancellation shall occur when the student gives written notice of cancellation to the institution at the address specified in the agreement. The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage or verbal prepaid. The written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the student's desire not to be bound by the agreement. With the exception provided for return of equipment, books and supplies, the student shall have no liability, and the institution shall refund any consideration paid by the student within 45 days after the institution receives notice of cancellation.
3. If the institution has given the student any equipment, the student shall return the equipment within 30 days following the date of the notice of cancellation. If the student fails to return the equipment within the 30-day period, the institution may retain that portion of the consideration paid by the student equal to the price of the equipment as stated in the itemized recap of charges attached. The student may then retain the equipment without further liability.

### B. Refund Withdrawal Rights Policy

1. A student choosing to withdraw from school after the commencement of classes has to provide a written notice to the director of the school. The notice must include the expected last date of attendance and be signed and dated by the student. Send letter or bring in person to:

Southeast California College  
225 East Airport Drive, Suite  
150, San Bernardino  
California 92408  
Student Services

2. If special circumstances arise, a student may request in writing a leave of absence

- which should include the date the student anticipates to leave and the date the student is expected to return? If the student fails to return on the expected date, he/she will be withdrawn from school on the date he/she indicated in his/her writing.
3. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days which are all considered unexcused.
  4. All refund must be submitted within 30 days of the determination of the withdrawal date.
  5. If the student has received federal student financial aid funds, the student is entitled to Refund all money not paid from federal student financial aid program funds.

The table below shows how refund is calculated based on attendance.

<b>Total Program Taught by Withdrawal Date</b>	<b>Tuition Refund</b>
Less than 25%	50% of program cost
25% up to but less than 50%	25% of program cost
50% and up	NO Refund

## **FINANCIAL INFORMATION**

All tuition and other fees are due and payable on or before the first day of attendance, unless other payment to complete and sign an enrollment agreement in order for them to be admitted

Students are expected to pay all required fees in accordance with policies or as arranged with the payment arrangements or promissory notes. STRF contributions will be calculated for program fees based on STRF guidelines.

*NOTE: Please see Table below.*



## Tuition & Fees

Students are expected to pay all required fees in accordance with policies or as arranged with the payment arrangements or promissory notes. STRF contributions will be calculated for program fees based on STRF guidelines.

Course Programs	Registration	Tuition	Equipment & lab fee	Textbooks & handbooks	Miscellaneous & Other fees- certification	STRF/ Non-refundable	Total Charges
Home Health Aide	\$50.00	\$465.00	25.00	50.00		\$0	\$590.00
Patient Care Technician/ Assistant	\$ 250.00	\$2,052.00	\$88.00	\$110.00	\$150.00	\$4.00	\$ 2,500.00
Clinical Medical Assisting	\$250.00	\$6,015.00	\$150.00	\$185.00	\$150.00	\$12.00	\$6,750.00
Wound Care Management	\$250.00	\$1,735.00	\$100.00	\$110.00	\$250.00	4.00	\$2,445.00
Vocational Nursing Program	\$ 500.00	\$19,995.25	\$300.00	\$1,280.00	\$250.00	\$44	\$22,325.25
IV Therapy	\$ 50.00	\$220.00		\$10.00	BVNPT \$20.00	\$0	\$260.00
NCLEX	\$115.00	\$367.00	\$58.00	\$10.00		\$0	\$550.00
CPR	\$ pay in full					\$0	\$ 80.00-I \$ 65.00-R

All books and supplies for the program selected will be provided by the School at the stated charges. The costs of books and supplies specified above (included in the total cost of program) are estimated/projected based on current prevailing market prices, and are subject to change based on supplier prices, changes due to revision/update of curricula may also affect costs. Any books, tools, and supplies purchased from the College are usually not returnable especially when already used and the cost is nonrefundable, except as expressly specified in the refund policy section of this catalog and the enrollment agreement.

### **Minimum Terms for Tuition and Fee Payments**

The student is obligated for the total cost of the program in which student is enrolled for each period of enrollment. The student must pay for the period of enrollment for the program cost (which includes tuition, laboratory fee, and cost of any books, tools, and supplies the student purchases from the College) on or before the first day of training, unless the College agrees in writing to a different payment arrangement.

Any student more than thirty (30) days past due in the payment of any sum owed to the College will be suspended until full payment is received or the student makes payment acceptable to the College. Failure to fulfill any terms of a payment arrangement may result in suspension until full payment is received. Continued failure to comply with payment arrangements may result in dismissal.

### **Repeat and Re-Entry**

A student must repeat and pass all courses failed or dropped. The repeat grade is the grade counted in the cumulative grade point calculation. Courses failed must be repeated at Southeast California College.

If the student repeats any portion of the program, an addendum to the original Enrollment Agreement will be executed specifying the courses to be repeated, the costs, and the payment terms.

Acceptance of students applying for re-entry after withdrawing or being terminated from a program is at the sole discretion of the College. All re-entering students are required to fill out a new Enrollment Questionnaire and execute a new Enrollment Agreement.

### **Methods Used to Collect Delinquent Payments**

The student must pay all amounts owed to the College prior to leaving the College. If the student is unable to pay all such amounts before leaving the College, the student must make arrangements to pay such amounts that are acceptable to the College in its sole discretion.

If the student fails to make arrangements that are acceptable to the College within thirty (30) days of leaving the College, or the student fails to fulfill the terms of any arrangements accepted by the College, the College will be forced to exercise all of its rights and remedies against the student to collect all such awards, including, without limitation, referring the student's account to a collection agency.

## **Cancellation**

A student has the right to cancel the Agreement for the program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh business day after enrollment, whichever is later.

Cancellation may occur when the student provides a written notice of cancellation at the following address: Southeast California College, 225 East Airport Drive, Suite 150, San Bernardino, CA 92408. This can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is cancelled, the School will refund the student any money paid, less \$250.00 non-refundable registration fee within 45 days after the notice of cancellation is received.

## **Withdrawal**

A student may withdraw from the College at any time. Withdrawal occurs when a student provides a written notice to the Executive Director and/or the Registrar. The College may also consider 10 consecutive days of absences without prior arrangement to be communication of intent to withdraw. The withdrawal date is the 14<sup>th</sup> consecutive days of non-attendance.

## **Post Withdrawal Disbursement**

If the calculation shows that the student received less aid than what the student earned within the Payment period or enrollment period, then the student would be notified by the institution of the Amount of grant and loan funds used to cover institutional charges incurred by the student and the available amount from grant and loan funds for direct disbursement to the student for other educational related expenses.

Once this calculation is finalized, the institution will then perform a second and different calculation using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation

## **Loan information:**

“If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and 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”.

## **Payment Plan:** Accounting/Finance Department

1. Enrolled students for the degree programs are required to pay the non refundable registration fee including payments for books, uniforms, and miscellaneous fees. This payment can be made in cash, credit card or through third party financing. Students who cannot pay cash for their balance will be required to apply for financial assistance from an outside funding source before being considered for an internal payment plan and promissory note. If a student is denied a third party loan, then SCC may elect to offer an internal payment plan for a period of 12 months for VN students as stipulated in the promissory note.
2. Students whose federal grant/loan financing package does not cover the balance of tuition will be required to pay the balance due by means of either cash payment at the time of enrollment, outside financial assistance programs or the execution of a promissory note. Students who cannot pay cash for their balance will be required to apply for financial assistance from an outside funding source before being considered for an internal payment plan and promissory note.
3. Students enrolled in the non-degree programs, 2- 4 month courses must make payment arrangement with student finance. An arrangement to complete payments upon completion of the program.
4. Students funded by ETPL/WIA must show evidence of approval to student finance.
5. Student who are denied funding through the outside financial services institution may be considered for an internal promissory note and payment plan. If approved, the promissory note will be calculated to pay off the balance due by means of monthly payments for 3, 6, 9 or 12, months depending on the student's individual funding requirements. No interest charges will be assessed on a promissory note during the term of instruction.
6. Students who complete the program with unpaid balances will NOT be allowed to graduate. Diplomas and transcripts will NOT be released with unpaid balances. Students may request a copy of a statement at any time free of charge from the Accounting office. Tuition payments are due on the 1st day of each month and may be paid cash, check, money order or Master Card/Visa payable to California College of Health Sciences, Inc. Please see the accounting office to make a payment.
7. Students who fail to make payments prior to the 5th day of the month will be subject to late fees of 10% of the payment due. A service charge of \$25.00 will be assessed for any checks returned by the bank for any reason. If one payment is returned, all future payments must be made by credit card, cash or cashier's check.

Any student account that remains past due for over 20 days will be subject to immediate payment in full and collection actions up to and including turning the account over to a private collection agency. Failure to make payments can seriously jeopardize a student's standing and may result in any of the following actions until the account is brought current:

1. Withholding of Certificate of Completion
2. Denial of transcript requests
3. Suspension of placement services
4. Termination from the program

### **Tuition Funding Programs:**

While SCC does not have Title IV (Financial Aid Program), other alternative funding resources are available to students:

1. Tuition Flex
2. Banks (Wells Fargo) & Credit Union
3. Private Tuition Funding Company
4. SCC payment plan options

### **Appeal: Student Finance**

The following criteria for review in the appeal to be evaluated by Finance and program director include the following:

- Unusual circumstances, such as extended illness
- Death or serious illness in the family
- Disruptive internal family problems

Unforeseeable circumstances beyond the control of the student that caused the student to fall below the satisfactory progress standards

### **Payment Schedule**

Students paying personally make arrangements for a payment plan with student finance and sign the financial agreement. If a student cannot make payments as scheduled, student must meet with student finance and arrange for further payment arrangements. If a student cannot make payments as arranged, student is informed that he/she cannot progress through the program.

**Methods for Collecting Delinquent Tuition: Students with delinquent payments will be notified as follows:**

1. Letter of notification stating outstanding balance
2. Follow –up phone call one week after the first written notice
3. Second written notification 15 days after 1<sup>st</sup> written notice
4. Second follow up phone call one week after written notice was sent
5. Third written notification 30 days after second written notification
6. Follow phone call one week after notification was sent
7. Final courtesy follow-up call 3<sup>rd</sup> day after the third call
8. If satisfactory payment arrangement is not made, the student balance will be reported to the credit bureau. Balance will be turned over to collection agency. Any cost for collection will charged to the student.

**Cancellation of a Program by the School**

The School may cancel the enrollment of any student for any of the following reasons:

1. The student does not meet the Eligibility Requirements as set forth by the school.
2. In case of emergency or low enrollment

The school reserves the right to postpone or reschedule any class or instructor at any time. Cancellation notice will be given in writing, stating the reasons for the action.

**Student Tuition Recovery Fund (STRF)**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and repay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Post-Secondary Education, 1747 N. Market Blvd Suite 225.

Sacramento California 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

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

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

## Student Grievance Procedure

A grievance form will be available for use at the nursing office. In compliance with Section 1428 (b) any grievance towards a faculty can be addressed and presented to the program director. The program director will discuss the issue with the faculty. If the grievance merits faculty suspension, the board of directors will convene to go through the termination process. For grievance towards the nursing program, the grievance can be addressed and submitted to the Board of Vocational Nursing & Psychiatric Technician, P.O. Box 944210, Sacramento, California 95833. Telephone number (916) 263 7800.

If a situation arises in which a student has a complaint or grievance regarding grades, instructor or other topics related to the curriculum, the following procedures are in effect. A Referral Form will be issued, and the student will proceed as follows;

1. Make an appointment to discuss the matter with the Clinical or theory Instructor, if applicable. If not resolved...
2. Make an appointment to discuss the matter with the Lead/Theory instructor, if applicable. If not resolved...
3. Make an appointment to discuss the matter with the director of nursing or academic dean whichever is applicable. If not resolved...
4. Make an appointment to discuss the matter with the executive director of the school.

If the student is still not satisfied with the resolution or procedural changes implemented by this institution, he/she is encouraged to contact the following agencies:

Bureau for Private Postsecondary  
Education  
P.O. Box 980818  
West Sacramento, CA 95798  
(888)370 7589  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

Board of Vocational Nursing &  
Psychiatric Technician Examiners  
2535 Capitol Oaks Drive  
Sacramento, CA95833  
(916) 263-7800  
[www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)

California Department of Public Health  
1615CapitolAvenue  
Sacramento, CA 95814  
(916)558-1784  
[www.cdph.ca.gov](http://www.cdph.ca.gov)



## STUDENT SERVICES

### Orientation

The College provides an orientation for new students which include an introduction to College personnel, facilities and amenities, and policies and procedures. All new students are required to participate in the orientation program upon completion of their trial period.

### Cooperative Learning and Tutoring Assistance

The College's programs use a cooperative learning approach, placing students in teams to reinforce learning activities. Students are also encouraged to form study groups in order to support their learning experience throughout their educational programs. Special tutoring or classes are available to students experiencing academic difficulty. Arrangements should be made with the Program Directors.

### Reading Room and Resource Center

The College maintains a collection of curriculum-related resources accessible to students during normal College hours. Technical and general education materials, academic and professional periodicals, and Audio visual resources are available to both students and faculty. The Learning Resource Center is a catalog of available educational resources and is accessible at: [lrc.premierecollege.edu](http://lrc.premierecollege.edu). In addition, students have borrowing privileges at several local libraries. Internet access is available for research. The Vocational Nursing department maintains a student portal which contains course materials such as syllabi, slides, handouts, and schedules.

Vocational Nursing students are oriented about how to access and use the student portal upon admission into the Vocational Nursing proper. The vocational nursing student portal can be accessed at: [www.sccollege-edu.com](http://www.sccollege-edu.com)

A general portal is also maintained for the, Medical Assistant, Patient Care Technician, and Home Health Aide programs containing syllabuses, slides, handouts, and schedules. Students oriented on how to access and use the student portal during their new student orientation. The general student portal can be accessed at: [www.sccollege-edu.com](http://www.sccollege-edu.com)

## **Health, Security, and Safety**

The College strives to provide its students with a secure and safe environment. Classrooms and Laboratories comply with the requirements of the various federal, state, and local building codes, and the Board of Health and Fire Marshal regulations.

Students are solely responsible for their own security and safety both on-campus and off-campus, and must be considerate of the security and safety of others. The College has no responsibility whatsoever for any student's personal belongings that are lost, stolen, or damaged whether on campus or during any College activities. Students should immediately report any medical, criminal, or other emergency occurring on campus to the Executive Director or Director of Student Services (or any other College employee if such officials are not available).

Upon receipt of any report of a medical or criminal emergency, the College will, on behalf of the student, obtain the services of medical or security professionals, as required. Following a criminal emergency, the College may require the reporting student to confirm in writing the details of the criminal emergency report. Students are encouraged to promptly and accurately report all crimes to College officials and the appropriate police agencies.

Southeast California College is a "drug-free" campus. No drug sales, drug abuse, illicit drug use or alcohol Consumption is permitted. Any student found to be under the influence of any illegal drugs/substances including alcohol will be immediately terminated from the program.

Information on drug counseling and available rehabilitation programs can be obtained from the Student Services Office.

### **Drug and Alcohol Abuse Prevention Program**

Southeast California College prohibits the unlawful possession, use, and/or distribution of illicit drugs and alcohol by students and employees on College property or as part of any College activity. Any student or employee found to violate the above prohibition may be immediately removed from the College. Drug and alcohol screening may be required. Sanctions for students and employees may include suspension and termination.

The unlawful possession, use, and/or distribution of illicit drugs and alcohol are regulated by federal, state, and local laws. The penalties for violating these laws include misdemeanor and felony convictions and penalties such as fines, probation, denial or revocation of federal benefits, imprisonment, and for feature.

The use and abuse of illicit drugs and alcohol include physical and mental consequences such as addiction, disability, and death.

Students requiring counseling assistance for drug or alcohol should contact the Director of Students Services for referrals. Information on illicit drug and alcohol use/abuse is available in the Student Center.

## **Sports Policy**

The College currently does not participate in any sports or activities.

## **Campus Security Policy Statements and Report**

### **Timely Warnings**

In the event that a Clery crime occurs that constitutes a continuing threat to the Southeast California College community, the Executive Director will issue a campus-wide warning. The warning will be issued through the Official College website, postings around campus and via e-mail. Anyone with information about a crime which may warrant such a warning should report it to the Executive Director at (909)763-3481.

### **Policy for Reporting the Annual Disclosure of Crime Statistics**

Southeast California College prepares an Annual Disclosure of Crime Statistics to comply with the Jeanne Clery Act Disclosure of Campus Security Policy and Crime Statistics Act. The College compiles crime statistics from College records and from local law enforcement agencies. The statistics are then compiled into a crime report which can be

The College will also provide a written copy of the report upon request.

### **Reporting Crimes**

If you have information regarding a crime, you should immediately inform the appropriate authorities. For crimes in progress or which have just occurred, you should contact 9-1-1. For non-emergency reports, you should contact the San Bernardino City Police Department at . In addition, you may report crimes to the Executive Director of Southeast California College at (909)763-3481.

### **Confidential Reporting Procedures**

All reports of criminal activity to Southeast California College will be investigated. The College does not have a procedure for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to the appropriate law enforcement agency.

### **Security and Access Policies**

Southeast California College consists of only its main instructional campus and does not own or operate Any non-campus or residential facilities. Classroom facilities are open to Premiere students during normal class hours and the administrative building is open to the public during normal business hours. Visitors must have prior authorization before visiting Premiere classroom facilities. During off-hours, all College facilities are locked and protected by an electronic surveillance and security system.

## **Campus Security and Law Enforcement**

Southeast California College officials have the authority to ask persons for identification and determine whether individuals have lawful business at the College. Premiere officials do not possess arrest power. Crimes and other incidents are referred to the local police who have jurisdiction over the Southeast California College campus. Anyone with information regarding a crime is strongly encouraged to immediately report the incident to Southeast California College officials and the appropriate police agencies. Prompt reporting will assure timely warning notices and disclosures of crime statistics.

### **Crime Prevention Program**

Southeast California College encourages all members of the College community to avail themselves of the various crime prevention programs offered in the area. The College will post notices of available self-defense training and other crime prevention programs on bulletin boards and in the Southeast California College Newsletter.

### **Off-Campus Student Organization Activities**

Southeast California College does not sanction any off-campus student organization activities. If you are engaged in an off-campus activity with a student group, please alert the appropriate local law enforcement agencies of any incidents.

### **Sexual Offender Registration**

In accordance with the Campus Sex Crimes Prevention Act of 2000, this amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jean Clery Act and the Family Education Rights and Privacy Act of 1974, Southeast California College is providing a link to the California Department of Justice's Megan's Law Website.

The California Department of Justice is responsible for maintaining this registry and website. Follow the link below to access the state's Megan's Law website:

<http://www.meganslaw.ca.gov/>

### **Emergency Response and Evacuation Procedures**

Anyone with information about a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees should immediately inform the SCC front desk (909) 264-7242. After confirming the threat using all available tools, the front desk official will use best judgment to determine who should be notified and how to disseminate the information.

Depending on the decision of the front desk official, the College may notify the campus community via intercom, in person, via bulletin board, or newsletter unless it is deemed that notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. If the front desk official determines that it is necessary to inform the larger community (public) then the front desk official shall contact the appropriate law enforcement agencies and pass on the relevant information. Evacuation procedures are posted in each campus building. Evacuation and notification drills are scheduled at least

once per calendar year.

## **Ombudsman**

The Federal Student Aid Ombudsman Group of the U.S. Department of Education is dedicated to helping resolve disputes related to Direct Loans Program. The Ombudsman Group is a neutral, informal, and confidential resource to help resolve disputes about your federal student loans. Notify the Financial Aid Officer at SCC to resolve any problems with your student loans. If unresolved, contact the Department of Education's Ombudsman Group. You can either contact this office by mail, email or phone at:

U.S. Department of Education, FSA Ombudsman Group  
P.O. Box 1843  
Monticello, KY 42633  
Tel: 877.577.2575  
Fax: 606396.4821  
Email: [octsreply@ed.gov](mailto:octsreply@ed.gov)

## **Advising/Tutoring Assistance**

An open door policy with the faculty and staff readily available to assist student, is in effect. Students are encouraged to meet with their instructors to discuss any academic concerns.

Southeast California College (SCC) provides tutoring assistance for students experiencing academic difficulties and a student maybe required extra time for skill reinforcement outside of regular class time. Instructions make every effort to identify students in need of assistance. However, students are urged to take the initiative to seek out of class help and discuss academic difficulties with their instructors or program director.

## **Housing**

SCC does not maintain any resident housing. Student services can assist students needing help to find housing closer to the school. There are housing and apartment complexes on the northern part of San Bernardino. Cost to rent a 2 bedroom apartment per month ranges from \$735 -\$1100. The western side apartments are located within a walking distance from the school. The eastern side location is just a block away from the school.

## **Parking**

SCC has enough parking spaces for students on each side of the building, north, south, east side. There are no charges for parking.

## **Emergency services mock code training**

Student services schedules an annual Emergency Fire (mock) drill on campus parking lot by the San Bernardino Fire Department.

## **Graduation Ceremony**

Upon successful completion of the student's designated program, students are encouraged to attend the graduation ceremony to recognize their efforts. Graduates participating in the ceremony are required to pay a graduation fee for cap/gown. All participating students must complete all requirements of their programs, and all clinical hours.

## **Housing Information**

SCC is not a boarding school. It does not have dormitories to accommodate students. Students accepted into the programs are off campus students, drive their cars from home to school and back home. On the other hand, SCC is not responsible for securing housing for students intending to register.

## **Baby Sitting Services**

SCC does not offer babysitting services as it does not have facilities for this service.

## **The Alumni Assistance Office**

Another area of services is connecting with graduates to form the SCC alumni association. This avenue provides networking among alumni while the office schedules alumni homecoming. The alumni office also provides information to graduates about employment opportunities and career related matters.

## **The School Newsletter**

A monthly newsletter "SCC *SPOTLIGHT*" is published through the school's social media that informs students, staff, faculty and community about events, school forums, other activities and important dates.

## **Consumer Information**

Pursuant to the Federal & State Financial Aid programs, consumer information is required to be disclosed. It is found in the Student Aid Policy Manual. This policy will take effect upon BPPE Approval, Regional Accreditation & Title IV approval.

- Graduates Completion Rates
- Retention Rate
- Licensure Examinations pass rates
- Placement rates
- Salary wage data & information
- Drug & alcohol Prevention Program
- Constitution Day Observance

- Voters resignation information and application
- Family Education record Privacy Act(FERPA)
- Selective Service
- Campus Security
- Student Right-to-Know Act

Conduct biennial review on the effectiveness of its AOD programs & consistency of sanction enforcement.

Maintain biennial review materials on file to be available when the U.S Department of Public Education makes a request.

SCC maintains a drug free educational environment as defined in the Substance Act and Federal California Controlled Substance Laws & Health & Safety Code for students, faculty & staff.

### **Family Education Rights and Privacy Act (FERPA)**

Under Code of Education, Section §§ 99.5 and 99.36 an educational agency or institution may disclose information to an eligible student's parents in a health or safety emergency, regardless of whether the student is a dependent for Federal income tax purposes, and may disclose information to parents under any circumstances if the eligible student is a dependent for Federal income tax purposes.

Section 99.32 requires an educational agency or institution to maintain with each student's education records a record of each request for access to and each disclosure of personally identifiable information from the student's records, including the names of the additional parties to which the receiving party may re disclose the information on behalf of the agency or institution.

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.” In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Southeast California College affords parents or eligible students the following rights:

- The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. The student should submit to the Executive Director or Registrar a written request that identifies the record(s) the parent or eligible student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may

be inspected. Normally, review will be allowed during regular office hours under appropriate supervision.

The College is not required to provide copies by mail of records, unless for reasons such as great distance, it is not possible for parents or eligible students to physically review the records. A copy of records may be obtained for \$1.00 per page unless grade information is contained on the record in which case transcript charges apply. Parents or eligible students are responsible for mailing expenses.

- The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading. The parent or eligible student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changes, and specifies why it should be changed. If the College decides not to amend the records as requested, the College will notify the parent or eligible student in writing of the decision and the right to a formal hearing regarding the request. Within 45 days of the hearing, the College will notify the parent or eligible student of the final decision.

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.

Schools 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. However, schools 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.

The College requires a 24-hour response after notification. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification for the College is through its Catalog.

### **Compliance with Regulatory Statements**

SCC strives to comply with the California Code of regulations and the California Education Code including FERPA requirements based on race, sex, religion, color, national origin, age, handicap or limited English proficiency.



It is the policy of Southeast California College (SCC) that it does not discriminate on the basis of race, sex, religion, color, national origin, age, handicap or limited English proficiency in its educational programs, services, facilities, activities or employment policies as required by Title IX of the 1972 Educational Amendments, Title VI and VII of the Civil Rights Act of 1964, as amended, Section 504 regulations of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Section 204 Regulations of the 1984 Carl D. Perkins Act or any applicable federal statute. Family Education Rights and Privacy Act of 1974, (P.I. 93-380) as amended (P.I. 93-568), Buckley Amendment. Access of records to students; parent's limitation of disclosure.

For information regarding programs, services, activities and facilities contact the compliance officer at SCC or the director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington DC, 20202.

There is a guidance document designed to provide parents of minor students/eligible students with some basic information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by parents/eligible students. You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA at the following website:

<https://studentprivacy.ed.gov>

If after reading this guidance document, you have questions regarding FERPA that are not addressed, you may write to the Office for additional guidance at the following address:

*Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520*

## **Student Records**

A file (academic and financial) is maintained for each student. Current student files are maintained in fire-proof file cabinets. SCC maintains all files on-site for a period of at least five years. Student transcripts are maintained permanently. Students should report a change of address or name change to the registrar/administration immediately.

It is important that the students keep the college informed of any change of address after graduation in order to provide placement records.

### **Maintenance of Student Records Policy**

Maintaining records in a safe, secure, and retrievable way is the primary responsibility of the registrar and/or custodian of records while the record is serving its useful purpose.

*Registrar and /or Custodians are expected to:*

- Understand the records created within the department, administrative office or unit

- Follow this policy to make decisions on retention and disposition of records and provide guidance to others who are involved in preparing records for storage
- Be responsible for ensuring that everyone in the academic department, administrative office, record custodian follows ABHES student record maintenance as outlined in ABHES 18<sup>th</sup> ed Accreditation Manual, exhibit....
- Consult with the following department personnel on matters related to retention and disposition of records and develop the 'retention schedule' for the records of the academic department, administrative office, and/or record custodian.

Financial Records - Vice President for Finance/Controller

Academic Dept. Records - Office of the Vice President for Academics

Personnel Records - Director of Human Resources

- Establish the level of confidentiality and security appropriate to specific types of records and helps the department or unit maintain and monitor confidentiality and security
- Student records are maintained in the registrar's office for five years and then placed in the archive records for permanent record keeping in the registrar's office. All student records are electronically saved and archived.

### ***Student Retention Schedule***

- Application materials for students who are accepted into the program but do not enroll nor attend classes:  
Acceptance letters, applications, correspondence and transcript - One Year after application term
- Application materials for students accepted into the program enrolled and completed include; acceptance letters, applications, correspondence, entrance exams and placement scores. Retained for five years after date of attendance
- Letters of Recommendation are retained in student records
- Individual Student Records: Course drop/add slips, pass/fail requests, registration forms, transcript requests are retained with student record for five years.
- Class schedules, applications for graduation and personal data forms:  
Student records are retained in the registrar's office five years after date of last attendance, and then kept in the record archives for permanent record keeping in the registrar's office.
- Academic records and date of graduation and degree award – Permanent record

## **Student Records Retention and Requests**

A student's academic transcript is retained on file indefinitely. Other records are retained for varying lengths of time but for a minimum of five years from the date of the student's graduation or withdrawal from the College. Copies of student records, including transcripts and diplomas, must be personally requested in writing by the student from the Registrar. Requests will be processed within 15 business days of receipt of request. The College charges \$25.00 per copy of official transcripts or diplomas and \$1.00 per page for other records.

## **Drug Screening**

Students enrolled at Southeast California College maybe required to submit to random drug screening. This maybe triggered by reasonable suspicion that the student is in violation of College policy or because a negative drug screen is required by an affiliated facility where the student is to be assigned for externship or clinical training.

## **Search of Student Property**

Southeast California College serves the right to search the contents of a student's personal property or belongings when there is reasonable suspicion that a serious risk to the health, safety and welfare of students, and/or the school community exists. This includes, but is not limited to, vehicles brought onto property (leased, owned or controlled by the school), backpacks, portfolios and clothing. This policy also applies to student property at affiliated facilities.

## **Copyright Infringement**

Any copyright infringement, including peer-to-peer file sharing using the College network, is strictly prohibited. Any student caught violating copyright laws may be subject to sanction including, but not limited to, loss of College network and computer privileges, suspension, and termination.

Copyright infringement (colloquially referred to as piracy) is the use of works protected by copyright law without permission, infringing certain exclusive rights granted to the copyright holder, such as the right to reproduce, distribute, display or perform the protected work, or to make derivative works. The copyright holder is typically the work's creator, or a publisher or other business to whom copyright has been assigned. Copyright holders routinely invoke legal and technological measures to prevent and penalize copyright infringement.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQs at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq). See Section 106 of the Copyright Act (Title 17 of the United States Code)

The College encourages students to seek legal alternatives to copyright infringement. Students should know the law.

## **Network and Computer Resource Policy**

Users of the Southeast California College network and computer resources have a responsibility to properly use and protect those resources and to respect the rights of others. Users must respect copyright, licenses, and other legal rights and protections governing digital information. Users must

respect the integrity of the network and computer resources and must not remove or modify equipment, encroach on another's use of resources, or use unauthorized programs. Users must not use the network or computer resources in any manner prohibited by law or that is inconsistent with the educational purpose of the resources and mission of the College. Network and computer resource usage is a privilege that can be revoked at any time for any reason, with or without notice.

### **Guests and Visitors**

Children are not allowed to accompany a student to class or to be left unattended on campus. The College assumes no liability for injuries incurred/suffered by children or minors while on campus. Guests must obtain a visitor's ID from the front desk and stay at assigned waiting areas unless otherwise authorized. Guests must obtain permission from the instructor before entering classrooms.

### **Bankruptcy**

- SCC has no pending petition in bankruptcy, or is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five year that resulted in reorganization under chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 et seq.)

### **Disclaimer:**

**Southeast California College (SCC)** reserves the right to make changes in curricula, requirements, course offerings, and all academic regulations, when, in the judgment of the faculty, the president, or the board of trustees, such changes is in the best interests of the student and the college.

- Registration at the college assumes the student's acceptance of all published academic regulations, including ones which appear in the school catalog and all others found in any other official announcement.
- Registered students are liable for all financial obligations, not covered by financial aid.
- Career information, including limited data on employment opportunities or placement at SCC, is available at the counseling center.

## Learning Resources

### Library Rules & Procedures

SCC student resource center support student learning as it provides resources to facilitate learning and education. It provides audio-visual and computer-based educational and training programs offered at the school. It ensures that reference books, journals, newspapers, CD- ROMS, videotapes, and computer workstations are available for online access and research.

The Custodian/librarian is available to support the needs of students for their research and research.

Library Hours: Monday – Friday 8:00- 8PM

Saturday/ Sunday –Closed

#### Library Rules:

- Leave your ID & bag before entry
- Avoid noise that disturbs others in the library
- No talking as necessary. Maintain quiet environment
- Cell Phones on vibrate or silence. Responds to call outside the library
- No eating or drinking in the library
- Use furniture, equipments, books, & other materials wit care
- No writing or folding or putting post-it on books

### Borrowing

2. Book borrowed can be renewed for another period of time unless a student put a hold on that book.
3. Checking out books is limited to two books each time maximum.
4. Book circulation is three days only. Any item kept longer than three days is overdue with a fine of \$.10 cents per day.
5. Borrowing privileges may be suspended if fine accumulates to\$10.00
6. Lost and damaged items must be replaced or charged or replaced with a new item.
7. All videos are for classroom use only.

### Student Study Groups

SCC encourages study groups to help other students understand concepts and facilitate each student learning as well. It is also encouraged in the skills lab setting where students practice correct nursing skills procedure for mastery. This study group had been proven as a support tool for team building among future nurses.

With the study group concepts, the instructor helps facilitate learning by giving specific objectives the group needs to brainstorm and accomplish to make learning meaningful.

## Available Resources

*Textbooks* required for each of the non-degree programs are included in the tuition package. Students in the degree programs will purchase their own books. Librarian available: Chaltu Berhanu

*Journals:* *Journals* are made available in the library for student resources.

*DVDs, CDs* for more learning resources.

*Computers:* 10 computers are available in the computer room for student's use for research and other academic resources. The computers are also available for on line resources and testing in preparation for state examinations.

### ***Procedure for Student Access to the Library Resources***

SCC students are given student identification numbers to be used for student identification in the use of the library and learning resources.

- Student presents his/her ID to the librarian when borrowing a book or other learning resources.
- Student signs his/her name in the borrower's card with a return date.
- Books or other learning materials borrowed will be returned to the librarian. The librarian checks off the returned book or learning material.
- Once SCC receives approval, a computerized system of managing library and its resources will be electronically managed with the use of student codes.

### ***Tutorial laboratory/Learning Academy***

Students are required to do a remediation for a failed quiz or mid-term. A student who failed a module must receive remediation and pass at 80%. If a student receives less than the minimum of 80%, s/he will receive an "F" for the module that will be factored into their CGPA for the term. Students who receive a cumulative modular score of 80% or better will pass the term. Remediation must be scheduled with the instructor.

The Tutorial Learning (TL) offers a guided approach to study that accommodates individual learning needs by providing a variety of learning activities to be accomplished at the students own pace. A tutorial learning is accomplished when students, faculty, and staff work together so each individual student's learning is maximized. Tutorial learning activities are selected to help students achieve specific outcomes. Clinical faculty members are available for student guidance, support, and supervision in the TL labs. Students will receive orientation to the TL lab at the beginning of each level one.

Any student who receives a "C-" grade on any examination will be required to attend mandatory tutorial sessions. Voluntary tutorial sessions may be scheduled by any student at any time.

### ***Classroom***

The smart classroom is equipped with classroom tables and chairs and conference area. It accommodates 26-30 students. A flat screen monitor is installed for power point presentations and video presentations. A set of LCD/TV is available as well to accommodate other learning resources.

Location: 225 East Airport Drive, Suite 110, San Bernardino California, 92408

### ***Skills laboratory***

The skills laboratory is equipped with learning resources that enhance student learning. Simulator mannequins are available to simulate real life processes for purposes of concept and skill mastery before caring for a live patient.

Location: 225 East Airport Drive, Suite 110 San Bernardino California 92408

### ***Instructional Equipments***

*Hospital beds* are beds that are electronically operated to make adjustments for positioning and for patient transfers. The beds in the skills laboratory are used for teaching nursing competencies as it simulates application of skills to actual patient care.

*Over bed tables* are designed to be used for assisting nurses perform nursing procedures for patient care at the bedside. It serves as a table for mealtimes for patients in bed or patients who can sit in bed or on a chair. The over bed table offers a lot of uses at the bedside.

*Bedside tables* are furniture needed within the patient's unit that are important to contain patient's personal belongings.

*Gurney* is hospital equipment that is used for transporting patient needing surgical procedures or other procedures, or patients that are immobile.

*Classroom tables* are tables that allow students to put their class textbooks, to use when taking notes in class and observing when skill or simulation demonstrations are in progress.

*Chairs* come with the tables are learning resources in the classroom & skills laboratory for students' to sit on during learning. Class discussions take place in the skills laboratory for scenarios and applications of concepts.

*Simulation Mannequins* are learning simulation tools in the skills laboratory to simulate application of concepts in clinical practice. Adult, Pediatric, OB simulator with baby.

*Bed sore model* is a model used for instructional demonstration in preserving skin integrity. Includes CPR mannequins from infants to adults with AED.

*Anatomical Charts*  
*Vital signs Equipments*  
*Thermometers*  
*Stethoscope*  
*Sphygmomanometer*  
*Personnel Protective Equipments (PPE)*  
*IV Therapy supplies & models*

Availability of appropriate equipments, supplies, and simulation models in the skills laboratory will ensure mastery of skill competencies as well as application of concepts to clinical practice.

*Linen cart (covered)* contains linens for skills practice.

*Supply room* at the adjacent room is equipped with models and supplies for nursing skills and procedures including linens. There are wheel chairs, crutches, whirlpool, bedside commode, canes, and walkers.

*Flat screen monitor and projector* for power point presentations during lectures and for video simulations. *LCD* for classroom and video presentations.

*Computer Laboratory*

The computer lab will be used for testing, tutorial, and for research. The person designated for tutoring will be responsible for the computer lab

Classroom Support: *EBSCO*  
*Blackboard*



## Career Development Services

Career Development Services is a vital part of the student's educational program. Although securing employment cannot be guaranteed, the goal of the department is to actively assist graduates obtain employment. Other services of the department offers is assisting students in a long term career planning including preparation for interview and follow-up, preparation for presentation, resume writing, and job opportunity through job leads. Successful employment assistance is dependent upon a mutual effort by both graduates and the career services department.

Graduates are encouraged to aggressively search employment opportunities on their own, and inform career services for their contacts. This service is available to all graduates at SCC.

**However, the school cannot guarantee employment.** During the course of training, the Career Services staff meets with each student to become familiar with his or her special skills, background, and goals. Students are expected to cooperate with, and stay in contact with the college's Career Services Department.

### Student Conduct

Students are expected to conduct themselves in a manner conducive to learning and one which also promotes the learning of others. Southeast California College campus is located in an office area. Under no circumstances will any behavior be tolerated that interferes or disrupts the business activities of the neighboring tenants. The following Code of Conduct is expected to be upheld by all students, and those who violate these provisions are subject to disciplinary measures including suspension and possibly termination from the Program in which they are enrolled:

- Not to act in such a manner as to bring unfavorable criticism upon the school, staff, or any fellow student.
- Never to enter or attempt to enter or be upon any school property or to engage in any school, function while under the influence of alcohol, drugs or narcotics of any kind.
- To cooperate fully with school's staff and instructors, so as to successfully conclude the selected program or course within the scheduled training program.
- To refrain from using profane or abusive language while on the school premises or during any school function.
- To refrain from bringing any weapon on school premises. A weapon includes any type of firearm, knife, switchblade, bomb, or incendiary devices.
- To refrain from any disorderly, indecent, or obscene conduct or expression of sexual harassment.

**Drug Free Schools & Communities Act:**

Southeast California College (SCC) is committed to the Drug Free Schools and Communities Act Amendments of 1989(Public Law 101-226, 20 U.S.C. 1145g).

**Honor Code:** Each student is honor bound to report to the school officials any violation of the Code of Conduct by any person on the campus violation of the Code of Conduct is grounds for dismissal. All reports shall be submitted in writing, signed, and dated by the student. Submission of a false report shall be grounds for dismissal.

**Harassment Policy:** It is the policy of SCC to promote an environment conducive to learning and free from harassment of any kind, including sexual harassment. Harassment is considered intolerable behavior and complaints will be investigated and acted upon promptly. Students found to have engaged in harassment may have their enrollment terminated.

**Tuition & Fees**

Students are expected to pay all required fees in accordance with policies or as arranged with the payment arrangements or promissory notes. STRF contributions will be calculated for program fees based on STRF guidelines.

**Placement**

Although the school cannot guarantee employment to all graduates, the placement services will assist graduates find leads for employment and exert all efforts to assist every graduate to be employed. SCC career development will assist graduates make CVs for employment. It keeps a record of graduates' employment, where employed to ensure graduates work at a place where they use their skills and training.

SCC provides students' preparation for employment in partnership with hospitals in connection with hospital volunteer programs. Students who have attended this volunteer program have often been assured of employment prior to graduation.

**Retention**

Career development services monitors and provides services in collaboration with student services for the retention of students to graduate. Career services monitors attrition rate and devise a plan in collaboration with admission on improving pre- counseling sessions with prospective students for a career path.

## **Credentialing**

Career services ensures that graduates pass licensure examinations required in a graduate specific field and responsible for increasing employability of graduates. This services monitor pass rates and analyze patterns. Responsible for informing the program directors so the program directors can plan on how to improve pass rates.

## **The Student Council**

### **Function**

- Facilitate good relations between administration, faculty and student body
- Provide a forum for student expressions of concerns or suggestions
- Promote discussion, conducting class meetings and acting as communicators for administration & students
- Provide orderly direction of student activities
- Promote student participation in school activities and other special school functions
- Perform fund-raising activities for various events through the school year
- Attend the scheduled monthly staff meetings & compliance monitoring

### **Student Council Composition**

1. President
  - a. Attends monthly staff/council meetings
  - b. Represents the student body at school
  - c. Communicates with advisors, administration on student council matters
  - d. Announces the date, time, place of all meetings
  - e. Attends every faculty/administrative meetings
  - f. Ensures orderly conduct of all student council meetings
  - g. Participates in planning for social events, birthdays, pinning ceremony & graduation
  - h. Makes student counsel announcement
2. Vice President
  - a. Attends monthly staff council meetings
  - b. Communicates with advisor, administration on student council matters
  - c. Works very closely with president and assume president's duties in his/her absence
  - d. Prepares the agenda with input from officers
  - e. Helps president keep all meetings, functions, and other types of gatherings to instituted
  - f. Works with president on social event, birthdays, pinning ceremony and graduation
  - g. Announces student council meetings in the absence of the president

3. Secretary
  - a. Attends monthly staff/council meetings
  - b. Works closely with student council advisor/administration
  - c. Works with president assemble material for the meetings
  - d. Takes attendance and keeps accurate records of all meetings
  - e. Records notes at every meeting
  - f. Reads minutes from previous meeting and remind participants of unfinished business
  - g. Provides copies of meeting minutes to school director/administrator
  - h. Corresponds to all queries re: fundraising, projects &etc.
  - i. Updates bulletin board for events, birthdays and other announcements
4. Treasurer
  - a. Attends monthly staff/student council meetings
  - b. Prepares annual budget with student council members, advisor, administration
  - c. Presents proposed budget to the student council for adoption
  - d. Keeps a record of all the money that student council makes &spends
  - e. Collaborates with secretary in funding all materials during an student council meeting
  - f. Answer questions about how money is spent
5. Class Representative
  - a. Attends mostly staff/council meetings
  - b. Serves as a liaison between the administration and the class
  - c. Speaks on behalf of the students to address their grievances at all school staff meetings

Every member of the student council had a role to fulfill all assigned tasks to enable the council to become an effective organization for the school, and represent their departments and student body with ideas to ensure integrity of the council.

## EDUCATIONAL PROGRAMS

## 1. Vocational Nursing Program: SOC Code: 29-2061

**Program Length:** 1555 hrs. (57 units) (599-Theory hrs, 956-Clinicalhrs.)

**Program Schedule: Functions:**

<b>Full Time:</b>	(57weeks):	35-38 hrs per week
	T/Th/F	7:00 – 3:30 PM- Clinical
	M/W	8:00-5:00PM-Theory

The Vocational Nursing program is designed to provide students with the knowledge and skills necessary for an entry-level vocational nurses' position in a medical office, clinic, HMO, PPO, acute care, hospital, long term care facility or other health care settings. It develops knowledge and skills to provide direct care to the patients/clients/residents under the supervision of a physician, dentist, or registered nurse (RN) in a variety of health care settings, such as hospitals, long term convalescent care facilities, and home health care agencies.

The program is divided into four terms of 13 weeks in length. Each term is comprised of prescribed subjects or studies that build upon each other. Students begin their training in VN 100 and progress sequentially through each term upon successful passing of each term. Upon successful passing at 75% minimum in Terms I to IV, the student must pass the exit examination in order to graduate from the program.

**Program Learning Outcomes: At the end of the program, graduates will be able to:**

1. Promote holistic care of the body, mind, & spirit including respect of beliefs and values of individuals and groups across the lifespan.
2. Apply knowledge and skill competencies in the care of individuals/families in acute, sub-acute, rehabilitation, and long-term care facilities.
3. Demonstrate responsibility for individual professional growth and development for safe and competent nursing practice.
4. Subscribe to ethical/legal principles of nursing practice with compassion and altruism.
5. Function within standards of practice as a vocational nurse in a collaborative relationship to communicate, document, and coordinate patient care.
6. Enhance use of self as part of the caring process and create loving kindness and equality of care.
7. Utilize information technology to facilitate health care delivery and improve quality of care.
8. Participate in the implementation of safe practice.
9. Successfully pass the NCLEX-PN State Board Examinations

## **Curriculum Objectives:**

**Term I:** At the end of the term, students will:

1. Discuss the structures and functions of human cells, tissues, and systems' structures and functions.
2. Discuss the practice within the roles of the nurse as a member of the health team.
3. Discuss and apply ethical/legal aspects of the student and licensed nurse.
4. Apply history taking techniques of biological, cognitive, and psychosocial development throughout the human life cycle from conception to death.
5. Apply Watson's nursing process in the analysis of data in clinical situations and in problem solving.
6. Integrate principles of nutrition in clinical situations and coordinate plan for health promotion.
7. Discuss and apply principles of hygiene, body mechanics, asepsis, measurements, specific nursing skills and procedures, and administration of therapeutic agents in variety of health care settings.
8. Discuss the provider role of the nurse applying the nursing process in decision-making, and problem solving
9. Implement therapeutic communication techniques as an integral component of history taking, and physical assessment.

**Term II:** At the end of the term, students will:

1. Apply the nursing process in common health/illness situations experienced by adults and older adults across the life-span.
2. Discuss principles of pharmacology, drug effectiveness, adverse reactions/effects, and identify needs for family/client teaching.
3. Apply the nursing process to the care of clients with common health/illness problems/needs and coordinate with the RN and/or physician.
1. Implement the plan of care in coordination with the registered nurse and maintain safe practice in the care of individuals and families in a diverse society.
2. Assume the provider care role for clients in the adult cycle stages in a variety of clinical settings and social conditions.
3. Discuss health promotion measures specific for adults and elderly in different health care settings.

**Term III:** At the end of the term, students will:

1. Apply nursing process in common health/illness situations experienced by childbearing and childrearing families.
2. Discuss and apply principles of pharmacology for the childbearing and childrearing families.
3. Apply nursing process to the older adults and to the clients with mental health issues.
4. Implement a provider care role for childrearing and childbearing families in various health care settings.
5. Integrate principles of nutrition for health promotion among childbearing and childrearing families and to older adults.
6. Explain health promotion strategies for the childbearing and the childrearing families including older adults in a restorative care.
7. Explain health promotion strategies for patients and families with mental health issues.

**Term IV:** At the end of the term, *students will:*

1. Assume vocational nursing opportunities and/or responsibilities in making transition to the provider of care role and member of the discipline of nursing as a licensed nurse.
2. Apply concepts of family roles and the roles of a nurse to childbearing and child rearing families in the community.
3. Apply concepts of community nursing to individual families for health promotion through primary and secondary prevention.
4. Assume leadership roles of a nurse in different clinical settings or community settings.
5. Apply principles of being a leader as a licensed nurse.
6. Apply knowledge of disease prevention in primary, secondary, and tertiary health care settings as a nurse in the community.
7. Assume the role of a nurse as a team leader in a community health care setting



**VOCATIONAL NURSING  
PROGRAM CURRICULUM**

**\*13 Weeks/ Quarter/4-Term Program**

**Total Program Hrs: 1,555**

**Units: 56**

<b><u>Admission Requirements:</u></b>		<b><u>Pre- VN</u></b>			
1. Must be 17 years old 2. Must have a high school diploma 3. Must have no convictions 4. Must be a legal resident in the US 5. Must have a GPA of 2.75		VN98 Medical Terminology Bio 96 Anatomy & Physiology		1.0 4.0 <b>5 units</b>	
<b><u>Term I</u></b>		<b><u>Units</u></b>	<b><u>Term II</u></b>		<b><u>Units</u></b>
VN10	Foundations of Vocational Nursing	6.0	VN102	Care of Adults & Older adults I	6.0
VNLab	Basic Nursing Skills (Skills Lab/Hospital	4.0	VN103/L	Care of Adults & Older Adults I	4.0
VN95	Nutrition	3.0	VN97	Pharmacology	4.0
		<b>13</b>			<b>14</b>
<b><u>Term IV</u></b>		<b><u>Units</u></b>	<b><u>Term IV</u></b>		<b><u>Units</u></b>
VN104/L	Maternal Newborn	3.0	VN109/L	Care of Adults & Older Adults/Community Health	6.0
VN 105/L	Pediatric Nursing	3.0	VN110	Leadership/management	3.0
VN106/107L	Care of Adults & Older Adults II/MH	6.0	VN111	Nursing Capstone	
Psy97	Psychology	3.0	ATI	Exit Exam I & II	
		<b>15</b>			<b>9</b>

Revised4.17  
 Revised5.20  
 Revised4.22

## Course Descriptions

### Psy97: Psychology

Textbook:

Wood, S., Wood, E., Boyd, D. (2017). Mastering the World of Psychology (5<sup>th</sup> ed.)

This course introduces the vocational nurse a better understanding of observable, measurable behaviors as appropriate to nursing care and practice. Students will understand the role of the environment as determinants of behavior.

### Bio96: Anatomy & Physiology II

Textbook: Cohen, B., Hull, K. (2018). The Human Body in Health & Disease (14<sup>th</sup> ed.)  
Wolters & Kluwer. ISBN: 978-1-4511-9280-3

This course provides understanding of the organization of body structures and their functions. Upon completion, students should be able to articulate body structures and functions to recognize alterations in relation to alterations due to illness or health imbalance. Students will learn body systems such as the cardiovascular system, respiratory system, integumentary system, digestive system, urinary system, gastrointestinal system, sensory system, endocrine system, and the nervous system including the reproductive system.

### VN101 Pharmacology

Textbook:

Ford, S. (2018) Clinical Pharmacology (11<sup>th</sup>ed.) Wolters & Kluwer.  
ISBN: 9781496343567

This course teaches the student the basic principles of pharmacology. The student will also learn the classifications, names, uses and important technical considerations for the most commonly dispensed drugs before or during surgery, during illness and/or before diagnostic procedures.

### VN98 Medical Terminology

Textbook:

Cohen, B & De Petris, A. (2017). Medical Terminology (7<sup>th</sup>ed.) Wolters & Klu  
ISBN: 978-1-4511-8756-4

This course is an introduction to basic medical terminology and prepares students for more advanced course work such as pharmacology, foundations of nursing, and adult nursing by providing an introduction to general medical terminology. Students will study the roots, prefixes, suffixes, and abbreviations as well as general terms and their appropriate usage in clinical practice.

## **VN95 Nutrition**

Textbook:

Dudek, S. (2018). Nutrition Essentials for Nursing Practice (8<sup>th</sup>ed.) ISBN: 9781496356109

This course introduces the student basic understanding of nutrition and a balanced diet to sustain life and health. Students will learn the basic food groups and exchanges for clients with disease conditions such as diabetes. Students will also learn the basic nutrient sources and develop a meal plan for certain special diets.

## **VN100: Foundations of Nursing**

Textbook:

Timby B. (2020). Fundamental Nursing Skills and Concepts (12<sup>th</sup>ed.) Wolters Kluwer. ISBN: 9781496327628

The course is designed to provide the student with an orientation to the college and an introduction to the role of the student nurse in the Vocational Nursing (VN) Program and the nursing profession. It will include a discussion of all policies and procedures applicable to the program, an introduction to Watson's nursing paradigm including the nursing process. The course will include concepts in client care including assessing client's physiological, psychosocial, social, and spiritual well being. It provides the framework for developing the initial fundamental nursing skills required for use in all subsequent specialty areas of clinical nursing practice. Utilizing components of the nursing process and Watson's nursing framework, the course will emphasize meeting physiological needs for air, water, food, elimination, activity and rest as media for caring. Concepts of health and illness and health promotion are integral parts of the nursing process.

## **VN100/Lab: Foundations of Nursing/Lab**

The course is designed to provide the student with beginning knowledge or applying theory to practice utilizing critical thinking. Clinical focus is on the VN role, responsibilities, and skills learned in the clinical settings. This course will continue to build upon the basic concepts and skills learned in VN100A and also include an introduction to integrated concepts of anatomy and physiology, nutrition, and pharmacology.

---

## VN102/102 T/Lab: Medical Surgical Nursing I

Textbook:

Timby, B. & Smith, N. (2020). Introductory Medical-surgical nursing (12<sup>th</sup> ed.) Wolters & Kluwer. ISBN: ISBN-13: 978-1451187229, ISBN-10: 145118722X

This course introduces conceptual understanding of physiological alterations affecting a person's well being. Understanding physiological alterations in each of the systems included in this unit equips students with the ability to apply knowledge into clinical practice.

### Integumentary System

This section will introduce the student to the anatomy and physiology of the integumentary system. Common diseases and diagnostic procedures related to integumentary system will be discussed. Related pharmacological agents and specific nutritional needs are described. Assessment, emergency treatment, and the complications of burns are identified. The unit emphasizes nursing care of the client with self-care deficits associated with a disorder of the integumentary system. Selected clinical experiences will allow the student to practice appropriate nursing skills.

### Musculoskeletal System

The musculoskeletal system introduces the student to the anatomy and physiology of the muscles, bones, and related structures. The common diseases involving the system, related diagnostic tests, pharmacological agents, and nutrition are discussed. The nursing interventions and psychosocial aspects of the client with a musculoskeletal disorder are emphasized. Selected clinical experiences will allow the student to practice appropriate nursing skills.

### Respiratory System

The respiratory system introduces the anatomy and physiology of the upper and lower respiratory system. Common diseases and diagnostic procedures related to the respiratory system are discussed along with pharmacological agents and specific nutritional needs. The course emphasizes the nursing interventions and psychosocial aspects for the care of the client with a respiratory disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills.

### Cardiovascular System

The circulatory system introduces the student to the anatomy and physiology of the heart and gives a detailed description of blood and how it circulates through the body. The differences between veins and arteries, blood and lymph, angina and MI are delineated. Common diseases, pharmacological agents, and specific nutritional needs are discussed. The unit will emphasize nursing interventions for concerns related to client needs. Selected clinical experiences will allow the student to practice appropriate nursing skills.

### Gastrointestinal System

The gastrointestinal system will introduce the student to the anatomy and physiology of the gastrointestinal system, accessory organs and description of the process of digestion and bowel elimination. Common diseases, diagnostic procedures related pharmacological agents and

---

specific nutritional needs are discussed. Selected clinical experiences will allow the student to practice appropriate nursing skills.

VN102/103 T/Lab: Medical Surgical Nursing II

Textbook: Timby, B & Smith, N (2020). Introductory Medical Surgical Nursing (12<sup>th</sup> ed.)  
Wolters & Kluwer. ISBN: ISBN-13: 978-1451187229, ISBN-10: 145118722X

#### Neurological

The neurological system will introduce the student to the anatomy and physiology of the neuron, the brain, the cranial nerves, the eye and ear, common diseases, and diagnostic procedures. Related pharmacological agents and specific nutritional needs are discussed. The unit will emphasize nursing interventions including the importance of neurological assessment and measurements that are recommended in preventing complications. Psychosocial aspects and the effects of aging on the neurological system are discussed. Selected clinical experiences will allow the student to practice appropriate nursing skills.

#### Endocrine System

The endocrine system will cover the changes in the anatomy and physiology of the endocrine system across the lifespan. Common diseases, diagnostic procedures, related pharmacological agents and specific nutritional needs are discussed. The unit will emphasize the nursing interventions and psychosocial aspects regarding care of the client with an endocrine disorder. Additional emphasis is placed on care of the diabetic client, administration of insulin and signs of diabetic complications. Selected clinical experiences will allow the student to practice appropriate nursing skills.

#### Urinary System

This course discusses the urinary system and changes in the anatomy and physiology across the lifespan. Common disorders, diseases and diagnostic procedures, pharmacological agents and specific nutritional needs are discussed. The unit emphasizes the nursing interventions and psychosocial aspects for the care of the client with a urinary disorder. Selected clinical experiences allow the student to practice appropriate nursing skills.

#### Immunology/Oncology

This course covers body's immune system and changes in anatomy and physiology across the lifespan and discusses the homeostatic reaction that takes place in the presence of foreign antigens and cells that have undergone malignant changes. Also included will be discussions of location, staging, and the emotional responses of clients to the diagnosis of cancer.

#### Reproductive System

This course encompasses male and female reproductive systems and changes in the anatomy and physiology across the lifespan. Common disorders, diseases, hormonal changes, diagnostic procedures, pharmacological agents and nutritional needs are discussed. Also included is a discussion of women's health issues including birth control methods. The unit emphasizes the nursing interventions and psychosocial aspects for the care of the client with disorders of the reproductive system. Selected clinical experiences allow the student to practice appropriate nursing skills.

---

### **VN104/104 T/Lab: Maternal Newborn & Pediatric Nursing**

Textbook:

Hatfield, N. & Kincheloe, C. (2018). Introductory Maternity & Pediatric Nursing (4<sup>th</sup> ed.) Wolters & Kluwer. ISBN: 9871496346643

This course explains the physiology of conception and describes the anatomical and physiological changes that take place during pregnancy, labor and delivery, and the post-partum period. Appropriate diagnostic and nutritional requirements are discussed. The unit includes fetal development, complications of pregnancy, labor and delivery and disorders of the newborn. Special emphasis is placed on the effects of drug and alcohol usage during pregnancy. Nursing interventions and psychosocial aspects regarding the care of the client during pregnancy, labor and delivery, and the post-partum period are discussed.

### **VN 105/105 T/Lab: Maternal Newborn & Pediatric Nursing**

Textbook:

Hatfield, N. & Kincheloe, C. (2018). Introductory Maternity & Pediatric Nursing (4<sup>rd</sup> ed.) Wolters & Kluwer. ISBN: 9871496346643

This course approaches the care of the client based on growth and development theory. Content will include the stages of growth and development, common childhood diseases, common pediatric procedures, related pharmacology (including immunizations), nutritional needs, accident prevention, and nursing interventions. Special emphasis is placed on the impact illness has on the child as well as the family. Selected clinical experiences allow the student to practice appropriate nursing skills.

### **VN 106/107 Medical Surgical Nursing & Gerontological Nursing**

Textbook:

Eliopoulos, C. (2018). Gerontological Nursing (9<sup>th</sup> ed). Wolters & Kluwer. ISBN: 987654321

This course introduces students to the care of clients undergoing restorative care in a rehabilitation center. Students will apply concepts about restoring functions to help clients gain independence in their activities of daily living, such as feeding, walking, grooming, personal care and hygiene to start with minimal assistance and working towards independence.

### **VN 110/110 T/Lab Managing & Team Leading**

Textbook:

Marquiz, B. & Huston, C. (2012). Leadership Roles & Mgt Functions in Nursing. (9<sup>th</sup> ed) Wolters & Kluwer. ISBN: 978-1-496349798

The course introduces the student to styles of leadership and supervision and differentiates leadership from management. Emphasis is placed on the scope of practice and the role of the VN as described in the Vocational Nursing Practice Act in relation to role delegation ability. Selected clinical experiences allow the student to practice appropriate nursing skills in the clinical setting.

---

## Nursing Licensure Prep Course

Textbook:  
Billings & Hansel (2020) LVN-Lippincott's Q & A (13<sup>th</sup> ed.)

Review is available for students who have successfully completed VN400. This review builds on previous learning in nursing theory, psycho-social sciences, basic statistics, nursing research and experiential learning as well as integrating the appropriate concepts of leadership, communication, research, the nursing process, and critical thinking. This review is designed to

recap and reflect on the program, and prepare students to take and pass the exit HESI examination which is a graduation requirement for the Vocational Nursing program.

Objectives of the review include:

(1) Review of fundamental skills and the knowledge necessary for effective test-taking strategies; and

(2) Review of fundamental issues learned throughout the VN program.

Prerequisites: Participants registered in the Nursing Licensure Preparation review must have successfully completed all didactic classes and all clinical hours prior to beginning the review course

---

## 2. Clinical Medical Assisting: SOC Code 31-9092

Training Program Length: 7 months (910 total hrs; 696 clinical hrs & 599 hrs- theory) Modular Program  
Schedule: Mon/Tues/Wed – 8:00-5:00PM

Blesi, M. & Ferari, V. (2017) Medical Assisting: Administrative & Clinical  
Competencies, 8<sup>th</sup> ed. SBN: 978-1-305-11070-0  
Medical Assisting Workbook

This program prepares graduates to work in outpatient clinics with competencies in assisting patients with their medical insurance coverage for services, preparing patients for doctor's physical exam, accurate intake of information, assist with diagnostic procedures and/or medication administration. Students are trained to perform Blood withdrawals and EKG. Graduates will take the National certification examination through National health Career Association (NHA) to be certified as Certified Clinical medical Assistant (CCMA).

### Terminal Program Objectives:

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

1. Perform front medical office management of verifying health insurance coverage or eligibility for insurance billing and make return visit appointments.
2. Provide instruction of any ordered laboratory works and/or diagnostic work-up scheduled for the patient.
3. Perform blood draw as necessary and/or perform 12-lead EKG as necessary for the physician.
4. Give medications as necessary as ordered by the doctor.
5. Update patient's information on patient's record
6. Obtain vital signs including weight.
7. Prepare and assist with doctor's physical assessment as necessary.

The table below shows the curriculum content areas of each module and designated hours for each module.



## CMA- Curriculum:

Course	Description	Theory	Lab	Externship
MA101	Medical Office Operations	31	40	
MA102	Medical Law & Regulations	5	10	
MA103	Medical Insurance Principles	87	32	
MA104	Vital Signs	72	356	
MA 105	Patient Care	60	80	
MA106	Blood Draw &EKG	60	80	
MA 107	Career Development	16	12	
MA108	Externship			<b>160</b>
Homework				<b>78</b>
<b>Total</b>		<b>355</b>	<b>320</b>	<b>910</b>

**Total Program Hours: 910 hours**

## Curriculum Descriptions:

The Clinical Medical Assistant with Clinical Externship program is designed to prepare students to earn the Certified Clinical Medical Assistant (CCMA) credential. The learning objectives outlined below provide a map of the knowledge and skills students will gain as they complete each module.

### Modules:

1. CMA 101: Medical Office Operations: (Theory- 31 Lab-40)

Program Orientation (1 hour)

- Identify the elements, expectations, and requirements of the program.
- Navigate the program using the pages, menus, and buttons provided.
- Use the program tools, including the study planner, grade book, and completion report. Be able to contact Career Step using communication tools, including phone, email, forums, chat rooms, and social media.
- Identify and use program-specific resources.

Computer Fundamentals (7 hours)

- 
- Identify basic computer hardware and interpret system requirements.

- Navigate a Windows operating system environment, as well as install and operate basic software utilities.

- Use a web browser to navigate between websites in multiple tabs or windows, send and receive e-mail, and access search engines to find information and troubleshoot basic computer problems.

- Recognize basic technologies related to an office environment.

#### Microsoft Office Training Orientation (1 hour)

- Successfully follow the lesson structure and download available study tools.

- Navigate the Microsoft Office training module(s) using the buttons and icons provided.

#### Word 2016: Beginner (8 hours)

- Identify and use the Ribbon, Quick Access Toolbar, tabs, scroll bars, cursor, ruler, and status bar.

- Create, save, open, edit, navigate, print, share, and recover a document.

- Edit and format text with options such as alignment, fonts, lists, spacing, tab stops, page format, layout, paragraph alignment and spacing, and copy formatting.

- Employ the available search and review tools, including spell and grammar check, find and replace, copy, paste, and document view options.

#### Excel: Beginner (12 hours)

- Use the Quick Access Toolbar, title bar, display options, formula bar, and worksheet tab.

- Create, save, open, edit, navigate, and print a worksheet.

- Create, edit, delete, and format cells with options such as cell alignment, applying cell styles, splitting cells, merging cells, row and column titles, row and column width, hide and unhide, and page setup and view options.

- Edit cell data using options and tools such as cut, copy, paste, AutoFill, text tools, and cell references.

- Create basic, logical, financial, and text formulas.

#### Working as a Medical Administrative Assistant (2 hours)

- Identify the essential skills, qualities, duties, and strategies of an effective medical administrative assistant.

- Identify employer expectations and name medical office industry certifications.

- Identify the members of a medical team and their responsibilities.

#### Keyboard Kinetics (8 hours)

- Demonstrate proper, effective finger placement and typing proficiency.

- Assess their keyboarding performance in terms of Gross Words per Minute and Net

#### Words per Minute. Healthcare Structure and Organization (16 hours)

- Identify the involvement of everyone in the healthcare system, including: consumers, providers, government and regulatory agencies, third-party payers, vendors, and trade associations. Recognize the basic differences between inpatient/outpatient/ ancillary services, attending/consulting/referring physicians, and direct care/support services.

- Identify and describe patient rights and responsibilities.

- Identify the responsibilities of healthcare-related government agencies.

- Identify third-party payers, as well as appropriately use the associated terminology in a healthcare documentation context.

#### Medical Office Management (16 hours)

- Recognize and prepare medical records and charts and related filing systems.

- 
- Describe the benefits and drawbacks of electronic health records systems.
  - Recognize best practices of medical office management, including staffing, policy, scheduling, and equipment issues.
  - Name appropriate courses of action for medical office emergencies, including risk management, CPR, emergency preparation and supplies, fainting, heart attacks, choking, bleeding, and hazardous waste.

## 2. CMA 102: Medical Law & Regulations

### Medical Law and Ethics (5 hours)

- Apply a basic understanding of medical law to a medical office setting.
- Use common types of medical consent and contract forms.
- Recognize common types of medical malpractice and explain the role of available insurance policies in preventing and defending against claims.
- Apply basic medical ethics guidelines in a medical office setting.

### Healthcare Documentation (10 hours)

- Identify basic types of medical records, including work types, components, formatting, and documentation standards.
- Define HIPAA compliance and other related regulations, as well as the role of healthcare documentation workers in preserving patient confidentiality and managing risk.

## 3. CMA 103: Medical insurance Principles

### Exploring Healthcare Reimbursement (25 hours)

- Use and maintain fee schedules.
- Accurately collect patient demographics.
- Identify different types of reimbursement systems.
- Prepare for and help with medical record audits.
- Recognize third-party payer systems, including insurance forms and precertification.
- Process and submit medical claims.
- Recognize the fundamental principles and resources used in medical coding.

### Medical Word Building (15 hours)

- Identify common medical prefixes, roots, and suffixes.
- Identify and properly combine word parts to create medical terms.

### Basic Anatomy (20 hours)

- Identify and describe the basic structure and functions of human body systems.
- Identify and define basic anatomical terms related to the basic structure and function of human body systems.

### Mastering Medical Language (23 hours)

- Pluralize common medical words.
- Define common medical slang, jargon, and foreign terms.
- Distinguish between common similar medical words and word parts.
- Recognize common medical abbreviations and their meanings.

### Grammar and Punctuation (8 hours)

- Identify and correctly use each of the parts of speech.

- 
- Recognize proper sentence structure and formatting.
  - Properly spell words that are commonly misspelled.

#### Medical Office Procedures (18 hours)

- Identify the principles of effective interpersonal communication.
- Communicate professionally in writing.
- Professionally manage inbound and outbound telephone calls.
- Demonstrate effective office and reception management, including opening and close office, managing a waiting room, and greeting and registering patients.
- Schedule patient appointments.

#### Practice Finances (10 hours)

- Describe the payment process and manage payments, including explanations to patients about insurance basics, fee schedules, billing, and adjustments.
- State and describe the basic functions and uses of medical office software.
- Manage the basic financial documentation of a medical office, including personnel records, financial accounts, and daily deposits.

### 4. CMA 104: Vital Signs

#### Foundational Sciences (72 hours)

- Identify the levels of organization of the human body, understand how pathogens and other microorganisms grow and infect the body, and define the most common classifications of microorganisms.
- Describe the disease processes of the human body.
- Identify the common diseases associated with each body system; define the injuries And disorders commonly seen in a clinical setting; and classify symptoms, diagnoses, and treatments.
- Execute common pharmaceutical calculations and conversions.
- Define drug actions (absorption, distribution, metabolism, and excretion), identify various drug classifications, and discuss the most commonly prescribed drugs.

#### Patient Advocacy (56hours)

- Demonstrate appropriate forms of communication for a variety of patients and scenarios, in addition to gathering patient feedback and communicating information about the practice to the public.
- Apply knowledge of the legal and ethical guidelines governing healthcare, the best way to assist patients and coworkers in abuse situations, and the proper recourse for reporting violations.
- Demonstrate an understanding of different learning and teaching styles, as well as create and deliver effective educational plans according to patient needs. Track patient compliance and coordinate care across providers.
- Identify common dietary nutrients, vitamins, and supplements; understand varying dietary needs and patient education; define the management and outcomes of various eating disorders; and interpret common food labels.
- Identify development stages, including end-of-life and grief; define the psychological needs of the physically disabled, developmentally delayed, and those with diseases;

understand environmental and socio-economic stressors and common defense mechanisms; and execute the steps of a mental health screening.

- Measure vital signs, record, and report to the physician
- Conduct initial interview of patients, document, and report to the physician

#### 5. CMA 105: Patient Care

##### Routine Patient Care (70 hours)

- Demonstrate basic knowledge of OSHA safety compliance, reception and exam room preparation, and emergency preparedness and prevention.
- Demonstrate knowledge of proper measurement and documentation of vital signs, as well as potential indicators of medical conditions.
- Prepare the examination room, medical tools, and patient for physical exam; obtain accurate patient history; and assist in physical examination.
- Demonstrate knowledge of medication and immunization types, routes of administration, drug interactions, and drug storage and safety.
- Adapt skills from this module for young and elderly patients, adjust patient communication according to age, and identify common diseases and disorders of these age groups.

##### Clinical Patient Care (90 hours)

- Describe medical conditions treated by specialty physicians and assist with examinations, tests, and procedures in a variety of medical specialty fields.
- Apply an understanding of life-saving procedures such as CPR and rescue breathing. Assess and assist with potentially life threatening symptoms, treat wounds and fractures, and place and remove sutures.
- Demonstrate training in aseptic technique, sterile environment maintenance, patient preparation, and post-operative care, in addition to a basic knowledge of common minor surgery procedures.

#### 6. CMA 106: Blood Draw & EKG

##### Clinical Simulations (26 hours) Phlebotomy (40 hours)

- Apply precautions and standards to protect from pathogen exposure, including physical and chemical barriers.
- Prepare the patient emotionally and physically for venipuncture.
- Demonstrate correct venipuncture insertion and removal techniques, along with the proper capillary puncture method. Follow accurate order of draw and perform special collections.
- Process, label, and transport samples, in addition to reporting results.
- Collect and handle non-blood specimens (such as cultures, stool, urine, and sputum)
- Apply laboratory quality and safety regulations, as well as understand the types and functions of blood testing.

##### EKG Simulations (36 hours) EKG Testing (40 hours)

- Identify and resolve artifacts from the EKG tracing, record and verify leads, inspect and recognize abnormal or emergent results such as arrhythmias, and maintain and

ensure proper functioning of EKG equipment

- Prepare the patient and apply electrodes for EKG monitoring, Holter monitoring, stress testing, and telemetry monitoring.

EKG Testing Simulations (3 hours)

7. CMA 107: Career Development

- Prepares student with know how and strategies on landing into a job employment. (THEORY) –8 HRS.
- Actual work field experience (shadowing in the job) – 12HRS

8. CMA 108: Externship

Clinical Externship (160 hours)

- Practice universal precautions, such as aseptic technique and other infection control principles.
- Demonstrate appropriate patient communication skills including: eliciting important information during history and physical, patient preparation, and instruction.
- Perform and execute medical procedures such as recording relevant signs and symptoms exhibited by patients, executing routine medical office and lab procedures, helping patients get ready for physical examinations, and helping the doctor with health examinations.
- Demonstrate knowledge and ability to perform basic preparation and assistance to physicians with in-office surgical procedures, and be trained to perform crucial sanitization and disinfecting processes of tools and equipment used during these examinations and procedures.
- Exhibit understanding of medical office procedures and administrative functions related to computer expertise, scheduling of patients, and processing of medical insurance bills, claims, and forms for patients.
- Adhere to protocols involved in the protection of patient confidentiality and demonstrate knowledge of HIPAA.
- Demonstrate proper telephone technique and dissemination of messages and information to appropriate members of the healthcare team.
- Learn phlebotomy procedures and perform CLIA-waived examinations.
- Demonstrate proper lead placement and be able to complete an electrocardiogram test.

Final Exam Preparation (1 hour)

- Identify the steps needed to be eligible for and effectively prepare for and access the final exam.
- Identify the format, restrictions, and policies of final exams, including scoring, retakes, allowed resources, and time limits

### **Program Schedule:**

Classroom: Monday, Tuesday, & Wednesday  
8:00-4:30PM (8 hr class with 30 minute lunch break)  
8hrs/day x 4 days/wk=24 x 28wks = 672+160 + 78= 910  
hours

Externship: 8 hours/day (times to be determined) Monday-Friday  
8rs/day x 5 days/wk – 40 hrs x 4wks = 160 hours

### **Total Program Hours: 672 hours**

### **3. Patient Care Technician/Assistant: SOC Code 31-1120**

Number of Weeks: 10 weeks or 160 clock hours

Total clock hrs: 160 clock hrs (T-60 hrs, Clinical-100hrs)

The program is designed to prepare students for employment as entry level nursing care technician/assistants (PCT/A). Requires active certified nursing assistant certificate. It offers the basic nursing knowledge foundations and skills competence to function as a patient care technician in an acute hospital or in a post acute hospital. In addition to basic nursing knowledge and skills, students learn to perform blood withdrawal and EKG. Through the National Health career Association (NHA) certification examination, graduates can be credentialed as Certified Patient Care Technician/Assistant (CPCT/A)

### **Program Objectives:**

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

1. Provide safer and competent basic nursing care to adults and older adults
2. Recognize significant patient problems that require evaluation and treatment
3. Perform all nursing skills required in the care of patients
4. Safely draw blood for laboratory specimen as ordered by the physician
5. Perform EKGs accurately and safely and detect abnormalities on EKG tracings that require the care providers' attention
6. Collaborate with RNs, LVNs, & other disciplines for patient needs
7. Provide safe environment to patients related to infection control, sterile techniques such as transfer and mobility.
8. Successfully pass the NHA National Certification examinations.

Textbook:

Townsend, L (2018). Fundamental concepts & skills for the Patient Care Technician.3251  
Riverport Lane, St. Louis MO, 63043. ISBN 978-0-323-43013-5

Required Courses:

HC 100/B	Nursing Assistant Skills	100 hrs
PC101	Patient Care Assistant	10hrs
PH 102	Phlebotomy Skill Practice	15 hrs
PC 103	Electrocardiograph Aide	15 hrs
PC 105	Patient Care Technician	20hrs

**Course Descriptions**

**PC 101 Patient Care Assistant.**

This course is designed to prepare students into the application of knowledge and skills in clinical practice as patient care assistants. Students will get the experience of working with other health care providers in a health care setting. Patients learn proper legal documentations.

**PH 102 Phlebotomy Skill Practice.**

This course is designed to prepare students into a more advanced skill of drawing blood for laboratory specimens as requested by the physician.

**PC 103 Electrocardiograph Aide.**

This course is designed to prepare students with the knowledge and skills of performing an electrocardiogram, both basic and the 12-lead EKGs. Students will also learn abnormal EKG tracings to be reported. Students learn proper documentations.

**PC105 Patient Care Technician.**

This module is the clinical component of the program where students will spend 80 hours externship as patient care technicians. Students will be expected to be able to apply knowledge and skills in clinical settings as patient care technicians.



#### 4. Home Health Aide: SOC Code 31-1120

**Program Hours:** 40 hours (20 hrs clinical & 20 hrs theory)

**Program Length:** 2 & ½ weeks

Textbook:

Leahy, W. Fuzy, J. Grafe, J. (2018) Providing Home Care (7<sup>th</sup>ed.) Hartman Publishing.

The curriculum was designed as a 40 - hour add on course to follow a nurse assistant curriculum that meets Federal and State training regulations. Throughout the Home Health Aide Model Curriculum, specific referencing to content covered in nurse assistant training is included to prepare the home health aide provide competent care in a home setting. Student must pass at 75% minimum to complete the program. Graduates will receive a certificate (license) from CDPH as Certified Home Health Aide (CHHA).

#### Program learning Outcomes

Upon completion of the program, graduates will:

1. Provide direct and supportive care to the client; promote comfort measures, and collect, records, and report data in the home care setting.
2. Respect and interact effectively with clients, families, and other personnel and Professional caregivers.
3. Develop an attitude of collaborative teamwork as a member of the health care team in a home setting.
4. Practice safely and competently within a home setting.

#### Required Content Areas

Introduction to Aide and Agency Role	2 theory hours	
Interpretation of Medical and Social Needs of Clients	5 theory hours	
Personal Care Services	5 theory hours	15 clinical hours
Nutrition	5 theory hours	3 clinical hours
Cleaning and Care Tasks in the Home	3 theory hours	2 clinical hours

Southeast California College (SCC) maintains an open admission policy and does not discriminate in any way. Clinical experience for HHA students will be paired with HHA at the Good Heart Home Health Agency/Hospice, Inland Valley Home Health Agency, & Plexus Home Health/Hospice.

Successful graduates of the program are eligible to work as certified home health aides (CCHA) in a home health agency or hospice after receiving a home health aide license from the California Department of Public Health.

## **5. Wound Care Management: SOC Code 29-9098**

Program Hours (32-hr. class/skills Lab. + 32-hr clinical experience + 120 hrs externship) Total  
Clock hours: 184

### **Description:**

This continuing education course is a 64-hr class designed to reinforce knowledge and skills on the care of any types of wounds, current trends on treatments to promote healing, dietary counseling, and supportive mode of treatments including activities. This course includes in-class, skills lab practice, and direct patient care experience.

This course is offered quarterly. After completing 32-hr theory/skills lab plus 32-hr clinical patient care; students will be assigned to a 120-hr externship in the field under a wound care nurse as a preceptor.

**Program Outcomes:** Upon course completion, nurses will:

1. Apply knowledge of wound care in clinical settings
2. Specialize in wound care to reduce wound infections & promote healing
3. Obtain additional 120 hours of wound care specialization to be eligible for national wound care certification
4. Participate in current trends of wound care
5. Empower focus on preventing skin breakdown to promote quality of life
6. Successfully pass the Wound Care Nurse certification examinations
7. Perform as certified wound care nurse in hospital settings.

### **Course Content:**

Day 1 (8:00- 5:00)

- Quality of Life and Ethical Issues
- Regulations & legal Aspects of Wound care
- The Skin: an Essential Organ
- Wound Assessment
- Acute & Chronic

Wound Healing Day 2 (8:00 – 5:00)

- Wound Bioburden and Infection
- Wound Debridement
- Wound Treatment Options

- Nutrition and Wound Care
- Pressure Redistribution Day 3 (8:00-5:00)
  - Pain management and Wounds
  - Pressure Ulcers
  - Arterial Ulcers
  - Diabetic Foot Ulcers
  - Atypical Wounds
  - Palliative Wound Care
  - Wound Care Perspectives: Present & Future

Day 4 (8:00 – 5:00) – Skills Lab Practice on Models for Wound care

Day 5, 6, 7, & 8 (7:00- 3:30) Clinical Experience in a Long Term skilled rehabilitation care 120-hr Externship

Focus on Wound Care and management externship with a certified wound care nurse preceptor. Student are required to complete a 120 hour (15 days) wound care externship at a skilled facility or in a medical surgical floor at an acute hospital to qualify them for the National Wound Care Association certification examinations.

Graduates will write the Wound Care Certification Examinations (WCC) through the National Alliance of Wound Care & Ostomy (NAWCO).

## 7. Home Health Aide: SOC Code 31-1120

**Program Length:** 40 hrs.

**Program Schedule:**

**Full Time:** (2.5 weeks): 20 hrs.  
 M 8:00-4:30PM- Theory (20hrs)  
 Clinical Hours: must complete 20 clinical hours

Textbook:

Leahy, W. Fuzy, J. & Grafe, J. (2018) *Providing Home Care, a textbook for home health aides, 4th ed.* Hartman Publishing, Inc. 8529 Indian School Road, NE, Albuquerque, New Mexico, 87112  
 ISBN 978-1-60425-034-3

The curriculum was designed as a 40 - hour add on course to follow a nurse assistant curriculum that meets Federal and State training regulations. Throughout the Home Health Aide Model Curriculum, specific referencing to content covered in nurse assistant training is included to prepare the home health aide provide competent care in a home setting. Student must pass at 75% minimum to complete the program.

### Program learning Outcomes

Upon completion of the program, students will:

1. Provide direct and supportive care to the client, promote comfort measures, and collect, records, and report data in the home care setting.
2. Respect and interact effectively with clients, families, and other personnel and professional caregivers.
3. Develop an attitude of collaborative teamwork as a member of the health care team in a home

setting.

4. Practice safely and competently within a home setting.

### Required Content Areas

Introduction to Aide and Agency Role	2 theory hours	
Interpretation of Medical and Social Needs of Clients	5 theory hours	
Personal Care Services	5 theory hours	15 clinical hours
Nutrition	5 theory hours	3 clinical hours
Cleaning and Care Tasks in the Home	3 theory hours	2 clinical hours

### Class Sequence:

#### 1<sup>st</sup> week-Theory

Monday: 8-4PM Theory Modules 1 & 2  
Tuesday to Friday Clinical Training with approved Home Health Agency

#### 2<sup>nd</sup> week-Theory

Monday: 8-4PM Theory Modules 3, & 5  
Tuesday to Friday Clinical Training with approved Home Health Agency

#### 3<sup>rd</sup> week- Theory

Monday 8-12PM Theory Module 4  
Final Examination: 3<sup>rd</sup> Monday after completion of 20 clinical hours

Successful graduates of the program are eligible to work as home health aides in a home health agency or hospice after receiving a home health aide certificate from the California Department of Public Health.

### 9. IV Therapy Certification Program: SOC Code 29-9098

This course is a monthly 36-hour program designed to develop skills and competencies with Confidence to licensed vocational nurses and licensed registered nurses to become IV certified for safe blood withdrawal and IV insertions

Textbook:

Fulcher, E. & Frazer, M. (2018). Introduction to IV Therapy for Healthcare Professionals (1<sup>st</sup> ed.). ISBN: 978 1416033998

**Program Outcomes:** At the end of the course, students will:

1. Prepare appropriate equipments for intravenous therapy and blood withdrawal and prepare patients psychologically for the procedure.
2. Discuss indications and complications of intravenous therapy and its management and interventions.
3. Identify appropriate intravenous devices, intravenous delivery systems, and intravenous fluids.
4. Demonstrate competent observations of IV site, regulation of IV flow, and observation of any signs of complications.
5. Demonstrate competent techniques for skin preparation, skin puncture, venipuncture, and blood withdrawal.
6. Document procedure done, observations relating to blood draw, IV therapy, and amount of infused fluids on patient's chart.
7. Explain the role between the Registered Nurse and the Licensed Vocational Nurse in IV

- therapy.
8. Practice safely as an IV certified nurse.

### **Certification requirements**

The 36-hour course includes classroom and practical applications of concepts:

- 36 Hour Course: Awards 16 units of CEU for LVN license renewal
  - 18 theory
  - 4 hour Audio-visual and Practical Instruction
  - 6 hours Clinical Practice
  - 8 hours Individual supervised successful veni punctures on three live subjects for blood withdrawal and IV insertion. Three (3) successful blood withdrawal, and (3) successful IV insertions on live subjects.

### **10. CPR/BLS: SOC CODE 29-9098**

Textbook: BLS for Healthcare Providers (2013). American Heart Association. Heartsaver First Aid with CPT and AED  
ISBN: 978-1-61669-039-7

This monthly scheduled certification course focuses on providing training to the health care providers and workers about first aid emergencies in saving lives. It offers an 8-hr initial certification, and a 6-hr recertification. The program is through the American Heart Association. It includes the required book by AHA. Included is the new life saving methodology with Automated External Defibrillation (AED).

### **11. NCLEX PREP (RN & LVN)**

Billings, D., Hansel, D., (2018). *Lippincott Q & A NCLEX Review Book for RN (11<sup>th</sup> ed)*  
Lippincott Williams & Wilkins, 323 Norristown Road, Suite 200, Ambler, PA  
19002-2756.

Billings, D., Hansel, D., (2018). *Lippincott Q & A NCLEX Review Book for LVN (11<sup>th</sup> ed.)*  
Lippincott Williams & Wilkins, 323 Norristown Road, Suite 200, Ambler, PA  
19002-2756.

Other Materials: NCLEX Handbook, Practice testing questions, CDs

This 40-hr. live review class embeds integration of concepts to clinical practice including normal patho physiology compared with physiological alterations in certain disease conditions.

It reinforces critical thinking on clinical scenarios that integrate physiological alterations, signs

& symptoms, laboratory data, treatments and nursing management. The course directs a correct

way of reading questions, and techniques of arriving at the correct answer. It simulates the NCLEX Test Plan set forth by NCSBN. This course is offered quarterly.

#### **Review Content:**

Day 1 (9:00-5:00)

Pre -test

Safe & Effective Care  
Management

#### **Take Home Practice Tests**

Safe & Effective Care

Day 2 (9:00-5:00)	Health Promotion & Psychosocial
Health Promotion	
Psychosocial	
Day 3 (9:00-5:00)	
Basic Care & Comfort	Physiological Integrity
Risk Reduction	
Day 4 (9:00-5:00)	Pharmacology & Calculation
Physiological Adaptations	Exercises
Pharmacology & calculations	
Day 5 (9:00-5:00)	
Clinical Scenarios	
Audio simulation	

### **Post-Test**

Two weeks before scheduled NCLEX test date, participant is required to take the simulated test to predict probability of passing.

One week before actual Schedule NCLEX test date, participant is required to take the Drive test to ascertain 100% probability of passing.

**NOTE: SCC observes 8 holidays. Classes will observe specific holiday that falls within a scheduled class.**

**Observed Holidays:**

1. New Year
2. Martin Luther King
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veterans Day
7. Thanksgiving
8. Christmas

---

## School Calendar at a Glance

### Spring, 2021 to Spring, 2022

<i>Spring Session starts:</i>	<i>April 04, 2021</i>
<b>Memorial Day</b>	<b>May 27, 2021</b>
<i>Spring session ends</i>	<i>June 24 2021</i>
<i>Summer Session starts:</i>	<i>June 21, 2021</i>
<b>Independence Day</b>	<b>July 04, 2021</b>
<b>Labor Day</b>	<b>September 01, 2021</b>
<i>Summer Session ends</i>	<i>September 23, 2021</i>
<i>Fall session starts</i>	<i>September 06, 2021</i>
<b>Veterans Day</b>	<b>November 11, 2021</b>
<b>Thanksgiving Day</b>	<b>November 24, 2021</b>
<i>Fall session ends</i>	<i>December 23, 2021</i>
<i>Winter session starts</i>	<i>December 24, 2021</i>
<b>Christmas Day</b>	<b>December 25, 2021</b>
<b>New Year's Day</b>	<b>January 01, 2022</b>
<b>Martin Luther King</b>	<b>January 17, 2022</b>
<i>Winter Session ends</i>	<i>March 25, 2022</i>
<i>Spring Session starts</i>	<i>March 28, 2022</i>
<b>Memorial Day</b>	<b>March 28, 2022</b>
<i>Spring session ends</i>	<i>March 25, 2022</i>

**BOLD indicates no classes being conducted at SCC on those day**